

## Accreditation Checklist – New Accreditation Requirements

- Complete and sign this Application for Accreditation form.
- Attach a legible copy of your current Australian Driver's Licence or passport.
- Attach a copy of your Statement of Attainment certificate for either Certified Credit Adviser/Credit Advisor/Associate Credit Advisor/Accredited Mortgage Consultant from the MFAA or for either Accredited Member/Associate Member from the FBAA
- Attach a certificate of currency for your Professional Indemnity Insurance. If the PI insurance is in the company name, a Letter from a Director of the company confirming the applicant is covered under the company's PI must also be provided. The total sum insured is to be a minimum of \$2,000,000 in any one claim and \$4,000,000 in the aggregate, and have an excess per claim of no greater than \$5,000.
- Provide a copy of your membership certificate with an ASIC approved External Dispute Resolution Scheme (AFCA).

## Broker Personal Details

### Name as per photo identification

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	Other	<input type="text"/>
Last name			First Name			
Middle names(s)			Preferred name (if applicable)			
Email address						
Residential address (PO Box is not acceptable)						
Drivers Licence/Passport number		Drivers Licence/Passport expiry date		Date of birth		

## Licensing/Registration Details – Please select from the 3 options and provide details

1.  I am a Credit Representative (CR) of a holder of an Australian Credit Licence (ACL):

ACL Registered Name:	ACL Number:
Your Name:	CR Number:

2.  I have been issued with an ACL:

ACL Registered Name:	ACL Number:
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3.  I am an employee/director of a holder of an ACL (please circle):

ACL Registered Name:	ACL Number:
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## Broker Business Details

Aggregation Group	Business/Broker group Name	Number of Brokers in group
Business/Company Address		
Business/Company Mailing Address (if different from above)		
Business Phone Number	Business Fax Number	Business Mobile Number
Primary Business Activity (eg solicitor, accountant, mortgage broker):		

## Broker Declarations

Within the last ten years have you ever been declared bankrupt or been subject to control under the Bankruptcy Act 1966

Yes - if yes please provide details below.  No

Have you ever been found guilty of any offence or crime or charged with any offence in the last 5 years which has not been fully determined before a court or otherwise withdrawn or dismissed?

Yes - if yes please provide details below.  No

Have you ever had an application for the grant or renewal of a financial services licence or registration refused or declined?

Yes - if yes please provide details below.  No

Have you had a lender, originator or industry association decline an application or withdraw your/their accreditation of membership?

Yes - if yes please provide details below.  No

Have you had any licence, registration or permission to carry a business under any enactment suspended or cancelled, or otherwise been disqualified from carrying on any occupation, profession or business?

Yes - if yes please provide details below.  No

Have you had any Professional Indemnity Insurance (PI) declined in the last 5 years?

Yes - if yes please provide details below.  No

Please provide further details where you have answered YES to any of the above:

## Privacy Statement

### What this statement is about

Your right to privacy is important to us. The Privacy Act 1988 regulates the way Teachers Mutual Bank Limited ("we", "our" or "us") uses personal information. This statement explains your privacy rights and our rights and obligations in relation to personal information about you. Please read it carefully.

We collect personal information to assist us in processing Applications for Accreditation. Generally, we collect such personal information directly, but we may also collect this from, eg, a credit reporting agency (see below under **Disclosure of personal information about you**). If you do not provide us with sufficient personal information about you, we may not be able to enter into formal arrangements with you. Our Credit Reporting and Privacy Policy is available on our website [tmbank.com.au](http://tmbank.com.au). The Credit Reporting and Privacy Policy sets out how you can access and seek correction to personal information about you; how you may make a complaint regarding a privacy breach and how we deal with privacy complaints.

### How we may use personal information about you

We use personal information about you to:

- assess whether to accept your Application for Accreditation
- administer and manage our relationship with you
- facilitate our internal business operations, including fulfilment of any legal requirements and confidential systems maintenance and testing, and
- inform you of products and services provided by us which we consider may be of value or interest to your clients.

### Disclosure of personal information about you

We may disclose your personal information if it is necessary to do so in the following circumstances:

- to any regulatory body
- to any credit reporting agency to obtain a commercial credit report, trade reference or other commercial information about you to consider your Application for Accreditation
- to our external service providers that provide services for the purposes only of our business, on a confidential basis, for example legal advisers and mailing houses
- to any persons acting on your behalf, including a solicitor or accountant, unless you tell us not to
- to any party acquiring an interest in any business and
- if you request us to do so or if you consent or where the law requires or permits us to do so.

We are not likely to disclose personal information about you to overseas recipients.

V20170106

Broker Name

Broker Signature

Date

## Aggregator approval and declaration

I request that The Bank accredit  to act as our credit representative/nominee in accordance with our intermediary arrangements.

I confirm that the information provided in this application form is true and correct.

I acknowledge that  is responsible:

- for the Broker's conduct, remuneration and legislative obligations;
- will promptly notify Teachers Mutual Bank Limited of any change to our nominee's licensing status;
- confirm that if they are a credit representative, the scope of their authority is sufficient to carry out all the services under the intermediary agreement.

Name	Date	Signature
Position		

## Teachers Mutual Bank Limited Use Only

Office use only

To be completed by TMBL Third Party Distribution:

All supporting documentation received

- Australian Driver's Licence or passport
- Statement of Attainment certificate (MFAA or FBAA)
- Certificate of Currency for PI
- Copy of Certificate of Membership for AFCA
- Broker declaration signed
- Aggregator Declaration signed and confirmed
- ASIC search completed to verify ACL/CR Number
- Product training completed and assessment passed

Passed  Failed

Score  %

- Broker RAN generated

- Email sent to broker confirming acceptance and broker identification number
- Commission System
- Advise Aggregator of Accreditation




Approval from Head of Third Party Distribution