

South Australian Business Creditor Assistance Scheme

Form Preview

About this form

South Australian Business Creditor Assistance Scheme

The South Australian Business Creditor Assistance Scheme ("**the Scheme**") is part of the broader South Australian Government ("**SA Government**") package to support the continued operation of South Australian businesses which have been directly impacted by OneSteel Manufacturing Pty Limited (Administrators Appointed) ("**OneSteel**" or "**Designated Entity**") being placed into administration on 19 February 2025. OneSteel's business activities include the Whyalla Steelworks, South Australian iron ore mining assets and some related operations.

Grants, up to \$5 million are available to **South Australian Businesses** that are owed one or more eligible debts by **Designated Entities** (refer Part 1: South Australian Creditor Assistance).

Whyalla Based Businesses that are owed one or more eligible debts by Designated Entities, totalling \$5,000 or more, may receive an interim payment of up to a total of 50% of the eligible debt, capped at \$1 million (refer Part 2: Whyalla Creditor Assistance - debts over \$5,000). The total cap of \$5 million per Grant per **Employer Group** applies regardless of whether an interim payment is paid under the Scheme.

Payments of the grant funds will be made once SA Government has assessed or verified the applicant's eligibility for payment under the Scheme to the satisfaction of the SA Government.

[Full Guidelines for the Scheme are available here.](#)

More helpful information for this and other support measures:

- [South Australian Business Creditor Assistance Scheme information page](#)
- [Whyalla Business Support Package Frequently Asked Questions](#)

Whyalla-Based Businesses may also be able to access further support under the [Whyalla Small Local Business Support Grant program](#).

Assistance Scheme eligibility criteria

Overarching Requirements

Only one application for a grant under the Scheme can be submitted per Australian Business Number (ABN) i.e. if an eligible business is owed multiple debts by OneSteel, a single application must be submitted for the total amount owed to that eligible business.

Whilst applications are to be submitted per ABN, for the purposes of determining grant amounts and the application of the \$5 million cap, applicants will be considered as, and the cap will be applied to, an Employer Group (where relevant) within the meaning of Part 5 of the Payroll Tax Act 2009 (SA). The Treasurer or their delegate reserves the right to determine, in their reasonable opinion, whether an applicant forms part of a given employer group.

Applicants with a trade credit insurance policy are eligible to apply under this Scheme for eligible debt to the extent that amounts are not recoverable or claimable under the policy.

South Australian Business Creditor Assistance Scheme

Form Preview

Any grant payments made under the Scheme will be made to an entity rather than the group and the individual recipient entity will be required to enter into grant terms and conditions.

The Treasurer or their delegate holds ultimate discretion over eligibility for this Scheme and there is no entitlement to payment under this Scheme.

Part 1: South Australian Creditor Assistance

To be eligible for a payment under Part 1 of the Scheme, the applicant must:

- be a legal entity established in Australia (a sole trader, company, partnership, not-for-profit, incorporated associations or corporate trustee of a trust). Incorporated entities must be incorporated in Australia as at 19 February 2025;
- hold an active ABN as at 19 February 2025;
- be registered for GST;
- be a South Australian Business;
- not be an excluded entity (defined below);
- be owed an eligible debt by a Designated Entity as at 19 February 2025;
- have submitted a valid and signed proof of debt form to the Administrators of the Designated Entities (with supporting evidence) ("Proof of Debt");
- confirm their intention to continue to trade during the administration process; and
- enter into a grant agreement on terms and conditions determined by the Treasurer or their delegate.

Where the applicant has a trade credit insurance policy, the applicant will only be eligible to apply for such part of the Eligible Debt that has not been recovered, or is not recoverable, under the applicable policy of insurance.

Part 2: Whyalla Creditor Assistance - Debts Over \$5,000

In addition to eligibility criteria outlined under Part 1: South Australian Creditor Assistance, to be eligible under Part 2: Whyalla Creditor Assistance - Debts over \$5,000 applicants must also:

- be a Whyalla Based Business.
- be owed an eligible debt by Designated Entities totalling \$5,000 or more.

Whyalla Based Businesses that are owed eligible debts by Designated Entities totalling less than \$5,000 should apply under Part 1 only and are not eligible for assistance under Part 2.

Evidence required

To complete this application for either Part 1 or Part 2, an applicant (or a person duly authorised on behalf of the applicant) will be required to provide the following evidence:

- a copy of the business' bank statement, which must show the bank name and logo, business' bank account name(s), BSB and account number.
- a Certificate of Currency for any business insurance policy [if the business does not have an insurance policy, the form will give the applicant the option to provide their most recent Business Activity Statement issued by the ATO].
- the Proof of Debt form, including supporting evidence as requested by the Administrator
- a Statutory Declaration in a form determined by the Treasurer or their delegate confirming:
 - that the applicant meets the eligibility criteria as set out in these Guidelines;

South Australian Business Creditor Assistance Scheme

Form Preview

- that the total amount of debt owed by Designated Entities in the Proof of Debt form is an eligible debt;
- whether the applicant has a trade credit insurance policy, and the level of cover /entitlement under that policy;
- whether the applicant has made, or is entitled to make, a claim under a trade credit insurance policy to recover amounts for eligible debts claimed under this Scheme and if so the amount that is claimed or claimable;
- that the applicant will make payment of debts that it owes to its subcontractors as and when they fall due and payable.
- any other information requested from time to time by DSD or DTF.

Before lodging their application, applicants must:

1. submit their Proof of Debt form to the administrators of OneSteel; and
2. after submitting their Proof of Debt form, complete the Statutory Declaration.

The template Statutory Declaration is available from the Department of State Development website with instructions on how to complete it.

[Click here to download the Statutory Declaration.](#)

Organisations not eligible for assistance

The following organisations are excluded entities and are not eligible to receive assistance:

- GFG entities (defined below);
- Public companies and subsidiaries of public companies within the meaning of the *Corporations Act 2001* (Cth) (except for not-for-profit organisations that are established as a public corporation, limited by guarantee);
- Insurers exercising subrogated rights;
- Tax-exempt entities (except for registered charities that are income-tax exempt);
- Local Government and Councils;
- Local Government Associations;
- Industry Associations; and
- State or Federal Government agencies.

For the purposes of the above, GFG entities include:

- the 'Gupta Family Group Alliance' companies owned or controlled (within the meaning of s 50AA of the *Corporations Act 2001* (Cth)) in whole or part by Sanjeev Gupta or his interests;
- related bodies corporate (within the meaning of s50 of the *Corporations Act 2001* (Cth)) to those companies (other than the Designated Entities);
- associated entities (within the meaning of s50AAA of the *Corporations Act 2001* (Cth)) to those companies (other than the Designated Entities);
- directors, shareholders, investors or employees of those companies described in the preceding points above;
- any company, trust, association or partnership in which the entities or persons set out above have any ownership or any other legal or beneficial interest; and
- any other entity or person designated by the Treasurer or delegate in their sole discretion.

South Australian Business Creditor Assistance Scheme

Form Preview

Initial screening

* indicates a required field

Applicant Type

Please provide details about the applicant (which refers to the entity applying for the grant).

Applicant ABN *

All questions in this form will be with respect to this organisation

What year was the business established? *

Must be a date and no later than 19/2/2025. Establishment month and year are required.

Is the applicant a member of an 'employer group'? *

☐ Yes ☐ No

Has an application to the Scheme been submitted for the applicant under this ABN already? *

☐ Yes ☐ No

[See the Scheme guidelines for more information.](#)

I am the applicant (if a sole trader) or a director or chief executive officer of the applicant business and have authority and permission to apply for this grant on its behalf *

☐ Yes ☐ No

Your Name *

Title

First Name

Last Name

Position in the business *

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

I have registered the applicant as a creditor and agree to participate in the administration process *

☐ Yes ☐ No

This includes adhering to the requirements in the guidelines and including submitting Proof of Debt to the Administrator. Administration process or Administrator includes any liquidation process or liquidator.

Eligibility requirements

Is the applicant registered for GST? *

☐ Yes ☐ No

Is the applicant a tax exempt entity? *

☐ Yes ☐ No

Is the applicant a public company or a subsidiary of a public company? *

☐ Yes ☐ No

Is the applicant an insurer exercising subrogated rights? *

☐ Yes ☐ No

Are you owed eligible debts by Designated Entities totalling \$5,000 or more? *

☐ Yes ☐ No

Does the applicant have Trade Credit Insurance? *

☐ Yes ☐ No

Is the applicant a GFG entity? *

☐ Yes ☐ No

For the purposes of this application, GFG entities include:

- the 'Gupta Family Group Alliance' companies owned or controlled (within the meaning of s 50AA of the *Corporations Act 2001* (Cth)) in whole or part by Sanjeev Gupta or his interests;
- related body corporates (within the meaning of s50 of the *Corporations Act 2001* (Cth)) to those companies;

South Australian Business Creditor Assistance Scheme

Form Preview

Has the applicant completed a Proof of Debt form and submitted it to KordaMentha (the administrators of OneSteel)? *

☐ Yes ☐ No

Proof of Debt forms can be found on the [KordaMentha website](#).

- associated entities (within the meaning of s50AAA of the *Corporations Act 2001* (Cth)) to those companies;
- directors, shareholders, investors or employees of those companies described in the preceding points above;
- any company, trust, association or partnership in which the entities or persons set out above have any ownership or any other legal or beneficial interest; and
- any other entity or person designated by the Treasurer or delegate in their reasonable opinion.

Business location

Is the applicant a South Australian business? *

☐ Yes ☐ No

For the purposes of this application, a South Australian Business as defined in the guidelines.

Is the applicant a 'Whyalla Based Business'? *

☐ Yes ☐ No

For the purposes of this application, a Whyalla Based Business is defined in the guidelines.

South Australian Business means business that as at 19 February 2025: have a majority of shareholder/owners that reside in South Australia; is not publicly listed; and are currently conducting business operations in South Australia; and when aggregated as a whole with its related bodies corporate and associated entities, conducts business predominantly in South Australia; and have its principal place of business and head office registered at a premises within South Australia; and have greater than fifty percent (50%) of its workforce, excluding temporary staff, be residents of South Australia.

Whyalla Based Businesses means businesses that as at 19 February 2025: have a majority of shareholder/owners that reside in South Australia and are not publicly listed; and are currently conducting business operations in the City of Whyalla; and when aggregated as a whole with its related bodies corporate and associated entities, conducts business predominantly in South Australia; and have its principal place of business and head office registered at a premises within the City of Whyalla; and have greater than fifty percent (50%) of its workforce, excluding temporary staff, are residents of South Australia.

Does the Trade Credit Insurance cover the full amount of the eligible debt? *

☐ Yes ☐ No

Is the applicant a not-for-profit public company limited by guarantee? *

☐ Yes ☐ No

You may be eligible for an interim payment

As a Whyalla-based business with an eligible debt \$5,000 or more you may be eligible for an interim payment.

South Australian Business Creditor Assistance Scheme

Form Preview

An interim payment may be made to eligible applicants on initial assessment by the Government that the applicant meets all criteria, having regard to the materials provided by the applicant.

Following further verification of the applicant's application and supporting documentation to determine the applicant's eligibility for payment under this Scheme to the satisfaction of SA Government, Whyalla Based Businesses may receive an additional grant payment for the balance of the eligible debt, capped at \$5 million per business (including any interim payment) (Tranche 2 of the Grant).

If following further verification activity, SA Government is not satisfied of the applicant's eligibility for payment under the Scheme, or the value of the eligible debt is less than the Tranche 1 payment, the Whyalla Based Business will not be entitled to Tranche 2 of the Grant and may need to repay all or part of Tranche 1 of the Grant (at the SA Government's discretion).

You are not eligible.

Applicants will be deemed ineligible from applying for assistance under this Scheme if they

1. have already applied for, or already received funding under the Scheme, OR
2. are an entity within GFG as defined in the program guidelines, OR
3. do not meet all required eligibility or assessment criteria, OR
4. are an excluded entity.

Based on the answers provided you are not eligible and will not be shown the remainder of the application form.

You may wish to provide your contact details below and submit the form and a member of the team will reach out regarding what support may be available to you.

To find out more about additional support opportunities for those in Whyalla impacted by OneSteel being placed into Administration, please visit statedevelopment.sa.gov.au/whyalla.

Organisation details *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email *

Must be an email address.

Please provide a brief outline of your circumstances for the Assessment team to review

Word count:

Must be no more than 150 words.

Phone Number *

Must be an Australian phone number.

ABN *

Must be a number.

We need more information

Based on the answers provided you may not meet all eligibility criteria or there are additional steps to take before we can assess an application from you.

South Australian Business Creditor Assistance Scheme

Form Preview

You can still continue with your application, saving if you need in full and the assessment team will review it in detail to determine your eligibility.

To find out more about additional support opportunities for those in Whyalla impacted by OneSteel being placed into Administration, please visit statedevelopment.sa.gov.au/whyalla.

Name *

Title

First Name

Last Name

Email *

Must be an email address.

Please provide a brief outline of your circumstances for the Assessment team to review

Word count:

Must be no more than 150 words.

Phone Number *

Must be an Australian phone number.

ABN *

Must be a number.

I agree to continue and adhere to the administration process as per the guidelines *

☐ Yes

I have completed the Statutory Declaration form identified in the evidence requirements. *

☐ Yes

If you have not completed the Statutory Declaration, please save this application and complete the form before continuing.

[Click here to download the Statutory Declaration.](#)

You may be eligible.

Please proceed with the remainder of this application form. Ensure you have all the required documents and information on hand to complete this application form.

The Scheme is designed not to interfere with the administration process that is underway. Key parameters of the Scheme include that all grants will be conditional upon the applicant:

- registering as a creditor and participating in the administration process, including submitting proof of debt to the Administrator
- not being double-compensated in respect of the eligible debt
- formally assigning to the SA Government the benefit to any dividend or other proceeds payable to the applicant out of the assets of the company, in the applicant's capacity as creditor,
- confirming their intention to continue to operate during the administration process.
- committing to making payment of the debts that they owe to their subcontractors.
- any grant is subject to Applicants entering into a grant agreement on terms and conditions determined by the SA Government.

South Australian Business Creditor Assistance Scheme

Form Preview

- grants will only be provided for eligible debts.

Disclaimer

Completing this Eligibility Check does not mean you are eligible. Your application will be assessed in full. We will require evidence to confirm the information you have indicated in the Eligibility Check and throughout the application form.

Successful applicants will be required to enter into a grant agreement on terms and conditions determined by the SA Government.

I agree to continue and adhere to the administration process as per the guidelines *

☐ Yes

I have completed the Statutory Declaration form identified in the evidence requirements. *

☐ Yes

If you have not completed the Statutory Declaration, please save this application and complete the form before continuing.

[Click here to download the Statutory Declaration.](#)

Applicant

* indicates a required field

Entity Type

The applicant is the entity applying for the grant.

Please select applicant entity type *

Is the applicant a member of a corporate group? *

☐ Yes ☐ No

This could include a head company or a subsidiary or any other company or companies.

Is the applicant associated with any other companies or businesses? *

☐ Yes ☐ No

Associated in this context has the meaning of s 50AAA of the Corporations Act 2001 (Cth).

For demonstration purposes only, this includes where:

- the applicant controls a second entity (e.g., a company);
- a second entity controls the applicant, and the applicants operations, resources or affairs are material to it;
- either the applicant and a second entity have (a) an investment, (b) significant influence (c) and a material interest in one another; or

South Australian Business Creditor Assistance Scheme

Form Preview

- a head entity controls the applicant and a second entity, where the applicants and second entity's operations, resources or affairs are material to the head company.

Do you (if a sole trader) or any of your directors, company officers or shareholders (if a company) have any other appointments, roles or interests in any other companies or businesses? *

☐ Yes ☐ No

Do you have any common employees with any other companies or businesses? *

☐ Yes ☐ No

Corporate structure

Please upload your corporate structure here. *

Attach a file:

Partnership Details

List all partners in the partnership

Title	First Name	Last Name
Title	First Name	Last Name

Trust Details

Who is the trustee of the trust? *

Enter the trustee company name

Organisation Name

Only required if the trustee is a company

List trustee company directors

Title	First Name	Last Name
Title	First Name	Last Name

Company Details

List all company directors of the applicant

Title	First Name	Last Name
Title	First Name	Last Name

Please list out all related or associated companies in the table below

South Australian Business Creditor Assistance Scheme

Form Preview

Organisation name	ABN	Name	Phone Number
	Must be an ABN.		Must be an Australian phone number.
Organisation Name		First Name Last Name	
Organisation Name		First Name Last Name	

Please list out all other appointments held in the table below

Organisation name	ABN	Name	Phone Number
	Must be an ABN.		Must be an Australian phone number.
Organisation Name		First Name Last Name	
Organisation Name		First Name Last Name	

Please list the companies or businesses with which you have common employees in the table below

Organisation name	ABN	Name	Phone Number
	Must be an ABN.		Must be an Australian phone number.
Organisation Name		First Name Last Name	
Organisation Name		First Name Last Name	

Applicant Details

Applicant legal name *

Organisation Name

This is the entity with which the Grant Agreement is made.

Applicant Trading Name

If different from Legal name

Applicant ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register

ABN

Entity name

ABN status

Business phone number *

Must be an Australian phone number.

Business email *

Must be an email address.

Road address of business *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

This address must be in the eligible disaster area.

PO Box

If applicable

South Australian Business Creditor Assistance Scheme

Form Preview

Entity type	Postal address of business *
Goods & Services Tax (GST)	Address
DGR Endorsed	
ATO Charity Type	
ACNC Registration	Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.
Tax Concessions	
Main business location	Does the applicant have an active business insurance policy? *
	<input type="radio"/> Yes <input type="radio"/> No

Must be an ABN.

[More information](#)

Employer Group details

An **employer group** as defined in the guidelines refers to a group where:

- corporations are related bodies corporate within the meaning of section 50 of the *Corporations Act*;
- common employees are used between businesses;
- the same person has (or the same persons together have), a controlling interest in at least two businesses; or
- an entity has a direct, indirect or aggregate controlling interest in a corporation.

For example, employers are grouped for payroll tax purposes where:

1. they are related bodies corporate, being subsidiaries or holding companies of one another;
2. they have common employees;
3. someone has (or people together have) a controlling interest in two companies or businesses; and
4. direct, indirect or aggregate controlling interests.

For more information, please visit revenuesa.sa.gov.au/payroll-tax/grouping-of-employers.

If you are unsure, you should advise us of any related companies or businesses which might fit into these categories. This information will be checked against information held by RevenueSA.

Are you a member of an employer group for payroll tax purposes? *

☐ Yes ☐ No

Have any members of the applicant's employer group submitted an application for assistance already? *

☐ Yes ☐ No ☐ Unsure

Are any other members of your employer group eligible or intend to submit an application for assistance to the Scheme? *

☐ Yes ☐ No ☐ Unsure

Please list out all members of your employer group or, if you are unsure, any companies or businesses which might potentially fall into your employer group in the following table.

South Australian Business Creditor Assistance Scheme

Form Preview

Company name	ABN	Organisation type	Contact details	Contact number
	Must be an ABN.			Must be an Australian phone number.
			First Name	Last Name
			First Name	Last Name

Payment Details

* indicates a required field

Banking Details

Please provide:

- the bank account details for payment of the assistance funds by Electronic Funds Transfer
- a copy of a bank account statement, to ensure prompt payment.

Disclaimer: Providing bank account details does not mean you are eligible for payment.

Bank *

Branch name *

Bank account details *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Bank statement *

Attach a file:

A minimum of 1 file must be attached.

Please provide a copy of your bank account statement for the business account you intend to nominate in this form, which must show the bank name and logo, business' bank account name(s), BSB and account number.

Evidence required

South Australian Business Creditor Assistance Scheme

Form Preview

* indicates a required field

Eligible business

Grants under the Scheme are only available to South Australian Businesses or Whyalla Based Businesses under Part 1 and Part 2 that are owed one or more eligible debts by Designated Entities.

Eligible debt means an ordinary trading debt for goods delivered or services provided on or before 19 February 2025 that have not been paid for (in whole or in part), which is not an ineligible debt. What is an ineligible debt is explained in the Scheme guidelines.

Is the applicant owed one or more eligible debts by a designated entity? *

☐ Yes ☐ No

Is there documentary evidence available from which the eligible debt(s) can be verified? *

☐ Yes ☐ No

Please upload the valid and signed Proof of Debt form and supporting evidence for it submitted to the administrators of OneSteel *

Attach a file:

Multiple files can be uploaded, please upload all relevant documents.

Proof of Debt forms can be found on the [KordaMentha website](#).

Summary of outstanding invoices

Please outline all ordinary trading debt(s) for the goods delivered or services provided on or before 19 February 2025 to the Designated Entity where payment has not been received.

If you do not provide tax invoices for which the grant is claimed, then your application may be delayed or deemed ineligible.

Product or service provided	Amount owed (\$ excl GST)	GST amount (\$)	Valid tax invoice(s)	Payment due date	Contract of service
Please briefly outline	Must be a dollar amount.	Must be a dollar amount.		Must be a date.	

Total money owed

Total Amount Owed (Ex GST)

This number/amount is calculated.

GST Amount

South Australian Business Creditor Assistance Scheme

Form Preview

This number/amount is calculated.

South Australian Businesses that meet the Scheme eligibility criteria and are owed eligible debts by Designated Entities can apply for a grant of up to \$5 million per employer group, or the total value of the eligible debt owed, whichever is the lesser.

Whyalla Based Businesses that are owed one or more eligible debts by Designated Entities, totalling \$5,000 or more, can apply for an interim payment of up to a total of 50% of the eligible debt, capped at \$1 million (refer Part 2: Whyalla Creditor Assistance – debts over \$5,000). The total cap of \$5 million per Grant per Employer Group applies regardless of whether an interim payment is paid under the Scheme.

Trade Credit Insurance

Does the applicant's Trade Credit Insurance cover the whole amount owed? * **Upload Trade Credit Insurance Policy ***

☐ Yes

☐ No

Attach a file:

Have you made a claim under the Trade Credit Insurance policy? *

☐ Yes

☐ No

What amount of eligible debts are you claiming? *

Must be a dollar amount.

Please upload evidence of your claim *

Attach a file:

Additional Information from trust applicants

Trust applicants must provide a letter from a qualified accountant, on an appropriate letterhead, to verify that the income reported above relates to a trust business activity that has been impacted.

Proof of business income for a trust *

Attach a file:

Statutory Declaration

* indicates a required field

I am an authorised person to complete the declaration *

☐ Yes

South Australian Business Creditor Assistance Scheme

Form Preview

Name *

Title

First Name

Last Name

If the applicant is:

- sole trader or trustee for a trading trust (that is not a company), then the authorised person is that person and the same as the applicant;
- a company, then the authorised person is a director, secretary or CEO of the company; a partnership, then the authorised person is any partner of the partnership;
- an incorporated partnership, then the authorised person is a director, secretary or CEO of the partnership company; or
- a corporate trustee (trustee company) for a trading trust, then the authorised person is a director, secretary or CEO of the trustee company.

[View the Small Business Creditor Assistance Scheme information page for more information on Statutory Declaration requirements.](#)

Upload your authority to make the statutory declaration. *

Attach a file:

This could include Photo ID (if a sole trader) or appointment as a director forms registered with ASIC (if a company).

Please upload the signed and witnessed Statutory Declaration *

Attach a file:

Additional Information

* indicates a required field

Additional comments to support your application**Additional documents to support your application**

Attach a file:

In addition to any other supporting evidence, please ensure you upload all outstanding tax invoices issued by your business to Onesteel to enable your application to be properly assessed.

If you do not provide tax invoices for which the grant is claimed, then your application may be delayed or deemed ineligible.

South Australian Business Creditor Assistance Scheme

Form Preview

Upload certificate of currency for any business insurance policy *

Attach a file:

If certificate of currency isn't available please upload the most recent Business Activity Statement issues by the ATO to the applicant.

Did you engage with another entity to complete this application?

If other, please specify.

Application review

It looks like you do not meet all eligibility or assessment criteria to be successful.

You can continue your application or provide your contact details below and submit the form and a member of the team will reach out regarding what support may be available to you.

The Treasurer, or their delegate, is not obliged to approve any application.

To find out more about additional support opportunities for those in Whyalla impacted by OneSteel Manufacturing Pty Limited ("OneSteel") being placed into Administration, please visit statedevelopment.sa.gov.au/whyalla.

Name *

Title

First Name

Last Name

Please provide a brief outline of your circumstances for the Assessment team to review

Email *

Must be an email address.

Word count:

Must be no more than 150 words.

Phone Number

Must be an Australian phone number.

Demographics

* indicates a required field

Information about your business

Which industry does your business operate in? *

What is the nature of your business? *

In which year did your business begin operations? *

South Australian Business Creditor Assistance Scheme

Form Preview

Must be a number.

Business postcode *

Must be a number.

How many full-time equivalent (FTE) staff are employed by the applicant? *

How to calculate full time employees: Full time work is 37.5 hours per week or more. If your business has casual or part time workers, sum up the total number of hours worked by all employees. Divide the total by 37.5 to determine full time equivalents. For example: 6 casual employees work 25 hours each per week, which equates to a total of 150 hours per week across the business. 150 hours per week equates to 4 full time equivalent employees.

Does your business ownership include: *

- ☐ Ownership by women?
- ☐ Ownership by First Nations people?
- ☐ Ownership by Culturally and Linguistically Diverse people?
- ☐ Ownership identifying as people with disabilities?
- ☐ Prefer not to say

Tell us more about what your business does.

Terms and Conditions

* indicates a required field

Conflicts of Interest

By submitting the Application Form, Applicants agree to the following Terms and Conditions which set out the terms and conditions under which the Grant (if approved) will be provided to eligible Applicants.

Are you, or is anyone else involved in your application, a Public Officer under the ICAC Act 2012 (SA)? *

- ☐ Yes ☐ No

Do you have any actual, potential or perceived conflicts of interest in relation to this application and/or program? *

- ☐ Yes ☐ No

Date of declaration *

Must be a date.

This may be different to the submission date.

South Australian Business Creditor Assistance Scheme

Form Preview

Provide details of actual, potential or perceived conflicts of interest in relation to this application and/or program.

Confidential information

Confidentiality obligations apply to the SA Government employees under their terms of employment and the *Public Sector Act 2009 (SA)*. The Department of State Development (“**DSD**”) and Department of Treasury and Finance (“**DTF**”) will treat information provided by the applicant as confidential information if all the following is satisfied:

- the information is clearly identified as confidential and you explain why it should be treated as confidential;
- the information is of a confidential nature (e.g. commercially sensitive); and
- the information is provided with the understanding that it will stay confidential.

Information that is or becomes public knowledge (other than by breach of any confidentiality obligations) will not be considered to be confidential information.

Disclosure of information (including confidential information)

Any information contained in, or relating to, an application, including information identified by an applicant as confidential information for the purposes of applying for funding under the Scheme, may be disclosed by DSD or DTF, or used by DSD or DTF:

- to its employees, advisers or third parties (including Administrators of Designated Entities) in order to manage the Scheme, including but not limited to, for the purposes of verifying information in, evaluating and assessing the application;
- for the purpose of verifying information - DSD or DTF may provide information to other agencies nominated in your application;
- for due diligence, monitoring, reporting and audit purposes;
- within the SA Government where this serves the legitimate interests of DSD or DTF;
- in response to a request by a House, Committee or subcommittee of the Parliament of the Commonwealth of Australia or South Australia;
- for training, systems testing and process improvement, including compiling statistics and reports
- if an application is successful, for promotion of outcomes;
- where information is authorised or required by law to be disclosed; and
- where the information is already in the public domain.

If any grant agreement is entered into, the agreement may be required to be disclosed and published in accordance with [PC027 – Disclosure of Government Contracts](#). Clause 22 of PC027 contains certain exemptions to this disclosure and publication regime. Applicants may request that certain information be redacted from publication if these exemptions apply and, if so advised, are required to promptly notify DSD and DTF of the information sought to be redacted and the grounds for that request.

South Australian Business Creditor Assistance Scheme

Form Preview

Privacy

DSD and DTF are required to treat your personal information in compliance with the Government of South Australia's [Information Privacy Principles \(IPPs\)](#). DSD and DTF may provide the personal information collected from you to Government employees, advisers or third parties (including Administrators of Designated Entities) so that they can manage, monitor and assess the Scheme. Government, DSD, DTF, the Treasurer of South Australia ("Treasurer") or the Minister for Small and Family Business ("Minister") may publicly announce details of successful applications including but not limited to, the name of applicant, project summary, estimated and actual economic outcomes and amount of funding, and publish personal information on the relevant entities' social media and websites.

Freedom of Information

Applicants should be aware that all documents in the possession of the SA Government, including those about the Scheme, are subject to the *Freedom of Information Act 1991* (SA) ("**FOI Act**"). Information submitted in applications and all related correspondence, attachments and other documents may be made publicly available under the FOI Act.

The FOI Act gives members of the public a legally enforceable right to apply to access documents – subject to certain exemptions – held by SA Government agencies, local government authorities, statutory and regulatory bodies and South Australian universities.

Declarations and Consents

1. I declare that I have authority to complete this Application Form and to make these declarations, consents and acknowledgements either as, or on behalf of the Applicant, and further acknowledge that by including my name in this Form, I am deemed to have signed this Form as an authorised representative of the Applicant.
2. I declare that I have read and understood the Scheme Guidelines and the instructions set out in the Application Form (including the provisions relating to Confidential Information, Disclosure of Information and Privacy outlined in the Application Form).
3. I consent to the Treasurer or Minister or their delegate(s) using the personal information in the Application Form and any other personal information collected for this Scheme: (a) in accordance with the above (including, but not limited to, for the purpose of managing the assessment and approval process, including the collation of statistics) and; (b) for the purposes of administering and implementing other Government of South Australia current and future grants (if applicable) pertaining to the Applicant.
4. I declare that the information contained in the Application Form together with any statement attached and all other information provided in relation to the Application Form is, to the best of my knowledge, true, accurate and complete and that I will bring any relevant changes to the attention of DSD and DTF as soon as practicable during the assessment period. I also understand that giving of false or misleading information is a serious offence under the *Criminal Law Consolidation Act 1935* (SA).
5. I understand that I may be requested to provide further clarification or documentation to verify the information supplied in the Application Form (and/or associated documents) and

South Australian Business Creditor Assistance Scheme

Form Preview

that during the Application process, DSD and DTF (on behalf of the Treasurer and Minister) may consult with other Government agencies or engage external advisors/third parties about the information provided in the Application Form (and associated documents).

6. I acknowledge that if the Treasurer or Minister or their delegate(s) is satisfied that any information provided in this Application Form (or in any associated documents) is incorrect, incomplete, false or misleading, any of them may, at its absolute discretion, take appropriate action which may include, but is not limited to:

- excluding this Application from consideration;
- withdrawing a funding offer; and/or
- terminating any grant agreement including recovering funds already paid.

7. I further acknowledge and agree that the Treasurer or their delegate(s) may:

- administer the Scheme and conduct the process for the assessment and approval of applications to the Scheme in such manner as they think fit;
- change the structure, procedures, nature, scope or timing of, or alter the terms of participation in the process or overall Scheme (including but not limited to eligibility, timeframes, terms and conditions, submission and compliance of applications), where in such circumstances notice will be provided to applicants on the DSD website; and
- consider or accept, or refuse to consider or accept, any application:
 - which is lodged other than in accordance with these Guidelines; or
 - which is lodged after the relevant closing date;
 - which is otherwise non-conforming in any respect; or
 - at the discretion of the Treasurer.
- where approval of an application has been communicated to an applicant, withdraw such approval in the event facts or information come to the attention of DSD or DTF (whether known at the time of the application or not) which in their reasonable opinion:
 - (a) are material to their assessment of the application or (b) mean the application is made other than in accordance with the Scheme Guidelines or non-confirming in any respect; and
- abandon or close the Scheme as they think fit.

8. I declare that the Applicant will comply with, and require that its employees and contractors comply with, all applicable laws and Government policies.

9. I acknowledge that the assessment of the Application Form and any decision to approve any funding is at the absolute discretion of the Treasurer or their delegate(s).

10. I agree to retain all records required for assessment purposes under the Scheme until five years after the closing day for applications. I further consent to the SA Government or its nominee(s) conducting an audit of documentation used to support an application to verify information provided.

11. I, as the Applicant or on its behalf, consent to RevenueSA disclosing to DSD and DTF wages related information held by RevenueSA (including, but not limited to, information relating to payroll grouping).

Confirmation of supporting documents

South Australian Business Creditor Assistance Scheme

Form Preview

You confirm that your application includes the essential supporting documents as outlined in the first page of your application form under the heading of 'Information required to complete this form'.

Please note, if your application is incomplete or does not have the correct attachments or evidence as requested in the application form, your application may be removed from the queue and deemed ineligible for a grant under the Scheme.

By submitting this Form, you (as the applicant or on its behalf) declare that:

- you understand and agree to the paragraphs above; and
- the information provided in this application is true and correct.

*

☐ I agree to the above declarations

Your name (you must be authorised if you are not the applicant) *

Title First Name Last Name

--	--	--

Date of declaration *

--

Must be a date.