

SCHEDULE 4  
(Regulation 9(1))

The Reserve Bank of Fiji

Regulation 9(1)  
of the Fair Reporting of Credit Regulations 2016

**APPLICATION FORM FOR REGISTRATION OF A CREDIT INFORMATION PROVIDER**

The applicant must submit the completed application form, together with the required documentation and application fee to the Reserve Bank of Fiji

**PART 1 – APPLICANT’S INFORMATION**

1	Name of the applicant:	
2	Address:	
3	Address of registered office, if applicable:	
4	Telephone number:	
5	Fax number:	
6	Website address, if applicable:	
7	Postal address:	
8	Tax identification number (TIN): (Enclosed certified copy)	
9	Date of registration, if a company: (Enclosed certified of registration)	
10	Business name:, if applicable: (Enclosed certified of registration)	
11	Email address: (Contact person)	

**PART 2 – OPERATIONAL RESOURCES**

1	Do you have adequate access to communication facilities, including telephone, typing, fax and copying facilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Do you have procedures in place and sufficient resources to take reasonable steps to verify the accuracy of any credit information provided to you? (If yes, please specify)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Do you have procedures in place and sufficient resources to retain credit information?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Do you have procedures in place and sufficient resources to issue a report to any person who requires it for a purpose contemplated in the Fair Reporting of Credit Act 2016? (If yes, please specify)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	If the answer to any of the above is “No”, please provide a credible plan to acquire or develop these resources or procedures.		

(Attach additional pages if required)

**PART 3 – QUESTIONS, CONCERNS AND COMPLAINTS**

1	Do you have a policy in place to handle questions, concerns and complaints?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	If the answer to the above is “Yes”, does this policy outline your commitment to handle questions, concerns and complaints as well as your internal systems and procedures for resolving questions, concerns and complaints in a timely manner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**PART 3 – DECLARATION**

Give the following declarations:

I/We..... Hereby apply for registration as a credit information provider.

I/We undertake to comply with the provision of the Fair Reporting of Credit Act 2016, the regulations made thereunder and the guidelines, directives, circulars and instructions issued by the Reserve Bank of Fiji.

I/We warrant that I/We have truthfully and fully answered the questions above and provided all the information, which might reasonably be considered relevant for the purpose of registration.

I/We declare that the information supplied in the application form is complete and correct.

\_\_\_\_\_  
Name of applicant (if an individual)

\_\_\_\_\_  
Signature of applicant

Date: \_\_\_\_\_

**OR**

For and on behalf of

\_\_\_\_\_  
Name of the applicant company (if a company)

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

Name in Block Letters: \_\_\_\_\_

Name in Block Letters: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**OR**

For and on behalf of

\_\_\_\_\_  
Name of organisation (if neither an individual nor a company)

\_\_\_\_\_  
Signatory

\_\_\_\_\_  
Position

Name in Block Letters: \_\_\_\_\_

Date: \_\_\_\_\_

**\*The Reserve Bank of Fiji may require additional information if it deems necessary\***