

# Application for Bank Guarantee

Secured by a Real Property – attach to loan application

## Section 1 Details of the Bank Guarantee

Please tick appropriate boxes

Name of Favouree			
Address of Favouree	PO BOX NOT ACCEPTABLE		
	State	Postcode	
ACN/ABN (if any) of Favouree	Date guarantee required	Expiry date (if required)	Amount of Bank Guarantee
	DD / MM / YYYY	DD / MM / YYYY	\$

### PURPOSE OF BANK GUARANTEE

- Rental Bond or Payment Guarantee (please attach copy of Lease Agreement)     Deposit Bond (please attach copy of purchase contract)
- Maintenance/Retention Bond     Local Council/Government Dept Performance Bond (please attach copy of council/government letter)
- Other (please specify and attach supporting documentation)

If the EXACT WORDING for the Bank Guarantee purpose is not specified on the attachments noted above, please specify:

## Section 2 Document Dispatch Details

Please tick appropriate boxes

Please send letter of offer & supporting documentation to:

- Applicant 1 or 2     Postal Address Applicant 1 or 2     Store as Stated

Authority to email    Email address

OR  Applicant at address stated below

Customer Name			
Address			
	State	Postcode	

Telephone

OR  Solicitor/Accountant at address stated below

Solicitor/Accountant			
Address			
	State	Postcode	
Telephone	Facsimile		

## Guarantee Document Dispatch

Please tick appropriate boxes

Please send original bank guarantee to:

- Applicant 1 or 2     Postal Address Applicant 1 or 2     Store as Stated

OR  Applicant at address stated below

Customer Name			
Address			
	State	Postcode	

Telephone

OR  Solicitor/Accountant at address stated below

Solicitor/Accountant			
Address			
	State	Postcode	
Telephone	Facsimile		

By signing below I/We agree that the Guarantee information provided is true and correct.

Signature Applicant 1	Signature Applicant 2
<input type="text"/>	<input type="text"/>
Date <input type="text"/>	Date <input type="text"/>

Note: It is a requirement for the collection of associated fees that a Direct Debit Request is submitted with this application.

# Direct Debit Request



Suncorp-Metway Ltd  
GPO Box 1453  
Brisbane QLD 4001

WHITE COPY IS FOR PROCESSING  
YELLOW COPY IS FOR CUSTOMER

Date

New Request  Change  Cancellation

Debit User number

**This Form authorises Suncorp to automatically deduct your repayments from your specified account. If you wish this to occur please COMPLETE & SIGN. (Interest only loans MUST complete & sign). (Bank Guarantee Facilities MUST complete & sign)**

I/We   
Surname or Company Name

Given Names or ABN/ARBN Number

Contact Telephone Number

Authorise and request the Debit User detailed above, to debit my/our account via the Bulk Electronic Clearing System from time to time in accordance with the instructions detailed in the Schedule below and on the terms set out on the DDR Service Agreement overleaf.

I/We have read and understand the information contained in the DDR Service Agreement overleaf.

Signature of Customer(s)    
(If joint account all signatures may be required. If in doubt please refer to your Financial Institution).

## The Schedule

**Direct Debit Type** Please tick (✓) one only

**Minimum repayment from external account**  (In accordance with the DDR Service Agreement)  
*The bank will automatically adjust the transfer to be equal to the minimum repayment amount.*

OR

**Fixed amount from external account**  The amount nominated will remain fixed, even when interest rates or the loan balance changes, unless you request this amount to be changed.

**Account to be Debited** (NOTE: Direct Debiting is not available on the full range of accounts. If in doubt please refer to your Financial Institution)

BSB number  -  Account number   
Account title  Financial Institutions   
Reference details  Amount

**Frequency and Date** Please tick (✓) one only (NOTE: For loans, a payment type of Daily is not available)

Once Only  Daily  Weekly  Fortnightly  Monthly  Month End  Quarterly  Half Yearly

Note: For 'Interest Only' Loans, payment can only be scheduled once per month on due date.

Note: For 'Fixed Rate' loans, a repayment frequency of Monthly is recommended. Setting a frequency of Weekly or Fortnightly may result in an Early Payment Interest Adjustment ("EPIA").

Start date

Expiry date

**Suncorp Loan Account to be Credited with the Payment**

Loan Account number

Account name

## Store Use Only

Completing Store details    
Completing Store Name & Store Number Completed By (User Name & User Number)

Processing Details: Add for existing loans, or change or delete

Date received

Date processed

Processed by

User ID

### Principal and Interest Loan

#### Retail loans and Small Business loans:

**Add, Change or Delete:** Store to process DDR send to Records RE039

#### Business Loans:

**Add, Change or Delete:** Please process DDR and send to relationship manager

### Interest Only Loans

#### Retail loans and Small Business loans:

**Add/delete:** Existing loans: Send DDR to Loans Maintenance 4RE027 to be processed

**Add/Delete:** Unfunded loans: Send DDR to Settlements 4RE086 to be processed and retained on all new loan files.

**Change:** Send DDR to Loans Maintenance 4RE027 to be processed

#### Business Loans:

**Add, Change or Delete:** Please process DDR and send to relationship manager

## **DDR Service Agreement**

This DDR Service Agreement forms part of the terms of the Direct Debit Request ("DDR") and should be read in conjunction with the DDR form.

### **DDR – Suncorp Loans**

You can arrange to pay your loan repayments by DDR.

We will process a direct debit to the account nominated on the DDR for the value of your loan repayment (plus any applicable Government charges, GST and bank processing fees) on the date that it is due in accordance with the terms and conditions of your loan.

Unless you have nominated a fixed payment amount on the DDR, if your loan repayment amount changes, we will automatically change the amount of your DDR in accordance with your new repayment amount.

If you have nominated a fixed amount on the DDR and your loan repayment changes so the fixed amount is insufficient, you are responsible for changing your DDR in accordance with your new repayment amount.

You will be notified of any changes in your loan repayment amount in accordance with the terms and conditions of your loan.

### **Changing your DDR Authority**

We will provide you with 14 days notice if we change any of the terms of the DDR.

### **Stopping or Cancelling your DDR**

You may defer, alter, stop or cancel your DDR at any time by providing at least 5 business days notification in writing to any Suncorp Store or mail to:-

### **For existing Interest Only Loans**

The Manager, Loan Maintenance  
Suncorp-Metway Ltd  
RE027  
GPO Box 1453  
Brisbane QLD 4000  
Or telephone us on 13 11 55.

Alternatively, you may request a stop or cancellation by contacting your Financial Institution.

Requests to vary the details of the account to be debited **must** be in writing and in terms of the operating authority for the account.

### **DDR Dispute Resolution**

If you wish to dispute a DDR transaction you can contact us as follows and we will arrange for your disputed transaction to be investigated and where appropriate, for a correction to be made.

### **For existing interest only loans**

The Manager, Loan Maintenance  
Suncorp-Metway Ltd  
RE027  
GPO Box 1453  
Brisbane QLD 4000  
Or telephone us on **13 11 55**.

Alternatively, you may dispute a DDR transaction by contacting your Financial Institution.

If we are unable to resolve the dispute to Your satisfaction You should contact the financial institution where the account to be debited is held to complete and lodge a DDR Customer Claim form. If the account to be debited is at Suncorp-Metway, a Claim Form may be obtained from any Suncorp Store or by telephone on 13 11 55, and then lodged with;

Team Leader Foreign Services and Transaction Claims RE011  
Suncorp-Metway Ltd  
GPO Box 1453  
BRISBANE QLD 4001

### **Non Business Days**

If your DDR falls due on a weekend or public holiday we will process it on the next business day.

If you are uncertain of the date your DDR will be processed you should contact us on telephone **13 11 55** or your financial institution.

### **Returned or Dishonoured DDR's**

If your DDR is dishonoured or returned unpaid by your financial institution for any reason we reserve the right to recover the funds from you and to charge a dishonour fee in accordance with our standard terms and conditions.

### **Clear Funds**

You should ensure that you have sufficient clear funds in your Account to enable the DDR to be paid by your financial institution.

### **Your Records**

We will not disclose any details of your DDR to any person or corporation unless required to do so by law or unless the information is required in relation to a disputed transaction.

### **Your Account**

You should be aware that some financial institutions may not allow a DDR to be processed to certain types of accounts.

You should check your account details against a recent statement from your financial institution or check with your financial institution to ensure that a DDR can be processed to your account.

### **If you wish to make inquiries about your DDR**

You may contact any Suncorp Store.  
Or via telephone on **13 11 55**.