

# AMP Business Finance Loan Discharge Authority Form

Issue date: November 2024

Use this form to release all security and pay out your loan in full.

**Please note:** Delays in settlement may occur if all required fields are not completed.

If you have any queries completing this form please call 13 30 30.

Please print in CAPITAL LETTERS and place a cross  in any applicable boxes.

## 1. Borrower details

|                                |       |          |
|--------------------------------|-------|----------|
| Borrower(s)                    |       |          |
| Current postal address         |       |          |
| Suburb                         | State | Postcode |
| Contact number                 |       |          |
| Australian mobile number       |       |          |
| Email                          |       |          |
| Postal address after discharge |       |          |
| Suburb                         | State | Postcode |

## 2. Security details

Details of the property/security used to secure your loan.

GSA      Real property      Guarantee

|   |       |          |
|---|-------|----------|
| Type of security  |       |          |
| Description of security/<br>address of property                                       |       |          |
| Persons providing guarantee<br>(if relevant)  |       |          |
| Current postal address  |       |          |
| Suburb  | State | Postcode |
| Expected discharge settlement date<br>(Please use a new form for additional security) |       |          |

### 3. Discharging

#### Sale of Register/Book

Sale of register/book                      External refinance to lender (name of lender)

Sale of property sale amount \$                      Other (please specify)

|                     |  |
|---------------------|--|
| Loan account number |  |
| Loan account number |  |
| Loan account number |  |
| Loan account number |  |

**Caution:** If you have a fixed rate loan and choose to discharge before the fixed rate term expires, break costs may apply. Break costs can be considerable and can change daily. The actual cost cannot be confirmed until two days before the discharge settlement date. Call us on 13 30 30 for an indicative quote.

If there are funds remaining after settlement, which bank account would you like funds to be sent to?

|                |  |  |  |   |  |  |
|----------------|--|--|--|---|--|--|
| Account name   |  |  |  |   |  |  |
| BSB number     |  |  |  | - |  |  |
| Account number |  |  |  |   |  |  |

### 4. Your solicitor/refinancier/conveyancer details

Only complete this section if you are discharging through a solicitor, refinancier or conveyancer.

|                          |       |          |  |
|--------------------------|-------|----------|--|
| Name                     |       |          |  |
| Address                  |       |          |  |
| Suburb                   | State | Postcode |  |
| Contact number           |       |          |  |
| Australian mobile number |       |          |  |
| Email                    |       |          |  |

### 5. Borrower's declaration

(Note: all borrowers must sign this declaration)

The borrower/Each borrower accepts the explanatory notes and important information in this Business Finance Loan Discharge Authority Form and requests a discharge of security in accordance with the instructions above.

#### Signature of borrower(s)

Executed under section 127 of the *Corporations Act 2001*  
(Cth)/executed by individual borrower(s).

Executed under section 127 of the *Corporations Act 2001*  
(Cth)/executed by individual borrower(s).

|                                |
|--------------------------------|
| <b>X</b><br>_____<br>Signature |
|--------------------------------|

|                          |  |
|--------------------------|--|
| Name                     |  |
| Position<br>(choose one) |  |
| Date                     |  |

|                                |
|--------------------------------|
| <b>X</b><br>_____<br>Signature |
|--------------------------------|

|                          |  |
|--------------------------|--|
| Name                     |  |
| Position<br>(choose one) |  |
| Date                     |  |

|                                |
|--------------------------------|
| <b>X</b><br>_____<br>Signature |
|--------------------------------|

|                          |  |
|--------------------------|--|
| Name                     |  |
| Position<br>(choose one) |  |
| Date                     |  |

|                                |
|--------------------------------|
| <b>X</b><br>_____<br>Signature |
|--------------------------------|

|                          |  |
|--------------------------|--|
| Name                     |  |
| Position<br>(choose one) |  |
| Date                     |  |

## 6. Privacy Collection Statement

### Privacy Collection Notice

We collect personal and credit-related information from you and will use this information (along with any other information we already hold) to process your request to switch to, or refix your existing, fixed term loan. We may also collect credit-related information from Credit Reporting Bodies (CRBs) as part of this application. We are required or authorised to collect this personal information under various laws including those relating to privacy, taxation, Anti-Money Laundering and Counter-Terrorism Financing Laws and the National Credit Code. If we are unable to collect your personal information, we may be unable to process your application.

We will only share your personal information, as required, with:

- other members of the AMP group and external service providers that we need to deal with for the purposes described above
- courts, tribunals or government agencies, as required by law or regulations
- persons or third parties authorised by you (including other individuals, a financial adviser or broker), or if required or permitted by law
- Credit Reporting Bodies listed on our website, credit providers names in the application, persons involved in securitisation arrangements with us, a guarantor or proposed guarantor named in the application and/or mortgage insurers. The information that we provide to Credit Reporting Bodies (CRBs) may be used by a CRB to include in reports provided to credit providers to assist them to assess your creditworthiness. If you fail to meet payment obligations in relation to consumer credit or if you commit a serious credit infringement, we may be entitled to disclose this to the CRB. You have the right to request CRBs not to use your credit reporting information for the purposes of pre-screening of direct marketing by a credit provider. You have the right to request the CRB not to use or disclose credit reporting information about you, if you believe on reasonable grounds that you have been, or are likely to be, a victim of fraud.

We may also disclose your name, residential address and/or date of birth to a CRB for the purposes of requesting the CRB to provide an assessment whether this personal information matches (in whole or in part) the personal information held by them. The CRB may prepare an assessment using this personal information, comparing this personal information with the personal information the CRB has on you and other individuals. The CRB may provide this assessment to us. If you don't consent to this, we may have to use other reasonable means of verifying your identity or decline to proceed.

Some external service providers we need to deal with can be located or host information outside Australia or may not have an Australian link. A list of countries where these providers may be located can be obtained via the AMP Privacy Policy and the AMP Bank Credit Reporting Policy. We take all reasonable steps to ensure that any information shared with external service providers is secured to protect your information.

Personal information and credit information is treated in accordance with the AMP Privacy Policy and the Credit Reporting Policy, which sets out how to access or update/seek correction of your personal and credit information or make a privacy or credit reporting related complaint. You can view our Privacy Policy and our Credit Reporting Policy online at [amp.com.au/privacy](https://amp.com.au/privacy) or contact us on **13 30 30** for a copy.

## Any discharge fees should be stated in these terms and conditions

### Explanatory notes and important information

#### Why does AMP Bank need a Loan Discharge Authority form?

A signed declaration is required from all borrowers before AMP Bank can release a security. Completion of this form ensures AMP Bank will receive all the information required to release the security for a Full Discharge.

### Settlement information

#### When will you hear from AMP Bank?

- For a Term Loan, the final payout figure will be calculated two business days before the settlement date and you or your nominated representative (eg solicitor or refinancier) will be advised when settlement details are confirmed.
- For Line of Credit, the final payout figure will be calculated on the morning of settlement and you or your nominated representative will be advised by phone at that time.

#### Other important information

- AMP Bank requires 10 business days from receipt of a fully completed **Loan Discharge Authority** form to release a security.
- Delays in settlement may occur if all fields on the **Loan Discharge Authority** form are not completed.
- **Two business days prior to settlement any account being closed (including Line of Credit) will be frozen. This means we can accept no further withdrawals or deposits to your account. Incoming periodic payments will be returned if presented after this date. Please make sure you make the relevant arrangements regarding payments to and from your account.**
- Fees will be charged where applicable under the Terms and Conditions of the loan. Please refer to the AMP Bank Business finance loan agreement for full details, available from BusinessFinance@amp.com.au or your Relationship Manager. Break costs may apply if you have requested to change/close a fixed rate loan. Break costs may be significant.
- All borrowers must sign the **Loan Discharge Authority** form.

#### Where can I get help completing this form?

If you have any questions on how to complete this form please call **13 30 30**.

### Where to send this form

Mail (no stamp required) or email this completed and signed form to:

|                       |  |
|-----------------------|--|
| <b>Loan Servicing</b> | AMP Bank<br>Reply Paid 79702<br>PARRAMATTA NSW 2124<br>AUSTRALIA   |
| <b>Email</b>          | BusinessFinance@amp.com.au<br>email02tbc@amp.com.au<br><b>(Note: If you are emailing the form to us,<br/>please CC your AMP Bank Relationship Manager)</b> |

Please return pages 1 and 2 to AMP Bank. Page 4 should be kept for your records.