



Office 315, 3rd Floor Ormond Building, 31-36 Ormond Quay Upper, Dublin 7, D07 EE37

To whom it may concern,

Being insolvent, means you are unable to pay your debts as they fall due. The Insolvency process is set up as an alternative to Bankruptcy. The scheme is designed that you pay what debts you can subject to your means and whilst are simultaneously guaranteed reasonable standard of living. If you are unable to pay all your debts after a period of time they will be discharged. It works best if your liabilities are greater than your assets. Simply, if you can afford to pay your debts you won't. You pay only what you can afford above a reasonable standard of living.

Thank you for contacting our firm in relation to your debt situation. Our commitment is to attempt to assist people restructure their mortgage and other debts on a sustainable and manageable basis with the objective of returning them to solvency. In our experience each situation is different, and we work very hard to evaluate and assess the range of options that are available in order to reach an optimum solution for each Debtor and their creditors.

The work that we are required to carry out in the initial phase is as follows;

- A detailed evaluation of your financial circumstances based on information provided by you in respect of your assets, income and debts.
- Preparation of a prescribed financial statement in the statutory format
- A meeting/consultation to discuss your situation and the options available to return you to solvency. Written advice based on the matters discussed at the meeting.

To enable us comply with these requirements and provide you with the level of assistance and expertise that you require it will be necessary for you to forward us some key information to enable us assess your circumstances in detail and outline the range of options available to you.

Once the required information has been completed, we will contact you to arrange a meeting with me where I will outline the options available and recommended course of action. ***It is important to understand that it is not practical for me to discuss your situation or meet with you until you have sent back all the information requested, and we have carried out our preliminary assessment and analysis.***

It should also be clearly understood that our recommendations will be based on information provided by you and that we will not assume any responsibility for any issues or difficulties that may subsequently arise where relevant information was omitted or inaccurate information was provided in respect of your income, assets or debts. We would suggest that you ensure that the valuation figure for your home is as accurate as possible and if possible, you should obtain the opinion of an auctioneer/professional valuer.

We understand that people in financial difficulty and mortgage arrears are under considerable stress and face ongoing worry and anxiety. We can assure you that we are here to help you as best we can and will strive to complete our work as quickly, efficiently and professionally as possible so that you will have some certainty with regards to the options available to you at the earliest opportunity.

With that in mind we recommend that you complete and return the enclosed client questionnaire form as quickly and comprehensively as possible. Once completed we will arrange a meeting.

What is your Martial Status and were you ever Married? Were you ever known by another Name?

Personal Details

Applicant Details	
First name:	
Surname:	
Address (last 5 years)	
Dates when to living there	
Previous Address (if different and dates living there)	
Date of Birth	
Nationality	
Place of Birth	
PPS #	
Home Phone	
Mobile	
Email	
Partner / Spouse	
First name	
Surname	
Address (last 5 years)	
Dates when lived there	
Previous Address within 5 years	
Date of Birth	
Nationality	
Place of Birth	
PPS #	
Home Phone	
Mobile	
Email	

Dependent Children:

Name	Date of Birth

Debt History

Background to Financial difficulties (Please provide a detailed breakdown of the events which lead to your current financial difficulties, please outline the date you went in arrears and if you engaged in the Mortgage Arrears Resolution Process and what was the outcome)

Employment Details

Applicant Details	
Employed / Self Employed / Other	
Employers Name:	
Employers Address:	
How Long have you been employed (Months & Years)	
What is your Job	
Partner / Spouse	
Employed / Self Employed / Other	
Employers Name:	
Employers Address:	
How Long have you been employed (Months & Years)	
What is your Job	

Previous Business

Applicant Details	
Previous Business (Last 5 years)	
Business Name:	
Business Address:	
Date of Commencement:	
Date of Cessation:	
Partner / Spouse	
Previous Business (Last 5 years)	
Business Name:	
Business Address:	
Date of Commencement:	
Date of Cessation:	

Income Details

If you are paid weekly multiply the figures by 52 and divide by 12 to get monthly figure.

	Applicant	Spouse/Partner	Total
Gross Monthly Salary			
Income Taxes			
USC			
PRSI			
Social Welfare Benefits			
Jobseekers Benefit			
Disability Allowance			
Lone Parent			
Back to Work			
Other Benefit (Please Specify			
Child Benefit			
Maintenance			
Family Income Supplement			
Rental Income			
Pension Income			
Other Income (Please specify)			

Monthly Expenditure

Item	Amount	Can Include things like
Food		
Clothing		
Personal care		<i>Haircuts etc. Money spent on selves</i>
Health		
Household Goods		<i>New Hoover etc. Average per year then divide by 12</i>
Household Services		
Communications		<i>Phones, Broadband & TV</i>
Social Inclusion & Participation		<i>Social Spending Sport Memberships</i>
Education		<i>College, Books, School Trips etc..</i>
Transport		
Household Electricity		
Home Heating		
Personal Costs		
Home Insurance		
Car Insurance		
Savings & Contingencies		<i>Yes, you are allowed a small bit of saving i.e. €43 single person</i>
Childcare Costs		
Life Insurance		
Pension Contribution (Please state if Mandatory)		
Maintenance (to previous spouse/children)		
Other Expenses		

Details of Assets

Asset Type	Current Value
Jewellery	
Shares	
Investments	
Machinery / Tools (please advise if needed for work)	
Trade Stock	
Cash on hand	
Other Assets	

Other Financial Accounts	Name of Provider	Account Number	Amount
Savings Account Provider 1			
Savings Account Provider 2			
Savings Account Provider 3			
Current Account 1			
Current Account 2			
Current Account 3			
Pensions Provider 1			
Pensions Provider 2			

Motor Vehicles	Car 1	Car 2
Make:		
Model:		
Year:		
Registration:		
Kilometres:		
Need for Vehicle? (Yes / No and Why)		
Current Market Value		
Is Car Subject to Finance? (Yes / No)		
Has Car been adapted for Disabled Use? (Yes /No)		

Please outline your Objectives for this process and what you want to achieve. For example, if you have low income it may be very difficult but not impossible to service a Mortgage and the solution could be Mortgage to Rent. Alternatively, you may wish to be Debt Free after a Period of time. Insolvency is not litigation if you want to go litigating find a Solicitor.

Details of Mortgages, Loans & Other Debts

PPR Mortgage	
Creditors Name:	
Creditors Address:	
Account Number:	
Name on Account:	
Type of Loan (Mortgage, Top-Up):	
Current Balance (please ring to them to get it):	
Market Value of Property:	
Remaining Term (ring them for months and years left):	
Monthly Repayment per Contract:	
Actual Monthly Repayment:	
Interest Rate on Loan:	
Has Loan Been restructured? (Yes/No)	
Detail of Restructure:	

Other Mortgage 1	
Property Address:	
Creditors Name:	
Creditors Address:	
Account Number:	
Name on Account:	
Type of Loan (Mortgage, Top-Up):	
Current Balance (please ring to them to get it):	
Estimated Market Value of Property:	
Remaining Term (Ring them for months and years left):	
Monthly Repayment per Contract:	
Actual Monthly Repayment:	
Interest Rate on Loan:	
Has Loan Been restructured? (Yes/No)	
Detail of Restructure	

Other Mortgage 2	
Property Address:	
Creditors Name:	
Creditors Address:	
Account Number:	
Name on Account:	
Type of Loan (Mortgage, Top-Up):	
Current Balance (please ring to them to get it):	
Estimated Market Value of Property:	
Remaining Term (ring them for months and years left):	
Monthly Repayment per Contract:	
Actual Monthly Repayment:	
Interest Rate on Loan:	
Has Loan Been restructured? (Yes/No)	
Detail of Restructure:	

Other Mortgage 3	
Property Address:	
Creditors Name:	
Creditors Address:	
Account Number:	
Name on Account:	
Type of Loan (Mortgage, Top-Up):	
Current Balance (please ring to them to get it):	
Estimated Market Value of Property:	
Remaining Term (ring them for months and years left):	
Monthly Repayment per Contract:	
Actual Monthly Repayment:	
Interest Rate on Loan:	
Has Loan Been restructured? (Yes/No)	
Detail of Restructure:	

Other Loan / Debt 1	
Creditors Name:	
Creditors Address:	
Account Number:	
Name on Account:	
Type of Loan (credit Card, personal Loan etc..)	
Current Balance (please ring to them to get it)	
Purpose of Loan:	
Monthly Repayment per Contract:	
Actual Monthly Repayment:	
Interest Rate on Loan:	
Has Loan Been restructured? (Yes/No)	
Detail of Restructure	

Other Loan / Debt 2	
Creditors Name:	
Creditors Address:	
Account Number:	
Name on Account:	
Type of Loan (credit Card, personal Loan etc..)	
Current Balance (please ring to them to get it)	
Purpose of Loan:	
Monthly Repayment per Contract:	
Actual Monthly Repayment:	
Interest Rate on Loan:	
Has Loan Been restructured? (Yes/No)	
Detail of Restructure	

Other Loan / Debt 3	
Creditors Name:	
Creditors Address:	
Account Number:	
Name on Account:	
Type of Loan (credit Card, personal Loan etc..)	
Current Balance (please ring to them to get it)	
Purpose of Loan:	
Monthly Repayment per Contract:	
Actual Monthly Repayment:	
Interest Rate on Loan:	
Has Loan Been restructured? (Yes/No)	
Detail of Restructure	

Other Loan / Debt 4	
Creditors Name:	
Creditors Address:	
Account Number:	
Name on Account:	
Type of Loan (credit Card, personal Loan etc..)	
Current Balance (please ring to them to get it)	
Purpose of Loan:	
Monthly Repayment per Contract:	
Actual Monthly Repayment:	
Interest Rate on Loan:	
Has Loan Been restructured? (Yes/No)	
Detail of Restructure	

Other Loan / Debt 5	
Creditors Name:	
Creditors Address:	
Account Number:	
Name on Account:	
Type of Loan (credit Card, personal Loan etc..)	
Current Balance (please ring to them to get it)	
Purpose of Loan:	
Monthly Repayment per Contract:	
Actual Monthly Repayment:	
Interest Rate on Loan:	
Has Loan Been restructured? (Yes/No)	
Detail of Restructure	

If you have run out of Space complete on a blank sheet and detail the Mortgage or loan using the Same Format

Outstanding Taxes

Tax Owed	Amount
Do You owe Local Property Tax	
Do you Owe Vat	
Do You owe Income or Any other Taxes	
Are any of your Properties Section 23 Properties	
Are you Liable for the Old Non PPR Tax	

Outline any other debts you think you may have no matter how trivial. It is in your interests to declare all potential debts as some are likely to be written off if you go insolvent. The responsibility with ensuring this document and the Prescribed Financial Statement Rests with you.

Additional Information:

Please Answer Yes or No to the following Questions. If Yes, Please detail your answer in writing on a supplemental sheet of paper.

1. Are you an undischarged bankrupt?
2. Have you ever been a discharged bankrupt subject to a bankruptcy payment order?
3. Are you a person who is a specified debtor as respects a Debt Relief Notice which is in effect?
4. Are you a person who, as a debtor, subject to a Debt Settlement Arrangement which is in effect?
5. Are you a person who, as a debtor, is subject to an arrangement under the control of the court under Part IV of the Bankruptcy Act 1988?
6. Within the past 3 years (excluding assets referred to in A above), did you sell or transfer any assets (other than in the normal course of business) in Ireland or elsewhere?
7. Have you made payments in excess of regular payments to a creditor in the past 12 months either in Ireland or elsewhere?
8. Have you had any asset seized by any creditor within the past 12 months either in Ireland or elsewhere?
9. Have you sold, transferred, disposed, or given away any of your assets in the past 5 years (excluding the assets referred to in A above) either in Ireland or elsewhere?
10. Within the past 5 years have you given any gifts to relatives or others valued at €5,000 or more in Ireland or elsewhere?
11. Are you expecting to receive any sums of money which are not related to your normal income, or any other property within the next 12 months?
12. Have you incurred any debts in the last 6 months?
13. Are you making or receiving any alimony or maintenance payments?
14. Have you made any arrangements to continue to pay any creditors?
15. Were you, or are you involved in legal proceedings from which you may receive money or property?
16. Have you, or will you or your spouse receive an inheritance?
17. Do you or your spouse have judgements against you?

SELF-EMPLOYED INCOME VERIFICATION BY TAXPAYERS ACCOUNTANT

Tax Payers Name	
Tax Payers Tax Reference (PPSN)	
Business Turnover (Net of Tax)	
Business Expenses	
Drawings	
Business Profit Before Taxation	
Income Tax Amount	
PRSI Amount	
USC Amount	
Total Tax Due for Relevant period	
Prelim Tax for Following Year	
Net After Tax Income	
Relevant Tax Period i.e. what year	
Have Taxes Due been paid?	
If, Not how much remains outstanding?	
Have all tax returns been filed?	
Name of Accountant	
Phone Number of Accountant	
Email Address of Accountant	
Signed by Accountant	
Date Signed by Accountant	

Minotaur Financial Services

New Debtor Setup Checklist

DEBTOR NAME	
Debtor name:	
Address:	
Telephone number:	
Email	

CHECKLIST		
<input type="checkbox"/>	Photo ID	Passport, Driver License, or Public Services Card
<input type="checkbox"/>	Pay Slips or Social Welfare Receipts	3 if monthly, 8 if weekly, if your social welfare is paid into your bank account directly please indicate that
<input type="checkbox"/>	This Completed Standard Financial Statement	Please ensure information is provided monthly not weekly
<input type="checkbox"/>	Proof in Arrears on PPR	Civil Bill, 7 Day Letter or Bank Statement evidencing it
<input type="checkbox"/>	Current Account Bank Statements	Bank or Credit union Statements showing transactions for 6 Months
<input type="checkbox"/>	Mortgage Statements for all Properties held	Needs to include Amount, Interest Rate & Payment Due
<input type="checkbox"/>	If Self- Employed 2 Years worth of Accounts	Only if self -employed or Sole Trader
<input type="checkbox"/>	Signed Letter of Authority Data Consent	Please sign and return with this pack

Please return the documentation and this whole form to

**Karl O'Daly, 3rd Floor Ormond Building , 31 -36 Ormond Quay
Upper, Dublin 7, D07 EE37**

Client Meeting Notes

Date:

In Attendance:



Office 315, 3rd Floor Ormond Building, 31-36 Ormond Quay Upper, Dublin 7, D07 EE37

Applicant Consent/ Authorisation

Re; Data Protection Consent and Third-Party Authorisation

Karl O'Daly is Authorised to carry on practice as a Personal Insolvency Practitioner in his own right.

Karl O'Daly trades as Minotaur Financial Services Limited.

I/We hereby consent and authorise Karl O'Daly Personal Insolvency Practitioner or any of his employees trading as Minotaur Financial Services Ltd to engage with all of my creditors, Abhaile Scheme, Money and Budgeting Service (MABs) & the Insolvency Service of Ireland in relation to any debts, liabilities and monies allegedly owed.

I/We hereby consent that I / We have read and understand Minotaur Financial Services Ltd Data Protection Policies contained on www.minotaur.ie and confirm consent and authorisation for Minotaur Financial Services Ltd to hold, process, record and store my/our personal data provided to enable Minotaur Financial Services Ltd engage on behalf with my / our creditors, the Insolvency Service of Ireland and the administrators of the Abhaile Scheme if applicable.

I / We further consent and authorise Minotaur Financial Services Ltd when nominated / specified by me / us to share our information or engage with any other party and act on my behalf.

Karl O'Daly & Minotaur Financial Services Ltd is also authorised to share any supporting documents that accompany my / our file, insofar as they see fit or upon my request for the purpose of reaching a solution to my/our financial difficulties.

I / We understand that we can withdraw our consent to this agreement at any time via the email specified Karl@Minotaur.ie or in writing. I understand that my relationship with Minotaur Financial Services Ltd will then cease.

Signed

Dated

Address

BLOCK Signature

Minotaur Financial Services Ltd.



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