

Broker Accreditation Application Agreement



INSTRUCTIONS

- A. The individual mortgage broker applying for accreditation is to complete sections 1 to 7 in full and sign section 9.
- B. The Aggregator representative is to complete section 8.

All completed accreditation forms must be submitted by the broker to sales.support@virginmoney.com.au who will arrange for aggregate approval. Upon completion of the accreditation process, Virgin Money will provide a Broker ID number and access to the Virgin Money Partner Portal.

If the Broker's accreditation application is accepted by Virgin Money (Australia) Pty Limited ABN 75 103 478 897 (Virgin Money), this form constitutes the agreement between Virgin Money and the Broker (identified at section 2).

SECTION 1 : REQUEST TYPE

Aggregator: AFG - Australian Finance Group Ltd

New Accreditation (You have not previously been accredited with Virgin Money Australia)

Have you ever had your accreditation declined or cancelled by Virgin Money Australia or another lender?

No Yes If Yes, provide details:

Aggregator Transfer (Where a broker has existing accreditation with Virgin Money Australia under one aggregator and is now changing to a new aggregator)

Previous Broker ID:

Previous Aggregator:

SECTION 2 : BROKER PERSONAL DETAILS

Mr Mrs Miss Ms Other

Given Names:

Surname:

Previous/Preferred Names:

Residential Address (no PO Box):

State:

Postcode:

Date of Birth: / /

ABN:

Business/Company Name:

Business/Company Address (no PO box):

State:

Postcode:

Postal Address - Business/Company (if different from above):

State:

Postcode:

Email:

Business Phone:

Note: Please complete all contact details in full.

Business Fax:

Business Mobile:

No Yes Have you ever been an employee of the credit provider, Bank of Queensland Limited or its group of companies (including Virgin Money, St Andrews, BOQ Finance and BOQ Specialist)?

If yes, please state which area/department/branch, year of termination and reason for leaving?

No Yes Have you ever had a referral relationship with the credit provider, Bank of Queensland Limited, or its group of companies (including Virgin Money, St Andrews, BOQ Finance and BOQ Specialist)?
If yes, please state which area/department/branch that you were referring business.

SECTION 3 : LICENSING

National Consumer Credit Protection Act 2009 (NCCP) licensing requirements for Mortgage Brokers. From 1 January 2011 brokers may only engage in credit activities as defined by section 6 of the NCCP if they:

1. Are a licensee that has been issued with an Australian Credit Licence (ACL) or
2. Have been appointed as an authorised Credit Representative by a Licensee that has been issued with an ACL, or
3. Are an employee or director of a Licensee that has been issued with an ACL

Please mark the box that is applicable:

Broker is an Australian Credit Licence ACL holder: ACL Number:

Broker is an authorised credit representative CRN Number:
Full name of Australia Credit Licence ACL holder:

ACL Number:

Broker is a director or employee of the Australian Credit Licence ACL holder
Full name of Australia Credit Licence ACL holder:

ACL Number:

SECTION 4 : DECLARATIONS

The Broker declares that it is currently a member of one of the ASIC approved External Dispute Resolution (EDR) schemes below and encloses a certificate of membership with the EDR service with this form:

Financial Ombudsman Service (FOS) Credit and Investment Ombudsman (CIO)
Membership number: Membership number:

The broker declares that it is currently a member of one of the following industry body associations:

Mortgage and Finance Association of Australia MFAA Membership Number:
 Finance Brokers Association of Australia FBAA Membership Number:

Do you maintain Professional Indemnity insurance that covers you for liabilities arising from origination of loans, as applicable and other business activities with a sum insured of at least \$2M in any one claim and \$4M in the aggregate?

Yes No If Yes - Please provide the following details:

Insurer: Policy Number:

Insurance includes "run off cover": Yes No

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

Yes No If Yes - Please provide details on the next page

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

Yes No If Yes - Please provide details on the next page

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 on the next page

Have you ever had an Industry Association decline any membership application or withdraw your/their accreditation or membership?

Yes No If Yes - Please provide details on the next page

SECTION 4 : DECLARATIONS CONTINUED

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/their licence, registration or permission to carry on that occupation, profession or business suspended or cancelled, or you/they have been disqualified from carrying on that occupation, profession or business?

Yes No If Yes – Please provide details below

Enter any details from previous points here:

SECTION 5 : LEAD GENERATION

Consumers can use our 'Find a Broker' tool to search for accredited Virgin Money Partners in their chosen location and request an appointment to discuss their home loan requirements.

Do you wish to participate in our Find a Broker lead generation program?

Yes, I wish to participate in the Find a Broker program.

If you elect to participate, please provide a short description about you and/or your consumer proposition to help us describe you to prospective customers. Use the field below to provide your description (max 140 characters):

No, I do not want prospective clients to find me through Virgin Money's Find a Broker tool.

We reserve the right to make the find a broker tool available at our discretion.

We reserve the right to edit your find a broker description.

Linkedin contact details:

SECTION 6 : 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 Virgin Money (Australia) Pty Limited ABN 75 103 478 897 and the credit provider, Bank of Queensland Limited ABN 32 009 656 740 (together "we", "us" or "our") use personal information provided about you. Please read the following carefully as it sets out how we may use information about you. You need not give us any of the personal information requested in the Mortgage Broker Application form or any other document or communication relating to the application. However, without this information, we may not be able to appoint you as a Mortgage Broker.

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.

How we may use your personal information

We use your personal information to:

- Assess whether to accept your Mortgage Broker Application form,
- Administer and manage our relationship with you,
- 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 or any member of the BOQ group which we consider may be of value or interest to your clients unless you tell us not to.

Our right to disclose your personal information

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

- 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 Mortgage Broker Application 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,
- To your aggregator.

Some of the parties with which we exchange your personal information, including our service providers and other third parties listed above, may be located outside Australia in countries including New Zealand, the Philippines, India, the United States of America and Singapore.

Access and Correction of Personal Information

You have the right to access or seek correction of the personal information we hold about you. Please refer to our Privacy Policy for further information in relation to applying for access or correction of your personal information, or in relation to our complaints handling process. A charge may apply for requesting access to your personal information.

To obtain a copy of our respective Privacy Policies, or contact to us in relation to further information on our handling of personal information or credit information, please contact your designated Virgin Money Business Development Manager.

Your authority to us

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

SECTION 7 : BROKER ACCREDITATION AGREEMENT TERMS

1. The Broker declares that the information provided in this Broker Accreditation Application form is true and correct. The Broker applies to be appointed as a Broker for Virgin Money (Australia) Pty Limited ABN 75 103 478 897 (Virgin Money), BOQ and such other BOQ entities notified to the Broker by Virgin Money or BOQ from time to time (BOQ Group) for the purposes of the AFG Aggregator Agreement on the terms of this Broker Accreditation Agreement set out in this Broker Accreditation Application. The Broker acknowledges that its appointment as a Broker is not effective unless and until Virgin Money's acceptance of its application is communicated to the Broker.
2. The Broker further acknowledges and agrees that additional accreditation may be required by particular entities within the BOQ Group in order for the Broker to provide specific products. Such accreditation requirements will be notified to the Broker by the relevant BOQ Group entity as necessary.
3. The Broker must undertake all training and development requirement required to maintain any registration or licence required by law and as reasonably required by Virgin Money or the relevant BOQ Group entity and advised in writing to the Broker.
4. The Broker must ensure that their personal or commercial interests or benefits do not materially prejudice its recommendations and obligations to the customers introduced or referred to Virgin Money or a member of the BOQ Group.
5. The Broker must:
 - a) maintain and continue to maintain Professional Indemnity insurance that covers it for liabilities arising from origination of loans, as applicable and other business activities with a sum insured of at least \$2 million in any one claim and \$4M in the aggregate;
 - b) hold membership to and will continue to be a member of an ASIC approved EDR scheme selected above in clause section 4 (and will notify Virgin Money or the relevant BOQ Group entity accordingly if it changes EDR scheme memberships from time to time);
 - c) hold membership to and continue to be a member of the Mortgage and Finance Association of Australia or Finance Brokers Association of Australia;
 - d) comply with all applicable laws including, to the extent applicable, the NCCP (including the National Credit Code), the Corporations Act 2001 (Cth), Australian Securities and Investment Act 2001 (Cth), the Privacy Act and the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth) in relation to customers introduced or referred to a member of the BOQ Group;
 - e) comply with Virgin Money's or the relevant BOQ Group's policies, procedures and instructions as notified to it in writing by Virgin Money, the relevant member of the BOQ Group, or the Aggregator from time to time (and which form part of this Broker Accreditation Agreement) and will inform Virgin Money or the relevant BOG Group entity immediately if it becomes aware that any have been breached; and
 - f) advise Virgin Money or the relevant BOG Group entity, within the timeframes set out in the BOQ Group's policies and procedures, (i) of any breach to the Privacy Act involving customer information provided to a member of the BOQ Group and (ii) if it (or any of its officers or employees) has formed a suspicion that a customer introduced or referred to a member of the BOQ Group is or might be involved in the financing of terrorism or money laundering.
6. The Broker acknowledges and agrees that its appointment as a Broker may be withdrawn by Virgin Money or the relevant BOQ Group entity at any time by written notice if it breaches any terms of this Broker Accreditation Agreement, the BOQ Group's policies, procedures and policies or fails to comply with any applicable laws as determined by Virgin Money or the relevant BOQ Group entity in its sole discretion.

SECTION 8 : AGGREGATOR CONFIRMATION

Name of Aggregator: **Australian Finance Group Ltd ABN 11 066 385 822 (AFG) of Level 4, 100 Havelock St, West Perth, WA 6005**

- We hereby agree to the accreditation of the Broker for the purposes of the AFG Aggregator Agreement.
- We confirm identification for the applicant has been completed to the satisfaction of AFG.
- We confirm a police check of the applicant has been completed to the satisfaction of AFG.
- We confirm the applicant has provided AFG with evidence of current Professional Indemnity Insurance cover.
- We confirm the application has completed AML/CTF training.

Signed by Authorised representative of the Aggregator

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Name of Authorised Representative of the Aggregator

SECTION 9 : EXECUTION BY BROKER

Executed as an agreement

Date of this agreement:

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Signed by Broker

Signed by Authorised representative of Virgin Money (Australia) Pty Limited

Name of Broker

Name of Authorised Representative of Virgin Money (Australia) Pty Ltd

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