

# Loan/Overdraft Application Form

## 1. CHECKLIST

Before you submit your application, please ensure that you have:

- ☐ **Completed all sections** on the Loan/Overdraft Application form
- ☐ **Signed** the Statements by Applicant(s) for Credit
- ☐ Attached evidence of **all income** (we cannot assess your application without this). This includes but is not limited to:
  - ☐ For PAYG applicants, 2 recent pay slips and last year's Group Certificate or tax return.
  - ☐ For self employed applicants, 2 years full tax return (Individual and Business), Profit and Loss Statements and Balance Sheet
  - ☐ Rental statements
  - ☐ Centrelink or maintenance statements
- ☐ Attached evidence of **all financial commitments** (we cannot assess your application without this). This includes but is not limited to:
  - ☐ Mortgage statement, rent receipt/lease, letter from person you pay board to, credit card statements, personal loan statements, interest free credit statements.
  - ☐ If you have any **additional information** that you are not able to include in this document that will support your application, please attach a letter providing details.

First Option Credit Union will endeavour to provide you with a response within 48 hours of receiving your application and **all supporting documentation**.

## 2. WHAT ARE YOU APPLYING FOR?

Is this a Top-up application? ☐ No ☐ Yes, Loan Type  (proceed to Section 3)

### Home Loans

Loan type	Security type	Repayment type	Interest type
<input type="checkbox"/> Packaged Home Loan	<input type="checkbox"/> Owner-Occupier	<input type="checkbox"/> Principal and Interest	<input type="checkbox"/> Variable
<input type="checkbox"/> Standard Home Loan	<input type="checkbox"/> Investment	<input type="checkbox"/> Interest Only	<input type="checkbox"/> Fixed _____ years
<input type="checkbox"/> Mortgage Overdraft	<input type="checkbox"/> Commercial		

### Personal Loans

Loan type	Security type	Interest type
<input type="checkbox"/> New Car <input type="checkbox"/> BeGreen	<input type="checkbox"/> Personal	<input type="checkbox"/> Variable
<input type="checkbox"/> Used Car <input type="checkbox"/> Cash Secured	<input type="checkbox"/> Commercial	<input type="checkbox"/> Fixed
<input type="checkbox"/> Personal Loan <input type="checkbox"/> Overdraft		

## 3. LOAN DETAILS

Amount of Loan/Overdraft	Term (years)	Security Offered on this Loan
\$ <input type="text"/>	<input type="text"/>	<input type="text"/>
Payment Frequency	Purpose	
<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly	<input type="text"/>	
Payment Method		
<input type="checkbox"/> Payroll <input type="checkbox"/> Transfer from First Option account <input type="checkbox"/> Transfer from External account		

### Referee Details (Relative or Friend not living with Applicant/s)

Name of Referee	Relationship to Applicant/s
<input type="text"/>	<input type="text"/>
Address	Phone
<input type="text"/>	<input type="text"/>

## 4. APPLICANT DETAILS

### Applicant 1

Member Number (if applicable)

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms

Given Name(s)

Surname

Residential Address

State

Postcode

Previous Address (if less than 3 years at current address)

State

Postcode

Residential Status

☐ Fully Owned ☐ Purchasing ☐ Renting ☐ Boarding

Date started at address

Driver's Licence Number

Home Phone Number

Daytime Phone Number

Mobile Phone Number

Date of Birth

Email

Marital Status ☐ Married ☐ Defacto ☐ Single

Dependants (number)

Age/s

How did you hear about this product?

**Attach details if the answer is "Yes" to any of the following questions:**

Have you ever been declared bankrupt? ☐ Yes ☐ No

Are there any unsatisfied judgements against you? ☐ Yes ☐ No

Are you an associated borrower with any other member of First Option Credit Union? ☐ Yes ☐ No

Are you aware of anything that will prohibit you from performing the terms of your proposed loan contract? ☐ Yes ☐ No

Are you a Guarantor for, or indemnifier for another person's performance or contract? ☐ Yes ☐ No

### Applicant 2

Member Number (if applicable)

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms

Given Name(s)

Surname

Residential Address

State

Postcode

Previous Address (if less than 3 years at current address)

State

Postcode

Residential Status

☐ Fully Owned ☐ Purchasing ☐ Renting ☐ Boarding

Date started at address

Driver's Licence Number

Home Phone Number

Daytime Phone Number

Mobile Phone Number

Date of Birth

Email

Marital Status ☐ Married ☐ Defacto ☐ Single

Dependants (number)

Age/s

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Are you an associated borrower with any other member of First Option Credit Union? ☐ Yes ☐ No

Are you aware of anything that will prohibit you from performing the terms of your proposed loan contract? ☐ Yes ☐ No

Are you a Guarantor for, or indemnifier for another person's performance or contract? ☐ Yes ☐ No

## 5. FINANCIAL DETAILS

### Applicant 1 - Employment Details

Employer

Occupation

Years of service

Work Address

State

Postcode

Employment Status

☐ Full Time ☐ Part Time ☐ Casual ☐ Self Employed

Contact Person's Name

Work Phone Number

Previous Employer (if less than 3 years)

Years of service

Income Details	Amount	Frequency
Net Income	\$	<input type="checkbox"/> W <input type="checkbox"/> F <input type="checkbox"/> M
Rental Income	\$	<input type="checkbox"/> W <input type="checkbox"/> F <input type="checkbox"/> M
Other Income	\$	<input type="checkbox"/> W <input type="checkbox"/> F <input type="checkbox"/> M

### Applicant 2 - Employment Details

Employer

Occupation

Years of service

Work Address

State

Postcode

Employment Status

☐ Full Time ☐ Part Time ☐ Casual ☐ Self Employed

Contact Person's Name

Work Phone Number

Previous Employer (if less than 3 years)

Years of service

Income Details	Amount	Frequency
Net Income	\$	<input type="checkbox"/> W <input type="checkbox"/> F <input type="checkbox"/> M
Rental Income	\$	<input type="checkbox"/> W <input type="checkbox"/> F <input type="checkbox"/> M
Other Income	\$	<input type="checkbox"/> W <input type="checkbox"/> F <input type="checkbox"/> M

### Current Financial Commitments

Type of Finance	Lender	Account Number	Original Amount/ Credit Limit	Monthly Repayments	Current Balance
Home Loan			\$	\$	\$
Investment Loan			\$	\$	\$
Rent / Board			\$	\$	\$
Car / Personal Loan			\$	\$	\$
Credit / Store Card			\$	\$	\$
Credit / Store Card			\$	\$	\$
Credit / Store Card			\$	\$	\$

### Statement of Assets

If you are a property owner, provide a copy of your Rates Notice/s. Applicants to complete this section jointly

Type of Asset	Description / Address	Asset owned by	Value	Financed?
Home			\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Investment Property			\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Real Estate			\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Motor Vehicle 1			\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Motor Vehicle 2			\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Credit Union Savings			\$	
Other Savings / Assets			\$	

## 6. DECLARATION

### Privacy Protection of Information – Application for Credit Important Notice to Applicant(s) for Credit [Section 18e(8)(C) Privacy Act 1988]

The Credit Union may give information about you to a credit reporting agency for the following purposes:

- to obtain a consumer credit report about you, and/or
- allow the credit reporting agency to create or maintain a credit information file containing information about you.

This includes:

- identity particulars – this only includes your name, sex, date of birth, current known address, two immediately previous addresses, your current or last known employer, and your driver's licence number;
- the fact that you have applied for credit and the amount;
- the fact that the Credit Union is a credit provider to you;
- payments overdue for at least 60 days, when the Credit Union has taken steps to recover;
- advice that payments are no longer overdue;
- cheques for an amount greater than \$100, drawn by you which have been dishonoured more than once;
- the opinion of the Credit Union that you have committed a serious credit infringement;
- when the credit provided to you has been discharged;
- court judgments or bankruptcy orders made against you.

This information may be given before, during or after the provision of credit to you.

### Statements by Applicant(s) for Credit

**Please read carefully before signing. When more than 1 applicant, each applicant to sign.**

Type of Credit:

The credit I am applying for is: (tick which box applies)

- ☐ wholly or primarily for a domestic, family or household purpose (consumer credit); or
- ☐ wholly or primarily for another purpose (commercial credit).

### Giving Information to a Credit Reporting Agency [section 18E (8) (c) Privacy Act 1988]

The Credit Union has informed me that it may give certain personal information about me to a credit reporting agency. I understand that the Credit Union can only give limited kinds of information which are set out in the Privacy Act 1988 and examples of which are listed above.

### Exchanging Information with Other Credit Providers [section 18N (1) (b) Privacy Act 1988]

I agree to the Credit Union checking personal information about me with any credit provider named in my credit application, and with other credit providers that may be named in a credit report issued by a reporting agency, for any of the following purposes:

- to assess my creditworthiness;
- to assess an application by me for credit
- to help me avoid defaulting on my credit obligations;
- to notify a default by me;
- the collection of overdue payments.

I understand that this information can include any information about my creditworthiness, credit standing, credit history or credit capacity that credit providers are allowed to give or receive from each other under the Privacy Act 1988.

### Access to Commercial Credit Information [section 18L (4) Privacy Act 1988]

For the purpose of assessing my application for consumer credit, I consent to the Credit Union obtaining a report containing information about my commercial activities or commercial creditworthiness, from a business which provides information about the commercial creditworthiness of persons.

### Access to Consumer Credit Information for a Commercial Credit Application [section 18K (1)(b) Privacy Act 1988]

If my application is for commercial credit, I consent to the Credit Union, in order to assess my application, obtaining from a credit reporting agency a credit report about me containing consumer credit information.

### Disclosure of Information – Securitisation Arrangements [section 18K (1)(ab) and 18N (1)(ga) Privacy Act 1988]

I consent to the Credit Union providing my personal information to a person who requests a credit report for the purpose of assessing the risk in purchasing or funding the loan by the Credit Union to me under a securitisation arrangement.

### Applicant 1 – Signature

X

Date

D D M M Y Y Y Y

### Applicant 2 – Signature

X

Date

D D M M Y Y Y Y

Please return this form to:

#### VIC Office

First Option Credit Union  
PO Box 7063, St Kilda Road VIC 8004

#### NSW Office

First Option Credit Union  
Locked Bag 7000, Granville NSW 2142

**firstoption**  
CREDIT UNION

## PRIVACY NOTIFICATION

### Outline

This Privacy Notification sets out:

- why we collect and use your information
- how we collect and use your information
- what happens if you do not wish to provide us with information
- whether we provide your information to other entities
- the availability of our Privacy Policy
- when we can disclose certain information to a credit reporting body
- how a credit reporting body may use your information
- whether we disclose your information overseas and if so, where
- how you can contact us

### Collection and use of your information

We collect and use your information to:

- provide you with membership benefits, financial services and products or information about those benefits, services and products
- provide you with information about financial services and products from 3rd parties we have arrangements with
- conduct market and demographic research in relation to the products and services you and other members acquire from us
- establish your eligibility for a loan
- establish your capacity to repay a loan

The law also requires us to collect and hold your information:

- for our register of members under the Corporations Act
- to verify your identity under the AML/CTF Act
- to assess your capacity to pay a loan under the National Consumer Credit Protection Act

### How we collect your information

We will collect information about you and your financial position from you directly.

When you apply for a loan, we will collect information about your credit history from a credit reporting body.

### How you can access your information

You can request access to your information at any time by contacting First Option.

### What if you do not wish to provide us with information?

If you do not give us the information we require, we may not be able to admit you to membership or provide you with the financial service or product you have applied for.

### Providing your information to credit reporting bodies

The credit reporting body we disclose information to is Equifax.

If you do not make your repayments when they fall due or commit a serious credit infringement, we may disclose this

to Equifax. Any information we provide to Equifax will be included in reports provided to credit providers to help them to assess your creditworthiness.

You can ask Equifax not to use your information for pre-screening of direct marketing by a credit provider. You can also ask them not to use or disclose your information if you reasonably believe that you have been or are likely to be a victim of fraud.

Equifax's policy on the management of information is available at [www.equifax.com](http://www.equifax.com). You can contact Equifax by phone on 13 83 32.

### Providing your information to other entities

We disclose your information to other entities. We only disclose your information as needed and as required by law. We can disclose your information to:

- entities that verify identity
- lawyers, conveyancers, accountants, brokers and agents who represent you
- contractors for statement printing and mail out, card and cheque production, market research or direct marketing
- affiliated product and service suppliers to provide information to you about their services and products
- credit reporting bodies and other financial institutions that have previously lent to you
- persons you use as referees
- for property loans - property valuers and insurers
- mortgage documentation service
- trustee and manager of securitised loan programs
- any proposed guarantor of a loan
- debt collection agencies, lawyers, process servers
- our auditors

We will also disclose your information to law enforcement and government agencies as required by law

### Our Privacy Policy

Our Privacy Policy is available at [www.firstoptioncu.com.au](http://www.firstoptioncu.com.au). The Policy contains information about:

- how you can access your information
- how you can seek correction of your information
- how you make a complaint and how we will deal with it
- in what overseas countries we are likely to disclose your information
- how we manage your credit-related personal information

### Disclosure to overseas recipients

We do not currently disclose your information to overseas recipients.

### How to contact us

You can contact us by:

Tel: 1300 855 675

Fax: 1800 356 675

Email: [info@firstoption.com.au](mailto:info@firstoption.com.au)