



CANADIAN CREDIT REPORTING LIMITED

ORDERING A FRANCHISE REPORT – WHAT YOU NEED TO KNOW

Consent

Canada's new Privacy Act ("PIPEDA" – Personal Information Protection and Electronic Documents Act) requires that consent be obtained from a consumer prior to collecting personal data. This consent is generally covered on the franchise application however a general consent form is provided by CCR in the event that it is required.

If ordering a criminal record search, a separate and special consent form is required by the Police Service and CPIC. Procedures and forms related to criminal record searches are attached with this information package.

Interview process

One of our skilled professionals will contact the applicant and clearly identify themselves and the purpose for the report. They will cover a number of areas concerning employment history, assets and liabilities as well as the source of the franchise investment funds. While some of this information is already on the application, our reporter will be able to clarify or expand on the information listed. Once the interview process is completed we will pursue other areas of investigation including employment history confirmation, credit bureau pay record and litigation information, confirmation of the source for franchise investment funds, confirmation of assets, a bank rating and a sub search of the residence if owned.

Married applicants

If both individuals in a marriage are participating in the franchise application, then consent is required from both parties. In this case, both parties will be represented on one report.

Ordering and Shipping of Reports

To ensure the secure handling of consumer information, CCR accepts orders and delivers reports via fax or encrypted email only. Local and toll free fax numbers are listed at the bottom of CCR's standard order form. To set up for email encryption services, please call Monique Ah-Sen, our IT Manager at 416 499 9936 (toll free 1 800 567 4602) Ext. 105.

To order a franchisee report, please follow the three simple steps listed below:

- #1 Complete a CCR franchisee report order form
- #2 Attach a copy of the application and where necessary, a consent form
- #3 Fax the above forms to CCR at 416 499 9703 or toll free at 800 305 5444

NOTE: If a criminal record search is required, please follow the procedures enclosed with this information package and attach the appropriate forms with your order.

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251 Consumers Road, Suite 401, Toronto, Ontario, CANADA M2J 4R3

PHONE: (416) 499-9936 FAX: (416) 499-9703 TOLL-FREE: 1-800-567-4602 EMAIL: info@canadiancredit.com