

Broker Accreditation Requirements

Broker:

The checklist and guidance notes will enable you to correctly submit a broker accreditation application to Macquarie. Please review the accreditation form, the criminal record check, credit report and the guidance (on page 2) to determine whether the accreditation is likely to meet Macquarie's requirements.

Note: Please ensure a fully completed application form along with all supporting documents is submitted as part of the accreditation request. Incomplete applications will need to be resubmitted with all required documents.

Item	Accreditation focus	Requirement	Check
1	Application form	Completed and signed Broker Accreditation Application form	<input type="checkbox"/>
2	Identification	<ul style="list-style-type: none"> a. Australian Driver's licence (a copy of the digital licence is not acceptable), or b. Australian passport, or c. Proof of age or identity photo card issued by an Australian state or territory (confirming address and date of birth), or d. Foreign passport with proof of permanent residency in Australia. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3	Criminal Record check (Police check)	Criminal Record check (Police check) dated within 90 days of the application. Criminal Record checks are accepted from the following approved providers: <ul style="list-style-type: none"> a. Australian Federal Police b. Australian State or Territory Police c. Australian Criminal Intelligence Commission (ACIC) accredited bodies (common ones include CV Check, Australia Post, Equifax). 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4	Credit Report	Credit Report from an established credit reporting agency dated within 90 days of the application.	<input type="checkbox"/>
5	Industry body membership ¹	Current industry body membership certificate (FBAA/MFAA/CAFBA ²).	<input type="checkbox"/>
6	Experience ¹	Home Loans and Car Loans: <ul style="list-style-type: none"> a. Minimum 2 years' experience as a broker, or b. Minimum 2 years' experience in a finance/banking role (Copy of CV required), or c. At least 1 years' experience in residential or commercial lending (Copy of CV required). Examples may include credit or relationship manager, mobile banker, BDM, or d. Suitable mentor³ with written confirmation of mentorship Commercial <ul style="list-style-type: none"> a. Minimum 2 years' experience as a broker or in a finance/banking role. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

1. Excludes Novated accreditations

2. CAFBA is acceptable for Car Loans and Commercial only.

3. See section on Suitable Mentor Criteria for details.

Item	Accreditation focus	Requirement	Check
7	Transfers	Letter of separation if the broker has transferred aggregator groups. Transfers are subject to all standard accreditation checks.	<input type="checkbox"/>
8	Suitability	An explanation and supporting documents provided where there is: <ul style="list-style-type: none"> a. Disclosable court outcomes on the criminal record, or b. Adverse on the credit report, or c. Broker has had their accreditation declined or removed with another lender, or d. A clear letter of separation is not received (for transfers), or e. Any other reason which may impact the accreditation decision Or, none of the above apply to this accreditation request.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Additional guidance on broker accreditation

The table below provides our general broker accreditation approach for the examples listed and is not intended to be an exhaustive list. All accreditation decisions are wholly at the discretion of Macquarie.

Criteria	Accreditation generally will not be considered	Explanation and supporting evidence required ⁴
1. Credit report	1.1.1 Current or previous bankrupt, including annulled bankruptcies	1.2.1 An account that was 30-59 days overdue, corrected within the last 3 months
	1.1.2 Current or previous part IX or X debt agreements	1.2.2 An account that was 60 days or more overdue, corrected at least 12 months ago (excluding 1.1.5)
	1.1.3 Any unpaid defaults and judgments	1.2.3 Paid financial defaults (any amount) (excluding 1.1.4) or paid telco or utility defaults (more than \$500)
	1.1.4 Any paid financial defaults in the last 12 months	
	1.1.5 Poor credit repayment history. Examples include: <ul style="list-style-type: none"> – multiple or repeat arrears – significant overdue accounts such as more than 60 days overdue in the last 12 months combined with a credit bureau score of less than 661 	
	1.1.6 Credit bureau score of less than 460 (below average)	
	1.1.7 The broker is a director of a company that is currently in external administration	
2. Criminal record	2.1.1 Fraud, deception, theft, or financial misappropriation	2.2.1 Minor driving or speeding offences
	2.1.2 Assault	2.2.2 Minor drug possession
	2.1.3 Domestic violence including breaches of AVO, stalking and intimidation	2.2.3 Disorderly behaviour
	2.1.4 Commercial trafficking of controlled substances	
	2.1.5 Driving under the influence of alcohol or drugs (high range) (PCA)	
	2.1.6 Giving false information to the police	
	2.1.7 An extensive criminal record or a history of repeat offences. Repeat instances of minor offences may be considered serious	
3. Regulator and industry	3.1.1 Current or previous ASIC banning or disqualification	3.2.1 Declined accreditation with any other lender for any reason
	3.1.2 Current or previous industry body banning or disqualification	3.2.2 Has had accreditation removed with any other lender, including termination of employment with lender due to conduct
	3.1.3 Director of firm loses accreditation with Macquarie	3.2.3 A clean letter of separation is not received when a broker is transferring between Aggregators

⁴ Macquarie will carefully review the supporting information and documentation for each request. Following the review, Macquarie may approve or decline an accreditation at our sole discretion.

Suitable Mentor Criteria

A suitable mentor is compulsory for Home Loan and Car Loan broker accreditations where the broker does not otherwise meet Macquarie's industry experience requirements. The nominated mentor must fit into one of two categories:

a. Mentor is an accredited Macquarie broker and meets Macquarie's industry experience requirements

- Home Loan brokers must have a mentor who has an existing Macquarie Home Loans accreditation, under the same aggregator.
- Car Loan brokers can have a mentor who has an existing Macquarie Car Loans and/or Home Loans accreditation, under the same aggregator or group.

b. Mentor is industry endorsed

- Mentor can be independently verified as an MFAA or FBAA endorsed mentor, either as an individual or through their existing aggregator's mentor program.

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