



# User Pre-screening Assessment

## Confidential

### Section A

This section must be completed by all users applying for collections facilities. It is applicable to the Ultimate Creditor or user. Fields indicated by \* (asterisk) are mandatory.

#### 1 Applicant's details

\*Name of the Ultimate Creditor

\*Preferred abbreviated short name of the Ultimate Creditor

If unavailable, please provide alternative abbreviated short name in order of preference \*1

\*2  \*3  \*4

Nature of Ultimate Creditor's Business

2 \*Company registration number

3 \*Application  EFT  Payments  DebiCheck  New TPPP

#### 4 \*Applicant's Director's details

\*Full name(s)  \*ID number

\*Full name(s)  \*ID number

\*Full name(s)  \*ID number

\*For additional director, please insert on Section C.

#### 5 \*Applicant's contact details

\*Physical operating address

\*Suburb  \*Town/City  \*Postal code

\*CIPC registered address

\*Suburb  \*Town/City  \*Postal code

\*Telephone number  \*Email address

\*Website address

#### 6 Applicant's banking details

Name of bank where collected funds will be credited

Type of account  Branch code

Account number

#### 7 Applicant's collection history

What is the Ultimate Creditor Sales Distribution?  Direct Sales  Call Centre  Network Marketing  Face-to-Face

Is the Ultimate Creditor new to collections?  Yes  No

\*Have you in the past collected for any other product/service?  Yes  No

If "Yes", what was the product or service?

Previous abbreviated short name  Collecting bureau

Previous sponsoring bank

\*Has your business or any other related business been exited from a sponsoring bank or bureau?  Yes  No

Initial

If "Yes", select applicable below:

Debiting an account for a product or service without a debit order mandate?

Debiting an account for a product or service without the accountholder's explicit consent?

Other

Provide five reference numbers of Absa banked clients that you debited in the past:

Accountholder's name	<input style="width: 985px; height: 20px;" type="text"/>
Account number	<input style="width: 580px; height: 20px;" type="text"/>
Ref 1	<input style="width: 985px; height: 20px;" type="text"/>
Accountholder's name	<input style="width: 985px; height: 20px;" type="text"/>
Account number	<input style="width: 580px; height: 20px;" type="text"/>
Ref 2	<input style="width: 985px; height: 20px;" type="text"/>
Accountholder's name	<input style="width: 985px; height: 20px;" type="text"/>
Account number	<input style="width: 580px; height: 20px;" type="text"/>
Ref 3	<input style="width: 985px; height: 20px;" type="text"/>
Accountholder's name	<input style="width: 985px; height: 20px;" type="text"/>
Account number	<input style="width: 580px; height: 20px;" type="text"/>
Ref 4	<input style="width: 985px; height: 20px;" type="text"/>
Accountholder's name	<input style="width: 985px; height: 20px;" type="text"/>
Account number	<input style="width: 580px; height: 20px;" type="text"/>
Ref 5	<input style="width: 985px; height: 20px;" type="text"/>

Average Dispute Ratio for the last 6 (six) months  %

Average Unpaid Ratio for the last 6 (six) months  %

**To be completed by Ultimate Creditor:**

- 1 How many sales employees do you have?
- 2 What is the average value per debit order?
- 3 What is the size of your present book (volume and value)?
- 4 How long has the business been in operation for?
- 5 Are you presently sponsored by another bank or bureau for collections?  Yes  No
- If so, what is the name of the sponsoring bank?
- What was the period of sponsorship in months or years?      Years  Months
- 6 Is there any litigation pending or underway against the entity or its directors/shareholders with relation to debiting accounts without the accountholder's explicit consent or for any other crime?  Yes  No
- 7 Is any of the directors or principle members subject to an administration order or under debt rearrangement?  Yes  No
- 8 Are there any formal complaints lodged against the entity or its directors and shareholders by the Payments Association of South Africa, the South African Reserve Bank, the Financial Sector Conduct Authority, the National Treasury or any other regulatory body, ombudsman or similar institutions?  Yes  No
- 9 Debit order mandates must comply by defined crucial criteria that are detailed in the clearing rules. With reference to debit runs on your existing client base, do you have any concerns around compliance thereof?  Yes  No

**Section B**

**Bureau details (if applicable)**

Bureau name

LD code

Bureau CIF

Initial \_\_\_\_\_

Section C

To be completed by Ultimate Creditor

\*Additional Director's details

*Full name(s)	<input type="text"/>	*ID number	<input type="text"/>
*Full name(s)	<input type="text"/>	*ID number	<input type="text"/>
*Full name(s)	<input type="text"/>	*ID number	<input type="text"/>
*Full name(s)	<input type="text"/>	*ID number	<input type="text"/>
*Full name(s)	<input type="text"/>	*ID number	<input type="text"/>
*Full name(s)	<input type="text"/>	*ID number	<input type="text"/>
*Full name(s)	<input type="text"/>	*ID number	<input type="text"/>

Documents to accompany the request:

- 1 Copy of directors IDs.
- 2 Proof of business address.
- 3 3 (three) months bank statements where collected funds will be credited to.
- 4 Latest CIPC and copies of registration documents.
- 5 Certificate copies of regulated industries (NCR, FSCA etc.).
- 6 PSSF registration if applicable.
- 7 Five mandates of existing clients.
- 8 Brochure or marketing material of your product/service.

The Ultimate Creditor/User confirms that the information provided within the questionnaire is both true and correct. The Ultimate Creditor/User understands that any known misrepresentation of the truth or concealment of fact, could result in non-sponsorship or other legal action. The Ultimate Creditor/User acknowledges that he/she understands that debiting an account without the accountholder's explicit consent is a criminal offence and can be prosecuted in a court of law.

The Ultimate Creditor/User consents to Absa Bank Limited ("Absa") processing our personal information (whether pertaining to natural or juristic person), for purposes of this pre-screening assessment, the processing of our application and for central user registration with the Payments Association of South Africa. The Ultimate Creditor/User understands that Absa may also need to share our personal information with and receive information from external organisations such as credit bureaus, tax authorities or other regulatory or industry bodies, so that you can meet your due diligence or regulatory requirements.

The User warrants in respect of each Ultimate Creditor referred to in this form, that the User has obtained the consent from the Ultimate Creditor to allow Absa to process their personal information (whether pertaining to natural or juristic person), for purposes of this pre-screening assessment, the processing of the application and for central user registration with the Payments Association of South Africa. The User furthermore warrants that the Ultimate Creditors have been informed that Absa may also need to share their personal information with and receive information from external organisations such as credit bureaus, tax authorities or other regulatory or industry bodies, so that Absa can meet its due diligence or regulatory requirements.

To be completed and signed by the mandated officials of the Ultimate Creditor/User and accompanied by a copy of the Ultimate Creditor's/User's registration documents (e.g. CIPC of company).

\_\_\_\_\_  
\*Client's name

\_\_\_\_\_  
\*Signature

\_\_\_\_\_  
TPPP/SO mandated official

\_\_\_\_\_  
\*Signature

\*Date (dd/mm/ccyy)

\_\_\_\_\_  
\*Client's name

\_\_\_\_\_  
\*Signature

\_\_\_\_\_  
TPPP/SO mandated official

\_\_\_\_\_  
\*Signature

\*Date (dd/mm/ccyy)