

# Baptist Financial Services Australia Ltd

ABN 56 002 861 789 – AFSL 311062  
("BFS" and "Baptist Financial Services")  
A National Affiliated Ministry of Australian Baptist Ministries



Ph 1300 650 542

Email [clients@bfs.org.au](mailto:clients@bfs.org.au)

Web [www.bfs.org.au](http://www.bfs.org.au)

## SECURED LOAN APPLICATION

### Churches & Christian Organisations

#### Applicant Details

Please complete in full the Secured Loan Application form, Client Acknowledgment (last page) and Account Application form and sign before sending it to us by post or via [clients@bfs.org.au](mailto:clients@bfs.org.au).

If you require assistance or have a question, please contact your Relationship Manager or call 1300 650 542.

For Incorporated and Unincorporated Associations please also attached the authorising Minutes of the Association.

I/We have attached the applicable Customer Identification and Verification documents for our selected entity type:

TRUST

INCORPORATED ASSOCIATIONS

DOMESTIC COMPANY

UNINCORPORATED ASSOCIATIONS

PARTNERSHIP

Minutes

Office use only:

Application No: \_\_\_\_\_

Client ID confirmed:

Applicants Name:

Applicant Affiliation (e.g., Baptist Union or Christian Organisation):

Business location address (this item must be completed):

<input type="text"/>					
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>

Postal address (if different from business location address, otherwise leave blank):

<input type="text"/>					
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>

Contact Details [Please include the details of at least two contacts (e.g., e-mail and phone number) and area code(s)]:

Contact person	<input type="text"/>				
Phone	( )	Mobile	<input type="text"/>		
E-mail	<input type="text"/>				

Contact person	<input type="text"/>				
Phone	( )	Mobile	<input type="text"/>		
E-mail	<input type="text"/>				

## Applicant Details (Cont.)

Nature of business (describe your ministry objectives):

Please attach a Faith Statement if not a Baptist Church or Organisation Attached:  Yes

Purpose of the loan and its benefits to your church/organisation (please attach if insufficient space):

### Governance Structure and Officeholders

1. Please attach a description your governance structure (e.g., please detail corporate structure, Board composition, registrations, stakeholders, officeholders, and reporting requirements).

Attached:  Yes

2. Provide a list of officeholder names and positions (if additional Officeholders are to be named, please complete in "Other Information" on page 8):

Officeholder(s)			
Position(s)			
Officeholder(s)			
Position(s)			

Please indicate if you have an existing BFS Client Account in the same name and would like to use the same client number:

## Loan Details

Please select your required choices.

On behalf of the above Applicant, we apply for:

1. **A Total Loan Limit** of \$ \_\_\_\_\_

2. **Loan Purpose:**

Purchase                       Construction/Building                       Refinance or

Other (please specify): \_\_\_\_\_

3. **Loan Type:**

**Instalment Loan** (principal & interest) of \$ \_\_\_\_\_ for a term of \_\_\_\_ (max 20 years)

**Construction Loan** (Interest Capitalised) of \$ \_\_\_\_\_ for a term of \_\_\_\_ (max 3 years)

**Construction Loan** (Interest Only) of \$ \_\_\_\_\_ for a term of \_\_\_\_ (max 3 years)

**Bridging Loan** (Interest Only) of \$ \_\_\_\_\_ for a term of \_\_\_\_ (max 3 years)

**Bridging Loan** (Capitalised Interest) of \$ \_\_\_\_\_ for a term of \_\_\_\_ (max 3 years)

Continued Over

## Loan Details (Cont..)

Please select your required choices.

- GST Bridging** of \$ \_\_\_\_\_ for a term of \_\_\_\_ (max 6 months)
- Interest Only Loan** of \$ \_\_\_\_\_ for a term of \_\_\_\_ (max 3 years)
- Overdraft Loan** of \$ \_\_\_\_\_ for a term of \_\_\_\_ (max 3 years)
- Unsecured Principal & Interest** of \$ \_\_\_\_\_ for a term of \_\_\_\_ (max 5 years)

Or a combination of the above (e.g., *Interest Only followed by Instalment – tick both*):

Street address and Title Reference of any property being acquired with the loan or construction and/or development project:

The loan, if approved, will need to be available from \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_.

**Our organisation has passed the formal resolution/s approving the loan, registered first mortgage security and security of maintaining its main financial institution account with BFS, and, where applicable, authorising the appropriate Trustee to sign both the loan and mortgage documentation.**

A signed copy of the resolution is attached:  Yes  No Mortgage applies

*Loan approval is always subject to the necessary resolution(s) being passed by the applicant.*

**Existing Loans** - Please provide copies of loan agreements (terms and conditions) and statements for each loan for the past 12 months under the below headings (\*e.g., Instalment, Interest Only, Overdraft, Congregational, Interest-bearing, interest free etc.):

- Facility Provider: \_\_\_\_\_

Facility Limit	\$ _____	Balance	\$ _____	Type*	

- Facility Provider: \_\_\_\_\_

Facility Limit	\$ _____	Balance	\$ _____	Type*	

- Facility Provider: \_\_\_\_\_

Facility Limit	\$ _____	Balance	\$ _____	Type*	

- Facility Provider: \_\_\_\_\_

Facility Limit	\$ _____	Balance	\$ _____	Type*	

## Property Purchase or Project Details

### 1. Property Purchase Costs:

	Amount
Purchase Price	\$ _____
GST	\$ _____
Stamp Duty	\$ _____
Legal Costs	\$ _____
Other: _____	\$ _____
<b>Total</b>	<b>\$ _____</b>

A copy of the executed Purchase Contract is attached:

Yes  Not Applicable

## Property Purchase or Project Details (Cont.)

2. Construction, redevelopment, or refurbishing projects:

(a) Details including copies of plans, or some drawings are attached  Yes  No  N/A

(b) Project Manager or other competent person\* appointed by the applicant, who will be responsible to authorise any progress payments from the loan based on the cost of works completed. Note that for significant or specialised projects BFS may require the appointment of a quantity surveyor.

Name: \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Experience and qualifications: \_\_\_\_\_

*\*Examples of a 'competent person' are qualified Architects, Quantity Surveyors, Project Managers, Licensed Tradesmen or Builders.*

(c) The construction cost of the project is based on the following (tick and specify the cost, as applicable):

Construction cost	Amount
<input type="checkbox"/> Quantity survey estimate	\$ _____
<input type="checkbox"/> Tenders for fixed price contract	\$ _____
<input type="checkbox"/> Architects/consultants Builders/contractors quotations fees	\$ _____
<input type="checkbox"/> Architects/consultants fees	\$ _____
<input type="checkbox"/> Contingency allowance	\$ _____
<input type="checkbox"/> Furnishings & Equipment	\$ _____
<input type="checkbox"/> Landscaping	\$ _____
<input type="checkbox"/> Car Park	\$ _____
<input type="checkbox"/> Other (specify): _____	\$ _____
<input type="checkbox"/> GST (refundable)	\$ _____
<b>Total</b>	\$ _____

(d) Is the loan to finance the planning and approval of a Development Application ('DA') to take place?

Yes  No If yes, please provide details including estimated cost and scope of works:

\_\_\_\_\_

\_\_\_\_\_

(e) A Copy of the DA and stamped plans are attached (if approved):  Yes  N/A

Please note below any special conditions to be met before construction can commence:

\_\_\_\_\_

\_\_\_\_\_

(f) Is it proposed that any part of the development project be sold on completion?  Yes  No

*If yes, please provide details and a copy of any sales agreement/s:*

\_\_\_\_\_

\_\_\_\_\_

## Project Plan

1. Where the project includes an income generating activity (e.g., rental premises, childcare center, retail coffee shop, school) please include a Business Plan for the first 5 years of the proposed venture. A guide to the preparation of a business plan is available for download from our website [www.bfs.org.au](http://www.bfs.org.au). If business activity is a new venture, please also provide an independent feasibility report.

- i) Business plan (if needed) attached:  Yes
- ii) Independent Feasibility Report attached:  Yes  N/A
- iii) For rental income please provide a copy of any existing lease agreement or, for a proposed rental, provide a Real Estate rental appraisal.  Yes  N/A

2. Cost of project/purchase (including GST) to be financed as follows. Note written evidence must be provided to verify the amounts and sources of funds:

Funds on deposit	\$ _____	
Pledges & Commitments	\$ _____	Available ____ / ____ / ____.
Congregational Loans	\$ _____	Available ____ / ____ / ____.
Sale of Property/other assets	\$ _____	Available ____ / ____ / ____.
BFS loan	\$ _____	
Other	\$ _____	
<b>Total</b>	\$ _____	

3. Where the property purchase, construction, or other expenditure to be made from the loan is subject to GST, please indicate how you will finance the cash flow for the GST payment pending the refund being received.

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## Financial Information

(a) Statistical Information (*churches only*)

When was the Church established? \_\_\_\_\_

Number of current members who regularly attend \_\_\_\_\_

Number of weekly Church attendees - now \_\_\_\_\_

Number of weekly Church attendees - 1 year ago \_\_\_\_\_

Number of weekly Church attendees - 5 years ago \_\_\_\_\_

Number attending weekly - Other groups:  
e.g. Bible Study, Youth Groups etc. \_\_\_\_\_

Average of last 52 weeks offerings – now \$ \_\_\_\_\_

Average of last 52 weeks offerings – 1 year ago \$ \_\_\_\_\_

Average of last 52 weeks offerings – 5 years ago \$ \_\_\_\_\_

Average number of giving units – now \$ \_\_\_\_\_

(b) Assets and Liabilities as at \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

**ASSETS:**

Real Estate Assets:

Property (manse / church etc.)	Address	Amount Still owing	Under mortgage to	Estimated Market value
		\$ _____		\$ _____
		\$ _____		\$ _____
		\$ _____		\$ _____
		\$ _____		\$ _____
		\$ _____		\$ _____

Funds/Cash Held in Financial Institutions:

Name of Financial Institution	Amount
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____

Statements for above accounts are attached  Yes

Other Assets	Amount
Motor Vehicles:	\$ _____
Other (details):	\$ _____
	\$ _____
	\$ _____
	\$ _____

**LIABILITIES**

	Amount
Loans currently secured over Real Estate	\$ _____
Loans from Members	\$ _____
Other Loans or Leases	\$ _____
Payables: GST, PAYG Tax, Insurance etc.	\$ _____
Other (details)	\$ _____

Statements for above accounts are attached  Yes

## Security Property

(a) Please list below all properties to be used as security for your loan.

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The title for these properties is/will be in the name of the applicant.  Yes

If no, the title will be in the name of: \_\_\_\_\_

Are you aware of any registered or unregistered encumbrances on the property(s) that may affect or impinge how an owner can deal with the property?  Yes  No

If yes, please provide details:

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The title deeds are currently held by:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Title Reference(s): \_\_\_\_\_

Please attach details of the Title Reference(s) for each property (e.g., Council rate notice).

Rate Notice or other detail of Title attached  Yes

(b) Insurance details of the property proposed as security for the loan:

Name of Insurer: \_\_\_\_\_

If insurer is not Baptist Insurance Scheme ('BIS'), please provide the following:

Insured Value of Building/s on loan security property: \$ \_\_\_\_\_

Policy No: \_\_\_\_\_ Policy Expiry Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

Copy of Insurance attached (non-BIS only)  Yes  BIS

(c) A current market valuation for mortgage purposes that can be relied upon by BFS may be required from a Registered Valuer who is independent of the applicant in respect of the properties. Contact BFS on 1300 650 542 to obtain 'Instructions to Valuers' and an indication of valuation requirements.

## Loan Affordability

(a) Income & Expenditure. Please supply the following:

(1) Copies of the past two (2) year's audited financial statements  Yes

(2) The current year budget with year-to-date actuals  Yes

(3) If the current budget is not being met, please provide an explanation as to why, and any existing or proposed action(s) addressing this situation.

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(b) Demonstrated Capacity to Pay Loan Interest/Repayments over Term of Loan:

[refer to *The Loan Fees (Application, Establishment and Management)* and use Loan Calculator available on [www.bfs.org.au](http://www.bfs.org.au)] Refer to Luke 14:28-30.

Annual Loan repayments at current interest rate \$ \_\_\_\_\_

Annual Loan repayments at current interest rate plus 1% contingency \$ \_\_\_\_\_

If the annual repayments, including the contingency for any increase in interest rates, are not included within the current approved budget, please indicate how the applicant proposes to meet the loan repayments:

Budget surplus	\$ _____
Cost savings	\$ _____
Additional income	\$ _____
Pledges and commitments	\$ _____
Other	\$ _____
Total	\$ _____

Any additional information confirming your capacity to meet the loan repayments:

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(c) Has the organisation received a notice from a financial institution as a result of having had a default with a current or previous loan within the past 5 years?

*e.g., loan payments in arrears, loan payments not made by due date.*

Yes  No

(d) Is there any other information you can provide to support your application?

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## Other Information

Please include the details of at least two contacts (e.g., e-mail and phone number) and area code(s)

- (a) **Legal Representative:** Please provide details of any legal representative acting for the applicant in respect of the purchase of any property/business associated with this loan or in respect of the loan security arrangements.

Firm Name			
Contact person			
Phone	(    )	Mobile	
Email			

*If the space for information requested is insufficient, please include an attachment with the additional details.*

- (b) Other or additional information

How did you become aware of BFS as a source of finance?

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Additional Information you feel is relevant to your application (e.g. governance, officeholder names and positions, existing loans, assets etc.

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## Privacy Statement

BFS is committed to ensuring the confidentiality and security of your personal information. Our [Privacy Policy](#), which provides further information about how we handle your information, is available upon request or by accessing our website [www.bfs.org.au](http://www.bfs.org.au).

BFS's contact details for privacy purposes are as follows:

BFS's Privacy Officer

[clients@bfs.org.au](mailto:clients@bfs.org.au)

Ministry and Learning Centre, Level 4, 5 Saunders Close, Macquarie Park NSW 2113 and 1300 650 542

We generally collect personal information directly from you. For example, personal information will be collected through our application processes, forms, and other interactions with you in the course of providing you with our products and services, including when you visit our website, call us or send us correspondence. We may also obtain credit information about you from identity verifiers, credit providers and credit reporting bodies on your behalf, if necessary, for us to provide our services to you.

## Fees and Charges

1. **Application Fee** - the receipt of a completed and signed Secured Loan Application form by BFS will incur an Application Fee. Please refer to the enclosed Loan Fees (Application, Establishment and Management) and available on [www.bfs.org.au](http://www.bfs.org.au) to determine the applicable Application Fee. This Fee must be received before this Secure Loan Application can be processed.

Please complete the enclosed Direct Debit Request form to facilitate payment of the Application Fee.

**2. Loan Establishment and Management Fees** - Please refer to the enclosed Loan Fees (Application, Establishment and Management) and available on [www.bfs.org.au](http://www.bfs.org.au) for details the applicable Fees.

3. You are required to pay the fees and charges of our Solicitors in relation to the preparation and registration of the mortgage security documents for the loan together with any stamp duty which may be payable on the mortgage. Calculators to assist you in estimating the stamp duty payable on a mortgage or on purchase of a property are available on our website [www.bfs.org.au/loans](http://www.bfs.org.au/loans).

You are also required to pay the fees and charges of our Solicitors for discharge of the mortgage on repayment of the loan.

Any other fees applicable to the approved loan will be set out in the Letter of Offer of Loan.

**Consideration of Your Loan Application**

It is suggested that contact be made with the BFS State Relationship Manager to discuss your financial needs when planning a proposed project or purchase. BFS may be able to assist in your planning process, and your feedback will also assist BFS in planning for your financial needs.

Please ensure your application is made at the earliest possible time. **In general, applicants should allow a minimum of 2 months from the actual lodgment of an application for a loan to the point where the loan advance can be made.** On receipt of your application, BFS will undertake any due diligence work and enquiry that it considers necessary to enable consideration of your loan application. This process may require that we contact any governing body or other churches within your network and/or association to confirm affiliation, church health and any other matters pertaining to the ability to service this loan. Where your application is approved, an Offer of Loan is made in writing requiring acceptance within 120 days and then our legal adviser will prepare and arrange execution of the first mortgage documents following which the loan funds will be available.

**Authorised Signatory/s and Representation**

Please select your required choice to sign and receive a statement of the account(s) (If this section is not completed, we assume ALL authorised signatories must sign).  
**Each new signatory** (not a signatory to a BFS Account) must complete and sign the **Account Signatory** section on page 12 of this application form (please make multiple copies as required and attach to this application form).

Any ONE\* to sign OR  Any TWO to sign OR  All to sign OR  Other: \_\_\_\_\_

\*Subject to BFS approval

We accept that the specified number of authorised signatories listed below may endorse cheques, authorise loans, and to obtain any information concerning the loan/s generally.

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Each authorised officer signing on behalf of the Applicant below represents that all information and documentation provided in relation to this Secured Loan Application for is true and correct in all material aspects.

Signatures of at least two (2) authorised Officers:

X	X
Name: _____	Name: _____
Date: ____ / ____ / ____	Date: ____ / ____ / ____

**Please complete the Client Acknowledgement on the next page**

## Client Acknowledgement

The following documents and details are returned (please tick as appropriate):

a) Required:

- Secured Loan Application.
- Direct Debit Request form.
- Account Application – Loan together with Customer Identification and Verification forms.
- Minutes or formal resolution/s for Loan approval and account signatories.
- Governance structure description and a list of officeholder's names and positions, and
- Asset and Liability Statement
- Audited financial statements

b) If applicable:

- Purchase Contract,
- Development Application,
- Construction, Redevelopment or Refurbishing Plans,
- Business Plan,
- Account Statements,
- Copy of Insurance,
- Rates Notice or other detail of Title.

Authorised Signatory

Authorised Signatory

X	X
Name: _____	Name: _____

**PLEASE COMPLETE FOR EACH NEW ACCOUNT SIGNATORY**

**Loan and Account Signatory**

Pursuant to the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth), Baptist Financial Services cannot commence providing Clients with financial services until we obtain certain information about the Client, including signatories, and verify that this information is true and correct. BFS uses a Credit Reporting Agency (CRA) assessment to meet these regulatory obligations and each signatory's consent is required to undertake a CRA assessment.

- ♦ I wish to opt-out of receiving marketing information about other products or services BFS offers Yes
- ♦ I wish to opt-out of receiving electronic statements Yes  and/or I wish to receive paper Statements Yes
- ♦ I wish to have BFSOnline access to be granted (refer to [BFSOnline Application](#) from [www.bfs.org.au](http://www.bfs.org.au)) Yes
- ♦ I have provided a copy of my Photo Identification (refer to the [Identification Lists - Individuals](#)) Yes

Title	Given name	Middle Name	Surname
Driver Licence No			Date of Birth ____ / ____ / ____

Residential address

Property Name	Unit No / St No	Street Name	Suburb	State	Postcode

Previous Address *(required if at above address for less than 2 years)*

Property Name	Unit No / St No	Street Name	Suburb	State	Postcode

Contact Details [Please include at least two contact details (e.g., e-mail and phone number) and area code(s)]

Home Phone	( )	Work Phone	( )	Mobile	
Email					

I declare that:

- all the information I have provided in this application form is true, correct, and complete,
- I have read, understood, and accept the terms and conditions as contained in our '[Product Disclosure Statement and Terms & Conditions – BFS Non Cash Payment Products](#)' as it relates to powers of Authorised Signatories,
- I consent to the collection, use and disclosure of personal information for the purposes shown in the Privacy Statement on page 9,
- I consent to BFS and its representatives to act as my agent in seeking access to my credit information held by credit reporting bodies and credit providers. This authority applies to inquiries made by BFS in connection with the provision of services to me by BFS to verify my personal information (including name, residential address, and date of birth) for AML/CTF purposes, and
- I am authorised to provide the personal details presented and I consent to my information being checked by a CRA, with the document issuer or official record holder for the purposes of confirming my identity. Please note you **must** tick the adjacent box for your information to be checked by a CRA.  Yes

*	Date: ____ / ____ / ____
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