

FBAA Corporate Employee Member Checklist

This checklist is intended to assist you in compiling the supporting documents required for your application to FBAA. Refer to the website (www.fbaa.com.au) for full details of the membership requirements.

Evidence Required	Provided
Payment of annual Corporate Employee membership fee and one off (non-refundable) application fee. *Subject to change depending on application.	<input type="checkbox"/>
Certificate IV in Finance and Mortgage Broking (FNS40815) or equivalent to current Finance Industry Standard.	<input type="checkbox"/>
FBAA Compliance Fundamentals Training.	<input type="checkbox"/>
National Police Check (must not be more than 2 months old). Must be in full, legal name.	<input type="checkbox"/>
Full Credit Report including Bankruptcy Report (must not be more than 1 month old). Must be in full legal name.	<input type="checkbox"/>
Current Professional Resume.	<input type="checkbox"/>
Employment Letter addressing the following items: You are <ul style="list-style-type: none"> - A PAYG employee of the FBAA Corporate member; - Covered by the FBAA Corporate members' current Professional Indemnity Insurance; - AFAC membership and Australian Credit Licence (ACL) or you are being appointed as the Credit Representative. 	<input type="checkbox"/>
Confirmation of Mentoring Letter completed by the Mentor. Only required if you have LESS THAN 2 years' experience. Note: Download template from the FBAA website.	<input type="checkbox"/>
Four (4) professional referees. <i>More than 2 years' experience</i> <ul style="list-style-type: none"> • Your referees must be industry specific such as lenders and aggregators. <i>Less than 2 years' experience</i> <ul style="list-style-type: none"> • Previous employers or other professional contacts who can vouch for your integrity; we will also accept your aggregator and mentor. Note: Your references will be contacted.	<input type="checkbox"/>
Two (2) forms of identification with one (1) being Australian Government Issued from the following: <ul style="list-style-type: none"> • Drivers Licence, Passport, Birth Certificate, Medicare Card. 	<input type="checkbox"/>

Note: All applications are assessed on an individual basis. You may be requested to provide additional documentation to support your application. We will discuss this with you if required.