



# Farm Business Analysis Assistance Application Form

OFFICE USE ONLY  
Application No:

v7 18/9/2025

## Section 1: Applicant details

Please select:	Title	Surname	Given Names	Date of Birth
Sole trader				
Partnership				
Individual trustees				
Company directors				
Company	Please list Company Director's details above			
	Company name			
Trust	Trust name			

*If the Trustee is a Company, please provide the Company name and the Company Directors' names in the boxes above*

Trading name:

Australian Business Number (ABN)

Industry type (e.g. beef, sheep, grain)

Are you GST registered?  
Yes ☐ No ☐

Nominated contact person  Telephone

Business telephone  Fax  Mobile  Email address

**Road address of enterprise:**

Town/city  State  Postcode

Local Government area

**Postal address of enterprise:** Please tick if same as road address ☐

Postal name

Postal address

Town/city  State  Postcode

## Section 2: Business contact details

**Accountant**

Contact person  Telephone  Mobile

Firm  Email

**Bank or financier**

Contact person  Telephone  Mobile

Firm  Email

### Section 3: Assistance criteria

To be eligible for the assistance, the Farm Business Analysis Assistance Guidelines require you to meet the criteria below.

Please indicate whether you meet this criteria below:

Are you currently a primary producer in financial difficulties as per Section 5 of the Farm Business Analysis Assistance Guidelines? (refer also Section 4 below)	Yes	No
Have you owned or operated a primary production enterprise for at least three (3) years?	Yes	No
Do you have existing farm business term debt in relation to your primary production enterprise?	Yes	No
Can you demonstrate a need for Farm Business Analysis Assistance? (refer also Section 4 below)	Yes	No
Are you involved in a mediation process under the <i>Farm Business Debt Mediation Act 2017</i> (Qld)?	Yes	No
Are you under administration or subject to recovery actions?	Yes	No

### Section 4: Details of your primary production enterprise

Please describe your core business and related activities.

*e.g. Self-replacing beef cattle breeder operation with 250 cows, selling progeny as weaners between 8-12 months / Mixed farming operation totaling 2,000ha. Farming 800ha of winter crop and 1,200ha for backgrounding 500 trade cattle p.a.*

### Section 5: Statements to support assistance criteria

**(a) What are your reasons for seeking Farm Business Analysis Assistance?**

*e.g. Unable to identify issues affecting the business? Require direction on the next steps of the business; Seek clarity and options around the future of your enterprise, A Farm Business Analysis could be critical to the continuation of your primary production enterprise, You do not have the financial or other resources to access a similar professional service.*

**(b) Please provide brief detail on events or circumstances that demonstrate you are currently experiencing financial difficulties.**

*Financial difficulty means the deterioration or loss of capacity within a business that would see it unable to meet ongoing commitments within arrangements. e.g. Business regularly exceeds overdraft limits, business has experienced a significant impact affecting the capacity of the enterprise.*

## Section 5: Statements to support assistance criteria (cont...)

**(c) If successful what are you looking to achieve from the assistance?**

*e.g. increase viability, remain a primary producer, pursue a new direction, position enterprise for retirement or family succession.*

## Section 6: Statement of assets and liabilities

Complete one Statement of your *business and personal* Assets and Liabilities including those held individually or jointly with partners, other persons or associated entities. The Statement must include all assets you own and all debts you owe. Complete this below OR attach your own files separately.

ASSETS (show present fair market value)	\$	LIABILITIES (current amount owing)	\$
Cash at bank		Overdraft (Limit:\$ )	
Term deposits			
		Term loans	
Farm properties			
1. Land ha @ \$ /ha = \$ Buildings ( )\$		Other loans (e.g. private loans)	
2. Land ha @ \$ /ha = \$ Buildings ( )\$			
3. Land ha @ \$ /ha = \$ Buildings ( )\$			
Livestock /stock (show type)		Stock loans / pastoral house	
Plant & machinery		Hire purchase, leasing & chattel mortgage (transfer total from table below)	
Vehicles			
Crops (harvested, stored and unsold)		Entitlements owing to employees	
		Taxation debt	
Accounts receivable		Accounts payable	
Debentures/Shares/Investments		Margin loans	
Other real estate (show details)		Real estate loans (show details)	
Superannuation (current estimated value)		Personal loans	
Other assets (detail)		Credit cards	
		Other liabilities (detail)	
<b>TOTAL ASSETS</b>		<b>TOTAL LIABILITIES</b>	

**Hire purchase and lease repayment schedule (if preferable you can attach a list separately to this form)**

Item	Lender	INSTALMENTS					LEASE RESIDUAL		Total owing (a x b + c + d)
		(a) Instal- ment amount	Frequen- cy e.g. monthly/ yearly	(b) No. of payments remaining	Date of final payment	(c) Overdue payments (arrears)	(d) Amount	Due date	
<b>Total Owing (transfer total to 'Statement of Assets and Liabilities' above)</b>									

## Section 7: Required information

Please ensure that the below documentation is attached or has been supplied in electronic format to QRIDA. Tick the check box to confirm:

1. Statement of assets and liabilities for applicant and all associated entities.  
*A template is available in the Loan Review section at [qrda.qld.gov.au/tools-resources/forms-downloads](http://qrda.qld.gov.au/tools-resources/forms-downloads)*
2. Past three (3) years financial statements – for applicant and all associated entities, including profit and loss statement, balance sheet, livestock and depreciation schedules (cashbook figures may be accepted if financial statements have not been prepared).
3. Past three (3) years personal taxation returns for applicant and all associated entities.
4. Australian Taxation Office (ATO) Integrated Client Account Statement for the applicant and all associated entities.
5. Schedule of Account Details - A copy of the form to be completed by each of your lenders (including banks, credit unions, lease/finance companies etc.). *This form is on the back page of this application.*

Please note applicants may be requested to provide additional information to support their application.

## Section 8: Acknowledgements, consents and privacy statement

In the following sections, titled acknowledgements, consents and privacy statement:

- **QRIDA** means Queensland Rural and Industry Development Authority
- **Relevant Person** includes:
  - the Identity Verification Service Provider (if relevant) and any accountant, solicitor, business consultant, bank, financier, supplier, processor, or other agent named or identified in this application or in supporting documentation provided with, or in support of, this application; and
  - any Commonwealth, state or local government department, agency or authority that QRIDA or an authorised representative may consider relevant.

**Please tick each of the below to indicate your acceptance. Your acknowledgment and acceptance of each item is a condition of submitting a valid application.**

I/We declare that the information provided in this application and documentation supplied is correct and that deliberately giving false or misleading information is a serious offence under the *Rural and Regional Adjustment Act 1994* and the Criminal Code and may lead to prosecution.

I/We have read and understood and where necessary sought clarification of the Farm Business Analysis Assistance Guidelines.

I/We understand that completed applications under the scheme will be assessed in the order of receipt and offers will be based on the availability of funds. Applications will not enter the assessment queue until all the required information, as outlined in Section 6 of this application, is received at QRIDA.

I/We understand that we must actively participate with QRIDA and / or the nominated independent consultant through the process to the completion and delivery of the Farm Business Analysis Report.

I/We understand that recommendations provided in analysis may result in financial, taxation, legal or other implications. Applicants are advised to seek independent financial advice in regard to these before actioning any ideas/options in the analysis.

I/We are aware that QRIDA is bound by the *Public Records Act 2023* and are unable to return or dispose of any documents forwarded as part of this application.

I/We certify that to the extent this application or any information provided in relation to this application contains information of, or about, another person, I/we have the authorisation of that person to provide the information and for it to be used and disclosed in accordance with the above authorisations.

I/We have read the Collection Notice and the Privacy Statement below and understand how personal information provided in my/our application may be collected, used and disclosed.

Do you have, or have you had, any business dealings with QRIDA that could be considered an actual, potential or perceived conflict of interest with this application?

Yes

No

**If Yes** - please provide details of all your business dealings with QRIDA that may be considered an actual, potential or perceived conflict of interest:

## Information Collection Notice

### Collection and use of your personal information

QRIDA and its authorised representatives are collecting and obtaining (from you and from the Relevant Persons) your personal information in connection with the Scheme, for the following purposes:

- verification of your identity;
- assessment of your application and your eligibility for the Scheme at the time of making the application and on an ongoing basis;
- the administration and management of the Scheme or any grant provided to me/us under the Scheme including for compliance and enforcement purposes; and
- any other purposes related, or otherwise necessary to give effect, to the purposes listed above.

QRIDA and its authorised representatives may also use your personal information for the following purposes:

- to contact you in relation to your application, and the evaluation of the Farm Business Analysis Assistance Scheme;
- to facilitate its internal business operations and fulfil legal obligations;
- to assess the performance of QRIDA and other Queensland and Commonwealth Government grant programs and services;
- to promote or market QRIDA and other Queensland and Commonwealth Government grant and loan programs and services (including the success and outcomes of the programs and services);
- research and development of QRIDA and other Queensland and Commonwealth Government actual and proposed services;
- to identify and assess your eligibility for or interest in other QRIDA and Queensland and Commonwealth Government administered grant and loan programs or services;
- to collate statistical data; and
- as permitted by law, including in accordance with QRIDA's disclosure rights under s. 40 of the *Rural and Regional Adjustment Act 1994* and Section 83 of the *Farm Business Debt Mediation Act 2017*.

### Disclosure of your personal information

QRIDA may disclose your personal information to the Relevant Persons, QRIDA's employees, contractors, related affiliates and third parties to the extent necessary or convenient to enable QRIDA to further the purposes described above (which do not extend to commercial purposes).

Government agencies to whom personal information is to be disclosed are:

- the Department of Natural Resources and Mines, Manufacturing, Rural and Regional Development

### Consent

By completing and submitting this application, you are consenting to QRIDA managing your personal information in the manner described in this Collection Notice and our Privacy Policy.

### Privacy statement

More information about the way QRIDA uses, discloses, and secures your personal information, how you can access and correct that information, and how you can make a complaint about a breach of privacy can be found in its privacy policy on QRIDA's website.

**In signing below, I/we are acknowledging and/or consenting to each of the matters indicated above:**

Applicant	Signature	Name	Date
One			
Two			

## Further information

**How did you hear about the assistance? Please select:**

QRIDA Regional Area Manager	QRIDA Head Office	Government department	Financial Counsellor
Industry organisation	Accountant	Bank	Event (please specify below)
Media (radio, newspaper, TV)	Social media	Other, please specify:	

## How to apply

Please submit your completed application including all supporting documents to QRIDA by:

**Post:** GPO Box 211, Brisbane QLD 4001 **Email:** [contact\\_us@qrda.qld.gov.au](mailto:contact_us@qrda.qld.gov.au) **Fax:** (07) 3032 0300

## Enquiries

Further information on the program is available on the QRIDA website at [qrda.qld.gov.au](http://qrda.qld.gov.au). If you need assistance with completing your application please contact QRIDA on **1800 623 946**.

# + Schedule of Account Details

Queensland Rural and Industry Development Authority

A separate copy of this form is to be completed by *each* of your lenders. Please arrange for your lenders to return this form to you before submitting your completed application form to QRIDA. (Includes banks, finance companies, building societies, credit unions and private lenders. For applicants and *all* related entities)

Consent and Authorisation		Return Instructions
To:	(Bank/Financier name)	Please return this form to me/us by:
Please list below details of all my/our accounts held with your company and return this form to me/us according to the Return Instructions (shown to the right of this form). You are also authorised to discuss my/our accounts with QRIDA and provide any information QRIDA may request regarding my/our accounts.		Fax:
Name/Company/Firm:		Email:
Applicant's Signature:		Post:
Name/Company/Firm:		
Applicant's Signature:		

Loan Accounts, Equipment Finance and Other Borrowings (Debit Accounts)										
Account name	Account BSB & Number	Facility Type	Balance	Limit	Interest Rate	Expiry Date	Repayment Amount	Repayment Frequency	Balloon or Residual	Arrears

## Contingent Liabilities:

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Savings Accounts, Term Deposits, Investment Accounts and other Asset Accounts (Credit Accounts)			
Account name	Account BSB & Number	Account Type	Balance

I/we confirm the above information is true and correct at the date executed.

Branch address/stamp:			
Manager name:	Manager signature:	Date:	
Email address:	Phone number:	Fax Number:	

An additional Schedule of Account Details form is available on QRIDA's website

1800 623 946  
qrda.qld.gov.au

Queensland Rural and Industry Development Authority (QRIDA)  
GPO Box 211 Brisbane Qld 4001 Email: [contact\\_us@qrda.qld.gov.au](mailto:contact_us@qrda.qld.gov.au) ABN: 30 644 268 943

