

Investigating RAN Relief Trust Fund (RANRTF) Officer's comments

Member details checked?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Member not on ineligible list?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Application recommended?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Financial details statement checked and correct?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Items permitted by RANRTF?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Comments					
Signature	Printed name		Appointment or rank	Work phone number	
Email address				Date	

Personnel Officer or Commanding Officer's Secretary

Is the member likely to be discharged before completion of his or her current engagement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Application recommended?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Signature	Printed name	Appointment or rank
		Date

Agent's (Commanding Officer's) recommendation

Is the applicant subject to or under consideration for RNIN action?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is this application recommended?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other comments		
Signature	Printed name	Appointment or rank
		Date

Loan agreement and indemnity (Read carefully before signing)

Subject to approval of my application by the Trustees of the RAN Relief Trust Fund,

I, Full name of Ship or establishment

agree to the following terms and conditions:

The total sum repayable is which consists of the loan amount of together with a Loan Administration Fee of

I hereby authorise the Trustees to make fortnightly deductions of until such time as the loan is paid in full.

I am aware that the Loan Administration Fee is not refundable in the event of early pay out of my loan.
 I am aware that failure to provide receipts to the RANRTF officer within 28 days may result in immediate recovery of the loan.
I further undertake, should my services as a member of the RAN be terminated (*Discharged MUNS, Early release, RNIN or Claim etc*) prior to the loan being fully repaid:

- a. I authorise that, upon promulgation of my discharge from the Navy, the RANRTF may increase my fortnightly repayments to an amount that will enable the Fund to recover my debt in full prior to my discharge from the Navy. This action may result in my Normal Fortnightly Entitlement (NFE) being reduced to zero for the fortnight(s) after the promulgation date of my discharge. This action may be undertaken without any prior consultation, and/or;
- b. Should any one of my fortnightly instalments not be paid, recovery as above may also be initiated; ie In the event that I am checked to absence (AWOL). Full recovery action may be commenced when I am recovered from AWOL and my salary and allowances recommence via ADFPAY and/or PMKeyS pay system(s);
- c. To provide the Trustees with an indemnity authorising the Director of Defence Forces Pay to pay the Trustees such sums as are due to me as terminal pay for Long Service Leave or other entitlement up to the amount unpaid on the loan;
- d. In the event of my failing or omitting to give at the date of my discharge the indemnity I have herein before undertaken to give, I authorise the Trustees to claim from the Director of Defence Forces Pay, under the authority of this undertaking, such sums as may be owing by me at the date of my discharge or termination; and
- e. I acknowledge that the RANRTF loan paid to me is to be recovered in full prior to my discharge from the Navy.
- f. I acknowledge that should I discharge from the Royal Australian Navy (RAN) owing monies to the RANRTF, I will be liable for any costs incurred by the RANRTF for the recovery of the said debt.

Applicant's signature	Date	Witness's signature
<input style="width:90%; height:20px;" type="text"/>	<input style="width:90%; height:20px;" type="text"/>	<input style="width:90%; height:20px;" type="text"/>

Trustee's comments and approval

Comments

Is this application approved?

Yes

No

Signature

Printed name

Appointment or rank

Date

Trustee's approval of resubmitted application

Is this resubmitted application approved?

Yes

No

Signature

Printed name

Appointment or rank

Date

RANRTF office use only

Loan number

Transaction number