

# MISCELLANEOUS LOAN APPLICATION

FOR VARIATION OF LOAN CONTRACT



## LOAN DETAILS

Surname:

Given names:

Member number:

Surname:

Given names:

Member number:

## PURPOSE OF THIS APPLICATION

Substitution of Security

Details:

Release of Security

Details:

Partial Release of Security

Details:

Renegotiation of Instalment due to hardship

Details:

Transfer Housing Loan type:  
To a Housing Loan type:

Details:

Other:

Details:

## OFFICE USE ONLY *Print date CWCU/MLA0524*

Date received:

/ /

Time:

Received by:

Central West Credit Union  
ABN 67 087 649 885  
AFSL 245415  
Australian Credit Licence Number 245415  
E: [enquiries@cwcu.com.au](mailto:enquiries@cwcu.com.au)  
[www.cwcu.com.au](http://www.cwcu.com.au)

269 Clarinda Street,  
PARKES, NSW 2870  
T: (02) 6862 2788

Branches  
91 Kendal Street,  
COWRA, NSW 2794  
T: (02) 6342 4142

2/151 Lachlan Street,  
FORBES, NSW 2871  
T: (02) 6852 3571

Correspondence  
PO Box 77  
PARKES, NSW 2870

# APPLICANT 1

## PERSONAL DETAILS

Title (Optional):  Mr  Mrs  Miss  Ms  Other

Surname: \_\_\_\_\_

Given names: \_\_\_\_\_

Date of birth:                 /                 /

Mobile: \_\_\_\_\_

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Email: \_\_\_\_\_

Drivers Licence Number: \_\_\_\_\_

Drivers Licence expiry:         /         /

## RESIDENTIAL DETAILS

Residential address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time at this address:         Years:                         Months:

Postal address: \_\_\_\_\_  
*If different to above*

\_\_\_\_\_

Residential status:  Own no mortgage          Boarding  
 Own with mortgage          Employer provided  
 Renting

Previous residential address: \_\_\_\_\_

\_\_\_\_\_

Time at this address:         Years:                         Months:

Number of dependents:  1  2  3  4  5  Other:

Ages of dependents: \_\_\_\_\_

## EMPLOYMENT DETAILS

Current employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

Term of employment:         Years:                         Months:

Employment type:  Permanent full-time          Permanent part-time  
 Casual                                  Pensioner  
 Retired                                  Unemployed

Employer contact: \_\_\_\_\_

Employer phone: \_\_\_\_\_

Previous employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

Term of employment:         Years:                         Months:

Employment type:  Permanent full-time          Permanent part-time  
 Casual                                  Pensioner  
 Retired

# APPLICANT 2

## PERSONAL DETAILS

Title (Optional):  Mr  Mrs  Miss  Ms  Other

Surname: \_\_\_\_\_

Given names: \_\_\_\_\_

Date of birth:                 /                 /

Mobile: \_\_\_\_\_

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Email: \_\_\_\_\_

Drivers Licence Number: \_\_\_\_\_

Drivers Licence expiry:         /         /

## RESIDENTIAL DETAILS

Residential address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time at this address:         Years:                         Months:

Postal address: \_\_\_\_\_  
*If different to above*

\_\_\_\_\_

Residential status:  Own no mortgage          Boarding  
 Own with mortgage          Employer provided  
 Renting

Previous residential address: \_\_\_\_\_

\_\_\_\_\_

Time at this address:         Years:                         Months:

Number of dependents:  1  2  3  4  5  Other:

Ages of dependents: \_\_\_\_\_

## EMPLOYMENT DETAILS

Current employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

Term of employment:         Years:                         Months:

Employment type:  Permanent full-time          Permanent part-time  
 Casual                                  Pensioner  
 Retired                                  Unemployed

Employer contact: \_\_\_\_\_

Employer phone: \_\_\_\_\_

Previous employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

Term of employment:         Years:                         Months:

Employment type:  Permanent full-time          Permanent part-time  
 Casual                                  Pensioner  
 Retired

# INCOME AND ASSETS

## INCOME – APPLICANT 1

Please include three recent payslips and confirmation of other income.

Type	Amount	Week/Fortnight/Month
Net Income/Salary	\$	<input type="checkbox"/> W <input type="checkbox"/> F <input type="checkbox"/> M
Pension	\$	<input type="checkbox"/> W <input type="checkbox"/> F <input type="checkbox"/> M
Family Allowance	\$	<input type="checkbox"/> W <input type="checkbox"/> F <input type="checkbox"/> M
Parenting Allowance	\$	<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
Second Job	\$	<input type="checkbox"/> W <input type="checkbox"/> F <input type="checkbox"/> M
Other	\$	<input type="checkbox"/> W <input type="checkbox"/> F <input type="checkbox"/> M

## INCOME – APPLICANT 2

Please include three recent payslips and confirmation of other income.

Type	Amount	Week/Fortnight/Month
Net Income/Salary	\$	<input type="checkbox"/> W <input type="checkbox"/> F <input type="checkbox"/> M
Pension	\$	<input type="checkbox"/> W <input type="checkbox"/> F <input type="checkbox"/> M
Family Allowance	\$	<input type="checkbox"/> W <input type="checkbox"/> F <input type="checkbox"/> M
Parenting Allowance	\$	<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
Second Job	\$	<input type="checkbox"/> W <input type="checkbox"/> F <input type="checkbox"/> M
Other	\$	<input type="checkbox"/> W <input type="checkbox"/> F <input type="checkbox"/> M

## ASSETS

Type	Value	Details		
Home	\$	Address:		
Investment property	\$	Address:		
Vacant land	\$	Address:		
Vehicle	\$	Year:	Make:	Model:
		Insurer:	Type of cover:	
Vehicle (Second)	\$	Year:	Make:	Model:
		Insurer:	Type of cover:	
Boat/Caravan	\$			
Motor bike	\$			
Furniture	\$			
Shares	\$			
Savings Credit Union	\$			
Savings other	\$			
Superannuation	\$			
Other:	\$			
Other:	\$			
Other:	\$			

# LIABILITIES AND EXPENSES

## LIABILITIES

FINANCED	Owed to	Repayments	Week/Fortnight/Month	Balance	Limit
First mortgage		\$	<input type="checkbox"/> W <input type="checkbox"/> F <input type="checkbox"/> M	\$	\$
Investment mortgage		\$	<input type="checkbox"/> W <input type="checkbox"/> F <input type="checkbox"/> M	\$	\$
Rent/Board		\$	<input type="checkbox"/> W <input type="checkbox"/> F <input type="checkbox"/> M	\$	\$
Personal loan		\$	<input type="checkbox"/> W <input type="checkbox"/> F <input type="checkbox"/> M	\$	\$
Personal loan		\$	<input type="checkbox"/> W <input type="checkbox"/> F <input type="checkbox"/> M	\$	\$
Credit Card		\$	<input type="checkbox"/> W <input type="checkbox"/> F <input type="checkbox"/> M	\$	\$
Credit Card		\$	<input type="checkbox"/> W <input type="checkbox"/> F <input type="checkbox"/> M	\$	\$
Store Card		\$	<input type="checkbox"/> W <input type="checkbox"/> F <input type="checkbox"/> M	\$	\$
Maintenance		\$	<input type="checkbox"/> W <input type="checkbox"/> F <input type="checkbox"/> M	\$	\$
Lease		\$	<input type="checkbox"/> W <input type="checkbox"/> F <input type="checkbox"/> M	\$	\$
Overdraft		\$	<input type="checkbox"/> W <input type="checkbox"/> F <input type="checkbox"/> M	\$	\$
Other: (eg. Afterpay/Zippay)		\$	<input type="checkbox"/> W <input type="checkbox"/> F <input type="checkbox"/> M	\$	\$
Other: (eg. Humm/Latitude)		\$	<input type="checkbox"/> W <input type="checkbox"/> F <input type="checkbox"/> M	\$	\$

**COMPLETE THIS SECTION ONLY IF APPLYING UNDER HARDSHIP**

**REQUEST BY DEBTOR FOR VARIATION OF LOAN CONTRACT**

I/We

Am/are unable to met my/our obligations under the loan contract due to:

**Illness**  
Include all properties your medical certificate given by your Doctor outlining the nature of the condition and its expected consequence on employment prospects.

Medial Certificate attached given by Doctor:

**Unemployment**

**Applicant name:**

**Details:**

**Details of any other reasonable cause:**

**Details:**

I/We request that the Credit Union vary the terms of the loan contract by:

Reducing the amount of repayments to \$  Weekly  Fortnightly  Monthly

Postponing payments due under the loan contract until DATE: / /  Weekly  Fortnightly  Monthly

Postponing payments due under the loan contract until and by reducing the amount of repayments to DATE: / / \$  Weekly  Fortnightly  Monthly

**AGREEMENT**

I/We hereby authorise my/our employer/s and/or Accountants and/or Real Estate Agent to divulge personal information to Central west Credit Union on their request.

- I/We acknowledge that a fee \$\_\_\_\_\_ will be debited to the loan in regards to the variation.
- -preparing security documents even if we do not complete the loan for any reason at all.

**APPLICANT ONE**

NAME: \_\_\_\_\_

DATE: / / \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**APPLICANT TWO**

NAME: \_\_\_\_\_

DATE: / / \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Central West Credit Union  
ABN 67 087 649 885  
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# DECLARATION OF EXPENSES

## VARIABLE LIVING EXPENSES

Number of adults:

Number of dependents:

LIVING EXPENSES	Amount	Weekly	Fortnightly	Monthly	Annually
Food and Groceries	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rates <i>Include all properties</i>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Rates <i>Include all properties</i>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuel	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile Phone <i>Include all Mobile Plans</i>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building and Contents Insurance	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car Registration	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car Insurance	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Registration <i>Include Caravan, Boat, Motorcycle etc</i>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Insurance <i>Include Caravan, Boat, Motorcycle etc</i>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Fees	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital and Medical Fund	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemist	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscriptions and memberships	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entertainment	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pet expenses	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holidays	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Member estimated TOTAL</b>	<b>\$</b>				

I/We hereby declare that the above table of variable living expenditure reasonably reflects my/our current expenses

### APPLICANT ONE

NAME: \_\_\_\_\_

DATE:            /        /

SIGNATURE: \_\_\_\_\_

### APPLICANT TWO

NAME: \_\_\_\_\_

DATE:            /        /

SIGNATURE: \_\_\_\_\_

# SUPPORTING DOCUMENTATION

## DOCUMENTATION YOU NEED TO SUPPLY TO SUPPORT YOUR LOAN APPLICATION

To assist with fast processing of your loan application, the following information needs to be supplied, when you submit your completed loan application.

### 1. CONFIRMATION OF INCOME

#### Salaried Employees

Three payslips not more than three months old

**OR**  A letter from your employer, stating your gross and net income, plus the commencing date if you started after the last financial year

#### Self Employed Applicants

The last two years Business and Personal Tax Returns with ATO Notice of Assessment

Printout from ATO portal showing current taxation liability position

BAS Statements for the current financial year

Interim Profit and Loss Statement for the same period as BAS statements

'Start up' Business Loan Application - Cash Flow Forecast for the next 12 months

#### Centrelink Recipients

A copy of your bank statement for the past 3 months

**OR**  A letter from the Centrelink detailing current benefits (Income Statement)

#### Rentals

Copy of lease or the latest statement from your Real Estate agent

**OR**  A letter from a Real Estate agent stating what the property could be rented for if the property is not already leased

### 2. CONFIRMATION OF LIABILITIES

#### Loans

Copy of current loan statement showing name, balance and instalments

#### Credit/Charge Cards

*(including Zip Pay/Money, After Pay)*

Copy of latest statement showing name, balance and credit limit

#### Rent

Copy of Lease Agreement, current rent receipt or Real Estate Agent Tenant Ledger

#### Other

HECS/solar/latitude etc

### 3. CONFIRMATION OF RESIDENCY

A copy of a Utilities Account (ie rates, electricity, phone) no more than four months old, confirming your current residential address

### 4. IF YOU ARE NOT CURRENTLY A MEMBER OF CWCU OR YOU DON'T USE CWCU AS YOUR MAIN FINANCIAL INSTITUTION

Please provide a three month statement of your main bank account

#### Central West Credit Union

ABN 67 087 649 885

AFSL 245415

Australian Credit Licence Number 245415

E: [enquiries@cwcu.com.au](mailto:enquiries@cwcu.com.au)

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PARKES, NSW 2870

# OFFICE USE ONLY



Member Number:

Loan Type:

Loan Number:

Reason for Renegotiation  
and general remarks:

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**Current Loan(s) / Overdrafts**

Type	Date funded	Amount	Term	Instalment	Balance	Arrears	Advance	Limit
	/ /	\$	M	\$	\$	\$	\$	\$
	/ /	\$	M	\$	\$	\$	\$	\$
	/ /	\$	M	\$	\$	\$	\$	\$
	/ /	\$	M	\$	\$	\$	\$	\$
<b>Total Amount of C.W.C.U. Debt(s)</b>					\$	\$	\$	\$

Number of months expired on Loan

Months

Remaining term of loan if Instalment amended

Months

Revised total term of loan

Months

Existing Security:

1

2

Existing Valuation:

1

2

Proposed Security:

1

2

Proposed Valuation:

1

2

Recommendation

---

Recommended By:

---

Approved By:

---

Date:

---

# OFFICE USE ONLY

CHECKLIST	INITIALS	INITIALS	FROM	TO
Amend Instalment (UL211)				
Amend Frequency (UL211)				
Amend Loan Type (P598)				
Cancel Credit Arrears (UL322)				
Diary review. Date:     /     /				
Amend Next Due Date (UL211)				
Amend D.C or P.P.				
Amend Interest Rate (UL211)				
Complete Variation Letter				
Attach Statement				
Vari Fee Collected. Date:     /     /				
Load New Security (UL500)				
Discharge Existing Security (UL508)				
If hardship application refused then letter to be sent				
If postponement application refused then letter to be sent				
Discharge Interest				
Load Interest				



# 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 & 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
- protect the safety and security of our staff and visitors
- 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 and meet our obligations 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.

## 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.mycreditfile.com](http://www.mycreditfile.com). You can contact Equifax by visiting

- Website – [www.equifax.com.au/contact](http://www.equifax.com.au/contact)

## PROVIDING YOUR INFORMATION TO OTHER ENTITIES

We disclose your information to other entities. We can disclose your information to:

- entities that verify identity or help us comply with our obligations under the AML/CTF Act
- providers of payment and card services, when you make a transaction using a payment service or a card
- entities that help identify illegal activities and prevent fraud
- 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 guarantor or proposed guarantor of a loan
- debt collection agencies, lawyers, process servers
- our auditors
- for loans guaranteed by the National Housing Finance Investment Corporation (NHFIC) as part of the First Home Loan Deposit Scheme – to the NHFIC or the Commonwealth to meet the requirements of the Scheme.

We may disclose your personal information to a lenders mortgage insurer, QBE LMI, if we decide to insure the loan. We have attached the mortgage insurer's Privacy Notification to the end of our Privacy Notification.

We and the above third parties 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.cwcu.com.au](http://www.cwcu.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.

## OVERSEAS DISCLOSURE

We do not currently disclose your credit information or credit eligibility information to entities that do not have an Australian link.

We do not currently disclose any of your other information to overseas recipients.

## HOW TO CONTACT US

If you have any questions, wish to request a correction of the personal information we hold about you, or wish to make a complaint, you can contact us at:

- in person at one of our branches
- by calling us on 02 6862 2788
- by email at [enquiries@cwcu.com.au](mailto:enquiries@cwcu.com.au)
- in writing to PO Box 77 Parkes NSW 2870.