

Australian Financial Services Licensee Checklist

Once your licensee is registered with ASIC and ABN registered for GST, use this checklist to ensure you have the required documents for AMP to process your onboarding request.

AMP Wealth Distribution Agreement and supporting documents

1. Sign North Distribution Agreement
 - Ensure you have arranged for the appropriate signatories to sign the agreement and have provided the correct Bank account details for your Licensee.

2. A copy of the Licensee's current Professional Indemnity Certificate of Insurance (min. \$1 million)

3. A certified copy of identification (driver's licence or passport) for your Responsible Manager & Specified Officer

4. Complete Licensee Fact Find

5. Sign North Online Terms and Conditions

Adviser set up and supporting documents

The Adviser must be appointed and registered on ASIC FAR under your AFSL before an Adviser code can be issued.

1. Adviser Code Request Form

2. A certified copy of identification (driver's licence or passport) for your adviser

Transfer of policies from another licensee

The Adviser must be appointed on ASIC under your AFSL before policies can be transferred.

1. Release letter from the previous Licensee

2. Signed Wealth Account Transfer form if transferring super or pension products
 - Existing codes will be retained for all bulk/full transfer of clients.
 - If it is a **partial release** of clients, a new adviser code will be issued, and transfer will be arranged to the new code.

Adviser Code Request Form & Certified Adviser ID will be required for both Full and Partial release of clients for your adviser.

Contact Us - North Licensing Team

When you are ready, email all documents to licensing_requests@amp.com.au
 You can also contact us on **136 267 (options 0, 5, 1)**