**Application Checklist**

**Compulsory Application Requirements**

1. Application form (see attached) signed and completed.
2. A covering letter detailing:  
   a. the proposed use of the funds; and  
   b. how the project will help the ministry of your parish; and  
   c. how the proposed loan will be repaid.
3. A copy of the Notice (see attached) in the weekly newsletter and displayed at each church in the parish. The notice must be displayed for two consecutive Sundays.
4. A certified copy of the driver’s licence or passport for the Rector and each Warden – see identification requirements below for further information.
5. A signed copy of the parish council resolution template (see attached).
6. Audited Parish Financial Statements for the past three years, if not already sent to the Diocese.
7. Year to date financial information as discussed with the Secretary or Lending Consultant including verification of the current  
   cash balances of your parish.
8. Completed Direct Debit Form (see attached). The Board requires that loan repayments are paid by direct debit fortnightly or  
   monthly.
9. A cheque or direct credit for the non-refundable application fee. The application fee is the greater of $100 or 0.1% of the loan  
   amount being applied for.

If the project includes construction or building works please also include:

1. Copies of tenders and evidence of progress towards a fixed price building contract if the works will cost more than $100,000.
2. Approval of the regional bishop and/or regional architectural panel.

All applications must be received by the Secretary of Sydney Anglican Loans (PO Box Q190, QVB Post Office NSW 1230 or [sal@sydney.anglican.asn.au](mailto:sal@sydney.anglican.asn.au)) by the last business day of the month for consideration at the Board in the following month.

Parishes are strongly encouraged to speak to the Lending Consultant, Jonathan Rochford, on 02 9265 1675 prior to submitting an  
application to ensure their application is processed efficiently.

**Identification Requirements**

As part of its compliance with The Anti Money Laundering/Counter Terrorism Financing Act Sydney Anglican Loans requires that each Parish provide a certified copy of either the drivers licence or passport for each of the Rector and the Wardens with a loan application. Copies can be certified by:

* a Justice of the Peace;
* a police officer;
* a notary public (for the purposes of the Statutory Declaration Regulations 1993);
* a member of the Institute of Chartered Accountants in Australia, CPA Australia or the Institute of Public Accountants with 2 or  
  more years of continuous membership
* an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
* a permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an  
  office supplying postal services to the public;
* an officer with 2 or more continuous years of service with one or more financial institutions (for the purposes of the Statutory  
  Declaration Regulations 1993);
* a finance company officer with 2 or more continuous years of service with one or more finance companies (for the purposes of  
  the Statutory Declaration Regulations 1993);
* an officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous  
  years of service with one or more licensees
* a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal  
  practitioner (however described);
* a judge of a court;
* a magistrate;
* a chief executive officer of a Commonwealth court;
* a registrar or deputy registrar of a court; or
* an Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955).