

Hong Kong Credit Check

ONLINE PROCESS

Online process will apply to a Candidate that have both a Hong Kong ID Number (HKID) and an active Hong Kong mobile number.

Online Process Required Information:

- Authorization Form
- Candidate's HKID Number
- Candidate's Active Hong Kong Mobile Number
- Candidate's Email Address

Instructions:

1. Check the email sent by TransUnion.
2. Install "TransUnion HK Credit Report" Mobile APP.
3. Login TransUnion online account in Mobile App with username and password.
4. For candidate who doesn't have account in TransUnion -
 - a. Register TransUnion account with the latest Email address, Mobile number (which registered with the banks).
 - b. Complete/Pass the authentication, including HKID scan and facial recognition in the registration.
5. Click the "Credit Report Share" button.
6. Click "Response to Request" button.
7. Choose to "Share Immediately" to complete sharing.
8. If choose to "Share Later", must click "Confirm" so that the report can be shared automatically 4 hours later.



MANUAL PROCESS

Manual process will apply to a Candidate who does not have either or both a Hong Kong ID Number (HKID) and an active Hong Kong mobile number.

Manual Process Required Information

- Authorization Form
- Duly Accomplished TransUnion Consumer Credit Report Access Form
- Hong Kong ID Card Copy for HKID holder without active HK Mobile Phone Number; Passport Copy for Non-HKID holder.

Instructions:

1. Complete the TransUnion Consumer Credit Report Access Form with the following information:
 - o Name (as shown on HKID Card or Passport)
 - o Hong Kong Identity Card Number (required for HKID holder without an active HK Mobile Phone Number)
 - o Passport Number (for Non-HKID card holder)
 - o Mailing Address (Current residential address)
 - o Phone Number
 - o Email Address
2. Sign (wet signature is preferable; any typed in font is denied) and place date signed (within 90 days) on the TransUnion Form.
3. Provide the completed form to First Advantage for processing along with HKID Card copy or Passport copy for Non-HKID card holder.



**Consumer Services & Operations**

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**查閱個人信貸報告表格
Consumer Credit Report Access Form IPDAR/FA- /****申請人資料 Applicant Particulars:**

中文姓名 (先生 / 女士 / 小姐): _____

Name (in English), Surname first (Mr / Mrs / Ms): _____

香港身份證號碼 H.K. Identity Card No.: _____ 其他證件號碼 Other Identity Document No.: _____

郵寄地址 Mailing address (正楷 / Block Letter): _____

日間聯絡電話 Day Time Contact: _____ 手提電話 Mobile Number: _____

住宅電話 Residential Number: _____ 電郵 Email Address: _____

信貸報告語言 Language of Credit Report: 中文 English 代碼 Affiliate Code: _____**授權及同意書 Authorization and Consent**

本人特此授權以下公司（「該公司」）向環聯查詢及獲取本人信貸報告的單份副本（「該報告」）：
I hereby authorize the following company (the "Company") to request and access a single copy of my credit report (the "Report") from TransUnion:

該公司名稱 Company Name: First Advantage Limited 授權人姓名 Name of Authorized Person: _____職位 Position: Operations Specialist 電郵 Email: HKverificationDB@fadv.com 聯絡電話 Telephone: _____

本人同意並授權環聯在本人未曾審閱該報告的副本下，向該公司及/或其在香港內外的授權接收者提供該報告的副本，以用於就業審查。
I consent to and authorize TransUnion to release an additional copy of the Report to the Company and/or its authorized recipients in or outside of Hong Kong, without my prior review, for employment checks.

本人知悉如需查閱該報告的副本，本人須於下列日期起計 **1個月**內電郵至 er@transunion.com 提出。
I acknowledge if I wish to obtain a copy of the Report, I must request by email to er@transunion.com **within 1 month** from the date hereunder written.

本人了解環聯私隱政策 <<https://www.transunion.hk/zh/legal/privacy-policy>>，並同意環聯毋須就向該公司及/或其授權接收者提供該報告，於本人或任何第三方提出的投訴、索償、訴訟、傳召或其他法律程序中承擔任何責任。
I understood TransUnion's privacy policy <<https://www.transunion.hk/legal/privacy-policy>> and agree that the release of the Report by TransUnion to the Company and/or its authorized recipients will not be the basis for any complaint, claim, suit, demand, or other proceeding against TransUnion by me or any third party.

<input type="checkbox"/> 下述人員確認表格內填寫的一切資料無誤，並已對真確性作盡職審查。 The staff below has checked the accuracy of all information contained in this form and verified the correctness of such information.
姓名 Name : _____
公司名稱 Company Name : _____
職位 Position : _____
聯絡電話 Telephone : _____
簽署 Signature : _____

簽署 Signature:**日期 Date:**

閣下提供的資料將用於驗證閣下的身份以存取閣下的信貸報告，並在未來用於相關目的。閣下有權要求更改環聯持有有關閣下的個人資料。閣下可電郵或郵寄至頁首的地址聯繫環聯。
The information you provide will be used for verifying your identity to access your credit report and for related purposes in the future. You have the right to request correction of information held by TransUnion about you. You may contact TransUnion by email or post to the address at the top of the page.

**CONFIDENTIAL UPON COMPLETION
V. JAN 2025**