

STEP 1: Your Details

Please provide the details below, marked *, to enable an accurate check of your records to be undertaken

Surname: * Date of Birth: *

Given Name(s): * Phone Number:

Any other Surname you have used: *

Any other Given Names you have used: *

Current Residential Address: *

At this address since: *

Previous Residential Addresses for the last 5 years: *

STEP 2: Select Service Required

My Credit File Express

For \$23.00 we will process and dispatch your Personal Credit File within one working day.

\$23.00 tick to accept

Please select one of the following delivery options to receive your credit file details:

Tick here to receive by email to this email address:

Tick here to receive by fax to this fax number:

Tick here to receive by post. Add postal address if different to above current address:

Current postal address:

My Credit File – Free of Charge

Your Personal Credit File will be dispatched within ten working days.

tick to accept

Tick here to receive by email to this email address:

Tick here to receive by post. Add postal address if different to above current address:

Current postal address:

My Credit Alert

Be alerted to any credit-related enquiries made on your Personal Credit File for one year.

\$39.95 tick to accept

Please select one of the following options to receive your credit alert details:

Tick here to receive by email to this email address:

Tick here to receive by fax to this fax number:

Tick here to receive by post. Add postal address if different to above current address:

Current postal address:

STEP 3: Payment Details

Total of Services Requested: Add together the amounts next to the ticked boxes

This amount needs to be included with your request before processing will commence.

Payment method: Credit Card Money Order Cheque

Credit Card details: Please complete for credit card transactions

Name on card:

Card Number:

Bank:

Cardholder's Signature:

Card type:  

Exp. Date: / /

Amount:

Date: / /

STEP 4: Provide Identification and Checklist

We need to take precautions to check identity, so you **must** provide a copy of suitable identification (such as a current copy of your Driver's Licence or Passport) to verify your signature on the application form.

Please ensure that identification and payment are included and post to:

Public Access, Information Services & Solutions (NZ)
 Veda (NZ) Limited
 Private Bag, 92156, AMC, Auckland 1142
 Fax: (09) 367 6222

Identification included

Payment included

STEP 5: Read this Important Information

My Credit File

A My Credit File report provides you with your personal credit history, including:

- Full name
- Last reported and previous addresses
- Date of Birth
- Occupation and employer
- Company directorships (if any)
- Who has made credit inquiries and when (if any)
- Records of credit payment defaults (if any)
- District and High Court judgments (if any)
- Bankruptcy listings (if any)
- Records of any ID you have reported lost or stolen

My Credit Alert

Every day, thousands of changes are made to individual Personal Credit Files, such as:

- New inquiries made by subscribers
- New addresses
- Information such as payment defaults

When you initially set up your Credit Alert every time the above information is added on your Personal Credit File, you will receive an alert advising you of who has accessed your personal information, and who has added the information above to your file.

Your Privacy Rights

You have certain rights with regard to the credit information we hold about you. In particular you can:

- Access your own personal credit information
- Request incorrect information be amended or

a statement of correction be added to your credit information

- Expect the information to be safely stored, and used by or disclosed only to authorised people
- You can view information about Your Rights and our complaints procedure on our website at www.mycreditfile.co.nz

Using Information We Collect

- We use the information you give us with this form to satisfy ourselves that you are asking for your own Personal Credit File. If you do not provide us with this information, we may not be sure of your identity, and we may not be able to provide you with your Personal Credit File

• We also use the information you give us with this form to update your Personal Credit File. **If you do not want us to do this, please tell us by ticking this box**

• The identification you provide with this form (e.g. copy of Driver's Licence, Passport) is not part of your Personal Credit File. Once we have verified your identity, we will keep a copy of this documentation for administrative and investigation purposes. **If you do not want us to keep a copy of your verification information, please tell us by ticking this box**

- We may also use the information you give to us with this form for the following purposes:
 - Complying with relevant legislation and regulations
 - The administration and updating of the database and our records

Disclosure of Information

We may disclose the information on your Personal Credit File to subscribers to Veda Services. We do not disclose your Passport or Driver's Licence to those subscribers.

Correction and Privacy Complaints

If you believe any of the information we hold about you is incorrect, you can tell us by writing to Public Access Business Information Services NZ, Veda (NZ) Ltd, Private Bag 92156, Victoria Street, Auckland. We are obliged to either correct the information, or if you request, note that you have asked us to correct the information, but we have not done so. We have a complaints procedure that we must follow if you have a privacy complaint.

Payment

Please ensure that correct payment is enclosed with this application. A \$5.00 handling fee will be charged for processing overpayment refunds, and Veda reserves the right to deduct this handling fee from any monies owed to you.

Accuracy of Information

We take all reasonable steps to ensure that the information contained in your Personal Credit File is accurate, however, the information has been provided to us by third parties and we cannot guarantee its accuracy. Please tell us if you do not believe any of the information is accurate. More details about access and correction of information are set out above or can be found on our website at www.mycreditfile.co.nz

STEP 6: Your Approval

I confirm that I am ordering a copy of my own Personal Credit File and/or My Credit Alert and that the details I am supplying are accurate. I have read and understood the important information set out above.

Applicants Signature: *

Date: / /