

## MORTGAGE & FINANCE BROKERS ADDENDUM

1. Please provide a breakdown of the Total Gross Income derived by all proposed insureds (including fees and commissions) between the following activities:

Fees Earned From	Last Financial Year (Gross Income)	Anticipated Financial Year (Gross Income)
1. Mortgage Origination	\$	\$
2. Mortgage Broking	\$	\$
3. Mortgage Management	\$	\$
4. Finance Broking	\$	\$
5. Leasing and Hire Purchase	\$	\$
6. Chattel	\$	\$
7. Mezzanine	\$	\$
8. Insurance Agency	\$	\$
9. Insurance Broking	\$	\$
10. Arranging of Deposit Bonds	\$	\$
11. Other (please specify)	\$	\$
<b>Total</b>		

2. Of the loans you arrange finance for, please advise the overall percentage split of loan type:

Loan Type	
1. Residential	%
2. Commercial	%
3. Rural	%
4. Industrial	%
5. Investment Property	%
6. Plant and Equipment Finance Broking	%
7. Development / Construction	%
8. Refinancing	%
9. Other (please provide full details)	%
<b>Total</b>	<b>100 %</b>

3. Please advise the sources of finance used:

Finance Provider	
Banks	%
Non-Bank Financial Institutions (e.g. Credit Unions, Building Societies etc)	%
Non-Bank Lenders (e.g. Securitisation Trusts, Mortgage Aggregation Schemes)	%
Managed Investment Schemes (e.g. Solicitors Funds)	%
Private Credit Providers	%

Please list below, and provide details of, other sources of finance that are used:

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4. Do you have formal agreements in place with all finance providers? Yes [  ] No [  ]  
 Have you obtained legal advice on these agreements? Yes [  ] No [  ]

If YES, please provide list and please advise how many credit providers you hold accreditation with:

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5. Do you have authority to approve or settle loans on behalf of lenders? Yes [  ] No [  ]

If YES, please provide full details including Delegated Loan Authority and copies of contract agreements for each lender you have authority to approve or settle loans for and please advise which staff are authorised to approve or settle loans:

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6. What percentage of loans arranged fall within the following categories?

Loan to Value Ratios	
> 95% LVR	%
90% to 95% LVR	%
80% to 90% LVR	%
0% to 80% LVR	%

7. Has any lender revoked their agreement with you to provide loan applications? Yes [  ] No [  ]

If YES, please provide full details:

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8. Please indicate the percentage of loans you arrange finance for that is subject to the Consumer Credit Code:

- (a) Do you ensure all loans subject to this Code are compliant? Yes [  ] No [  ]

If NO, please provide full details:

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9. Are you a member of a Professional Association? Yes [  ] No [  ]

If YES, please provide details:

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10. Are you a member of any External Dispute Resolution Scheme? Yes [  ] No [  ]

If YES, please provide details:

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11. Do you perform or arrange any valuations? Yes [  ] No [  ]

If YES, please provide full details:

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12. Of the loans you arrange finance for please advise the portion of income and maximum value of loans arranged / derived from the following:

Loan Type		
Low Documentation Loans	\$	%
Deposit Impaired Loans	\$	%
Credit-Impaired Loans	\$	%
Reverse Mortgages	\$	%
Second Mortgages	\$	%

13. Do you have signature rights to any banking accounts of which borrowers monthly and/or other payments are deposited? Yes [  ] No [  ]

If YES, please provide full details.

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\_\_\_\_\_

14. If you are required to witness a client's signature do you:

a) Always ensure this is done in your presence? Yes [  ] No [  ]

b) Check ID of the person signing at the time of signing? Yes [  ] No [  ]

If NO, Please provide full details

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\_\_\_\_\_

15. If you are required to provide 100 point ID check as part of the loan application contract process, do you always sight the original documentation. Yes [  ] No [  ]

If NO, please provide details.

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\_\_\_\_\_

16. When hiring staff, do you always:

a) Contact prior employers and obtain satisfactory references? Yes [  ] No [  ]

b) Obtain a police record check? Yes [  ] No [  ]

17. Have any claims been made against the proposed insured, its or their employees, principals or directors for alleging a breach of professional duty? Yes [  ] No [  ]

If YES, please provide further details of the claim, the claim amount and any payments:

\_\_\_\_\_

\_\_\_\_\_

18. Is the Proposer aware, after enquiry, of any circumstances or incident which may give rise to a claim for breach of professional duty against the proposed insured(s), its/their employees, directors or principals? Yes [  ] No [  ]

If YES, please provide further details:

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**AFTER INQUIRY ,**

I declare that the statements and particulars are true and that I have not misstated or suppressed any material facts. I agree that this Addendum, together with the Proposal and any other information supplied by us, shall form the basis of any contract of insurance effected thereon, and I undertake to inform the insurer of any material alteration to these facts whether occurring before or after completion of such contract of insurance. I acknowledge that I have read and understood the "Notice to Insured" on the first page of the Proposal. I agree that the Underwriters may use and disclose our personal information in accordance with the "Privacy Statement" at the beginning of this Proposal. I am authorised to complete the above information on behalf of the Insured named in the Proposal.

Insured's Name: \_\_\_\_\_

Signature Principal(s)/ Partner(s)/ Director(s): \_\_\_\_\_

Date (dd/mm/yyyy): \_\_\_\_\_