

AUTHORISATION TO COMMENCE COLLECTION OF DEBTS (ONGOING BASIS)

_____ of _____
(Your Business Name)

(Your Physical Address)

hereafter called the Client hereby authorise Global Credit Management Limited hereafter called Global to act on its behalf in the collection of all debts handed to Global by the said Client.

The Client agrees to pay to Global the appropriate fees and costs as shown below which are payable on the collection in full of each separate debt

<u>Amount Collected</u>	<u>% of Debt</u>
Up to \$1,000.00	20.00%
\$1,000.01 to \$5,000.00	18.00%
Over \$5,000.01	16.00%

Minimum fee for collection of any debt in full is \$26.09 (\$30.00 including gst).

All fees / costs shown are excluding gst.

Note: Our collection fee as shown above will only be charged on collection of the debt in full please note above fee structure excludes field agent visit costs, any offshore collection agency costs, credit checks, trace costs, legal recovery costs and preparation of documents for any legal/court action. All these services must be approved by the Client in writing before such action is taken and costs associated with such recovery action is payable immediately whether the debt is collected or not.

Global may change the fee structure and other collection costs from time to time subject to the Client being advised in writing.

Should Global negotiate a full and final settlement amount that is acceptable to all parties involved then the appropriate collection fees/costs as shown above will apply on the total amount paid to the Client

The Client will be invoiced at the end of each month and undertakes to make payment by the 20th of the month following invoice. Should the invoice not be paid on the due date you may be liable for administration and collection costs this may include legal fees which will be added to the outstanding account.

The Client authorises Global to contact any parties associated with the debt(s) handed to Global at any time under the provisions of the Privacy Act 1993 and the Client will confirm to the debtor(s) if called on that Global has such authority.

The Client undertakes to immediately notify Global should the debtor(s) approach them with a repayment arrangement whether acceptable or not, make any payment in full settlement or in part payment of the debt, where an agreement is made to credit / set off any part of the debt or receive any correspondence from the debtor(s) or any party acting for the debtor(s).

Global in turn undertakes to keep the Client fully informed of the collection process and use its best endeavours to collect the debt(s). Global will seek instruction from the Client before accepting any payment of a debt where the amount offered is less than the full amount.

At all times Global will ensure that any information provided by the Client on their business will remain confidential.

The debtor(s) provided by the Client will be loaded on Global's database and that information may be provided to third parties such as, but not limited to credit reference companies who may provide credit default information to other parties the Client authorises such use under the Privacy Act 1993 and Credit Reporting Act 2004.

The Client undertakes not to withhold any information that is relevant to the collection of the debt. Should it be found after collection action has already started on a specific debt that the Client has withheld or failed to disclose any information that may deem that debt to be unrecoverable then Global at its discretion may charge an administration fee of up to \$50.00 plus gst.

Should the Client request Global to remove a specific debt where a repayment arrangement has been entered into and payments have started or the debtor has entered into an agreement with Global to pay the debt in full and it is later found that they have paid then the Client will be liable for the collection fee.

Global reserves the right to terminate this agreement and cease all action forthwith at their discretion.

The Client undertakes that to their best knowledge the information relating to any debt handed to Global is true and correct and undertake to advise Global if any of the debts handed to Global are under dispute by the debtor(s).

Authorised Signature

Date

***Are Collection Fees / Costs Recoverable From The Debtor(refer below):** Yes / No

Note: Collection costs can only be added to the account if you had clear Terms of Trade that advise the debtor before using/purchasing your services/products that in the event the account is not paid collection costs incurred are payable by the debtor. If they have not been informed of these potential costs then you could be in breach of the Fair Trading Act. Please note that if it is found that the Client does not have Terms of Trade that allow collection costs to be added to the debt amount then the Client will be liable for such collect costs.

Your Contact Detail-Contact Person: _____

Your Postal Address _____

Phone No: _____ Mobile: _____

Fax No: _____ E Mail Address: _____

Note: For each debt you will need to provide Global with a copy of the invoice and/or statement of account plus any other relevant information such as any correspondence entered into with the debtor(s), contact phone numbers, date of birth and contact person if company debt etc.
C Oct 10