

# Retail broker accreditation form



Bankwest, a division of Commonwealth Bank of Australia  
ABN 48 123 123 124 AFSL/Australian credit licence 234945



## Important information

Please email all documentation including this application completed in full to your Aggregator for their approval. Your Aggregator will then forward to Bankwest for processing.

## Section 1 – Accreditation requirements

### Requirement

Resume showing employment history for the previous 10 years	<input type="checkbox"/>
Current copy of primary photo identification:	<input type="checkbox"/>
<ul style="list-style-type: none"><li>– Australian passport OR</li><li>– Foreign passport with Visa documentation OR</li><li>– Australian drivers licence with one of the following: Australian citizenship certificate; Australian birth certificate; Visa documentation. Note: Applicant must be a permanent resident or citizen, we are unable to accept temporary visa holders.</li></ul>	
Current MFAA or FBAA membership certificate	<input type="checkbox"/>
National Police certificate less than 6 months old (required even if provided historically – N/A Transfer)	<input type="checkbox"/>
ASIC Credit Representative extract OR If you are an employee of an ACL holder, you must supply written confirmation from one of the Directors, confirming you are covered under their ACL.	<input type="checkbox"/>
Education evidence:	<input type="checkbox"/>
<ul style="list-style-type: none"><li>– Minimum requirement is Cert IV Finance &amp; Mortgage Broking <b>with evidence of Diploma of Finance &amp; Mortgage Broking Management enrollment</b> OR</li><li>– Diploma of Finance &amp; Mortgage Broking Management OR</li><li>– Higher education with loan writing element.</li></ul>	

## Section 2 – (Please Type) Broker details

Title	First Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname	Preferred Name	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Previously known as Name (AKA)		
<input type="text"/>		
Business/Company Name or Employer's company Name		
<input type="text"/>		
Land Line	Mobile number	Email address
<input type="text"/>	<input type="text"/>	<input type="text"/>
Office Address (Address where you are predominantly based – We are unable to accept a PO Box)		
<input type="text"/>		
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential Address		
<input type="text"/>		
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Section 3 – Broker questionnaire

1. Have you ever been an employee of Bankwest, Commonwealth Bank and/or any other CBA Group subsidiary?

☐ No ☐ Yes – Please provide details below:

Name of Organisation

Year employment started

Year employment ended

Staff ID number

Reason for leaving

2. Personal identifier – The following information is required specifically for identity authentication purposes (i.e. To confirm caller identity prior to releasing confidential information) You must take reasonable measures to keep the nominated identifier confidential.

Identifying question

Identifying answer

3. How much business do you estimate to write?

4. Has a lender, originator or industry association declined an application or withdrawn your/their accreditation of membership?

5. Have you ever held Bankwest accreditation?

☐ No ☐ Yes BK code

6. NCCP details

☐ I am an authorised Credit Representative of an Approved to Recruit ACL.

Note: The CRN must be in the individual's legal Name, we are unable to accept a CRN in a business Name.

CRN

Or

☐ I am a director/employee of an Approved to Recruit Australian Credit Licence holder.

ACL

### Section 4 – Aggregator declaration

Full Name of Aggregator

Aggregator's staff member Name

Aggregator's staff member position

As an authorised representative of the above Aggregator, I confirm that a reference for the individual (that is subject to this transfer application, if applicable) has been undertaken under the ASIC Corporations and Credit (Reference Checking and Information Sharing Protocol) Instrument 2024/647 (the Reference Check).

I confirm that in conducting this Reference Check that there were not any issues that raised significant concerns with the above Aggregator.

We also confirm the following:

- We confirm that we are associated with the above mentioned applicant;
- We will inform Bankwest immediately if the above mentioned applicant is no longer associated with our group.
- We confirm we have checked the above mentioned applicant status regarding Bankruptcy.
- We confirm the above mentioned applicant has been onboarded in accordance with our onboarding procedures

Signature

Date

## Section 5 – Privacy Collection Notice

Bankwest is a division of the Commonwealth Bank of Australia (“CBA”). In this Privacy Collection Notice “we”, “us” or “the Bank” refers to Bankwest, CBA and its subsidiaries (the CommBank Group). This Privacy Collection Notice describes the main ways we collect, use and share your personal information to assess your application for accreditation as a broker.

**This notice should be read in conjunction with our Privacy Statement at [bankwest.com.au/privacy](https://bankwest.com.au/privacy)** which explains the other ways we may collect, use, and share your personal information, how to access your personal information and correct it when it is wrong, how to make a privacy related complaint and how we’ll deal with it.

If you would like a copy of our Privacy Statement, need more information, or have a privacy concern you can call **13 17 19**. Sometimes we update our [Privacy Statement](#) and you can always find the most up to date version on the Bankwest website.

**Neither this notice nor our Privacy Statement form part of any contract you have with us.**

### 1. What personal information we collect

The personal information we collect includes:

- information about your identity, such as your name, date of birth and contact details
- information contained in identity documents or government documents
- information about your membership with industry associations such as the MFAA or FBAA
- information about your employment history including your employment record where you have previously been employed by the CommBank Group
- Information contained in a police clearance
- information about your relevant educational history
- information about your coverage under an Australian Credit Licence (ACL) (yours or your employers) including dispute resolution bodies such as AFCA
- due diligence information about you from compliance monitoring organisations.

The information we collect about you may also include sensitive information such as any relevant association memberships or any relevant criminal record contained in a police clearance. **You consent** to us collecting your sensitive personal information for the purpose of assessing your application for accreditation as a broker.

When you give us personal information about another person you represent that you are authorised to do so and agree to inform that person of the contents of the Privacy Collection Notice as it relates to them.

### 2. Why we collect your personal information and what we use it for

The reasons we collect and use your personal information includes:

- to assess and process your application for accreditation as a broker
- to establish, provide and administer the accreditation process including any ongoing, training, assessment and/or accreditation renewals
- to manage and administer any arrangements you have with us and to perform administrative tasks
- to consider any concerns or complaints you raise with us and/or to manage any legal action involving us
- to manage and respond to any complaints, claims or legal proceedings in relation to your role or conduct as an accredited broker
- to identify, prevent or investigate any fraud, unlawful activity, or misconduct (or suspected fraud, unlawful activity or misconduct)
- to identify you or establish your tax status under any Australian or foreign legislation, regulation, or treaty or pursuant to an agreement with any tax authority
- as required by relevant laws, regulations, codes of practice and external payment systems
- for any other purpose under the arrangements that you have with us.

### 3. Exchange of personal information

We may exchange personal information about you with:

- anyone you introduce to us
- our related bodies corporate, assignees, agents, contractors and external advisers
- your broker head group and their attorneys
- any relevant industry associations such as the MFAA or FBAA
- your agents, advisers, referees, executors and administrators
- law enforcement, regulatory and government bodies as well as dispute resolution bodies such as AFCA
- third parties providing fraud detection services
- your and our insurers or prospective insurers and their underwriters
- any person we consider necessary to execute your instructions
- other organisations for the supply of services or other persons where this is permitted by law
- other financial institutions.

### 4. Consent to disclosure of information upon termination

If we terminate your accreditation, **you consent** to us providing at our discretion the full reasons for termination (including for dishonesty or fraud) and copies of relevant documents to any relevant industry association and/or government body which regulates or supervises the conduct of mortgage brokers.

### 5. Direct marketing messages

**You consent** and agree that we may send you relevant commercial electronic messages about our products and services or that of any third party. We are not required, and you expressly waive any requirement to include an unsubscribe message, or any statement to similar effect in any commercial electronic message.

### 6. Privacy Acknowledgement and Consent

**You acknowledge** the information in this Privacy Collection Notice and our Privacy Statement at [bankwest.com.au/privacy](http://bankwest.com.au/privacy).

**You consent** to us:

- collecting your sensitive personal information (including a police clearance) for the purpose of assessing your application for accreditation as a broker (see part 1)
- in the event that we terminate your accreditation, providing personal information related to the reasons and circumstances to relevant industry associations and government bodies (see part 4)
- sending you relevant electronic commercial messages (see part 5).

### 7. Application Acknowledgement

**You acknowledge** that:

- this application for accreditation will be assessed by Bankwest and approval of this accreditation is at the discretion of the Bank
- you must promptly inform the Bank if there is any change to your status as a credit licensee or as a director/employee/credit representative of an ACL.

**If you do not acknowledge and consent to the above we may not be able assess your application for accreditation as a broker with Bankwest.**

First Name	<input type="text"/>	Surname	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text" value="DD/MM/YYYY"/>