

# SLATER BYRNE RECOVERIES

## APPOINTMENT OF A COMMERCIAL AGENT (NEW CLIENT ENGAGEMENT FORM)

REGISTERED COMPANY OR BUSINESS NAME (applicant):

\_\_\_\_\_  
TRADING NAME:

\_\_\_\_\_  
NZCN: \_\_\_\_\_ NZBN: \_\_\_\_\_

\_\_\_\_\_  
BANK: \_\_\_\_\_ ACCOUNT NAME: \_\_\_\_\_

\_\_\_\_\_  
ACCOUNT NUMBER: \_\_\_\_\_

*(THIS IS TO REFUND ANY MONIES COLLECTED)*

\_\_\_\_\_  
POSTAL ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
BUSINESS ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
CONTACT 1: \_\_\_\_\_ CONTACT 2: \_\_\_\_\_

\_\_\_\_\_  
TELEPHONE 1: \_\_\_\_\_ TELEPHONE 2: \_\_\_\_\_

\_\_\_\_\_  
EMAIL 1: \_\_\_\_\_ EMAIL 2: \_\_\_\_\_

\_\_\_\_\_  
FAX: \_\_\_\_\_ MOBILE: \_\_\_\_\_

I the undersigned confirm that I am an authorised representative for the applicant and appoint Slater Byrne Recoveries Pty Ltd (SBR) (NZ CN 6152132) to act as our licensed commercial agent. This appointment is a continuing appointment and shall cover future work that the applicant may wish to refer to SBR. I authorise SBR to collect any accounts on the applicants behalf and further allow SBR to instruct solicitors where legal action is required (a separate authority is always obtained before legal action commences as costs are involved with this process).

The applicant also agrees that SBR may deduct monies held in SBR trust account on behalf of the applicants including any commissions and/or legal costs or outstanding invoices.

\_\_\_\_\_  
SIGNED: \_\_\_\_\_ TITLE HELD: \_\_\_\_\_

\_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

\_\_\_\_\_  
DATED: \_\_\_\_\_

FEE SCHEDULE		
DEBT AMOUNT		COMMISSION
\$100,000+		5%+GST
\$50,001 - \$100,000		7.5%+GST
\$20,001 - \$50,000		10%+GST
\$5,001 - \$20,000		15%+GST
\$1,000 - \$5,000		20%+GST

[www.slaterbyrne.co.nz](http://www.slaterbyrne.co.nz)

SLATER BYRNE RECOVERIES LTD Licensed Commercial Agent NZBN 9429043413584  
Ground Floor, 110 Carlton Gore, Newmarket, Auckland 1023 Telephone: 0800 445 870 Fax: 0800 445 871

**APPOINTMENT OF A COMMERCIAL AGENT (TERMS AND CONDITIONS)**

1. Payment terms are 7 days, on receipt of tax invoice from Slater Byrne Recoveries Pty Ltd (SBR).
2. From the date of receiving instructions to commence debt recovery proceedings, SBR shall be entitled to charge commission as per the Fee Schedule on the signed Appointment of a commercial agent form once any of the following occur;
  - (i) A debt is paid to SBR trust account;
  - (ii) A debt is paid to a legal representative of SBR or the applicant;
  - (iii) A debt is paid to the applicant in any way or to a third party of the applicant;
  - (iv) Goods or stock are received in lieu of payment to SBR, the applicant or a third party;
  - (v) SBR provide remittance from a debtor acknowledging a portion or the whole of the debt has been paid and the applicant confirms the same. This includes if a debt has been paid prior to SBR receiving instructions to commence recoveries;
  - (vi) The account is settled in any way including a "contra arrangement";
  - (vii) The applicant allows commission to be charged.
3. No commission shall be charged by SBR if no money is collected. The only exception to this is clause 2. (i) to (vii)
4. The recovery of debts which are 2 years or older will be subject to an additional commission charge on successful recovery of the amount owed of 10%+gst.
5. The applicant agrees that it will notify SBR within seven (7) days of receiving any payment from a debtor for a debt assigned to SBR for recovery. Failure to notify SBR may result in full commission being charged on the balance of the matter.
6. The applicant authorizes SBR and any of its personnel to negotiate and make offers on debt amounts for payment from the debtor. If an offer is made and the applicant fails to respond or instruct SBR within seven (7) days, we reserve the right to accept a reasonable settlement or repayment arrangement on the applicants' behalf. The applicant acknowledges that should a payment arrangement or settlement be reached in any way, SBR are entitled to keep carriage of the said account until the full amount is recovered.
7. Should the applicant wish to terminate this agreement, ninety (90) days written notice will be required, otherwise full commission as per the Fee Schedule on the signed Appointment of a commercial agent form will be charged.
8. Written authority from the applicant shall be obtained before commencing with legal action. SBR shall engage solicitors on the applicant's behalf and the applicant is responsible for the costs. SBR shall provide the applicant with a quotation for the work. There is no obligation for the applicant to commence with legal action.
9. The signing of the Appointment of a Commercial Agent form or (Terms and Conditions) or (New Client Engagement Form) represents the acknowledgement and acceptance of these Terms & Conditions

SIGNED: \_\_\_\_\_ TITLE HELD: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ DATED: \_\_\_\_\_

# SLATER BYRNE RECOVERIES

YOUR COMPANY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_ DATE: \_\_\_\_\_

## **ACCOUNTS FOR COLLECTION**

1. NAME OF BUSINESS / INDIVIDUAL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

LANDLINE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

NZBN/NZCN NUMBER: \_\_\_\_\_

AMOUNT: \_\_\_\_\_ DATE OF DEBT: \_\_\_\_\_

WHAT ACCOUNT IS FOR: \_\_\_\_\_

ANY OTHER INFO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. NAME OF BUSINESS / INDIVIDUAL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

LANDLINE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

NZBN/NZCN NUMBER: \_\_\_\_\_

AMOUNT: \_\_\_\_\_ DATE OF DEBT: \_\_\_\_\_

WHAT ACCOUNT IS FOR: \_\_\_\_\_

ANY OTHER INFO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_