

MORTGAGE BROKER ACCREDITATION APPLICATION.

**BOQ
GROUP**



Please forward this application to your aggregator for online submission.
For any enquiries please contact your aggregator.

Section 1 - Brands to be accredited

Brands BOQ ME Virgin Money Australia

Note: For BOQ Commercial Broker Accreditation please email CommercialAccreditation@boq.com.au. For commercial broker accreditations to be accepted, brokers must have more than two years of experience (unless a dedicated mentor has been allocated), and a loan must be available to submit.

Section 2 - Broker personal details

Aggregator Company

Salutation First Name Middle Name Surname

Previous Name Mobile Phone Email Address

Qualification Certificate IV; Diploma in Financial service (Finance/Mortgage Broking); Other (Please detail)* _____

Retail Industry start date dd / mm / yyyy Commercial Industry start date dd / mm / yyyy If < 2 years Mentor name

Date of Birth dd / mm / yyyy Preferred Name

Section 3 - Broker business details

Business/Company Name

Business/Company ABN Business Phone Number ()

Business/Company address

Postcode State

Broker Group/Sub-aggregator Group (if applicable)

Business Mailing Address As Above

Postcode State

Residential Address (optional)

Postcode State

Section 4 - Licensing

Please mark the box that is applicable:

The broker is A director of an Australian Credit Licence (ACL) holder
An employee of an Australian Credit Licence (ACL) holder
A credit representative of an Australian Credit Licence (ACL) holder

Broker's credit representative Number (CRN):

In all cases:

Full name of ACL holder ACL number

Industry Body Association [MFAA / FBAA] Membership # Expiry date

AFCA Membership # Expiry date

Name of insured under Professional Indemnity Policy Incl run off cover Yes No

Section 5 - Employment history

Yes No Has the broker ever had a referral relationship AND/OR ever been previously employed (in any capacity) with the Bank of Queensland, or its group of companies (including Virgin Money Australia, ME Bank, BOQ Finance and BOQ Specialist)?

If Yes, please provide details of dept/branch, employee or referrer, if employee - year of termination and reason for leaving.

Yes No Has the broker ever had their accreditation declined or cancelled by BOQ Group or another lender?

Details

Section 6 - Broker declarations

Yes No Have you ever been declared bankrupt or been subject to control under the Bankruptcy Act 1966?

NOTE: Do not submit an accreditation where:

1. Current Bankruptcy
2. Discharge was less than 7 Years ago
3. Bankruptcy (regardless of discharge) was related to a Financial/Broker business.

Date of bankruptcy?

When was it discharged?

Yes No Have you ever been found guilty of any offence or crime, involving fraud, dishonesty or money laundering?

Yes No Have you ever had any application for the grant or renewal of any financial services licence or registration refused or declined?

Yes No Have you ever had a lender, originator or industry association decline an application or withdraw your/their accreditation of membership?

Yes No Have you ever had a licence, registration or permission to carry on an occupation, profession or business suspended or cancelled, or otherwise have been disqualified from carrying on that occupation, profession or business?

If yes to any of the above, please provide full details.

Section 7 - Privacy consent

What this statement is about

Your right to privacy is important to us. This statement explains your privacy rights and our rights and obligations in relation to your personal information. The Privacy Act 1988 regulates the way BOQ Bank of Queensland Limited ABN 32 009 656 740 (BOQ) AFSL and Australian Credit Licence No 244616 ("we, "us" or "our") uses personal information provided about you so please read the following carefully as it sets out how we may use information about you. You need not give us any of the personal information requested in the Mortgage Broker Accreditation Application form or any other document or communication relating to the application. However, without this information, we may not be able to enter into Mortgage Broker Agreement with you.

You may seek access at any time to personal information held by us about you and ask us to correct it if you believe it is incorrect or out of date.

We may use your personal information to:

- Assess whether to accept your Mortgage Broker Accreditation Application form,
- 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 in your business capacity of products and services provided by us which we consider may be of value or interest to your clients.

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 and/ or consumer credit report, trade reference or other commercial and/or consumer information about you to accept your Mortgage Broker Accreditation Application form,
- To our external service providers that provide services for the purposes only of our business, on a confidential basis, for example advisers and mailing houses,
- To any persons acting on your behalf, including your solicitor or accountant,
- 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.
- To your aggregator

Some of the parties with which we exchange your personal information, including our service providers and other third parties listed above, may be located outside Australia in countries including New Zealand, the Philippines, India, the United States of America and Singapore.

Access and Correction of Personal Information

You have the right to access or seek correction of the personal information we hold about you. Any requests should be addressed through your aggregator to our normal accreditations contacts or via our Privacy Officer. A charge may apply for requesting access to your personal information.

If you have any questions or complaints about the way we manage your personal information, please contact:

Mail: Privacy Officer Bank of Queensland
GPO Box 898 Brisbane, 4001

Email: privacy@boq.com.au

In certain circumstances, we may refuse or limit your access to your personal information. Some of these circumstances include:

- where giving you access would compromise some other person's privacy;
- where giving you access would disclose commercially-sensitive information of ours or any of our agents or contractors;
- where we are prevented by law from giving you access; or
- where the personal information you request relates to existing or anticipated legal proceedings.

If that happens, we'll write to you and let you know why and how you can make a complaint if you have concerns.

Your authority to us

By signing this Mortgage Broker Accreditation Application form you authorise us to collect, maintain, use and disclose your personal information in the manner set out in this privacy statement.

Section 8 - Terms

By completing this application I confirm and declare that:

1. The information provided in this Mortgage Broker Accreditation Application is true and correct.
2. I am applying to be appointed as a Broker for the above BOQ Group brands under the terms of the Aggregator Agreement for the aggregator noted above. I acknowledge that my appointment as a Broker is not effective unless and until BOQ's acceptance of my application is communicated to me.
3. I will personally interview and identify (under AML/CTF requirements) all customers including those introduced to me via any referral according to the Identification Procedures provided to me by the BOQ Group Brand or published on the Broker Portal
4. I will undertake all training and development requirement required to maintain any registration or licence required by law and as reasonably required by the BOQ Group and advised in writing to the Aggregator or the Broker.
5. I will promptly inform BOQ if prior to BOQ making a loan to an applicant I become aware of any information which would adversely affect BOQ's decision to provide the product.
6. I will maintain and continue to maintain the following minimum requirements:
 - a) Professional Indemnity insurance that covers liabilities arising from my origination of loans, as applicable and other business activities with a sum insured of at least \$2 million in any one claim and \$4 million in the aggregate, and with run off cover up to 7 years;
 - b) Membership of AFCA, the industry's approved EDR scheme.
 - c) Membership of the Mortgage and Finance Association of Australia or Finance Brokers Association of Australia.
 - d) Compliance with all applicable laws including, to the extent applicable, the NCCP Act 2009 (including the National Credit Code), the Corporations Act 2001 (Cth), Australian Securities and Investment Act 2001 (Cth), the Privacy Act 1988 and the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth) in relation to customers introduced or referred to a member of the BOQ Group; and
 - e) Compliance with BOQ Group's policies, procedures and instructions as notified to me or my aggregator in writing by a member of the BOQ Group from time to time (and which form part of this Broker Accreditation Agreement) and will inform BOQ immediately if I become aware that any have been breached;
7. I will advise BOQ, within the timeframes set out in the BOQ Group's policies and procedures, (i) of any breach to the Privacy Act (1988) involving customer information provided to a member of the BOQ Group and (ii) if I (or any of my officers or employees) have formed a suspicion that a customer introduced or referred to a member of the BOQ Group is or might be involved in the financing of terrorism or money laundering.
8. I further acknowledge and agree that additional accreditation may be required by particular entities within the BOQ Group in order to provide specific products. Such accreditation requirements will be notified to the Broker by the BOQ Group as necessary.
9. I acknowledge and agree that my appointment as a Broker may be withdrawn at any time and that, if my accreditation is terminated on the grounds that I am suspected to have acted dishonestly or fraudulently, BOQ Group entities may report full details of the reasons for the termination, including copies of relevant documents, "after the fact of termination", to my aggregator, my Industry Association, and other entities within BOQ Group, and I will not hold BOQ Group liable for reporting that fact.
10. I consent to receiving electronic notices or other communications relating to my accreditation at the email address or phone number notified in writing by my aggregator from time to time.

Signature

X

Date

Application type

Please attach the following with your application.

| | New Accreditation | Transfer of accreditation | Change of details (No change to aggregator) | Reactivation (No change to aggregator) |
|--|-------------------|---------------------------|---|--|
| Current drivers licence or Passport | ✓ | ✓ | N/A | N/A |
| AFCA membership certificate | ✓ | ✓ | ✓ | ✓ |
| PI certificate (named broker & evidencing at least \$2M in any one claim and \$4M in the aggregate with run off cover (7 years)) | ✓ | ✓ | ✓ | ✓ |
| Employee letter (If not listed on PI or AFCA, or an employee of licence holder) | ✓ | ✓ | ✓ | ✓ |
| Letter of separation | ✓ | ✓ | N/A | N/A |

Note: Additional documents may be required to support details of declarations made

Section 9 - Aggregator attestation (manual application only)

By signing this attestation, the aggregator confirms that:

- The information in this application has been verified and is current and correct.
- The aggregator holds the relevant police checks for the broker and any directors of the ACL holder, which are satisfactory and contain no adverse findings and supports the information to accredit the broker
- The identification of the mortgage broker and any directors and beneficial owners of the ACL holder and broker company have been satisfactorily confirmed.
- The broker has completed the aggregator's internal accreditation process and found to be satisfactory, including being adequately trained and licenced to engage in credit activities and completing appropriate AML/CTF and privacy training.
- The broker is a member; and is required to maintain membership of an industry body (MFAA or FBAA) and dispute resolution body (AFCA).
We agree to inform BOQ Group promptly of any changes to the information provided in this application.

Signed by Authorised representative of the Aggregator

X

Date

Name of Authorised Representative

X