



## **Introducer/Associate Certification**

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**Q. Are you an Introducer/ Associate employed by or working with an existing Introducer Company to Vault Mortgage Corporation and wish to be personally accredited with Vault?**

**A. If YES ... you can become accredited with Vault.**

### **Gaining Introducer/ Associate Product Certification with Vault**

To represent Vault products in the marketplace, Vault looks for individuals that have appropriate experience and industry standing. In order to gain Introducer/ Associate Certification with Vault you must:

**1. Complete the Application Form**

This form requests information on the individual who is to present Vault products to consumers.

**2. Complete the checklist on page 1 of the Application Form**

Use this checklist prior to sending in your application to ensure you have completed all relevant information and provided all requested documentation. Certification requests with incomplete sections or missing documentation will not be considered.

**3. Fax through your Application to the number shown on the form**

We will contact you once we have received your completed Application to discuss the next steps. If you have any questions regarding your application contact us on 1300 798 676.

## New Introducer/ Associate Accreditation Checklist

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**Complete this form ONLY if you are affiliated with, or employed by, a Master Introducer that is currently accredited with Vault Mortgage Corporation business you are seeking to represent.**

In order to comply with the accreditation requirements of Vault Mortgage Corporation, the following documentation and information must be provided. **No Loan application will be accepted until this process and the individual introducer training has been completed.**

Once completed, please fax this application, together with all supporting documentation, to the Accreditation Officer on:  
Fax: 1300 798 696 Phone enquiries: 1300 798 676

### ALL STATES AND TERRITORIES

Please ensure the following items have been completed or provided together with this application form prior to faxing to Vault Mortgage for consideration:

- Personnel Profiles (refer attached) to be completed by all Company Directors/Partners and Loan Writers.
- Privacy Notice to be signed by each Company Director/Partner and Loan Writers
- Current Mortgage Association of Australia (MIAA) Membership and or/ Finance Brokers Association of Australia (FBAA) Membership
- Membership verification of ASIC-Approved External Dispute Resolution Scheme (eg. C.O.S.L.) for the company/business and for each Loan Writer

### WA ONLY

If your Credit Introduction activities or operations are located in Western Australia, please ensure the following additional items have been completed and provided together with this application form prior to faxing it to vault Mortgage for consideration:

- Current Finance Brokers, Investment Advisers or Security Dealers Licence
- Current Annual Finance Brokers certificate
- Licence Restrictions (if any)

Please note that if WA Licence details as above are provided, the EDR, MIAA and FBAA Membership requirements may be waived.

### APPLICATION APPRAISAL PROCESS

On receipt of all of the above. We will arrange relevant product training and upon successful completion of this training we will post relevant Vault Mortgage Accreditation Certificate(s) for your records

## New Introducer/ Associate Accreditation Checklist

### PERSONNEL PROFILE

I am a  Employed Loan Writer  
 AND/OR I am a Company  Director/Principal  Manager  Administrator  
 Other

### MY CONTACT DETAILS

Salutation  Mr  Ms First Name  Surname   
 Job Title   
 Email Address  Work No:  Fax No:   
 Office Address  Mobile No:   
 Postal Address  Date of Birth

### MY COMPANY DETAILS

Please provide details of the company through which you are seeking Vault Mortgage Corporation and the company you are currently employed by  
 Master Introducer Name (What is the name of the Company or Master Introducer through which you are now seeking Accreditation)   
 Trading Name (What is the name customers know you by?)   
 Registered Company Name (What is the name of the company you are employed by)   
 ABN (What is your Australian Business Number for GST purposes?)

### MY INDUSTRY QUALIFICATIONS AND MEMBERSHIPS

Finance Industry Memberships  
 MIAA Membership Number\*  Expiry Date  &/or FBAA Membership Number\*  Expiry Date   
 \*Please attach relevant certificates  
 Please provide the name of the ASIC approved External Dispute Resolution (EDR) Scheme you are covered by  
 EDR Scheme Name  EDR No  Expiry Date   
 Other Industry Memberships Details/relevant qualifications

### MY WORK HISTORY

Previous Employers (last five years)	Description of position(s) held	Duration of Employment
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

### IMPORTANT NOTE

All parties, including Loan Writers as well as other company personnel (Directors/Managers/Administrators) completing this Personnel Profile must also read, agree to, and sign the attached Privacy Notice.

### TRAINING –OFFICE USE ONLY

Training provided on / / . BDM Name & signature.....

## New Introducer/ Associate Accreditation Checklist

### IMPORTANT PRIVACY NOTICE – PAGE 1 OF 2

#### In this Privacy Notice:

'Vault' means Vault Mortgage Corporation Pty Ltd (ABN 17 120 182 765)

'**Agreement**' means an Agreement with Vault that authorises an Introducer or Associate to introduce applicants for certain finance products to Vault or to undertake other duties on behalf of Vault.

'**Appointment**' means an appointment by Vault of:

- an Introducer under an Agreement; or
- an approved Associate of the Introducer who has entered into an Agreement.

'**Applicant**' means the organisation or person(s) named in Schedule 2 to this Notice.

'**Application**' means an application by the Applicant for the Appointment.

#### 1. Consent to the use of my personal information in connection with the Application

By applying for or supporting the Application for the Appointment I am and will be disclosing personal information about me to Vault. I agree to the Master Introducer (if any) listed in Schedule 2 providing personal information about me to Vault. I acknowledge that some or all of this personal information, and any other personal information Vault collects about me, ("my personal information") will or may be used by Vault to assess the Application for the Appointment, and if the Application is approved, for the subsequent administration of the arrangements and agreements that will apply following the Appointment.

I consent to Vault using and disclosing my personal information for this purpose and acknowledge that without this information Vault may be unable to consider my application for the Appointment, and to perform necessary administrative tasks following my appointment.

#### 2. Disclosures of my personal information

I understand that Vault, may disclose my personal information, and any other information they collect about me, to the Applicant or directors of the Applicant; to any Master Introducer named in Schedule 2; credit reporting agencies; other financial institutions and credit providers; service providers; other entities to whom Vault (or any of its related companies) is required by law, or authorised by me, to disclose my personal information, and subject to the Privacy Act 1988 (the "Privacy Act") and the other terms of this Notice, I consent to any such disclosures regardless of how or when that information was collected.

#### 3. Other consents relating to the assessment of the Application

If and to the extent that Vault does so in a manner and for purposes that conform with the Privacy Act: I agree to Vault obtaining information about my commercial activities and commercial credit worthiness from a business which provides information about the commercial credit worthiness of persons, and to Vault using that information in assessing the Application for the Appointment; and I also agree to Vault giving to and receiving from any credit providers named in the Application, information about my credit arrangements, provided that the information is given or received to assess my credit worthiness.

#### 4. Transfer of information overseas

I agree to the transfer of my personal information by Vault to organisations overseas, but only for use in connection with any purpose that Vault is authorised by this Notice or the Privacy Act.

#### 5. Access to information

Subject to the provisions of the Privacy Act, I acknowledge that I may have access to my personal information collected and held by Vault and acknowledge that I may contact Vault for access to my personal information at the address shown in Schedule 1.

### INDEMNITY

I understand that the Master Introducer that I am affiliated with, or employed by, has entered into an Agreement with Vault. I wish to perform the services contemplated by the Agreement as an Associate with respect to certain financial products (**Services**). In relation to performing the Services, I agree to indemnify Vault against all claims, liabilities and costs (including legal costs on a solicitor and own client basis) which Vault may pay, suffer or incur by reason of my negligent, fraudulent, dishonest or reckless action, omission or advice.

## New Introducer/ Associate Accreditation Checklist

### IMPORTANT PRIVACY NOTICE – PAGE 2 OF 2

I have read and now agree and consent to the matters set out above. Where this Notice is signed by two or more persons, it is to be read as given by each of us individually.

#### Signatures of persons making or supporting the Application

Dated	<input type="text"/>	Dated	<input type="text"/>
Name	<input type="text"/>	Name	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Signature	<input type="text"/>	Signature	<input type="text"/>
Dated	<input type="text"/>	Dated	<input type="text"/>
Name	<input type="text"/>	Name	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Signature	<input type="text"/>	Signature	<input type="text"/>
Dated	<input type="text"/>	Dated	<input type="text"/>
Name	<input type="text"/>	Name	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Signature	<input type="text"/>	Signature	<input type="text"/>

### SCHEDULE 1

Vault Mortgage Corporation Pty Ltd      ABN 17 120 182 765      Level 4, 179 Elizabeth Street, Sydney NSW 2000

### SCHEDULE 2

Applicant/ Associate   
Name and ABN (if any) of company or individual seeking an Appointment

Master Introducer   
Name and ABN of Master Introducer with whom the Applicant/ Associate is affiliated