

Eligibility Checklist

* indicates a required field

Before proceeding with this application, please ensure that you meet all eligibility criteria in the program guidelines.

If you are unsure about your eligibility, please contact Business Tasmania on 1800 440 026 or ask@business.tas.gov.au

To be eligible for a loan, your business will: *

- ☐ Hold an active Australian Business Number (ABN) and be registered for Goods and Services Tax (GST).
- ☐ Be located in Tasmania.
- ☐ Clearly demonstrate an ability to service the loan.
- ☐ Clearly demonstrate the skills and experience necessary to manage the proposed operation.
- ☐ Clearly demonstrate a satisfactory ability to meet project contingencies and cost overruns.
- ☐ Demonstrate the loan supports Tasmanian employment, and that Tasmanian labour and materials will be used wherever possible to complete the project.
- ☐ Demonstrate that the project contributes to growth in the Tasmanian economy.
- ☐ Confirm that the planned expenditure or project cannot be funded through normal banking channels.

At least 8 choices must be selected.

Please refer to the ineligible applicant criteria on page 3 (5.1) of the program guidelines and confirm that your business: *

- ☐ Is not a public company under the meaning as defined in the Corporations Act 2001. Not-for-profit public companies are eligible.
- ☐ Is not a state, federal or local government body, government agency or government business enterprise.
- ☐ Does not have, or is projecting, an annual turnover of less than \$75,000.
- ☐ Is not under external administration or subject to bankruptcy or similar proceedings.
- ☐ Does not have an unsatisfactory statutory payment or lodgement record.
- ☐ Is not submitting an application as a third party on behalf of a business owner.

At least 6 choices must be selected.

Please refer to the ineligible uses of loan funds criteria on page 3 (5.2) of the program guidelines and confirm that loan funds are: *

- ☐ Not funding equipment purchases that are able to be financed commercially through banks or equipment financiers including, but not limited to, new vehicles, machinery and vessels.
- ☐ Not funding the purchase or development of land and buildings or equipment for speculative sales purposes.
- ☐ Not funding a business acquisition.
- ☐ Not funding a project that has already commenced.

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- ☐ Not funding applications that are eligible for consideration under the AgriGrowth Loan Scheme.
 - ☐ Not funding the refinancing/repayment of existing debt, creditors or other statutory or legal payment obligations.
 - ☐ Not funding activities for which funding has already been approved from the Australian and/or Tasmanian Governments.
- At least 7 choices must be selected.

Applicant Details

* indicates a required field

Type of entity *

- ☐ Company
- ☐ Partnership
- ☐ Trust
- ☐ Sole trader
- ☐ Incorporated association
- ☐ Other:

If a trust please attach Trust Deed on attachment page.

Full legal name of the applicant (borrowing entity) *

- ☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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This is the legal entity.

Trading name

If different from Legal name

Applicant's ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed

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ATO Charity Type [More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN

Business address *

Address

Must be an Australian post code

Business postal address (if different from business address) *

Address

Business email *

Business phone number *

Business website

In which industry sector does your business operate? *

- ☐ Accommodation
- ☐ Agriculture
- ☐ Communication
- ☐ Construction
- ☐ Cultural activities, arts and events
- ☐ Education
- ☐ Electricity, gas and water supply
- ☐ Finance and insurance
- ☐ Fishing
- ☐ Forestry
- ☐ Information technology
- ☐ Health, medical and community services
- ☐ Hospitality (food and beverage)
- ☐ Manufacturing
- ☐ Mining
- ☐ Personal and other services
- ☐ Property and business services
- ☐ Recreational and fitness
- ☐ Retail / sales
- ☐ Transport

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☐ Travel and tours

At least 1 choice must be selected.

In which local government area is your business located? *

Principal Contact Information

Principal contact *

Title

First Name

Last Name

Principal contact e-mail *

Principal contact phone number *

Principal contact's role within the business

Business Background

* indicates a required field

Tell us about your business and its background. *

Word count:

Must be no more than 250 words.

Provide details about the management and/or business experience of the owners. *

Word count:

Must be no more than 250 words.

Please provide details of any financial assistance you have received from the Tasmanian and Australian Governments or your bank due to COVID-19. *

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Word count:

Must be no more than 150 words.

Where no assistance has been received, please state not applicable

Are your Australian Tax Office (ATO) lodgements and payments up to date? *

- ☐ Yes
☐ No

Do you have any ATO payment plans in place?

- ☐ Yes
☐ No

Please add any comments regarding ATO position below.

Word count:

Must be no more than 100 words.

Loan Request

* indicates a required field

Details of Loan

The department may require more detailed information regarding your loan request during assessment.

The amount and term of your loan may be negotiated with you if your application is recommended for support.

Loan amount requested *

\$

The minimum loan amount is \$100,000 and the maximum loan amount is \$3 million.

Loan term (years) *

The maximum loan term is 5 years.

Purpose of the loan funds. *

Please provide a summary of how the loan funds will be used, itemising individual costs where appropriate.

Please outline why a concessional loan under this scheme is needed to support your project. *

Word count:
Must be no more than 150 words.

Please provide details of the current and future employment that is supported by your business/the project. *

Word count:
Must be no more than 150 words.
Provide specific details of how many Tasmanian jobs your project will create.

Please outline how Tasmanian labour and materials will be used, wherever possible, to complete the project. *

Word count:
Must be no more than 150 words.

Credit History

* indicates a required field

About your banking

Have you spoken with your bank/commercial lender? *

- ☐ Yes
☐ No

What was the outcome of these discussions?

List of existing business loan facilities

Click the 'Add more' button at the bottom to add more loan facilities.

Name of financial institution or lender

Type of loan

Limit (\$)

\$

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Amount owing (\$)	<input type="text"/>
Interest rate (%)	<input type="text"/>
Fixed or variable interest	<input type="radio"/> Fixed <input type="radio"/> Variable If unsure, please select variable
Repayment amount	<input type="text"/> Must be a dollar amount.
Repayment frequency	<input type="text"/>
Expiry date of loan	<input type="text"/> Must be a date.
Balloon payment details	<input type="text"/> Must be a dollar amount. (If applicable).

Business Plan and Loan Security

Business Plan

A detailed business plan is mandatory. You can complete your own business plan or access a template here -

https://www.business.tas.gov.au/starting/business_planning

The business plan should cover all aspects of the business/project, including:

Executive summary

Provide details of what your business is and why it will be successful. Include details of your product offering, and basic information about the leadership team, employees, and location.

Business description

Provide details of the company or business. Include detail about the problems your business solves or will solve.

Explain the competitive advantages that will make your business a success. Are there experts on your team? Explain the benefits of your location. List the strengths of the business.

Market analysis

Provide details of your industry outlook and target market. Provide details of your research into competitors and what their strengths are. Explain how your business compares.

Organisation and management

Provide details of how the business will be structured, who is in charge of each aspect of operations and who are the key decision makers. Provide details of how each person's

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unique experience will contribute to the success of your venture. Include details of succession planning.

Services and product/s

Describe what you sell and what you offer.

Marketing and sales

Provide details of your marketing and sales plans. Include details of the planned pricing of your product/s.

Funding request

Provide details of the request for funding, including your cash contribution towards the project. List any other loans you may need during the proposed loan term.

Financial projections

Provide a financial forecast that covers the proposed loan term (normally five years). For the first 12 months, use monthly projections. Provide detailed assumptions to explain the projections.

Where your business is established, explain any variances between the historical financial data and the forward cashflows.

Appendix

Include relevant documents such as photos, letters of reference, licenses, permits, patents, legal documents, and other contracts.

Please attach your business plan

Attach a file:

Loan Security

Loan security must be to the satisfaction of Tasmania Development and Resources (TDR).

Loan security must include freehold security up to a maximum Loan to Valuation Ratio (LVR) of 80 per cent.

Where the borrower is a company, individual guarantees will be required as security.

Other security requirements may include General Security Deeds and any other security particular to your request.

A registered valuation may be required at the applicant's expense.

Please list below the proposed freehold loan security:

Description of property/properties	Owner of asset	Value	Method of valuation
			Examples: Government valuation, registered valuation, owners estimate.
		\$	
		\$	

		\$	
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Attachments

* indicates a required field

These attachments are required. Further information may be requested by the department at any stage during assessment of your application.

Financial statements for 2020, 2021 and 2022 financial years. *

Attach a file:

If your accountant is yet to prepare FY22 financial statements please provide management accounts from Xero, MYOB or equivalent.

Year to Date (from 1 July 2023) profit and loss and balance sheet (Xero, MYOB or equivalent) *

Attach a file:

Monthly cash flow budget for the financial years 2024 to 2026 (minimum requirement) or over the term of the loan. *

Attach a file:

*Important - your cash flow budget should include details on the underlying assumptions.

Business tax returns for 2020, 2021 and 2022. *

Attach a file:

Please ensure that all Tax File Numbers are removed.

List of aged creditors and debtors *

Attach a file:

Creditors refers to who you owe money to and debtors refer to who owes you money.

ATO integrated client account statement for the previous 12 months *

Attach a file:

Please ensure that all Tax File Numbers are removed. You may need to contact your accountant or bookkeeper for this report.

Individual income tax returns for each Sole Trader/ Partner/ Director for 2020, 2021 and 2022. *

Attach a file:

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Please ensure that all Tax File Numbers are removed.

Any additional supporting evidence that may be relevant

Attach a file:

This includes any regulatory approvals obtained.

Please use fillable Statement of financial position template - download [here](#)

Statement of financial position for each Sole Trader/ Partner/ Director. *

Attach a file:

A minimum of 1 file must be attached.

In order to assess this application, the Department will require statements of financial position and individual tax returns from each director.

Attach a trust deed (and any amendments) if your business is a trust

Attach a file:

Multiple file attachments can be added.

Drivers Licence

Attach a copy of the driver's licence for all key people:

- Sole trader – attach driver's licence of Sole Trader
- Partnership – attach driver's licence for each Partner
- Company, or trust with a company trustee – attach driver's licence for each Director
- Trust with individual trustee – attach driver's licence for each Trustee

*

Attach a file:

Declaration and Privacy Statement

* indicates a required field

APPLICANT DECLARATION - Applicant to read and complete

Right to Information

Information provided to the Department of State Growth and details of any financial assistance package may be subject to requests for public disclosure under the *Right to Information Act 2009 (Tas)* and may, where the department deems appropriate, be disclosed in accordance with the Act.

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Personal Information Protection

You are providing personal information to the Department of State Growth, which will manage that information in accordance with the *Personal Information Protection Act 2004 (Tas)* and the *Privacy Act 1988 (Cth)*. The personal information collected here will be used by the Department for the purpose of assessing this application. Failure to provide this information may result in the Department being unable to assess the application or the application not being approved or records not being properly maintained. The Department may also use the information for related purposes or disclose it to third parties in circumstances allowed for by law. You have the right to access your personal information by request to the Department and you may be charged a fee for this service.

I/we acknowledge 'Right to Information' and 'Personal Information Protection' clauses. I/we authorise my/our personal information to be collected, used, exchanged or disclosed as outlined above.

I/we have read and understood the Business Growth Loan Scheme Guidelines and obtained clarification where needed.

I/we have read the eligibility criteria for the program and declare that to the best of my/our knowledge the business is eligible under the program criteria. I/we also declare that the information given in this form is true and correct to the best of my/our knowledge.

I/we hereby authorise and direct my/our solicitor, accountant, commercial lender/banker or other person acting on my/our behalf to supply the Department of State Growth with any further information it may require.

I/we also declare that the business is financially viable and is not under external administration or bankruptcy.

I/we also declare that the credit to be provided to me/us is to be applied wholly for the approved purpose.

I/we hereby authorise the Department of State Growth to undertake all necessary credit checks, company searches as it determines necessary and have discussions with our financiers.

I/we understand that this application is made at my/our own cost and risk, that the assessment of successful applicants is at the absolute discretion of the Department of State Growth and that this application remains the property of the Department of State Growth.

The Department of State Growth has the right to accept the authority of the undersigned as conclusive evidence of that person's authority to execute this application on behalf of the applicant.

I am authorised to complete this application and have read and understood the declaration and privacy statement *

☐ Yes

Authorised person's name *

Title

First Name

Last Name

Position held *

Date of declaration *

