

# WinCredit Registration Form

Please complete and email this form to [windeed.support@lexisnexis.co.za](mailto:windeed.support@lexisnexis.co.za)

## Customer Information

Legal Entity / Individual Name	
Registration / ID Number	
Nature of Business	
Physical Address	
Switchboard Number	

## Purpose of Credit Reports

### Important information:

Credit reports may only be requested for the Prescribed Purposes as listed below in terms of the National Credit Act No. 34 of 2005 ([www.windeed.co.za/support/wincredit-prescribed-purposes](http://www.windeed.co.za/support/wincredit-prescribed-purposes)).

Please indicate the **one main purpose** for which you require access to credit reports, which must be consistent with the nature of the business.

**(Tick only one below)**

<input type="checkbox"/>	For <b>setting a limit in respect of the supply of goods, services or utilities</b> provided that the consent of the consumer has been obtained prior to the report being requested; <u>includes property rentals/leasing.</u>
<input type="checkbox"/>	<b>Tracing a consumer by a credit provider in respect of a credit agreement</b> entered into between the consumer and the credit provider;
<input type="checkbox"/>	<b>Fraud detection and fraud prevention</b> services;
<input type="checkbox"/>	<b>Investigation into fraud, corruption or theft</b> , provided that the South African Police Service or any other statutory enforcement agency conducts such an investigation;
<input type="checkbox"/>	<b>Considering a candidate for employment</b> in a position that requires trust and honesty and entails the handling of cash or finances, provided that the <b>consent</b> of the consumer has been obtained prior to the report being requested;
<input type="checkbox"/>	<b>Debt Counselling</b> - for use by registered debt counsellors to determine the credit bureau status of a consumer;
<input type="checkbox"/>	<b>Affordability assessment by a credit provider</b> - in terms of Regulation 23A of the NCA, no credit provider may grant credit to a consumer before performing an affordability assessment. This assessment is mandatory prior to the credit provider granting credit to the consumer.
<input type="checkbox"/>	<b>Financial means assessment</b> - this is also known as "financial wellness assessment", which is used by companies assisting the consumers to understand their financial status by working through their credit reports with them. These companies request the consumer's credit report on the consumer's behalf and instruction, requiring the consumer's consent.
<input type="checkbox"/>	When assessing an <b>application for insurance</b> , provided that the consent of the consumer has been obtained prior to the report being requested;
<input type="checkbox"/>	For obtaining consumer <b>information to distribute unclaimed funds</b> , including pension funds and insurance claims;
<input type="checkbox"/>	<b>Pre-screening by credit providers</b> - allows for credit providers to pre-screen their marketing list in order to determine which consumers they can safely market their credit products to.
<input type="checkbox"/>	<b>Credit Risk Management</b> to be used only by credit providers for assessing existing customers.
<input type="checkbox"/>	<b>Credit Limit Management</b> to be used only by credit providers for assessing existing customer for the purpose of increasing or decreasing credit limit with consent.

## NCA Requirements

Due to the National Credit Act, the Credit Bureaus require additional steps and documentation to verify the identity of our customers. Please note the minimum following requirements for WinCredit access:

### For an Individual:

- Completed WinCredit form
- **Certified** Copy of ID
- Copy of utility bill or other approval documentation that validates street address (less than 3 months old).
- Copy of individual bank statement or cancelled cheque reflecting the name of the individual as the account holder (less than 3 months old).
- Some individuals require additional documentation/certification (a Lexis WinDeed administrator will advise when necessary)

### For a Company:

- Completed WinCredit application (attached, including registered name and registration number of company).
- Copy of company bank statement or cancelled cheque reflecting the name of the company as the account holder (less than 3 months old).
- Copy of utility bill or other approved documentation that validates street address (less than 3 months old).
- Some companies require additional documentation/certification (a Lexis WinDeed administrator will advise when necessary)

Copy/paste the following text **on your official company letterhead** which must be signed by a Director/Member/Partner/Trustee or other suitable person:

<p>_____ <b>[primary user name]</b> is hereby authorised to register for the WinCredit credit checking facility on behalf of _____ <b>[legal entity]</b> which hereby agrees to abide by the terms and conditions of that service as contained in the Lexis WinDeed software.</p>	
<p>Signed at _____ <b>[place]</b> on _____ <b>[date]</b>.</p>	
<p>_____ Name (please print)</p>	<p>_____ signature</p>

## WinCredit Users

Please list the required WinCredit users at your organisation. If you operate more than one branch and require separate invoices, complete a separate WinCredit Registration form for EACH BRANCH.

**NB: please note that your legal entity is responsible for the actions of those users that you allow to have access to WinCredit searches.**

User First Name	User Surname	User Email	User Contact Number
E.G John	Smith	johns@example.co.za	072 444 5678
Primary User			
Additional Users			

## Terms and Conditions

The legal entity/individual hereby agrees to abide by the WinCredit End User License Agreement (EULA) as displayed within the Lexis WinDeed software and at [www.windeed.co.za](http://www.windeed.co.za) as amended from time to time. This includes, but is not limited to:

- Only requesting a credit report for a purpose as authorised by the National Credit Act (the "Act") and/or the National Credit Act Regulations (the "Regulations");
- Obtaining the consent from each customer before requesting the credit report (if required by the Act or the Regulations); undertaking not to engage in credit repair;
- Acknowledging that WinCredit is hereby entitled to perform a credit search on you or the legal entity you represent;
- Acknowledging that WinCredit can audit you to ensure that you only request credit reports for the purposes as authorised by the act and regulations.

## Signed by

Duly Authorised (Please Print Name)	
Signature	
Date	

**NB:**

- Applications that are not complete and approved within 30 days of the initial submission will be considered null and void.
- WinCredit approval requires additional processing time due to strict credit bureau requirements (approximately 2 working days from the time all the correct documentation is received).