

For any enquiries please contact us by email: [brokeraccreditation@bankvic.com.au](mailto:brokeraccreditation@bankvic.com.au)

## Broker accreditation steps

- Step 1** Ensure your Aggregator has an agreement with BankVic
- Step 2** Complete the Broker Accreditation Form and send to Aggregator who will complete section 2 and email to [brokeraccreditations@bankvic.com.au](mailto:brokeraccreditations@bankvic.com.au)
- Step 3** We will process your application and send an email to welcome you to BankVic with your broker code and information to get you started submitting applications.

## Section 1.

### Broker. Please complete your details

Title	<input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/> Mx <input type="checkbox"/> Other	<input type="text"/>
Surname	<input type="text"/>	First name/s <input type="text"/>
Middle name/s	<input type="text"/>	Preferred name (if applicable) <input type="text"/>
Email address	<input type="text"/>	Date of birth <input type="text"/> / <input type="text"/> / <input type="text"/>
Home Address	<input type="text"/>	
Postcode	<input type="text"/>	

### Licensing/Registration Details. Please select from the 3 options and provide details

<input type="checkbox"/> 1. I am a Credit Representative (CR) of a holder of an Australian Credit Licence (ACL)		
ACL Registered Name	<input type="text"/>	ACL Number <input type="text"/>
Your Name	<input type="text"/>	CR Number <input type="text"/>
<input type="checkbox"/> 2. I have been issued with an ACL		
ACL Registered Name	<input type="text"/>	ACL Number <input type="text"/>
<input type="checkbox"/> 3. I am an employee/director of a holder of an ACL		
ACL Registered Name	<input type="text"/>	ACL Number <input type="text"/>

### Broker Business Details.

Aggregation Group	<input type="text"/>	Business/Company Mailing Address (if different) <input type="text"/>
Business/Broker group Name	<input type="text"/>	Postcode <input type="text"/>
Number of Brokers in group	<input type="text"/>	Primary Business Activity (eg solicitor, accountant, mortgage broker): <input type="text"/>
Business/Company Address	<input type="text"/>	
Postcode	<input type="text"/>	

## Broker declarations.

1. I confirm that the information provided in this application is complete and correct.
2. I acknowledge and accept the matters set out in the Privacy Statement.
3. I understand that I am responsible to promptly inform BankVic if there are any changes to my status as a credit licensee or as a director, employee or credit representative of a credit licensee.
4. I declare that (select which is applicable):  
 a. I have never been bankrupt or made arrangements with creditors under bankruptcy legislation.  
 b. I have been a discharged bankrupt for more than 10 years and there are no current adverse findings on my credit file.
5. I consent to receive any notice or other communication relating to my accreditation with BankVic at the email address nominated in this application (or at another address that I subsequently nominate to the bank).
6. I acknowledge that if BankVic terminates my accreditation on the grounds that I am suspected to have acted dishonestly or fraudulently, BankVic may report full details of the reasons for the termination, including copies of relevant documents, after the fact of termination, to an approved industry association and I will not hold the bank liable for reporting that action.
7. I declare that I am a member of MFAA or FBAA, have current Professional Indemnity Insurance and am and will continue to be a member of an ASIC approved EDR scheme.
8. I understand that my accreditation with BankVic begins on the day that I receive my Broker Identification Number.
9. I agree to supply BankVic with any information BankVic may request from time to time to confirm that I meet accreditation requirements.

## Privacy Statement.

### Why we collect and use your personal information

**Police Financial Services Limited trading as BankVic ACN 087 651 661** (we, us, our) collects, uses, and discloses personal information about you for the primary purpose for which it was collected, to assess your application for broker accreditation and to manage our relationship with you.

We may also use your information for reasonably expected and related secondary purposes.

### Information we collect, use, and disclose

We collect, use, and disclose your personal information before, during and after we provide broker accreditation to you.

We may be required by some laws to obtain certain information from you before we can enter into an arrangement with you e.g. laws relating to the National Consumer Credit Protection Act.

If you do not provide us the personal information we require, we may not be able to enter into an arrangement with you.

### Disclosure of your personal information

In order to assess your accreditation and manage our relationship with you, we may disclose your personal information to:

- external service providers, such as organisations which we use to verify your identity, payment systems operators, printing and mailing houses, research consultants, and information technology providers;
- our professional advisors, such as lawyers, accountants, and auditors;
- state or territory authorities that give assistance to facilitate the provision of home loans to individuals;
- other credit providers and their professional advisors;
- obtain a consumer and/or commercial credit report or trade reference about you from a credit reporting body;
- your representative, for example, another mortgage broker, financial advisor, lawyer, attorney, and any other person authorised by you;
- your Aggregator; and
- government and regulatory authorities, if required or authorised by law.

### Disclosure Overseas

We do not disclose your personal information overseas, however, our third-party service providers may. If we do disclose your personal information outside Australia, we will only do this in compliance with our Privacy Policy.

### Third parties' personal information

If you provide us with information about another individual, such as a referee, you confirm that you are authorised to do so and agree to advise the individual of who we are, how to contact us, that we will use and disclose their personal information for the purposes in this privacy collection notice, that they are entitled to gain access to their information, and how they can obtain a copy of our Privacy Policy.

### Marketing

We may use your personal information even if you are on the Do Not Call Register, to keep you informed about our products and services and those of third parties, unless you instruct us not to.

### Security of personal information

We take reasonable steps to protect the personal information we hold about you from misuse, interference, loss, and unauthorised access, modification, or disclosure.

### Privacy Policy

Our Privacy Policy, which provides further information on how we manage your personal information, is available on request by calling 13 63 73 or at bankvic.com.au. It sets out how you can access and seek correction to your personal information along with how you can make a complaint about a breach of the Privacy Act, and how we deal with complaints.

Broker name

Broker signature

Date

## Section 2. Aggregator declaration.

### Aggregator

1. We confirm that the Applicant is affiliated under our Aggregation.
2. We confirm that the Applicant has appropriate policies, procedures to comply with obligations under the National Consumer Credit Protection Act, including Responsible Lending and AML/CTF Act.
3. We confirm that the applicant has received training and accreditation in relation to all applicable policies and procedures.
4. We confirm that the information provided in section 1 of this application is true and correct.
5. We agree to supply BankVic with any information BankVic may request from time to time to confirm that the Applicant meets accreditation requirements outlined by BankVic.
6. We confirm that the Applicant:
  - has current professional indemnity insurance,
  - is a member of an ASIC approved external dispute resolution scheme,
  - has satisfactorily completed Police, Credit and Reference checks in last 5 years, and
  - is a current member of MFAA or FBAA.
7. We acknowledge that we are responsible for:
  - the Applicant's conduct, remuneration, currency of licensing status, professional indemnity insurance, external dispute resolution scheme, CPD training; and promptly informing BankVic if there is any change to the Applicant's licensing/registration status.

Aggregator authorised officer name

Signature

Date

**NOTE: Person signing must be a director or an authorised signatory whose details have previously been provided to BankVic**

## Section 3. To be completed by a delegated accreditation officer of BankVic.

Please tick to verify completion:

- |  |  |
|--|--|
| <input type="checkbox"/> Broker Accreditation Application complete | <input type="checkbox"/> ASIC search completed to verify ACL/CR Number                                   |
| <input type="checkbox"/> Broker declaration signed                 | <input type="checkbox"/> Broker database updated   |
| <input type="checkbox"/> Aggregation group confirmed               | <input type="checkbox"/> Email sent to broker and Aggregator with BankVic Broker Number and welcome pack |
| <input type="checkbox"/> Aggregator declaration signed             | <input type="checkbox"/> Broker identification number generated  |

Comments:

**IMPORTANT: A Broker ID number should not be issued until the above requirements have been satisfied.**

Broker name:

Broker ID number  
number allocated:

BankVic authorised  
officer name:

Signature:

Date: