

Personal Debt Management Form

T: 0845 034 5130 F: 0845 034 5140

INTRODUCER'S DETAILS	
Introducer:	Contact Name:
Phone No:	Fax No:
Mobile:	Email:
Address:	

Applicant 1		
Title (Mr/Mrs/Ms/Other):	Date of Birth:	National Insurance No:
Surname:	Forename:	
Middle Name(s):	Previous/Other Surname Used:	
Name of spouse:	Number of children & ages:	
Permanent Residential Address:		
How long at this address: Please provide a full 3 year history:		
Phone No:	Mobile No:	Email:

EMPLOYMENT DETAILS	
Name of employer:	Length of time:
Address:	Salary: Basic O/time/bonuses
Employer contact:	Contact number:

ASSETS
Please give details and values of all assets owned or partially owned by you. (Values of all assets, including property, vehicles, fixtures, plant and machinery, life assurance, pension funds and monies in the bank)

Description	Value	Outstanding loan	Settlement figure	Lender name	Lender address and account number
	£	£			
	£	£			
	£	£			
	£	£			
	£	£			

**SELF EMPLOYED
COMPANY INFORMATION**

Registered name of business:	Trading name:
Address:	Registered address if different:
Nature of business:	Registered number:
VAT number & address of local office:	Tax number & address Tax office:
Start date of business:	Date business ceased trading:
Name of business partners:	
% of business owned by applicant:	Personal guarantees supplied:
Details of share of ownership (names and addresses; class and book value of shares issued):	Details of Directors of the company:
Are you a Director of any other company - please give details:	Do you have an interest in any other business - please give details:

LIABILITIES

Please give details and values of all assets owned or partly owned by your company.
(Values of all assets, including property, vehicles, fixtures, plant and machinery, life assurance, pension funds and monies in the bank)

Description	Value	Outstanding loan	Settlement figure	Lender name	Lender address and account number
	£	£			
	£	£			
	£	£			
	£	£			
	£	£			

STAFF

Name	Outstanding wages	Outstanding holiday pay	Pay in notice of lieu	Redundancy pay	Unfair dismissal award
	£	£	£	£	
	£	£	£	£	
	£	£	£	£	
	£	£	£	£	
	£	£	£	£	
	£	£	£	£	

OTHER INFORMATION

Any other asset not previously mentioned e.g. antiques and items of exceptional value, property overseas, patents and copyrights, intellectual property and goodwill, other investments, insurance claims etc:

Have you given any assets away or sold assets at less than their market value within the last 5 years:

Which assets do you need to keep and why:

OTHER DEBTS

Description	Value	Outstanding loan	Period of debt outstanding	Address
HM Customs and Excise for VAT	£	£		
HM Collector of Taxes for PAYE	£	£		
HM Collector of Taxes for PAYE	£	£		
Trade creditors	£	£		
Gas	£	£		
Electricity	£	£		
Water	£	£		
Telephone	£	£		
Rent & Business rates	£	£		
Leasing creditors	£	£		
Unsecured loans (e.g. banks & credit cards)	£	£		
Corporation Tax	£	£		
Directors loans	£	£		
Other debits	£	£		

CONTINUATION OF BUSINESS

If you intend to continue in business please confirm your intended monthly outgoings

Description

Turnover	£	£		
Purchases	£	£		
Wages (gross) and employer's NI	£	£		
Rent	£	£		
Business Rates	£	£		
Heat and light	£	£		
Telephone and fax	£	£		
Business insurance	£	£		
Postage and stationary	£	£		
Motor expenses	£	£		
Accountancy and legal	£	£		

GENERAL INFORMATION

Have you repaid any substantial debts in the last 2 years, if yes please supply detail:

Are there any amounts owed by the directors:

Any debits which are disputed:

Details of all winding up proceedings against the company:

Corporation Tax paid in the past:

Overcharging on bank interest:

Rates rebate:

3rd party insurance policy:

Are there any amounts owed by your relatives:

Please give details of all court actions against you within the last 2 years. The following details are required:

PERSONAL OUTGOINGS

If you intend to continue in business please confirm your intended monthly outgoings

Description	Amount	Notes
Rent/mortgage payments	£	
Endowment premiums	£	
Pension premiums	£	
Other insurances	£	
Utility bills	£	
Telephone/TV licence	£	
Council Tax	£	
Car fuel/other car expenses	£	
Food & provisions	£	
Other	£	

GENERAL INFORMATION

If you intend to make voluntary contributions to your creditors in the IVA how much do you think you can afford per month:

How many months do you think you can maintain these monthly contributions (normally 36 months):

Is any third party (e.g. a relative) willing and able to contribute to your IVA:

Have you applied for an Interim Order at any time within the last 12 months:

Is there a bankruptcy petition currently issued against you or has one been threatened:

Do you consider that you are insolvent and are unable to pay your debts as they fall due:

Any other relevant information:

DECLARATION

I declare and confirm that to the best of my knowledge and belief the information provided above is a true and accurate representation of my current situation.

PLEASE NOTE THAT ADDITIONAL INFORMATION MAYBE REQUIRED

Signed by Director 1	Print Name	Date
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