



Debt Agreement Statement of Affairs

We are concerned to see that you have chosen the right option to help you manage your debts.

Have you read ITSA's "[Personal Insolvency Information for Debtors](#)" on options and consequences?

Have you spoken with your creditors? Creditors have dedicated telephone numbers to assist with hardship provisions which you could use to vary the terms of your contract.

If you have only one creditor, other than your debt agreement administrator, you must explain in your Debt Agreement Proposal and Explanatory Statement the actions you have taken with your creditor to deal with your unmanageable debt. Your explanation must include what has followed from these actions.

If you need more information about debt agreements or you have questions about completing this document, contact the ITSA Information Service on 1300 364 785 for the cost of a local call or visit our website www.itsa.gov.au

Please print

Title	Surname	Given Name/s
Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>

List all other names used in the last 10 years	Other Surname/s Used	
	Other Given Name/s Used	
Residential Address		
		Postcode
Postal Address		
		Postcode

If you do not speak, read or write English, the Interpreting Service is available for the cost of a local call on 131450.

How the information is used

The information that you provide on the Debt Agreement Proposal, Explanatory Statement and Statement of Affairs is collected under, and for the purposes of, the Bankruptcy Act and Bankruptcy Regulations.

- i. A copy of these forms will be used by the administrator to help administer your debt agreement.
- ii. The information you provide (except Part A of the Statement of Affairs which records certain personal details) is available to your creditors.
- iii. The information may be used for the purpose of investigating offences committed under the Bankruptcy Act or other legislation.

Some of the information will be recorded on the National Personal Insolvency Index ("NPII") which is a permanent public record. It records personal information including the type of administration, your name (including previous names and aliases), your address, date of birth and occupation. Credit reporting businesses have access to the NPII and lodging a debt agreement may affect your ability to obtain credit.

Have you answered every question in Parts A, B, and C? Yes

If you have not answered every question, your proposal cannot be accepted to send to creditors for their vote.

Office Use Only	Date Lodged	
	Event Number	
	Administration Number	

PART A – PERSONAL DETAILS**1 Your personal details**

Contact Numbers	Home ()	Work ()
	Mobile	Fax ()
Email Address		

Do you wish to receive correspondence by email? Yes No

1a This question is optional. If you do answer, the information will help us to continue improving services to people of Aboriginal and Torres Strait Islander origin, and people of non-English speaking backgrounds

Are you of Aboriginal or Torres Strait Islander origin?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were you born overseas?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, what country?		
What languages do you speak at home?		

2 Your spouse or partner

Do you have a spouse or partner? Yes *please give details* No

Your spouse or partner's full name		
What is your spouse or partner's separate annual gross income	\$	

3 Your current employment

	Job 1	Job 2
Type of Industry		
Employed as		
Occupations Code (ANZSCO)		
Employer Name		
Employer Address		
Pay period (week/fortnight/month)		
Hours worked per week		

4 Your employment status

If unemployed, how long have you been unemployed? Years Months

PART B – PERSONAL DETAILS

5 Your property

Your current residential address (*tick one only*)

Do you own? Are you buying? Are you renting/boarding? Receiving free accommodation?

How long have you lived in the property you now reside? Years Months

Your previous addresses	Did/Do you own? Y / N	Date sold, if applicable

Other real estate owned or purchased in the last two years	Do you still own? Y / N	Date sold, if applicable

6 Your insolvency

Are you currently up to date with payments to your creditors? Yes No

When did you first have difficulty paying your debts? Month Year

Where did you obtain information about bankruptcy, debt agreements and other options?

- ITSA office Financial Counsellor Accountant
- ITSA pamphlets Registered Trustee Solicitor
- ITSA website Debt Agreement Administrator Other
- ITSA Information Service on telephone 1300 364 785

Have you previously been bankrupt or entered into a debt agreement or a formal arrangement with creditors? Yes No Year

7 Cause of your financial difficulties

What do you believe is the main cause of your financial difficulties?

Tick one cause only in either 7A or 7B that best describes the main cause of your financial difficulties.

7A Non-Business Related

- Unemployment or loss of income Adverse legal action
- Liabilities due to guarantees Domestic discord or relationship breakdowns
- Gambling, speculation & extravagance in living Ill health or absence of health insurance
- Excessive use of credit facilities including losses on repossessions, high interest payments and pressure selling

7B Business Related (*only applies if you have personally operated a business*)

- Economic conditions affecting industry, including competition, credit restrictions, fall in prices or increases in costs
- Lack of business ability including underquoting or failure to assess potential of business
- Excessive interest payments on loan monies and capital losses on repayments
- Excessive drawings including failure to provide for taxation
- Inability to collect debts due to disputes, faulty work or bad debts
- Failure to keep proper books of account and costing records
- Lack of sufficient initial working capital
- Gambling or speculation
- Seasonal conditions including floods and drought

If other reason not listed please specify.

PART C – BUSINESS, COMPANY AND TRUST DETAILS

8 Business as sole trader or partnership

Are you currently in business as a sole trader or in partnership?

Yes *please give details*

No Go to **Q9**

Business Name	
Business Address	
Business Partner's Name <i>(if applicable)</i>	
What is the nature of this business?	
When did the business start operating?	/ /

Are all your business assets shown on the Explanatory Statement?

Yes

9 Companies

Have you been a director or had a management role in a company at any time in the last 2 years?

Yes *please give details*

No Go to **Q10**

Company Name	
Registered Address	
Trading Name	
Nature of Company Activity	

Have you sold any shares in this company the last 2 years? Yes *please give details*

No

No. of shares	Date sold	Sale proceeds
	/ /	\$
	/ /	\$
	/ /	\$
	/ /	\$

If the company has ceased trading, is it in liquidation or under administration?

Yes

No

10 Trusts

Have you been a unit holder in or beneficiary of a trust in the last 2 years?

Yes

No

please give details

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Have you transferred any assets to a trust in the last 2 years?

Yes

No

please give details

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Trust Name	
Trustee's Name	
Trustee's Address	

Has the trust made any income or capital distribution to you in the last 2 years?

Yes *please give details*

No

If yes, did you receive a distribution?

Yes *details must be included on Explanatory Statement*

No

DECLARATION

Complete the Declaration:

Offence: Section 267 of the *Bankruptcy Act 1966* provides that a person must not sign a declaration that the person knows to be false.

Penalty: Imprisonment for 12 months.

I acknowledge that I have received from the administrator the Prescribed Information document published by the Insolvency and Trustee Service Australia (ITSA) and I have read about the options available to help manage debt and the consequences of entering into a debt agreement.

I declare that the particulars set out in this statement are correct.

<i>Debtor's Name</i>	
<i>Signature</i>	<i>Date signed</i> / /

The documents must be filed with ITSA **within 14 days of signing and dating** or they **will not be accepted** to send to creditors for their vote.

If you received assistance completing this form, the person providing the assistance should give the reason the person required assistance and the statement below.

Reason the person required your assistance?

Person assisting in completion of Statement of Affairs

I declare that before this statement of affairs was completed, I carefully read and interpreted the questions on this form to the person named above in a language with which we are both familiar; and the responses provided in this form are that of the person named above.

To be completed by any person or interpreter who assisted a person to complete this form.

<i>Signature</i>	<i>Date signed</i> / /
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Full Name

Address

	Postcode