EMPLOYEE ADMINISTRATION MEMBER CHECKLIST

Available to a non-loan writer PAYG employee over the age of 18, working for either a broker, bank, non-bank lender, mortgage manager, aggregator and others as approved by FBAA board. This category carries no voting rights and does not allow the individual to act in any capacity as a finance broker.

This checklist is intended to assist you in compiling the supporting documents required to submit your application to join the FBAA. If you have any questions or would like assistance with any of the information below, please contact us at members@fbaa.com.au or call 1300 303 312.

	Membership Requirements	Further Details
☐	**Payment of annual membership fee** and one off (non-refundable) application fee.	For current application and reinstatement fees please visit our website: https://www.fbaa.com.au/terms-conditions/.
☐	**National Police Check** *(must not be more than 2 months old and in full legal name)*	To order your background checks visit our website: Police, Credit & Bankruptcy Checks.
☐	**Full Credit Report including Bankruptcy Report** *(must not be more than 1 month old and in full legal name)*	To order your background checks visit our website: Police, Credit & Bankruptcy Checks.
☐	**Current professional working resume**	If you have more than 2 years' experience, this must outline your experience in credit activities. New to industry brokers must also provide a current resume.
☐	**Two (2) forms of identification with one (1) issued by the Australian Government**	E.g., Drivers Licence, Passport, Birth Certificate, Medicare Card.
☐	**Employment Letter**	The Employment Letter must be provided by your current employer and must confirm that you are: ● A PAYG employee. ● Covered by adequate Professional Indemnity Insurance. ● Covered by an existing AFCA membership. ● Not actively writing loans.