Financial Clearing Bureau

Application for Individual Credit Report and Records Update Form

All Applicants to note the following conditions of service:

When requesting a credit report, the individual **must** produce their **identification card (ID)** which **must** be presented to the receptionist for examination. No credit report can be produced for a person in absentia unless the third party produces a power of attorney and a certified copy of the first party's ID card.

SERVICE REQUIRED: ☐ **Free Standard Search** ☐ **Priority Search** (paid in advance) ☐ **Other:** _____

NB: Please complete all sections in full, in BLOCK CAPITALS.

01 Personal Details

Name (s): _____ **Surname:** _____ **Date of Birth:** ____ / ____ / ____

Nationality: _____ **National ID Number:** _____

Marital Status: *(tick applicable box)*
Single ☐ Divorced ☐
Married ☐ Widowed ☐

Passport Number: _____

Residential Address: _____

Density:
Low ☐
Medium ☐
High ☐
Rural ☐
(tick applicable box)

Status:
Owned ☐
Rented ☐
Mortgaged ☐
Parents ☐
Employer Owned ☐

SMS Alerts
☐ Notify me
☐ Do not Notify me

Phone Number: _____ **Email Address:** _____

02 Employment

Employer: _____ **Occupation:** _____ **Years in Employment:** _____

Business Address: _____
(agreed domicilium citandi et executandi)

Cellphone Number (s): _____ **Email Address:** _____

Telephone Number: _____ **Employment Status:** **Permanent** ☐ **Contract** ☐ **Other:** _____
(tick applicable box)

03 Spouse Details

Name of Spouse: _____ **Number of Dependants:** _____

It is agreed and understood that:

- The information provided above is a true and current record of the applicant's antecedents and domicilium:
- This is an application by the applicant to view information held in FCB and by signing below they authorise FCB and its representatives to access and update the records accordingly
- The information revealed during any search of the bureaux will remain confidential to the applicant and/or his/her legal practitioners and the applicant will have not claim or recourse either against Portcullis (Private) Limited, or the Zimbabwe Financial Clearing Association resulting from any disclosure made to the applicant by the bureaux arising from this application;
- The bureaux are bound by limitations of confidentiality and are under no obligation to reveal the source of any information held on the bureaux in respect of the applicant;
- The applicant may make lawful application to the bureaux to update / expunge certain or all records on the bureaux's databases and the bureaux undertake to receive each case on its merits and inform the applicant of its decision in due course for which an additional fee may be charged;
- Whereas a Credit report is given for free to Natural persons, The FCB will levy an administrative fee for it to accept information with material effect on the status of an active reported event. This fee will be charged and is payable by the person seeking information on their name to be amended and reflect the status as spelt out by their erstwhile creditors / victim / employer or the State. These fee are set by the Directors of FCB and may change from time to time. Once the administrative fees has been paid a member of the public surrenders all recourse to recover or seek reimbursement for the administrative fees.
- The applicant understands and agrees to these terms and conditions on signing this application.

Signed: **Date:**

Disclosure warning:

Information contained in this report is privileged and may be covered by confidentiality agreements and data protection laws. Therefore, disclosure of any or all information contained in this report, including the existence of the report, may be in breach of such agreements and laws. The subscriber takes full responsibility for understanding its obligations regarding confidentiality and data protection and indemnifies FCB against any and all liability for any damages or legal costs that may result from the misuse or wrongful disclosure of this report or its content to any third party.