

CORPORATE MEMBER CHECKLIST

Corporate Membership is available to approved non-broking entities associated with the finance industry and includes, but is not limited to credit providers (banks, building societies and credit unions), mortgage Insurers, mortgage managers, fund managers, trustee companies. This category has 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 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/ .
☐	ASIC Extract	The Company Extract must not be dated more than 1 week before the application date. To obtain an extract, please click here .
☐	Letter of Nomination as Company Representative Required if you are not a Director of the Company	Please provide a letter on company letterhead confirming that you are the nominated representative of the company and are authorised to manage the FBAA membership. This must be signed by all directors who are directly engaged in the day-to-day running of the Company.
☐	National Police Check (must not be more than 2 months old and in full legal name)	Please provide a National Police Check for all directors who are directly engaged in the day-to-day running of the Company. To order your background checks visit our website: Police, Credit & Bankruptcy Checks .
☐	Current professional working resume	Please provide a Professional Resume for all directors who are directly engaged in the day-to-day running of the Company.
☐	Current professional indemnity insurance (PI) Certificate of Currency	If the company does not hold PI cover, please provide a written explanation as to why cover is not applicable. You may also wish to obtain your own PI policy - please click here for information on the FBAA Professional Indemnity Insurance facility.
☐	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 If the company does not hold AFCA membership, please provide a written explanation as to why membership is not applicable.