

# First Start Loan

## Application Form Primary Producers

Existing client ID No

OR new client to QRIDA

Fund code: FIRSTSTART2010

v17 6/9/2024

### Information checklist

The following information is required by QRIDA to assess your application <i>You can use your own templates or the templates available on the QRIDA website</i>	Provided with this form:	
<b>Financial Statements - past 3 years</b> <i>Including Profit and Loss Statement, Livestock Trading Schedule, Balance Sheet and Depreciation Schedules</i> <b>NOTE:</b> Cashbook figures are acceptable if financial statements have not been prepared. Financials must be provided for the applicant entity and all associated entities.	Yes	No - please state why:
<b>Personal Tax Returns - past 3 years</b> <i>Returns for all associated individuals and all associated entities as prepared by your accountant. Please include copies only as under the Public Records Act 2002 documents cannot be returned.</i>	Yes	No - please state why:
<b>Business Plan</b> <i>Available at <a href="http://qrda.qld.gov.au/program/first-start-loan">qrda.qld.gov.au/program/first-start-loan</a></i>	Own template	QRIDA template
<b>Monthly Cash Flows for the <i>Current and Next</i> Financial Year (July - June)</b> <i>Available at <a href="http://qrda.qld.gov.au/program/first-start-loan">qrda.qld.gov.au/program/first-start-loan</a></i>	Own template	QRIDA template
<b>Production Schedule(s) (if applicable)</b> <i>Available at <a href="http://qrda.qld.gov.au/program/first-start-loan">qrda.qld.gov.au/program/first-start-loan</a>                      For sugar producers, please provide your last five years mill production records.</i>	Own template	QRIDA template Sugar mill template
<b>Australian Tax Office (ATO) Integrated Client Account Statement</b> <i>Copy of the ATO Integrated Client Account Statement (previous 12 months) for the applicant / each member and all associated entities. (An Accountant may assist in providing these statements).</i>	Yes	No - please state why:
<b>Schedule of Account Details from all lenders</b> <i>(see last page of this application form)</i>	Yes	No - please state why:
<b>Copy of Purchase Contract / Purchase Agreement</b>	Yes	Not applicable
<b>Copy of quotes to verify costs of development activity/ies</b>	Yes	Not applicable
<b>Trust Deed (and any Deed of Variation if amended)</b>	Yes	Not applicable
<b>Copy of licence, permit, approval or other authorisation for the proposed activity/ies</b>	Yes	Not applicable

**Section 1 - Applicant details**

Borrowing entity name

Borrowing entity ABN  
(if applicable)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Please select the borrowing entity:**

	Title	Surname	Given Names	Date of Birth
Sole trader				
Partnership				
Individual trustees				
Company directors				

**or**

Company

Company name

*Please list the Company Director/s' details above*

**or**

Trust

Trustee

*Individual (please provide the individual trustee/s details above)*

*Company (please provide the Company name and the Company Directors' details above)*

Trust name

Trading name

Trading name ABN

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Industry type (e.g. horticulture, sheep, grain)

Borrowing entity contact name

Landline

Fax

Mobile

Email address

**IMPORTANT:**

By ticking this box, you consent to QRIDA using your personal information to provide you with information (including, where permitted by law, by telephone (including by text or SMS or electronically) about this loan product, including the progress of your loan application, and if your application is successful, loan account statements and payment reminders. Please refer to the privacy statement on page 9 of this document.

**Road address of enterprise:**

**Postal address of enterprise:**

Please tick if same as road address

Town/city

State

Postcode

Town/city

State

Postcode

**Accountant**

Contact person

Telephone

Fax

Firm

Email

**Bank or financier**

Contact person

Telephone

Fax

Bank /  
Financier name

Email

Branch

**Section 2 - Loan purpose and proposal summary**

**What is the purpose of the QRIDA First Start Loan?**

**Which of the below aligns with the purpose of this First Start Loan?**

*Choose the one most appropriate to your situation.*

**Acquiring a viable primary production business in its own right.**

**Building a viable primary production business by:**

- acquiring and operating, a primary production business on a staged basis where you have defined longer-term plans; or
- entering into lease or share farming arrangements; or
- upgrading or building-up an existing non-viable business.

**Entering an existing family primary production business** as part of a longer-term plan to operate a viable primary production business in your own right.

**Section 3 - Loan requirements and sources of funding**

Outline the total cost of this current proposal and how it will be funded in the following table.

*All amounts should be GST exclusive. Itemised costs may include capital expenditure, plant and equipment, and any other costs associated with this acquisition e.g. legal and stamp duty.*

Assets being purchased/project activities being undertaken:		How this will be funded:	
Brief description	Total cost (\$)	Source of funds (e.g. family gift, cash, other loans, QRIDA loan)	Amount (\$)
		Cash contribution	
		Bank Loans	
		Vendor finance	
		Other (please detail):	
		QRIDA Loan	
	<b>TOTAL*</b>		<b>TOTAL*</b>

**\*NOTE:** the total cost of the proposal and total amount of funding required must be equal.

**How do you propose the First Start Loan will be secured?**

Applicants are required to provide adequate security in the form of a mortgage over land or other assets acceptable to QRIDA. Please outline the security available to QRIDA should your loan be successful below.

## Section 4 - Project activity milestones

Please identify the major activities you wish to undertake, the total cost for each, and the milestones you wish to achieve over the life of the project. **There may be more than one project that relates to your chosen milestone(s).** An example project has been completed for your reference.

Example Project Activity Milestone One					
Activity	Initial Property purchase – Stage One				
Description	Purchasing block of 356ha to start running cattle				
Total cost	\$630,000	Start date	1/08/2020	End date	31/07/2023
Milestone (outcome)	Achieve and maintain herd of 150 breeders				
Milestone timeline	Within 3 years of property purchase				

Example Project Activity Milestone Two					
Activity	Additional Property purchase – Final Stage				
Description	Purchasing 1,500 hectares from parents				
Total cost	\$750,000	Start date	1/09/2024	End date	1/07/2030
Milestone (outcome)	Achieve a viable primary production business running 500 breeders				
Milestone timeline	Within 5 years of additional property purchase				

Project Activity Milestone One					
Activity					
Description					
Total cost		Start date		End date	
Milestone (outcome)					
Milestone timeline					

Project Activity Milestone Two					
Activity					
Description					
Total cost		Start date		End date	
Milestone (outcome)					
Milestone timeline					

Project Activity Milestone Three					
Activity					
Description					
Total cost		Start date		End date	
Milestone (outcome)					
Milestone timeline					

## Section 5 - Preferred terms and conditions

Please outline your preferred repayment terms including length of the loan, initial interest only period, repayment frequency and fixed interest rate period.

**NOTE:** an initial interest only period can be considered by QRIDA where a financial need is clearly demonstrated.

QRIDA will be in contact with you to discuss your preferred terms and conditions in more detail.

Preferred terms and conditions						
Loan term	years (maximum 20 years)	Initial interest only period required	No	Yes	Initial interest only for: (up to 5 years)	years
Repayment frequency	Monthly	Quarterly	Half yearly			
Interest rate options	Variable	One year fixed	Three years fixed	Five years fixed		





## Section 8 - Statement of assets and liabilities

Please complete one statement of your **business and personal** assets and liabilities, including those held individually or jointly with partners, other persons or associated entities. The Statement must include all assets you own and all debts you owe should be included.

Please tick if your statement of assets and liabilities is included in a separate template

Assets (show present fair market value)	\$	Liabilities (current amount owing)	\$
Cash at Bank		Overdraft (Limit:\$ )	
Term Deposits			
		Term loans	
Farm Properties			
1. Land ha @ \$ /ha=\$ Buildings ( ) \$		Other Loans (eg. Private Loans)	
2. Land ha @ \$ /ha=\$ Buildings ( ) \$			
3. Land ha @ \$ /ha=\$ Buildings ( ) \$			
Livestock (show type)		Stock Loans/Pastoral House	
Plant and machinery		Hire Purchase, Leasing & Chattel Mortgage <i>(transfer total from table below)</i>	
Vehicles			
Crops (harvested, stored and unsold)		Entitlements Owing to Employees	
		Taxation Debt	
Accounts Receivable		Accounts Payable	
Debentures/Shares/Investments		Margin Loans	
Other Real Estate (show details)		Real Estate Loans (show details)	
Superannuation (current estimated value)		Personal Loans	
Life Insurance (estimated surrender value)		Credit Cards	
Other Assets (detail)		Other Liabilities (detail)	
<b>Total Assets</b>		<b>Total Liabilities</b>	

### Hire purchase and lease repayment schedule

Item	Lender	Instalments					Lease residual		Total owing (a x b + c + d)
		(a) Instalment amount	Frequency e.g. monthly/ yearly	(b) No. of payments remaining	Date of final payment	(c) Overdue payments (Arrears)	(d) Amount	Due date	
<b>Total owing</b> (transfer total to 'Statement of Assets and Liabilities' above)									

## Section 9 – Do I need a licence, permit, approval or other authorisation?

Please note that it is the applicant's responsibility to ascertain if a licence, permit, approval or other authorisation is required for the proposed activity, the subject of this application.

As the applicant, you should obtain independent, technical advice to determine if a licence, permit, approval or other authorisation is required for the proposed activity, the subject of this application. Please confirm that you have obtained this advice as follows (tick one box):

The proposed activities, the subject of this application, **do not** require a licence, permit, approval or other authorisation

The proposed activities, the subject of this application, **do** require a licence, permit, approval or other authorisation, and a copy of the relevant document is attached

Source of technical advice (e.g. DNRME, DSDMIP):

Name of person providing advice:

Contact number:

## Section 10 - Acknowledgements, consents and privacy statement

In the following sections, titled acknowledgements, consents and privacy statement:

- QRIDA means Queensland Rural and Industry Development Authority; and
- Credit Reporting Body means Dun & Bradstreet (Australia) Pty Limited ACN 006 399 677 trading as Illion.

**Please tick each of the below to indicate your acceptance. Your acknowledgment and acceptance of each item is a condition of submitting a valid application.**

### Acknowledgements

I/We have read and understood the guidelines at [qrda.qld.gov.au](http://qrda.qld.gov.au) for the First Start Loan – Primary Producer and have obtained clarification where needed.

I/We certify that:

- a) all of the information provided in the whole of this application is true and accurate and discloses my/our correct financial position; and
- b) to the extent this application or any information provided in relation to this application contains information of, or about, another person, I/we have the authorisation of that person to provide the information and for it to be used and disclosed in accordance with the above authorisations.

I/We are aware that it is an offence and that penalties may be applied under the *Rural and Regional Adjustment Act 1994* (Qld) if any information provided in an application or any document provided in respect of an application is found to be false misleading or incomplete in a material manner.

I/We have read the Collection Notice and the Privacy Statement below and understand how personal information provided in my/our application may be collected, used and disclosed.

I/We certify that the business which is subject of this application is not in administration, liquidation or a state of insolvency and that all of the business owners are similarly, to the best of my/our knowledge, not in a state of bankruptcy, insolvency, financial distress or difficulty.

I/We are aware that QRIDA is bound by the *Public Records Act 2002* and are unable to return any documents forwarded as part of this application.

Do you have, or have you had, any business dealings with QRIDA that could be considered an actual, potential or perceived conflict of interest with this application? Yes  No

**If Yes** - please provide details of all your business dealings with QRIDA that may be considered an actual, potential or perceived conflict of interest:

I/We have read the Credit Information, Collection Notice and Privacy Statement below and understand how personal information provided in my/our application may be used.

### Consent to Third Party Disclosure

I/We authorise any Relevant Person to disclose to QRIDA and each of its authorised representatives such information as QRIDA or an authorised representative considers to be necessary or appropriate in connection with this application or any aspect of the Scheme from a Relevant Person ^, including my/our financial statements and personal taxation returns and other supporting information to verify my/our identity, determine if my/our business is eligible to receive a loan under the Scheme and in relation to the administration and management of the Scheme and any loan provided to me/us under the Scheme.

^ For the purposes of the above consents, Relevant Person includes:

- the Identity Verification Service Provider and credit reporting body, any accountant, solicitor, business consultant, bank, financier, supplier, processor, or other agent named or identified in this application or in supporting documentation provided with, or in support of, this application; and
- any Commonwealth, state or local government department, agency or authority that QRIDA or an authorised representative may consider relevant.

### Credit information

To enable QRIDA to assess your application for a loan, QRIDA may need to be provided credit reporting information and credit eligibility information about your business and yourself.

I appoint QRIDA as an access seeker under the *Privacy Act 1988* (Cth) and authorise QRIDA to make applications on my behalf to request credit reporting information and credit eligibility information from the Credit Reporting Body and other credit providers. I authorise QRIDA to disclose personal information to the Credit Reporting Body and other credit providers in order to request credit reporting information and credit eligibility information and to obtain and use information contained in the Failure Risk Report and any other information provided to us by the Credit Reporting Body and other credit providers.

*Continued over page...*



## Section 10 - Acknowledgements, consents and privacy statement (continued)

*Notice that credit information may be given to a credit reporting body:*

To assist the Australian credit reporting system to function effectively, QRIDA may disclose to a credit reporting body certain business and personal information about you which includes:

- a) your identification;
- b) that credit has been applied for and the amount;
- c) that QRIDA is a current credit provider to you (although is not a 'credit provider' for the purposes of the *Privacy Act 1988* (Cth));
- d) details of payments which become overdue for more than 60 days;
- e) that payments are no longer overdue;
- f) details of payments made by you which have been dishonoured more than once;
- g) that you have committed fraud in applying for or receiving credit from QRIDA or in evading your obligations regarding the credit received, or have attempted to do so;
- h) that the credit provided to you by QRIDA has been paid or discharged.

Credit reporting bodies may include the above information in reports provided to other credit providers to assist them to assess your credit worthiness.

*Authority to disclose certain information to joint applicants –*

I understand that if QRIDA declines my loan application due to adverse information on my personal credit file then each applicant for the credit may be notified that the application has been declined wholly or partly on information derived from a personal credit report relating to me.

I understand that if I fail to provide any information requested in this form or do not agree to any of the possible exchanges or uses detailed above my application may not be accepted by QRIDA.

### Information Collection Notice

#### Collection and use of your personal information

QRIDA and its authorised representatives are collecting and obtaining (from you and the Relevant Persons) your personal information in connection with the Scheme, for the following purposes:

- verification of your identity;
- assessment of your application and your eligibility for the Scheme at the time of making the application and on an ongoing basis;
- the administration and management of the Scheme or any grant or loan provided to me/us under the Scheme including for compliance and enforcement purposes; and
- any other purpose related, or otherwise necessary to give effect, to the purposes listed above.

QRIDA and its authorised representatives may also use your personal information for the following purposes:

- to contact you in relation to your application, and the evaluation of the First Start Loan Scheme;
- to facilitate its internal business operations and fulfil legal obligations;
- to assess the performance of QRIDA and other Queensland and Commonwealth Government grant and loan programs and services;
- to promote or market QRIDA and other Queensland and Commonwealth Government grant and loan programs and services (including the success and outcomes of the programs and services);
- research and development of QRIDA and other Queensland and Commonwealth Government actual and proposed services;
- to identify and assess your eligibility for or interest in other QRIDA and Queensland and Commonwealth Government administered grant and loan programs or services;
- to collate statistical data; and
- as permitted by law, including in accordance with QRIDA's disclosure rights under s. 40 of the *Rural and Regional Adjustment Act 1994*.

#### Disclosure of your personal information

QRIDA may disclose your personal information to the Relevant Persons, QRIDA's employees, contractors, related affiliates and third parties to the extent necessary or convenient to enable QRIDA to further the purposes described above (which do not extend to commercial purposes).

Government agencies to whom personal information is to be disclosed are:

- Department of Agriculture and Fisheries
- Queensland Treasury

#### Consent

By completing and submitting this application, you are consenting to QRIDA using the email address listed in this application, should your loan be approved, for the provision of any or all necessary loan documentation and managing your personal information in the manner described in this Collection Notice and our Privacy Policy.

#### Privacy statement

More information about the way QRIDA uses, discloses, and secures your personal information, how you can access and correct that information, and how you can make a complaint about a breach of privacy can be found in its privacy policy. QRIDA will comply with the *Human Rights Act 2019* (Qld) when making any decision, including with respect to collection, use, and disclosure of personal information.

**In signing below, I/we are acknowledging and/or consenting to each of the matters indicated above:**

Applicant	Signature	Name	Position	Date
One				
Two				
Three				
Four				

## Further information

Did you engage with a QRIDA Regional Area Manager for this application? Yes No

### Who else assisted you with this application process?

Financial Counsellor Accountant Consultant QRIDA - Head Office

Other, please specify:

### How did you find out about this assistance?

QRIDA Regional Area Manager QRIDA Head Office QRIDA Website Financial Counsellor  
Newspaper advertisement Radio advertisement Social media Event (please specify below)  
Prime Focus (QRIDA newsletter) Word of mouth Other, please specify:

## How to apply

Please submit your completed application including all supporting documents to QRIDA by:

**Post:** GPO Box 211, Brisbane QLD 4001 **Email:** [contact\\_us@qrda.qld.gov.au](mailto:contact_us@qrda.qld.gov.au) **Fax:** (07) 3032 0300

## Enquiries

Further information on the program is available on the QRIDA website at [qrda.qld.gov.au](http://qrda.qld.gov.au)

If you need assistance with completing your application, or wish to speak to a Regional Area Manager, please contact QRIDA on **1800 623 946**.

# + Schedule of Account Details

A separate copy of this form is to be completed by *each* of your lenders. Please arrange for your lenders to return this form to you before submitting your completed application form to QRIDA.  
(Includes banks, finance companies, building societies, credit unions and private lenders. For applicants and *all* related entities)

Consent and Authorisation		Return Instructions
To: <span style="float: right;"><i>(Bank/Financier name)</i></span> Please list below details of all my/our accounts held with your company and return this form to me/us according to the Return Instructions (shown to the right of this form). You are also authorised to discuss my/our accounts with QRIDA and provide any information QRIDA may request regarding my/our accounts. Name/Company/Firm: <span style="float: right;">Applicant's Signature:</span> Name/Company/Firm: <span style="float: right;">Applicant's Signature:</span>		Please return this form to me/us by:  Fax:  Email:  Post:

Loan Accounts, Equipment Finance and Other Borrowings <i>(Debit Accounts)</i>										
Account name	Account BSB & Number	Facility Type	Balance	Limit	Interest Rate	Expiry Date	Repayment Amount	Repayment Frequency	Balloon or Residual	Arrears

**Contingent Liabilities:**

--	--	--	--	--	--	--	--	--	--	--

Savings Accounts, Term Deposits, Investment Accounts and other Asset Accounts <i>(Credit Accounts)</i>			
Account name	Account BSB & Number	Account Type	Balance

I/we confirm the above information is true and correct at the date executed.

Branch address/stamp:			
Manager name:		Manager signature:	
Email address:		Phone number:	
		Date:	
		Fax Number:	

An additional Schedule of Account Details form is available on QRIDA's website

