

Load Commercial Debt Form



(Fields marked * are mandatory fields)

YOUR DETAILS

Company Name*: _____

Trading As: _____

Contact Person*: _____ Contact Email*: _____

Mobile*: _____ Phone: _____

Address*: _____

Your Reference*: _____ Email for Statements*: _____

Your bank account number (for debtor payments)*: ____ - ____ - ____ - ____

DEBTOR DETAILS

Company Name*: _____

Trading As: _____

Company Email: _____ Company Website: _____

Company Phone: _____ Social Media Profile: _____

Current Company Address _____

Contact Person: _____ Contact Person's Position: _____

Contact Person Phone: _____ Contact Person Email: _____

Any other information that may be of help collecting the debt? E.g. debtor's relatives contact details:

Load Commercial Debt Form



DEBT DETAILS

Amount Owing \$*: _____ Invoice / PO Number(s)*: _____

Invoice/PO Number Amount \$*: _____ Date Incurred/Invoice Date*: _____

Do you have a debt collection provision in your terms of trade/credit contract*: ☐ Yes ☐ No ☐ I'm Not Sure

Reason for this debt/dispute*: _____

PRICING OPTIONS (please select the box next to the option you would like)*:

- ☐ **Option 2** - Debt Size \$500+. Debt load fee \$60 + GST. CIA commission rate of 25% +GST.
- ☐ **Option 3** - Debt Size \$2,000+. No debt load fee. C.I.A commission rate of 30% +GST.
- ☐ **Option 4** - Any Debt Size. No debt load fee. C.I.A commission rate of 35% +GST.

By accepting these terms, you agree to authorise CIA Debt Recovery Ltd to act as your agent in the above matters and agree to make payment of all charges and costs in accordance with the Terms of Engagement.

You agree to not proceed to legal action, nor take independent action by another means through an agency or, on your own accord, against this debtor without first consulting CIA Debt Recovery Ltd.

If you do take independent action or/and if any monies are paid to you or your agent, by the debtor, CIA Debt Recovery Ltd will invoice you for the full commission that relates to the option you have chosen above and any subsequent enforcement costs.

- ☐ **I have read and understood CIA Debt Recovery's full Terms of Engagement***

Full Name*: _____ Date*: _____ Signed*: _____

Please attach the following documentation when you submit/email this completed form:

- ☐ **Copy of the unpaid account invoice or purchase order(s)**
- ☐ **Photo of the debtor (if you have one)**
- ☐ **Any other supporting documentation (e.g., email correspondence with the debtor)**