

Office use only

Date Advanced: \_\_\_\_/\_\_\_\_/\_\_\_\_

Loan Account No: \_\_\_\_\_

Lutheran Church of Australia

## CAR LOAN APPLICATION FORM



**Note: Applicants ("borrowers") must complete fully all details and forward to the respective District/General Church ("the Church") for approval.**

### 1. Personal Details (please print)

Title (Rev/Mr/Mrs/Ms/Miss)		Surname	
Given Names			
Address			
Town/City		State	Postcode
Email Address			
Contact phone		Fax	
Position		Full-time/Part-time	
Parish/Employer			

### 2. Details of the proposed vehicle (please print)

1. Is it new / second-hand? \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Is it to be used principally in your work? \_\_\_\_\_

2. Total on road cost of the vehicle. \$ \_\_\_\_\_

**Less** Fleet Discount \$ \_\_\_\_\_

Trade-in Value \$ \_\_\_\_\_

\*Contribution from other sources \$ \_\_\_\_\_

3. **Amount of loan required for this purchase**

\$

**Add** current LLL outstanding loan (if any) \$ \_\_\_\_\_

Total LLL loan balance \$ \_\_\_\_\_

\* (If borrowed what is the monthly repayment rate? \$ \_\_\_\_\_)

### 3. Preferred Payment Details (please print)

Please advise the date on which the funds are required: \_\_\_\_/\_\_\_\_/\_\_\_\_

Cheque payable to: \_\_\_\_\_

To be forwarded to: \_\_\_\_\_

OR

Transfer to my bank account as follows:

Name of bank \_\_\_\_\_

BSB \_\_\_\_\_ Account number \_\_\_\_\_

Account name \_\_\_\_\_

### 4. Terms & Conditions

1. Applicants must be:
  - 1.1 Pastors: in the employ of the Church and in receipt of salary and car allowance at the Church rates;
  - 1.2 Lay Workers: in the employ of the Church on not less than a ¾ time basis, in receipt of salary at the Church rate, and have a guaranteed term of employment within the Church of at least three years.
2. All applications for loans are to be forwarded to the District Office for approval by the applicant's District Church Council. The District will forward approved applications to the Lutheran Laypeople's League (LLL) for processing.
3. Loans are provided to assist with the purchase of a vehicle to be principally used in carrying out Church duties.
4. Loans for second-hand vehicles must not exceed two-thirds of the purchase price.
5. Borrowers shall undertake to keep vehicles in good repair and insured under a comprehensive motor policy for an amount not less than the market value of the vehicle from time to time.
6. Pastors are required to repay loans by equal monthly instalments amounting to 5/7ths of the annual basic car allowance each year. Lay workers are required to repay loans by equal monthly instalments over a term of 3 years.

To facilitate these repayments, borrowers agree to instruct the treasurer of the employing body to deduct instalments from salary payments. The treasurer is to remit them to the LLL each month by cheque or electronically, or the treasurer may establish an LLL direct debit authority on the employing bodies bank account.

7. The interest on the loan will be applied at the rate determined by the Church from time to time, calculated on the daily balance and added to the account on June 30<sup>th</sup> and December 31<sup>st</sup>. ***An additional interest charge as determined by the Church from time to time, may be applied when repayments are not being met in accord with this agreement.***
8. In the event of the borrower resigning from the employ of the Church, entering into retirement, or being granted leave of absence by the College of Presidents, the balance plus interest outstanding on the loan at that time shall be repaid in full unless appropriate arrangements have otherwise been made with and agreed to in writing by the College of Presidents.

9. The management of repayment of the loan shall be the responsibility of the Church Council of the District in which the borrower resides.
10. If circumstances prevent a borrower from making repayments as and when due, the borrower shall negotiate alternate arrangements with the respective District/General Church Administrator **immediately**.
11. In the event of the borrower failing to repay the loan in accordance with the terms and conditions originally agreed to, the borrower acknowledges that the Church may place the matter in the hands of a debt collection or other agency for recovery, and that all costs incurred by such actions shall be added to the borrowers outstanding loan liability.

The amounts recovered shall be applied firstly towards interest and charges and then towards repayment of the principal.

## 5. Borrower Agreement

**If my application for this loan is approved, I agree to abide by the terms and conditions relating to car loans as determined by the Church from time to time. I also agree to instruct my employing body to deduct from my regular salary, amounts equal to not less than the minimum monthly repayments as determined by the Church from time to time, until the loan is repaid in full.**

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Note: Graduates whose car loan application is approved will have funds made available one week prior to ordination.**

## 6. LCA Approval

On behalf of the \_\_\_\_\_  
(District / General Church)

we hereby approve this application and guarantee repayment of the loan.

Comments: \_\_\_\_\_  
\_\_\_\_\_

Signed for and on behalf of the District / General Church:

\_\_\_\_\_  
Authorised Signatory

\_\_\_\_\_  
Executive Officer

## Appendix – Privacy Statement

From 21 December 2001 we are bound by amendments to the Commonwealth Privacy Act 1988, setting out principles concerning the protection of your personal information.

Following is the information that the Privacy Act requires us to bring to the attention of borrowers.

### **Your Personal Information**

If you choose not to provide personal information, we may not be able to provide you with a loan facility.

Personal information gathered may include your name, date of birth, phone/mobile numbers, addresses (current and previous), bank account details and email address.

Personal information is gathered in many ways including but not limited to:

- Directly from you e.g. when you complete a Loan Application Form;
- From the public domain;
- From third parties such as related Church organisations, your own representatives (lawyers, accountants etc and reporting agencies)

This information may then be used by us to establish, administer and manage a loan account including billing and collecting debts.

For the purposes as set out above, we may disclose your personal information to organisations outside of the Church including:

- Your own representatives (lawyers, accountants etc);
- Credit reporting and fraud checking agents;
- Other credit providers for credit related purposes such as checking credit worthiness, credit rating and financing;
- Our own professional advisors such as lawyers, debt collection services, auditors and accountants;
- Related Church organisations, including the Church Council of the District of your residency;
- Government or other authorities as required or authorised by law.

### **Right to Access**

You have a right to access your personal information, subject to some exceptions allowed by law. For security reasons we ask that such requests be made in writing.

While the Church takes all reasonable steps to ensure that the personal information we collect, use and disclose is accurate, complete and up to date, the accuracy of that information depends to a large extent on the information you provide. We recommend that you advise us if you are aware of any errors in your personal information and keep us up to date with any changes.

### **Data Security**

The Church guarantees the storage and use of personal information will be undertaken in a secure manner which protects personal privacy.