



SACRRA | CREDIT & RISK
REPORTING ASSOCIATION

SACRRA AFFILIATE MEMBERSHIP APPLICATION FORM

Please submit a completed Application Form with a signed Access Authorisation Form to:
sacra@sacra.org.za

Name of company or organisation	
Trading name	
Postal address	
Physical address	
Telephone number	
E-mail address	
*Company registration number <i>(Optional)</i>	
VAT registration number	
Company website address	
Name of Company on whose behalf data will be accessed ¹	
The appointed representative's details:	
Full Name	
Job Title	
Tel Number	
Cell Number	
E-mail Address	

¹ A signed Access Authorisation Form to be completed by the SACRRA Member and to accompany this application.

SOUTH AFRICAN CREDIT & RISK REPORTING ASSOCIATION
An Association not for gain

An alternative representative's details:	
Full Name	
Job Title	
Tel Number	
Cell Number	
E-mail Address	
Signature	
Authorised person's Full Name	
Authorised person's Job Title	

CONSENT FORM TO THE COLLECTION AND DISCLOSURE OF PERSONAL AND IDENTIFICATION INFORMATION – MEMBERS AND MEMBER APPLICANTS

To enable the South African Credit and Risk Reporting Association (the SACRRA / we) to evaluate your Membership Application Form or Assessment Form under Regulation 19(13) and, in the event that your application is successful, to perform our functions and meet our obligations to you, the SACRRA will require certain information from you.

1. In particular, the SACRRA requires:
 - 1.1. you to provide us with certain company information - including company name, company registration number and/or VAT number (where relevant), company address, relevant contact details (including various key contact person's full names and surname, job titles and contact details), debt value book and annual turn-over - by completing the necessary forms during the application/assessment process;
 - 1.2. your consent for the SACRRA to verify certain CIPC or National Credit Regulator (NCR) registration details;
 - 1.3. your consent for the SACRRA to meet its processing and reporting obligations under the SACRRA Constitution, policies and Standard Operating Procedures and the Memorandum of Agreement between the Credit Bureau Association, the NCR and the SACRRA (MOA); and
 - 1.4. any other information requested from time to time, as may be necessary for the SACRRA to provide the services and SACRRA Tools (where relevant) to you.
2. The provision of this information and the consents is mandatory.
3. You agree that this information will be used by the SACRRA to:
 - 3.1 evaluate your application for membership and/or to conduct an assessment under Regulation 19(13);
 - 3.2 verify certain information to assist in the above process. Some information will be collected directly from you (based on the information you provide in the application/ assessment process) and from third parties (such as the NCR and CIPC for verification purposes);
 - 3.3 issue the necessary invoices for membership/prescribed fees;
 - 3.4 communicate with you;
 - 3.5 negotiate and enter into contracts with you;

- 3.6 reflect your business and/or contact information in meeting invitations and/or minutes of meetings and in other required documentation where relevant;
 - 3.7 facilitate the on-boarding process, manage our relationship with you, and to manage the ongoing data submission, data quality monitoring and reporting processes; and
 - 3.8 to meet our obligations in respect of auditing, record-keeping, analysis, and reporting, including the reporting on non-payment of prescribed fees and on-boarding timeline to the NCR in line with the MOA and the NCR's Guideline on Regulation 19(13).
4. Your failure to provide the required information or consents will result in the SACRRA being unable to process your application or assessment as well as being unable to providing the necessary services to you.
 5. If, after your application for membership is approved or on-boarding status confirmed post-assessment phase for non-members:
 - (a) you fail to keep all of your information accurate and up to date during the course of your relationship with the SACRRA,
 - (b) you withdraw your consent for our ongoing verification and reporting activities,
 we will be unable to provide you with services and access to the SACRRA Tools (where relevant) and we may terminate the member or non-member relationship with you.
 6. The SACRRA is committed to upholding the right to privacy that each individual in South Africa enjoys in terms of the Constitution of the Republic of South Africa and the protection of personal information generally through compliance with the Protection of Personal Information Act, 4 of 2013 (POPIA).
 7. The SACRRA will only use your personal information in accordance with POPIA and to the extent necessary for the purposes set out above. In particular, the processing and use of your personal information will be done in accordance with the conditions for the lawful processing of personal information and, as such, the SACRRA will:
 - 7.1 ensure that all the conditions for the lawful processing of personal information are complied with;
 - 7.2 process all personal information lawfully and in a manner, which is reasonable and not excessive;
 - 7.3 process your personal information subject to your prior consent and approval, save where such information is already in the public domain or the SACRRA are lawfully permitted to do so;
 - 7.4 collect all personal information directly from you (to the extent that this is possible), alternatively, from the relevant third parties as necessary to provide our services to you;
 - 7.5 process all personal information only for the purposes set out above;
 - 7.6 keep the records of your personal information private and confidential, unless we are required by law to disclose this information;
 - 7.7 retain the personal information only for as long as it is necessary to meet the purpose of its collection and in line with the SACRRA's policies or as otherwise required by law;
 - 7.8 ensure that the processing of the personal information by our employees or any third parties are subject to the appropriate legal undertakings and in accordance with the provisions of POPIA;
 - 7.9 implement appropriate security safeguards when processing the personal information being processed;
 - 7.10 notify you in writing by email immediately upon becoming aware of or having reasonable grounds to suspect any unauthorised or unlawful use, disclosure or processing of the personal information held by us, or of any security event or security breach; and
 - 7.11 on your request, allow you access to your personal information held by us.
 8. The SACRRA will not:
 - 8.1 sell your information to third parties; and

- 8.2 use your personal information for direct marketing purposes, other than to communicate with you and/or to inform you of services or SACRRA tools available to you.
9. You have the right to access and rectify the information collected and we ask that you please inform the SACRRA should any of your personal information not be correct, accurate or up to date. Please inform the SACRRA should any of your personal information change.
10. For any questions and/or concerns regarding your rights in respect of the sharing and use of your personal information, or if you have any complaints, please contact the SACRRA Office on info@sacrra.org.za.
11. Should you believe that your personal information has not been dealt with in accordance with the provisions of POPIA and you were not able to resolve the issue with the SACRRA Office, you may contact the Information Regulator <https://www.justice.gov.za/inforeg/contact.html>.

STATEMENT OF CONSENT

I, the duly authorised representative of the company identified below, confirm that I have read and understood the above information and that:

- (a) I consent to the processing, collection, secure storing and appropriate use of the company's personal information and other confidential information by the SACRRA in the manner set out above; and
- (b) I understand the impact of not providing this consent; and
- (c) I consent to the company and its nominated contact person's receiving communication from the SACRRA by means of any form of electronic communication, including SMSs, WhatsApp messages or e-mail; and
- (d) I consent to the disclosure of the company's personal information and other confidential information to our employees and certain third-party institutions and authorise the SACRRA to release such information to these employees and third parties for the purposes as set out above.

Authorised Signature _____ Date _____

Name (printed) _____

Job Title (printed) _____

Company Name (printed) _____