

# Before You Begin Guide

## Mortgage Broker Online Registration

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### *Portal functionality*

Please take a moment and review our **Portal Basics User Guide** to learn how to create an account and how our portal works. It is available on the portal FAQ at <http://fcnb.ca/portalfaq.html>.

### *Information and documents to gather before starting an application*

If you are applying for a **mortgage associate or mortgage broker licence**, gather the following information and documents:

- Contact details (full legal name and email address) of the mortgage brokerage who will be authorizing you.
- Details of prior and existing mortgage broker or associate licences (from another jurisdiction).
- Details of your employment history for the last five years.
- Details of any regulatory licences you hold/have held.
- Details of any judgment, criminal conviction, current civil proceeding, bankruptcy, or dismissal for cause.
- Details of how you intend to meet the educational requirements for licensing.
- A completed criminal records check report (obtained from your local police or RCMP station).
- A valid credit card if you want to pay the application fee online.

If you are applying for a **mortgage brokerage or mortgage administrator licence**, gather the following information and documents:

- The full legal name, all registered business names, and the address of the brokerage, as well as details of its head office location, any branches or other locations.
- An address for legal service in New Brunswick.
- Details of the business structure of the brokerage, including jurisdiction of creation and fiscal year end, and details of all officers and directors.
- Designation of a principal broker and details of their relationship to the brokerage.
- Details of existence of the policies and procedures required by the Mortgage Broker Act.
- A copy of the errors and omissions insurance policy, meeting the requirements of the *Mortgage Broker Act*.
- Details of any regulatory history, judgments, civil proceedings, or bankruptcy of the brokerage.
- Details of your trust account, if the licence being applied for requires it.
- Details of the working capital of the applicant, if required for the licence being applied for.
- Audited financial statements, if required by the licence type.
- A valid credit card if you want to pay the application fee online.

### ***Suitability Disclosures***

If you disclose a potential suitability issue (such as a judgment, criminal conviction, current civil proceeding, bankruptcy, or dismissal for cause) you will be required to upload further documentation. Failure to provide complete details will delay the processing of your application. Please make sure that you have all related documents available to upload. Additional information may be requested during the review of your application.