

## Third Party / Non-Approved Dealer Requests



Copy of NaTIS	<input type="checkbox"/>	Settlement	<input type="checkbox"/>	Paid Up Letter	<input type="checkbox"/>	Dealer Stock Letter	<input type="checkbox"/>
Original NaTIS	<input type="checkbox"/>	Repeat Settlement	<input type="checkbox"/>	Settlement letter	<input type="checkbox"/>	Outstanding Balance	<input type="checkbox"/>
Account overview	<input type="checkbox"/>	Transaction History	<input type="checkbox"/>	Amortisation Schedule	<input type="checkbox"/>	Statement History	<input type="checkbox"/>
Electronic Statements	<input type="checkbox"/>	Tax Certificate	<input type="checkbox"/>	Border Letter	<input type="checkbox"/>	Refund	<input type="checkbox"/>
Copy Contract	<input type="checkbox"/>	Notification of theft/write off	<input type="checkbox"/>	Payment Arrangement	<input type="checkbox"/>	Physical Address Update	<input type="checkbox"/>
Debit Order Update	<input type="checkbox"/>	Insurance Detail Update	<input type="checkbox"/>	Registration Number Update	<input type="checkbox"/>	Payment Due Date Update	<input type="checkbox"/>
Settlement Quote	<input type="checkbox"/>	Account Balance	<input type="checkbox"/>	Contract Expiry	<input type="checkbox"/>	Remaining Installments	<input type="checkbox"/>
Original Contract Balance	<input type="checkbox"/>	Next Installment	<input type="checkbox"/>	Current Balance	<input type="checkbox"/>		

### Third Party / Dealer Information

Dealership / Third Party name	<input type="text"/>
Dealer contact person	<input type="text"/>
Dealer contact person email	<input type="text"/>
Dealer contact person number	<input type="text"/>
Delivery Method (original NaTIS only)	<input type="text"/>
Delivery Address (original NaTIS only)	<input type="text"/>

### Customer Information

Account number	<input type="text"/>
Identity/passport number	<input type="text"/>
How was the account settled	<input type="text"/>
Who settled the account	<input type="text"/>
Date settled	<input type="text"/>

### Process

To ensure that your request is processed effectively, please ensure that the following process is followed:

Complete the information above

Obtain a signed letter from the customer confirming the customer has given authority to act on their behalf. The letter must contain the following information:

- Account number
- Customer ID number
- Third party ID number
- Validity period of authority
- Dealers must ensure that the letter is sent on the dealership letterhead

Obtain a copy of the customer's ID document and the third party's ID document

Email the letter and the copy of the ID documents to [service@toyfin.co.za](mailto:service@toyfin.co.za)

### NaTIS Release Conditions

The release of the NaTIS document is subject to the following conditions:

In order for the settlement amount/s to be valid, all Payments due as specified in the original settlement letter must be made.

If a Customer's monthly payment e.g. a Customer's debit order, falls within the settlement quote period and has not cleared on our systems, please note in this event you will receive the Original NaTIS document and Dealer Stock Letter in seven (7) working days

Should the Customer's bankers return the Payments as unpaid, OR the settlement payment is delayed the quoted settlement amount will no longer be valid and a revised settlement amount must be obtained.