

(A) Company Details (“The Company”) To be completed by Company Agent – **PLEASE PRINT**

Personal Credential Verification

Permission and Indemnity Declaration

Company name: Email:

Branch name: Phone no.:

(B) Checks Required

Identity Checks

- Yimi
- ID verification
- Citizenship verification
- SA work permit
- Asylum permit
- Bank account verification

Academic Qualifications

- Matric Pre-1992 Umalusi
- Matric Post-1992 Umalusi
- South African Qualification
- N-Levels
- Global qualification

eNatis Checks

- Driver's license
- Professional driving permit
- Vehicle information
- Title holder information

Credit Checks

- Transunion Credit
- Compuscan Credit
- Experian Credit
- XDS Credit

Employment Checks

- Fit & proper
- FAIS comprehensive
- Professional associations
- Social media check

Criminal Checks

- Fraud listing
- Criminal record check

Do you have any previous charges?

- Yes No

If yes, please list:

.....

Bureau ID verification

Agent name:

NOTE:

Required: Please select reason code from the list below

Bureau Comprehensive

Bureau Notices

- ** 1. Employment in a position that requires trust and honesty and entails the handling of cash or finances
- 2. Verifying educational qualifications and employment
- 3. Fraud detection and fraud prevention services

(C) Personal Information

Surname: Maiden name:

Full first names: Date of birth:

Primary ID no.:

2nd ID/Passport no.:

Permit no.:

Residential address: Code:

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(D) Qualification Information

To be completed by candidate – PLEASE PRINT

	(1)	(2)	(3)	(4)
Qualification:				
Institution/school:				
Province/address:				
Date obtained:				
Student no.:				
Certificate no.:				
Exam no.:				

(E) Bank Account Verification

To be completed by candidate – PLEASE PRINT

Initials:	
Surname:	
Bank name:	
Account number:	
Account type:	
Branch code:	

(F) Indemnity Declaration

To be completed by candidate – SIGN and DATE

I hereby authorise the Company's duly authorised verification agent, **Dots Africa**, to forward any personal information as well as any information that I have provided in support of my application to verification information suppliers acting on behalf of **Dots360** (including but not limited to the South African Police Services/Ideco, the Government of the RSA, and any educational, training, credit bureau and fraud prevention organisations) for the purpose of verifying my personal credentials and records. Authorised credential verification types include, but are not limited to, educational qualifications, professional membership, employment history, employment references, consumer credit, criminal record, drivers' license and fraud prevention checks. I authorise **Dots360's** verification information suppliers to furnish information regarding my credentials, whether claimed or not, to **Dots360** and the Company. I unconditionally indemnify **Dots360** and its verification information suppliers against any liability that may result from furnishing information in this regard. I understand that it is a condition of **Dots360's** verification information suppliers that this information is furnished by them solely for the purposes of my proposed/continuation of employment via the offices of the Company and that any information that is furnished to the Company and **Dots360** will be disclosed to me before a decision is made on my continued employment or application for employment. Furthermore, I authorise **Dots360** to host my fingerprints and, upon request and with my consent, to release criminal results to other organisations.

"Personal information" shall have the meaning ascribed to it in Chapter 1 of the Protection of Personal Information Act (POPI Act), 2013 (Act 4 of 2013), and includes, but is not limited to a name, address, email address, telephone or fax number, criminal history and education or other personal credentials provided, or which is collected from the candidate or other third parties, before and/or during the background screening process and/or thereafter;

I understand that verification requests form part of the background screening process and data obtained from the Financial Sector Conduct Authority serve only for the purpose to determine the fitness and propriety as envisaged in the Financial Advisory and Intermediary Services Act, 2002 (Act 37 of 2002).

I acknowledge that any personal information supplied to the Company is provided voluntarily and that the Company may not be able to comply with its obligations if the correct personal information is not supplied to the Company.

Personal information may be shared by the verification information suppliers with **Dots360** and be further stored and shared by **Dots360** with the Company.

Personal information may be stored for a reasonable period by the Company, **Dots360** and/or the verification information suppliers, and I take note that if the responsible party has utilised the personal information contrary to the privacy and data protection conditions, I may first resolve any concerns with that responsible party. If I am not satisfied with such process, I have the right to lodge a complaint with the Information Regulator.

A copy of personal information kept by the responsible parties will be furnished to me upon request in terms of the provisions of the POPI Act or the National Credit Act, 2005 (Act 34 of 2005), and I understand that I may dispute any information in the record provided.

I agree to indemnify the responsible parties, and verification information suppliers, acting in good faith in taking all reasonable steps to process my personal information lawfully, against any liability that may result from the processing of my personal information. Provided, however, that this indemnity shall be of no force and effect in the event that my personal information is dealt with negligently or for any purpose for which it was not intended in terms hereof.

(G) Social Media Indemnity Declaration To be completed by candidate – **SIGN and DATE**

I hereby authorise the above company/the company’s duly authorised agent, to make my name, surname and other supplied details, available for the use of Dots Africa, in order to conduct social media background screening. I further consent, that I have willingly supplied the details for all social media accounts which are held by me.

In conducting the search(es) referred to above, I confirm that I have/have not been forced/coerced into signing and supplying the above information.

I consent to the further processing of my personal information insofar as this is in accordance and compatible with the purpose for which the information has been collected, alternatively insofar as this information has deliberately been made public by me and/or is derived from a public record.

I understand that this indemnity is conditional for ethical social media background screening practices and, in that–

- a) the information is furnished solely for the purpose of my proposed employment;
- b) any information furnished to the company/the company’s duly authorised agent, will be disclosed to me for comment and I understand and accept that the purpose of the report is to provide one factor, among a range of factors, for consideration by the company/the company’s duly authorised agent as to my application and/or suitability for employment/application;
- c) the company/company’s duly authorised agent is responsible for verifying the accuracy in the respect of the information furnished by the South African Police Service; and
- d) the record of personal information will be stored securely and will not be retained any longer than is necessary for achieving the legitimate purpose for which it will be collected and processed in terms hereof.

..... / /
Candidate signature **DD MM CCYY**

As the enquiring Agent of the Company, and in the case that this form instructs **Dots360** to provide consumer credit information, I hereby state that I understand the provisions of section 70(2)(g) of the National Credit Act, 2005 (Act 34 of 2005), and section 18(4) and (5) of the Regulations made in terms of the Act.

..... / /
Agent signature **DD MM CCYY**

All signatories to this document agree that **Dots360** will **NOT** be held liable for the content, factual correctness or accuracy of any Supplier Data supplied to **Dots360** for the Company by **Dots360’s** suppliers. The Company and the Candidate hereby indemnifies and holds **Dots360** harmless against any loss arising from neglect or damage in procuring, communicating or failing to communicate information to the Company.