

Employee Administration Member – Application Checklist

This checklist is intended to assist you in compiling the supporting documents required for your application to FBAA. Refer to the website (www.fbaa.com.au) for full details of the membership requirements.

Evidence Required	Provided
Payment of the membership fee (\$135.00)	<input type="checkbox"/>
National Police Check (must not be more than 2 months old). Must be in your full, legal name.	<input type="checkbox"/>
Credit Report (must not be more than 1 month old). Must be in your full, legal name.	<input type="checkbox"/>
Current professional resume.	<input type="checkbox"/>
Employment Letter from an acceptable employer in the finance industry, addressing the following items: <ol style="list-style-type: none"> 1. Available for PAYG (non-loan writing) administration staff 2. covered by your employers' current Professional Indemnity Insurance 3. covered by your employers' AFCA Membership 	<input type="checkbox"/>

Note: 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.