



active[®]
debt recovery

Submit a Debt

Instructions

1. Please type into the fields of the form. This is an editable form.
2. Complete one form per debtor.
3. Save and email to us once completed.

This form is very detailed and may take some time to complete, but it is worth it. The more information you can provide will ultimately increase our speed and success in getting you paid!

If you have any questions or require assistance please email or call.



1300 853 230



submitdebt@activedebtrecovery.com.au

Submit a Debt

Your Details

Trading Name	<input type="text"/>		
Email	<input type="text"/>	Client Code	<input type="text"/>

Debtor Details (Who owes you money?)

Is this a business or consumer debt? Business Consumer / Individual

Trading Name / Debtors Full Name	<input type="text"/>	ABN	<input type="text"/>
Street Address (Last Known)	<input type="text"/>	Is the debtor still at this street address?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Suburb	<input type="text"/>	State	<input type="text"/>
Mailing Address (if applicable)	<input type="text"/>	P/Code	<input type="text"/>
		Have you had mail returned from this address?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Suburb	<input type="text"/>	State	<input type="text"/>
		P/Code	<input type="text"/>

Contact Name 1.	<input type="text"/>	Contact Name 2.	<input type="text"/>
Job Title	<input type="text"/>	Date of Birth	<input type="text"/>
Home Phone	<input type="text"/>	Home Phone	<input type="text"/>
Work Phone	<input type="text"/>	Work Phone	<input type="text"/>
Mobile Phone	<input type="text"/>	Mobile Phone	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>

Other Information that can help us locate the debtor

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Outstanding Debt Details

Provide a brief description of how the debt came about?

(Helps us when contacting the debtor eg. Did work for, Made repairs to, Shipped goods to, Made loan to etc.)

Complete Only One Section Below - Either Section 1 or 2 or 3

Invoices (Complete if you have 5 invoices or less)

SECTION 1

Outstanding Invoice No.1

Invoice Number

Invoice Date

Amount \$ (inc.GST)

Outstanding Invoice No.2

Invoice Number

Invoice Date

Amount \$ (inc.GST)

Outstanding Invoice No.3

Invoice Number

Invoice Date

Amount \$ (inc.GST)

Outstanding Invoice No.4

Invoice Number

Invoice Date

Amount \$ (inc.GST)

Outstanding Invoice No.5

Invoice Number

Invoice Date

Amount \$ (inc.GST)

Total Outstanding Amount for all Invoices (inc.GST)

Please attach copies of invoices

Attached

Statement (Complete if you have more than 5 Invoices)

SECTION 2

Customer Reference

Statement Date

Outstanding Amount (inc.GST)

Last Transaction Date

(ie. the date of the last invoice issued or payment received from the debtor)

Please attach copy of statement

Attached

Judgment (Complete if you have Court Judgment)

SECTION 3

Court Reference

Register

Judgment Date

Judgment Amount

Outstanding Amount (inc.GST)

(We will add interest if applicable)

Please attach copy of judgment

Attached

Submit a Debt

Recovery of Collection Costs and Interest for this Debt

Q1 Do you want to recover your collection costs and / or interest costs?
 Yes [Go to Q2](#) No [Go to Q8 \(next page\)](#)

Q2 Does your agreement (Terms and Conditions) with the debtor allow you to add collection costs and/or interest costs?
 Yes [Go to Q3](#) No (Unable to recover collection and/or interest costs) [Go to Q8 \(next page\)](#)

Q3 Has the debtor been effectively advised and accepted (Signed) this agreement (Terms and Conditions)?
 Yes [Go to Q4](#) No (Unable to recover collection and/or interest costs) [Go to Q8 \(next page\)](#)

Q4 Do you want to add collection costs?
 Yes [Go to Q5](#) No [Go to Q7](#)

Q5 Have you already added collection costs to the above outstanding debt amount?
 Yes How much did you add \$ No [Go to Q6](#)

Q6 What collection amount do you want to add to the above total outstanding amount?
 The amount we will charge you for this collection Other amount (incl. GST) \$

Q7 Do you want to add interest?
 Yes [Go to Q7](#) No [Go to Q10](#)

Q8 Have you already added interest to the above outstanding debt amount?
 Yes How much did you add \$ No [Go to Q9](#)

Q9 What interest do you want to charge to the above total outstanding amount?
 I have already added interest to the above outstanding debt amount Add interest: % per annum or per month

Please Note:

Our Lawyers Recommendation: In order for you to recover debt collection costs, interest and expenses, there needs to be a written agreement in place between you and the debtor including the following:

1. The debtor agrees to pay all collection costs, interest and expenses, including commission on any unpaid accounts;
2. The debt collection costs, interest and expenses should be reasonable and must represent the actual costs to your business as a result of the debt being unpaid;
3. The parties agree that section 27 of the Qld Act does not apply to the agreement (Queensland Clients Only); and
4. The debtor must sign the terms and conditions indicating an acceptance of the terms and conditions.
5. The above may not prevent a debtor from disputing the validity of collection costs, interest and expenses or defending proceedings for recovery of said fees and charges on some other grounds.

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Attempted Collection Actions

Q10 Has the debtor given a reason for not paying? (Understanding the issues will make us more effective when contacting the debtor eg. has no money, disputes amount, disputes work done, thinks already paid etc.)

Yes No Unsure If Yes, please provide reason.

Q11 Did the debtor previously have a payment arrangement with you to repay this debt which has not been honoured?

Yes No Unsure If Yes, please provide details of prior arrangement.

Q12 Has another debt collection agency attempted to collect this debt prior to us?

Yes No
Go to Q13 Go to Appointment Authority

Q13 Does the other debt collection agency know that they are no longer collecting the debt for you?

Yes No (Under the legislation only one debt collection agency can be appointed to collect at a time.)

Appointment Authority for this Debt

By checking this box and submitting this debt to us, you acknowledge the following:

1. That the commission at the applicable rate is payable on any monies received from the debtor direct by you irrespective of the whose actions resulted in the monies being received.
2. That the commission at the applicable rate is payable on the debt if you withdraw the debt from us prior to us completing our collection process either expressly or by conduct irrespective of the outcome.
3. That for debts that are older than 12 months from their invoice date, an additional 10%+GST will be added to the applicable commission rate.
4. That for debts under \$500, these will be subject to the terms as indicated in your Authority To Act.
5. That we will endeavour to recover the interest or collection costs if applicable at Q5 and Q7, however the non-payment of the interest or collection costs by the debtor does not affect the amount payable to us.
6. That you are authorised to submit this debt and the information is true and correct. You agree that you have read and are bound by your Terms & Conditions in the following link:
www.activedebtrecovery.com.au/terms.html

Your Approval

Name

Position

Submit to:  submitadebt@activedebtrecovey.com.au

Call **1300 853 230** | www.activedebtrecovey.com.au



We appreciate your feedback.

How would you rate this form? (from 0 to 5)

0 1 2 3 4 5

How long did it take to complete this form?

Minutes



Queensland

Licence No. 3545171

Phone: 07 3188 5130

Victoria and Tasmania

Licence No. 43930950531

Phone: 03 9988 1110

NSW and ACT

Licence No. 411102335

Phone: 02 8999 9380

Western Australia

Licence No. 5354

Phone: 08 6555 1840

Locked Bag 10 GCMC QLD 9726 | Call **1300 853 230** | www.activedebt recovery.com.au

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