



Australian Government

Australian Financial Security Authority

Your AFSA administration number: <admin number>

<First name> <Last name>

<Address Line 1>

<Suburb Postcode State>

**NOTICE TO COMPLETE A STATEMENT OF AFFAIRS FORM
IN ACCORDANCE WITH SECTION 77CA OF THE *BANKRUPTCY ACT 1966* (CTH)**

You were made bankrupt by the Court on <insert date>.

The Court ordered your bankruptcy on the petition of <insert petitioning creditor>.

<the Official Trustee/your trustee, <RT name>> is the trustee of your administration. Their contact details are available at afsa.gov.au/registered-trustee. <Remove if OT is trustee>

<The OT's contact details are ...>

What you need to do

1. Complete the enclosed Statement of Affairs form

- The form can also be downloaded from afsa.gov.au/bankruptcy-sequestration-order-forms.
- Information on how to fill out the Statement of Affairs is enclosed with this letter and can also be found at <https://www.afsa.gov.au/sites/default/files/forms/statement-of-affairs-instructions-and-form1may2016.pdf>

2. Submit the completed form to the Official Receiver within 14 days of receiving this notice.

- You may face a penalty of up to 12 months imprisonment if you fail to do this without a reasonable excuse.
- If you cannot submit the form within 14 days, you should contact me as soon as you can on the details at the end of this letter.
- The Official Receiver will give your completed Statement of Affairs to your bankruptcy trustee.

How to submit

Online: afsa.gov.au/sendonline

Email: registry@afsa.gov.au

Post: Australian Financial Security Authority
GPO Box 2604, Adelaide SA 5001

If you do not comply with this notice within 14 days:

- You may face a penalty of up to 12 months imprisonment if you do not have a reasonable excuse
- Your bankruptcy period may be extended to more than 3 years and 1 day.

If you need further assistance, please contact me on the details below.

Dated this <Day> <Month> <Year>

<insert delegate name>

DELEGATE OF THE OFFICIAL RECEIVER

Phone: <insert direct ph. no>

Email: or.notices@afsa.gov.au

CX VERSION

NOTES:

Privacy

The Australian Financial Security Authority has a privacy policy that provides information regarding the collection, storage, use and disclosure of personal information. The requested information is collected under, and for the purposes of, the Bankruptcy Act 1966 or related legislation. For more information refer to www.afsa.gov.au/privacy.

EXTRACTS FROM THE BANKRUPTCY ACT 1966

SECTION 77CA Power of Official Receiver to obtain statement of affairs

The Official Receiver may, by written notice given to a bankrupt, require the bankrupt to give the Official Receiver a statement of the bankrupt's affairs within 14 days after receiving the notice.

Note 1: Section 6A sets out requirements for statements of affairs

Note 2: A failure to comply with the notice is an offence: see section 267B

SECTION 6A(2) Statement of affairs for purposes other than Part XI

A reference in a provision of this Act referred to in subsection (1) to a statement of affairs is a reference to a statement that:

- (a) is in an approved form; and
- (b) includes a statement identifying any creditor who is a related entity of the debtor or bankrupt; and
- (c) contains a declaration that, so far as the debtor or bankrupt is aware, the particulars set out in the statement are correct.

SECTION 267B Failure of person to provide information

- (1) A person must not refuse or fail to comply with a notice given to the person under subsection 6A(3), subsection 77C(1) or section 77CA or 139V.

Penalty: Imprisonment for 12 months.

- (2) Subsection (1) does not apply if the person has a reasonable excuse.

Note: A defendant bears an evidential burden in relation to the matter in subsection (2) (see subsection 13.3(3) of the Criminal Code).