

Blue Key Consult –P-KOSH

NCR NO: NCRDC 1572

Att:		From:	BLUE KEY CONSULT
Fax:		Tel:	018-468-8846
Tel:		Fax:	018-468-8847
Cell:		Cell:	072-014-9918

CONSULTANT NAME:

Client Information Letter

"Pay what you can afford"

"Get immediate protection under the National Credit Act"

Welcome to Blue Key Consult

The Debt Review process and how you can benefit.

The National Credit Act 34 of 2005 came into full effect on 1 June 2007. The Act was designed to regulate the credit industry and to protect the consumer.

More importantly, there is provision for the Debt Restructuring of consumer's monthly budgets in the event of Over-Indebtedness.

In terms of the Act, all Debt Counsellors are regulated by the National Credit Regulator (NCR), a department within the Department of Trade and Industry.

Being over indebted simply means your expenses are greater than your monthly income. In other words, you cannot afford to pay all your debt.

That's where we come in. If you are over indebted, you are legally entitled to apply for Debt Review.

Debt Review Process

1. We will send you an assessment form (Form 16) that you should complete and fax back together with the documents requested on the check list. Once your completed application and all documents have been received, we will be able to conduct an assessment to verify your financial situation. We will contact you by telephone or arrange an interview to discuss your assessment in more detail.
2. We will notify all Registered Credit Bureau's and Credit Providers on your behalf to list you as having applied for Debt Review thereby ensuring that no more actions can be implemented against you, **provided that you honour your payment arrangements.**
3. For the next 60 working days you have protection under the National Credit Act and also up until the Courts have ruled on this matter. No creditor can take any further action against you. Your assets are safe. This means they may not take legal action against you and may not call or contact you to harass you to pay them! If they do, simply refer them to your Debt Counsellor. Don't sign any forms or hand over anything.
4. **Blue Key** will act as a mediator between yourself and all your creditors. We will draft a proposal on your behalf, showing your new reduced payments per month. This proposal will be based upon your own individual circumstances and what you can afford. This proposal will be sent to all your Creditors if your Creditors agree to this proposal we will obtain a court order that formalizes this new reduced payment schedule.
5. **The first month you pay no one except the agreed amount to the Debt Counsellor.** The second month you will start to pay the Payment Distribution Agency (PDA) towards your creditors

provided you can afford to do so. If the affordability is such that you can only pay the legal fee then the legal fee alone will be payable. Distribution towards your creditors will then be paid in the 3rd month in accordance with the new repayment plan.

6. You will be required to pay the reduced amount in terms of the new payment schedule to a Payment Distribution Agency (PDA) for the period until the proposal is approved by all your credit providers. A debit order at your new bank needs to be implemented in favour of the PDA for the new reduced payment.
7. This will allow you to pay your creditors, while meeting your daily financial commitments.
8. You will continue to make payments to the PDA until all your debts are settled.
9. Once all your debts are settled, we will issue you with a Clearance Certificate and will notify the Credit Bureaus of your status.

You are able to increase your monthly payments over time, and this will mean that your debt will be settled sooner.

Debt Counselling Fee Guidelines as prescribed by the NCR

1. The debt review cost is maximum R 3 050 for a single application and R4 050 for a combined application (If married COP). Please bear in mind that you will not be asked to pay more than your "disposable income" if less than the prescribed amounts above. Also, you will not pay any creditors for the first month and instead you will only pay the Debt Counselor's fee. You will also have to pay a rejection fee of R300.00 at your first consultation. Remember that there is a legal fee to be paid to have your application processed through the courts of no less than R 2400.00 – R2 800.00

Please Note

1. Your financial situation will improve immediately.
2. The Credit Bureaus will flag you as 'Under Debt Review'.
3. **During the debt review process you may not incur any new or additional debt** until all your debt is settled. Once you have applied for Debt Review, you may NOT under any circumstances use your credit cards. If you do so, your creditors will cancel your Debt Review and you will have NO protection from them.
4. You do not need to own a home to go under Debt Review.
5. You may receive a Default Notice from your Credit Provider(s) when you pay a lowered monthly payment. This is because you will be in default of your original agreement with your creditors and as a result a Default Notice may be issued. They may not pursue you to hand over any property or vehicles or for any payments. Don't sign any forms without first consulting with your Debt Counsellor.
6. The Debt Review Process as well as the Debt Counsellors and PDA's are regulated by the NCR.
7. Any of your accounts in respect of which legal action has already been initiated (prior to your application for debt review) or where judgment and/or garnishee order(s) have been instituted, cannot be included in the debt review process.
8. You do not have to attend an interview; everything can be done via telephone, fax and email.

For any assistance please feel free to call us 24 Hours of the day

PLEASE DEPOSIT YOUR DEBT COUNCELLOR FEES & LAWYER FEES INTO BELOW ACCOUNT:

<i>FNB</i>	<i>WILKOPPIES KLERKSDORP</i>
<i>ACC NO</i>	<i>62173300105 - CHEQUE</i>
<i>CODE</i>	<i>250-655</i>
<i>NB</i>	<i>PLEASE USE ID NUMBER AS REF</i>
<i>Fax Proof:</i>	<i>018-468-8847</i>

Instructions Form 16

1. Please read carefully through the attached **Client Information Letter**.
3. Please complete all sections IN FULL, sign it and fax it to 086 516 8323
2. If you are married in community both parties need to complete the same FORM 16
3. If you are married out of community and your household's expenses are paid by both parties two separate FORM 16s must be completed. It will be two separate applications.
4. It is your responsibility to provide us with CORRECT and HONEST information. Please do not leave out or omit anything.
5. We must have your correct contact details at all times!
6. On receipt of this application, an assessment will be done and the Debt Counsellor will contact you, explaining if and how we can help and to conduct a telephonic or personal interview.
9. This form must be accompanied by all the statements from your creditors listed in Section 4 of the Form 16
11. Should any of the statements not be submitted within 10 days of the Application being received by the Debt Counsellor, your application will not be processed.
12. We advise you to open a new bank account at The Postbank cancel all your debt orders, arrange for your salary to be paid in the new account and make sure that any insurance policies go off from your new bank account.

Please make sure all the documents are faxed to Blue Consult P-KOSH

018-468-8846

Check List

- 1 **Form 16 completed and signed (if Married in community, spouse signature)**
- 2 **Copy of I.D. (if Married in community both parties I.D. copies)**
- 3 **If married out of community a copy of your Anti Nuptial contract**
- 4 **Latest pay slip, not older than 3 months (if married in community both party's pay slip copies) Overtime and commission earners 4-6 months pay slips.**
- 5 **3 months bank statements, 6 months if self employed**
- 6 **Copies of all latest account statements listed in Section 4 on the FORM 16**
- 7 **Divorce certificate and if applicable maintenance arrangements.**
- 8 **Water & Electricity bill**
- 9 **Grocery Bill – If available**
- 10 **School fees account**
- 11 **Any other proof of monthly essential expenses i.e – Petrol slips & Telephone bills**

APPLICATION BY CONSUMER FOR DEBT REVIEW IN TERMS OF SECTION 86 OF THE NATIONAL CREDIT ACT

Please note that:

1. On receipt of this application the Debt Counsellor will advise all credit providers, via Form 17.1, and all registered credit bureaus that you have applied for debt review;
2. You will be listed with all registered credit bureaus that you have applied for debt review;
3. This form must be accompanied by a list of all credit providers as well as copies of all documents requested;
4. Should any documents not be submitted within 10 days of the Application being received by the Debt Counsellor, your application cannot unfortunately be accepted.

PART 1 (A) - PERSONAL INFORMATION - APPLICANT

Full Name & Surname:			
Identity Number:			
Married	ANC	COP	
Physical Address:			
		Postal Code:	
Postal Address:			
		Postal Code:	
Tel No Home:		Cell No:	
E-mail address:			
EMPLOYER DETAILS			
Name of Employer:			
Address of Employer:			
		Postal Code:	
Expected Pay Date:		Debit Order/EFT:	
Postal Address:			
		Postal code:	
Tel No Work:		Fax No:	

PART 1 (B) PERSONAL INFORMATION – SPOUSE (IF MARRIED IN COMMUNITY OF PROPERTY)

Full Name & Surname:			
Identity Number:			
Physical Address:			
	Postal Code:		
Postal Address:			
	Postal Code:		
Tel No Home:		Cell No:	
E-mail address:			
EMPLOYER DETAILS			
Name of Employer:			
Address of Employer:			
	Postal Code:		
Expected Pay Date:		Debit Order/EFT:	
Postal Address:			
	Postal code:		
Tel No Work:		Fax No:	

PART 1 (C) BANKING DETAILS

Bank:	
Branch:	
Acc Number:	
Branch Code:	

PART 1 (D) LIST OF DEPENDENTS

NAME	AGE	RELATIONSHIP
1.		
2.		
3.		
4.		
5.		
6.		

PART 2- INCOME

NB: IF MARRIED IN COMMUNITY OF PROPERTY, PLEASE COMPLETE A (HUSBAND) AND B (WIFE) (Please attach a copies of your salary slips)

Income**A****B**

Gross Salary		
Other income (specify the source):		
Investment Income		
Grants		
Property Rentals(only 65% of total)		
Other		
Total Gross Income	Office Use	Office Use
TOTAL GROSS INCOME A + B	Office Use	1

Deductions**A****B**

PAYE/TAX		
Site		
UIF		
Pension		
RA		
Garnishees		
Loans		
Medical Aid		
Other deductions(specify)		
a)		
b)		
c)		
d)		
e)		
f)		
Deductions	Office Use	Office Use
Total Deductions A + B	Office Use	2

Nett Income = 1 - 2

Office Use

PART 3 – MONTHLY COMMITMENTS (NB: MONTHLY LIVING EXPENSES)

(Please list all monthly commitments **other than outstanding debt**, i.e. school fees, travelling costs, medical expenses, etc.)

Commitment	Monthly expense	Suggested
Food		
Property Rental		Office Use
Municipal Rates (Where property owned)		Office Use
Water & Electricity		Office Use
Transport – Petrol entire household		Office Use
Medical Expenses		Office Use
Maintenance (House and/or Vehicle)		
School Fees		Office Use
Cell Phone / Telkom Phone		Office Use
Clothing for household (not accounts)		Office Use
Insurance Premiums (Life or RA)		Office Use
Other essential Living Expenses		Office Use
Contingency		Office Use
Unforeseen expenses (Bank costs)		Office Use
Vehicle Insurance		Office Use
Family Commitment		Office Use
		Office Use
		Office Use
		Office Use
		Office Use
		Office Use
TOTAL LIVING EXPENSES		Office Use

Disposable Income = Net Income – Total Living Expenses

Net Income

Office Use

Total Living Expenses

Office Use

Disposable Income

Office Use

PART 4 – DEBT OBLIGATIONS (Please provide copies of all Statements / outstanding balances due)

Debt Commitment i.e. personal loan	Creditor Name	% Rate	Account Number	Total Outstanding	Monthly Commitment	Suggested Installment	Term	Pro Rata
1.						Office use		Office use
2.						Office use		Office use
3.						Office use		Office use
4.						Office use		Office use
5.						Office use		Office use
6.						Office use		Office use
7.						Office use		Office use
8.						Office use		Office use
9.						Office use		Office use
10.						Office use		Office use
11.						Office use		Office use
12.						Office use		Office use
13.						Office use		Office use
14.						Office use		Office use
15.						Office use		Office use
16.						Office use		Office use
17.						Office use		Office use
18.						Office use		Office use
19.						Office use		Office use
20.						Office use		Office use
21.						Office use		Office use
22.						Office use		Office use
23.						Office use		Office use
24.						Office use		Office use
25.						Office use		Office use
Disposable Income	Total Monthly Commitments				Office use	Office use		

%

) x 100 =

Total Monthly Commitments

Office use

Form 16

Fax Back

DECLARATION BY THE CONSUMER

I declare as follows:

1. I, undertake to comply with all requests from the debt counsellor to assist him/her to evaluate my state of indebtedness and the prospects for responsible debt restructuring;
2. I hereby consent to the submission of my information to all registered credit bureaus by the debt counsellor;
3. I also consent that the debt counsellor may obtain my credit record from any/all registered credit bureaus and any other registers which may contain any of my credit information;
4. I undertake not to enter into any further credit agreements, other than a consolidated agreement, with any credit provider until one of the following events has occurred:
 - a. The debt counsellor rejects my application;
 - b. The court determines that I am not over-indebted; or
 - c. All my obligations under credit agreements as re-arranged and fulfilled;
5. I confirm that the information contained in this document is, to the best of my knowledge, true and correct.

Signed at (place)..... On this (day) of (month) 2009.

Signature Applicant Signature Spouse.....

Form 16

Fax Back

Blue Key Consult

NCR NO: NCRDC 519

POWER OF ATTORNEY

I, the undersigned:

APPLICANT: NAME: _____

 I.D.: _____

SPOUSE : NAME: _____

 I.D.: _____

Do hereby nominate, constitute and appoint:

 NAME: Rinnie Benade NCRDC 1572

 I.D.: 610108 0152 085

For me, and on my behalf to make enquiries at any / every Credit Bureau or other Financial Institution, in order to ascertain my credit status and counsel me in regard to debt relief.

This authority extends to all / any / everyone of my creditors, and to do all such things and act in all circumstances as if I were personally present and acting therein.

Signed at (place)..... On this (day).....of (month).....2009.

Signature Applicant Signature Spouse.....

