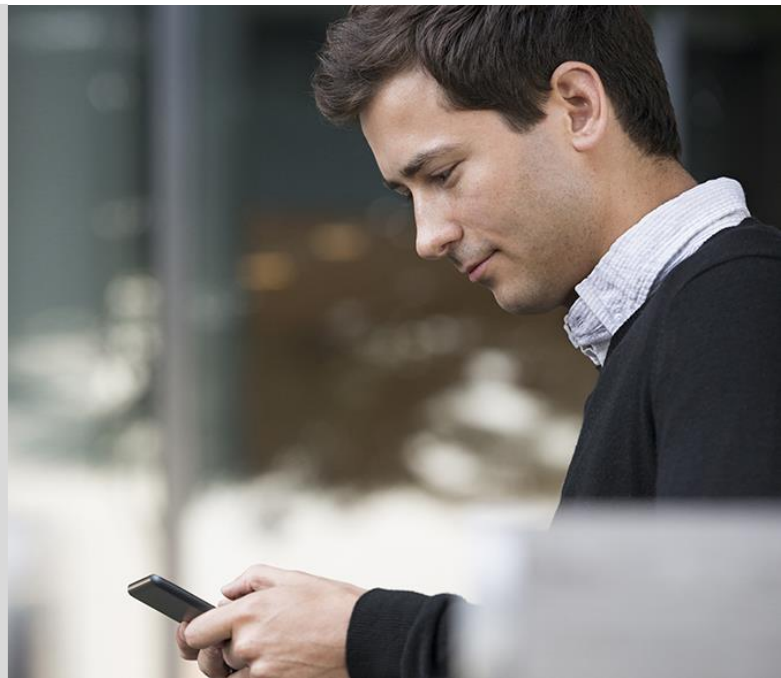


Electronic Consent

Using technology to future-proof your compliance obligations

Candidate verification and vetting is an essential workforce recruitment and management tool. Ensuring you have obtained the candidates consent is a legal requirement. The current process requires you to capture personal information, as defined by POPIA, onto a paper-based consent form and securely store the information – a disaster waiting to happen. Discover how Lexis RefCheck will assist you in solving the problem using the latest digital signature technology, fully integrated into each applicant verification – and at no cost to you.



About LexisNexis



Data Services Division

- Lexis® WinDeed
- Lexis® RefCheck
- Lexis® ProcureCheck
- Lexis® Diligence
- Lexis® SACompany
- Lexis® PropIQ
- Lexis® AgentIQ
- Lexis® MetrolQ
- Lexis® KYC



Business Software Solutions Division

- Lexis® Convey
- Lexis® RatesClearance
- Lexis® Sign
- Lexis® DocAssembly
- Lexis® DocExchange
- Lexis® WebConvey
- Lexis® Instruct
- Lexis® GuaranteeHub
- Lexis® Marketer
- Lexis® Gateway
- Lexis® AttorneyComply



Legal Information & Compliance Division

- Lexis® Library
- Lexis® Mobile
- Lexis® Practical Guidance
- Lexis® Assure
- Lexis® GRC



Academic Division

- Printed Publications
- Pass Plus

LexisNexis Data Services Division

Lexis® WinDeed

Public Records

- Deeds Office: Online; Doc Copies, DOTS
- Proprietary: Spider & CIPC Searches
- 3rd Party: Credit, Tracing, IDV, Vehicle, Property
- Batch
- Subs: FNB
- Consumer Apps

Lexis® RefCheck

Background Screening

- Criminal Record
- Academic
- Credit
- Employment & Associations
- IDV, Personal & Residency
- Social Media
- Hardware, Licensing & Training

Lexis® ProcureCheck

Vendor & Employee Vetting

- Conflict Of Interest
- Pass Through Schemes
- Tender Fraud
- Property Asset Transfers
- Company Business Status
- Government Employee
- Blacklists (National Treasury)

Lexis® KYC

Know Your Customer

- Electronic verification & onboarding
- Re-Identification

Lexis® MetroIQ

Municipal Property

- Property register
- Monitor & alert on changes
- Transfers, Cadastral
- Sub-divisions & consolidations

Lexis® Diligence

Enhanced Due Diligence

- Enhanced Due Diligence locally & internationally

Consent Requirements

Background Checks	Legislation	Reference
Credit Checks	Prescribed purpose for which a credit report may be issued includes “verifying educational qualifications & employment”	NCA Reg 18(4)(g)
	Credit reports required in terms of regulation 4(c) or (e) to (g) require the consent of the applicant prior to report being requested	NCA Reg 18(5)
	Records that are required to be maintained must be readily accessible for a period of three years / and may be in electronic format	NCA Reg 55(2)(a)&(b)
Criminal Check	SAPS / AFIS supplier contractual requirement & POPIA	
Fit & Proper / FAIS	FSB supplier contractual requirement & POPIA	
Social Media	Supplier contractual requirement & POPIA	

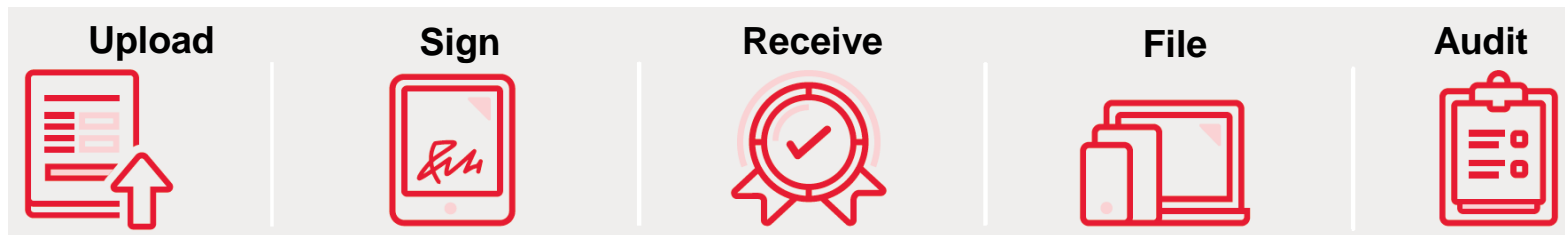
Note: Various academic institutions also require signed consent prior to verification

POPIA Requirements

- POPIA defines personal information as information relating to a person, which includes both natural and juristic persons. The information to which POPIA pertains is information that affects a person's privacy. The person is referred to by POPIA as a "**Data Subject**".
- POPIA makes a distinction between a **Responsible Party** and an **Operator** and relationship to be governed by a written **agreement**.
 - Operator (LexisNexis) - a person who processes personal information for a Responsible Party in terms of a contract or a mandate, without coming under the direct authority of that party (Section 1).
 - Responsible Party (our customer) - a person who determines the purpose of and means of processing personal information. This is often, but not always the collector of information.
- Under POPIA, the processing of personal information is required to be lawful and justifiable and needs to comply with **eight conditions**: accountability, processing limitation, **purpose specification**, further processing limitation, information quality, openness, security safeguards and **Data Subject participation**.
- POPIA is not consent driven and Personal Information may be processed in terms of section 11(1) (i.e. if processing is necessary for the **legitimate interests** of a **Responsible Party**).
- Processing of **Special Personal Information** requires **consent** (religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health or sex life, **biometric information & criminal behaviour**).
- A consent form contains candidate personal information (Name, ID, DOB, contact details, criminal and academic declarations).

Digital Signatures

“Sign anywhere, any time!”



To date more than 180 000 documents, including contracts to the value of more than R95 billion of have been signed using our platforms.

- **LEGALITY:** Lexis Sign built with the Electronic Communications & Transactions (ECT) Act 25 of 2002 as its foundation
- **SECURE, WEB-BASED SOLUTION:** Entirely web-based & fully responsive, supported in most browsers & will adapt to your device
- **FLEXIBLE:** Various signing methods (including signature tablets) to Advanced Electronic Signature
- **TEMPLATES:** Allows you to upload any PDF document and various template creation options
- **TECHNICAL:** Provides a service API for interaction with other components of your document management systems

Lexis RefCheck

Digital signature solution

Lexis® RefCheck

Home Applications Fingerprint Reports Tools Downloads **Electronic Consent** Sign Out

Outstanding Tasks Latest Applications Unreleased Checks

Outstanding Tasks My Account

Displaying results 0 - 0 of 0

APPLICANT SURNAME	CHECK	ITEM	DATE REQUESTED
No results			

Displaying results 0 - 0 of 0

News

09/11/2018 14:08:29 PM

Delays with University of Swaziland (UNESWA) verifications

Please note we are experiencing delays with academic qualifications from UNESWA (University of Swaziland). We apologise for any inconvenience caused.

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Displaying results 0 - 0 of 0

APPLICANT SURNAME	CHECK	ITEM	DATE REQUESTED
No results			

Displaying results 0 - 0 of 0

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News
09/11/2018 14:09:29 PM
Delays with University of Swaziland (UNESWA) verifications
Please note we are experiencing delays with academic qualifications from UNESWA (University of Swaziland). We apologise for any inconvenience caused.

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Request an Electronic Consent

Submit cancel

Details of Candidate

First Name *

Surname *

Maiden Name

ID Number *
(if no SA ID Number, enter Passport Number below)

Passport Number

Date of Birth *

Email Address *

SA Mobile Number * e.g 0821111100

Submit cancel

Checks Requiring Explicit Consent

The standard Lexis RefCheck Consent form meets the legal requirements for all checks available on Lexis RefCheck, however certain checks require explicit consent from the candidate and must be indicated clearly on the Lexis RefCheck Consent form. Should you intend conducting any of the below listed checks on your candidate, please ensure you select those checks now:

FAIS Comprehensive Check

Credit Check

Crim Check

Social Media Check

None of the checks listed above will be conducted

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Signing request

Dear Amber

Yolanda Jantzen has sent you a document to electronically sign for consent purposes.

Please [click here](#) to sign the document(s).

You will receive a notification, once all the Signatories have signed, and you may download the document(s).

Thank you for using Lexis®Sign.

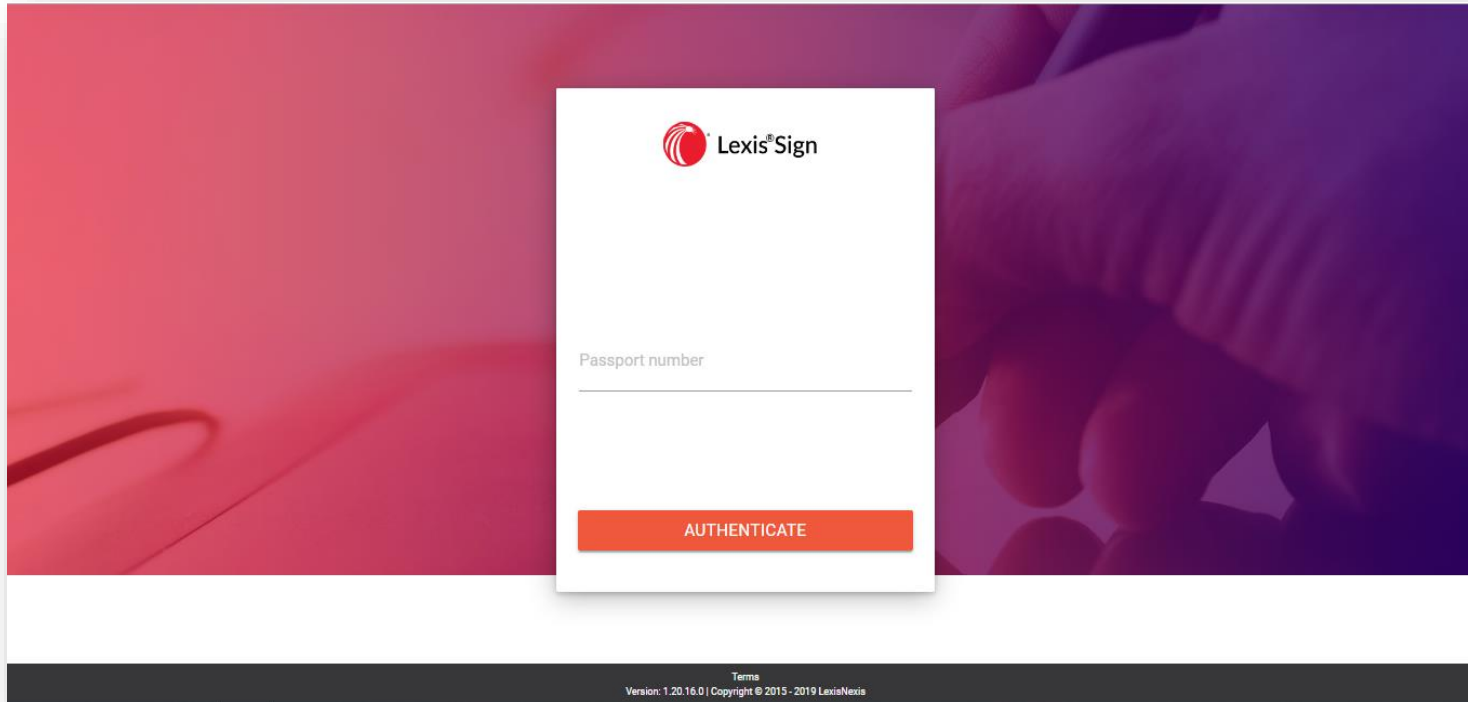
Lexis®Sign is a product of LexisNexis®

For more information contact sign.support@lexisnexis.co.za



Lexis RefCheck

Digital signature solution

The image shows a digital authentication interface for Lexis Sign. It features a white central card on a background of a hand holding a pen. The card has the Lexis Sign logo at the top, a text input field labeled "Passport number", and an orange "AUTHENTICATE" button. At the bottom of the card, there are small links for "Terms" and "Version: 1.20.16.0 | Copyright © 2015 - 2019 LexisNexis".

Lexis[®] Sign

Passport number

AUTHENTICATE

[Terms](#)
Version: 1.20.16.0 | Copyright © 2015 - 2019 LexisNexis

Lexis RefCheck

Digital signature solution

The screenshot displays the Lexis RefCheck Consent Form interface. On the left, there is a sidebar with the Lexis Sign logo, document information (Document: 1 of 1), and a Signatory section showing a user named 'amber test' with a signature and initials. The main content area shows the 'Consent and Indemnity Form' with the LexisNexis logo at the top. The form is divided into several sections:

- COMPANY INFORMATION 'COMPANY'**: A table with fields for Company Name (LNRM), Email Address (yolanda.jamtan@lnrm.co.za), Consultant Name (Adele Boozaier), and Phone Number (2456500).
- CANDIDATE PERSONAL INFORMATION**: A table with fields for Surname (Packham), Full First Name (Amber), Maiden Name, Date Of Birth (07/10/2019), SA ID Number, Passport (2440122), Email Address, Contact Number (0777370777), and Physical Address.
- Checks Requiring Explicit Consent**: A list of checkboxes, all of which are checked:
 - Fit and Proper & FACS Comprehensive Check (FSB and fit-to-examine)
 - Criminal Record Check
 - Credit Check
 - Social Media Check
- Consent to Process Personal Information**: A section containing a paragraph of consent text and a bulleted list of terms and conditions.

At the bottom of the form, there is contact information for LexisNexis: www.refcheck.co.za | 0801 005 070 | refcheck.support@lexisnexis.co.za.

Lexis RefCheck Digital signature solution

The screenshot displays the Lexis RefCheck Consent Form interface. On the left, a sidebar shows the document title 'Lexis RefCheck Consent Form', the page number 'Document: 1 of 1', and a 'Signatory' section with a user named 'amber test'. The main area shows the document content, which includes a consent form with the following sections:

CONSENT TO PROCESS PERSONAL INFORMATION

I am aware that:

- any information furnished to the Company will be disclosed to me upon request and that I may dispute any information in the record as prescribed in the Protection of Personal Information Act 4 of 2013 or the National Credit Act 34 of 2005 (NCA);
- the Company is responsible for verifying the accuracy of information furnished by the South African Police Service;
- where my personal history requires background checks to be carried out in other countries where I have worked, studied or resided, my data may be transferred to and processed in the other countries, where the data protection laws may not be as strict;
- in assessing my personal information, the Company or LIRM may have access to personal information of mine that is sensitive, including information about criminal behaviour related to the commission of or alleged commission of offences and my credit history;
- I have the right to withdraw my consent at any time by informing the Company that I wish to do so by completing the appropriate Withdrawal of Consent Form. I am also entitled to object to the processing of my personal information and to obtain a copy of my personal information at any time;
- the Company or LIRM may contact me and my referees by telephone, email, or post for the purposes set out above;
- verification requires form part of the background screening process;
- requests for credit information will only be conducted under the regulations of the NCA and data obtained from the Financial Sector Conduct Authority serves only for the purposes of determining the fitness and propriety as envisaged in the Financial Advisory and Intermediary Services Act 37 of 2002;
- requests for consumer credit information will be provided for the below prescribed purposes only:
 - considering me for employment in a position that requires honesty in dealing with cash and/or finances (as per relevant job description);
 - fraud detection and fraud prevention services;
- for the purpose of criminal background checks, my fingerprints will be captured and stored for a reasonable period. Any previously captured fingerprints may be used, where available;
- the purpose of background screening, including any social media checks, is for consideration of the results by the Company as part of my application and/or my suitability for employment;
- the social media information that may be covered in the background checks includes all social media accounts of which I am a member or user, and is not limited to the social media information listed on page one.

INDEMNITY

All signatories agree that LIRM, the Company, referees in my CV and/or the data providers shall not incur liability, and no claims will be made for any compensation, in respect of any document or information obtained through such inquiries conducted in good faith. Furthermore, LIRM and the Company will not be held liable for relying on any inaccurate, misleading or outdated personal information provided by the data provider/s or the candidate.

Applicant/Guardian Name: Amber Packham

Applicant/Guardian Signature: a test (clickable)

Footer: www.refcheck.co.za | 0861 006 670 | refcheck.support@lexisnexis.co.za

Lexis RefCheck

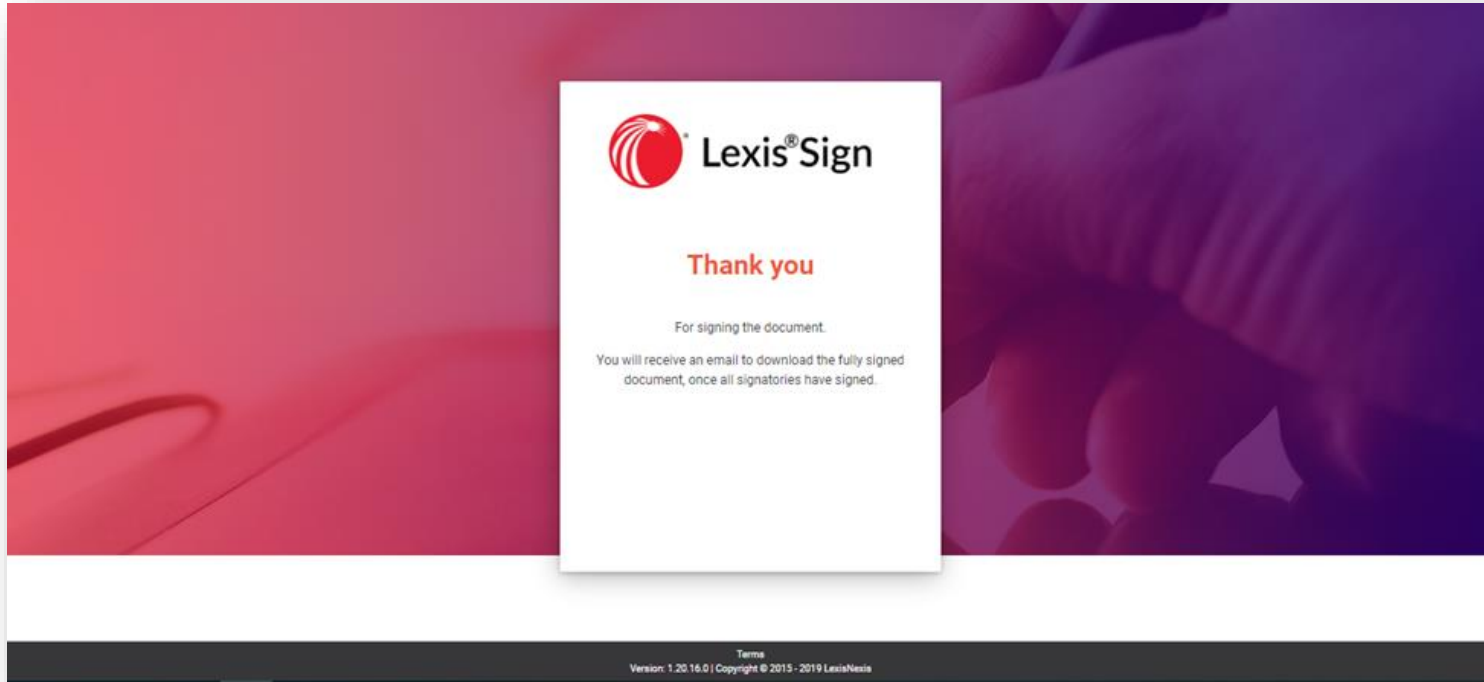
Digital signature solution

The screenshot displays the Lexis Sign interface for a document titled "amber test (Signatory)". The interface is divided into several sections:

- Header:** Lexis Sign logo and document title "amber test (Signatory)".
- Navigation:** A red "Adopt signature" button on the left sidebar.
- Signature Capture Area:** A large white box with a grey border. At the top, it says "Capture". In the center, the text "Capture signature" is displayed above a white square containing a handwritten signature "a test". Below the signature box is a grey button labeled "Select signing method" with a red pencil icon.
- Agreement:** Below the signature area, a text box contains the statement: "I agree that the signature will be an electronic representation of my signature for signing this document. This signature will have the same binding effect as a manual signature."
- Terms and Policies:** A section with the heading "Terms and policies" containing a checkbox and the text "I agree to the Lexis Sign Signatory terms of service".
- Navigation:** "Previous" and "Sign" buttons at the bottom of the interface.

Lexis RefCheck

Digital signature solution



Lexis RefCheck

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Home Applications Fingerprint Reports Tools Downloads Electronic Consent Adele Boonzaier Sign Out

Electronic Consent

Search by
Surname for Search

Displaying results 21 - 26 of 26

FIRST NAME	LAST NAME	ID NUMBER/PASSPORT	MOBILE NUMBER	EMAIL ADDRESS	DATE CREATED	CONSENT STATUS	ACTIONS
Welcome	Sithole	9606225467088	24544444462455	sitholewb@outlook.com	10/2/2019 10:48 AM	Sent	Cancel
Welcome	Sithole	9606225467088	2456777777772455	sitholewb@outlook.com	10/2/2019 10:36 AM	Sent	Cancel
Welcome	Sithole	9606225467088	245	sitholewb@outlook.com	10/2/2019 9:43 AM	Complete view PDF	New Individual Application New Consent
Welcome	Sithole	9606225467088	24562455	sitholewb@outlook.com	10/2/2019 9:42 AM	Complete view PDF	New Individual Application New Consent
Welcome	Sithole	9606225467088	2456245	sitholewb@outlook.com	10/2/2019 9:41 AM	Sent	Cancel
Welcome	Sithole	9606225467088	2456245566	sitholewb@outlook.com	10/1/2019 3:03 PM	Cancelled	New Consent

Displaying results 21 - 26 of 26

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Thank you.