



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

Return signed and completed form and supporting documents by either:

- uploading it with a Variation Request at [ric.gov.au/variation](http://ric.gov.au/variation)
- emailing to [loans@RIC.gov.au](mailto:loans@RIC.gov.au)
- mailing to **The 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 the 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 the RIC in the following timeframe prior to the settlement date and/or release of security. If the 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