

SIO 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),
- Two written references.

[Link to Veda Advantage](#)

[Link to Department of Justice](#)

Credit and Security checks must be no more than 3 months old.

The knowledge test on the Insolvency Act 2006, Insolvency (Personal Insolvency) Regulations 2007 and Official Assignee's SIO Supervisor Guidelines included in this application must also be completed. Please allow up to 30 minutes to complete the application.

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, via post send to Insolvency and Trustee Service, Private Bag 4714, Christchurch 8140 or email to SIO@insolvency.govt.nz or by applying to the High Court under s.226 of the Insolvency Act 2006.

Applicant Details

Title (Circle as appropriate) Dr Mr Mrs Ms Miss

Full Name _____

Male/Female _____

Date of Birth _____

Residential Address _____

Postcode _____

Postal Address (if different) _____

Postcode _____

Contact Phone Numbers

Daytime _____

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?

Summary Instalment Order Supervisor Guidelines and Computer User Manual

I confirm that I have read and understand the Official Assignee's "SIO Supervisor Guidelines" and "SIO Supervisor computer training manual".

Yes

No

Supervisor Bank account details

Please advise the bank account to which you wish the Assignee to deposit remuneration payments.

Name of Account _____

Bank _____

Branch _____

Account Number _____

SIO Supervisor Application Test

This is a knowledge test of the Summary Instalment Order sections of the Insolvency Act 2006, the Insolvency (Personal Insolvency) Regulations 2007 and the Assignee's "SIO Supervisor Guidelines".

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

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

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?

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

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

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

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

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

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

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?

12) When is a debtor discharged from a SIO?

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

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?

15) What documents are creditors permitted to see?

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 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 License to be supplied

Please advise if you wish to be on the list of Supervisors on the Insolvency and Trustee Service website. Yes No

Final check for completeness

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

Application form completed	
Current resume, including referees and evidence of relevant training and experience	
Credit check report	
Security check report	
Understanding the SIO Supervisors guidelines and manual confirmed	
Bank Account details provided	
Knowledge test completed	
Statutory Declaration completed	