



**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 post. Add postal address if different to above current address:

Current postal address:

Tick here  to receive by fax to this fax number:

**My Credit File – Free of Charge**

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

tick to accept

This service will be delivered to you 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 Advantage (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, judgements or bankruptcies

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

My Credit Alert can be sent to you via email, fax or post.

**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](http://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 Advantage 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 Advantage (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 Advantage 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](http://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: