



# APPLICATION TO CHANGE INDIVIDUAL MEMBERSHIP TO COVER A BUSINESS

(where the business is a registered business, company, corporation or partnership)

## Your current Member Details:

Member Name: .....

Member Number: .....

Expiry Date: .....

## To make the change, please complete the following steps:

1. Collect evidence to support the application
2. Complete the application form
3. Refer to Important Information for loan writing and mortgage management businesses dealing directly with the public (where applicable)
4. Keep a copy of the application and email it to [membership@mfaa.com.au](mailto:membership@mfaa.com.au) or post to: MFAA Membership, GPO Box 144 Sydney, NSW, 2001

**Note:** All applications are subject to assessment. The MFAA may, in its absolute discretion, refuse to approve an application. Appeals against rejected applications may be made by applicants under the MFAA Disciplinary Rules.

# STEP 1

## Evidence to support your application

Applications that are incomplete or are without appropriate evidence attached **WILL NOT** be processed and will be returned to you.

*Please ensure that you have supplied the following:*

1. A copy of the current AFCA (Australian Financial Complaints Authority) membership certificate for the business
2. A copy of the Professional Indemnity (PI) Insurance certificate for the business showing that the business is covered for not less than \$2 million for any one claim and \$2 million in the aggregate. The policy should also have at least 12 months' 'run-off' cover.
3. A copy of a National Criminal History Record Check (no older than 3 months) for each additional director, partner or principal (only where they are directly engaged in the broking part of the business) if they do not already hold MFAA Membership
4. A copy of a photo Identification Document (eg driver's licence or passport) for each additional director, partner or principal (only where they are directly engaged in the broking part of the business) if they do not already hold MFAA Membership
5. A copy of a Credit Report for each additional director, partner or principal (only where they are directly engaged in the broking part of the business) if they do not already hold MFAA Membership

# STEP 2

## Complete application form: Business details

Tick  which category of membership you are applying for. The applicable business membership fee will apply at the next renewal of membership.

Membership Category	Tick applicable category and provide information as requested
<b>Broking business or a mortgage management business dealing directly with the public</b>	<input type="checkbox"/> <input type="checkbox"/> Number of loan writers employed by, or contracted to, the business _____
<b>Mortgage management business not dealing directly with the public</b> Your fee is based on the number of employees and representatives	<input type="checkbox"/> 1 to 5 employees/representatives <input type="checkbox"/> 6-15 employees/representatives <input type="checkbox"/> 16+ employees/representatives

ABN: ..... ACN: .....

Business Name: .....

Legal Entity: .....

Street Address: .....

Suburb: ..... State: ..... P/code: .....

Email: .....

Do you want consumers to be able to search for the business on MFAA websites?  Yes  No

Tick  the option applicable to you:

If you are an ACL Holder, provide your ACL number: .....

If you are a Representative (employee or director) of an ACL Holder, provide the ACL number:  
.....

If you are appointed as a Credit Representative (CR) of an ACL Holder, provide the ACL number  
..... and your CR number: .....

You are not engaged in consumer credit activities.

# STEP 3.

## Business contact details (person)

Must be completed and signed by all directors, partners and principals who are involved with loan writing in the business. Copy pages 5 - 7 for each additional person to complete

Last Name: ..... Title: .....

First Name: .....

Position:  Sole director  Director  Partner  Other (please state) .....

Address: (if different from Address in Step 2): .....

Suburb: ..... State: ..... P/code: .....

Business phone: ..... Email: .....

Mobile: ..... Date of birth: ...../...../.....

### NOMINATED REPRESENTATIVE

*The nominated representative will be the main point of contact in the business and is responsible for signing the annual membership declaration, as well as voting in elections.*

Tick  if this person is the nominated representative.

*One director, partner or principal who is an MFAA Accredited Broker may attach his or her self to the business membership at no additional fee.*

Tick  if this person is an MFAA Accredited Broker attaching his or her self to this business membership.

# STEP 4

## Declaration

Have you:

- (i) had an Industry or Business Licence issued by a Proper Authority either refused, suspended, withdrawn, cancelled or been subject to a banning order, or do you have any of these actions pending or have you surrendered such a licence?  Yes  No
- (ii) had any Commonwealth, State or Territory enforcement agency, including the police, ASIC and the ACCC, that has taken any enforcement action against you alleging that you have been involved, directly or indirectly, in conduct that may be in breach of the law relating to drug trafficking, violence, fraud or dishonesty? If so, please give details and in particular what was the result of those allegations?  Yes  No
- (iii) been convicted of, or found to have committed, an offence concerning drug trafficking, violence, fraud or dishonesty or an offence for which the maximum penalty is imprisonment for a term exceeding 6 months or do you have a charge pending involving any of those offences?  Yes  No
- (iv) been subject to any investigation by ASIC or by any other regulatory body as an individual or as an Owner, Director or Partner in relation to any aspect of a business, or are you currently subject of such an investigation?  Yes  No
- (v) been a Director of a company, or a Partner of a firm, that has entered into voluntary liquidation or to which a Receiver, Provisional Liquidator, Liquidator, Scheme Manager, Administrator or an Official Manager has been appointed while you were a Director, or Partner, or within six months after you ceased to be a Director, or Partner, or do you have any such action pending?  Yes  No
- (vi) been bankrupt or are you presently an un-discharged bankrupt, subject to a Personal Insolvency Agreement, Deed of Arrangement, entered into a Compromise or similar agreement, or do you have any such action pending?  Yes  No
- (vii) been subject to disciplinary proceedings or banned or disqualified or expelled or refused membership of a statutory, professional or other body in respect of your professional capacity or on any other ground, or is any such refusal pending?  Yes  No
- (viii) been dismissed or had any proper authority including any licence withdrawn on ethical or legal grounds, or are any such disciplinary proceedings pending?  Yes  No
- (ix) had any past, present or pending claim made against your Professional Indemnity Insurance under which you operate in relation to advice you have tendered?  Yes  No
- (x) been refused Professional Indemnity Insurance?  Yes  No
- (xi) been denied accreditation by a Lender, Mortgage Manager, Mortgage Insurer, or Deposit Bond Provider?  Yes  No
- (xii) had your accreditation cancelled or suspended by a Lender, Mortgage Manager, Mortgage Insurer or Deposit Bond Provider, other than for volume reasons, or had your membership of an aggregator or franchise group terminated, or is similar action pending against you?  Yes  No
- (xiii) been known by any other name (for natural persons)?  Yes  No

- (xiv) been a defendant or respondent in a civil action which includes, but is not limited to, any lawsuit, arbitration, conciliation or mediation, relating to your professional, business or personal conduct?  Yes  No
- (xv) had your employment terminated for disciplinary reasons?  Yes  No
- (xvi) any information not already provided to the MFAA about which it should be aware?  Yes  No

**If you answered 'yes' to any of these questions, please provide details on a separate sheet.**

## Declaration cont.

### Privacy and compliance declaration

In order for this application to continue, you will need to make a declaration as follows and agree to the terms shown below.

I declare that I am aware of the MFAA Constitution, Code of Practice and Disciplinary Rules (available on the MFAA website at [www.mfaa.com.au](http://www.mfaa.com.au)) and other relevant membership compliance obligations including laws relevant to my occupation.

I agree to the MFAA collecting, using and disclosing my information as specified below and in the MFAA's Privacy Policy and upon acceptance by the MFAA that I am contractually obligated, as an MFAA member, to abide by:

- the MFAA Constitution;
- the MFAA Code of Practice and associated governance documents;
- the MFAA Disciplinary Rules;
- the AFCA (The Australian Financial Complaints Authority) rules, and if applicable, the rules of any other External Dispute Resolution (EDR) Schemes approved by ASIC, of which I am a member.

I hereby authorise any employer, aggregator, lender, or other entity with whom I do business to provide the MFAA with information about my activities including information that I may have engaged in misconduct relating to the law or to the MFAA's Constitution, Code of Practice, Disciplinary Rules or other governance documents. This authority applies to any business to which my personal membership attaches.

I note that the MFAA's Privacy Policy allows it to disclose personal information to other businesses in accordance with the MFAA Constitution, Code of Practice, or Disciplinary Rules and will disclose the membership status of my individual or business membership to lenders and aggregators and members of the public upon request. In addition, I am aware that lists of ceased and terminated members may be sent to members, aggregators and lenders. This information is limited to my member number, name, business name, status and expiry date of membership.

If you do not provide the information we may be unable to process your application for membership or provide you with other membership services.

MFAA membership is held for a 12 month period, and once issued, cannot be refunded.

I declare that the information given in this application is complete, true and correct and I agree to the terms above and agree that the MFAA may collect, use and disclose my information as specified above.

Last Name: ..... First Name: .....

Signature:

Date: ...../...../.....

# STEP 5

## Email or post application to the MFAA

Please keep a copy of this application and email it to [membership@mfaa.com.au](mailto:membership@mfaa.com.au) or post to:  
MFAA Membership, GPO Box 144 Sydney, NSW, 2001