

Change of client details

It is important for the Queensland Rural and Industry Development Authority (QRIDA) to have your correct contact details if we need to get in touch with you regarding your loan or grant via telephone, post, SMS or email. If your details have changed, please complete this form to advise QRIDA of the changes.

Section 1 - Client's details (please complete all details)

QRIDA Identification Number: *(this could be your Client ID, Application ID, Portal ID or Loan Account Number)*

Client name:

Date of birth:

(for non Company or Trust borrowers)

ABN:

Section 2 - Your contact details (please complete only those details that have changed)

Principal place of residential/business address

Number and street name:

Suburb:

State:

Postcode:

Mailing address

Please tick if same as principal place of business address

Number and street name:

Suburb:

State:

Postcode:

Contact name:

Landline:

Mobile:

Email:

Section 3 - Bank account to be changed (if applicable)

If updating bank details, please attach a copy of your corresponding bank statement for verification purposes. This should be an official statement only that includes your BSB, account number and account name. Financial transactions may be redacted.

Name of financial institution:

Address:

Account name(s):

BSB: *(must be 6 digits)*

Account number:

Section 4 - Authority

Please accept this as an authority to update my/our details. At least two business owners, directors or trustees must sign below if more than one.

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

Client	Signature	Full name	Position	Date
One				
Two				

Submitting this form

Please submit this completed request form to QRIDA by emailing it to contact_us@qrda.qld.gov.au. A QRIDA staff member may contact you to verify the details before processing the change.

Enquiries

If you require assistance with completing this form please contact QRIDA on **1800 623 946**.

Your privacy

QRIDA recognises that your privacy is important and is committed to protecting the personal information we collect from you. For more information about how we collect, use, disclose and otherwise manage personal information about you, please see QRIDA's privacy policy on its website at www.qrida.qld.gov.au/privacy. QRIDA also complies with the *Human Rights Act 2019* (Qld) when making any decision, including with respect to collection, use and disclosure of personal information.