

Parent / Guardian

## Welcome letter

Dear Sir / Madam

RE: **Our Client:** **MARYVALE COLLEGE**  
Contact Person: CREDIT CONTROL DEPARTMENT  
Contact Number: 011-640-3061  
Email Address: [creditcontrol@maryvalecollege.co.za](mailto:creditcontrol@maryvalecollege.co.za)

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TPN credit bureau is pleased to introduce you to the services that we offer. We are proud to be associated with MARYVALE COLLEGE our client, who subscribes to our services. Please take the time to review the following welcome letter which will advise you of our client's relationship with TPN.

### **Who is TPN credit bureau?**

TPN is a registered credit bureau. TPN collects account information on debtors and maintains a history of their account payment behaviour. Importantly, this means that TPN credit bureau collects not only adverse information but also positive credit information. A positive credit record is extremely advantageous to you as it increases your ability to access credit in the market place

### **How does it work?**

Our client has agreed to update your account payment record as per your contractual obligations with them.

### **What if I pay my account late?**

Your account is due and expected on the due date as per your agreement with our client. It is important that accounts payments are paid promptly. Please note that payment received after due date will result in your payment record being updated accordingly.

### **What if I do not pay my account?**

Payment of your account with our client is not a matter of choice, it is an essential part of your agreement. Failure to pay any account or other monies due, could result in a negative credit record (or "blacklisting") which will severely restrict your access to further credit.

### **How can TPN credit bureau help me?**

By paying your account on time and in full, you have the opportunity to build a positive credit profile. You can use your positive profile when applying for other forms of credit.

As such, we invite you to consider your relationship with our client as an excellent opportunity to build a positive credit profile.

TPN credit bureau welcomes you into the TPN family. We acknowledge you as one of our client's debtors and trust you will enjoy a long term relationship with our client. If you have any queries or problems kindly contact Credit Control Department on 011-640-3061.

Yours faithfully,  
**TPN Credit Bureau**