



Use this form to request to discharge or release security for your RIC (Regional Investment Corporation) loan.

Return signed and completed form and supporting documents by either:

- uploading it with a Variation Request at ric.gov.au/variation
- emailing to info@ric.gov.au
- mailing to **RIC (Regional Investment Corporation)**
PO Box 653
Orange NSW 2800

Customer details

Customer name

Email

Phone number

Reason for discharge/release

- Sale
- Release only
- Loan has been repaid
- Substitute security is being offered
- Transfer of ownership
- Refinance – Give the reason for refinance

Other – Give details

Security to be discharged/released

Tick one only

All security held

Security as listed below List all properties/securities to be released

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>

Solicitor's, Conveyancer's, Refinancier's or Other Agent's details

Name

Firm

Email

Phone number

Fax number

Nominated settlement date

Proposed place of settlement

Account information (instructions on loan repayment)

I/we authorise RIC to:

- amend my loan account as follows:

Loan account number

Payout and close

Reduce limit to

Loan account number

Payout and close

Reduce limit to

- attend settlement or arrange for an external solicitor to attend settlement at the proposed place of settlement or such other place as mutually agreed between parties.

- charge the applicable fees for undertaking all activities necessary to satisfy my/our instructions in relation to the discharge of the security detailed above. I/we agree that external solicitor costs and/or government stamp duty and registration fees may also be payable where appropriate.

- debit any applicable fees from:

Account number

- act on the instructions and provide all information regarding the provided account(s) to my solicitor/incoming mortgagee (contact details provided).

Customer authority

Note: Must be signed by all parties to the loan account(s) (both borrowers and guarantors).

Borrower(s) declaration

- I/We acknowledge that this fully completed and executed authority must be received by RIC in the following timeframe prior to the settlement date and/or release of security. If RIC does not receive this period of notice, settlement may be delayed:
 - **Sale/Paid in Full:** At least 21 days notice
 - **Refinance:** At least 30 days notice

If signing on behalf of a company

- I/We the directors declare that we are signing for and on behalf of said company.
- I/We also agree to be liable for any outstanding amount if there has been any error in calculating the settlement amount.

Guarantor(s) declaration

- I/We the directors declare that we are signing for and on behalf of said company.
- I/We also agree to be liable for any outstanding amount if there has been any error in calculating the settlement amount.

Borrower/
guarantor
Signature  Date

Full name

Borrower/
guarantor
Signature  Date

Full name

Borrower/
guarantor
Signature  Date

Full name

RIC Office use only

- The form been executed in accordance with existing authorities held
- Verification of Identity (VOI) has been completed within the last 2 years

RIC employee initials Date