OUR INSTRUCTIONS to C.I.A.

Our reference No:

******* PLEASE COMPLETE ONE FORM FOR EACH DEBTOR/DIRECTOR *******

Name of Debtor		**Date of Birth**	
Known aliases		**Gender**	
Company name if applicable			
Work done/goods supplied		**Email address**	

Please itemise these details (you will need proof of these amounts if we need to substantiate your claim at a Court hearing) – please provide copies of invoices/agreements made with debtor

	$
	$
	$
	$
	$
	$
Subtotal	$
Less paid	$
Less other credit	**$**
Total to recover	**$**

Current home address and/or phone		
Business address and/or phone		
Car registration number(s)		
WINZ number		
Bank account number		
Any other helpful details		
Description of debtor (e.g. 5'10" tall, tattoos, distinguishing features		

OUR SPECIFIC INSTRUCTIONS
(e.g. recover debt, serve order, instigate legals) **:-**

Our Details	**Your email Address:**		
Company/Name:			
Postal Address:		**Phone:**	
Physical address:		**Fax:**	
Contact person:		**Position:**	
Signature		**Date**	
My bank account number for direct credit of any proceeds of recovery	☐☐-☐☐☐☐-☐☐☐☐☐☐☐-☐☐☐		

My chosen fees payment method

Option 1☐ Option 2☐ Option 4☐ Option 5☐ Option 6☐ Option 7☐

I/We authorise **The C.I.A. Debt Recovery Group Ltd** to act as our agents in the above matters and agree to make payment of all charges and costs in accordance with **The C.I.A. Debt Recovery Group Ltd** current terms and conditions. I/We agree to not proceed to legal action, nor take independent action by any other means through agency or on my/our own accord, against this debtor without first notifying **The C.I.A. Debt Recovery Group Ltd.**

If I/we do take independent action, I/we know we will be liable and be invoiced for the whole commission that relates to the option I have chosen above and any subsequent enforcement costs.

Form current as of 1.3.10