



**ASIC**  
Australian Securities &  
Investments Commission

## eLicensing:

### Sample application

List of all questions that may be asked in the AFS licence application

#### **WARNING:**

This is not an AFS licence application form.  
It does not reflect the look and flow of our eLicensing online application.

Australian Securities and Investments Commission

February 2021

## What is the sample application?

This sample application incorporates all the questions that may appear in the online AFS licence application, plus notes on how the online application works. Looking at the sample application is particularly useful if someone else is filling out your application for you.

The online application looks different from this sample as it operates as a series of screens that will guide you through each step.

You won't be asked all of the questions in the sample application because the eLicensing system tailors the online application to your business. The questions you will be asked will depend on your answers to certain initial questions, such as your entity type and the authorisations you are applying for.

This sample application was updated in February 2021 to reflect version 12 of the online application (released January 2021), which includes new questions on the authorisation to 'Provide a Claims Handling and Settling Service'.

### Warning

The sample application is NOT an application form and cannot be used to lodge an AFS licence application with ASIC.

The actual online application form is available on our website at [www.asic.gov.au/afsl](http://www.asic.gov.au/afsl).

## AFS Licence Application Components

Part A	Applicant & AFS licence details
Part B	AFS licensee requirements
Part C	Specific questions for certain selected complex services and/or products
Part D	Certifications/Declarations
Part E	List of Proof documents to be attached to your application

Part A will determine what questions are asked in Parts B & C

Parts A, B, C will determine the requirements of Part D & E

**Note:** Once question A1 has been completed, the Name and ABN (or ACN/ARBN) will appear as a banner at the top of each page.

## Before you begin

### Your Privacy

The information requested in this application is required for the granting of an AFS licence under the Corporations Act.

Some of the information collected as part of this application process will be made available to the public.

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ASIC's eLicensing service enables you to apply online for an AFS licence.

Your AFS licence will authorise you to conduct one or a number of financial service activities. The various activities are described in the AFS Licensing Kit (RG 1 - RG 3).

The AFS licence has different types of services and products. You may apply for one or more of these types to be included on your licence. You must provide information and evidence on your capacity and competence to provide the financial services you are applying for. For more details see the AFS Licensing Kit.

### Warning

Before commencing this application you must read and agree to the terms and conditions set out in **The ASIC Electronic Lodgement Protocol** - the legal agreement that governs the lodgement of documents electronically with ASIC.

Before you start using this service you should also be familiar with the following:

- AFS Licensing Kit
- ASIC licensing-related regulatory guides
- The instructions that explain how our electronic lodgement service works.

If, after reading the above information, you still have unanswered questions, contact your industry body or [contact ASIC](#).

If you don't complete this online application according to the instructions your application will not be accepted for lodgement by ASIC.

## Applying for an Australian financial services licence

Once you have started this application you can review previous questions and answers, save, print drafts of completed questions or exit at any time. You will need your user name, password, application number and ABN.

When you have completed this application you will need to submit it to ASIC. We will not start to assess your application until you have submitted it.

Electronic submission of this application does not constitute lodgement. Lodgement will occur once ASIC receives the electronic submission plus required documentation - if incomplete, your application will be rejected. A lodged application will not be assessed until we have received the prescribed fee.

### Authenticated users will be able to review and resume incomplete transactions

A0.0 I have read *The ASIC Electronic Lodgement Protocol* and agree to be bound by the terms and conditions.

Yes  No

A0.1 I have read the *ASIC Licensing Kit*.

Yes  No

A0.2 Enter the ABN, ACN or ARBN of the proposed licensee (applicant) \_\_\_\_\_

**Note:**

*The Name and ABN/ACN/ARBN of the applicant to appear as a banner at the top of each screen.*

You must enter a user name and password to allow you access to your AFS licence application.

A0.3 Enter a user name of your choice \_\_\_\_\_

must contain a minimum of 6 characters

Enter a password of your choice \_\_\_\_\_

must contain a minimum of 6, with at least one numeric character, up to a maximum of 16 characters

Confirm your password \_\_\_\_\_

**Note - User name and Password are case-sensitive**

A0.4 Your application reference number is XXXXXXXX

## PART A - Applicant and AFS licence details

### Question A1 Applicant Details

A1.1 Provide the following details for the entity applying for this AFS licence.

A1.1.1 Individual

A1.1.1.1 Date of birth

A1.1.1.2 Place of birth (City/Town, Country)

A1.1.2 Partnership

A1.1.2.1 All partners who will perform duties in connection with the holding of this AFS licence are required to sign this application. To tailor your declaration, indicate how many will be signing. \_\_\_\_\_

A1.1.3 Company

*Present the following message:*

*'You are applying for an AFS licence as a corporate entity. All details for Directors and the Secretary will be taken from the current record in ASIC's public database.'*

A1.1.4 Trustees of a trust - a collection of persons who act together as trustee of a trust

A1.1.4.1 Is this trust a superannuation fund?

Yes  No

*If No go to A1.1.4.2.2, if Yes:*

Please provide:

A1.1.4.1.1 Superannuation fund name

A1.1.4.1.2 Superannuation fund number

A1.1.4.2 All trustees who will perform duties in connection with the holding of this AFS licence are required to sign this application. To tailor your declaration, indicate how many will be signing. \_\_\_\_\_

A1.1.5 Other

A1.1.5.1 To tailor your declaration, indicate how many will be signing.  
\_\_\_\_\_

A1.2 Principal business address

A1.3 Address for service of notices

A1.4 Entity's website address (optional)

A1.5 In performing activities relating to this AFS licence, will the applicant be using a registered business name?

Yes  No

*If Yes go to A1. 5.1, if No go to A2*

A1.5.1 Provide the following details. If this business name is registered in more than one state, provide the following information in relation to the principal state of operation only for this business name.

A1.5.1.1 Business name

A1.5.1.2 Registered business name number

A1.5.1.3 State of registration

A1.5.2 Will the applicant be using further registered business names?

Yes  No

A1.6 Controlling entity

Are there any persons who control the applicant?

Yes  No

You are required to provide us with a list of the person or persons who control the applicant. Person includes both natural persons and body corporates. The definition of control is set out in Corporations Regulation 7.6.04(2).

Control is determined by:

- voting power of more than 50% of voting shares;
- shareholding(directly or indirectly) of more than 50% of the issued capital (excluding preference shares);
- capacity to control the composition of the board of the licensee; and
- capacity to determine the outcome of decisions about financial and operating policies of the licensee.

A person controls a licensee if the person, either alone or together with its associates, controls the licensee. The person or an associate could be an individual or a body corporate. Further, as control can exist as a matter of law or as a matter of fact, two or more persons may control the licensee even in circumstances where such persons are not associates.

If no, you must provide an explanation with reference to the definition of control as set out in Corporations Regulation 7.6.04(2)

Provide the ABN (if applicable) and name of any controlling entities. Up to 20 controlling entities may be notified.

Controlling entity ABN (if applicable)	Controlling entity name

Controlling entity ABN (if applicable)	Controlling entity name

## Question A2 Contact Details

A2.1 Provide the following details for the person to whom we should direct all questions and correspondence on this application.

A2.1.1 Name *(First Given Name, Family Name)*

A2.1.2 Are you preparing this application on behalf of the applicant as an external service provider?

Yes  No

*If No go to A2.1.3, if Yes ask:*

A2.1.2.1 Provide the service provider's name and ABN(or ACN).

A2.1.2.1.1 Name \_\_\_\_\_

A2.1.2.1.2 ABN(or ACN) \_\_\_\_\_

A2.1.3 Email address

ASIC will use the email address of the ongoing authorised contact person to send correspondence (including invoices) relating to lodgements by the licensee under the Corporations Act 2001 concerning the maintenance of the licence, and the appointment and maintenance of the licensee's authorised representatives and financial advisers (if any)

A2.1.4 Telephone number

A2.1.5 Facsimile number *(Not Mandatory)*

A2.1.6 Postal address

A2.2 Will this contact person be the ongoing contact for the AFS licence if the AFS licence is granted?

Yes  No

*If Yes go to A3. If No ask A2.3*

A2.3 Provide the following details for the ongoing authorised contact person for this AFS licence if it is granted. All questions and correspondence about this licence will be directed to this contact person if it is granted.

A2.3.1 Name *(First Given Names, Family Name)*

A2.3.2 Relationship to applicant:

A2.3.2.1 Licensee (including officers & staff)

A2.3.2.2 External service provider



A2.3.3 Email address

ASIC will use the email address of the ongoing authorised contact person to send correspondence (including invoices) relating to lodgements by the licensee under the Corporations Act 2001 concerning the maintenance of the licence, and the appointment and maintenance of the licensee's authorised representatives and financial advisers (if any)

A2.3.4 Telephone number

A2.3.5 Facsimile number

A2.3.6 Postal address

### Question A3 Your Australian financial services (AFS) licence

A3.1 Does the applicant wish to be authorised for 'limited financial services' as defined in regulation 7.8.14B of the Corporations Regulations?

Yes                       No

*If Yes go to A4.9, if No go to A3.2*

A3.2 Are you applying for a foreign AFS licence as a foreign financial services provider as defined in ASIC Corporations (Foreign Financial Services Providers—Foreign AFS Licensees) Instrument 2020/198 or an individual relief instrument approved by ASIC?

Yes                       No

A3.3 What type(s) of financial service(s) does the applicant want ASIC to authorise under their AFS licence?

- |   |                          |                       |
|---|--------------------------|-----------------------|
| A3.3.1 Provide Financial Product Advice               | <input type="checkbox"/> |                       |
| A3.3.2 Deal in a Financial Product                    | <input type="checkbox"/> |                       |
| A3.3.3 Make a Market for a Financial Product          | <input type="checkbox"/> | <i>Triggers C3</i>    |
| A3.3.4 Operate a Registered Scheme                    | <input type="checkbox"/> | <i>Triggers C2</i>    |
| A3.3.5 Provide a Custodial or Depository Service      | <input type="checkbox"/> | <i>Triggers C1</i>    |
| A3.3.6 Provide Traditional Trustee Company Services   | <input type="checkbox"/> | <i>Triggers A4.8</i>  |
| A3.3.7 Provide a Crowd Funding Service                | <input type="checkbox"/> | <i>Triggers A4.10</i> |
| A3.3.8 Provide a Superannuation Trustee Service       | <input type="checkbox"/> |                       |
| A3.3.9 Provide a Claims Handling and Settling Service | <input type="checkbox"/> | <i>Triggers A4.12</i> |

A3.4 Special Services

A3.4.1 Does the applicant wish to provide financial services as a Principal Trader only under this licence?                       Yes     No

A3.4.2 Does the applicant wish to be subject to the condition requiring a stockbroker to assume responsibility for the acts or omissions of a nominee company subsidiary?

Yes     No

A3.5 The law restricts the use of certain words or expressions, or like words or expressions, unless they are authorised in the applicant's AFS licence conditions. Does the applicant wish to use any of the following?

- Stockbroker or Share Broker
- Futures Broker
- Insurance Broker or Insurance Broking
- General Insurance Broker
- Life Insurance Broker

Yes                       No

Present the following question only where the applicant is an individual (i.e. completed A1.1.1)

A3.6 If the applicant is registered to provide financial services in New Zealand will you be making a declaration to ASIC for recognition under the Trans-Tasman Mutual Recognition Act 1997?

Yes                       No

## Question A4 Your AFS Licence Authorisations

### A4.1 Provide Financial Product Advice

A4.1.1 What type of financial product advice do you wish to be authorised for?

- A4.1.1.1 Provide Financial Product Advice
- A4.1.1.2 Provide General Financial Product Advice Only
- A4.1.1.3 Provide General Financial Product Advice Only To  
Wholesale Clients

*Present A4.1.2 where A4.1.1.1, A4.1.1.2 or A4.1.1.3 selected*

A4.1.2 What products does the applicant wish to be authorised for?

- A4.1.2.1 Deposit and Payment Products
- A4.1.2.1.1 Basic Deposit Products
- A4.1.2.1.2 Non-basic Deposit Products
- A4.1.2.1.3 Non-cash Payment Products
- A4.1.2.2 Derivatives
- Or select one or more of the following:**
- A4.1.2.2.1 Derivatives - Wool only
- A4.1.2.2.2 Derivatives - Electricity only
- A4.1.2.2.3 Derivatives - Grain only
- A4.1.2.3 Foreign Exchange Contracts
- A4.1.2.4 General Insurance
- Select one of the following:**
- A4.1.2.4.1 General Insurance Products
- A4.1.2.4.2 General Insurance - Consumer Credit Insurance Only
- A4.1.2.5 Government Debentures, Stocks or Bonds
- A4.1.2.6 Life Products
- Select from the following:**
- A4.1.2.6.1 Investment Life Insurance Products
- A4.1.2.6.2 Life Risk Insurance Products
- A4.1.2.6.3 Life Products - Consumer Credit Insurance Only
- Combination A4.1.2.6.2 and A4.1.2.6.3 not permitted. All other combinations of products accepted.*
- A4.1.2.7 Managed Investment Schemes (registered and/or unregistered)
- Select from the following:**
- A4.1.2.7.1 Managed Investment Schemes, excluding IDPS
- A4.1.2.7.2 Managed Investments Schemes, including IDPS
- A4.1.2.7.3 IDPS only
- A4.1.2.7.4 Own Managed Investment Scheme only
- A4.1.2.7.5 Horse Racing Syndicate
- A4.1.2.7.6 Timesharing Scheme
- A4.1.2.7.7 MDA Services
- A4.1.2.8 Retirement Savings Account Products
- A4.1.2.9 Securities
- A4.1.2.10 Superannuation
- Or select one or more of the following:**
- A4.1.2.10.1 Self-managed Superannuation Fund
- A4.1.2.10.2 A person's existing holding in a superannuation product
- A4.1.2.11 Margin Lending Facility
- A4.1.2.11.1 Standard Margin Lending Facility

- A4.1.2.11.2 Non- Standard Margin Lending Facility
- A4.1.2.12 Carbon Credits
  - A4.1.2.12.1 Australian Carbon Credit Unit
  - A4.1.2.12.2 Eligible International Emissions Unit
- A4.1.2.13 Miscellaneous Financial Facility
  - A4.1.2.13.1 Miscellaneous Financial Investment Products 
    - A4.1.2.13.1.1 Miscellaneous Financial Investment Products - MDA Services
    - A4.1.2.13.1.2 Miscellaneous Financial Investment Products - eligible deposit products
    - A4.1.2.13.1.3 Miscellaneous Financial Investment Products-managed investment products
    - A4.1.2.13.1.4 Miscellaneous Financial Investment Products - a funeral expenses facility
  - A4.1.2.13.2 Miscellaneous Financial Risk Products 
    - A4.1.2.13.2.1 Miscellaneous Financial Risk Products - a funeral expenses facility

*Where A4.1.2.7.2 or A4.1.2.7.3 is selected present A4.1.3 - present on a new page*

A4.1.3 Does the applicant wish to limit the Investor Directed Portfolio Service to a named service?

Yes  No

*Yes will trigger A4.7 later in application*

A4.2 Deal in a Financial Product

A4.2.1 What type of dealing activity does the applicant wish to be authorised for?

A4.2.1.1 Deal in a financial product

A4.2.1.2 Arrange for a person to deal in a financial product

*For whichever is selected present:*

A4.2.2 What particular type(s) of dealing services does the applicant wish to be authorised for?

A4.2.2.1 Issue, apply for, acquire, vary or dispose of a financial product

A4.2.2.2 Apply for, acquire, vary or dispose of financial products on behalf of another

A4.2.2.3 Underwriting an issue of securities or interests in registered managed investment schemes

**Where A4.2.2.1 Issue, apply for, acquire, vary or dispose is selected:**

A4.2.3 What products does the applicant wish to be authorised for?

A4.2.3.1 Deposit and Payment Products

A4.2.3.1.1 Basic Deposit Products

A4.2.3.1.2 Non-basic Deposit Products

A4.2.3.1.3 Non-cash Payment Products

A4.2.3.2 Derivatives

**Or select one or more of the following**

A4.2.3.2.1 Derivatives - Wool only

A4.2.3.2.2 Derivatives - Electricity only

A4.2.3.2.3 Derivatives - Grain only

A4.2.3.3 Foreign Exchange Contracts

A4.2.3.4 General Insurance

**Select one of the following:**

A4.2.3.4.1 General Insurance Products

A4.2.3.4.2 General Insurance - Consumer Credit Insurance Only

A4.2.3.5 Government Debentures, Stocks or Bonds

A4.2.3.6 Life Products

**Select from the following:**

A4.2.3.6.1 Investment Life Insurance Product

A4.2.3.6.2 Life Risk Insurance Products

A4.2.3.6.3 Life Products - Consumer Credit Insurance Only

*Combination A4.1.2.6.2 and A4.1.2.6.3 not permitted. All other combinations of products accepted.*

A4.2.3.7 Managed Investment Schemes (registered and/or unregistered)

**Select from the following**

A4.2.3.7.1 Managed Investment Schemes, excluding IDPS

A4.2.3.7.2 Managed Investments Schemes, including IDPS

A4.2.3.7.3 IDPS only

A4.2.3.7.4 Own Managed Investment Scheme only

A4.2.3.7.5 Horse Racing Syndicate

A4.2.3.7.6 Timesharing Scheme

A4.2.3.7.7 MDA Services

A4.2.3.8 Retirement Savings Account Products

A4.2.3.9 Securities

- A4.2.3.10 Superannuation 
  - Or select the following:
  - A4.2.3.10.1 Self-managed Superannuation Fund   
*Present A4.2.3.10.1 only where A4.2.1.2 (Arranging to deal authorisation selected)*
- A4.2.3.11 Margin Lending Facility
  - A4.2.3.11.1 Standard Margin Lending Facility
  - A4.2.3.11.2 Non- Standard Margin Lending Facility
- A4.2.3.12 Miscellaneous Financial Facility
  - A4.2.3.12.1 Miscellaneous Financial Investment Products 
    - A4.2.3.12.1.1 Miscellaneous Financial Investment Products - MDA Services
    - A4.2.3.12.1.2 Miscellaneous Financial Investment Products - eligible deposit products
    - A4.2.3.12.1.3 Miscellaneous Financial Investment Products-managed investment products
    - A4.2.3.12.1.4 Miscellaneous Financial Investment Products - a funeral expenses facility
  - A4.2.3.12.2 Miscellaneous Financial Risk Products 
    - A4.2.3.12.2.1 Miscellaneous Financial Risk Products - a funeral expenses facility

Where A4.2.2.2 Apply for, acquire, vary or dispose.... on behalf of another is selected:

A4.2.4 What products does the applicant wish to be authorised for?

A4.2.4.1 Deposit and Payment Products

A4.2.4.1.1 Basic Deposit Products

A4.2.4.1.2 Non-basic Deposit Products

A4.2.4.1.3 Non-cash Payment Products

A4.2.4.2 Derivatives

**Or select one or more of the following:**

A4.2.4.2.1 Derivatives - Wool only

A4.2.4.2.2 Derivatives - Electricity only

A4.2.4.2.3 Derivatives - Grain only

A4.2.4.3 Foreign Exchange Contracts

A4.2.4.4 General Insurance

**Select one of the following:**

A4.2.3.4.1 General Insurance Products

A4.2.3.4.2 General Insurance - Consumer Credit Insurance Only

A4.2.4.5 Government Debentures, Stocks or Bonds

A4.2.4.6 Life Products

**Select from the following:**

A4.2.4.6.1 Investment Life Insurance Product

A4.2.4.6.2 Life Risk Insurance Products

A4.2.4.6.3 Life Products - Consumer Credit Insurance Only

*Combination A4.1.2.6.2 and A4.1.2.6.3 not permitted. All other combinations of products accepted.*

A4.2.4.7 Managed Investment Schemes (registered and/or unregistered)

**Select from the following:**

A4.2.4.7.1 Managed Investment Schemes, excluding IDPS

A4.2.4.7.2 Managed Investments Schemes, including IDPS

A4.2.4.7.3 IDPS only

A4.2.4.7.4 Own Managed Investment Scheme only

A4.2.4.7.5 Horse Racing Syndicate

A4.2.4.7.6 Timesharing Scheme

A4.2.4.7.7 MDA Services

A4.2.4.8 Retirement Savings Account Products

A4.2.4.9 Securities

A4.2.4.10 Superannuation

**Or select the following:**

A4.2.4.10.1 Self-managed Superannuation Fund

*Present A4.2.4.10.1 only where A4.2.1.2 (Arranging to deal authorisation selected)*

A4.2.4.11 Margin Lending Facility

A4.2.4.11.1 Standard Margin Lending Facility

A4.2.4.11.2 Non- Standard Margin Lending Facility

A4.2.4.12 Carbon Credits

A4.2.4.12.1 Australian Carbon Credit Unit

A4.2.4.12.2 Eligible International Emissions Unit

A4.2.4.13 Miscellaneous Financial Facility

A4.2.4.13.1 Miscellaneous Financial Investment Products

A4.2.2.13.1.1 Miscellaneous Financial Investment Products - MDA Services

- A4.2.4.13.1.2 Miscellaneous Financial Investment Products - eligible deposit products
- A4.2.4.13.1.3 Miscellaneous Financial Investment Products-managed investment products
- A4.2.4.13.1.4 Miscellaneous Financial Investment Products - a funeral expenses facility
- A4.2.4.13.2 Miscellaneous Financial Risk Products
- A4.2.4.13.2.1 Miscellaneous Financial Risk Products - a funeral expenses facility

A4.2.5 Does the applicant wish to limit the Investor Directed Portfolio Service to a named service?

Yes  No

*Yes to trigger A4.7 later in application*

*If A4.2.2.3 is selected present the following question.*

A4.2.6 What underwriting activity(ies) does the applicant wish to be authorised for?

A4.2.6.1 Managed Investment Schemes (registered or unregistered)

A4.2.6.2 Securities

*Go to the next selected type from A3 or A4.6 if no further type selected.*

*If A4.1.2.4.1, A4.1.2.6.1, A4.1.2.6.2, A4.2.3.4.1, A4.2.3.6.1, A4.2.3.6.2, A4.2.4.4.1, A4.2.4.6.1, A4.2.4.6.2 are selected present the following question.*

A4.2.7 In providing the financial service relating to contracts of insurance will the applicant act on behalf of intending insureds?

Yes  No

*Yes to trigger B8 later in application.*



**A4.3 Make a Market for a Financial Product**

A4.3.1 What products does the applicant wish to be authorised to make a market in?

- A4.3.1.1 Foreign Exchange Contracts
- A4.3.1.2 Derivatives
- A4.3.1.3 Derivatives - Wool only
- A4.3.1.4 Derivatives - Electricity only
- A4.3.1.5 Derivatives - Grain only
- A4.3.1.6 Bonds and debentures
- A4.3.1.7 Carbon Credits
  - A4.3.1.7.1 Australian Carbon Credit Unit
  - A4.3.1.7.2 Eligible International Emissions Unit
- A4.3.1.8 Other financial products

**A.4.4 Operate a Registered Scheme**

A4.4.1 How will the applicant operate its registered managed investment scheme(s) under its AFS licence.

- A4.4.1.1 Scheme(s) of a particular asset kind(s)
- A4.4.1.2 Named scheme(s)

*If A4.4.1.1 is selected present A4.4.2. If A4.4.1.2 is selected present A4.4.2 for each scheme named in A4.4.5.*

A4.4.2 What is the particular kind of scheme the applicant currently operate or wishes to register under this AFS licence.

- A4.4.2.1 Derivatives
- A4.4.2.2 Direct Real Property
- A4.4.2.3 Film Schemes
- A4.4.2.4 Financial assets
- A4.4.2.5 IDPS-like
- A4.4.2.6 Mortgages
- A4.4.2.7 Primary Production
- A4.4.2.8 Time Sharing Scheme

*If A4.4.2.2 (Direct Real Property) selected,*

A4.4.3 If the applicant has selected the Direct Real Property asset type. Does the applicant wish to limit this asset type further?

- Yes  No

*If Yes present the following:*

A4.4.3.1 What particular type(s) of Direct Real Property scheme does the applicant wish to operate?

- A4.4.3.1.1 Listed property trusts
- A4.4.3.1.2 Serviced Strata schemes
- A4.4.3.1.3 Stable property trusts or syndicates

*If A.4.4.2.7 (Primary Production) selected,*

A4.4.4 What particular Primary Production scheme(s) does the applicant wish to operate?

- A4.4.4.1 Aquaculture
- A4.4.4.2 Cattle breeding
- A4.4.4.3 Forestry
- A4.4.4.4 Horse breeding
- A4.4.4.5 Horticulture
- A4.4.4.6 Livestock grown for fleece
- A4.4.4.7 Ratites (Ostriches/Emus)
- A4.4.4.8 Tea Trees
- A4.4.4.9 Viticulture
- A4.4.4.10 Other Specialised Scheme

*If A4.4.1.2 (Named Schemes) selected,*

A4.4.5 Provide the following details for all Named Schemes the applicant wishes to cover under this AFS licence.

A4.4.5.1 Scheme name \_\_\_\_\_

A4.4.5.2 Is this scheme already registered?

Yes  No

*If Yes go to A4.4.5.2.1. If No go to A4.4.5.3.*

A4.4.5.2.1 The Australian Registered Scheme Number of the named scheme \_\_\_\_\_

*Edit: Check register and present Scheme Name. If invalid ARSN cannot proceed without change.*

A4.4.5.3 Does the applicant have further named schemes under this AFS licence?

Yes  No

**A4.5 Provide a Custodial or Depository Service**

A4.5.1 How will the applicant operate this custodial or depository service? *Both can be selected.*

A4.5.1.1 Investor Directed Portfolio Service (IDPS)

A4.5.1.2 Custodial or Depository Service that is not an IDPS

*If A4.5.1.1 is selected go to A4.5.2 ask:*

A4.5.2 Does the applicant wish to limit the Investor Directed Portfolio Service to a named service?

Yes  No

*Yes will trigger A4.7 later in application:*

*To be presented only where Yes has been answered to A3.4, i.e. elected to use certain words/expressions.*

**A4.6 Authorisation to use certain words or expressions**

A4.6.1 The applicant has indicated that it wishes to use one or more of the following or like words or expressions. Which word(s) or expression(s), or like word(s) or expression(s) does the applicant wish to use?

A4.6.1.1 Stockbroker or Sharebroker

A4.6.1.2 Futures Broker

A4.6.1.3 Insurance Broker or Insurance Broking

A4.6.1.4 General Insurance Broker

A4.6.1.5 Life Insurance Broker

**If Yes to A4.6.1.1**

A4.6.2 Will the applicant be a member participant in a market that holds an Australian markets licence that covers dealings in securities?

Yes  No

**If Yes to A4.6.1.2**

A4.6.3 Will the applicant be a member participant in a market that holds an Australian markets licence that covers dealings in derivatives?

Yes  No

**If Yes to A4.6.1.3**

A4.6.4 In providing the financial service relating to contracts of insurance will the applicant act on behalf of intending insureds?

Yes  No

*A4.6.4 is a trigger for B8*

**If Yes to A4.6.1.4**

A4.6.5 In providing the financial service relating to contracts of general insurance will the applicant act on behalf of intending insureds?

Yes  No

*A4.6.5 is a trigger for B8*

**If Yes to A4.6.1.5**

A4.6.6 In providing the financial service relating to contracts of life insurance will the applicant act on behalf of intending insureds?

Yes  No

*A4.6.6 is a trigger for B8*

*Present this question only if Yes answered to A4.1.3 or A4.2.5 or A4.5.2*

A4.7 Provide the name of this service. More than one may be provided.

*A4.8 triggered by selection of A3.2.6*

A4.8 Is the applicant prescribed by the Corporations Regulations as a trustee company for the purpose of the Corporations Act?

Yes  No

If no, the following error message should appear:

'The applicant must be prescribed by the Corporations Regulations as a trustee company to be authorised to provide Traditional Trustee Company Services. Please contact Treasury for more information on how to be prescribed as a trustee company.'

*A4.9 is triggered by yes response to Question 3.1*

- A4.9 What type of financial service(s) and financial products does the applicant wish to be authorised for:
- A4.9.1 Provide financial product advice:
    - A4.9.1.1 Self-Managed Superannuation Fund
    - A4.9.1.2 A person's existing holding in a superannuation product
  - A4.9.2 Arrange for a person to deal in a financial product - Issue, apply for, acquire, vary or dispose of a financial product
    - A4.9.2.1 Self-Managed Superannuation Fund
  - A4.9.3 Arrange for a person to deal in a financial product - Apply for, acquire, vary or dispose of a financial product on behalf of another
    - A4.9.3.1 Self-Managed Superannuation Fund
  - A4.9.4 Please select the financial products the applicant wishes to provide Class of Product Advice on?
    - A4.9.4.1 Basic Deposit Products
    - A4.9.4.2 General Insurance Products
    - A4.9.4.3 Life Risk Insurance Products
    - A4.9.4.4 Simple Managed Investment Schemes
    - A4.9.4.5 Securities
    - A4.9.4.6 Superannuation

*A4.10 is triggered by yes response to Question 3.3.7*

**A4.10 Crowd-Funding Service**

A4.10.1 In relation to which type(s) of securities does the applicant wish to provide a crowd-funding service?

Securities-fully paid ordinary shares

A4.10.2 Insert details of the offer platform(s) proposes to be hosted by the applicant?

*Note: The information provided for named platforms will be published on the final AFS License authorisation and published to ASIC professional registers*

Name of offer platform \_\_\_\_\_

Method(s) by which investors will access platform (e.g. provide URL details  
\_\_\_\_\_

Go to A5

*A4.11 is triggered by an affirmative response to A3.2*

**A4.11 Foreign financial service provider**

A4.11.1 'Sufficient equivalence relief' as authorised in a 'specified overseas regulatory regime' as defined in ASIC Corporations (Foreign Financial Services Providers—Foreign AFS Licensees) Instrument 2020/198 - select the sufficiently equivalent jurisdiction (multiples may be selected):

- A4.11.1.1 Germany: Bundesanstalt für Finanzdienstleistungsaufsicht (BaFin)
- A4.11.1.2 Hong Kong: Securities and Futures Commission (SFC)
- A4.11.1.3 Luxembourg: Commission de Surveillance du Secteur Financier (CSSF)
- A4.11.1.4 Singapore: Monetary Authority of Singapore (MAS)
- A4.11.1.5 United Kingdom: Financial Conduct Authority (FCA)
- A4.11.1.6 United States of America: Commodity Futures Trading Commission (CFTC)
- A4.11.1.7 United States of America: Federal Reserve and Office of the Comptroller of Currency
- A4.11.1.8 United States of America: Securities Exchange Commission

A4.11.2 Foreign financial service provider: 'sufficient equivalence relief' as authorised in a 'specified overseas regulatory regime' as approved by ASIC in an individual relief instrument provided on substantially the same terms as ASIC Corporations (Foreign Financial Services Providers—Foreign AFS Licensees) Instrument 2020/198

A4.11.2.1 Insert details of the overseas regulatory regime:

Name of the overseas regulatory regime

\_\_\_\_\_

Title and number of the individual relief instrument approved by ASIC

\_\_\_\_\_

A4.11.3 Declaration by application for a foreign AFS licence by a foreign financial services provider

- A4.11.3.1 The applicant for a foreign AFS licence is carrying on a business in the relevant foreign jurisdiction and is subject to overseas regulatory oversight in that jurisdiction
- A4.11.3.2 The applicant for a foreign AFS licence is complying with the terms and conditions of either ASIC Corporations (Foreign Financial Services Providers—Foreign AFS Licensees) Instrument 2020/198 or an individual instrument of relief approved by ASIC

*A4.12 is triggered by a yes response to A3.3.9*

**A4.12 Provide a Claims Handling and Settling Service**

A4.12.1 Are you the issuer of the insurance contract, or acting on behalf of the issuer?  
Yes  No

*If Yes go to A4.12.2, if No go to A4.12.3*

A4.12.2 Provide a claims handling and settling service (insurer) limited to:

- A4.12.2.1 The person makes a recommendation, or states an opinion, in the following circumstances:
- the recommendation, or statement of opinion, is made in response to an inquiry by or on behalf of another person about an existing or a potential claim by the other person under an insurance product;
  - the recommendation, or statement of opinion, could reasonably be expected to influence a decision whether to continue with the existing claim or to make the potential claim
- A4.12.2.2 The person assists another person to make a claim under an insurance product
- A4.12.2.3 The person assesses whether an insurer has a liability under an insurance product, or provides assistance in relation to such an assessment
- A4.12.2.4 The person makes a decision to accept or reject all or part of a claim under an insurance product
- A4.12.2.5 The person quantifies the extent of the insurer's liability to another person under an insurance product, or provides assistance in relation to the quantification of the extent of such a liability
- A4.12.2.6 The person offers to settle all or part of a claim under an insurance product
- A4.12.2.7 The person satisfies a liability of the insurer under an insurance product in full or partial settlement of a claim under the insurance product

A4.12.3 Provide a claims handling and settling service (insured) limited to:

- A4.12.3.1 The person makes a recommendation, or states an opinion, in the following circumstances:
- the recommendation, or statement of opinion, is made in response to an inquiry by or on behalf of another person about an existing or a potential claim by the other person under an insurance product;
  - the recommendation, or statement of opinion, could reasonably be expected to influence a decision whether to continue with the existing claim or to make the potential claim
- A4.12.3.2 The person assists another person to make a claim under an insurance product
- A4.12.3.3 The person represents a person insured under an insurance product in pursuing a claim under the product
- A4.12.3.4 The person assesses whether an insurer has a liability under an insurance product, or provides assistance in relation to such an assessment
- A4.12.3.5 The person makes a decision to accept or reject all or part of a claim under an insurance product
- A4.12.3.6 The person quantifies the extent of the insurer's liability to another person under an insurance product, or provides assistance in relation to the quantification of the extent of such a liability



A4.12.3.7 The person offers to settle all or part of a claim under an insurance product

A4.12.3.8 The person satisfies a liability of the insurer under an insurance product in full or partial settlement of a claim under the insurance product

*Note: A4.12.2 and A4.12.3 are mutually exclusive and one or all selections can be made at A4.12.2 and A4.12.3.*

## Question A5 Business Description

A5.1 What type of client group(s) will the applicant current or intended business service?

A5.1.1 Retail clients

A5.1.2 Wholesale clients

A5.2 Provide the following details on how the applicant will transact with clients under your AFS licence.

A5.2.1 Is the applicant likely to have financial obligations to clients of \$100,000 or more (in total) from transacting with them?

Yes  No

A5.2.2 Is the applicant a debenture issuer?

Yes  No

*If Yes go to A5.2.2.1, if No go to A5.2.3*

A5.2.2.1 Will the applicant's only liabilities to clients be under debentures it issues under Chapter 2L of the Corporations Act?

Yes  No

A5.2.3 Is the applicant likely to hold client monies including premiums, contributions and investment monies?

Yes  No

*If Yes to A5.2.3 and Yes to A3.1 the following message should appear:*

*'If the licensee deals with money to which Division 2 of Part 7.8 of the Corporations Act applies, it will not meet the definition of a "limited licensee" under regulations 7.8.12A and 7.8.14B of the Corporations Regulations. The licensee will therefore be required to appoint an auditor and lodge an annual audit report.'*

A5.2.3.1 Will the applicant be holding these amounts in a trust account?

Yes  No

*If Yes to A5.2.3.1 the following message should appear:*

*'The "trust account" must be an account that complies with section 981B of the Corporations Act and Regulations which attach to that section.'*

A5.2.3.2 Is the applicant likely to hold \$100,000 or more of client monies and/or property at any time under this AFS licence?

Yes  No

A5.2.4 Will the applicant be operating an IDPS under this AFS licence?

Yes  No

*A5.2.4 is a trigger for B8*

A5.3 Is the applicant, or has the applicant applied to be, a body regulated by the Australian Prudential Regulation Authority (APRA)?

Yes  No

*If Yes go to A5.4, if No:*

A5.3.1 Is the applicant a wholly owned subsidiary (either directly or indirectly) of a body regulated by APRA?

Yes  No

A5.4 Will the applicant be acting as a general insurance underwriting agent or a general insurance broker acting under binders under this AFS licence?

Yes  No

A5.5 What activities best describe the applicant's intended business under this AFS licence? Up to 4 selections can be made. Please mark the selections in numerical order proportionate to the applicant's business activities.

- |         |   |         |  |
|---------|---|---------|--|
| A5.5.1  | Actuary   | A5.5.27 | Investment Company                       |
| A5.5.2  | Accountant                                      | A5.5.28 | Life Insurance Agent (single insurer)    |
| A5.5.3  | Adviser   | A5.5.29 | Life Insurance Multi Agent               |
| A5.5.4  | Approved Trustee                                | A5.5.30 | Managing general underwriter             |
| A5.5.5  | Asset Consultant                                | A5.5.31 | Margin lender                            |
| A5.5.6  | Bank  | A5.5.32 | Mortgage Broker                          |
| A5.5.7  | Building Society                                | A5.5.33 | Non-Public Offer                         |
| A5.5.8  | Call Centre                                     |         | Superannuation Fund Trustee              |
| A5.5.9  | Carbon Markets Participant /<br>Trader / Broker | A5.5.34 | Payment Product Provider                 |
| A5.5.10 | Conglomerate                                    | A5.5.35 | Product Issuer                           |
| A5.5.11 | Custodian or Depository<br>Service              | A5.5.36 | Provider of a Crowd-Funding<br>Service   |
| A5.5.12 | Credit Union                                    | A5.5.37 | Real Estate Agent                        |
| A5.5.13 | Derivatives dealer                              | A5.5.38 | Registered General Insurance<br>Broker   |
| A5.5.14 | Exempt Stockmarket                              | A5.5.39 | Registered General Insurance<br>Company  |
| A5.5.15 | Experts Reports / Research<br>House             | A5.5.40 | Registered Independent<br>Options Trader |
| A5.5.16 | Finance Broker                                  | A5.5.41 | Registered Life Insurance<br>Broker      |
| A5.5.17 | Financial Planner                               | A5.5.42 | Registered Life Insurance<br>Company     |
| A5.5.18 | Foreign Exchange Dealer                         | A5.5.43 | Responsible Entity                       |
| A5.5.19 | Foreign Financial Services<br>Provider          | A5.5.44 | Securities Dealer                        |
| A5.5.20 | Friendly Society                                | A5.5.45 | Solicitor/Legal Adviser                  |
| A5.5.21 | Futures Adviser                                 | A5.5.46 | Stockbroker/Sharebroker                  |
| A5.5.22 | Futures Broker                                  | A5.5.47 | Superannuation Service<br>Provider       |
| A5.5.23 | General Insurance Agent<br>(single insurer)     | A5.5.48 | Telephone Sales                          |
| A5.5.24 | General Insurance Multi<br>Agent                |         |  |
| A5.5.25 | General Insurance<br>Underwriting Agency        |         |  |
| A5.5.26 | Investor Directed Portfolio<br>Service Operator |         |  |

- A5.6 What best describes the size of the applicant in each of the following categories.
- A5.6.1 Net assets (including related body corporates that provide financial services) at the end of the last financial year.
- A5.6.1.1 Less than \$5 million
- A5.6.1.2 \$5 million to \$20 million
- A5.6.1.3 Greater than \$20 million
- A5.6.2 Gross revenue (including related body corporates that provide financial services) in the last financial year.
- A5.6.2.1 Less than \$5 million
- A5.6.2.2 \$5 million to \$50 million
- A5.6.2.3 Greater than \$50 million
- A5.6.3 Current employees (including related body corporates that provide financial services).
- A5.6.3.1 Less than 20
- A5.6.3.2 20 to 100
- A5.6.3.3 Greater than 100
- A5.7 Will the applicant be providing financial services under this licence in its capacity as a trustee of a trading trust?  Yes  No
- A5.8 In what month does the applicant's financial year end?

## PART B - AFS licensee requirements

### Question B1 Organisational Competence - Responsible Managers

To obtain an AFS licence the applicant must show that it has one or more responsible managers with the necessary competence to provide the services under its AFS licence: see ASIC's Regulatory Guide 105 Licensing: Organisational competence (RG 105). A responsible manager must be a natural person.

If the applicant wishes to nominate more than one responsible manager, the details of each person must be entered separately.

Provide the following details for the applicant's responsible manager(s).

B1.1 Full name *(First Given, Other Given, Family Name)*

B1.2 Birth details *(DOB, City/Town, Country)*

B1.3 What is the relationship of this person to the entity that will hold this AFS licence?

B1.3.1 an employee/officer

B1.3.2 owner/partner

B1.3.3 an external service provider

B1.4 What best describes this person's role in the applicant's organisation?

- |   |   |
|---|---|
| <input type="checkbox"/> Accountant                     | <input type="checkbox"/> Financial Controller           |
| <input type="checkbox"/> Asset Specialist               | <input type="checkbox"/> General Manager                |
| <input type="checkbox"/> Chief Executive Officer        | <input type="checkbox"/> Human Resource Manager         |
| <input type="checkbox"/> Chief Investment Officer       | <input type="checkbox"/> Information Technology Officer |
| <input type="checkbox"/> Communication Platform Officer | <input type="checkbox"/> Legal Adviser                  |
| <input type="checkbox"/> CSF Gatekeeping Officer        | <input type="checkbox"/> Marketing Manager              |
| <input type="checkbox"/> Company Secretary              | <input type="checkbox"/> Operations Manager             |
| <input type="checkbox"/> Compliance Manager             | <input type="checkbox"/> Partner/Proprietor             |
| <input type="checkbox"/> Compliance Officer             | <input type="checkbox"/> Professional Adviser           |
| <input type="checkbox"/> Director                       | <input type="checkbox"/> Trustee                        |
| <input type="checkbox"/> Distribution Manager           |   |

B1.5 What financial services will this person be a responsible manager for?

***Present their selections from A3.2 and allow them to tick one or more***

B1.5.1 On average, how many days will this person spend on duties related to the provision of financial services by the applicant or its related body corporate?

- Less than 1 day per month
- Less than 1 day per week
- 1 to 3 days per week
- More than 3 days per week

B1.6 What industry category(ies) best describes this person's area of experience?

- |  |   |
|--|---|
| <input type="checkbox"/> Accounting                    | <input type="checkbox"/> Information Technology Officer |
| <input type="checkbox"/> Asset Specialist              | <input type="checkbox"/> Law Firm/Legal                 |
| <input type="checkbox"/> Banking or like services      | <input type="checkbox"/> Life Insurance                 |
| <input type="checkbox"/> Custodial / Depository        | <input type="checkbox"/> Management                     |
| <input type="checkbox"/> Communication Platforms       | <input type="checkbox"/> Margin Lending                 |
| <input type="checkbox"/> Crowd-Funding Services        | <input type="checkbox"/> Securities Dealing             |
| <input type="checkbox"/> CSF Gatekeeping Officer       | <input type="checkbox"/> Stockbroking                   |
| <input type="checkbox"/> Derivatives                   | <input type="checkbox"/> Superannuation                 |
| <input type="checkbox"/> Financial/Investment Advising | <input type="checkbox"/> Technical Adviser              |
| <input type="checkbox"/> Foreign Exchange              | <input type="checkbox"/> Trustee                        |
| <input type="checkbox"/> Funds Management              | <input type="checkbox"/> Underwriting                   |
| <input type="checkbox"/> General Insurance             |   |

B1.7 What best describes the overall type of experience they have?

- Management - small entity
- Management - medium to large entity
- Technical adviser
- Employee/representative - small entity
- Employee/representative - medium to large entity

B1.8 Which of the following best describes the length of their relevant industry experience?

- at least 3 years experience in the last 5 years
- at least 5 years experience in the last 8 years
- none of the above

B1.8.1 Where was this experience predominantly obtained?

Present drop down box of countries

B1.9 Which of the five options for demonstrating knowledge and skills do they meet?  
Note: The five options are explained in Section C of RG 105.

- 1. Meets widely adopted and relevant industry standard, or relevant standard set by APRA; or
- 2. Has been individually assessed by an authorised assessor as having relevant knowledge equivalent to a diploma; or
- 3. Holds a university degree in a relevant discipline and has completed a relevant short industry course; or
- 4. Holds a relevant industry- or product-specific qualification equivalent to a diploma or higher; or
- 5. Other demonstration of knowledge and skills

B1.10 Does the applicant have further responsible managers?

- Yes       No

*If Yes, recommence at Question B1.1, allow a maximum of 20.*

## Question B2 Organisational Competence - Processes

To obtain an AFS licence the applicant must show that it has process(es) for ensuring that the applicant and its responsible managers maintain the relevant competence to continue to carry out their duties under the AFS licence efficiently, honestly and fairly.

B2.1 Does the applicant use a documented process to ensure that all responsible managers are of good fame and character?

Yes  No

B2.2 Does the applicant use a documented review process to ensure that it will maintain the organisational competence to carry out its obligations under the AFS licence?

Yes  No

B2.3.1 At a minimum, how often will the applicant undertake this review?

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> Monthly     | <input type="checkbox"/> Annually              |
| <input type="checkbox"/> Quarterly   | <input type="checkbox"/> Less than once a year |
| <input type="checkbox"/> Half Yearly |  |



### Question B3 Compliance Arrangements

To obtain an AFS licence the applicant must show that it has processes in place to adequately monitor compliance with its AFS licence conditions and the law: see [ASIC's Regulatory Guide 104 Licensing: Meeting the general obligations \(RG 104\)](#).

These may be specific to the entity applying for the licence or may cover a corporate group.

B3.1 Has the applicant established compliance and reporting arrangements for your AFS licence activities?

Yes  No

*If No go to B3.2, if Yes:*

B3.1.1 Are the applicant's compliance arrangements documented (either on an entity or group basis)?

Yes  No

B3.1.2 Do the applicant's compliance arrangements specify how often compliance with procedures is monitored and reported on?

Yes  No

B3.1.3 Does the applicant use a documented process to maintain the adequacy of its compliance and monitoring arrangements?

Yes  No

*if Yes:*

B3.1.3.1 How often will the applicant review its compliance and monitoring arrangements?

Monthly  
 Quarterly  
 Half yearly

Annually  
 Less than once a year

B3.1.4 Is there a person(s) responsible for ongoing reporting in relation to the applicant's levels of compliance and for ensuring the adequacy of its compliance arrangements?

Yes       No

*If Yes;*

B3.1.4.1 Does this person(s) have direct access to the applicant's governing body?

Yes       No

B3.1.5 Are the applicant's compliance arrangements generally consistent with the Australian Standard on Compliance Programs?

Yes       No

B3.1.6 Has the applicant made arrangements with issuers of margin lending facilities and retail clients to receive notifications of margin calls on behalf of retail clients?

Yes       No

*If Yes,*

B3.1.6.1 Does the applicant use a documented process to ensure that reasonable steps are taken to notify clients when a margin call occurs?

Yes       No

B3.2 Will any substantial activities under this AFS licence be outsourced?

Yes       No

*If No go to B3.3, if Yes:*

B3.2.1 Who will these activities be outsourced to?

B3.2.1.1 Related party or parties

B3.2.1.2 Independent/external party or parties

B3.2.1.3 Both related and independent/external parties

B3.2.2 Are any of these parties located outside of Australia?

Yes       No

B3.2.3 What function(s) will be outsourced?

- |  |   |
|--|---|
| <input type="checkbox"/> All functions                         | <input type="checkbox"/> Crowd-funding service offer platform |
| <input type="checkbox"/> Accounting                            | <input type="checkbox"/> Credit Assessment                    |
| <input type="checkbox"/> Administration                        | <input type="checkbox"/> Custody                              |
| <input type="checkbox"/> Asset management                      | <input type="checkbox"/> Distribution                         |
| <input type="checkbox"/> Asset selection                       | <input type="checkbox"/> General management                   |
| <input type="checkbox"/> Call centre                           | <input type="checkbox"/> Human resource management            |
| <input type="checkbox"/> Compliance monitoring and supervision | <input type="checkbox"/> Investment management                |
| <input type="checkbox"/> Computing/Information Technology      | <input type="checkbox"/> Legal                                |
| <input type="checkbox"/> Communication facility                |   |

- Marketing
- Product development
- Research
- Risk Management
- Training
- Transactional functions
- Unit pricing
- Verification of retail client information

B3.2.4 Does the applicant have a process in place to ensure that providers selected for any outsourced functions are suitable?

Yes       No

B3.2.5 Will these service providers be under a formal written contract to the applicant's organisation?

Yes       No

B3.2.6 Does the applicant's process effectively monitor and address any issues with service standards that may lead to breaches of your AFS licence conditions?

Yes       No

*B3.3 must not be presented where an applicant has only selected one or all of the following authorisations A4.1.2.10.1, A4.1.2.10.2, A4.1.1.4, A4.2.3.10.1, A4.2.4.10.1 or yes to A3.1 and answered NO to A5.2.3*

B3.3 Has the applicant appointed an ASIC registered auditor(s) or a firm of auditors?

Yes       No

*If Yes go to B3.3.1*

B3.3.1 Provide the following details for each auditor or firm of auditors that the applicant has appointed.

B3.3.1.1 Date of appointment

B3.3.1.2 Applicant has appointed:

B3.3.1.2.1 an ASIC registered auditor

B3.3.1.2.2 a firm of auditors

B3.3.1.3 Provide the following details.

B3.3.1.3.1 ASIC registered auditor number

B3.3.1.3.2 Full name (*First given & family name or firm name*)

B3.3.1.4 Provide the following details.

B3.3.1.4.1 ABN

B3.3.1.4.2 Principal business address

B3.3.2 Has the applicant appointed further auditors?

Yes       No

*If Yes loop back to B3.3.1, allow for 20. If No B3 ends.*

The trigger for the following section would be if an applicant indicated they want an authorisation to deal in securities (either A4.2.3.9.1 or A4.2.4.9.1)

B3.4 If the applicant is not intending to be a member participant of a market that holds an Australian markets licence that covers dealings in securities, does the applicant intend to provide 'intermediary' execution services in securities to its retail clients by way of arrangement or agreement with a member participant?

Yes       No

*If no go to B4, if yes go to B3.4.1*

B3.4.1 Does the applicant have a documented process to ensure the trades it intends to arrange will not breach the insider trading and market manipulation provisions of the Corporations Act.

Yes       No

## Question B4 Representatives

To obtain an AFS licence the applicant must show that it has adequate arrangements to:

- comply with the law and AFS licence conditions
- supervise and monitor the activities of its representatives and ensure that any breaches are identified and remedied
- ensure that its representatives are adequately trained and competent, including those that are required to comply with ASIC's Regulatory Guide 146 Licensing: Training of financial product advisers (RG 146) comply and continue to do so

B4.1 Provide the following details for the applicant's representatives.

*Only present questions B4.1.1, if 'Retail' at A5.1 and Advise at A3.2.1 are selected*

B4.1.1 Do the applicant's representatives who provide financial product advice to retail clients meet the requirements of RG 146?

Yes                       No

B4.1.2 Does the applicant use documented training programs, including continuing education, for its representatives?

Yes                       No

B4.1.3 Does the applicant maintain records of training programs attended by your representatives?

Yes                       No

B4.1.4 Does the applicant have documented processes to supervise and monitor its representatives to ensure they comply with their obligations under the law?

Yes                       No

B4.2 Provide the following details for the authorised representatives to be appointed under this AFS licence.

B4.2.1 Will the applicant be appointing authorised representatives under this AFS licence if it is granted?

Yes                       No

*If No go to B4.3, if Yes go to Question B4.2.1.1:*

B4.2.1.1 Approximately how many authorised representatives will be appointed under this licence within the first 12 months, if it is granted? \_\_\_\_\_

B4.2.1.2 Where will the applicant's authorised representatives be located?

- Australia Wide
- ACT
- NSW
- NT
- QLD
- SA
- TAS
- VIC
- WA
- Overseas

B4.2.1.3 Does the applicant have a documented process to ensure that its authorised representatives do not act outside the scope of their authorisations?

Yes  No

B4.2.1.4 Does the applicant have a documented process to ensure that changes about its authorised representatives are notified to ASIC within 15 business days?

Yes  No

B4.3 Does the applicant have a process to ensure that those people who are providing retail financial advice or directly handling client monies under this AFS licence (if granted) have not engaged in misconduct previously.

Yes  No

*If Yes go to B4.3.1, if No go to B5*

B4.3.1 Which of the following are included in this process?

- Criminal history check
- ASIC banned and disqualified person register check
- Credit/bankruptcy check
- Independent reference check
- Character declaration
- Conflict of interest declaration
- Verification of qualifications
- None of the above

## Question B5 Adequacy of Resources

This question is to be presented to entities who are not APRA regulated, i.e. present only where NO to A5.3.

To obtain an AFS licence the applicant must show that it has, or has access to, sufficient financial, human and information technology resources to properly carry out its responsibilities under its AFS licence and the law.

B5.1 Provide the following details about the applicant's financial resources.

B5.1.1 Does the applicant have a documented process to ensure that its financial resources meet the requirements of ASIC's Regulatory Guide 166 Licensing: Financial requirements (RG 166)?

Yes  No

B5.2 Provide the following information about the applicant's human resources and organisational structure.

B5.2.1 How many full time equivalent employees and contractors will undertake AFS licence related functions.

B5.2.2 Does the applicant use a documented process to ensure that, at all times, it has an adequate number of trained and competent staff to provide the financial services covered by this AFS licence?

Yes  No

B5.3 Provide the following information about the applicant's information technology resources.

B5.3.1 Does the applicant have IT systems to support its business processes?

Yes  No

*If No B5.3 ends. If Yes:*

B5.3.1.1 What process best describes how the applicant undertakes its IT development?

- In house
- Contracted supplier

B5.3.1.2 Does the applicant have a documented disaster recovery plan in the event of loss of data or failure of computer hardware?

Yes  No

B5.3.1.3 At a minimum, how often will the applicant backup its IT information?

- Continuously
- Daily
- Weekly
- Monthly
- Annually
- Less often than Annually
- Never



## Question B6 Dispute Resolution

*To be presented to retail applicants, i.e. where A5.1.1 has been selected.*

To obtain an AFS licence the applicant must show that it has a dispute resolution system in place that comprises:

- internal dispute resolution procedures that meet the Australian Standard on Complaints Handling and other minimum requirements set out in ASIC's Regulatory Guide 165 Licensing: Internal and external dispute resolution (RG 165); and
- membership of the Australian Financial Complaints Authority (AFCA).

B6.1 Does the applicant have an internal dispute resolution procedure in place?

Yes       No

*If No, go to B6.2, if Yes:*

B6.1.1 What best describes the role of the person in the applicant's organisation with responsibility for internal dispute resolution.

- |  |  |
|--|--|
| <input type="checkbox"/> Chief Executive Officer | <input type="checkbox"/> Customer Services Manager |
| <input type="checkbox"/> Complaints Manager      | <input type="checkbox"/> Director                  |
| <input type="checkbox"/> Compliance Manager      | <input type="checkbox"/> General Manager           |
| <input type="checkbox"/> Compliance Officer      | <input type="checkbox"/> Operations Manager        |
|  | <input type="checkbox"/> Partner/Proprietor        |

B6.1.2 Does the applicant's internal dispute resolution procedure meet the Australian Standard on dispute resolution and the minimum requirements of ASIC's RG 165?

Yes       No

B6.1.3 Is this procedure documented?

Yes       No

B6.1.4 Is a guide to this procedure, or a document setting out this procedure, available for retail clients?

Yes       No

B6.1.5 Does the procedure contain a requirement for unresolved complaints to be referred to the Australian Financial Complaints Authority?

Yes       No

B6.2 Is the applicant a member of the Australian Financial Complaints Authority?

Yes       No

Please note that the applicant must be a member of the Australian Financial Complaints Authority from the date of commencement of its licence. We will ask for details of the applicant's Australian Financial Complaints Authority membership when we review this application. We cannot grant a licence until the applicant has the membership in place.

*If No B6 ends, if Yes:*

B6.2.1 What best describes the role of the person in your organisation with responsibility for external dispute resolution.

- |  |  |
|--|--|
| <input type="checkbox"/> Chief Executive Officer | <input type="checkbox"/> Customer Services Manager |
| <input type="checkbox"/> Complaints Manager      | <input type="checkbox"/> Director                  |
| <input type="checkbox"/> Compliance Manager      | <input type="checkbox"/> General Manager           |
| <input type="checkbox"/> Compliance Officer      |  |

Operations Manager

Partner/Proprietor

B6.2.2 Provide the following details for membership of the Australian Financial Complaints Authority

B6.2.2.1 Scheme details

Australian Financial Complaints Authority (AFCA)

Membership number (alphanumeric field)

Commencement date (DD/MM/YY)

## Question B7 Risk Management

*This question is to be presented to entities who are not APRA regulated, i.e. present only where NO to A5.3.*

To obtain an AFS licence the applicant must show that it has an adequate risk management system.

B7.1 Provide the following details of the applicant's risk management process (see ASIC's RG 104).

B7.1.1 Does it include the process for the identification, analysis, evaluation, treatment and communication of the risks associated with its business?

Yes  No

B7.1.2 Does it provide for monitoring and reporting of risk management issues?

Yes  No

B7.1.3 Is it generally consistent with the Australian Standard on Risk Management Systems?

Yes  No

B7.1.4 Is it documented?

Yes  No

B7.2 Has the applicant assessed the risks associated with its business and established the probability of these risks occurring?

Yes  No

## Question B8 Compensation and Insurance Arrangements

*To be presented to retail applicants (A5.1.1 selected), or yes to operate a registered scheme (Yes to A3.2.4), or Yes to operate an IDPS (Yes to A5.2.4)*

B8.1 Is the applicant required to have adequate professional indemnity insurance for its AFS licence activities?

Yes  No

*If Yes, go to B8.1.1 If No go to B8.2*

B8.1.1 Does the applicant already have professional indemnity insurance that complies with ASIC's policy on compensation and insurance arrangements for AFS licensees?

Yes  No

*If Yes, the remaining questions do not apply*

B8.1.2 Does the applicant have a process to ensure that it will have professional indemnity insurance that complies with ASIC's policy on compensation and insurance arrangements for AFS licensees in place when the applicant's AFS licence takes effect?

Yes  No

*If 'yes' at question B8.1 the following questions do not apply. Allow only 1 option from B8.2.1 to B8.2.5 to be selected*

B8.2 Why is the applicant not required to have adequate professional indemnity insurance for its AFS licence activities?

B8.2.1 General insurance company

B8.2.2 Life insurance company

B8.2.3 Authorised deposit taking institution

B8.2.4 ASIC approved guarantee from a related company or institution

B8.2.5 ASIC approved alternative arrangements

*If B8.2.4 or B8.2.5 selected, present the following message:*

*'In order to obtain ASIC's approval of a guarantee provided by a related company or institution that is a general insurance company, a life insurance company or an authorised deposit taking institution, or ASIC's approval of an alternative compensation arrangement, the applicant will be required to apply in writing. Refer to Part 2 of the ASIC Licensing Kit (RG 2) on ASIC's website for guidance.'*

B8.2.4.1 Has ASIC's approval been obtained?

Yes  No

## Question B9 Research and Benefits

*Present if Advising is selected (i.e. A3.2.1) and retail is selected (A5.1.1).*

B9.1 Provide the following details on the product and market research the applicant will conduct.

B9.1.1 What process(es) best describes how the applicant will select the products it intends to advise on?

- |  |  |
|--|--|
| <input type="checkbox"/> own product only                    | <input type="checkbox"/> review product issuer service standards |
| <input type="checkbox"/> own assessment of services/products | <input type="checkbox"/> external research house(s)              |
| <input type="checkbox"/> review product issuer ratings       |  |

B9.1.2 How often will the selection of products be reviewed?

- |                                  |  |
|----------------------------------|--|
| <input type="checkbox"/> Daily   | <input type="checkbox"/> Less often than monthly |
| <input type="checkbox"/> Weekly  |  |
| <input type="checkbox"/> Monthly |  |

B9.1.3 Does the applicant have an approved product list of financial products?

- Yes  No

*If No go to B9.2, if Yes:*

B9.1.3.1 At a minimum, how often will this list be reviewed?

- |                                    |                                      |
|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Weekly    | <input type="checkbox"/> Half Yearly |
| <input type="checkbox"/> Monthly   | <input type="checkbox"/> Yearly      |
| <input type="checkbox"/> Quarterly |                                      |

B9.1.3.2 How many products are on its recommended list?

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> Less than 10 | <input type="checkbox"/> 50 to 100     |
| <input type="checkbox"/> 10 to 20     | <input type="checkbox"/> more than 100 |
| <input type="checkbox"/> 20 to 50     |  |

B9.2 Which remuneration or other benefits does the applicant's representatives receive in relation to the financial product advice that they provide? This includes remuneration or benefits they receive from the applicant or the client or from third party product providers.

- |  |   |
|--|---|
| <input type="checkbox"/> Salary  | <input type="checkbox"/> equitable interest in product provider or the licensee         |
| <input type="checkbox"/> Profit share arrangements                                 | <input type="checkbox"/> upfront and /or ongoing asset based fees paid by client        |
| <input type="checkbox"/> back office payments                                      | <input type="checkbox"/> volume bonus (linked to the numbers or value of products sold) |
| <input type="checkbox"/> commission  | <input type="checkbox"/> other - non-salary benefits                                    |
| <input type="checkbox"/> equitable interest in product being sold                  |   |
| <input type="checkbox"/> fixed upfront and / or ongoing advice fees paid by client |   |

B9.3 Does the applicant have arrangements in place to monitor and determine whether the applicant or its representatives are receiving conflicted remuneration?

- Yes  No

B9.4 Where the applicant or its representatives receive, or intend to receive, volume based benefits does the applicant have compliance arrangements in place to identify and show that these benefits are not conflicted remuneration?

Yes  No

## PART C - Specific questions for certain selected complex services and/or products

### Question C1 Custodial or Depository Service

*Present only where A3.2.5 has been selected.*

The applicant wishes to be authorised to provide Custodial or Depository Services. The applicant must show that it has the capacity to manage the current and future operational demands of these services.

C1.1 Does the applicant use a documented process for maintaining adequate records to ensure that it as the AFS licensee can immediately determine the identity and status of investments held?

Yes  No

C1.2 Does the applicant use a documented process to manage access to, security of and reporting on client accounts?

Yes  No

C1.3 Does the applicant use a documented process to ensure that its valuation and pricing mechanisms for client accounts, and the subsequent information provided to clients, is accurate?

Yes  No

C1.4 Does the applicant use a documented process to monitor that instructions received in relation to client transactions are properly authorised before being executed?

Yes  No

*If the applicant has selected A4.5.1.1, i.e. have selected IDPS in Part A, present questions C1.5 to C1.8. If A4.5.1.1 was not selected go to C1.9.*

C1.5 Does the applicant have other IDPS operators who will be contracting with the client to operate the service?

Yes  No

*If Yes go to C1.5.1. If No go to C1.6*

C1.5.1 Does the applicant use documented processes to monitor the activities of the other IDPS operators?

Yes  No

C1.5.2 Does the applicant have written agreements with the other IDPS operators who will be providing the service to the clients?

Yes  No

C1.6 Will the applicant provide clients of the service with continuous electronic daily access to information on their transactions?

Yes  No

C1.7 Will the applicant undertake the transactional functions for the service it wishes to operate?

Yes  No

*If Yes go to C1.8, if No:*

C1.7.1 Will the applicant appoint a third party with the required NTA, to provide the transactional functions for the service the applicant wishes to operate?

Yes  No

*If Yes go to C1.7.1.1.*

C1.7.1.1 Does the applicant use documented processes to monitor the activities of the third party who will be providing the transactional function for the service it wishes to operate?

Yes  No

C1.7.1.2 Does the applicant have written agreements with third parties providing the transactional function for the service it wishes to operate?

Yes  No

C1.7.1.3 Have service standards been established and agreed?

Yes  No

C1.8 Will the applicant provide the custodial functions for the service it wishes to operate?

Yes  No

*If Yes go to C1.9, if No:*

C1.8.1 Does the applicant have a documented process to monitor the activities of the third party who will be providing the custodial function for the service it wishes to operate?

Yes  No

C1.8.2 Does the applicant have written agreements with the third parties providing the custodial services for the service it wishes to operate?

Yes  No

C1.8.3 Have service standards been established and agreed?

Yes  No

C1.9 Will the applicant be acting as an external MDA custodian that directly contracts with retail clients?

Yes  No

*If C1.9 is 'Yes' then go to C1.9.1, if 'No' C1 ends*

C1.9.1 Does the applicant use a documented process to ensure that clients assets are managed as a discrete portfolio?

Yes  No

C1.9.2 Does the applicant have a documented process to ensure that its Financial Services Guide (FSG) clearly sets out the division of responsibility between the external MDA custodian and the MDA operator for the MDA service?

Yes  No



## Question C2 Operate a Registered Managed Investments Scheme

*Present only where A3.2.4 has been selected.*

To be authorised to operate a managed investment scheme(s) the applicant must be a responsible entity able to show that it has the capacity to deal with current and future operational demands of the managed investment scheme(s) it will operate.

C2.1 Does the applicant use a documented process for ensuring that all disclosure documents and other marketing material are subjected to due diligence?

Yes  No

C2.2 Does the applicant use a documented process for ensuring the member registry details are accurate and secure?

Yes  No

C2.3 Does the applicant use a documented process for managing settlements, corporate actions, authorisation of transactions and investment limits?

Yes  No

C2.4 Will the applicant be contracting its services as a responsible entity to other organisations?

Yes  No

C2.5 Will the applicant be operating mortgage schemes?

Yes  No

*If No go to C2.6 if Yes*

C2.5.1 What types of mortgage schemes will the applicant be operating?

C2.5.1.1 Unit Trusts

C2.5.1.2 Pooled Mortgages

C2.5.1.3 Contributory Mortgages - general authority

C2.5.1.4 Contributory Mortgages - specific authority

C2.5.1.5 Direct Mortgages

*Edit: this needs to be completed if A4.4.2.6 is selected*

C2.6 Will the applicant have a compliance committee?

Yes  No

*If No go to C2.7 if Yes:*

C2.6.1 At a minimum, how regularly will the compliance committee meet?

Weekly  Annually

Monthly  Less than once a year

Quarterly

Half Yearly

C2.7 Will the applicant hold scheme property for the schemes it wishes to operate?

Yes  No

*If No go to C2.7.2. If Yes go to C2.7.1.*

C2.7.1 Will the applicant have and maintain the net tangible assets (NTA) required to hold scheme(s) property?

Yes  No

*If Yes C2 ends.*

C2.7.2 Has the applicant appointed a third party custodian with the required minimum NTA to hold this scheme property?

Yes  No

### Question C3 Make a Market

*Present only where A3.2.3 has been selected.*

To be authorised to make a market the applicant must be able to show that it has the capacity to adequately manage this particular activity.

C3.1 Will any of the applicant's market making activities be on an Australian licensed market?

Yes  No

*If yes, go to C3.1.1. If no go to C3.2*

C3.1.1 Which market(s) will the applicant make a market on?

ASX	<input type="checkbox"/>	NSXA	<input type="checkbox"/>
ASX Futures	<input type="checkbox"/>	Chi-X	<input type="checkbox"/>
ASX24	<input type="checkbox"/>	Other	<input type="checkbox"/>
SIM VSE	<input type="checkbox"/>		

If other is selected please provide details in text

C3.1.2 What best describes the proportion of the applicant's market making activities that are conducted on an Australian licensed market

C3.1.2.1 some

C3.1.2.2 most

C3.1.2.3 all

*If C3.1.2.3 then remaining questions do not apply, Otherwise go to C3.2*

C3.2 Has the applicant established position limits for:

C3.2.1 Individual traders?  Yes  No

C3.2.2 Individual financial products?  Yes  No

C3.2.3 Individual counterparties?  Yes  No

C3.3 Does the applicant have adequate arrangements for monitoring and managing settlement risk?

Yes  No

C3.4 Is the establishment, monitoring and control of position limits and the monitoring and control of settlement risk separate from the dealing function?

Yes  No

C3.5 Is the applicant currently carrying on an exempt futures market under a ministerial declaration?

Yes  No

## Question C4 Derivatives

*Present only where one of the following has been selected A4.2.3.2, A4.2.3.2.1 to A4.2.3.2.3, A4.2.4.2, A4.2.4.2.1 to A4.2.4.2.3, A4.3.1.2 to A4.3.1.5, A4.4.2.1*

To be authorised to deal or make a market in derivatives the applicant must show that it has processes and systems to adequately manage this particular product.

C4.1 Will any of the applicant's derivatives activities be on an Australian licensed market?

Yes  No

*If yes, go to C4.1.1. If no go to C4.2*

C4.1.1 Which market(s) will the applicant deal or make a market on?

ASX

ASX Futures

ASX 24

Other

*If other is selected please provide details in text*

---

C4.1.2 What best describes the proportion of your derivatives activities that are conducted on an Australian licensed market

C4.1.2.1 some

C4.1.2.2 most

C4.1.2.3 all

*If C4.1.2.3 then remaining questions do not apply, Otherwise go to C4.2*

C4.2 Does the applicant have a designated person responsible for managing derivative legal matters such as contracts?

Yes  No

C4.3 Does the applicant use documented systems and procedures to select when and how derivatives will be traded?

Yes  No

C4.4 Does the applicant use documented controls, including the assessment of credit risk, to ensure that counterparties are able to perform contractual obligations?

Yes  No

C4.5 Will the applicant have systems to record all derivative transactions including:

C4.5.1 reconciliation of positions  Yes  No

C4.5.2 mark to market valuation  Yes  No

C4.5.3 scenario testing  Yes  No

C4.5.4 stress testing  Yes  No

C4.6 Does the applicant use documented processes for ensuring that valuations of, and exposure to, derivatives are done in a timely and independent manner in accordance with valuation standards, accounting standards and the Corporations Act?

Yes  No

C4.7 Does the applicant use documented processes for ensuring compliance with dealing and/or exposure limits?

Yes  No

*Present C4.8 only if 'retail clients' is selected at A5.1.1*

C4.8 Does the applicant have processes to review marketing material and disclosure documents to ensure appropriate risk disclosures are made?

Yes  No

## Question C5 Foreign Exchange Contracts

*Present only where one of the following has been selected A4.2.3.3, A4.2.4.3, A4.3.1.1*

To be authorised to deal and/or make a market in foreign exchange the applicant must show that it has processes and systems to adequately manage this particular product/service.

C5.1 Will the applicant be entering foreign exchange contracts (including foreign exchange contracts that are derivatives) as principal with a person that is not an ADI, authorised dealer under the Banking (Foreign Exchange) Regulations or the holder of an AFS licence that includes a condition requiring the licensee to have \$10million of tier one capital?

Yes                       No

C5.2 Does the applicant have a qualified and experienced person responsible for managing foreign exchange legal matters such as contracts?

Yes                       No

C5.3 Does the applicant use documented systems and procedures to select when and how foreign exchange contracts will be traded?

Yes                       No

C5.4 Does the applicant use documented controls, including the assessment of credit risk, to lessen the chance that counterparties are not able to perform contractual obligations?

Yes                       No

C5.5 Does the applicant use documented systems to record all foreign exchange contracts?

Yes                       No

C5.6 Does the applicant use documented processes for ensuring compliance with dealing and/or exposure limits?

Yes                       No

Present C5.7 only if 'retail clients' is selected at A5.1.1

C5.7 Does the applicant have processes to review marketing material and disclosure documents to ensure appropriate risk disclosures are made?

Yes                       No

C5.8 Is the applicant currently an authorised foreign exchange dealer under the Banking (Foreign Exchange) Regulations

Yes                       No

*A No response triggers C5 proofs*

## Question C6 Horse Racing Syndicate

*Present only where A4.2.3.7.5 or A4.2.4.7.5 have been selected*

To be authorised to operate a horse racing syndicate the applicant must show that it has processes and systems to adequately manage this particular syndicate. For more details see ASIC's Regulatory Guide 91 Horse racing and breeding schemes (RG 91).

C6.1 Will the applicant use a documented process to ensure the horse racing syndicates it wishes to operate under its AFS has and will maintain separate trust accounts?

Yes  No

C6.2 Will the applicant prepare annual statements of financial performance and financial position for each horse racing syndicate it wishes to operate?

Yes  No

C6.3 Will the applicant use a documented process for managing its relationship with the lead regulator for each of its syndicates?

Yes  No

## Question C7 Life Products

*Present only where one of the following has been selected A4.1.2.6.1, A4.1.2.6.2, A4.2.3.6.1, A4.2.3.6.2, A4.2.4.6.1, A4.2.4.6.2*

To be authorised to advise/deal in investment life insurance or life risk insurance products the applicant must show that it has processes and systems to adequately manage this particular product.

C7.1 Has the applicant advised/dealt in these products previously?

Yes  No

*If No go to C7.2, if Yes:*

C7.1.1 How long has the applicant advised or dealt in these products?

- Less than 1 year
- 1 year to 5 years
- 5 years to 10 years
- More than 10 years

C7.2 What percentage of the applicant's financial products income is derived from advising and/or dealing in life products?

- Less than 25%
- 25% to 50%
- 50% to 75%
- Greater than 75%

C7.3 Does the applicant use a process to monitor the practices of its representatives particularly in relation to churning and/or twisting?

Yes  No



## Question C8 Underwriting

*Present only where Yes has been selected at A5.4.*

To be authorised to act as an underwriting agent or a general insurance broker acting under binders the applicant must show that it has adequate processes and systems to manage this particular product.

C8.1 Will the applicant be entering into agreements involving more than one insurer or reinsurer?

Yes                       No

C8.2 Does the applicant use documented processes to ensure that cover is protected if any insurer withdraws from or chooses not to renew these agreements?

Yes                       No

C8.3 Has the applicant reviewed its agency agreements with insurers to assess if they are in conflict with any of its AFS licence obligations and the law?

Yes                       No

*if Yes go to C8.3.1 if No go to C8.4*

C8.3.1 Were any conflicts identified?

Yes                       No

*if Yes go to C8.3.1.1 if No go to C8.4*

C8.3.1.1 Has the applicant amended, or proposes to amend, the agreements to remove all such conflicts?

Yes                       No

C8.4 Do any of the applicant's agreements with insurers specify any time limits for remitting premiums to the insurer?

Yes                       No

*if Yes go to C8.4.1 if No go to C8.5*

C8.4.1 Do the agreements purport to reduce or invalidate insurance cover for failure to remit premiums within the agreed timeframe(s)?

Yes                       No

C8.4.2 What is the time limit for remitting funds?

- |  |   |
|--|---|
| <input type="checkbox"/> Less than 30 days | <input type="checkbox"/> 60 to 90 days        |
| <input type="checkbox"/> 30 to 60 days     | <input type="checkbox"/> greater than 90 days |

C8.5 Does the applicant use a documented process to ensure it properly notifies insurers, within agreed timeframes, that they are on risk?

Yes                       No

C8.6 Is the applicant liable under agreements with insurers for part of any claim on business that it has underwritten??

Yes                       No

*if Yes go to C8.6.1 if No go to C8.7*

C8.6.1 Which of the following measures best describes what the applicant has in place for any abnormal underwriting losses that may occur?

- Reinsurance contracts
- Cash reserves
- Stop loss insurance cover
- None of the above

C8.7 Does the applicant use a documented process to ensure it appropriately notifies retail clients as to whom it will represent, e.g. an insurer or the retail client themselves?

Yes  No

## Question C9 Managed Discretionary Account Services

*To be presented to retail applicants (A5.1.1 selected), and where A4.2.3.7.7 and/or A4.2.3.11.1.1 has been selected.*

To be authorised to operate an MDA service the applicant must demonstrate that it has the processes and systems in place to adequately operate this service and ensure compliance with its obligations under Class Order [CO 04/194].

C9.1 Does the applicant have a documented process to ensure that its Financial Services Guide (FSG) will contain information on the MDA service you operate?

Yes  No

C9.2 Does the applicant use a documented process to ensure client account details are accurate and secure?

Yes  No

C9.3 Does the applicant use a documented process to ensure that client assets are managed as a discrete portfolio?

Yes  No

C9.4 Does the applicant use a documented process to ensure that the investment program it includes in the MDA contract is appropriate for the client?

Yes  No

C9.5 Does the applicant use a documented process to ensure that the investment program for each retail client is reviewed at least once every 12 months?

Yes  No

C9.6 Does the applicant have a documented process to ensure compliance with retail client's instructions on corporate actions and communications about portfolio assets?

Yes  No

C9.7 Does the applicant have a documented process to report regularly to the client to enable the client to monitor the performance of and trading in their portfolio?

Yes  No

C9.8 Does the applicant have a documented process to maintain records of the documents provided to each retail client?

Yes  No

C9.9 Who will hold legal title to portfolio assets?

- The MDA operator
- an external MDA custodian that directly contracts with the DA client
- the MDA client
- a custodian appointed by the MDA operator

*If C9.9.1 and/or C9.9.4 is selected then A3.2.5 must be selected, if not present the message 'The applicant needs to select the appropriate financial service to perform this role. Refer to Part 2 of the ASIC Licensing Kit (RG 2) on ASIC's website for guidance.'*

## Question C10 Margin Lending Facility

*To be presented to retail applicants (A5.1.1 selected), and where A4.2.3.11.1 and/or A4.2.3.11.2 has been selected.*

C10.1 Does the applicant use a documented process to assess whether the margin lending facility is unsuitable for the retail client if the facility is issued or the limit is increased?

Yes  No

C10.2 Does the applicant have a documented process to ensure that a retail client who requests a copy of the assessment of unsuitability in relation to the issue or increase in limit of a margin lending facility is given a copy of the assessment within the time and manner required by s985H of the Corporations Act 2001?

Yes  No

C10.3 Does the applicant use a documented process to monitor clients' margin lending facilities to detect when the facility goes into margin call?

Yes  No

C10.4 Does the applicant have adequate operational capacity to continue to monitor margin lending facilities in the event of multiple simultaneous margin calls (e.g. significant sudden market loss)?

Yes  No

C10.5 Does the applicant use a documented process to ensure that reasonable steps are taken to notify clients in an appropriate time and manner when a margin call occurs?

Yes  No

C10.6 Has the applicant made arrangements with an agent (i.e. another financial services licensee, such as a financial adviser) and a retail client for the agent to notify the client of margin calls?

Yes  No

If yes,

C10.6.1 Does the applicant have documented procedures to ensure that reasonable steps are taken to notify the agent when a margin call occurs?

Yes  No

## Question C11 Crowd-Funding Service

*Present only where Yes has been selected at A3.3.7*

C11.1 Will the applicant use a documented process to ensure an offering company is an eligible CSF company and that the offer is an eligible CSF offer?

Yes  No

C11.2 Will the applicant use a documented process to check that the CSF offer document contains the required information and is worded and presented in a 'clear, concise and effective' manner, and determine when it will decide not to publish, or continue to publish, the CSF offer document?

Yes  No

C11.3 Will the applicant use a documented process to ensure that it operates its offer platform in accordance with the obligations under its AFS licence and crowd-funding service authorisation?

Yes  No

C11.4 Will the applicant use a documented process to ensure that it operates its application facility in accordance with the obligations under its AFS licence and crowd-funding service authorisation?

Yes  No

C11.5 Will the applicant use a documented process to ensure that it operates its communication facility in accordance with the obligations under its AFS licence and crowd-funding service authorisation?

Yes  No

C11.6 Will the applicant use a documented process to ensure that it only accepts applications from retail clients made on the application facility, and only where the retail client has not exceeded the investor offer cap and has completed the prescribed risk acknowledgement?

Yes  No

C11.7 Will the applicant use a documented process to handle application money in compliance with the obligations under its AFS licence and crowd-funding service authorisation for dealing with application money?

Yes  No

C11.8 Will the applicant use a documented process to ensure that it notifies persons via the offer platform of their cooling-off rights in compliance with the obligations under its AFS licence and crowd-funding service authorisation?

Yes  No

C11.9 Will the applicant use a documented process to ensure that it has in place adequate arrangements for the management of conflicts of interest that may arise wholly, or partially, in relation to its activities in providing the crowd-funding service?

Yes  No

C11.10 Will the applicant use a documented process to check the identity of an offering company and its officers, including whether the company's officers are of good fame and character and whether the company's officers have knowingly engaged in misleading or deceptive conduct in relation to the CSF offer?

Yes  No

## Part D - Declarations and Certifications

### General Declaration and Consent (ALL)

The applicant declares that, to the best of its knowledge, the information supplied in, and with, this application is complete and accurate.

The applicant declares that, if granted the licence, it will comply with its obligations as an Australian financial services licensee.

The applicant acknowledges that the Australian Securities and Investments Commission may take action to verify that the statements and certifications made in relation to this application were not false or misleading.

The applicant acknowledges that it has read the ASIC Electronic Lodgement Protocol and agrees to be bound by its terms and conditions. (eLicensing initial applications only)

The applicant declares that this application is lodged in accordance with the ASIC Electronic Lodgement Protocol (including that a signed copy of this application will be maintained by the applicant in accordance with the protocol). (AFS licence variation applications only)

### APRA Regulated Bodies Declaration and Acknowledgment

(Where Yes to A5.3 only)

The applicant declares that the applicant is a body regulated by APRA (within the meaning of s3(2) of the Australian Prudential Regulation Authority Act 1998).

### Specific Certifications

I certify that as at the date of this application to the best of my knowledge the following is true:

- the responsible managers named in this application have completed the statement of personal information (where required) and the applicant believes the responsible managers are of good fame and character
- the responsible managers named in this application have the relevant knowledge, skills and experience to perform their particular roles within this business
- the applicant has, and will continue to have, measures in place to maintain the competence required to provide the financial services applied for in this application
- the applicant has, and will continue to have, appropriate measures in place to provide the financial services applied for in this application efficiently, honestly and fairly
- the applicant has established, and will maintain, compliance measures that are appropriate and will ensure that it complies with the obligations under the financial services laws
- the applicant has established, and will maintain, adequate monitoring, supervision and training procedures to ensure that representatives will comply with the requirements of the financial services laws, are properly trained and are competent to undertake their role when they join the applicant's financial services business and on an ongoing basis

- the applicant has sufficient resources available to meet its obligations under the financial services laws and will continue to have sufficient resources on an ongoing basis, including:
  - adequate human resources to enable it to satisfy its obligations under the financial services laws;
  - adequate technological resources to enable it to satisfy its obligations under the financial services laws
  - adequate financial resources to enable it to satisfy its obligations under the financial services laws.
- the applicant has, and will continue to have, appropriate internal and external dispute resolution procedures to resolve complaints made in connection with the provision of the financial services applied for in this application.
- the applicant has established and will maintain adequate risk management systems that take into account the nature, scale and complexity of this financial services business and include a focus on its obligations under the financial services laws
- the applicant has, and will maintain, compensation arrangements that comply with the requirements of the financial services laws
- the applicant has, and will continue to have, sufficient financial resources available to meet the financial requirements set out in ASIC's Regulatory Guide 166 Licensing: Financial requirements (RG 166)

## Warning

It is an offence under the Corporations Act to provide false or misleading information to ASIC. False or misleading information in an application (including a material omission) may also be grounds to revoke any licence granted based on the application.

## Signatories

The signature block for the applicant will vary according to the type of applicant. Each signatory will be required to sign and date.

<b>Individual</b>	To be signed by that individual. Name to be pre-filled from A1.1
<b>Partnership</b>	To be signed by all the partners who would perform duties in connection with the holding of the licence. Signatory blocks equal to number given at A1.1.2.1 presented for completion of name, signature & date.
<b>Company</b>	To be signed by two directors of the company; a director and a company secretary of the company; or a single director for a single director company. Signature block should default to the one 'director' and one 'director/secretary' block. Signatory will need to print their name as well as sign and date.
<b>Non-Corporate Trustees</b>	To be signed by all the trustees. Signatory blocks equal to number given at A1.1.4.2 presented for completion of name, signature & date.

You should now

- have this application form signed
- print the Statements of Personal Information for your responsible managers (to be sent to ASIC if specified in the proof list, otherwise they should be retained by the applicant)
- obtain all the proofs listed in Part E of this application, and label them in accordance with the instructions in Part E
- submit the electronic application to ASIC
- print your invoice and pay your application fee by Bpay or cheque in accordance with the instructions on your invoice
- send scanned copies of this signed application and all Part E proofs by email to [licensing.afslproofs@asic.gov.au](mailto:licensing.afslproofs@asic.gov.au). Please ensure that the title of the email includes the applicant name and application reference number and that the size of the email does not exceed 10MB. Multiple emails with all the required proofs attached, may be sent to meet size constraints.
- if paying by cheque, post the cheque and payment slip, to  
Australian Securities and Investments Commission  
Registry Services and Licensing  
PO Box 4000  
Gippsland Mail Centre Vic 3841



## Part E - Proofs

### Attachments

You must provide the following core proofs as evidence to support your AFS licence application. Part 2 of the AFS Licensing Kit explains what these proofs should look like and what we expect them to include. Make sure you label your proofs as shown below. Once we've started assessing your application, you may need to provide additional proofs. These will generally be one or more of the proofs listed below. However, we may need to ask you for other proofs not listed here if you haven't selected your authorisations correctly. All of the additional proofs are described in Part 3 of the AFS Licensing Kit.

Each attached proof must be labelled in the approved format as follows:

#### Label Sample

Applicant Name	<i>[Pre-fill AFS licence Name and ABN]</i>
Application number	<i>[Pre-fill Application number]</i>
Attachment Name	<i>[Pre-fill Attachment number]</i>
Number of pages	<i>[Pre-fill number of pages]</i>
Date prepared	<i>[Applicant to insert date]</i>
Special status	<i>[e.g. Commercial-In-Confidence, Draft Only, etc...]</i>

### Privacy Notice

The information you give in these proofs assists ASIC to assess whether it should grant the applicant an Australian financial services licence. ASIC is empowered to collect this information and will not use it for any other purpose, nor will we disclose it, unless we have obtained consent or the use or disclosure is permitted under the Privacy Act (Cth).

For more details, see the Privacy Statement on our website [www.asic.gov.au](http://www.asic.gov.au).

## Part A Proofs

### A1: APPLICANT DETAILS

- Partnership Statement
- Trustees of a Trust Statement
- Other entity types

### A4: AFS LICENCE AUTHORISATIONS

- Miscellaneous Financial Facility Statement
- Authorised Expressions - Membership

### A5: BUSINESS DESCRIPTION

- Business Description Proof

## People Proofs

People Proofs for all responsible managers (incl. A Statement Of Personal Information)

## Part B Proofs

### B1: ORGANISATIONAL COMPETENCE

- Submission Supporting Responsible Manager's Competence
- Table of Organisational Competence

### B2: ORGANISATIONAL COMPETENCE

- Development Program for Responsible Managers
- Industry Standards Compliance

### B3: COMPLIANCE ARRANGEMENTS

- Compliance Arrangements
- Arrangements for Managing Conflicts of Interests
- Outsourcing Statement

### B4: REPRESENTATIVES

- Program for Monitoring, Supervision and Training of Representatives

### B5: ADEQUACY OF RESOURCES

- Financial Statements and Financial Resource Resources Details
- Human Resource Capacity Statement
- Information Technology Capacity Statement

### B6: DISPUTE RESOLUTION

- Dispute Resolution System Statement

### B7: RISK MANAGEMENT

- Risk Management System Statement

### B8: COMPENSATION

- Compensation Capacity Statement

B9: RESEARCH AND BENEFITS

Research Statement

**Part C Proofs**

C1: CUSTODIAL OR DEPOSITORY SERVICE

Custodial/Depository Service Statement

IDPS Statement

Funds Under Management/Custody Statement

Product/Service Distribution Statement

C2: OPERATE A REGISTERED MANAGED INVESTMENT SCHEME

Scheme Operating Capacity Statement

Scheme Property Statement

Funds Under Management Details

Product Distribution Channel Report

C3: MAKE A MARKET

Market Maker Statement

C4: DERIVATIVES

Derivatives Statement

C5: FOREIGN EXCHANGE

Foreign Exchange Operating Statement

C6: HORSE RACING SYNDICATE

Horse Racing Syndicate Statement

C7: LIFE INSURANCE

Life Insurance Capacity Statement

C8: UNDERWRITING AGENCY AND/OR GENERAL INSURANCE BROKER ACTING UNDER BINDERS

Underwriting Agency Capacity Statement

C9: MANAGED DISCRETIONARY ACCOUNT

MDA Operator Capacity Statement

C10: MARGIN LENDING FACILITY

Margin Lending Facilities Provider Statement

C11: CROWD-FUNDING SERVICE

Crowd-Funding Service Statement

C12: CLAIMS HANDLING AND SETTLING SERVICE

Claims handling and settling service statement

If applicable,

FS03 APPLICATION: VARIATIONS TO CONDITIONS (OTHER THAN AUTHORISATIONS)

Documents to support variation

## Statement of Personal Information

### Banner with Legal Name and ABN of Applicant

To obtain an AFS licence, an applicant must show that they have the experience and expertise to ensure that the financial services to be covered by the AFS licence will be provided efficiently, honestly and fairly.

You have been nominated as a responsible manager for this application. To demonstrate that you have the necessary experience, competence and are of good fame and character, please respond to all of the following questions.

When signed, this Statement becomes (if a required proof) an attachment to the AFS licence application or the Change of details of an Australian financial services licence. These documents will be forwarded to the Australian Securities and Investments Commission (ASIC) by the licensee or proposed licensee.

### Privacy Notice

The information you give in this Statement of Personal Information assists ASIC to assess whether it should grant the applicant an Australian financial services licence. ASIC is empowered to collect this information and will not use it for any other purpose, nor will we disclose it, unless we have obtained consent or the use or disclosure is permitted under the Privacy Act (Cth).

For more details, see the Privacy Statement on our website [www.asic.gov.au](http://www.asic.gov.au).

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### Statement of Personal Information for prefill name from B1, to support an application for an Australian financial services licence (AFS licence)

Within the last 10 years, within Australia and/or overseas:

1. Have you been refused the right, or been restricted in the right, to carry on any trade, business or profession for which a licence, registration or other authority is required by law?  

Yes       No
2. Have you been a member, or partner in a member firm, of any securities, stock, futures, commodities or other exchange?  

Yes       No
3. Have you been suspended from membership of, or disciplined by, any securities, stock, futures, commodities or other exchange?  

Yes       No
4. Have you been refused membership of any securities, stock, futures, commodities or other exchange?  

Yes       No
5. Have you been removed from membership of, or disciplined by, any professional body or external dispute resolution scheme?  

Yes       No
6. Have you carried on business under any name other than the name or names shown in this application?  

Yes       No
7. Have you been known by any name other than the name or names shown in this application?  

Yes       No

8. Have you been the subject of any findings, judgment or current proceeding, including findings, in relation to fraud, misrepresentation or dishonesty, in any administrative, civil or criminal proceedings in any country?
- Yes       No
9. Are you, or have you ever been, declared bankrupt or insolvent under administration?
- Yes       No
10. Have you been engaged in the management of any companies/businesses that have had an external administrator appointed?
- Yes       No
11. Have you been engaged in the management of any companies/businesses that were declared insolvent?
- Yes       No
12. Have you been engaged in the management of any companies/businesses that carry on a trade, business or profession for which a licence, registration or other authority is required by law?
- Yes       No
13. Have you been engaged in the management of any companies/businesses that have been the subject of any investigations or proceedings that are current or pending and which may result in disciplinary action being taken in relation to any such authorisation?
- Yes       No
14. Have you been engaged in the management of any companies/businesses that have failed to comply with a determination from an external dispute resolution scheme
- Yes       No
15. Have you been engaged in the management of any companies/businesses that were declared the equivalent of insolvent under the law of an external territory or country other than Australia?
- Yes       No
16. Have you ever been engaged in the management of any company that has had an instrument of approval under the Superannuation Industry (Supervision) Act 1993 revoked?
- Yes       No
17. Have you ever been engaged in the management of any companies/businesses that have had a Corporations Act 2001 (or previous corresponding laws) licence or National Consumer Credit Protection Act licence or Insurance Agents and Brokers Act 1984 registration revoked or suspended?

### Attachments

- A. If you have answered Yes to any question, please provide a separate attachment that includes individual details. In addition, please provide the following:
- Question 8                      the judgment and if it has been satisfied
- Question 9 to 12              For a declaration of bankruptcy or insolvency:
- ✓ date of the declaration and district in which it was made
  - ✓ bankruptcy number

For a deed of arrangement, assignment or where creditors have accepted a composition under Part X of the Bankruptcy Act 1966:

- ✓ date of the deed of arrangement, assignment or the special resolution accepting composition and the district in which it was made
- ✓ name and address of the trustee of the deed of arrangement, assignment or of the composition
- ✓ identifying number used in relation to the deed of arrangement or assignment or the composition in the office of the Registrar in Bankruptcy

B. You must provide the following details of your educational qualifications relevant to your responsibilities for this AFS licence. If insufficient space, attach an annexure. If any of your qualifications are foreign qualifications, please provide details about how the qualification has been approved by the National Office of Overseas Skills Recognition (NOOSR) in Canberra - for example, the letter verifying the qualification provided to you by NOOSR, and what Australian short courses you have completed.

Institution \_\_\_\_\_

Course Name \_\_\_\_\_

Year of completion \_\_\_\_\_

Institution \_\_\_\_\_

Course Name \_\_\_\_\_

Year of completion \_\_\_\_\_

Institution \_\_\_\_\_

Course Name \_\_\_\_\_

Year of completion \_\_\_\_\_

C. The proposed or existing licensee must provide the following documents to support your Statement.

- A national criminal history check on you not more than 12 months old
- an Insolvency Trustee Services Australia (ITSA) Bankruptcy check on you not more than 12 months old (or a statutory declaration for overseas responsible managers)
- two business references, in the approved format, not more than 12 months old (original or certified true copy of), refer to Part 2 of the AFS Licensing Kit (RG 2) for details

**Declaration**

I *pre-fill with Name from B1*, agree to be a responsible manager for *pre-fill with Legal Name and ABN*, as defined by the Corporations Act.

I certify that the information in this Statement and all attachments are true and correct.

		<b>Witness</b>	
		Name:	_____
Signed	_____	Address	_____
Role	_____		_____
Date	_____	Signed	_____
		Date	_____