



Date Lodged

Notification of Completion of Debt Agreement

A debt agreement is completed when the debtor has completed their payments and obligations under the debt agreement. The administrator must notify the Official Receiver when they consider completion of the debt agreement has occurred. This information is verified to ensure completion has occurred. The date the payment and obligations are completed is recorded on the National Personal Insolvency Index as the date the debt agreement was completed. The Debt Agreement Service sends the debtor a letter certifying completion.

To be lodged Within 5 working days of the debtor completing all obligations and payments.

Debt Agreement

Administration No.	
Surname	Title
Given Name/s	

1. Debtor's Current Contact Details

Residential Address	Postcode	
Postal Address	Postcode	
Contact Number ()	Work Number ()	Mobile Number

2. Debt Agreement Details

Copies of debt agreement proposals lodged before 31 December 2003 or suitable evidence of the precise terms of the debtors offer together with copies of any proposals to vary accepted by creditors are required to verify completion in a timely manner.

- Debt agreement proposal
- Variation proposal/s accepted by creditors

3. Completion of the Debt Agreement by Debtor

A debt agreement may consist of any or all components. A debt agreement may involve a payment or payments from the debtor, a payment from the sale of an asset, a delay on repayment or payment direct to other creditors.

A. Payment Completed by Debtor and from Sale of Debtor's Property

Date of final payment to administrator			
Final dividend rate expected to be paid to creditors		%	
Total value of debts on which dividends were paid		\$	
If funds are still held, when are funds expected to be distributed?			
Total receipts from debtor	\$	Realisation charge paid to Australian Government	\$
Total receipts from sale of asset	\$	Fees paid to administer debt agreement	\$
Total receipts	\$	Allowable expenses paid to third party	\$
		Total dividends paid to creditors	\$
		Balance on hand	\$
		Total payments plus balance	\$

B. Completion by Some Other Arrangement (e.g. Delay on Repayment)

Please detail			
Have all obligations set out in the debtor's proposal been met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date obligations completed

4. Administrator's Certification of Completion

As the administrator of the debt agreement I certify the debtor has completed all payments and obligations required under the debt agreement.

Name of administrator	Registration number
Signature	Date signed

Complete and return to Insolvency and Trustee Service Australia

PO Box 10443 Adelaide Street
Brisbane Queensland 4000
or fax 07 3360 5494
or email debttagreementsservice@itsa.gov.au