

## Note to applicants:

Please note that the following form for additional pre-employment check is provided purely for your information and you are not required to complete it at this stage. Should you be required to complete this form, you will be contacted directly by the University during the selection process for this position.

# My Credit File Application

Delivered within 20 working days

Please provide accurate data to enable us to verify your identity. Along with your application form, you must also provide identification; details of this are set out in Step 3.

All fields marked with \* are mandatory.

**PLEASE COMPLETE THIS FORM IN BLACK INK USING CAPITAL LETTERS.**

## STEP 1: ABOUT YOU

### PERSONAL DETAILS

Title\*

First Name\*

Middle Name(s)

Last Name\*

Gender\*

 Male  Female

Date of Birth\*

 /  / 

### PREVIOUS NAME:

Have you ever used another name?\*  Yes  No

If Yes: Previous First Name\*

Previous Last Name\*

Previous First Name

Previous Last Name

### DRIVER LICENCE DETAILS\*

Licence Number

Driver Licence Version

No, I do not currently hold a valid New Zealand Driver's Licence

### EMPLOYMENT DETAILS\*

Current Employer

Current Occupation

Previous Employer

Previous Occupation

I have never been employed

I am not currently employed

### PREVIOUS CREDITOR\*

The name of the company you last applied for credit (i.e. this is the last place you may have; applied for a credit card, changed electricity companies, set up a hire purchase, made a top up on your mortgage, set up a mobile phone account etc.)

Company Name:

I do not know





## STEP 3: PROVIDE IDENTIFICATION

We need to take precautions to check your identity, so you must also provide the following identification when sending your application:

1. A copy of your current Drivers Licence, Passport or Community Services Card and;
2. A copy of your recent utility bill (dated within the last 3 months) addressed to you at your current residential address. Utility bills include, power bills, telephone bills etc. We also accept bank statements

Please post to:

Public Access, Information Services & Solutions (NZ), Veda Advantage (NZ) Limited,  
Private Bag, 92156, AMC, Auckland 1142

## STEP 4: READ THIS IMPORTANT INFORMATION

### Access To mycreditfile and/or myvedaalert

1. Introduction
  - 1.1 This agreement applies when we, Veda Advantage (NZ) Limited, supply you with mycreditfile (a report providing you with your personal credit history as we hold it) or myvedaalert (a credit alert telling you when your information is added or changed on your personal credit file).
2. Your Identity
  - 2.1 Before we provide you with mycreditfile or myvedaalert, we need to satisfy ourselves that you are asking for your own personal credit file information. You:
    - 2.2 authorise us to make enquiries to help us satisfy ourselves you are who you say you are;
    - 2.3 will provide us with the information that we request to help us identify you.
  - 2.4 If we are not satisfied with the information and we are not sure of your identity, we will not be able to provide you with mycreditfile or myvedaalert. You can help us by making sure the information you provide us is accurate, up to date, complete and not misleading.
  - 2.5 We may use the information you provide us when you apply for mycreditfile or myvedaalert. You authorise us to do this. If you do not want us to do this, please contact us using either the email or postal address noted below. However, if you provide us with a copy of your driver's licence or passport or other identification documents or information to help us identify you, this is not a part of your personal credit file. We will keep any such copies for administrative and investigative purposes only. If you do not want us to keep a copy of this information, please contact us using either the email or postal address noted below. Your driver's licence number may be used to improve the accuracy of our services. We keep your driver's licence number in a hashed format to protect it from accidental misuse or disclosure. If you do not want us to do this, please contact us by using either the email or postal address below.
    - a. Email: [publicaccess.nz@veda.co.nz](mailto:publicaccess.nz@veda.co.nz)
    - b. Post: Public Access, Business Information Services NZ, Veda Advantage (NZ) Limited, Private Bag 92156, Victoria Street, Auckland 1142
  - 2.6 We may also use the information you give us for the following purposes:
    - a. to comply with relevant laws and regulations;
    - b. to administer and update our databases and records;
    - c. for data quality purposes;
    - d. to investigate any complaint you make or someone you authorise makes on your behalf.
  - 2.7 The information on your personal credit file is given to our subscribers who use our services. However, we do not disclose your passport or your driver's licence to those subscribers.
3. Providing The Information To You
  - 3.1 You must make sure that the address you provide us for sending mycreditfile/myvedaalert to (including any email address) is your current address. If you change any of your addresses, tell us immediately to make sure that any ongoing services we provide to you are provided to the correct address. You can do this by contacting Veda on 0800 692 733.
  - 3.2 Be aware that email communication is sometimes less secure than other communication methods. We do not control email, and you receive emails at your own risks. If you share your email address with someone else you should be aware that the person you share the email account with may see your information.

**4. Payment**

- 4.1 When you request myvedaalert, or where you elect to pay for your mycreditfile, you must pay our then current price, as set out on our website (or as we otherwise tell you). We might require you to make payment by an electronic means of payment.
- 4.2 After we receive payment, we will use our best endeavours to send you the information within one business day. But if we need to take further steps to satisfy ourselves as to your identity, there may be a delay in providing the information to you.
- 4.3 Where you have paid us but:
  - a. we hold no information about you; or
  - b. we are not satisfied as to your identity,we will refund you the money you have paid us.
- 4.4 If you are applying for mycreditfile and you are happy to wait for between 5 and 20 business days before we send it to you, we will provide it for free and we will post it to you to the address you provide us. But if we need to take further steps to satisfy ourselves as to your identity, there may be a delay in providing the information to you. The 20 business days starts from the date we receive your adequate forms of identification in order to verify you.

**5. Myvedaalert**

- 5.1 Where you apply for myvedaalert, your subscription continues for one year. It will automatically extend for the following year and the then current annual subscription will be debited from your nominated credit card. But if you do not wish to continue to receive myvedaalert, tell us at least 30 days before the end of your then current subscription year. Our fee for subsequent subscription years may increase.
- 5.2 You may not change your payment method during a subscription year. But if you give us at least 30 days' notice before the end of our subscription year, you may select a different subscription method for the next year.
- 5.3 If you terminate part way through a subscription year, you are not entitled to any refund for the remainder of that year.

**6. Correct and Privacy Complaints**

- 6.1 If you believe any of the following information we hold about you is incorrect;
  - a. identity information we hold about you
  - b. credit information we have collected from a subscriber
  - c. public record information (e.g. bankruptcy, public notice, court judgment or directorship)

you can write to us and tell us what you would like corrected or investigated. Details of what your request should include are detailed here [www.mycreditfile.co.nz/faqs](http://www.mycreditfile.co.nz/faqs). Forward this information to either email at [publicaccess.nz@veda.co.nz](mailto:publicaccess.nz@veda.co.nz) or by post to Public Access, Business Information Services NZ, Veda Advantage (NZ) Limited, Private Bag 92156, Victoria Street, Auckland 1142. We will correct the information if we agree it is incorrect. If we do not agree it is incorrect, you may ask us to note that you asked us to correct the information but we have not done so.

- 6.2 If you have a privacy complaint, we have a complaints procedure. You can find that on our website or email at [publicaccess.nz@veda.co.nz](mailto:publicaccess.nz@veda.co.nz) or by post to Public Access, Business Information Services NZ, Veda Advantage (NZ) Limited, Private Bag 92156, Victoria Street, Auckland 1142.

**7. Accuracy of Information**

- 7.1 We take all reasonable steps to ensure that the information 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 the information is accurate.

**8. General**

- 8.1 Veda has copyright in the compilation of the information we use to supply information services to you in mycreditfile and myvedaalert.
- 8.2 Veda can vary these terms by giving you at least 14 days' notice. We will give this notice to the last address (including email address) you gave us, or by updating our website.

**STEP 5: READ THIS IMPORTANT INFORMATION**

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

Applicants Signature:\*

Date:\*