

STATEMENT OF AFFAIRS

ITS Office Ref /Estate No:

FOR USE ONLY IF YOU HAVE BEEN MADE BANKRUPT BY A CREDITOR VIA THE COURT

▶ **This form can also be completed online at www.insolvency.govt.nz. If you need help completing this form please call our Service Centre on Freephone 0508 467 658. Once completed, please return the form by email to applications@insolvency.govt.nz or by post to Private Bag 4714, Christchurch.**

If there is not enough space to answer a question, please use additional paper and add to the end of this document. Write your surname or estate number at the top of any extra pages or documents in case they become separated.

The form is an editable PDF so it can be completed using a computer. Please ensure that you save the document before you begin completing the form. If you print the form to complete by hand, print your answers clearly in blue or black ink.

It will be easier to fill in this form if you have your important documents handy – eg bills, payslip, passport, IRD number, bank statements, policy documents, business records.

Please Note:

- **As you were made bankrupt by the Court you must complete a Statement of Affairs form.**
- **The date of your discharge from bankruptcy is calculated from the date that the completed form is filed with the Insolvency and Trustee Service, not the date that you were made bankrupt.**
- **It is your responsibility to ensure that your form has been received by the Insolvency and Trustee Service.**

FOR AN EXPLANATION OF WORDS USED IN THIS FORM TURN TO THE BACK PAGE

▶ PART A PERSONAL DETAILS

1. Preferred title: Mr Mrs Ms Miss Other – please specify: _____

Full legal name: _____
First name(s) Last name

1a. List any other names you have used in the last 7 years, or names you are commonly known by:
 Other name in full: _____

2. Date of birth: 3. Gender: Male Female Gender Diverse

4. What is your IRD number?

5. At what address do you currently live?

 _____ postcode _____

5a. What were your last two residential addresses (from the last 5 years)
 one

 _____ postcode _____
 two

 _____ postcode _____

6. What is your email address? _____
7. How do you want us to contact you? Use my email Use my street address (where I live)
 Use this postal address: _____

8. Home telephone: Area Number Mobile telephone: Area or network Number

Work telephone: Area Number

Employment

- 2a. What is your current occupation, trade or profession? _____
 (If you are not currently employed, what was your last occupation?)
- 2b. Select the option that best describes your current employment status:
- | | |
|--|---|
| <input type="checkbox"/> Currently employed | <input type="checkbox"/> Sickness benefit/ACC |
| <input type="checkbox"/> Currently employed and receiving income support | <input type="checkbox"/> Unemployed – with benefits |
| <input type="checkbox"/> Retired | <input type="checkbox"/> Trading – on own account |
| <input type="checkbox"/> Student | <input type="checkbox"/> Trading – as a Limited Liability Company |
| <input type="checkbox"/> Unpaid family worker | <input type="checkbox"/> Trading – in Partnership |
| <input type="checkbox"/> Unemployed – no benefit | <input type="checkbox"/> Other (please specify) |
3. Do you currently have, or have you in the last 5 years used a lawyer, accountant or a professional adviser (eg valuer, engineer, financial adviser)?
- No Yes (If yes, please give details)
- | Name of individual & business | Address or email | Phone number |
|-------------------------------|------------------|--------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Passport

4. Do you have a current passport?
- No Yes (If yes, please give details)
- | Name as shown in passport | Country of issue | Date of issue | Expiry date | Passport number |
|---------------------------|------------------|---------------|-------------|-----------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Income

Income (the amount you get from your employment, benefit or pension, as well as any interest or dividends).
 Please provide details of all the income you receive. If you receive more than one type list them all, including any child support, accommodation supplement, etc.
 For example – if you get \$40,000 per year in wages plus an accommodation supplement of \$8,000 plus a disability allowance of \$5,000 – your total yearly income is \$53,000.

Type of income:	Who do you receive it from:	Your Gross annual income (before tax)
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Please provide details of **all the income you receive**. If your income is from wages or salary it would assist us to deal with your insolvency quicker if you include a recent payslip or a letter from your employer confirming your income.

Every debtor must complete a budget that lists their income and expenses, even if there is no surplus. Please fill out the budget below to clearly show your weekly costs and earnings.

If you are flatting or boarding please complete the budget for your income only, as well as your share of the household expenses and all other costs.

OR, if you are living with a spouse/partner/family then please include all the income sources for your **household**, including your partner's earnings, and any child support or benefits received.

FOR BANKRUPTS - the Official Assignee will consider whether you are in a position to pay contributions towards your debts during the period of your bankruptcy.

6a. These expenses are joint with my spouse/partner/family:

No Yes

Number of adults this budget covers: _____

Number of children this budget covers: _____

Income:

My weekly income (before tax & other deductions) (A)	\$
Deductions:	
PAYE / Tax	\$
Child support	\$
KiwiSaver	\$
Student loan*	\$
Other – explain here:	\$
Total deductions (B)	\$
My weekly take home pay (C), (A minus B)	\$
My partner's weekly take home pay (D)	\$
Other income – explain here (E):	\$
Total household income after deductions (F): (C+D+E)	\$

Costs/payments:

Rent / mortgage payment	\$
Power / phone / gas	\$
Home insurance / rates	\$
Food / groceries	\$
Car payments	\$
Car insurance / maintenance	\$
Petrol	\$
Public transport / parking	\$
School fees and costs	\$
Doctor / dentist	\$
Medicines / prescriptions	\$
Clothes / shoes	\$
Other – explain in 6b. below	\$
Total amount of weekly costs/payments:	\$

* (Only include this if applying for No Asset Procedure as you will have to keep paying it. Do not include this if applying for Bankruptcy.)

Include repayments on your mortgage, car or hire purchase in your budget, as you must continue to make these payments if you wish to keep the item. Also include any fines or reparation you owe.

Do not include general repayments of money you owe, as payments to your unsecured creditors must stop on the date that your application is accepted.

6b. (OPTIONAL) If there is a reason why your expenses are higher than they would be for an average person (eg if you have a health problem and your medical costs are high) please explain here. You may be asked to provide proof of this. This can then be considered when determining whether you are required to make regular payments towards your bankruptcy creditors.

7a. Are you currently involved in any court cases? No Yes (If yes, please give details)
(Don't include criminal cases)

7b. In which court is the case being heard?

High Court/District Court/Family Court

Please provide a copy of the statement of claim

- 7c. If it relates to money owed by you, how much is being claimed? \$ _____
- 7d. If it relates to money owed to you, how much are you claiming? \$ _____
- 7e. Name of the other person/organisation? _____
- 7f. Name of the other party's solicitor? _____
- 7g. Do you have any claims against any person or organisation that could result in money being owed to you? If yes, please give details
 No Yes

- 8. Have you lost more than NZ\$5,000 betting or gambling in the past 12 months? If yes – how much was lost?
 No Yes
 \$ _____
- 9. In the past three years have any of your possessions or property been seized (by a court bailiff or landlord) or have you given anything away? If yes give details of what was seized, by whom, and when.
 No Yes

- 10. Has any person or organisation left any possessions or property (including money) in your care? If yes give details of what was left and who it belongs to, so we don't include it.
 No Yes

- 11. In the past 3 years have you paid \$1,000 or more (on top of your normal repayments) to any creditor as a result of pressure for payment? Or given them any assets? Include creditors of your business. If yes give details of who you paid, how much you paid, and when.
 No Yes

- 12. Have you raised any loans (eg mortgage, personal loan) using any of your possessions or property as security in the past 12 months? If yes give details of how the money was raised, who lent it, and over what property.
 No Yes

PART B YOUR ASSETS (WHAT YOU OWN)

Please only list assets that you own yourself or together with another person. **Do not include business, partnership or company assets.** These will be listed in the business questions.

- 13a. Do you have any bank accounts, or have you closed any bank accounts in the past 5 years? Please list them here. Include any building society or credit union accounts, overseas accounts, TAB accounts, One Smart, etc.
 No Yes

Bank/Building Society Name:	Account Name	Joint with?	Account Number	Balance
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

- 13b. If any of the accounts are held jointly, what is your relationship to the co-owner:

Tax Refunds

14a. Are you owed any tax refunds? No Yes

14b. Amount owing to you: \$ _____

14c. Do you have a Cryptocurrency account? No Yes

What type of currency?	Estimated value	Do you hold the Key?	Who holds the Key?
_____	\$ _____	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____
_____	\$ _____	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____

Money Owed to You

15. Does anyone owe you any money? Include money owed by friends and family, for unpaid wages, etc. No Yes (If yes, please give details)

Name of person who owes you	Date of debt	Original amount owed	Amount currently owing
_____	_____	\$ _____	\$ _____

Address :

Email:

Real Estate

16a. Do you own or are you buying any land or buildings, including Māori land? No Yes (If yes, please give details below)

16b. Address of property: _____

16c. What type of property is it? Residential Farm Commercial Other (give details) _____

16d. Is the property jointly owned? No Yes If yes, who is the co-owner? _____

16e. Estimated market value: \$ _____

16f. Are there mortgages on this property? No Yes (If yes, please give details)

	Loan 1	Loan 2
Name of mortgagee	_____	_____
Amount owing:	\$ _____	\$ _____

16g. Is the property insured? No Yes (If yes, please give details)

Name & contact details of insurer or broker: _____

Insurance policy number _____

16h. Is the property rented out? No Yes (If yes, please give details)

Weekly rental: \$ _____

Who is rent paid to? _____

Account name: _____

Account number: _____

16i. Is the property on the market? No Yes (If yes, please give details)

Name & contact details of real estate agent, and name of firm. _____

16j. Is it Māori land?

No Yes (If yes, please give details)

Do you receive rental income? _____

How much do you get? \$ _____

Who from? _____

What are the name & contact details of the Māori trustee? _____

Deceased Estates

17. In the last 3 years have you been left any money or assets by anyone who has died or are you entitled to any money or assets from a deceased estate?

No Yes (If yes, please give details)

	Deceased estate 1	Deceased estate 2
Name of deceased:	_____	_____
Relationship to you:	_____	_____
Estimated value of your interest:	\$ _____	\$ _____
Name and contact details of the person or organisation administering the estate:	_____	_____

Motor Vehicles / Transportation

18a. Do you own any vehicles eg car, motorcycle, truck, caravan, trailer or boat?

No Yes (If yes, please give details)

	Vehicle 1	Vehicle 2	Vehicle 3
18b. Type of vehicle eg car, boat	_____	_____	_____
18c. Registration number	_____	_____	_____
18d. Year, make and model	_____	_____	_____
18e. Name of owner	_____	_____	_____
18f. Estimated resale value	_____	_____	_____
18g. Name of joint owner (if any)	_____	_____	_____
18h. Mileage (odometer reading)	_____	_____	_____
18i. Is vehicle under finance or security for a loan?	_____	_____	_____
18j. Name of person or organisation who has provided finance	_____	_____	_____
18k. Amount owing	\$ _____	\$ _____	\$ _____

Other Assets

19. Do you own any shares or investments either in New Zealand or overseas? Eg government bonds, bonus bonds, unit trust investments, public company shares, etc.

No Yes (If yes, please give details)

Name of company	How many shares/ investments?	Location of share certificate, investment or FIN number	Approximate value
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

20. Do you own any life insurance policies?

No Yes (If yes, please give details)

Name of life insured	Policy number	Name of insurance company	Date paid up to
_____	_____	_____	_____
_____	_____	_____	_____

21a. Do you have any superannuation funds (including KiwiSaver) either in New Zealand or overseas?

No Yes

21b. Please provide details of each of the superannuation or KiwiSaver schemes that you have. The total of your funds must include both employer and government contributions.

Name of fund provider	Address of fund holder/ fund manager	Policy number	Date commenced contribution	Total in fund
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

21c. Have you made any lump sum contributions to the funds listed above in the past 5 years?

No Yes (If yes, please give details)

Amount(s): \$ _____ Date(s): _____

22a. Please list all other things you own personally **over the value of \$3,000** (use the total value of items that are part of a set eg golf clubs). Examples of assets or items of value may be jewellery, cameras, artworks, antiques, copyright or intellectual property, livestock, racehorses, pedigree animals. Include items that are in storage.

Do not include general household furniture. Do not include items on hire purchase – enter this information in question 26.

Please note that if you become bankrupt the Official Assignee may give you permission to keep personal belongings, household effects, and tools of trade.

Description of asset	Location of asset	Approximate age	Estimated resale value	Jointly owned
_____	_____	_____	\$ _____	<input type="checkbox"/> No <input type="checkbox"/> Yes
_____	_____	_____	\$ _____	<input type="checkbox"/> No <input type="checkbox"/> Yes
_____	_____	_____	\$ _____	<input type="checkbox"/> No <input type="checkbox"/> Yes
_____	_____	_____	\$ _____	<input type="checkbox"/> No <input type="checkbox"/> Yes

22b. (OPTIONAL) If any of the assets listed above are owned together with another person, please provide their contact details here. This will help us to deal with your insolvency without having to contact you for more information:

Name	Address or email	Postcode
_____	_____	_____

Phone number:
Area Number

Sale, Transfer or Gift of Assets in the Last 5 Years

23. In the past 5 years have you sold, transferred or given away any assets worth more than \$5,000?
Eg property, motor vehicles, livestock, stock, cash etc.

No Yes (If yes, please give details)

What did you sell, transfer or give away?	Name and contact details of who received the asset or gift	Date transferred?	What was it worth?	How much was it sold for?	How much did you receive?
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____

24. Have you signed any formal property sharing agreement with your spouse/partner/any other person in the past 5 years? Eg a relationship property agreement or pre-nuptial agreement?

No Yes (If yes, please give details)

Name of other party: _____

Contact details: _____

Who holds a copy of the agreement? _____

Details of any assets and liabilities included in any property sharing agreement _____

please include a copy if you have one.

PART C YOUR DEBTS (WHAT YOU OWE)

Personal Creditors (If there is not enough space to list all your debts, please add them on a separate page).

25a. Are any of your personal debts in joint names? No Yes

25b. (OPTIONAL) What is their relationship to you? _____

25c. Please provide their contact details:

Name	Address or email	Postcode	Phone number
_____	_____	_____	_____

Secured Debts

26. Is there any person/organisation that could repossess and sell something of yours if you fall behind with your payments eg hire purchase over a television. Do not include mortgages or agreements over motor vehicles – you should have already listed them in Questions 16 or 18.

No Yes

Creditor's name	Creditor's email address if known, or postal address	Description of item	Estimated current value	Amount owed
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
Total amount of secured debt:				\$ _____

Unsecured Debts (People/organisations you owe money to that have no right to repossess anything of yours if you do not pay them)

27. Please provide details of debts you owe to the government eg Inland Revenue, Ministry of Justice, etc.

		Amount owed:
27a.	Do you pay child support? <input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____
27b.	Do you owe any court fines? <input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____
27c.	Do you have any Criminal Reparation Orders? (see back page for explanation) <input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____
27d.	Do you owe any money to WINZ? <input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____
27e.	Do you have a student loan? <input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____
27f.	Do you owe any other money to the Inland Revenue Department? <input type="checkbox"/> No <input type="checkbox"/> Yes	\$ _____
27g.	Total amount owed to government departments:	\$ _____

27h. **Maintenance Orders**

A maintenance order is an order made by the court under the Family Proceedings Act 1980.

Do you currently pay any money under a maintenance order?

No Yes

Who do you owe?

First name	Last name	Street address	Phone number	Email
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Are you behind on your payments?

No Yes

Amount owed (arrears) \$ _____

Please include a copy of the maintenance order if you have one.

28. Please provide details of your credit cards, charge cards or store card debts.

Name of Bank, Store or Card, eg BNZ Visa, ASB Mastercard, Farmers	Joint Debt With?	Amount Outstanding
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
Total amount of credit card debt		\$ _____

29. Please provide details of anyone else not already listed that you personally owe money to either in New Zealand or overseas eg overdue electricity bills, loans from friends or family. Do not include money owed to a trust – list that in Question 33.

Creditor's name	Creditor's email address if known, or postal address	Is it a joint debt?	Date incurred	Amount owed:
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
Total amount:				\$ _____

30. Have you been in business as a sole trader in the past 3 years?
 No Yes

If so, please add details of any money the business owes to the table above (question 29), as you are personally responsible to pay these.

31. Have you been in business as a director or manager of a Limited Liability company registered with the Companies Office in New Zealand or overseas in the past 3 years?
 No Yes

- > If you have signed any personal guarantees (where you promise to pay someone else's debt including a company if it can't pay) please add details of any money owing to the table above (question 29).
- > If your company owes you money please add details to question 15.
- > If you owe the company money please add details to question 29.

If so, please add details of any money owing to the table below.

32. Have you been in business as a partner in a business in the past 3 years?

No Yes

Creditor's name	Creditor's email address if known, or postal address	Date incurred	Amount owed:
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total amount of business partnership debts:			\$

PART D IN BUSINESS AS A SOLE TRADER/PARTNERSHIP

33a. Were you trading as a sole trader or in a partnership in the last 3 years?

No Yes

Please provide details of each of your businesses.

Business 1

Business 2

33b. Business name	_____	_____
33c. Trading name (if any)	_____	_____
33d. New Zealand business number (NZBN)	_____	_____
33e. Was the business run as a partnership?	_____	_____
33f. Names of any additional businesses	_____	_____
33g. Name(s) and contact details of business partner(s)	_____	_____
33h. Did you employ any staff?	_____	_____
33i. Do you have a copy of the partnership agreement?	_____	_____
33j. Date business started trading	_____	_____
33k. Date business ceased trading	_____	_____
33l. Nature of business	_____	_____
33m. Name and contact details of landlord of business premises	_____	_____
33n. Physical address of business	_____	_____
33o. Postal address of business	_____	_____
33p. Telephone number of business	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
	Area Number	Area Number

33q. Email address of business _____

33r. Website address of business _____

33s. What is the GST number for the business? _____

33t. Who completed the business records?
(Eg wage books, cashbooks, stock records).
Give name, phone and email. _____

33u. Who currently holds the business records?
Give name, phone and email address if not the
same person who completed them. _____

33v. Were annual financial statements completed?
If yes – who completed them, and give phone
and email address. _____

33w. Solicitor for business (name and contact details) _____

33x. Accountant for business
(name and contact details) _____

Assets

34. Are there any contracts requiring completion? No Yes
If you answered yes please provide details of the contracts
that require completion by including them with this form.

35. In the past 3 years have you sold, transferred
or given away any business assets? No Yes
If yes, please give details.

Type of asset	Date sold	Name of purchaser	Amount received
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

36. Are there any business assets that haven't
been sold? No Yes
If you answered yes, please provide details of all business assets
held, including motor vehicles, vouchers, cash, consumables etc.

Type of asset	Details	Location of asset	Resale value
Stock	_____	_____	\$ _____
Plant and equipment	_____	_____	\$ _____
Fixtures and fittings	_____	_____	\$ _____
Licenses	_____	_____	\$ _____
Incomplete contracts	_____	_____	\$ _____
Motor vehicles	_____	_____	\$ _____
Bank accounts	_____	_____	\$ _____
Book debts	_____	_____	\$ _____
Other (please describe)	_____	_____	\$ _____

PART E TRUSTS

37a. Are you currently or have you been involved with any trust in the past 5 years?

No Yes (If yes, please give details)

	Trust 1	Trust 2
37b. Name of trust	_____	_____
37c. What is your involvement in the trust?(select all that apply)	<input type="checkbox"/> Trustee <input type="checkbox"/> Settlor <input type="checkbox"/> Beneficiary	<input type="checkbox"/> Trustee <input type="checkbox"/> Settlor <input type="checkbox"/> Beneficiary
37d. Have you transferred any personal assets or money to the trust in the past 5 years?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please give details below	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please give details below
37e. List the assets or money transferred	_____ _____	_____ _____
37f. When did you make the transfer?	_____	_____
37g. Estimate the value at the time of the transfer	\$ _____	\$ _____
37h. Do you owe the trust any money?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please give details below	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please give details below
37i. How much do you owe?	\$ _____	\$ _____
37j. Why do you owe the money?	_____	_____
37k. Have you been paid any money from this trust in the past 5 years?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please give details below	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please give details below
37l. How much?	\$ _____	\$ _____
37m. When did you receive the money?	_____	_____
37n. Does the trust owe you any money?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please give details below	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please give details below
37o. How much?	\$ _____	\$ _____
37p. Why does the trust owe you money?	_____	_____

38. **Total amount you owe:**

You cannot apply for a NAP if you owe more than \$50,000 in total. You may apply for a Debt Repayment Order if your unsecured debt is less than \$50,000. Or you can apply for bankruptcy.

Total amount of court action – Q7c	\$ _____
Total amount of mortgages – Q16f	\$ _____
Total amount of secured vehicle loans – Q18k	\$ _____
Total amount of hire purchases / secured debts – Q26	\$ _____
Total amount of government debts – Q27g	\$ _____
Total amount of maintenance orders - Q27h	\$ _____
Total amount of credit card debts – Q28	\$ _____
Total amount of other debts – Q29	\$ _____
Total amount of business partnership debts – Q32	\$ _____
Total amount owed to trusts – Q37i	\$ _____
TOTAL OF PERSONAL DEBTS:	\$ _____

Any personal information collected is for the purpose of administering the Bankruptcy in accordance with 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 Official Information Act 1982, the Privacy Act **2020** or the Insolvency Act 2006. You are obliged to provide this information under the Insolvency Act 2006 and it is an offence to make a false statement under section 440 of the Insolvency Act 2006. You may have access to and request correction of any of your personal information.

I hereby declare that the information I have provided in this Statement of Affairs, including any supporting documents, provides a true and full representation of my financial affairs.

Full name: _____

Signature: _____

Date: _____

Contact Person (optional):

I authorise the Insolvency and Trustee Service to contact _____ if you have any questions about the answers that I have given in this form.

Their contact phone number is: _____

Their email address is: _____

Their relationship to me: _____

Checklist

Have you answered every question?

If the Statement of Affairs is not complete then it may cause processing delays or your application may be rejected.

Have you signed and dated this document?

Note – you cannot have a third party sign this document on your behalf even if they hold a power of attorney.

Have you included contact details for all the people you owe money to and are the amounts owed up to date and accurate?

Have you included supporting documents such as a recent payslip?

If you haven't, it may cause processing delays or your application may be rejected.

If you need help completing this form please call our Service Centre Freephone New Zealand 0508 467 658 or from Australia 1800 446 764. Return the completed form by email to applications@insolvency.govt.nz or by post to Private Bag 4714, Christchurch.

PART F ADDITIONAL INFORMATION

The questions on these pages do not form part of the Statement of Affairs, but will help us to deal with your insolvency without having to contact you again for information.

The last two questions in this section give us statistics so that we can see who our clients are and this helps us to do things better.

Alternative Contacts

39. Enter the contact details of a relative or person who does not live with you. This provides an alternative option in case the contact details you provide become out of date for any reason.

Name

Address or email

Phone number

What is their relationship to you?

Area or
network

Number

40. Do you use a borrowed vehicle or work vehicle? No Yes (If yes, please give details)

- 41a. Have you ever been in a Debt Repayment Order, No Asset Procedure or Bankruptcy before?

No Yes

- 41b. Which type was it? Debt Repayment Order No Asset Procedure Bankruptcy

- 41c. In what year and in which country?

41d. What was your full name at the time? _____

Ethnicity

42. Tick as many boxes as you need to show which ethnic group(s) you belong to:

NZ European or Pakeha Asian (specify) _____

NZ Māori Pacific Peoples (specify) _____

Australian European (specify) _____

Other (specify) _____

43a. What do you believe is the cause of your financial situation? Select all that apply.

Being sued (for something other than unpaid debts) Relationship breakdown

Business failure due to external factors eg industry downturn Failure to pay taxes

Business failure due to internal factors eg lack of working capital Too much use of credit

Unemployment or loss of income Ill health

Gambling, speculation or extravagant living Unusual event (flood, drought, earthquake)

Debts due to guarantees Impact of Coronavirus (COVID-19)

43b. Do you have any further comments on the cause(s) of your financial situation? Other – please specify _____

No Yes (If yes, please give details) _____

Trading as a Limited Liability Company

(Only complete these questions if you answered Yes to question 31)

44. If you are currently or in the last 3 years have been a director or in a management role with a Limited Liability Company then please answer the following questions. Do not include businesses you have run as a sole trader or business partnership – answer those at question 33.

	Company 1	Company 2
44a. Company name	_____	_____
44b. Trading name (if any)	_____	_____
44c. Nature of company	_____	_____
44d. Date company started trading	_____	_____
44e. Date company ceased trading	_____	_____
44f. Is the company a trustee of a trust?	_____	_____
44g. Does the company owe you money?	_____	_____
44h. Do you owe the company money?	_____	_____
44i. Name and contact details of the landlord of the company's premises	_____	_____
44j. Name and contact details of the company's accountant	_____	_____
44k. Name and contact details of the company's solicitor	_____	_____
44l. Physical address of company	_____	_____

44m. Postal address of company _____

44n. Telephone number _____

44o. Email address of company _____

44p. Website address of company _____

44q. What is the company's NZBN?
(NZ Business Number) _____

44r. Were annual financial statements completed?
If yes – who completed the last set and when?
Please give their phone and email address. _____

45. Please provide details of all remaining company assets

Type of asset	Details	Location of asset	Resale value
Stock	_____	_____	\$ _____
Plant and equipment	_____	_____	\$ _____
Fixtures and fittings	_____	_____	\$ _____
Licenses	_____	_____	\$ _____
Incomplete contracts	_____	_____	\$ _____
Motor vehicles	_____	_____	\$ _____
Bank accounts	_____	_____	\$ _____
Book debts	_____	_____	\$ _____
Other (please describe)	_____	_____	\$ _____

If there are contracts requiring completion, please provide details by including them with this application.

No Yes (If yes, please give details)

GLOSSARY OUR WORDS AND THEIR MEANINGS

Asset	something that you own or have control over.
Business partnership debt	money that is owed by a business run as a partnership.
Creditor	a person or business who you owe money to in New Zealand or overseas.
Debt	money that is owed by you to a person or a business in New Zealand or overseas (including to your family or friends).
Income	<p>the amount you get from your employment, benefit or pension, as well as any interest or dividends.</p> <p>For example – if you get \$40,000 per year in wages plus an accommodation supplement of \$8,000 plus a disability allowance of \$5,000 – your total yearly income is \$53,000.</p> <ul style="list-style-type: none"> › Net/nett income means the amount after tax is taken out but before other deductions are taken eg student loan payments, child support, fines, etc.
Insolvency	<p>if you can't pay the money you owe when it is due to be repaid.</p> <ul style="list-style-type: none"> › Formal insolvency procedure – Bankruptcy, No Asset Procedure or Debt Repayment Order.
Personal guarantee	where you have promised to pay a debt for someone else if they can't pay eg a company, relative or friend.
Property	<p>this includes everything you own – like land, money, physical things, investments, and money owed to you. The full legal explanation is:</p> <ul style="list-style-type: none"> › Property means land, money, goods, chose in action, goodwill, and every valuable thing, whether real or personal, and whether situated in New Zealand or elsewhere, and includes obligations, easements, and every description of estate, interest, and profit, present or future, vested or contingent, arising out of or incident to property.
Reparation Order	payments you have been ordered by a Judge to make as compensation. In a criminal court case, when an offender is sentenced, a Judge can make an order for payments to the victim as compensation. If your application is accepted you must continue to make any reparation payments that have been ordered.
Secured creditor	<p>a person or business you owe money to who can legally repossess and sell something you have control over if you fall behind with your payments. Eg a mortgage over your house, hire purchase over your car or television.</p> <ul style="list-style-type: none"> › Secured debt is the amount you owe to this person.
Unsecured creditor	<p>a person or business you owe money to that doesn't have the right to repossess any goods or property you own if you do not pay them.</p> <ul style="list-style-type: none"> › Unsecured debt is the amount you owe to this person.