

Business Growth Loan Scheme Application

Form Preview

Eligibility Checklist

* indicates a required field

Before proceeding with this application, please ensure that you meet all eligibility criteria in the [guidelines](#).

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

If any information supplied is incorrect your application may be deemed ineligible.

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 and support Tasmanian employment
- Generally have an average annual turnover of less than \$10 million across the last two financial years, or in the case of a new project, have a projected average turnover of less than \$10 million in the first two years of operation
- Demonstrate a history of profitability prior to the impact of COVID-19 and/or have a sustainable pathway to recovery which ultimately supports loan repayment, or for newly established businesses or new projects, satisfactorily demonstrate sound prospects that the venture will succeed and ultimately support loan repayment
- Confirm that statutory payments (this includes GST, PAYG-withholding, PAYG-instalments, employer superannuation obligations, payroll tax and other taxes) lodgements and payments were up to date before COVID-19 (defined for this purpose as at 1 March 2020), and that generally any overdue amounts accrued post this date are under arrangement
- Confirm that the planned project cannot be funded or partially funded through normal banking channels

At least 6 choices must be selected.

Important

- Applicants should certify that they meet the eligibility criteria using the above checklist. **Providing false or misleading information may result in the loan being repayable on demand if approved.**
- Loan reviews may be conducted to confirm that loan funds have been used for the approved loan purpose. If the loan has not been utilised in accordance with the loan purpose, the loan may become repayable immediately and or the loan interest rate concessions removed.
- The department reserves the right at any time to vary these guidelines, the eligibility criteria or any other documented rule or procedure relating to the scheme. Any announcement will be published on the department's website.
- Meeting the eligibility criteria and applying for a loan does not guarantee loan approval.

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Applicant Details

* indicates a required field

Type of entity *

- Incorporated association
- Registered company
- Partnership
- Sole trader
- Trust
- 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

This is the legal entity that would be taking out the loan

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	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

Business address *

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Address

Must be an Australian post code

Business postal address (if different from business address) *

Address

Business email *

Business phone number *

Business website

Which industry does your business operate in? *

- 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
- Travel and tours

In which local government area is your business located? *

Principal Contact Information

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Principal contact *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Principal contact e-mail *

Principal contact phone number *

Principal contact's role within the business

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 *

\$

Must be a whole dollar amount (no cents) and between \$20 000 and \$3 000 000.

Loan term (years) *

- 1 year
- 2 years
- 3 years
- 4 years
- 5 years

Purpose of the loan funds *

Word count:

Must be at least 50 words.

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

How will the loan funds benefit your business?

Word count:

Must be at least 50 words.

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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

Other:

Limit (\$)

Amount owing (\$)

Interest rate (%)

Repayment amount

Must be a dollar amount.

Repayment frequency

Expiry of loan

Must be a date.

Balloon payment details

Must be a dollar amount.
(If applicable).

Loan Security

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If the loan amount sought is less than \$100,000 security may not be required.
However, the department reserves the right to require security where deemed appropriate.

Business Background

* indicates a required field

Tell us about your business and why you are applying for assistance in accordance with the loan scheme criteria *

Word count:
Must be at least 50 words.

In considering your application, which of the following support has your business received? *

- Australian Government JobKeeper Payments
- Australian Government Cash Flow Boost
- Tasmanian Government COVID-19 Business Support Loan (up to \$250 000)
- Tasmanian Government Small Business Emergency Support Grant (\$2 500)
- Tasmanian Government Small Business Hardship Grant (up to \$15 000)
- Tasmanian Government Business Continuity Program Grant (\$750)
- Tasmanian Government COVID-19 Small Business Sustainability and Recovery Grant (\$5 000)
- Tasmanian Government Payroll Tax waiver for financial year 2019-20
- Tasmanian Government COVID-19 Small Business Energy Support Grant (\$1 000)
- Deferral of principal and/or interest or other assistance provided by your bank
- Any landlord assistance
- Repayment arrangements with the Australian Taxation Office (ATO)
- None of the above

Please provide details of assistance from your bank *

Word count:
Such as loan payment deferral, additional loans, capitalisation of interest, etc

Please provide details of assistance from landlord *

Word count:
example: deferred or reduced rent amount, power or water subsidies

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Please provide details of any payment arrangements with ATO and reasons for arrears *

Word count:

Business Plan and Loan Security

* indicates a required field

If the loan amount sought is less than \$100 000 a business plan and loan security may not be required.

However, the department reserves the right to require a business plan and/or loan security where deemed appropriate.

Loan amount - for business plan and loan security purposes *

\$100 000 or less

greater than \$100 000

Business Plan

Generally if a loan request is more than \$100 000 a business plan may be required.

Do you have an existing business plan? *

Yes

No

If yes, attach below. If no, provide information in business plan fields below.

Please attach your business plan *

Attach a file:

Background Information

- What are the main business activities
- Business size and how long it has been in operation

Please provide background information about your business *

Word count:

Must be at least 50 words.

Operation Assessment

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- Operating structure detailing who does what in terms of labour and with regard to decision making
- Operating infrastructure, plant and equipment – condition and adequacy for operation
- Relevant licences/contracts such as supply or sales contracts.

Please provide an operational assessment of your business *

Word count:
Must be at least 50 words.

Risk Analysis

- Risks facing the existing business
- How these risks will be managed
- What risk management practices do you have in place that increase productivity and long term commercial viability of the business
- Environmental factors

Please provide risk analysis relating to your business *

Word count:
Must be at least 50 words.

Future Strategy

- What strategy is proposed to manage debt and improve or maintain commercial viability?

Please explain your future strategy *

Word count:
Must be at least 50 words.

Loan Security

The department reserves the right to require security where deemed appropriate.
Please list below business assets that may be used for loan security.

Description of asset(s)	Owner of asset	Value (\$)	Method of valuation
		\$	

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Attachments

* indicates a required field

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

Financial statements for 2018 and 2019 financial years, and 2020 if available *

Attach a file:

If your accountant is yet to prepare 2019-20 financial statements please provide management accounts from Xero, MYOB or equivalent.

Year to Date (from 1 July 2020) profit and loss and balance sheet (Xero, MYOB or equivalent) *

Attach a file:

Cash flow budget for the financial year 2021 (minimum requirement) with 3 year cash flow budget preferred if available *

Attach a file:

Business tax returns for 2018 and 2019, and 2020 if available *

Attach a file:

Multiple file attachments can be added.

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 for the previous 12 months *

Attach a file:

You may need to contact your accountant or bookkeeper for this report

Individual income tax returns for each owner / partner / director for 2018 and 2019, and 2020 if available *

Attach a file:

Any additional supporting evidence that may be relevant

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Attach a file:

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

Statement of financial position for each owner / partner / director

Attach a file:

In order to assess this application the department will require statements of financial position and individual tax returns from each director. If necessary you may submit this information separately by emailing it to bgl@stategrowth.tas.gov.au

Organisation constitution or rules of association and certificate of incorporation *

Attach a file:

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

Attach a file:

Multiple file attachments can be added.

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.

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.

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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 was financially viable prior to the COVID-19 event 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 *

Bank Account Details

In the event that the loan proceeds the following details are required.

Business bank account details (for EFT deposit loan of funds, if approved) *

Account Name

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BSB Number

Account Number

Must be a valid Australian bank account format.