



Mortgage and Finance Association (Singapore) Pte Ltd
Registration Number: 200615715H
167 Jalan Bukit Merah # 02-12 Singapore 150167
Tel : +65 6227 3282 Fax : +65 6227 5133
www.mortgagefinance.com.sg

Guidelines: Application for Recognition as an Accredited Mortgage Consultant (AMC)

Dear prospective and existing AMCs,

Thank you for your interest to be part of Mortgage and Finance Association (Singapore) Pte Ltd.

In order for us to process your application, please complete and attach the following :-

1. MFAS Membership Application Form
2. Proof of successful completion of the AMC Examination (applicable to existing AMCs) or AMC Course Application Form (applicable to new applicants)
3. Payment of AMC Course, Examination and/or Membership Fees
(for existing individual members, the annual participation fee payable to MFAS is \$200)
4. Attach copy of your CV or business card

Your application for recognition as an Accredited Mortgage Consultant (AMC) is renewed on a yearly basis with effect from 1 January to 31 December. Members joining MFAS within the year will have their membership accredited on a pro-rated basis. Renewal Fees is yearly payable in advance with no refund unless resignation notice is served in writing to MFAS Secretariat by 30 November of the preceding year.

The AMC designation is for practice purposes and is only available to individuals employed by, exclusively contracted to or otherwise publicly connected to the sponsoring full member which is itself a full member of MFAS.

Consultant's stationeries and business cards must indicate to the public that he/she acts on behalf of or contracted with, or are exclusively connected to the sponsoring full member so that the public are aware they are dealing with not only the individual Accredited Mortgage Consultant but also their sponsoring full member (being a full member of MFAS). Only AMC currently maintained on the Registry of AMC of the MFAS are allowed to use the mark of AMC. Otherwise, unofficial use of the mark of AMC will lead to prosecution under lawful means.

All Accredited Mortgage Consultants will be required to participate in MFAS Continuing Professional Development program.

For new MFAS members seeking AMC Accreditation, the approved Education Provider, Global Creatif Financial Pte Ltd, will inform you of the next available Accreditation Course and Examination dates.

Once again, thank you for your support to Mortgage and Finance Association (Singapore) Pte Ltd. Let us work together to build a more orderly and ethical mortgage industry.

Yours faithfully,

Annie Lim
Director
Mortgage and Finance Association (Singapore) Pte Ltd



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Guidelines to MFAS Membership Categories

Membership Category	Tick applicable category	Annual Fee	Office Use
Individual Level	<input type="checkbox"/> Non-loan writing	SGD 200	
	<input type="checkbox"/> Loan writing	SGD 200	
Corporate Level			
(based on number of loan writing	<input type="checkbox"/> 1 loan writer	SGD 300	
employees/contractors/representatives	<input type="checkbox"/> 2-5 loan writers	SGD 500	
	<input type="checkbox"/> 6-15	SGD 800	
	<input type="checkbox"/> 16-30	SGD 1200	
	<input type="checkbox"/> 31-50	SGD 2000	
	<input type="checkbox"/> 51-100	SGD 2,500	
	<input type="checkbox"/> Above 100	SGD 3,600	
Mortgage Insurer	<input type="checkbox"/>	SGD 5,000	
Support Services	<input type="checkbox"/>	SGD 500	
Others	<input type="checkbox"/> Please specify	MFAS to inform	

Criteria for Loan Writing Practitioners (AMC)

1. The individual AMC must be a Full Member of MFAS
2. The AMC must be attached to Corporation/Organization/Firm which is a Full Member of MFAS

Example : An AMC with GCF must be an Individual Full Member of MFAS and he/she must be attached to GCF which is a Corporate Full Member of MFAS.

Definition:

* Members under Individual Level (both loan writing & non-loan writing), Corporate Level (with loan writer(s)) and Mortgage Insurer Membership are considered as Full Members whilst Members under Support Services Membership are considered as Associate Members unless otherwise specified by Membership Officer of MFAS.



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FULL MEMBERSHIP APPLICATION (Form A : Individual Category)

WHICH SECTIONS TO COMPLETE?

All Applications

- Section 1 – Attachments
- Section 2 – Individual Application
- Sections 3 – Personal Declaration
- Section 4 – AMC Application Form (for new AMC holders)

Note: mortgage loan writers must achieve Accredited Mortgage Consultant (AMC) accreditation before membership application be approved and the use of AMC mark be allowed.

Office Use Only	
Member Name	
Member No	
Member type	
AMC	Yes No Date of AMC Course :
Date Received	
Processed	
Date Approved	
Approval email sent	
Payment processed	
Add. Member Name	
Add. Member Number Existing	
Add. Member Type	
Experience	

WHERE TO SEND YOUR COMPLETED APPLICATION?

Post your completed application, attachments and payment to The MFAS Secretariat at 167 Jalan Bukit Merah Tower 5 # 02-12 Singapore 150167. Please attention to 'Membership Officer'

HOW LONG DOES IT TAKE?

All applications are reviewed by the **Membership Officer** of MFAS. We will revert to you anytime from 1-3 weeks.

Note: All applications are subject to assessment. MFAS may, in its absolute discretion, refuse to approve an application.



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SECTION 1. ATTACHMENTS

To be completed by all applicants

Attach the following documents to your application and tick when completed.

1. MFAS Membership Application Form – as per Section 2

2. Accreditation Certificate – AMC Status

For mortgage loan writing applicants who require Accredited Mortgage Consultant (AMC) accreditation with their membership, attach proof of successful completion of relevant education. Visit www.mortgagefinance.com.sg for more information.

Your MFAS Student ID is _____

For new AMC applications, please attach AMC Course Application Form (as per Section 5)

3. Payment of AMC Course, Examination & MFAS Membership Fees

For AMC Course & Exam Fees:

- General / Public : \$1,500 (cheque number) _____
 - Business Associate : \$1,088 (cheque number) _____
 - Others : \$ _____ (cheque number) _____
- Please specify: _____

* Please make cheque payable to 'Global Creatif Financial Pte Ltd'

For MFAS Annual Membership : \$ _____ (cheque number) _____
 Category of Membership : Full Member Individual (\$200)
 Full Member Corporate (*as per your category)
 Associate Member (\$500)

- Please make cheque payable to 'Mortgage and Finance Association (Singapore) Pte Ltd'
- All Fees paid are non-refundable

4. Curriculum Vitae (CV) – in some cases, a copy of applicant's name card may be acceptable

Please attach a copy of the current CV for each individual applicant and for company memberships, the nominated representative and/or senior loan writer (where applicable).



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SECTION 2 – INDIVIDUAL INFORMATION

To be completed by individuals applying for membership. If the membership is to be for a firm, company, corporation or partnership, please use Form B.

First Name: _____ Title: _____

Last Name: _____ Date of Birth: _____

NRIC/Passport No: _____ Nationality: _____

Home Address: _____

Contact No: Home _____ Mobile _____ Office _____

E-mail Address: _____

Please tick : I am employed by I am contracted by Neither

Organization: _____

Position held: _____

Mailing Address: _____
(if different from above) _____

Date entered the mortgage or financial services industry ____/____/____

Are you a loan writer? Yes No → Go to Section 4 (Personal Declaration)

Do you belong to an aggregator or franchise group? Please tick

Aggregator _____
Franchise _____
Neither _____



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SECTION 3 – PERSONAL DECLARATION

To be completed and signed by all applicants; where the applicant is a firm, company, corporation or business, to be completed by all directors, partners and the senior loan writer (where applicable)

In relation to the past 10 years, whether as an individual or Director of a Company or Partner of a firm, have you ever :

- (i) had an Industry or Business Licence, issued by a Proper Authority, either refused, suspended, withdrawn, cancelled or been subject to a banning order; or do you have any of these actions pending? Yes No
- (ii) been convicted of or found to have committed an offence concerning fraud or dishonesty or do you have a charge pending involving fraud or dishonesty? Yes No
- (iii) been subject to any investigation by any regulatory or official body in relation to any aspect of its business, or are you currently subject to such an investigation? Yes No
- (iv) been declared bankrupt or are you presently an undischarged bankrupt, or do you have such an action pending? Yes No
- (v) been known by any other name as an individual? Yes No
- (vi) been convicted of or found to have committed an offence concerning violence or drug trafficking or have such a charge pending? Yes No

Note : If you have answered 'Yes' to any of the above questions, please attach full details of the matter to this form.

I declare that the information given in this application is complete, true and correct.

Signature : _____

Name : _____

NRIC : _____

Date : _____



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SECTION 4 – Accredited Mortgage Consultant (AMC) Application Form

(For new AMC applicants) Date of Course : _____

First Name : _____ Title : _____

Last Name: _____

Please tick : I am employed by I am contracted by Neither

Organization: _____

Position held : _____

Mailing Address : _____

- Course Fee quoted \$_____
- I will be a practising loan writer, and I will be attached to _____(company name) which is Full Member/Non Full Member of MFAS
 - For AMC loan writers whose company is not a Full Member of MFAS, the Membership Officer of MFAS will provide further recommendation: _____

- I will be a non-practising loan writer but understand that to continue carrying the AMC title, I will need to be an Individual Full Member of MFAS.
 - MFAS reserves the right to change the Terms & Conditions of Membership as it deems fit.
 - All Fees Paid are non-refundable.