



# 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?

\*Have you in the past collected for any other product/service?

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?

Initial

If "Yes", select applicable below:

<input type="checkbox"/>	Debiting an account for a product or service without a debit order mandate?
<input type="checkbox"/>	Debiting an account for a product or service without the accountholder's explicit consent?
<input type="checkbox"/>	Other <input type="text"/>

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

Accountholder's name	<input type="text"/>
Account number	<input type="text"/>
Ref 1	<input type="text"/>
Accountholder's name	<input type="text"/>
Account number	<input type="text"/>
Ref 2	<input type="text"/>
Accountholder's name	<input type="text"/>
Account number	<input type="text"/>
Ref 3	<input type="text"/>
Accountholder's name	<input type="text"/>
Account number	<input type="text"/>
Ref 4	<input type="text"/>
Accountholder's name	<input type="text"/>
Account number	<input type="text"/>
Ref 5	<input 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?	<input type="text"/>
2	What is the average value per debit order?	<input type="text"/>
3	What is the size of your present book (volume and value)?	<input type="text"/>
4	How long has the business been in operation for?	<input type="text"/>
5	Are you presently sponsored by another bank or bureau for collections?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If so, what is the name of the sponsoring bank?	<input type="text"/>
	What was the period of sponsorship in months or years?	Years <input type="text"/> Months <input type="text"/>
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Is any of the directors or principle members subject to an administration order or under debt rearrangement?	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Section B**

**Bureau details (if applicable)**

Bureau name	<input type="text"/>
LD code	<input type="text"/>
Bureau CIF	<input type="text"/>

Initial

## Section C

### To be completed by Ultimate Creditor

#### \*Additional Director's details

*Full name(s)		*ID number													
*Full name(s)		*ID number													
*Full name(s)		*ID number													
*Full name(s)		*ID number													
*Full name(s)		*ID number													
*Full name(s)		*ID number													
*Full name(s)		*ID number													

#### 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)

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

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

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

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

\*Date (dd/mm/ccyy)

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