

ASSOCIATE MEMBER CHECKLIST

Associate Membership is available to brokers and loan writers with less than two years' relevant finance and mortgage lending industry experience who are nominated by a current FBAA Accredited Member or Corporate Member. This category carries full voting rights.

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 07 3847 8119.

	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/ .
☐	Certificate IV in Finance and Mortgage Broking (FNS40821) or Diploma in Finance and Mortgage Broking or other equivalent.	Please contact us if you are unsure if your qualification is equivalent to the current industry standard.
☐	FBAA Compliance Fundamentals Training This training is to be completed by all new to lending applicants, once your membership application is submitted. If you are unsure about our training requirements, please get in touch with us.	Please complete the FBAA Compliance Fundamentals Training once your membership application is submitted. If you have already completed AML/CTF training, you will be required to complete the FBAA Compliance Fundamentals Booster Training. To access training via the FBAA Member Portal: - click on the Education Institute button on the top menu; - scroll down to Member Compliance Courses and choose the relevant training tile. If you have completed the MFAA Initial Compliance Pack training, you may upload evidence of this in place of the FBAA Compliance Fundamentals Training to the FBAA Member Portal. If this certificate is more than 2 years old, you will also need to provide a copy of your most recent AML/CTF training certificate. These can be uploaded as one document.
☐	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	Please provide a current resume.

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☐	Two (2) forms of identification with one (1) issued by the Australian Government	E.g., Drivers Licence, Passport, Birth Certificate, Medicare Card.
☐	External Dispute Resolution – AFCA Membership	You are required to provide: • AFCA Membership Number • AFCA Join Date Note that applicants can find their AFCA information by logging into the AFCA portal or by searching on Financial Firm Search · Customer Self-Service Note: If your AFCA membership is in a company or business name, you will be required to provide proof of cover under the AFCA Membership: • If a director, by way of current ASIC Company Extract/Business Name Extract • If an employee, by way of a letter of employment
☐	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	You may be covered under your employer's Professional Indemnity Insurance. If so, 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 cover for you, please obtain a 'Letter of Intent' from the Aggregator until PI cover has been finalised. Once you receive the Professional Indemnity Insurance Certificate of Currency a copy must be provided to the FBAA. You may also wish to obtain your own PI policy - please click here for information on the FBAA Professional Indemnity Insurance facility.
☐	Australian Credit Licence (ACL) OR Authorised Credit Representative Number (CRN)	Credit Representative Number (CRN), please confirm which of the following applies: • 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 a PAYG employee to an ACL or AFSL and will be practicing under their license, please provide a letter from the license holder stating that you are a PAYG employee and are covered under their license. • If you are not dealing in consumer lending, please provide a signed declaration stating

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		that you are not dealing in any consumer lending. Please also list the type of business activities you are conducting. Australian Credit License (ACL): • <u>Confirmation of status of ACL from ASIC. To obtain the summary, click here, ASIC Professional Registers.</u> Note: ACL = Australian Credit License AFSL = Australian Financial Services License
☐	Confirmation of Mentoring Letter completed by your Mentor	To obtain the declaration please click here: Mentee & Mentor Declaration.
☐	ASIC Extract This is required where the applicant is a company and must list all current directors and shareholders. May also be required if other relevant documents such as PI and AFCA are in a company name.	The Company Extract must not be dated more than 1 week before the application date. To obtain an extract, please click here. Note: • 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 before the 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. <u>OR</u> • If they are not directly engaged, 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.