

Supervisor Application Form

Any personal information collected is for the purpose of assessing an application to be a Summary Instalment Order Supervisor under the Insolvency Act 2006. The information will be used and retained by the Official Assignee and will be released to other parties only with your authorisation or in compliance with the Privacy Act 1993. You may have access to and request correction of any personal information.

To complete this application you will need to attach a current resume, including copies of qualifications where appropriate, a credit check from Veda Advantage (free service 10 days response or \$48 for 24 hrs), a Security Check from the Department of Justice (free service 20 working days response), and two written references. A knowledge test on the Insolvency Act 2006, Insolvency (Personal Insolvency) Regulations 2007 and Official Assignee's SIO Supervisor Guidelines will also need to be completed. Credit and Security checks must be no more than 3 months old. Please allow up to 30 minutes to complete the application.

[Link to Veda Advantage](#)

[Link to Department of Justice](#)

Your application will be assessed by the Official Assignee within 10 working days of the date of receipt and the result will then be communicated to you

If you wish to object to any decision of the Official Assignee you may do so in writing to The Official Assignee, Insolvency and Trustee Service, Private Bag 4714, Christchurch 9140 or by applying to the High Court under s226 of the Insolvency Act 2006.

Applicant Details

Title (Please delete those not appropriate)

Dr Mr Mrs Ms Miss

Name _____

Male/Female _____

Previous Names _____

Date of Birth _____

Address _____

Postcode _____

Postal Address (if different) _____

Postcode _____

Former Addresses _____

Contact Phone Numbers

Daytime/Work _____

Mobile _____

Home _____

Email Address

Organisation affiliation (if applicable) _____

Current resume, referees, technical knowledge and competence

Please attach a copy of your current resume, including referees and relevant certificates. A minimum of two independent written character references, no more than 3 months old, must be provided.

Please detail what relevant professional training or experience qualifies you to act in the capacity of a SIO Supervisor?

Credit check

Please attach a personal credit check (no more than 3 mths old)

Security check

Please attach a personal security check (no more than 3 mths old)

Summary Instalment Order Supervisor Guidelines and Computer User Manual

I confirm that I have read and understand the Official Assignee's "How to be a Summary Instalment Supervisor" Guidelines and Computer User Manual.

Yes

No

Trust Account Details

Please note that it will be mandatory for those debtors who seek to be their own Supervisor, or to have a relative be their Supervisor, to use the Official Assignee's Trust Account.

Do you intend depositing instalments into the Official Assignee's Trust account?

YES

NO

If No, you will need to provide a cash bond to the Official Assignee of an amount equivalent to the estimated level of receipts into each SIO over their first 8 months.

How do you intend paying the bond to the Official Assignee?

Supervisor Bank Account Details

For the receipt of remuneration (if being taken) please indicate the bank account you wish for the Assignee to pay funds into.

Name of Account _____
Bank _____
Branch _____
Account Number _____

Knowledge test of the Summary Instalment Orders section of the Insolvency Act 2006, Insolvency (Personal Insolvency) Regulations 2007, and the Assignee's "How to be a Summary Instalment Order Supervisor" Guidelines.

SIO Supervisor Application Test

1) What do you think the purpose of a SIO is? (5 marks)

2) What action would you take if the debtor defaulted on a payment? (2 marks)

3) If someone becomes a creditor of the debtor after the making of the SIO, and files a claim, how would you deal with their claim and what would you advise the creditor? (2 marks)

4) What is the order of distribution of funds from a SIO? (4 marks)

5) In addition to an order for payment of the debts in instalments, what additional orders may the Official Assignee make? (2 marks)

6) What fees, commission and disbursements can be paid from a SIO? (4 marks)

7) At what stages during a SIO should a Supervisor communicate with creditors? (4 marks)

8) Who can object to a Supervisor accepting a creditor's claim and how do they object? (2 marks)

9) What information do you need to check before deciding if a claim from a creditor should be admitted? (2 marks)

10) When does a debtor commit an offence for obtaining credit, what is the penalty for such an offence and what is the relevant section number in the Insolvency Act? (3 marks)

11) What events during the administration of a SIO would need to be communicated to the Official Assignee? (2 marks)

12) When is a debtor discharged from a SIO? (1 mark)

13) Under what circumstances may a creditor continue proceedings against the debtor? (1 mark)

14) Who can make representations to the Official Assignee prior to a SIO being made and what period of time do they have to do this? (2 marks)

15) What documents are creditors permitted to see? (1 mark)

16) What information must you give to a creditor if rejecting their claim? (2 marks)

**17) To whom must an applicant give a copy of any application to vary or discharge a SIO?
(1 mark)**

Total marks 40

A pass rate of 90% (36/40) or more must be achieved to be accepted as a SIO Supervisor. Applicants who do not achieve a pass mark will be provided with feedback on their performance in the test.

Statutory declaration:

- I declare that I know and understand what is required of me as a Supervisor of Summary Instalment Orders under the Insolvency Act 2006 and the Insolvency (Personal Insolvency) Regulations 2007.
- I accept that I cannot act as a Supervisor until consent for me to act in this capacity has been given by the Official Assignee.
- I accept that failure to complete all sections of this application to the satisfaction of the Official Assignee will result in a rejection of this application.
- I acknowledge that I may be required to pay a bond to the Official Assignee to act as a Supervisor.
- I undertake to inform the Official Assignee of any changes to the details in this application after consent is given, and understand that failure to do so may result in my consent to act as a Summary Instalment Order Supervisor being withdrawn.
- I declare that I have completed this application personally and that the information contained in the application is true and correct to the best of my knowledge.

Name _____

Signature _____

Date _____

Proof of Identification

Certified copies of current Passport and/or Drivers Licence to be supplied

Please tick the box if you wish to be on the list of Supervisors on the Insolvency and Trustee Service website

Final check for completeness

Please ensure all of the following areas are completed and/or attached.

Application form completed, all sections	
Current resume, including referees and evidence of	

relevant training and experience	
Credit check report	
Security check report	
Confirm reading of SIO Supervisor Guidelines and Computer Manual	
Trust Account Details	
Bank Account Details	
Completed Knowledge test	
Statutory Declaration	
Proof of Identification	