



We are here to help you do your vetting in order to allow you to work or travel with minors

There are three checks we need to complete

1. Criminal Record Check (Using Afiswitch)
2. Child Protection Register Check
3. Sexual Offences Register Check

Attached hereto you will find all the paperwork required to do your checks.

1. Criminal Record Check

Complete the MIE Consent to Submit form attached

Gauteng:

Either

a) Clathan Venue

Book an appointment to have your Biometric fingerprints captured at the Clathan Venue in Constantia Park, Pretoria.

or

b) Postnet

Request a biometric fingerprint capture at your nearest Postnet

Show this graphic to the person assisting at the front desk when going for your fingerprint capture

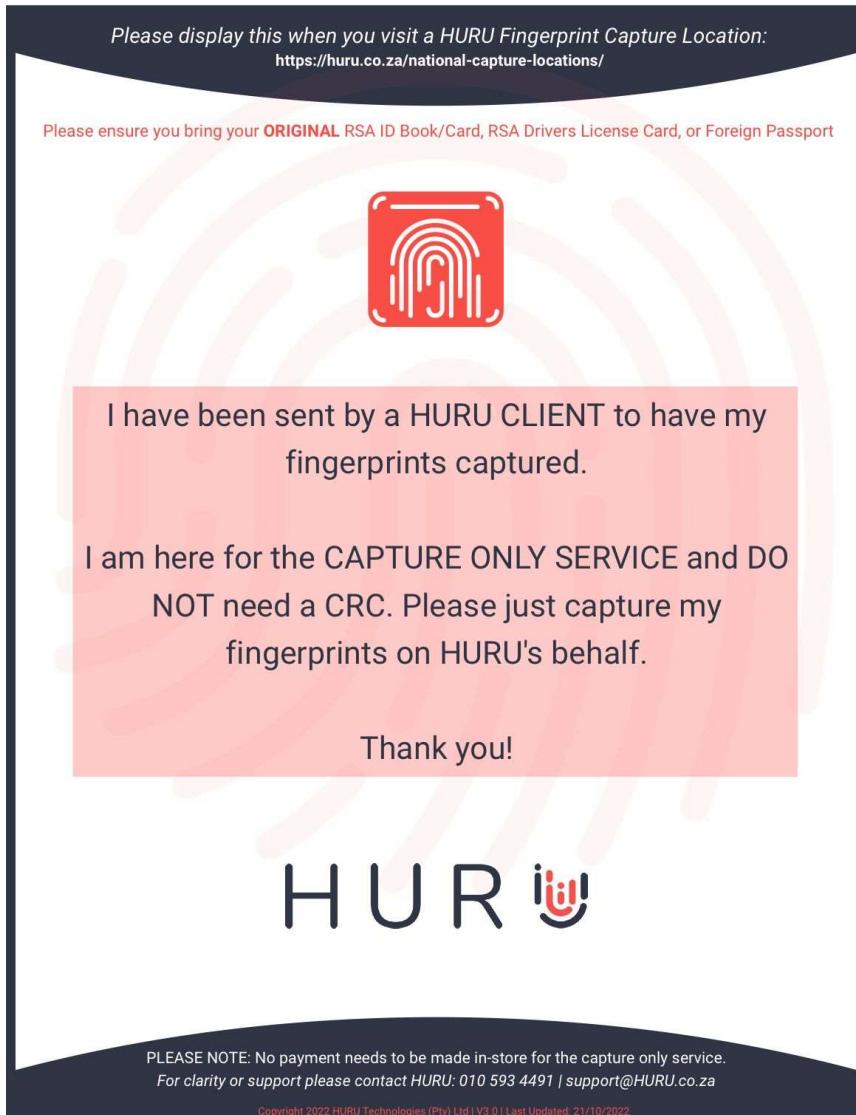


Other Provinces

Postnet

Go in to your nearest Postnet and request a Biometric Fingerprint capture only

Show this graphic



NB Please do **not** make a payment to POSTNET

Once you have captured fingerprints please send a message to Clathan via email hayley@walk.co.za or via Whatsapp 081 436 8445.

2. Child Protection Register Check

Complete the Form 30 application attached

Attach an original certified copy of ID (Not older than 3 months)

3. Sexual Offences Register Check

Complete the Form J738

(NB, please make sure to sign the bottom of the page)

Attach an original certified copy of ID (not older than 3 months)

Combine all 3 forms plus 2 copies of ID's in a document pack and send to Clathan (Pty) Ltd via courier or drop original documents off. Address: 578 Coert Steynberg St, Constantia Park, 0181

It is important to note there is no need to have fingerprints done at a Police Station and sent to us. We use the results of the Afiswitch Criminal Record Check for the Sexual Offences Register check.

Cost for Vetting

IF you have done your fingerprints at the Clathan venue R 270.00
If you are using a Postnet/HURU location R 350

To be paid to:

Banking details for EFT

Account Name: CLATHAN

Bank: First National Bank

Account Number: 62727662836

Branch: 250655

Ref: Surname

Should you require any further assistance please feel free to contact us via email hayley@walk.co.za or Whatsapp 081 436 8445

Kind Regards

HAYLEY



Processing Notification - Background Screening Request



COMPANY DETAILS "Company"

Company Name:	Clathan	Email:	hayley@clathan.com
Agent Name:	Hayley Bower	Mobile No:	0814368445

To be completed by Company Agent

CANDIDATE PERSONAL INFORMATION

To be completed by the Candidate

Surname:											
Full Names:											Maiden Name
Mobile Number:											Date of Birth:
ID Number / Identifier:											
Email Address											

BACKGROUND SCREENING CHECKS

To be completed by the Company Agent

<input type="checkbox"/> Credit Check	<input type="checkbox"/> Sanctions	<input checked="" type="checkbox"/> Child Protection Register Check
<input type="checkbox"/> Qualification	<input type="checkbox"/> Identity Verifications	<input checked="" type="checkbox"/> Sexual Offences Register Check
<input type="checkbox"/> Employment References	<input type="checkbox"/> Insurance Regulations	
<input checked="" type="checkbox"/> Criminal Checks	<input type="checkbox"/> Drivers license & Vehicles	
<input type="checkbox"/> Fraud Check	<input type="checkbox"/> Social Media Screening Checks	

DEFINITIONS

- ✓ "Candidate" means the person on whom the Company will process background screening checks for lawful purposes including but not limited to employment/ continuation of employment;
- ✓ "Company" refers to MIE Client;
- ✓ "Consumer Credit Information" shall have the meaning ascribed to it in section 70 of the NCA;
- ✓ "FAIS Act" shall mean the Financial Advisory and Intermediary Services Act of 2002;
- ✓ "FSCA" refers to the Financial Sector Conduct Authority;
- ✓ "NCA" shall mean the National Credit Act, No 34 of 2005, as amended from time to time, including any regulations made under the Act;
- ✓ "Personal Information" shall have the meaning ascribed to it in Chapter 1 of POPI and includes, but is not limited to a name, address, email address, telephone or fax number, fingerprints, criminal history and education or other personal credentials provided, or which is collected from the candidate or other third parties, before and/or during the background screening process and/or thereafter;
- ✓ "POPI" shall mean the Protection of Personal Information Act, No. 4 of 2013, as amended from time to time, including any regulations made under the Act;
- ✓ "Privacy and Data Protection Conditions" refers to the 8 (eight) statutory prescribed conditions for the lawful Processing of Personal Information;
- ✓ "Responsible Parties" have meaning to the Company and MIE together, and "Responsible Party" any one of them;
- ✓ "Verification Information Suppliers" shall mean third parties acting on behalf of MIE, including, but not limited to, criminal record bureaus, credit bureaus, governmental bodies, and any educational, training, and fraud prevention organisations;

ACKNOWLEDGMENT OF THE USE OF PERSONAL INFORMATION

I acknowledge

- ✓ that the Company's duly authorized verification agent, Managed Integrity Evaluation (Pty) Ltd ("MIE"), will need to process my Personal Information to conduct background screening checks as indicated above which are required by the Company;
- ✓ that verification requests form part of the background screening process and that
 - ✓ requests for credit information from Credit Bureaus will only be conducted under the regulations defined as per the NCA and for the below prescribed purposes only:
 - ✓ For employment in a position of trust and honesty and entails the handling of cash or finances;
 - ✓ Fraud prevention or detection.
 - ✓ data obtained from the FSCA serve only for the purpose to determine the fitness and propriety as envisaged in the FAIS Act.
 - ✓ that any Personal Information supplied to the Company is provided voluntarily and is accurate and current as the Company may not be able to comply with its obligations if the correct Personal Information is not supplied to the Company, I further agree to correct and update such information when necessary;
- ✓ that privacy is important to the Responsible Parties and the Responsible Parties will use reasonable efforts in order to ensure that any Personal Information in their possession or processed on their behalf is kept confidential, stored in a secure manner, and processed in terms of South African law and or applicable Data Protection Legislation, for the purposes I have authorised.
- ✓ that all information, including Personal Information, supplied to the Company is accurate and current and agree to correct and update such information when necessary.
- ✓ may be shared by the Company with MIE and may be further shared by MIE with the Verification Information Suppliers for verification or other legitimate purposes;
- ✓ may be shared by the Verification Information Suppliers with MIE and be further stored and shared by MIE with the Company and Fraud databases or services when the information provided for verification is deemed fraudulent by the Verification Information Suppliers for purposes of continued or future employment or for other legitimate purposes as per the NCA or other National or Provincial Legislation;
- ✓ may be stored by MIE, for legislated retention periods and where such periods are not legislated then my personal information may be stored by MIE for as long as the information may be needed for verification purposes, or any other period as I may agree with the MIE, and
- ✓ Personal Information may be transferred cross-border to countries, for verification or storage purposes. In any cross-border transfer of personal information MIE will comply with the security safeguards as provided for in the POPIA including but not limited to ensuring that the information is secured when transported to or from the recipient.
- ✓ I take note that if the Responsible Party has utilised the Personal Information contrary to the Privacy and Data Protection Conditions, I may first resolve any concerns with that Responsible Party. If I am not satisfied with such process, I have the right to lodge a complaint with the Information Regulator.
- ✓ A copy of Personal Information kept by the Responsible Parties will be furnished to me upon request in terms of the provisions of POPI or the NCA and I understand that I may dispute any information in the record provided.
- ✓ "I agree that MIE, to the extent permitted by law, will not be liable for any complaint, claim or action brought by me, arising from any action or omission by MIE, to the extent that such action or omission resulted from MIE complying with the terms of this agreement and I shall indemnify, hold harmless and defend MIE from and against any such claims or actions brought against MIE."

	CANDIDATE	COMPANY AGENT
SIGNATURE		
DATE		

All signatories to this document agree that MIE will NOT be held liable for the content, factual correctness or accuracy of any Supplier Data supplied to MIE for the Company by MIE's suppliers. The Company and the Candidate hereby indemnifies and holds MIE harmless against any loss arising from neglect or damage in procuring, communicating, or failing to communicate information to the Company.

Name of organisation we are vetting for: _____

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Last Updated: 1 February 2022

**INQUIRY BY PERSON TO ESTABLISH IF HIS / HER NAME IS INCLUDED IN
PART B OF NATIONAL CHILD PROTECTION REGISTER (REGULATION
50(1)(b))[SECTION 126(3) OF THE CHILDREN'S ACT, (No 38 OF 2005)]**

TO: The Director-General
Department of Social Development
Child Protection Register
Private Bag X901
Pretoria
0001

Dear Sir / Madam

In terms of section 126(3) of the Children's Act, (No. 38 of 2005), I _____ (full names and surname) wish to enquire whether my name is included in Part B of the National Child Protection Register. A certified copy of one of the following documents is attached as verification of my identity.

1. IDENTIFYING DOCUMENTS:

- birth certificate (only if not in possession of identity document or passport)
- identity document
- passport
- other

In the event that my name has been included in Part B of the Register, kindly furnish reason why this was done. My personal details are:

2. CONTACT DETAILS:

Postal address:	Physical address:
* Email:	
Telephone No:	* Cellular No:

(* - if applicable)

Please note that section 126 of the Act requires you to respond to this inquiry within 21 working days.

Yours sincerely

(Signature)

(Date)

Kindly note that in the event that information becomes available that you are unsuitable to work with children, the Director-General reserves the right to enter your name on Part B of the Register, of which you will be duly notified. In terms of section 121 of the Children's Act, you have the right to appeal against such finding, or have the finding reviewed by a Court of Law.



REPUBLIC OF SOUTH AFRICA

FORM 7

[Regulation 17(1)]

APPLICATION FOR CERTIFICATE BY PERSON IN RESPECT OF OWN PARTICULARS

Section 44 of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No. 32 of 2007)(the Act)

Date:

NOTE 1: In terms of section 44 of the Act an application for a certificate, stating whether or not the particulars of a person mentioned in the application are recorded in the National Register for Sex Offenders may be made by—

- (a) an employer in respect of an employee;
- (b) a licensing authority in respect of an applicant;
- (c) a relevant authority in respect of an applicant;
- (d) an employee contemplated in respect of his or her own particulars;
- (e) a person contemplated applying for a licence or approval to manage or operate any entity, business concern or trade in relation to the supervision over or care of children or persons who are mentally disabled in respect of his or her own particulars;
- (f) a person contemplated in section 48(2) applying to become a foster parent, kinship care-giver, temporary safe care-giver or adoptive parent in respect of his or her own particulars; or
- (g) any person whose particulars appear on the Register in respect of his or her own particulars.

NOTE 2: A set of fingerprints of applicant must be attached to this form (a set of fingerprints can be taken at any police station)

1. PARTICULARS OF APPLICANT		
Title:		
Full names and surname:		
Indicate any other surnames:		
Indicate any known alias or nickname:		
Profession or trade:		
Date of birth:		
Age:		
Identity number/ passport number:		
Driver's licence number:		
Home address/ Last known physical address:		
Any other contact details (including postal address):		
Telephone number:	Cell number:	E-mail address:
Type of sexual offence:		
Date and place of conviction:	Date:	Place:
Date and place of sentence:	Date:	Place:
Sentence imposed:		
Reason for applying for certificate:		

.....
SIGNATURE OF APPLICANT (If application is not submitted electronically)

Please display this when you visit a HURU Fingerprint Capture Location:

<https://huru.co.za/national-capture-locations/>

Please ensure you bring your **ORIGINAL** RSA ID Book/Card, RSA Drivers License Card, or Foreign Passport



I have been sent by a HURU CLIENT to have my fingerprints captured.

I am here for the CAPTURE ONLY SERVICE and DO NOT need a CRC. Please just capture my fingerprints on HURU's behalf.

Thank you!

HURU

PLEASE NOTE: No payment needs to be made in-store for the capture only service.
For clarity or support please contact HURU: 010 593 4491 / support@HURU.co.za