

COVID-19 Questionnaire

To be completed on all applications to allow us to understand the impact of COVID-19 on an applicants employment, income and financial position.

Section 2 – complete for PAYG employment

Section 3 – complete for self employment

Section 4 – complete for all applicants

1. INTRODUCER DETAILS

Full Name

Company Name

2. PAYG EMPLOYMENT

a) What is the industry/field of employment for the applicant(s)?

b) As a result of COVID-19, has the applicant's employment or income been adversely affected (e.g. reduction in wage or hours)?

- If yes, is the impact ongoing and when is it expected that their income will return to pre COVID-19 levels?
- Where income is not returning to pre COVID-19 levels, please provide information confirming the level of income and the likely time frame this level of income is expected to continue.
- Where the applicant's employment has not been affected, please explain why it has not.

c) Has the applicant's employer made use of Government support or any other assistance programs to ensure staff remain employed?

3. SELF EMPLOYED

a) What is the industry/field of the applicant(s) business?

b) Please detail what impact COVID-19 has had on the applicants' business and where applicable, what strategies were put in place to minimise the impact of COVID-19 (e.g. Government stimulus packages such as JobKeeper or staffing/expense adjustments, changes to employment of employees etc.)?

- Where the applicant's business has not been impacted, please explain why there has been no impact.

c) Where the applicant's business has been affected by COVID-19 what strategies to return to more normalised trading conditions have been or are to be implemented once the COVID-19 pandemic has passed? What is the expected timeframe for trading conditions to normalise?

d) How will the applicant(s) manage existing fixed business costs from current cashflow?

e) What level of cash reserves do the applicant(s) have to meet wages and loan commitments?

4. OTHER COVID-19 IMPACTS

- a) If the applicant has alternate income source(s) e.g. rental/share income, how has this been affected by COVID-19?
- Where the impact is ongoing, please provide information in relation to the likely timeframe it is to continue.
 - Where income has not been impacted, please provide details on how it is continuing to be received and why it has not been impacted.

- b) What impact did COVID-19 have on the applicant's ability to meet commitments during the period?
- Were there any special arrangements made and if so, are they still in place (e.g. did the applicant request or receive any hardship relief in relation to COVID-19)?

Full Name

Signature

Date

dd/mm/yyyy