

How do I apply to become a supervisor?

The [application form to apply to be a summary instalment order supervisor](#) under the Insolvency Act 2006 is available on this website. All persons who wish to apply to become a supervisor of summary instalment orders under the new legislation are invited to complete the application form.

The form will be able to be completed electronically, or can be printed, manually completed and then posted to

Official Assignee
Insolvency and Trustee Service
Private Bag 4714
Christchurch

To complete this application you will need to attach:

- a current resume, including copies of qualifications where appropriate
- a credit check from [Veda Advantage](#)
- a security check from the [Ministry of Justice](#)
- two written character references
- certified proof of ID (Passport and/or Drivers Licence)

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.

Applications can be completed at anytime and forwarded to the Official Assignee. Where applications are incomplete the applicant will be contacted requesting further information.

Prospective supervisors are encouraged to apply as early as possible, as appointments to act as a supervisor will not be made until the application process has been completed.



Links

- [Application form \[75 kB PDF\]](#)
- [Submit your forms electronically](#)
- [Summary instalment order supervisor guidelines](#)
- [SIO Supervisor computer training manual \[2.8 MB PDF\]](#)

[Insolvency Act 2006 via Legislation website](#)

[Insolvency \(Personal Insolvency\) Regulations 2007 via Legislation website](#)

[**SIO Supervisor application submit form**](#)