



The Checklist | What you need before you apply

This is a checklist of information that you will need to have available when completing an insolvency application. Applications can be completed online or sent to the below address. For further information, please visit our website www.insolvency.govt.nz | or call 0508 INSOLVENCY | 0508 467 658

Post: Private Bag 4714, Christchurch 8140 or **email:** applications@insolvency.govt.nz

- Check the boxes as you go

Personal details

You will be asked to provide details of;

- Your full legal name including any alias names that you may have been known by.
- Details of partners and dependants, including their identities, relationships and incomes.
- Your current and previous address as well as phone number(s) and email addresses.
- Your IRD number, passport details and the names and contact details of an alternative contact, your accountant or solicitor if you have them.
- Your income and expenses.

Please make sure that you have;

- Your IRD number
- Your Passport
- Recent Payslips for both you and your partner.

Background to insolvency | You will need to provide...

You will be asked to provide details of;

- The reason(s) for your insolvency and details of any previous insolvency.
- Details of any court cases you are involved with.
- Details of any gambling that you have been involved with.
- Details of property which may have been repossessed, seized or given away.
- Information on payments made to creditors in the last six months over \$1000.
- Details of finance (loans and debts) raised in the last one year

Please make sure that you have;

- Dates and Estate numbers for any previous insolvency
- Copies of Court notices and details of solicitors involved
- Copies of documents showing the nature and values of property seized or given away
- Copies of documents detailing new debts of loans raised.

Financial circumstances

Assets

Assets are things that you own and range from things like vehicles and real estate to bank, superannuation and other investments. They even include debts that you are owed by others including loans and tax refunds. You will be asked to provide as much detail as possible about all of these things including transaction dates, costs and current values, contributions that have been made, the condition and location of the asset.

Please make sure that you have;

Details of account or policy numbers for banking, insurance, superannuation accounts you have in NZ and overseas.

Personal items of value worth more than \$5,000

- Money owed to you, including money owed by friends and family, unpaid wages etc.
- Real estate activities including property addresses, co-owners, market values, mortgage/loan details, property insurance details, Real estate agent details, Tenant's details, Maori land interests.
- Deceased estate interests within the last two years including the name and address of estate executor.
- Motor vehicles including the type (car, motorcycle, trust, caravan, trailer or boat) registration number, year, make and model, estimated resale value, condition of vehicle and if any loans are secured over the vehicle, the name of the lender and amount outstanding.
- Shares/investments in NZ or overseas including government bonds, bonus bonds, unit trust investments and public company shares, including the location of relevant documents and approximate value.
- Life insurance policies including the name of insured, policy number, name of insurance company, date paid up to, whether any funds are available under a hardship clause or for any other reason.
- Superannuation or KiwiSaver schemes including the name of fund provider, policy number, total in the fund including employer and government contributions and any previous withdrawals including the amount, date and what used for (**Note:** This information can be provided by the IRD on 0800 549 472).
- Any sale, transfer or gifting of assets in the last five years, including what it was, who received it, what date, what it was worth, how much was it sold for, how much you received.
- Any relationship property settlements in the last five years.

Liabilities – what you owe | You will need to provide details about...

- Secured and hire purchase debts including a description of item secured, its present value and the amount owed.
- Government Debts, both the total amount owing and the amount of regular payments (if applicable) including, Child support, Court fines, Criminal Reparation Orders (not attachment orders, or tenancy tribunal awards), Student loans, other taxes.
- Credit cards and other debts and loans including the name and address of the lender, the current amount owing, the dates and reasons for incurring the debt.
- Any business debts incurred as a sole trader, or signed personal guarantees for a limited liability company, or a business partnership.

Trust, Company, Partnership or Business involvement | You will need to provide....

- Details of your involvement in any trust, Company, Partnership or Business, including the names of the entities, your relationship with them, contact information for the entity, values of assets and liabilities of the entity, details of any financial transactions that you have had with the entity in the past 2 years, details of the entities Accountants and/or Solicitors as well as recent business records of the entity.

Please obtain all of the above information before making your application as its absence may delay the processing of your application.

If the Official Assignee has all documentation to assess your application, you can expect to receive a response within 10 working days. If you have not heard from the Official Assignee after this time you should call the Business Service Centre on free phone 0508 INSOLV (467 658).