

# Loan Writer Accreditation Application Form

Completed accreditation documentation to be returned to:

**Bendigo Bank Broker Support**

Email: [brokersupport@bendigoadelaide.com.au](mailto:brokersupport@bendigoadelaide.com.au)

This application seeks accreditation for Residential Loans.

## Personal Details

First name:  Middle name:  Surname:  Preferred name:

Date of birth:  Contact number:  Email Address:

**All above fields mandatory**

Preferred contact:  Mobile  Email

## Business/Trading/Company details

Business/Trading/Company name (mandatory field):

Postal Address (for delivery of loan documentation):  Office Address (mandatory field):

Suburb:  State:  Postcode:  Suburb:  State:  Postcode:

If this application is for a change to your current accreditation, please provide your existing broker code:

Are you a previous staff member of Bendigo and Adelaide Bank Ltd?  Yes  No

If yes, please provide period of employment and staff ID number:

## Membership

**Proof of the following information is required to process your application.**

**All documentation must accompany this Accreditation Application Form or your accreditation will not proceed.**

### 1. Aggregator Membership

Name of Aggregator:

Please attach a certificate or correspondence from your Aggregator confirming your active association with them.

### 2. Australian Credit Licence Number

Please attach a certificate or correspondence from ASIC confirming your personal Licence Number or evidence that you have been appointed as a Credit Representative.

In whose name the relevant ACL is held and the company's ABN/ACN?:

Are you a director or employee of the ACL holder?:

### 3. Industry Membership (MFAA, FBAA or equivalent)

Please attach a certificate or correspondence from your Industry body confirming your active association with them.

### 4. Separation Letter

If applicable, please attach your separation letter from your previous aggregator.

## Accreditation Process

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1. Complete accreditation form and return to Bendigo Bank by email to [brokersupport@bendigoadelaide.com.au](mailto:brokersupport@bendigoadelaide.com.au)
2. Bendigo Bank will create an individual broker code per broker and will forward details via email. This broker code must be used when submitting any loan applications.
3. If current accreditation is held for residential, any additional accreditation (if under the same Aggregator) will be added to the broker's existing broker code.
4. Upon receipt of broker code, or confirmation of updated accreditation, the broker may begin submitting loans to Bendigo Bank Broker.

**Note:** Bendigo Bank reserves the right to grant, refuse or revoke accreditation at its discretion. Accreditation is subject to periodic review and update. This may be as a result of (but not limited to), legislative changes, product reviews, compliance requirements or loan writers no longer representing the group to whom accreditation was achieved.

## Privacy Statement/Disclosure

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### 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 Organisations ("we") use personal information provided about you. 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 Application for Accreditation form or any other document or communication relating to the application. However, without this information, we may not be able to enter into an Originator Manager 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.

### How we may use your personal information

We use your personal information to:

- assess whether to accept your Originator Application for Accreditation 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 unless you tell us not to.

### Our right to disclose your personal information

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 Originator Application for Accreditation 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, 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.

### Your authority to us

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

## Loan Writer Declaration

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I acknowledge that Bendigo Bank is relying on the truth and accuracy of the information contained in this declaration and that any error or omission may cause Bendigo Bank to incur damage or loss and I declare the above information to be true and correct.

I declare to:

1. being an authorised Credit Representative of an Australian Credit Licence holder or a director/employee of an Australian Credit Licence holder;
2. being a current member of the Aggregator listed in the Membership section of this form;
3. informing BABL if there is any change to the applicant's Aggregator membership, licensing or representation status;
4. acknowledging that the applicant is not, and will not act as, a credit representative or representative of BABL (or any of its related entities) in any way; and
5. acknowledging that any BABL accreditation is subject to current and periodic review by BABL and that BABL may request any reasonable information from the Aggregator listed in the Membership section of this form for review purposes.

Full name:

Signature (*Digital Signatures accepted*):

Date:

## Aggregator Confirmation

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I acknowledge the following:

1. The broker's current membership status is with the Aggregator;
2. the broker's current licensee/credit representative status is with the Aggregator;
3. the broker's identity has been appropriately verified by the Aggregator;
4. the Aggregator is responsible for the conduct of the broker as its representative;
5. the Aggregator has appropriate verification, audit and management of its representatives, including the applicant, on an ongoing basis;
6. the Aggregator will promptly inform BABL if there is any change to the applicant's Aggregator membership, licensing or representation status; and
7. the Aggregator will cooperate in respect to any reasonable information requested by BABL for the purpose of this application and for conducting a periodic review of the applicant's accreditation with BABL.

Full name:

Signature (*Digital Signatures accepted*):

Date: