

Commercial Broker Application Form

Thank you for your application request to become commercially accredited with Bendigo Bank.

If approved, your accreditation will allow you to lodge commercial deals with Bendigo Bank through your Aggregator while your accreditation remains valid. It does not constitute a separate commercial agreement.

Each application you lodge is subject to assessment. Bendigo Bank may, in its absolute discretion refuse to approve your application.

Please do the following:

- Attach all relevant supporting documents
- Complete each section of the form clearly (typed or printed)
- Once completed and signed, please have your Aggregator sign in support of your Application. After the Aggregator signs the Application, email it with all supporting documents to your Bendigo Bank Commercial Business Development Manager.

SECTION A – APPLICANT DETAILS

Submitting your application

Complete and forward this application to your Aggregator for signoff, then submit with supporting documents to your Bendigo Business Development Manager (BDM). If you have any queries regarding this application, please contact your BDM.

TO BE COMPLETED BY COMPANY/INDIVIDUAL APPLYING FOR ACCREDITATION AS A COMMERCIAL BROKER

I am applying for accreditation as a ☐ Company/Partnership ☐ Individual Sole Trader

Aggregator Details

Name of applicant's Aggregator:

Applicant Details

Business Name:

Trading Name:

ABN

ACN

Contact Person

Name

Position

Email

Director/s name & DOB

Title

Legal Name

Date of Birth

Title

Surname

First Name

Date of Birth

Middle Name/s

Preferred name (if applicable)

Company

Position

Contact Details

Street Address

City/Suburb

State

Postcode

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Postal Address

City/Suburb

State

Postcode

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Phone

Mobile

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Fax

Website

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Email

SECTION B – APPLICANT ACCREDITATION

Existing Bendigo and Adelaide Bank Accreditation Details

Do you/your company hold a current Mortgages Accreditation with Bendigo or Adelaide Bank?

☐

Yes

☐

No

If yes, accreditation number:

Australian Credit License

Please advise if you will operate under the Aggregators ACL or your own:

ACL Number

ACR Number

☐

Aggregator ACL

☐

Applicant ACL (please provide a copy)

Professional Indemnity Insurance

Please provide details of current PI Insurance

Insurer Name

PI Expiry Date

Amount insured for

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Policy holder name

Are you a director or employee of policy holder?

☐

Yes

☐

No

Industry Body Membership

Please provide details of Industry Body membership and provide a copy of the certificate

Industry Body Name

Member Number

Referee Details

Please provide two referees

Name of External Referee

Company

Position

Phone

Email

Name of External Referee

Company

Position

Phone

Email

Declaration to be completed by the Applicant

Have you (please tick relevant box) been involved in any of the following:

1. In the last 10 years have you been employed by Bendigo Bank or a related company/subsidiary? If yes, please advise name, the area/department, year of employment termination and reason for leaving:

☐

Yes

☐

No

2. In the last 10 years within Australia or overseas have you been declared a bankrupt or are you presently an un-discharged bankrupt or do you have any such action pending? If yes, please advise:

☐

Yes

☐

No

3. In the last 10 years within Australia or overseas, have you been charged for, or committed an offence of dishonesty, fraud or similar? Do you have any charges pending involving fraud or dishonesty? If yes, please advise:

☐

Yes

☐

No

4. In the last 10 years have you been subject to an investigation by ASIC or any other regulatory or official Body or are you currently subject to an investigation by any of these bodies? If yes, please advise:

☐

Yes

☐

No

5. In the last 10 years has your accreditation been cancelled or suspended by a Lender, Mortgage Manager or a Mortgage Insurer, other than for volume reasons, or have you had your membership of an aggregator or franchise group terminated? Is any similar action pending against you? If yes, please advise:

☐

Yes

☐

No

6. In the last 10 years have you been refused membership or been subject to disciplinary proceedings or banned, disqualified or expelled by a statutory, professional or any other body in respect of your professional capacity or any other Bodies in respect of your professional capacity? Do you have any such action currently pending? If yes, please advise:

☐

Yes

☐

No

7. In the last 10 years have you ever had your Professional Indemnity Insurance refused, or had any past, present or pending claim made against your Professional Indemnity Insurance under which you operate in relation to advice you have provided? If yes, please advise:

☐

Yes

☐

No

SECTION C – BROKER EXPERIENCE

Commercial Experience & Background (including any industry specialisation), please advise:

Please advise the number of commercial transactions and \$ amount you have settled with banks in the last 12 months:

No of deals settled:

\$ volume settled:

SECTION D – CHECKLIST

Supporting documentation checklist

Please ensure ALL of the following documents are attached::

		Attached?
1	Identification – Two (2) forms of identification with at least one being a Primary Source: Primary Source: Passport or Driver's license Secondary Source: Any other ID – eg Medicare card, credit card	☐
2	National Police Check From an ACIC accredited broker (www.acic.gov.au). To be no more than 90 days old	☐
3	Current MFAA/FBAA membership certificate	☐
4	Current Professional Indemnity (PI) Insurance cover Please ensure the certificate is current and shows the amount you are covered for	☐
5	Current Australian Financial Complaints Authority (AFCA) membership Please ensure the certificate or proof of membership is current	☐
6	Australian Credit Licence or authorisation as a Credit Representative from a licensee Please provide a copy of your current Australian Credit Licence or if you do not hold an ACL, please provide a copy of your Credit Representative Number	☐
7	Do you hold a cert IV Mortgage Broking?	Yes ☐ No ☐
8	Do you hold a Diploma of Financial Services?	Yes ☐ No ☐

SECTION E – COMMERCIAL BROKER ACCREDITATION ASSESSMENT

Please complete the below assessment for Commercial Finance accreditation with Bendigo Bank.

Note: Answer all questions by selecting the most appropriate answer. The pass rate requires 8 or more questions to be answered correctly:

- Do accredited Bendigo Bank Commercial brokers approve loans on Bendigo Bank's behalf?
☐ True ☐ False
- In submitting a business application request to Bendigo Bank which duties are performed by an Accredited Commercial broker in the Application Process?
☐ a) Meet with the client and understand their funding needs
☐ b) Assist in the completion of the application form
☐ c) Provide a summary of the transaction including background on borrower, funding purpose, serviceability etc
☐ d) Provide supporting documentation (i.e. financials, cash flow forecast, loan statements etc)
☐ e) All of the above
- Which of the following statements is true with regards to the interest rate on a Bendigo Bank term loan?
☐ a) It can be fixed for up to 10 years
☐ b) It is calculated daily and charged monthly in arrears
☐ c) Charging frequencies can be monthly, quarterly or half yearly
☐ d) All of the above

4. Which product best suits a business's day to day cashflow requirements?
- ☐ a) Overdraft facility
 - ☐ b) Debtor Finance facility
 - ☐ c) Term Loan facility
5. What is Bendigo Bank's standard Loan to Valuation Ratio (LVR) on Commercial property on a Principal and Interest repayment and Interest Only repayment?
- ☐ a) 60%/65%
 - ☐ b) 65%/70%
 - ☐ c) 70%/65%
 - ☐ d) 75%/70%
 - ☐ e) 80%/75%
6. Bob runs a printing business and requires finance to purchase the commercial property he is operating his business from, he also advises he is seeking funding for a new printing machine and would like a standby facility to assist with his business's day to day cashflow. Bob has also advised he would be willing to refinance his residential property over to help secure his funding request. Which Bendigo Bank products would you recommend?
- ☐ a) Term Loan facility
 - ☐ b) Overdraft facility
 - ☐ c) Equipment Finance facility
 - ☐ d) Home Loan facility
 - ☐ e) All of the Above
7. Who is responsible for engaging the services of a valuer to perform valuations of property security?
- ☐ a) The Broker
 - ☐ b) The designated Bendigo Broker Banker
 - ☐ c) The Bendigo Bank BDM
 - ☐ d) The client
8. How many years of financial statements does Bendigo Bank need when assessing a loan application?
- ☐ a) 5 years
 - ☐ b) 3 years
 - ☐ c) 2 years
 - ☐ d) 1 year
9. Why does Bendigo Bank require the past 12 months Bank Statements for a refinance?
- ☐ a) To determine the average account balance
 - ☐ b) To view account conduct
 - ☐ c) To see if the client has split banking relationships
 - ☐ d) APRA requirement

SECTION F – PRIVACY POLICY AND PRIVACY STATEMENT

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.

We may collect information from you and from your Aggregator about you in order to receive applications from you and meet our business and regulatory requirements. This generally includes your personal details, contact details, and matters relating to your character, experience and knowledge. 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 this Agreement with you.

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 directly or through your Aggregator,
- 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.

How we may disclose your personal information

We may disclose your personal information if it is necessary to do so in the following circumstances:

- to your Aggregator to the extent necessary to properly administer your origination arrangement;
- 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.

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. You may also complain about how we manage personal information. We will respond to a complaint following our internal dispute resolution process. You can find out about our complaints management process, the countries we may disclose personal information and other information in our privacy policy at [www.XXX]

Your authority to us

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

SECTION G – BROKER ACKNOWLEDGEMENT

TO BE COMPLETED BY THE COMMERCIAL BROKER APPLICANT

I hereby certify the following:

- ☐ All information provided in this application is true and correct, and I will notify Bendigo Bank Limited if any declaration or material information changes.
- ☐ If I have been previously employed by Bendigo Bank Limited and/or its related companies (including subsidiaries), I authorise the access of my past employee records to assist assessment of this application.
- ☐ I confirm that I have seen, and agree to comply with the terms of the Commercial Broker Agreement between my Aggregator and Bendigo Bank Limited
- ☐ I acknowledge that I am only authorised to refer or submit loan applications that I am directly involved in. Under no circumstances I will submit or refer loan applications on behalf of other brokers using my accreditation ID number.
- ☐ I have never been banned from engaging in a credit activity under a law of a state or territory (whether as a result of a licence or registration being suspended or cancelled, or as a result of injunctions or other orders of a court); had a credit licence cancelled or suspended, been subject to a banning order under the National Credit Act or the Corporations Act or been disqualified from managing Corporations.

Name

Signature:

Date:

CONFIRMATION BY AN AUTHORISED REPRESENTATIVE OF THE AGGREGATOR WHO HOLDS A COMMERCIAL BROKER AGREEMENT WITH BENDIGO AND ADELAIDE BANK LIMITED

1. I confirm the above-mentioned applicant is associated with
and has completed all necessary accreditation as stipulated by Bendigo Bank Limited.
2. I will inform Bendigo Bank Limited immediately if the above-mentioned individual/company is no longer associated with
so that the allocated Broker ID number may be deactivated.

Aggregator Company

Authorised Company Representative Position/Title

Aggregator Number

Contact Phone Number

	Yes	No
I confirm the identity of the above applicant and support their accreditation	☐	☐
I am satisfied that the applicant has the required commercial expertise and ability to introduce business opportunities o Bendigo Bank	☐	☐
All parties named within the application hold a Current National Police check	☐	☐
As the authorised company representative, I do hereby agree that the information on the application is true and correct	☐	☐
I confirm the PI Insurance cover of the applicant company/individual will cover the nominee, named within this application, or that the approved Aggregator company named above has confirmed the broker member has adequate & ongoing PI insurance cover	☐	☐

Signature:

Date:

BENDIGO AND ADELAIDE BANK LIMITED INTERNAL USE ONLY

- I have confirmed this request form has been completed in full and the information provided is correct
- I have contacted/met the applicant and am satisfied they meet the requirements of holding a Bendigo Bank Broker accreditation. I have explained the minimum requirements for annual business lending settlements.
- I support this request

Commercial Finance – is assessment satisfactory?

Yes

☐

No

☐

Business Development Manager (BDM) sign-off

Name

Signature

Date

ADM No

Head of Commercial Broker sign-off

Name

Signature

Date

ADM No

Broker Desk sign-off

Entered into Commission system?

Yes

☐

No

☐

Entered into CMQ?

Yes

☐

No

☐

Brokers ID

Name

Signature

Date

ADM No