

## Additional information sheet

**This information sheet provides additional information about debt agreements, including some information specific to your debt agreement proposal and your proposed administrator.**

### What fees are involved in a debt agreement?

There are different fees that apply to a debt agreement. Your debt agreement administrator may charge two types of fees:

- An initial fee to set up the proposal. You may need to pay this before you lodge the proposal with AFSA. You may need to pay this fee even if your creditors don't accept your debt agreement proposal.
  - *The set up fee charged by [insert name] is [insert \$] in total or [insert %] of each payment.*
- A fee for managing your debt agreement. This is a percentage of any money that you pay in the debt agreement. You will only have to pay this if your creditors accept the debt agreement proposal.
  - *The management fee charged by [insert name] is [insert \$] in total or [insert %] of each payment. This assumes you make all payments under the agreement.*

There are also government fees that apply to a debt agreement:

- AFSA charges a fee for lodging a debt agreement proposal. You pay this when you lodge your proposal. It will not be refunded if your creditors don't accept your debt agreement proposal.
  - *The lodgement fee payable to AFSA on your proposal will be [insert \$].*
- The government charges a levy, called a realisations charge. This is a percentage of any money that you pay in the debt agreement. You will not have to pay this if your creditors don't accept your debt agreement proposal.
  - *The realisations charge payable to AFSA will be [insert \$] or [insert %] of each payment. This assumes you make all required payments under the agreement.*

### What if I am not happy with my administrator?

[insert details of both internal and external complaints handling processes and external dispute resolution scheme membership and process here – including how to make complaints or lodge a dispute with an external scheme]

### How are administrators regulated?

The Inspector-General in Bankruptcy (IG) of AFSA is responsible for both registering debt agreement administrators and regulating their activities. If you complain to us and you are not happy with how we deal with your complaint, you can complain to the IG. You can do this by lodging a complaint form. You may also choose to make an anonymous complaint to AFSA through the tip offs form on their website. For serious misconduct the IG may cancel or suspend the registration of an administrator.