

Notification of change of members (Directors/Shareholders/Officeholders)

V3 17/03/2026

Complete this form to notify the Queensland Rural and Industry Development Authority (QRIDA) of changes to Directors/Shareholders/Officeholders of an entity which is a QRIDA client.

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

Client name	QRIDA Identification Number <i>(this could be your Client ID, Application ID, Portal ID or Loan Account Number)</i>
Client ABN	

Section 2 - Resigning or retiring member (Director/Shareholder/Officeholder) details

Full name (Member 1)
Full name (Member 2)

Section 3 - New member (Director/Shareholder/Officeholder) details

Please provide us with a copy of the ASIC Registration as well as the new member's identification which bears their signature (e.g. Drivers Licence, Australian Passport)

Full name (Member 1)	Date of birth		
Address			
Number and street name	Suburb	State	Postcode
Landline	Mobile	Email	
Position (e.g. Director/Shareholder/President/Secretary)			

Full name (Member 2)	Date of birth		
Address			
Number and street name	Suburb	State	Postcode
Landline	Mobile	Email	
Position (e.g. Director/Shareholder/President/Secretary)			



Section 4 - Acknowledgements and consent

I/We are aware that the above borrower has submitted a loan application to QRIDA and agree to provide third party guarantee to support the borrower's loan application.

I/We consent to QRIDA contacting me/us in relation to the borrower's loan application via the contact details provided in this form.

I/We certify that I/we are not in a state of bankruptcy, insolvency, financial distress or difficulty.

I/We are aware that should the borrower's loan application be approved, the loan documents will be issued through DocuSign. I/We agree to execute the loan documents electronically via DocuSign (if you are unable to receive documents via DocuSign, please contact QRIDA as soon as possible).

I/We authorise QRIDA and each of its authorised representatives to obtain and discuss with our financiers any information QRIDA may request regarding my/our accounts to support the borrower's loan application.

I/We have read and understood the guidelines at www.qrida.qld.gov.au for the Scheme and have obtained clarification where needed.

I/We certify that all of the information provided in the whole of this application is true and accurate and discloses my/our correct financial position.

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 are aware that it is an offence and that penalties may be applied under the Rural and Regional Adjustment Act 1994 (Qld) if any information provided in an application or any document provided in respect of an application is found to be false misleading or incomplete in a material manner.

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

I/We understand that information and documents provided as part of this application are retained by QRIDA under the Public Records Act 2023 (Qld) and cannot be returned or destroyed.

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

Yes No

If yes - please outline any dealings with QRIDA that may be considered a perceived or existing conflict of interest:

Please accept this as an authority to action above request. All current business owners, Directors or Trustees must sign below. 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				
Three				
Four				

Submitting this form

Please submit this completed request form to QRIDA by emailing it to **contact_us@qrida.qld.gov.au**

QRIDA may contact you for further information or clarification if required.

Enquiries

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

Your privacy

For 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 QRIDA's Privacy Policy available here: qrida.qld.gov.au/privacy