# Memo

**To**: Recipient Name

**From:** Your Name

**CC**: Other Recipients

**Subject:** Annual Compliance & Training

An essential ASIC and credit-provider requirement is that all agents; and, their operational assistants, as well as our internal staff, must complete annual compliance training.

Please visit <https://www.beeboxtraining.com/mercantile-agent> to view the introduction and complete the registration process for you and your team.

Could you please send copies of your:

* Current agent’s licence/s issued by your state or territory;
* Current public liability and professional indemnity insurance certificate/s;
* Training certificate/s for the past two years (if completed). If issued by Beebox Training contact them directly for reprints free of charge [info@beeboxtraining.com](mailto:info@beeboxtraining.com) ;
* A map of areas serviced, and
* *Other – Add here*

Kind regards,

Click or tap to enter a date.