TransUnion

Credit Reports for Employment Referencing

Finding and hiring the right talent remains a key priority for HR professionals, and employment credit checks are one of the important tools that can help support recruitment decisions.

A credit report can provide HR professionals with insights into a candidate's financial stability and trustworthiness, enabling them to:

- Onboard the right people
- Reduce turnover rate
- Maintain compliance
- Minimise potential losses linked to employee behaviour
- Make informed hiring decisions based on reliable records
- Manage hiring risks

CREDIT TIERS

The credit tier model is a grading system commonly used by financial institutions, with TransUnion setting the industry benchmark for credit tier classification.

A The best-in-class tier. Statistically, 99.87%* or above of the population in this tier will fulfill their commitments to make payment(s) to credit provider(s). These candidates may have strong credit management habits. They often pay their credit on time and keep utilisation low.

B Comparatively good in credit management. A significant 99.72%* or above of the population in this tier will fulfill their commitments to make payment(s) to credit provider(s). These candidates may have established credit histories for reference, with occasional minor credit events and low to moderate credit utilisation.

C Compared with Credit Tiers A and B, these candidates may have a higher chance of minor events being reported, such as an overdue payment or higher utilisation, which may affect their credit score.

DEF These candidates' credit performance appears acceptable, but there may be some short-term financial fluctuations caused by higher credit utilisation or occasional minor repayment issues.

GH Candidates in these credit tiers are more likely to have relatively severe financial difficulties or significant credit issues, such as persistent delinquencies, high debt levels or frequent enquiries.

IJ These candidates represent the highest-risk segment and may often be characterised by severe delinquencies, major rejection records or other indicators of elevated default risk.

*TransUnion Credit Information Services consumer credit database

MAJOR SCORE FACTORS

Importance indicated by the stars: Derived from TransUnion internal data

★★★★★
PAYMENT HISTORY
Any overdue payment may have a negative impact on a candidate's score.

★★★☆☆
AVAILABLE CREDIT
The more available credit, the more positive the impact may be on their credit score.

★★★★☆
CREDIT ENQUIRIES RECORD
The number of enquiries may reflect the candidate's need of loans.

★★☆☆☆
LENGTH OF CREDIT HISTORY
Longer credit history may add value to a candidate's credit score.

★★★☆☆
CREDIT UTILISATION
Credit utilisation measures the amount of available credit a candidate is using. A lower utilisation rate helps improve their score, ideally kept at 30% to 50%.

★★☆☆☆
PAST CREDIT USAGE AMOUNT
Sharp increase or decrease in past credit usage amount may reflect the candidate's fluctuation in expenses and potential credit instability.

WHAT A GOOD CREDIT SCORE LOOKS LIKE

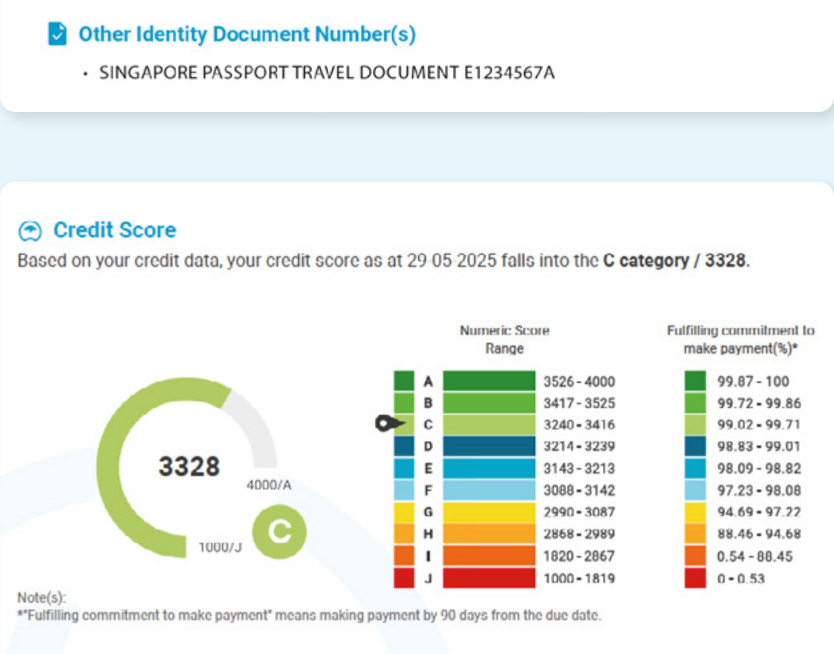
- All payments settled on time
- Payment settled in full
- Credit utilisation kept low (ideally between 30% to 50%)
- Payment reminders or AutoPay in place
- Old accounts kept open for a long, good credit history
- No multiple applications for credit cards or loans at the same time

WHAT'S ON AN EMPLOYMENT CREDIT REPORT?

Employment Credit Report is a masked version of Personal Credit Report. It helps employers interpret the data and make informed decisions without the extra details of a full credit report.

Personal Information

- Name and other names used
- Current and former addresses
- Current and former phone numbers



Contact Number(s)
Including most recent 20 records
1. 852-99999999 2. 852-23456789 3. 852-23232323

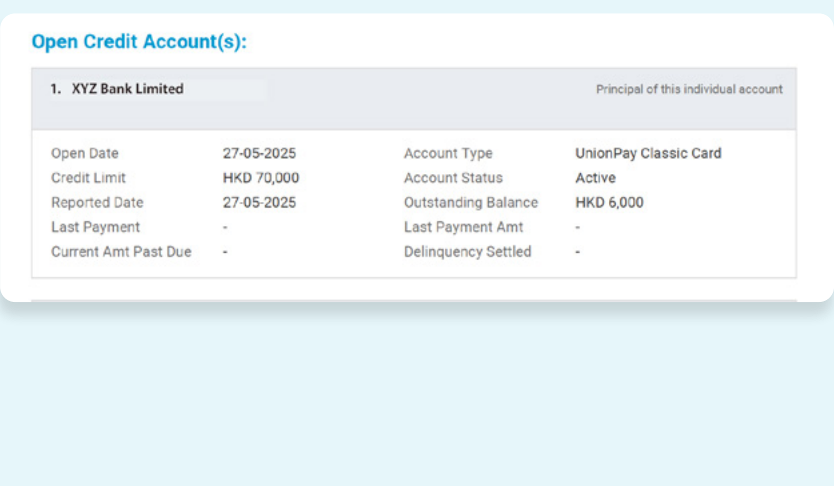
Address(es)
Including most recent 20 records
1. FLAT 8A, 18/F, HAPPY HOUSE, 345 NATHAN ROAD, TSIM SHA TSUI
2. 8A, 18/F, HAPPY HOUSE, 345 NATHAN ROAD, KOWLOON

Other Name(s) Used
1. CHAN TAI MAN
2. SIMON CHAN

Other Identity Document Number(s)
- SINGAPORE PASSPORT TRAVEL DOCUMENT E1234567A

Credit Score

- Grading from A–J
- Numeric score range 1,000–4,000



Credit Score
Based on your credit data, your credit score as at 29 05 2025 falls into the **C category / 3328**.

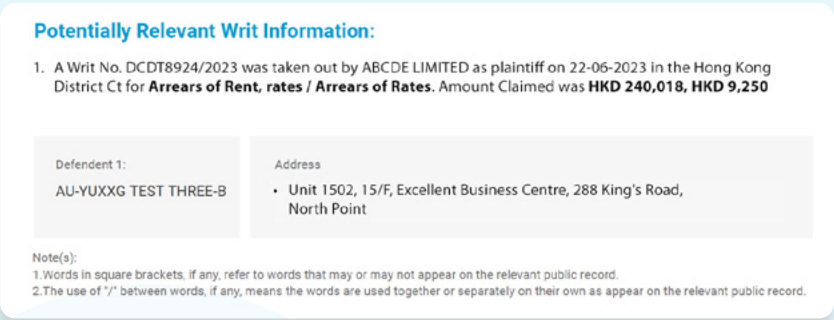
3328
4000/A
1000/J
C

	Numeric Score Range	Fulfilling commitment to make payment(%)*
A	3526 - 4000	99.87 - 100
B	3417 - 3525	99.72 - 99.86
C	3240 - 3416	99.02 - 99.71
D	3214 - 3239	98.83 - 99.01
E	3143 - 3213	98.09 - 98.82
F	3088 - 3142	97.23 - 98.08
G	2990 - 3087	94.69 - 97.22
H	2868 - 2989	88.46 - 94.68
I	1820 - 2867	0.54 - 88.45
J	1000 - 1819	0 - 0.53

Note(s):
*"Fulfilling commitment to make payment" means making payment by 90 days from the due date.

Credit Summary

- Payment history
- Debt level
- Monthly financial obligations



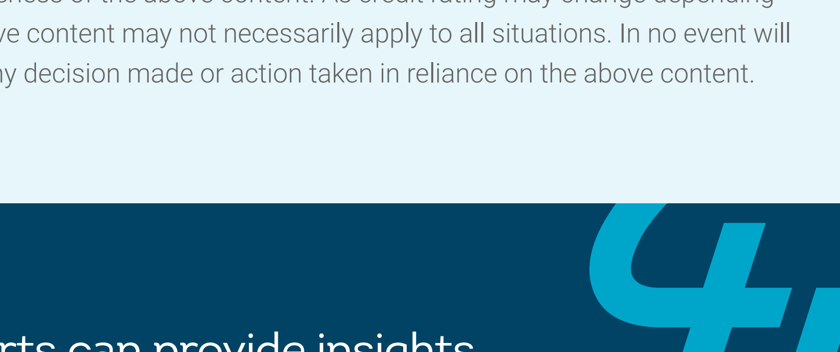
Open Credit Account(s):

1. XYZ Bank Limited — Principal of this individual account

Open Date	27-05-2025	Account Type	UnionPay Classic Card
Credit Limit	HKD 70,000	Account Status	Active
Reported Date	27-05-2025	Outstanding Balance	HKD 6,000
Last Payment	-	Last Payment Amt	-
Current Amt Past Due	-	Delinquency Settled	-

Public Record

- Liens
- Bankruptcies



Potentially Relevant Writ Information:

1. A Writ No. DCDT8924/2023 was taken out by ABCDE LIMITED as plaintiff on 22-06-2023 in the Hong Kong District Ct for **Arrears of Rent, rates / Arrears of Rates**. Amount Claimed was **HKD 240,018, HKD 9,250**

Defendent 1:	Address
AU-YUXXG TEST THREE-B	Unit 1502, 15/F, Excellent Business Centre, 288 King's Road, North Point

Note(s):
1. Words in square brackets, if any, refer to words that may or may not appear on the relevant public record.
2. The use of "/" between words, if any, means the words are used together or separately on their own as appear on the relevant public record.

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To discover how credit reports can provide insights to support smarter hiring decisions, visit:

transunion.hk/employment-referencing