

## 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 (eg. Credit Unions, Building Societies, etc)	
Non-Bank Lenders (eg. Securitisation Trusts, Mortgage Aggregation Schemes)	
Managed Investment Schemes (eg. Solicitors Funds)	
Private Credit Providers	

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

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

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

5. Do you have authority to approve or settle loans on behalf of lenders?

- No  Yes  ▶ 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:

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?

No  Yes  If yes, please provide full details:

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?

No  Yes

If No, please provide full details:

9. Are you a member of a Professional Association?

No  Yes  If yes, please provide details:

10. Are you a member of any External Dispute Resolution Scheme?

No  Yes  If yes, please provide details:

11. Do you perform or arrange any valuations?

No  Yes  If yes, please provide details:

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	% of Income	Maximum Value of Loans (\$)
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?


No  Yes  If Yes, please provide full details:

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

- a) Always ensure this is done in your presence? No  Yes
- b) Check ID of the person signing at the time of signing? No  Yes

If No, please provide full details:

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:


16. When hiring staff, do you always:

- a) Contact prior employers and obtain satisfactory references? No  Yes
- b) Obtain a police record check? No  Yes

17. Have any claims been made against the proposed insured, its or their employees, principals or directors for alleging a breach of professional duty?

- No  Yes   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?

- No  Yes   If yes, please provide further details:

## DECLARATION

I declare that I am authorised to complete this Addendum on behalf of the Company and that to the best of my knowledge and belief the statements and particulars in this Addendum are true and correct and no material facts have been omitted or misrepresented. I undertake to inform Berkley Insurance Australia (BIA) of any change to any material fact which occurs before any insurance based on this Addendum is entered into.

By completing and signing this Addendum you acknowledge, accept and agree that in underwriting and issuing a policy BIA does and will rely on all disclosures, proposals, declarations and representations made by you to BIA.

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Date

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Name of authorised individual/partner/principal/director

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Signature of authorised individual/partner/principal/director

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