

## DEBT COLLECTOR BUSINESS REFERENCE TEMPLATE

- References from relatives/domestic partners, subordinates, business partners or co-directors will not generally be accepted.
- At least one reference must be from a person external to your current place of employment.
- **References should be as detailed as possible but include only information that is relevant to the individual's suitability to hold a debt collector's licence. Any additional relevant information should be attached.**
- Where the Commissioner for Consumer Protection (the Commissioner) is unable to determine the individual's suitability to hold a debt collector's licence due to insufficient information being provided in support of the application, this reference will not be accepted.

The information provided will assist the Commissioner in determining whether the individual is of good character and repute, and a fit and proper person to hold a licence pursuant to statutory requirements. Keep your answers relevant to these matters in a professional context.

**Individual for whom reference provided:** \_\_\_\_\_

**Name of Body Corporate (if applicable):** \_\_\_\_\_

**Questions** (to be completed by the referee)

1. How long have you known the individual? \_\_\_\_\_
2. Are you related to the individual in any way? \_\_\_\_\_
3. What is the capacity and extent of your business relationship (and social relationship, if any) with the individual?

4. What experience and expertise does the individual have in relation to debt collection?

5. Do you believe the individual to be a person of good repute and character and a fit and proper person to hold a licence and likely to carry on business honestly and fairly? Please include your reasoning.

6. Are you aware of any reason (including, but not limited to, undischarged bankruptcy, licence, disqualification, convictions) why the individual would not be eligible for, or should not be granted, a debt collector's licence? If yes, please provide details.

I declare that the particulars and answers given in respect to this reference are, to the best of my knowledge and belief, complete and correct and any attachments are what they purport to be. This declaration is true and I understand that it is an offence to knowingly make a statement that is not correct.

**Referee's full name:**

**Referee's job title and place of employment:**

**Referee's contact number:**

**Referee's email:**

**Signature of referee:**

**Date:**