

To create a Division 7A Loan Agreement document package, you need to provide the information listed to the left. Print this checklist out for convenience and gather the information before you start online.

## Division 7A Loan Agreement

### Lender's details

- Confirm who the lender of the money is. This is usually a company which makes a loan to a shareholder or their associate. But it could also be the trustee of a trust lending money to a shareholder or associate of a beneficiary company.
- The name and address of the lender:
  - if the lender is a company, then:
    - the ACN / ABN of the company.
    - confirm who will sign the agreement – 2 directors, a director and a secretary, the sole director and secretary or another person or persons.
  - if the lender is a trustee of a trust, then:
    - the name of the trust.
    - the name of the beneficiary company in which the borrower or an associate of the borrower is a share holder.

#### Notes

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### Borrower's details

- The names and addresses of the borrowers:
  - if the borrower is a company, then:
    - the ACN / ABN of the company.
    - the person signing the agreement – 2 directors, a director and a secretary, the sole director and secretary or another person or persons.

#### Notes

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### Loan agreement details

- The State's (or Territory's) laws that will apply to the agreement.
- Whether the agreement will cover any past loans, payments or forgiven debts made after 1 July 2001. If so:
  - they must be incorporated before 30 June 2008 and full 'corrective action' under the PS LA 2007/20 must be taken for the incorporation to be effective. You can read about that by visiting <https://www.cleardocs.com/clearlaw/tax/division-7a-grace-period.html>

#### Notes

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