

## DRO Supervisor Application Form

Any personal information collected is for the purpose of assessing an application to be a Debt Repayment Order Supervisor under the Insolvency Act 2006. The information will be used and retained by the Official Assignee and will be released to other parties only with your authorisation or in compliance with the Privacy Act 2020. You may have access to and request correction of any personal information.

To complete this application you will need to attach the following;

- evidence of qualifications or experience which qualifies you to act as a DRO Supervisor,
- a recent credit check from Equifax or Centrix,
- a recent Security Check from the Department of Justice (free service 20 working days),
- Two written references.
- Proof of identification

[Link to Equifax](#)

[Link to Department of Justice](#)

**Please note: Credit, security checks and references must be no more than 3 months old.**

The knowledge test on the Insolvency Act 2006, Insolvency (Personal Insolvency) Regulations 2007 and Official Assignee's DRO Supervisor roles, responsibilities and expectations included in this application must also be completed. Please allow up to 30 minutes to complete the application.

Please return the completed application, credit, security checks and supporting evidence to [DRO@Insolvency.govt.nz](mailto:DRO@Insolvency.govt.nz).

Your application will be assessed by the Official Assignee within 10 working days of receipt and the result will then be communicated to you.

If you wish to object to any decision of the Official Assignee you may do so in writing to The Official Assignee at [DRO@insolvency.govt.nz](mailto:DRO@insolvency.govt.nz) or by applying to the High Court under s.226 of the Insolvency Act 2006.

### Applicant Details\*

Full Name

Date of Birth

Residential Address

Postcode

Postal Address (if different)

Postcode

Contact Phone Numbers\* Daytime \_\_\_\_\_  
 Mobile \_\_\_\_\_

Email Address\*(This is a private email address  
 used for ITS and your clients to contact you)

Organisation affiliation (if applicable) \_\_\_\_\_

**Referees, identity, technical knowledge and competencies\***

Attach a copy of two independent character references no more than 3 months old and copies of a current  
 Passport and/or Driver’s License.

Detail all relevant professional training or experience which qualifies you to act in the capacity of a DRO Supervisor.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you wish for your details to be included on the Supervisor List on our website?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you available to supervise clients outside of your region and across New Zealand?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please advise if you speak any other languages which could be helpful to clients	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please confirm that you have fully read the Supervisor Manual and understand the roles, responsibilities and  
 expectations of becoming a DRO Supervisor.

Yes  No

**Supervisor Bank account details\***

Please advise the bank account to which you wish the Assignee to deposit remuneration payments.

Name of Account \_\_\_\_\_  
 Bank \_\_\_\_\_  
 Branch \_\_\_\_\_  
 Account Number \_\_\_\_\_

# DRO Supervisor Knowledge Test

This is a knowledge test of the Debt Repayment Order sections of the Insolvency Act 2006, the Insolvency (Personal Insolvency) Regulations 2007 and DRO Supervisor roles, responsibilities and expectations as outlined in the DRO Supervisors Manual.

What is the purpose of a DRO?

What action would you take if the debtor defaulted on a payment?

If a creditor wished to file a claim after the DRO is accepted, what would you advise the creditor and how would you deal with the claim?

What is the order of distribution of funds from a DRO?

In addition to an order for payment of the debts in instalments, what additional orders may the Official Assignee make?

What fees, commission and disbursements can be paid from a DRO?

At what stages during a DRO should a Supervisor communicate with creditors?

Who can object to a Supervisor accepting a creditor's claim and how do they object?

What information do you need to check before deciding if a claim from a creditor should be admitted?

When does a debtor commit an offence for obtaining credit, what is the penalty for such an offence and what is the relevant section number in the Insolvency Act?

When is a debtor discharged from a DRO?

Under what circumstances may a creditor continue proceedings against the debtor?

Who can make representations to the Official Assignee prior to a DRO being made and what period of time do they have to do this?

What documents are creditors permitted to see?

When can a creditor, debtor or Supervisor request a variation to an Order?

## Confidentiality and Privacy\*

It is important to fully understand the obligations a DRO Supervisor has which relate to the handling of confidential personal information under the Privacy Act 2020.

### Confidentiality

All information received whilst managing an Order is confidential and must not be shared with an unauthorised person under any circumstances.

Please remember:

- Any information you receive relating to an individual Order must be added to the online file (OASIS). Any hard copies of this information must be securely stored.
- Details of individual Orders must not be shared or discussed with any unauthorised person. This includes the use of shared email addresses which can be accessed by people other than the Supervisor administering the Order.
- All communications must be professional at all times. Any communications can be requested by interested parties under the Official Information Act 1982 or by a debtor under the Privacy Act 2020.

### Privacy

The Privacy Act 2020 controls how we collect, use, disclose, store and give access to 'personal information'. 'Personal Information' is information about identifiable, living people.

Please ensure:

- That all sensitive personal information is securely managed and stored throughout the Order.
- Information is not accessed or discussed with unauthorised persons or Organisations. This includes ensuring that passwords and access codes are protected to minimize risk.
- Secure personal or business email addresses are used to send and receive information relating to an individual Order.
- Personal information is only held for required timeframes and destroyed appropriately once the timeframe is reached.

More information about the Privacy Act 2020 can be found on the Office of the Privacy Commission website, [www.privacy.org.nz](http://www.privacy.org.nz).

The Insolvency and Trustee Service Privacy Policy is outlined on the [website](#). Please ensure that you are familiar with this before you complete the declaration below.

I confirm that I fully understand my obligations relating to the confidentiality of the information I will be dealing with and my responsibilities of managing/storing this information under the Privacy Act 2020.

Name

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Signature

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Date

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**Statutory declaration:\***

- I declare that I know and understand what is required of me as a Supervisor of Debt Repayment Orders under the Insolvency Act 2006 and the Insolvency (Personal Insolvency) Regulations 2007.
- I accept that I cannot act as a Supervisor until consent for me to act in this capacity has been given by the Official Assignee.
- I accept that failure to complete all sections of this application to the satisfaction of the Official Assignee will result in a rejection of this application.
- I undertake to inform the Official Assignee of any changes to the details in this application after consent is given, and understand that failure to do so may result in my consent to act as a Debt Repayment Order Supervisor being withdrawn.
- I declare that I have completed this application personally and that the information contained in the application is true and correct to the best of my knowledge.
- I declare that there is no conflict of interest in my conducting this work. If a conflict of interest arises I will inform the Official Assignee immediately.
- I confirm that I fully understand my obligations relating to the confidentiality of the information I will be dealing with and my responsibilities of managing/storing this information under the Privacy Act 2020.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Final check for completeness**

Please ensure all of the following areas of the application have been completed and are attached as required.

Application form completed (all mandatory sections)	
Current references and evidence of relevant training / experience attached	
Credit check report attached	
Security check report attached	
Evidence of identity attached	
Confirmation of detail on the website	
Ability to communicate in other languages provided	
I understand Supervisor roles, responsibilities & expectations outlined in the manual	
Bank Account details provided	
Knowledge test completed	
Statutory Declaration and Privacy Confirmation completed	