

ME Broker Accreditation



Effective Monday 15th April 2019

Step 1

Once the completed *ME broker accreditation application form* has been received;

An email will be sent to the broker containing:

- Mandatory pre-reading material including:
 - Responsible Lending Guidelines
 - Home Loan forms
 - Helpful Links
- Link and password to access the online training video

Step 2

The broker will be taken to a new window to view the video. The video is hosted by Vimeo.

To access the video the broker will be prompted to enter the password contained in the email.

The video must be viewed from start to finish and will take approx. 14 mins to complete.

Step 3

Once the entire video has been viewed, the broker will be prompted to click a button to be taken to a new page.

This page will contain the online *ME broker accreditation declaration form*.

The declaration is to be read and the form completed, filling out full name, email, mobile and date.

The broker will need to submit the form by clicking 'Submit' at the bottom of the page.

Once all steps have been completed, the ME broker operations team will complete mandatory checks and process the accreditation

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In addition to the Summary of changes to the ME broker accreditation application form;

1. You'll notice the broker declaration has been removed from the form. This is now online and is step 3 of the new online accreditation process.

broker declaration.
<ol style="list-style-type: none">1. I declare that I have never been bankrupt or made arrangements with creditors under bankruptcy legislation.2. I declare that I am responsible to promptly inform ME if there are any changes to my status as a credit licensee or as a Director/Employee or as a credit representative of a credit licensee.3. I acknowledge that the approval of my accreditation is subject to my attendance of a ME Broker Accreditation Session.4. I understand and acknowledge that the law requires applicants to provide true and correct information and state all the names by which they are commonly known. I also understand that the law prohibits the use of false names, as well as the giving, use or production of false or misleading information of documents in connection with an identification procedure.5. I consent to receive any notice or other communication relating to my accreditation with ME at the email address I nominate in this application (or at another address that I subsequently nominate to the bank) and agree that an electronic communication to that address will constitute notice in writing for the purposes of this agreement.6. I acknowledge that if ME terminates my accreditation on the grounds that I have acted dishonestly or fraudulently, ME may report full details of the reasons for the termination, including copies of relevant documents, "after the event termination", to an "Approved Industry Association" and I will not hold the bank liable for reporting that fact.7. I declare I have obtained passes for National Consumer Credit Code, Privacy Act and Anti-Money Laundering/Counter Terrorism Financing Act Accreditation from an approved registered training organisation.
broker declaration. (continued)
<ol style="list-style-type: none">8. I declare that I am a member of MFAA/FBAA and have current Professional Indemnity Insurance.9. I understand that my accreditation with ME begins on the day that I receive my Broker Identification Number.10. I agree to supply ME with any information ME may request from time to time in order to confirm that I meet accreditation requirements.

Note: The broker will still be required to complete Section 1 and the privacy notice.

2. Section 2 – aggregator declaration has been updated. This section will now be referred to as ‘aggregator attestation’. This section has changed in line with internal updates, and will still be required to be signed by an aggregator authorised officer.
3. The PDF form is now an interactive form and is editable online