



Consumer Credit File – Update Form

New Zealand

Dun & Bradstreet provides access for individuals to their Consumer Credit File. This form allows consumers who wish to have content of their Consumer Credit File investigated. Should you query any item in your file please advise Dun & Bradstreet immediately in writing, by completing this form and returning it to our Public Access Centre:

Dun & Bradstreet (New Zealand) Ltd - Attention: Public Access Centre - PO Box 9589, Newmarket - AUCKLAND

YOUR CONSUMER REFERENCE DETAILS (This Information is necessary to identify you - Please complete all personal details below - * mandatory fields)

Consumer Reference No.* <small>(This number was supplied to you upon receipt of your Consumer Credit File)</small>						
First Name*				Surname*		
Current Residential Address*	Unit No		Street No		Street Name	
	Suburb/Town				State	P/code
Mailing Address*	Unit No		Street No		Street Name	
	Suburb/Town				State	P/code
Contact Phone Number						

UPDATING YOUR PERSONAL DETAILS (If you would like to update your personal details held on your consumer credit file, along with proof of your identity (i.e. a copy of your drivers licence) please complete the personal details below.)

First Name				Date of birth	DD / MM / YY	
Middle Name				Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Surname						
Alias/Maiden Name						
Current Employer Name						
Current Residential Address	Unit No		Street No		Street Name	
	Suburb/Town				State	P/code
Previous Residential Address	Unit No		Street No		Street Name	
	Suburb/Town				State	P/code

UPDATE DETAILS

- If you are querying a credit default, D&B will work with the specific credit provider on your behalf to resolve the issue. Please note that credit defaults remain on your Consumer Credit File for 5 years from date of listing, even if they are paid.
- If a credit default has been finalised please provide D&B proof of payment in order to update your Consumer Credit File.
- If you are querying that a judgment has been set aside, struck out or dismissed, D&B requires documentation from the court. Please submit the documentation along with this completed form.
- If you are querying that a Bankruptcy Order has been Discharged or Annulled D&B requires documentation from NZ Insolvency Trustee Service. Please submit the documentation with this completed form.

NATURE OF QUERY (Detail the query – to include additional information please attach details)

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I confirm that I am querying information regarding my own Consumer Credit File and that the details supplied are true and correct.

Signature				Date	DD / MM / YY	
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PRIVACY STATEMENT

Dun & Bradstreet (New Zealand) Ltd - GST REG. 50 144 879 and DBCC Pty Ltd collects personal information about the individual to whom this letter has been addressed (you) for the purpose of ensuring that you are requesting a copy of your own Consumer Credit File. Generally, D&B will allow you to access information D&B holds about you by contacting D&B's Public Access Centre on telephone number 0800 362 222. If you choose to receive a copy of your Consumer Credit File quickly, via the Fast Track Service D&B will charge a small administrative fee. Sometimes D&B will refuse to give you access to information if it does it will provide you with the reason for its decision. D&B do not include your "Valid Proof of Identification" onto your Consumer Credit File. The supply of this information is for identity verification and administration purposes. D&B encourages individuals to advise D&B if you believe any of the information we hold on file about you is inaccurate. D&B's website advises you of our correction process and complaints procedure.

D&B Public Access Centre - PO Box 9589 Newmarket - AUCKLAND - www.checkyourcredit.co.nz
Tel 0800 362 222 - Fax 09 309 2050 - Email pacnz@dnb.co.nz
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