

Load Consumer Debt Form



(Fields marked * are mandatory fields)

YOUR DETAILS

Company Name: _____

Trading Name: _____

Full Name*: _____ Email*: _____

Address*: _____

Mobile*: _____ Landline*: _____

Your bank account number (for debtor payments) *: _____ - _____ - _____ - _____

Email for Statements*: _____

DEBTOR DETAILS

First Name*: _____ Last Name*: _____

Middle Name: _____ Gender*: Male Female Unknown

Date of Birth: _____ Email: _____

Phone #1: _____ Phone #2: _____

Current Address: _____

Previous Address(es) _____

Occupation: _____ Employer: _____

Employer's Phone: _____ Employer's Email: _____

Any other information that may be of help collecting the debt? E.g. debtor's relatives contact details:

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DEBT DETAILS

Amount Owing \$*: _____ Invoice / PO Number(s)*: _____

Date Incurred/Invoice Date*: _____ Your Debt Reference.*: _____

Do you have a debt collection provision in your terms of trade/credit contract*: Yes No I Don't Know

Reason for this debt/dispute*: _____

PRICING OPTIONS (please select the box next to the option you would like)*:

- Option 1** - Only available if you have an agreement with CIA for special pricing
- Option 2** - Debt Size \$500+. Debt load fee \$60 + GST. CIA commission rate of 25% +GST
- Option 3** - Debt Size \$2,000+. No debt load fee. C.I.A commission rate of 30% +GST
- Option 4** - Any Debt Size. No debt load fee. C.I.A commission rate of 35% +GST

By accepting these terms, you agree to authorise CIA Debt Recovery Ltd to act as your agent in the above matters and agree to make payment of all charges and costs in accordance with the Terms of Engagement.

You agree to not proceed to legal action, nor take independent action by another means through an agency or, on your own accord, against this debtor without first consulting CIA Debt Recovery Ltd.

If you do take independent action or/and if any monies are paid to you or your agent, by the debtor, CIA Debt Recovery Ltd will invoice you for the full commission that relates to the option you have chosen above and any subsequent enforcement costs.

- I have read and understood CIA Debt Recovery's full Terms of Engagement***

Full Name*: _____ Date*: _____ Signed*: _____

Please attach the following documentation when you submit/email this completed form:

- Copy of the Invoice(s) / Purchase Order(s) / Disputes Tribunal order**
- Any other supporting documentation (e.g., email correspondence with the debtor)**

Please email the completed form to debts@cia.nz Page | 2