

Introducer Accreditation Application Form

1. Sections to Complete

All Individual Introducers – Complete pages 1 & 2 ensuring that the ACL holder under whom you operate endorses this application in section 7.

Connective Aggregator Members Only – If you do not operate under Connective Credit Services (ACL 389328), page 3 will need to be completed once to have the ACL holder registered in our system.

2. Introducer Details

First name

Surname

Date of birth

D	D	/	M	M	/	Y	Y	Y	Y
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Business address

Suburb

State

Postcode

Postal address

☐ same as business address

Suburb

State

Postcode

Email address

Business phone

Mobile phone

Fax

3. Licensing

The National Consumer Credit Protection Act 2009 (NCCP) has specific licensing requirements for anyone engaging in "credit activities" (as defined by section 6 of the NCCP). An introducer must be:

1. A Licensee that has been issued with an Australian Credit Licence (ACL); or
2. Appointed as an authorised Credit Representative by a Licensee that has been issued with an ACL.

Please mark the box that is applicable and provide ACL/CRN details.

- ☐ 1. Introducer is licensed in own name

Licence number (ACL)

- ☐ 2. Introducer is authorised as a Credit Representative

Credit Representative number (CRN)

Licence number (ACL)

Name of ACL holder

4. Introducer Declarations

- ☐ I am currently a member of the External Dispute Resolution (EDR) scheme, Australian Financial Complaints Authority (AFCA)

I am currently a member of one of the finance/mortgage broker associations below:

- ☐ Mortgage & Finance Association of Australia (MFAA)
☐ Finance Brokers Association of Australia Limited (FBAA)

Have you ever been declared bankrupt, or been subject to control under the Bankruptcy Act 1966?

- ☐ Yes ☐ No If Yes – please provide details below.

Have you ever had any previous accreditation, with any institution providing loans, revoked for any reason?

- ☐ Yes ☐ No If Yes – please provide details below.

Have you ever been found guilty of a criminal offence involving fraud, dishonesty or money laundering?

- ☐ Yes ☐ No If Yes – please provide details below.

Have you ever had an application for the grant or renewal of a finance broker's licence, or for registration to act as a finance broker, refused in any State or Territory in Australia?

- ☐ Yes ☐ No If Yes – please provide details below.

Enter details of any of the above here.

5. Introducer Application

I declare that the information provided in this **Introducer Accreditation Application Form** is correct. I apply to be appointed as an Introducer for Bluebay Home Loans Pty Ltd on the terms set out in this **Introducer Accreditation Application Form** and as varied from time to time by Bluebay Home Loans Pty Ltd.

I acknowledge that my appointment as an Introducer is not effective unless and until Bluebay Home Loans Pty Ltd's acceptance of my application is communicated to me.

I will attend the Bluebay Home Loans Pty Ltd training and understand that I may be required to complete other sessions into the future.

By completing this application I confirm that I will maintain Professional Indemnity insurance that covers me for liabilities arising from origination of loans with a sum insured of at least \$2 million.

By completing this application I confirm that I am and will continue to be a member of the ASIC approved EDR scheme referenced above in section 4.

Signed

X

Date

D	D	/	M	M	/	Y	Y	Y	Y
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6. Accreditation Checklist

Please ensure the following items have been checked and included prior to sending (please check and cross each box).

- ☐ This **Introducer Accreditation Application Form** has been completed and signed. You are required to sign in section 5.
- ☐ A copy of your current Driver's Licence or Passport
- ☐ A copy of your MFAA or FBAA membership certificate
- ☐ Introducer Manager to endorse at section 7

7. Introducer Manager Endorsement

Name of Introducer Manager (ACL Holder)

I hereby declare that the information in this application is correct and endorse the accreditation of the introducer.

Signed

X

Date

D	D	/	M	M	/	Y	Y	Y	Y
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Name

8. Bluebay Home Loans Use

Bluebay Acceptance

I confirm that the Introducer has completed the Bluebay Home Loans:

- ☐ Training and accreditation course
- ☐ Accreditation test and a pass mark has been achieved

Accepted by Business Relationship Manager

Signed

X

Date

D	D	/	M	M	/	Y	Y	Y	Y
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Name

Broker Support Checklist

- ☐ Accreditation Request received
- ☐ Documents checked, correct and saved to folder
- ☐ ASIC searches downloaded and saved to folder
- ☐ Welcome email sent to introducer

Stage 1

- ☐ Application pack sent (CC Aggregator and BDM)
- ☐ Broker acknowledgment email received
- ☐ Broker set up in Loanworks
- ☐ Broker set up in portal
- ☐ Broker set up in Mailchimp

Stage 2

- ☐ Email sent to broker - Broker codes (CC Aggregator and BDM)
- ☐ Link relationship in Loanworks (Aggregator or ACL holder)
- ☐ Accreditation form sent for BDM Sign off
- ☐ BDM Sign off received
- ☐ Folder relocated to Accredited Introducers folder
- ☐ Accreditation documents attached to Loanworks

Completed by:

Signed

Date

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Name

ACL Holder Accreditation Application Form

This page is only to be completed once by Connective members who operate under an ACL holder other than Connective Credit Services.

9. ACL Holder Details

Aggregator

Business name

Contact name

Business address

Suburb

State

Postcode

Postal address

☐ same as business address

Suburb

State

Postcode

Email address

Business phone

Mobile phone

Fax

10. Terms of Accreditation

Words with capital letters in these Terms of Accreditation are defined in the Bluebay/Connective Agreement between Bluebay Home Loans Pty Ltd, ACN 127 824 524 (Bluebay) and Connective Funder Services Pty Ltd, ACN 161 732 645 (Connective) dated on or about December 2013, as varied from time to time.

I acknowledge that the terms imposed on Connective in the Bluebay/Connective Agreement are incorporated into this agreement and apply to me and my Representatives as if we were a party to the Bluebay/Connective Agreement.

I acknowledge that:

- I undertake to introduce Loans to Bluebay and provide ongoing services with respect to Loans as specified by Bluebay from time to time.
- I am responsible for the conduct of any of my Representatives and I will ensure that each Representative complies with any obligation imposed.
- Both my Representatives and I understand that we are acting as brokers and are not the agent of Bluebay.
- When introducing Applicants to Bluebay and providing ongoing services to Bluebay with respect to Loans, my Credit Representatives and I will:

- act in a fair, reasonable, honest and ethical manner in our dealings with Applicants and represent fairly and accurately the terms and conditions of any Loan Product;
- observe and comply with all legislative and regulatory requirements in connection with this agreement including without limitation, the NCCP Act and the AML Act;
- comply with the procedures set out by Bluebay from time to time;
- report to Bluebay any suspicious matter (as prescribed in the AML Act); and
- ensure that to the best of my knowledge and the knowledge of my Representatives, all statements and information contained in an Application are true in all material respects and may be relied upon by Bluebay.

During the term of this agreement and for a period of seven years after, I will retain all documents and other materials relating to the introduction of Applicants and Loans to Bluebay in such form as is accepted as standard practice in the finance broking industry.

By completing this application I confirm that I am and will continue to be a member of an ASIC approved External Dispute Resolution (EDR) scheme for at least one year after termination of this agreement.

By completing this application I confirm that I am a member of MFAA or FBAA and will continue to be a member for the term of this accreditation.

Signed

Date

 / /

11. Supporting Documents Checklist

Please ensure the following items have been checked and included prior to sending (please check and cross each box).

- ☐ This **ACL Holder Accreditation Application Form** has been completed and signed. You are required to sign in section 10.
- ☐ A copy of your current Driver's Licence or Passport
- ☐ A copy of your MFAA or FBAA membership certificate
- ☐ A copy of your EDR membership certificate
- ☐ A copy of your Professional Indemnity certificate (min \$2m)
- ☐ A copy of your current Australian Credit Licence