

Topping-Up Your Home Loan is as easy as 1,2,3

A top up usually provides you with a cheaper source of funds compared to a personal loan, credit card or refinancing. Topping-up your loan can be a fast, easy way to unlock the equity in your home as its value increases.

A top-up can provide you with funds to renovate, invest, buy a car, consolidate debt or any other worthwhile purpose.

The new funds can sit in your redraw facility until required, saving you interest until the day you withdraw them.

There may be times when this fast top up process will not apply. We will advise you through the application process if this is applicable to you.

1

Call and Complete

- Call us first to discuss your top-up requirements **1300 654 998**
- Complete the enclosed home loan top-up application form
- This must be signed by all borrowers and guarantors.

2

Attach Required Documents

All applicants must provide the following documents when applying for a top-up:

- Most recent copy of your full council rates notice (showing council valuation if applicable)
- Certificate of Currency/ Home Insurance that notes **ME Bank as the Mortgagee**
- If the purpose for your top-up application is to pay out a credit card, provide your last three statements for the credit cards you wish to pay out
- If the purpose for your top-up application is to pay out a personal loan, provide statements covering the last six months for the personal loan you wish to pay out

Salaried employees

- A copy of your most recent PAYG summary/Group Certificate
- Most recent payslip (less than three months old)
- If you earn/receive other income please provide appropriate documentation.

Self-employed, company director or applicants involved in a trust

- Last two annual financial statements
- Complete business and personal tax returns for the last two years
- Most recent tax assessment notice.

3

Send

Post your completed application and required documents to:

ME Bank
PO Box 1345
Melbourne Vic 3000

If you require the funds urgently contact us on 1300 634 663 (Mon-Fri 8am-5pm Melbourne time)



Home Loan TopUp

Process and FAQs

Our Process

1. A decision will be made on the day we receive your completed application.
2. We will send you a credit invitation on the day we receive your application.
3. Upon return of your credit invitation with all of the required documentation and our assessment that the top up is not unsuitable for you, your funds can be made available in your redraw.
4. If you choose an alternative way to receive your funds you will receive them within 3 days.

Frequently Asked Questions

Will I be required to provide further information?

In certain circumstances we may require additional information. Your credit assessor will advise you of this when they receive your application.

Will I need to have my house re-valued?

Depending on the amount of credit you have asked for, the value of your property and when we last valued it we may require a valuation. This will extend the time it takes for us to make the funds available to you.

What should I do if I received my credit invitation with my application form?

You will need to sign and return your application form and credit invitation and attach any required documents.

What if I have a guarantor on my loan?

We will send a copy of the credit invitation letter to your guarantor together with an acceptance letter, your guarantor will need to sign and return the acceptance letter to us before we can make additional funds available to you.

If I have my top-up credited to my redraw facility, how do I access it?

You can access your redraw through free Phone and Internet Banking (\$500 minimum applies).

Alternatively you can call our National Customer Contact Centre and have funds transferred to the account your payments come from (\$2000 minimum applies)

If you need us to transfer funds to a third party on your behalf we require a completed direct credit request form. Available on our website at mebank.com.au.

Do I need to complete an application form?

Yes. Even if you have received an invitation letter we require a completed application form.

Is a tax assessment notice the same as a PAYG summary?

No. A PAYG summary is issued by your employer at the end of the financial year.

Contact us now to access straightforward and more affordable banking on
1300 654 998

Monday to Friday 8am-8pm and Sat 9am-5pm (Melbourne time)
mebank.com.au



Home Loan Top-up Application

For any enquiries contact us on **1300 654 998** Mon to Fri 8am-8pm or Sat 9am-5pm (Melbourne time).
Visit mebank.com.au

Personal details - Applicant 1

Title (Mr/Mrs/Miss/Ms/other)	Surname
<input type="text"/>	<input type="text"/>
Given name(s)	
<input type="text"/>	
Super fund name	Super fund membership number
<input type="text"/>	<input type="text"/>
Union name	Union membership number
<input type="text"/>	<input type="text"/>
Residential address	
<input type="text"/>	
	State Postcode
Preferred phone	Marital status: Single Married/Domestic partner
<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>
Number of dependants	Age of each dependant Drivers Licence
<input type="text"/>	<input type="text"/> <input type="text"/>
Occupation	Employer
<input type="text"/>	<input type="text"/>
Length of Employment	Employment Status (full time/part time, retired, self-employed, casual, home duties)
<input type="text"/>	<input type="text"/>

Personal details - Applicant 2

Title (Mr/Mrs/Miss/Ms/other)	Surname
<input type="text"/>	<input type="text"/>
Given name(s)	
<input type="text"/>	
Super fund name	Super fund membership number
<input type="text"/>	<input type="text"/>
Union name	Union membership number
<input type="text"/>	<input type="text"/>
Residential address	
<input type="text"/>	
	State Postcode
Preferred phone	Marital status: Single Married/Domestic partner
<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>
Number of dependants	Age of each dependant Drivers Licence
<input type="text"/>	<input type="text"/> <input type="text"/>
Occupation	Employer
<input type="text"/>	<input type="text"/>
Length of Employment	Employment Status (full time/part time, retired, self-employed, casual, home duties)
<input type="text"/>	<input type="text"/>

Top-up details

Existing loan number to be topped up If you have a split loan, please provide the loan number for the variable rate loan facility.

Top-up amount you are requesting \$

Purpose of top-up: Debt consolidation Property purchase Property improvements Holiday/travel/vehicle Investment ▼ Other ▼

Would you like this top-up loan to be a separate split facility to your existing loan? Yes No If selecting Investment and/or Other, please specify details (e.g. buying shares)

If yes, please indicate the interest rate option you would like for the top-up loan: Variable Fixed 1 year Fixed 3 years Fixed 5 years

Please refer to conditions for a split loan and important information about fixed interest rates on reverse page.

Disbursement of top-up funds

If your application for a top-up is approved, we will directly credit the funds (less any applicable fees and charges) into the account you nominate below.

The loan being topped-up (Credited to your loan as available funds, i.e. redraw.)

An ME Bank account in the same name(s) as the home loan - please specify

Another account with an Australian financial institution - please provide details below (This includes an ME Bank account in name(s) different to that on the home loan.)

Name of financial institution	Address of financial institution
<input type="text"/>	<input type="text"/>
	State Postcode
Name(s) of account holder(s)	
<input type="text"/>	
BSB number	Account number
<input type="text"/>	<input type="text"/>

Financial position

ASSETS (what you own) Please show combined total of assets and liabilities if there is more than one applicant.

Real estate (please supply the address)	State Postcode	Value
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	State Postcode	\$ <input type="text"/>
Savings or deposit accounts (please provide the name of financial institution)		Balance
<input type="text"/>		\$ <input type="text"/>
Other assets (please describe e.g. household contents, motor vehicle)		Value
<input type="text"/>		\$ <input type="text"/>

Financial position (continued)

LIABILITIES (what you owe) Please show combined total of assets and liabilities if there is more than one applicant.

		Would you like this loan to pay out any of the following? (please tick the appropriate box)			
	Monthly payment	Amount owing/Pay out amount	Pay out	Pay out & close	No
Home loans (please provide the name of financial institution)					
	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal loans (please provide the name of financial institution)					
	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Credit/Store cards* (please provide the name of financial institution)					
	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<small>*Includes cards with a zero balance and on interest free terms</small>					
Overdrafts (please provide the name of financial institution)					
	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other liabilities (e.g. car leases)					
	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ongoing expenses:					
• Living expenses (e.g. insurance (medical, vehicle, home etc.), utilities, phone/internet, medical, rates, travel (vehicle running costs, public transport etc.), education/childcare, food, clothing, entertainment)	Monthly payment	Amount owing/Pay out amount	Pay out	Pay out & close	No
	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Rent/board	Monthly payment	Rent/board to cease			
	\$	<input type="checkbox"/>			
• Other expenses (e.g. child support, gifts)	Monthly payment				
	\$				

Conditions for a split loan

Applicable to all loan types

- The loan may only be split once into two components.
- You are able to access redraw funds from a variable component only; i.e. redraw is not available on a fixed interest rate component.
- A construction loan cannot be split or fixed until the loan has been fully drawn down.
- The minimum amount for a split loan component is \$10,000, however for an Ultimate Offset Account, see details to the right.

Applicable to Ultimate Offset Account only

- Minimum loan amount for a variable interest rate component is \$50,000.
- Minimum loan amount for a fixed interest rate component is \$10,000.
- Two fixed interest rate components are not available.
- If two variable interest rate components are selected, the minimum loan amount for one variable component is \$50,000 and the other is \$10,000.
- Offset benefit only applies to one variable rate component of your loan.
- Not available on a construction loan until the loan has been fully drawn down.

Important information about fixed interest rates

Please think carefully whether fixing the interest rate on your loan is suitable for your financial circumstances, as a prepayment fee may be applicable if certain alterations are made to a fixed interest rate loan prior to the end of the fixed interest rate period.

Declaration

1. I/We wish to apply for a top-up on my home loan. I/We acknowledge if this application is approved it will be subject to the Credit Provider's loan terms and conditions.
2. I/We hereby declare that all information I/we have provided or will provide to ME Bank during the application process (including in this application form or to an ME Bank staff member) is true and correct and I/we authorise ME Bank to verify this information. (This may include contacting my/our employer or accountant to verify my/our income).
3. Where I/We have provided third party details to ME Bank (such as details of my/our accountant or employer) I/we have informed those third parties that:
 - I/we have provided their personal details to ME Bank and that they can gain access to this information;
 - ME Bank will use and disclose their information for the purpose of assessing my/our application for a top up; and
 - If their personal information is not supplied to ME Bank then ME Bank may not be able to assess my/our application.
4. I/We authorise ME Bank to arrange a valuation of the security property.
5. I/We acknowledge that my/our credit information and personal information may be collected, used and disclosed in the manner and for the purposes set out in the Privacy Notice that I/we agreed to when applying for my home loan. I/we also agree to information about my super fund/ union membership being used to assist ME Bank to provide benefits for members of participating super funds and unions and for market research and product development.
6. I/We acknowledge that I/we have previously consented to ME Bank performing a credit check on me/us in relation to this application or if I have not previously provided this consent then I agree that ME Bank may:
 - obtain consumer and commercial credit information (including a consumer and/or commercial credit report from a credit reporting agency) about me to assess this application; and
 - exchange and use information about me with any credit provider named in this application or named in a credit report provided by a credit reporting agency to assess this application. This may include information about my credit worthiness, credit standing, credit history or credit capacity.
7. I/We have read and understand the above conditions for a split loan and the important information about fixed interest rates.

Signature of all applicants/guarantors:

Applicant 1 Print name

Signature

Date

Applicant 2/Guarantor Print name

Signature

Date