

FBAA Accredited Member Checklist

This checklist is intended to assist you in compiling the supporting documents required for your application to FBAA.

	Membership Requirements	Further details
<input type="checkbox"/>	Payment of annual membership fee and one off (non-refundable) application fee.	
<input type="checkbox"/>	Certificate IV in Finance and Mortgage Broking (FNS40815) or equivalent to current Finance Industry standard.	Please contact us if you are unsure if your qualification is equivalent to the current industry standard.
<input type="checkbox"/>	<p>FBAA Compliance Fundamentals Training. This training is completed by all new to industry brokers.</p> <p>*Additional cost from training provider.</p>	<ul style="list-style-type: none"> If you are a new industry Broker, you are required to complete <i>FBAA Compliance Fundamentals Training</i>, see below information sheet for <i>FBAA Compliance Fundamentals Training</i>. If you have completed the <i>MFAA initial Compliance Pack</i> training you may upload evidence of this in place of the FBAA Compliance Fundamentals Training, noting if this certificate is more than 2yrs of age, you will need to provide a copy of your most recent AML/CTF training in addition to the <i>MFAA Initial Compliance Pack</i> training certificate. These can be uploaded as one document. If you have only completed AML/CTF training you will be required to complete the FBAA Compliance Fundamentals Booster Training., see below information for <i>FBAA Compliance Fundamentals Booster Training</i>.
<input type="checkbox"/>	Financial Abuse Awareness Education Banking Code of Practice - This free training is completed by all brokers.	To complete training, click here Financial Abuse Awareness Education Banking Code of Practice <i>Ensure you select 'free course' as payment method when enrolling.</i>
<input type="checkbox"/>	National Police Check (must not be more than 2 months old). Must be in full, legal name.	To order your background checks click here, Police, Credit & Bankruptcy Checks.
<input type="checkbox"/>	Full Credit Report including Bankruptcy Report (must not be more than 1 month old). Must be in full legal name.	To order your background checks click here, Police, Credit & Bankruptcy Checks.
<input type="checkbox"/>	Current professional working resume.	This must outline your experience in credit activities if you have more than 2 years' experience. Where you are new to industry a current professional working resume is required.
<input type="checkbox"/>	Two (2) forms of identification with one (1) being Australian Government.	E.g. Drivers Licence, Passport, Birth Certificate, Medicare Card.
<input type="checkbox"/>	External Dispute Resolution – AFCA Certificate.	<p>If you have applied for AFCA, and not yet received your certificate, please provide evidence of application by way of "confirmation" correspondence from AFCA.</p> <p>Note: If your AFCA membership is in a company or business name you will be required to provide evidence by way of current Company ASIC Extract or Business Extract.</p>

<input type="checkbox"/>	<p>Current professional indemnity insurance (PI) Certificate of Currency OR a letter of intent from your employer or aggregator that you will be covered under their group policy.</p>	<ul style="list-style-type: none"> You may be covered under your employers Professional Indemnity Insurance - evidence must be provided by way of a 'Certificate of Currency' with you noted on the policy. If you have not yet been added to the policy, please provide a letter from your employer stating that you will be added or are covered. If you have chosen an Aggregator and they are arranging this for you, please obtain a 'Letter of Intent' from the Aggregator until PI has been finalised. Once you receive the Professional Indemnity Insurance Certificate of Currency a copy must be provided to the FBAA for the membership to be current. You may wish to obtain your own PI policy - please click here for information on the FBAA Professional Indemnity Insurance facility.
<input type="checkbox"/>	<p>Australian Credit Licence (ACL) OR Authorised Credit Representative Number (CRN)</p>	<p>Credit Representative Number (CRN), please confirm which of the following applies:</p> <ul style="list-style-type: none"> You are being appointed as a Credit Representative (CRN) under an ACL or AFSL - please obtain a Letter of Intent from the Licensee until your CRN has been appointed. If you are PAYG to an ACL or AFSL and will be practicing under their license, please provide a letter from the license holder stating that you are PAYG and are covered under their license. If you are not dealing in consumer lending, please provide a signed declaration stating that you are not dealing in any consumer lending. Please also list the type of business you are conducting. <p>Australian Credit License (ACL): Confirmation of status of ACL from ASIC. To obtain the summary, click here, ASIC Connect Professional Registers</p> <p>Note: ACL = Australian Credit License AFSL = Australian Financial Services License</p>
<input type="checkbox"/>	<p>Confirmation of Mentoring Letter completed by the Mentor. Only required if you have LESS THAN 2 years' experience.</p>	<p>To obtain the declaration please click here, Mentee & Mentor Declaration.</p>
<input type="checkbox"/>	<p>References: <i>If you have <u>More</u> than 2 years' experience</i> Four (4) referees</p> <ul style="list-style-type: none"> 1 being the BDM of the Aggregator you are joining. 3 Lender BDMs who can comment on deals you have submitted within the last 2yrs. 	<p>Please advise your references they will be contacted via email for a reference.</p>

<input type="checkbox"/>	<p style="text-align: center;"><u>OR</u></p> <p><i>If you have <u>Less than 2 years'</u> experience</i></p> <p>Four (4) referees</p> <ul style="list-style-type: none"> • 1 being the BDM of the Aggregator you are joining. • 1 being your nominated Mentor. • 2 being professional character references. 	<p>Please advise your references they will be contacted via email for a reference.</p>
<input type="checkbox"/>	<p>ASIC Extract</p> <p>This is required where the applicant is a company and must list all current directors and shareholders.</p> <p>May also be required if other relevant documents such as PI and AFCA are in company name.</p>	<p>The Company Extract must not be more than 1 week prior to the application date. To obtain the \$9.00 extract, please click here.</p> <p>Note:</p> <ul style="list-style-type: none"> • If the application is a company - all directors directly engaged in the business must provide a National Police Check (must be dated no more than 2 months prior to application date,) (see above to order police checks), and a letter on company letterhead stating that you are the nominated representative of the company membership. <p><u>OR</u></p> <ul style="list-style-type: none"> • If they are NOT directly engaged, then they must provide a letter on company letterhead stating they are NOT directly engaged in the business and nominate you as the representative of the company membership.

FBAA COMPLIANCE FUNDAMENTALS TRAINING

To be completed by all new to industry brokers:

To access the course, please click this [link](#) and select enrol now to proceed with your enrolment. If you are already registered with AAMC, you should enter your email address and password. If you have forgotten your password, select 'forgotten password' and it will be sent to your email address.

To access the FBAA special discounted rate of \$198.00 (normally \$434.30), please use the coupon code listed below.

Enter coupon code: **FBAACFTP** at the online checkout when finalising your enrolment. You will only receive your tax invoice which indicates your enrolment was successful. Access your course via the Members Area (top right-hand corner) at www.aamctraining.edu.au by entering your email address and password. The course is contained under 'course content and assessments'.

The Compliance Fundamentals training includes the following short courses:

- FBAA Code of Conduct
- Credit Fraud Awareness
- Australian Privacy Act
- FBAA - Anti-Money Laundering and Counter-Terrorism Financing Course (inc. AML3)

Each of the courses have multi choice exam questions. You have 5 attempts to gain an 80% pass rate for each short course. Once you have been marked 'satisfactory' you will be able to access your certificates under 'results and certificates'.

For your convenience, instructions for accessing the course have been attached.

FBAA COMPLIANCE FUNDAMENTALS BOOSTER TRAINING

If you have already completed AML/CTF training, you are required to complete the remaining modules:

- FBAA Code of Conduct
- Credit Fraud Awareness
- Australian Privacy Act

To access the course, please click this [link](#) and select 'proceed with enrolment'. If you are already registered with AAMC, you should enter your email address and password. If you have forgotten your password, select 'forgotten password' and it will be sent to your email address.

To access the FBAA special discounted rate of \$119.00 (normally \$158.60), please use the coupon code listed below.

Enter coupon code: **FBAABOOST** at the online checkout when finalising your enrolment. You will only receive your tax invoice which indicates your enrolment was successful. Access your course via the Members Area (top right-hand corner) at www.aamctraining.edu.au by entering your email address and password. The course is contained under 'course content and assessments'.

Each of the courses have multi choice exam questions. You have 5 attempts to gain an 80% pass rate for each short course. Once you have been marked 'satisfactory' you will be able to access your certificates under 'results and certificates'.

For your convenience, instructions for accessing the course have been attached.

Additional information:

Other Fees

- Administration Fee (once off upon initial application and non-refundable) \$110.00*
- Reactivation Fee (for reinstating a lapsed membership) \$110.00
- Member Initiated Amendment Fee \$110.00*
- FBAA Compliance Fundamentals Training \$198.00 (Request coupon code)
- AML/CTF Refresher Course (required every two years) \$49.50 (Request coupon code)
- All fees are GST inclusive.

* The Administration Fee is non-refundable and is for processing your application, irrespective of the outcome. If your application for membership is declined, the membership fee (not the administration fee) will be fully refunded. A Member Initiated Fee will apply if the changes in an existing membership status results in a member refund. In all other cases, membership, and other fees, are not refundable once paid.

• All applications are assessed on an individual basis. You may be requested to provide additional documentation to support your application. We will discuss this with you if required.

* If your qualification pre-dates the National Consumer Credit Protection Act (July 2010), you must provide evidence of continuous industry specific experience or complete the current qualification. Contact FBAA if you require further information.

• Approval in less than 60 seconds

• By submitting this originating or renewing membership application (both being individual defined as an "Application"), you agree and understand each of the following:

- The contents of the Application (including all uploaded documents) are true and correct.
- You will provide any further requested documents that has not already been uploaded or information within the required period specified.
- The FBAA may contact external parties (such as police services, ASIC, aggregators, lenders, other brokers, insurers, or business development managers) to corroborate the contents of this Application.
- 4. The cost of the Application consists of a membership fee and an administration fee. If the Application is declined, only the membership fee will be refunded.
- This Application includes information regarding other individuals (such as my referees and any referrers). The FBAA will collect this information in order to contact them for the purpose of considering your Application. You have obtained the consent (and can provide such consent to the FBAA on request) of each of the individuals identified in this Application and understand that the FBAA is processing my application on the basis that you have these consents.
- Any membership provided is subject to you providing any further documents required and the outcome of FBAA auditing of application (which may include requests for further information). The FBAA is established for purposes including supporting, protecting, and advancing the character, status, and interests of the Finance Broking profession.
- In the event that you provide false, erroneous or misleading information, the directors of the FBAA may resolve that you are not suitable for membership because providing false, erroneous or misleading information is contrary to this purpose. In this event, the FBAA may cancel your membership and will contact external parties to notify them that your membership has been cancelled.