

# New Member Document Checklist



Here's a list of everything you'll need to get started.



## Personal Details

- ☐ Identification
  - Valid Driver's License and either:
    - Australian Passport or Australian Birth Certificate, or
    - Foreign Passport and Visa confirmation.
- ☐ Resume (for the last 5 years)
  - Include start and finish date (month and year) for each role
  - Must include clear details of any lending experience
- ☐ Police report (< 6 months old) \*
  - Can be requested from [AFP](#), [CVCheck](#), [Fitzwork](#), [National Crime Check](#) or [Australia Post](#)
- ☐ Credit report (< 3 months old) \*
  - Can be requested from [Equifax](#) or [CVCheck](#)



## Business Details

- The following is required for all Directors/ Trustees:
- ☐ ID
  - ☐ Police Report \*
  - ☐ Credit Report \*
  - ☐ Trust deeds (if applicable to your business structure) \*
  - ☐ Professional Indemnity Cover \*
    - Minimum \$2m per claim, \$6m in aggregate and offer 84 months run off cover
    - Connective credit reps should be covered by our group policy and will complete an insurance questionnaire during the onboarding process



## Industry Details

- ☐ Certificate IV or Diploma in Mortgage Broking
- ☐ Industry Body Membership Certificate \*
  - Apply through [MFAA](#) or [FBAA](#)
- ☐ AFCA Membership Certificate \*
  - Must be in the company or trustee name
  - Apply through [AFCA Application Form](#)
- ☐ AML Certificate \*
  - Will be completed with your MFAA or FBAA application process

**\* TIP:** Collect these documents first as they take the most time to obtain.



**We're here to help**



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