



Member Accreditation Application

To qualify for consideration of Membership with PLAN Australia, applicants (or in the case of an application by a corporate entity, the principal loan writer) must have at least 2 years experience in lending or finance broking in Australia.

PLAN Australia Membership also requires the completion of minimum industry education (Certificate or Diploma) by all new and existing Members and their Loan Consultants. This education/qualification must be completed by no later than 12 months after you sign the PLAN Australia Membership Agreement. *(Members or Consultants with less than two years industry experience within the last 5 years must complete this qualification within 6 months of gaining accreditation with PLAN Australia).*

- Completed form(s) and supporting accreditation documentation should be returned to your State Manager or Business Development Manager. No offer of membership will be made until the application process has been completed to the satisfaction of PLAN Australia.
- Company/Partnership applicants – Please complete a separate form for each Director/Partner.
- Please retain the PLAN Australia Privacy Statement for your records.
- Once your application is accepted you must complete the PLAN Australia Induction Course prior to any commission payments being made to you.

OFFICE USE ONLY

Applicant approved.

State Representative Name	Date
Portfolio Owner	



Application Form

Please complete separate form for each Company Director/Business Partner, if applicable. *Please print.*

Business/Trading Name:	
Company Name:	
ACN Number:	
ABN Number:	
Directors'/Partners' Names (if not a Sole Trader):	
Full Name:	
Position:	
Address:	
Postal Address:	
Telephone No:	()
Mobile No:	
Facsimile No:	()
Email Address:	
BRIEF RESUME: If insufficient space, please attach list.	
Previous Employers & Length of Service (last 5 years)	1.
	2.
	3.
Descriptions of Positions Held	1.
	2.
	3.

Please provide contact details of three referees with whom we may confirm your lending experience and skill. We suggest that your referees should be Lender Relationship Managers or Credit Managers. Should you be unable to provide three referees from lending backgrounds, please make up with character referees who hold positions of authority.

Name of Referee:

Employer & Position Held:

Telephone Number:

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()

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()

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

No

Yes - If yes, please attach full details.

Have you ever been found guilty of an offence involving fraud, dishonesty, drug trafficking or violence?

No

Yes - If yes, please attach full details.

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 under any enactment of any State or Territory of Australia?

No

Yes - If yes, please attach full details.

Have you ever had a Lender or Originator or Industry Association decline or withdraw your accreditation or membership?

No

Yes - If yes, please attach full details.

Have you ever carried on any other occupation, profession or business that is regulated under any enactment of any State or Territory of Australia and had your licence, registration or permission to carry on that occupation, profession or business suspended or cancelled, or have you been disqualified from carrying on that occupation, profession or business?

No

Yes - If yes, please attach full details.

Current Lender Accreditations Held by Member:

Lender	Accreditation Held		Accreditation No.
	Yes	No	
Adelaide Bank	<input type="checkbox"/>	<input type="checkbox"/>	
AMP	<input type="checkbox"/>	<input type="checkbox"/>	
ANZ	<input type="checkbox"/>	<input type="checkbox"/>	
Australian Central (SA/NT)	<input type="checkbox"/>	<input type="checkbox"/>	
BankWest	<input type="checkbox"/>	<input type="checkbox"/>	
Bluestone	<input type="checkbox"/>	<input type="checkbox"/>	
Bluestone Equity Release	<input type="checkbox"/>	<input type="checkbox"/>	
Citibank	<input type="checkbox"/>	<input type="checkbox"/>	
Commonwealth Bank	<input type="checkbox"/>	<input type="checkbox"/>	
Finance Now	<input type="checkbox"/>	<input type="checkbox"/>	
GE Money	<input type="checkbox"/>	<input type="checkbox"/>	
GE Money Wholesale (AFIG)	<input type="checkbox"/>	<input type="checkbox"/>	
- Myshare Home Loans	<input type="checkbox"/>	<input type="checkbox"/>	
Heritage	<input type="checkbox"/>	<input type="checkbox"/>	
Home Building Society (WA)	<input type="checkbox"/>	<input type="checkbox"/>	
HomeLoans Ltd	<input type="checkbox"/>	<input type="checkbox"/>	
HomeSide Lending	<input type="checkbox"/>	<input type="checkbox"/>	
IMB	<input type="checkbox"/>	<input type="checkbox"/>	
ING Bank	<input type="checkbox"/>	<input type="checkbox"/>	
Keystart (WA)	<input type="checkbox"/>	<input type="checkbox"/>	
La Trobe	<input type="checkbox"/>	<input type="checkbox"/>	
Liberty	<input type="checkbox"/>	<input type="checkbox"/>	
Macquarie	<input type="checkbox"/>	<input type="checkbox"/>	
Maxis	<input type="checkbox"/>	<input type="checkbox"/>	
NAB	<input type="checkbox"/>	<input type="checkbox"/>	
Newcastle Permanent BS (NSW/ACT)	<input type="checkbox"/>	<input type="checkbox"/>	
Over Fifty Group	<input type="checkbox"/>	<input type="checkbox"/>	
Pepper	<input type="checkbox"/>	<input type="checkbox"/>	
RAMS Home Loans	<input type="checkbox"/>	<input type="checkbox"/>	
Savings and Loans (SA/NT)	<input type="checkbox"/>	<input type="checkbox"/>	
St George/Bank SA	<input type="checkbox"/>	<input type="checkbox"/>	
Suncorp Metway	<input type="checkbox"/>	<input type="checkbox"/>	
The Rock	<input type="checkbox"/>	<input type="checkbox"/>	
Vision Equity	<input type="checkbox"/>	<input type="checkbox"/>	
Westpac	<input type="checkbox"/>	<input type="checkbox"/>	



BANK ACCOUNT DETAILS:

Upfront and Trail Commissions are paid directly to your bank account via direct bank transfer from the Trustee. Please advise the details for the account to which you would like commissions paid. Please note that upfront and trail commissions must be paid to the same account.

Bank:	
BSB Number:	
Account Number:	
Account held in the Name of:	

AUTHORISATION FOR OTHER PARTIES:

If you wish to authorise any of your staff members to sign notification forms on your behalf, or to be provided with reporting access, please contact your Business Development Manager for the appropriate form to be completed.

GST INFORMATION:

Is your Company/Business registered for GST?

No

Yes

If your Company/Business is not registered for GST, is your annual turnover less than \$50,000?

No

Yes

If your Company/Business is not registered for GST and your annual turnover is more than \$50,000, do you have an exemption letter from the ATO?

No

Yes

If yes, please provide a copy of your exemption letter.

DECLARATION BY APPLICANT:

I,

(Individual name, and company name if applicable) authorise Professional Lenders Association Network of Australia Pty Ltd ACN 086 490 833 trading as PLAN Australia ("PLAN Australia") to carry out reference checks or make any other enquiries PLAN Australia feels necessary in assessing this application for membership.

I confirm, agree, understand, acknowledge, represent and warrant that:

- a) membership of PLAN Australia is at the absolute discretion of PLAN Australia.
- b) should my application for PLAN Australia membership be successful, I am aware that my/our PLAN Australia membership is conditional until completion of either the Certificate IV in Financial Services (Finance/Mortgage Broking) or the Diploma of Financial Services (Finance/Mortgage Broking Management) within 12 months of signing the PLAN Australia Membership Agreement.
- c) I am fully aware of the legal requirements for Workers Compensation in the States/Territories in which I operate and have cover in place as and where required. Should my circumstances change, I will ensure that any legal requirement(s) are met for Workers Compensation in any State/Territory in which I operate.
- d) I would like to participate in sales awards campaigns. I understand that my sales results may be published and are reported by performance "band" and will not be individually specific.
 Tick here if you would like to opt out of sales awards campaigns.
- e) to the best of my knowledge and belief, all the information given in this form is true and correct.

Signature:

Date:

Full name:

Position held:

If executing on behalf of a company (eg Director/Secretary)

Checklist of documentation to support your membership application:

- Company/Business profile including full staff listing and additional office details
- Copies of Certificate(s) of Insurance as applicable:
 - Professional Indemnity Insurance – minimum cover of \$1million is required in **all** instances. Please note – Some lenders require minimum cover of \$2million for their accreditation.
 - Public Liability Insurance – minimum cover of \$5million is required if you operate from an office where you meet with clients. If all of your appointments are held away from your office (eg at your clients' homes), this is not required.
- Copy of Company Constitution or written confirmation from the Company Director(s) that the Company Constitution does not prohibit company from dealing in finance (if applicable).
- Copies of Certificate of Incorporation and/or Business Registration Certificate (if applicable).
- Copy of Trust Deed or written confirmation from the Trustee(s) that the Trustee(s) is/are not prohibited from dealing in finance (if applicable).
- Copy of Driver's Licence.
- Copy of State Police Check – for application forms and details please refer to

QLD	Any Police Station	NSW	www.police.nsw.gov.au
VIC	www.police.vic.gov.au	SA	Any Police Station
WA	www.police.wa.gov.au	ACT/NT	www.afp.gov.au

Or, for all states/territories - www.australianbackground.com.au
- www.myPoliceCheck.com.au

Police Check must have been issued within previous 3 months.

- Copy of MFAA Full Member certificate and AMC/CMC Statement of Attainment certificate (as applicable), or FBAA membership certificate. (Please note that accreditation with certain Lenders requires membership of a particular industry body)

Application forms for MFAA Membership can be found at www.mfaa.com.au.

Application forms for FBAA Membership can be found at www.financebrokers.com.au.

- Copy of COSL or BFSO or other ASIC approved external dispute resolution scheme membership certificate.
- Certified copy of minimum industry education qualification Certificate or Diploma (if already completed)
- Names and contact details for three referees with whom we may confirm your lending experience and skill.

Additional requirements for WA applicants only:

- Copy of current Finance Broker's Licence.
- Copy of Licence Restrictions (if any).

Additional requirements for ACT applicants only:

- Copy of current Registration Certificate.

Privacy Statement

From 21 December, 2001, PLAN Australia came within the private sector provisions of the Privacy Act 1988. In accordance with National Privacy Laws, this statement sets out in general terms how PLAN Australia handles personal information.

PLAN AUSTRALIA RESPECTS THE PRIVACY OF YOUR PERSONAL INFORMATION

USE AND DISCLOSURE OF PERSONAL INFORMATION

PLAN Australia maintains a database of its Members and their Loan Consultants, for the purpose of tracking and making payments of Members' and Loan Consultants' commissions. Details from this database may be released to relevant lending institutions, and to PLAN Australia's Trustee to administer the commission system.

PLAN Australia collects limited personal information about its Members' and their Loan Consultants' clients, in order to track and make payment of Members' and their Loan Consultants' commissions relating to those clients. In some cases, PLAN Australia collects limited personal information about its Members' and their Loan Consultants' Referrers and certain other third party business contacts, also in order to track and make payment of commissions. In some cases, PLAN Australia also collects limited personal information about its Members' and their Loan Consultants' administrative staff in order for those staff to be given access to loan lodgement and commission payments information as requested by the Member. Clients', Referrers', third party business contacts' and administrative staff's details are not generally disclosed outside PLAN Australia.

RIGHTS OF ACCESS

Any personal information held by PLAN Australia can be accessed in accordance with Principle 6 of the Privacy Act.

Because our members may hold more client personal information than is supplied to us, clients may in some cases be referred to the PLAN Australia member who dealt with the application.

To exercise your rights of access, for more information on how we handle personal information, or to make a complaint about a breach of privacy by PLAN Australia, please contact Julianne McKnight on phone (07) 3806 5591 or via email Julianne.McKnight@planaustralia.com.au.