

CORPORATE EMPLOYEE MEMBER CHECKLIST

Corporate Employee Membership is available to PAYG employee loan writers of existing FBAA Corporate Members. This category carries no 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 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/ .
☐	Certificate IV in Finance and Mortgage Broking (FNS40815) 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 - Cost \$198 <i>This training is to be completed by all new-to-lending applicants, once your membership application is submitted.</i> <i>If you are unsure about our training requirements, please get in touch with us.</i>	If you are new to the industry (new to lending), you are required to 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 (Cost \$119). 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	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, being an existing FBAA Corporate Member and must confirm that you are: • A PAYG employee of the FBAA Corporate Member. • Covered by adequate Professional Indemnity Insurance. • Covered by an existing AFCA membership. • Appointed as a Credit Representative by your employer and include details of your employers Australian Credit License.
☐	Confirmation of Mentoring Letter completed by your Mentor <i>Only required if you have less than 2 years' experience.</i>	To obtain the declaration please click here: Mentee & Mentor Declaration.