

Summary Instalment Orders

Supervisors

OASIS3 User Manual



Table of Contents

DECIPHERING THE SYMBOLS	3
WEBSITE - BASIC NAVIGATION - THE HOME PAGE.....	4
THE SIO TAB.....	5
SIO CALCULATOR TOOLS.....	5
THE ONLINE SERVICES OPTIONS	7
CREATING A USER ACCOUNT.....	8
THE HELP BUTTON.....	11
LOGGED IN - MENU OPTIONS.....	11
SEARCHING SUMMARY INSTALMENT ORDER REGISTER.....	13
CONSENTING TO ACT.....	15
WITHDRAW CONSENT TO ACT	16
VIEWING YOUR ESTATES.....	17
TASK MASTER	18
NOTIFICATION OF ACCEPTED SUMMARY INSTALMENT ORDER APPLICATION	19
RECEIVING A LIST OF CREDITORS FROM THE OFFICIAL ASSIGNEE.....	19
NOTIFICATION WHEN SUMMARY INSTALMENT ORDER IS MADE	19
ADDITIONAL INFORMATION (PROVIDED BY THE SIO SUPERVISOR).....	19
ASSETS	21
DEALING WITH CLAIMS.....	22
CLAIMS OR EVIDENCE FOR CLAIMS RECEIVED BY THE OFFICIAL ASSIGNEE	23
CLAIMS/EVIDENCE RECEIVED BY SUPERVISORS.....	23
VIEWING CLAIMS.....	23
VETTING CLAIMS.....	25
ONLINE FILE	27
DISTRIBUTIONS TO CREDITORS / DIVIDEND WORKSHEET.....	30
VIEWING THE DIVIDEND WORKSHEET.....	30
INSOLVENCY WIZARD - DEBTORS FILING APPLICATIONS ONLINE	34

Deciphering the symbols

▲ Sorts the information Ascending

▼ Sorts the information Descending

✓ Submit/ Save

☒ Selected Tick Box

☒ Radio Button Selected

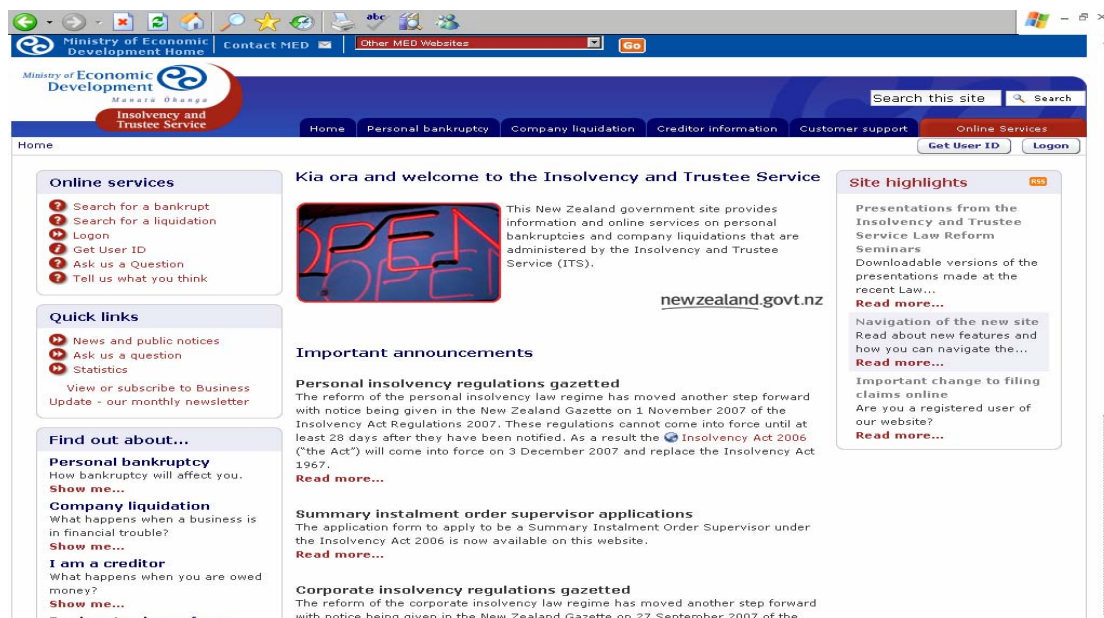
* Mandatory Field

Pick List Menu

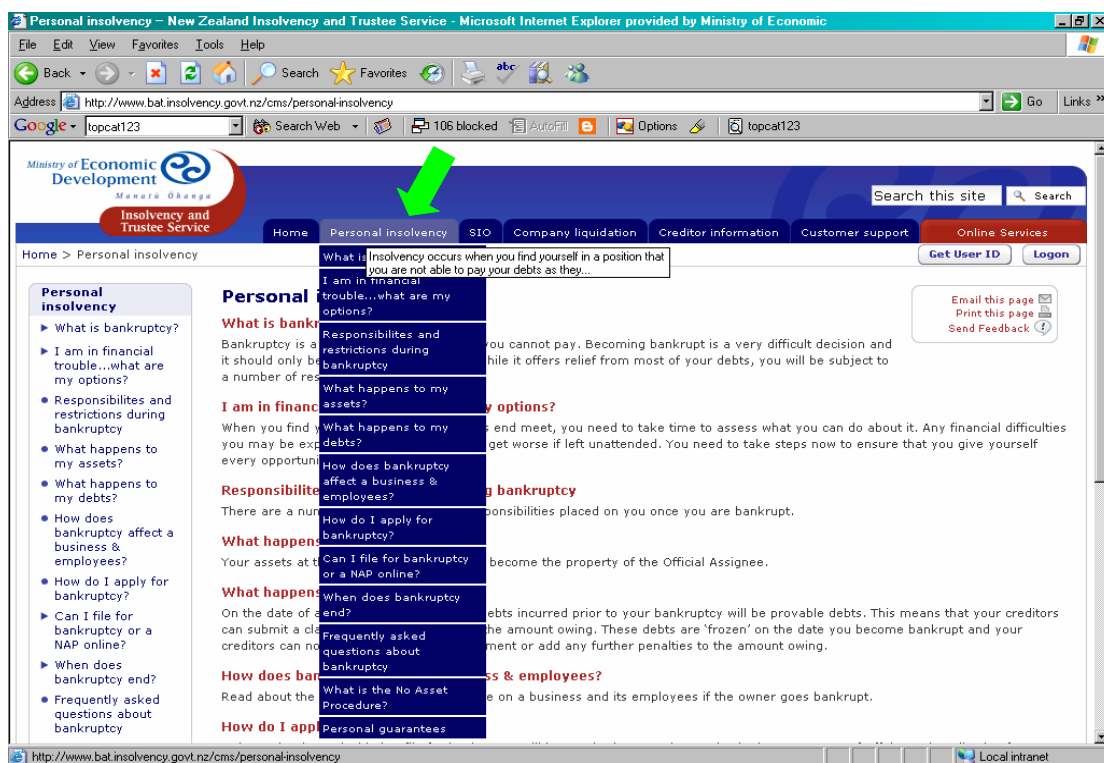
*  Calendar Date Pick

Website - Basic Navigation - The Home Page

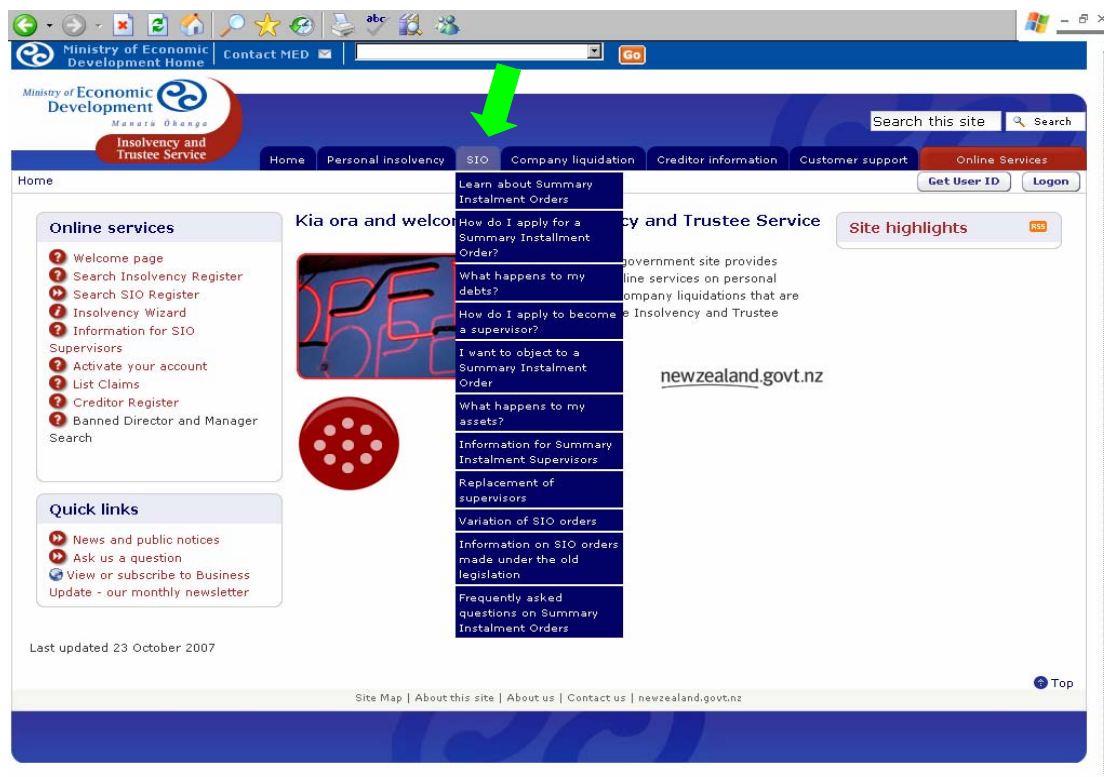
Blue tab options on our home page can be viewed without being logged in. Clients can be directed to our website to view information on the various applications dealt with by the Official Assignee.



The Personal Insolvency Tab



The SIO Tab



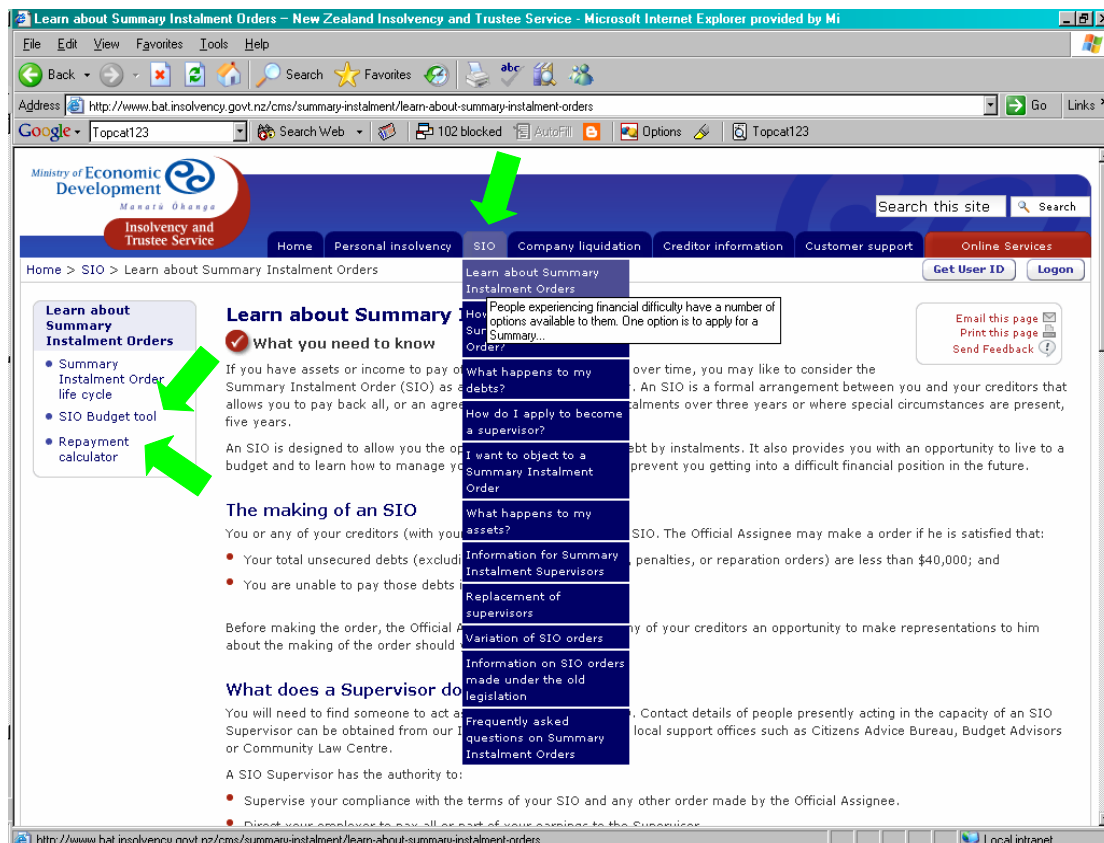
The Creditor Information menu includes information for creditors about objecting to SIO Orders and rejection of claims.

The Customer Support menu includes the SIO Supervisor Guidelines, and contact details for NZFBA, CAB and others.

SIO Calculator Tools

We have an SIO Budget tool and an SIO Repayment Calculator on our website.

From the home page select SIO / Learn about Summary Instalment Orders, then select either SIO Budget tool or SIO Repayment Calculator. Once details have been entered into these calculators the results can be printed off for a client to take away or can be emailed to the clients.



The SIO Budget tool can be used to calculate a household's weekly/monthly surplus or shortfall. The field categories in the budget tool are identical to the budget section in the statement of affairs.

The screenshot shows the 'SIO Budget tool' page on the New Zealand Insolvency and Trustee Service website. The page is viewed in Microsoft Internet Explorer. The navigation menu at the top includes 'Home', 'Personal insolvency', 'SIO', 'Company liquidation', 'Creditor information', 'Customer support', and 'Online Services'. The sidebar on the left contains links to 'Learn about Summary Instalment Orders', 'SIO Budget tool', and 'Repayment calculator'. The main content area is titled 'SIO Budget tool' and contains a form for entering household income and costs. The form includes sections for 'Household Income' and 'Household Costs', each with a list of items and input fields for values. The 'Total Income' is calculated as 0.00 and the 'Total Household Costs' are calculated as 0.00.

Household Income	
Wages/salary:	0
Income support payments:	0
Other income:	0
Total Income:	0.00

Household Costs	
Rent or board:	0
Mortgage:	0
Groceries:	0
Electricity:	0
Gas:	0
Phone (incl mobile, internet, landline):	0
Rental of goods (eg TV):	0
Rates:	0
Household maintenance:	0
Household goods:	0
House insurance:	0
Contents insurance:	0
Total Household Costs:	0.00

The SIO Repayment Calculator can be used to calculate the SIO proposal options

The screenshot shows the 'Repayment calculator' web application. The browser window title is 'Repayment calculator - New Zealand Insolvency and Trustee Service - Microsoft Internet Explorer provided by Ministry of Economic Development'. The address bar shows the URL: <http://www.bat.insolvency.govt.nz/cms/summary-instalment/learn-about-summary-instalment-orders/repayment-calculator>. The page has a sidebar with links: 'Learn about Summary Instalment Orders', 'Summary Instalment Order life cycle', 'SIO Budget tool', and 'Repayment calculator'. The main content area is titled 'Repayment calculator' and contains several input fields and buttons. The first section is for entering the amount owing to each creditor, with a table of 6 rows. Below this, there are fields for 'Application Fee: \$100', 'Total amount owed: \$0', 'Supervisor fee (7.5%): \$0', and 'OA's fee (2.5%): \$0'. A 'Percentage of my debts that I intend to repay:' field is set to '100 %'. The next section is for the 'Proposed weekly instalment amount: \$' and 'Estimated time to complete: *' with fields for 'Years: 0' and 'Months: 0'. There are 'Calculate' and 'Reset' buttons. Below this, there is an 'OR' section with fields for 'Estimated number of weekly instalments:' and 'Estimated amount of weekly instalment: \$0', also with 'Calculate' and 'Reset' buttons. A 'Done' button is at the bottom left, and a 'Local intranet' icon is at the bottom right.

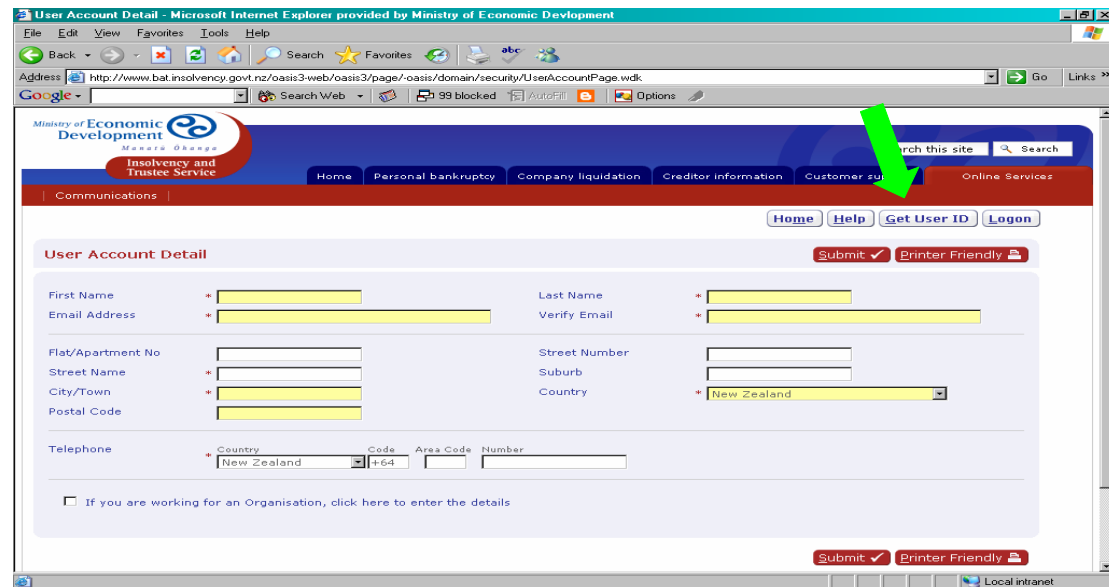
The Online Services Options

The screenshot shows the Ministry of Economic Development website. The header includes the Ministry of Economic Development logo and the text 'Manatū Ohanga'. The main navigation bar has links: 'Home', 'Personal insolvency', 'SIO', 'Company liquidation', 'Creditor information', 'Customer support', and 'Online Services'. A green arrow points to the 'Search this site' button in the top right corner. The 'Online Services' dropdown menu is open, showing options: 'Welcome page', 'Search Insolvency Register', 'Search SIO Register', 'Insolvency Wizard', 'Information for SIO Supervisors', and 'Activate your account'. The main content area is titled 'Welcome to ITS' and contains several links and buttons: 'Ask us a question', 'Search Insolvency Register', 'Search SIO Register', 'Information for SIO Supervisors', 'Insolvency Wizard', and 'Activate Account'. Each link has a 'Click here' button and a description of the service. A 'Top' button is at the bottom right, and a 'Site Map | About this site | About us | Contact us | newzealand.govt.nz' link is at the bottom left.

Creating a User Account

To log on to the Official Assignee's website you will need to activate an Account. Go to our website www.insolvency.govt.nz and select Welcome Page from the left-hand menu or the Online Services menu.

From our welcome page select "Get User ID"



Enter your details onto the User Account Details screen then select 'Submit ✓'

You will instantly be sent an email with your activation code.

Enter your User Account Activation Code and email address, make sure that 'I have an existing MED Username' is not ticked, then select 'Activate'

Confirm that the details on the next page are correct then select 'Submit'

You will be asked to enter login details, enter these select you chosen secret question, then select 'Save'

You will then be asked to complete user account creation, you must enter your user name and password then select 'Logon' to activate your account.

Ministry of Economic Development
Māori ōkanga
Insolvency and Trustee Service

Search this site Search

Home Personal insolvency SIO Company liquidation Creditor information Customer support Online Services

Communications

Home Help Get User ID Logon

Complete User Account Creation

Please enter your existing username and password to be linked to the new user account.

User Name

Password

Logon Cancel

[Forgot your password?](#)

Site Map | About this site | About us | Contact us | newzealand.govt.nz

Top

Local intranet

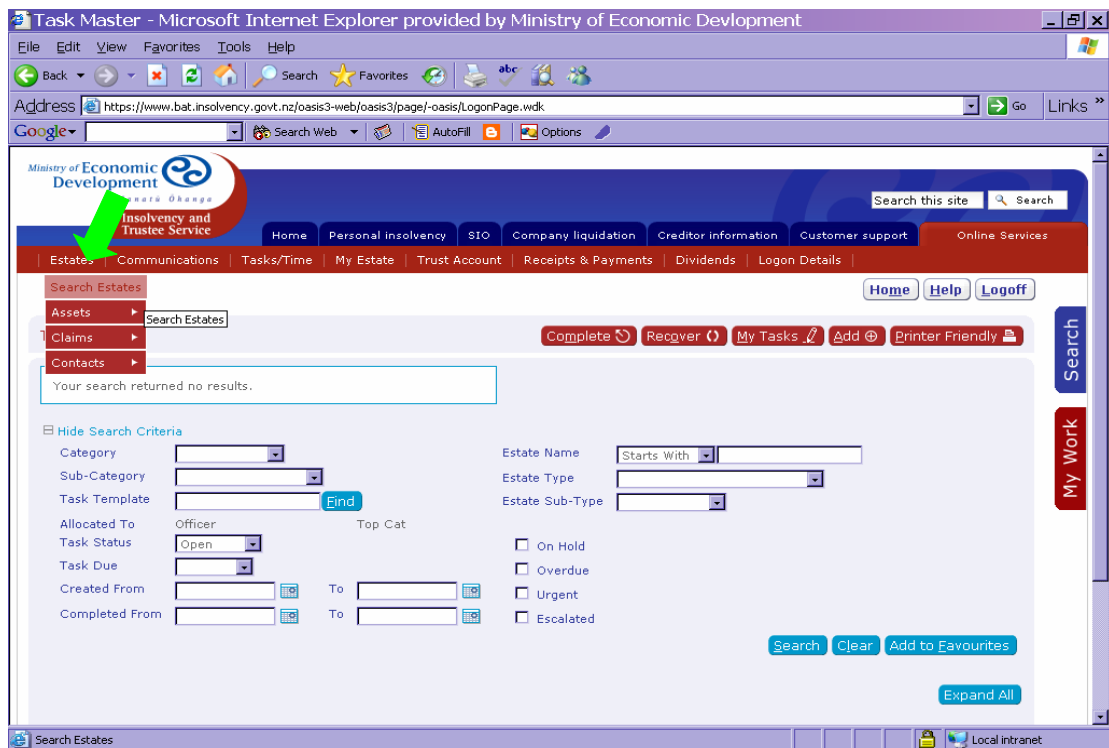
If you forget your password you will be asked to answer your chosen "secret question".

The Help Button

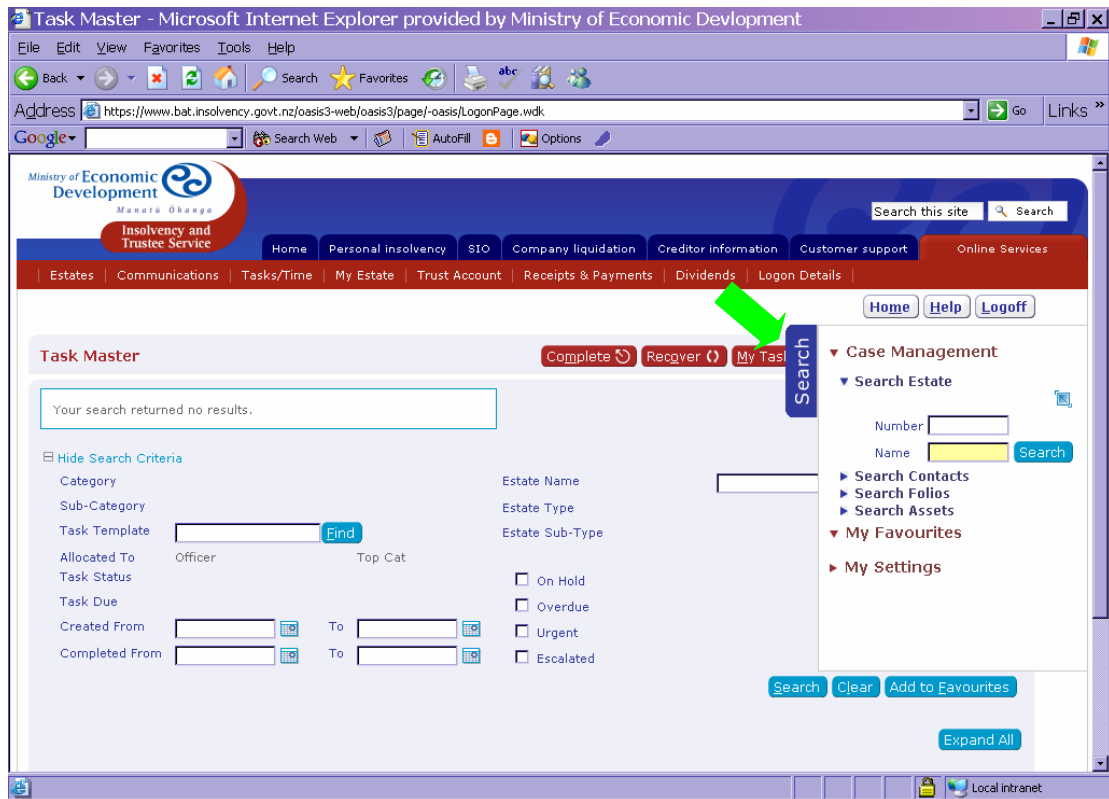
If you click on the help button you will be shown a list of help contents available. Click on the title to view the help information.

Logged In - Menu Options

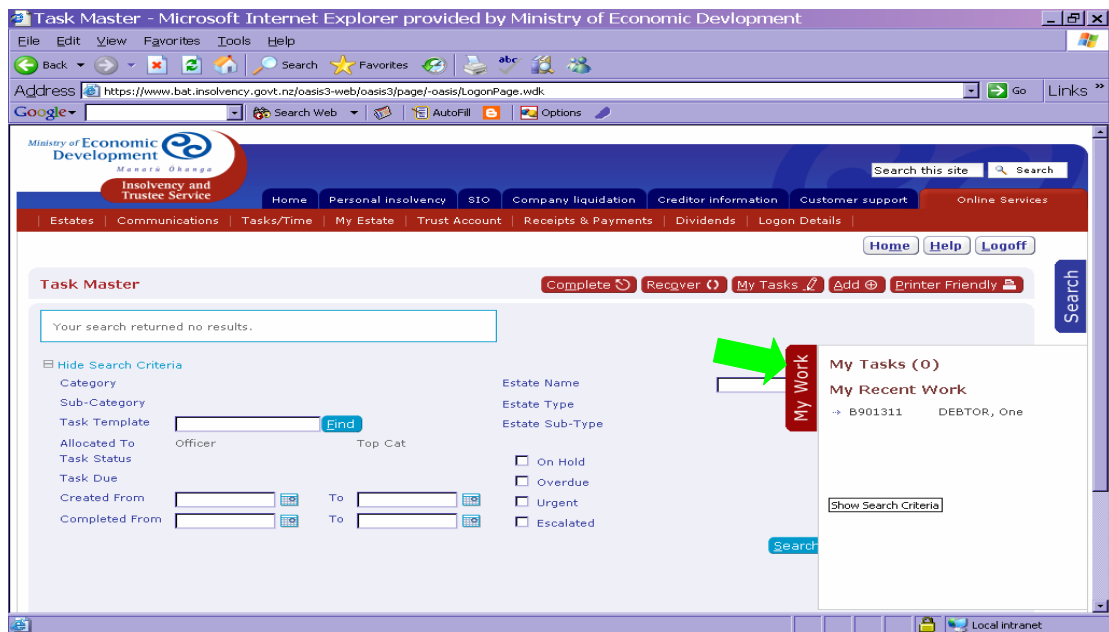
When you are logged in you will be shown additional red tab menu options. A logged in user can access certain areas in the Official Assignee's database.



Short Cut Options:
Search Tab



My Work Tab



Searching Summary Instalment Order Register

To search the register of current Summary Instalment Orders go to our website www.insolvency.govt.nz these are the screens that are viewable by the public.

- Select 'Search SIO Register' from the Welcome page
- Enter the SIO number (if known)
- Or debtor's Surname/First Name(s)
- Select '[Search](#)'

Search Summary Instalment Order Register - Microsoft Internet Explorer provided by Ministry of Economic Development

Address: <http://www.bat.insolvency.govt.nz/oasis3-web/oasis3/page/oasis/domain/communications/sio/SearchSIOPage.wdk?fromHome=Yes>

Search this site: Search

Home Personal bankruptcy Company liquidation Creditor information Customer support Online Services

Estates Communications Tasks/Time My Estate Trust Account Receipts & Payments Dividends Logon Details

Home Help Logoff

Search Summary Instalment Order Register

Cancel Printer Friendly

Search by EITHER SIO Number OR Personal Name.

Note: The Summary Instalment Order (SIO) Register contains a list of individuals who are not considered to be bankrupt. If you wish to search for bankruptcies or liquidations, click [here](#).

Hide Search Criteria

SIO Number

OR

Surname

First Name(s)

Search Clear Add to Favourites

Cancel Printer Friendly

Top

Click on SIO Name hyperlink to select estate

Search Summary Instalment Order Register - Microsoft Internet Explorer provided by Ministry of Economic Development

Address: <http://www.bat.insolvency.govt.nz/oasis3-web/oasis3/page/oasis/domain/communications/sio/SearchSIOPage.wdk>

Search this site: Search

Home Personal bankruptcy Company liquidation Creditor information Customer support Online Services

Estates Communications Tasks/Time My Estate Trust Account Receipts & Payments Dividends Logon Details

Home Help Logoff

Search Summary Instalment Order Register

Cancel Printer Friendly

Displaying 1 - 1 of 1 records

Below are the results of your search. Please click on the SIO Name to view further details.

Note: Where you have searched using an Alternate Name (i.e. an alias) it will be displayed directly below the Summary Instalment Order (SIO) Name.

Show Search Criteria

SIO Number ▲	SIO Name ▲	Status ▲
900290	MOUSE, Mickey	Current

Cancel Printer Friendly

Top

<http://www.bat.insolvency.govt.nz/oasis3-web/oasis3/page/oasis/domain/communications/sio/SearchSIOPage.wdk#>

Local intranet

You will be shown the SIO Summary Screen (this is as far as the Public will see).

Click '**More Info**' tab. You will be shown the SIO Detail Screen, only those connected to the estate e.g. supervisor/debtor/creditor will be able to view this page.

The screenshot shows the 'SIO Summary' page. At the top, there's a navigation bar with 'Home', 'Personal insolvency', 'SIO', 'Company liquidation', 'Creditor information', 'Customer support', and 'Online Services'. Below this is a search bar and a 'Logoff' button. The main content area is titled 'SIO Summary' and contains a table of 'Estate Details'.

Estate Details	
SIO Number	900003
SIO Name	DEBTOR, One
Address at Order Date	1 Training Road, Training
Current Address	Training
SIO Status	Current
Order Date/Time	07-Nov-2007 13:00
SIO Supervisor	SUPERVISOR, Training
SIO Supervisor Email	Deborah.Coles@insolvency.govt.nz

Below the table, there's a note: 'Note that the individual shown above is in a Summary Instalment Order. As such the individual is not bankrupt.' Another note states: 'The information contained in this extract has been taken from SIO records provided to the Official Assignee. Whilst every effort has been made to ensure its accuracy, the Insolvency and Trustee Service, Ministry of Economic Development will not be liable for the provision of any incorrect or incomplete information.' A final note says: 'For any further information, please contact the listed SIO Supervisor. Alternatively please contact 0508 467 658 (0508 INSOLVENCY). Printed: 29-Nov-2007 15:03'.

A green arrow points to the 'More Info' button in the top right corner of the summary section.

More Info Screen will show you SIO Details

This is a snapshot of the estate on the day that it is viewed.

The screenshot shows the 'SIO Details' page. At the top, there's a navigation bar with 'Home', 'Personal insolvency', 'SIO', 'Company liquidation', 'Creditor information', 'Customer support', and 'Online Services'. Below this is a search bar and a 'Logoff' button. The main content area is titled 'SIO Details' and contains a table of 'Estate Details'.

Estate Details	
SIO Number	900003
SIO Name	DEBTOR, One
SIO Status	Current
Order Date/Time	07-Nov-2007 13:00
Estimate Next Dividend Due	29-Mar-2008
Estimated Completion Date	07-Nov-2010

Below the table, there's a section titled 'Additional Information (Provided by the SIO Supervisor)'. It states: 'Creditors are requested to submit their claims by 28th November 2007.' Another section titled 'Current Financial Position' states: 'This financial information needs to be read in conjunction with the rest of the report. It should not be assumed that the final amount available will be the 'Funds on Hand to date' figure stated above. Where applicable, these accounts have been prepared on a GST exclusive basis.'

Total Receipts		\$0.00
Total Payments		\$0.00
Balance of Funds on Hand		\$0.00

Below this table, there's a section titled 'Summary of Claims'.

Claim Type	Notified	Received	Admitted
21 Unsecured creditor with POD	\$8,268.16	\$4,442.96	
Total	\$8,268.16	\$4,442.96	\$0.00
Total Estimated Claims		\$12,711.12	

Below the table, there's a section titled 'Documents'.

Click the hyperlink on the description to view individual documents

Date	Description
	Note that the individual shown above is in a Summary Instalment

A green arrow points to the 'SIO Details' tab. Another green arrow points to the 'Statement of Receipts and Payments' button. A third green arrow points to the 'List Claim Details' button.

If you click on [Statement of Receipts and Payments](#) you will be shown a report detailing the financial transactions through the trust account.

If you click on [List Claim Details](#) you will be shown a report detailing the claim amounts and any dividends paid to date.

Consenting to act

To consent to act as a supervisor you need the SIO application number from your client debtor.

- Go to our website www.insolvency.govt.nz and log in
- Select 'Information for SIO Supervisors' from the Welcome page

In SIO Supervisor Consent screen enter 'SIO Application Number'. It should automatically fill in your contact details from your login details.

- Tick 'I hereby consent to becoming the SIO Supervisor for SIO Estate Number'
- If you would like to be included on the list of SIO Supervisors on our website, which potential debtors/public can view - tick this box
- Tick either 'I would like to view and print a copy of the consent...' you will be shown a PDF file which can be clicked on and printed.
- Or 'I would like ITS to send a copy of the consent to my correspondence address,...' you will be sent a copy of the consent by the Official Assignee's office.
- Select '**Submit** ✓'
- You must verify and sign the copy of your consent to act and return it to ITS within 5 working days of submitting your consent. Your consent will not be accepted without receiving this verification.

SIO Supervisor Consent

[Cancel](#) [Printer Friendly](#)

- 4 To become an SIO Supervisor you must provide the Application Number of the SIO Application. The person applying for the SIO can provide you with the Application Number.
- 5 Before your Consent can be processed you may need to complete a separate SIO Supervisor Application process, particularly if this is your first time. See the Information Library for further details.

SIO Application Number * Estate Number

Are you applying to be an SIO Supervisor for yourself or on behalf of an organisation?

☒ For myself ☐ For an organisation

First Name *

Last Name *

What is your physical address?

Flat/Apartment No

Street Number

Street Name *

Suburb

City/Town *

Post Code

Country * New Zealand

☐ Address for Correspondence

Email Address *

Telephone Number * Country Code Area Code Number
New Zealand +64

Mobile Number Country Code Area Code Number
New Zealand +64

Date of Birth *

☐ I hereby consent to becoming the SIO Supervisor for SIO Estate Number

ITS maintains a list of SIO Supervisors that are currently supervising Summary Instalment Orders within New Zealand. ITS publishes this list to enable prospective SIO Applicants to locate a potential supervisor for their SIO. Note that you have no obligation to accept the supervision of an applicant's SIO if they contact you. If you wish to be added to this list, check the box below. If at any time you wish to be removed from this list, contact ITS on 0508 467658.

Please note that if for any reason your Consent or the Debtor's application is not accepted, then you will not be added to the SIO Supervisor List.

☐ I would like to be added to the list of SIO Supervisors

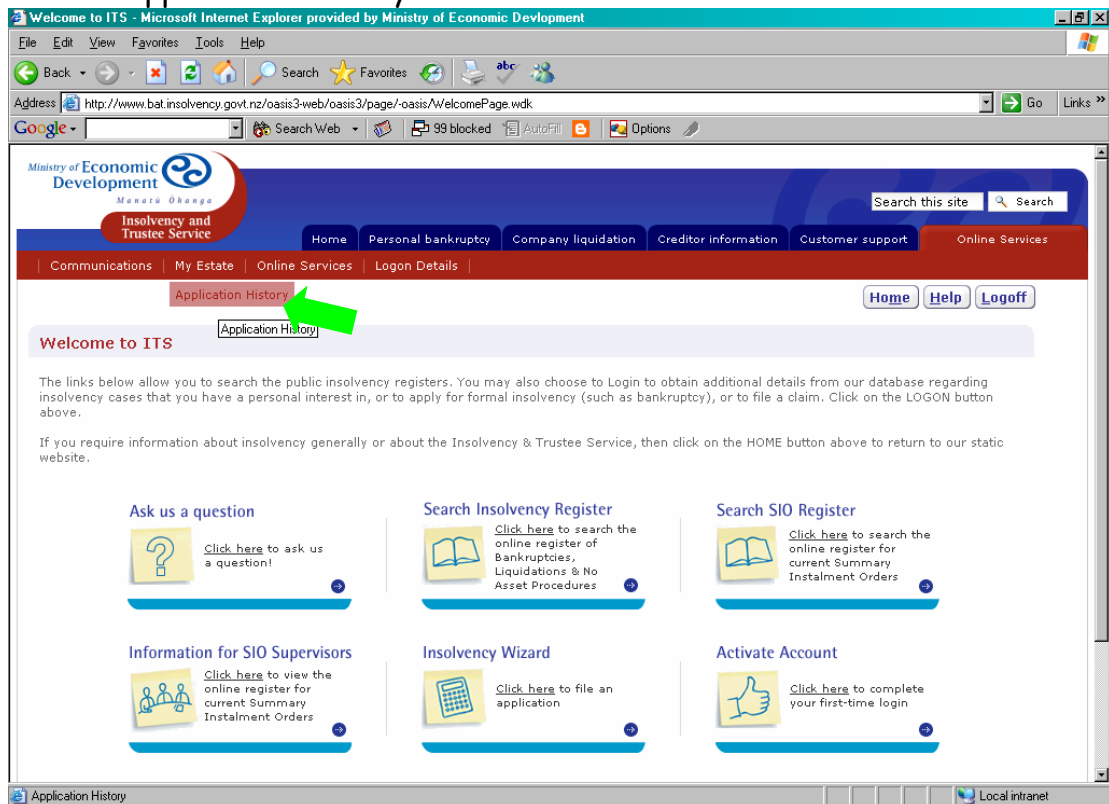
Withdraw consent to act

You can withdraw your consent to act for a proposed Summary Instalment Order through our website when the status of your consent application is 'Submitted'. Once the consent application has a status of 'Accepted' if you want to withdraw your consent please contact the Official Assignee's office either by emailing sio@insolvency.govt.nz or telephoning 0508 777 888.

To withdraw your consent go to our website www.insolvency.govt.nz and log on

Select 'My Estates'

Select 'Application History'



You will be shown a list of all consents to act you have submitted and their current application status.

Select the consent application you want to withdrawn by clicking 'Application ID number' which will take you to the Application Detail Screen.

Select 'Withdraw'

You will be asked if you are sure you want to withdraw your consent application.

Select 'Yes' and the application status will change to Withdrawn.
or 'No' if you do not want to continue.

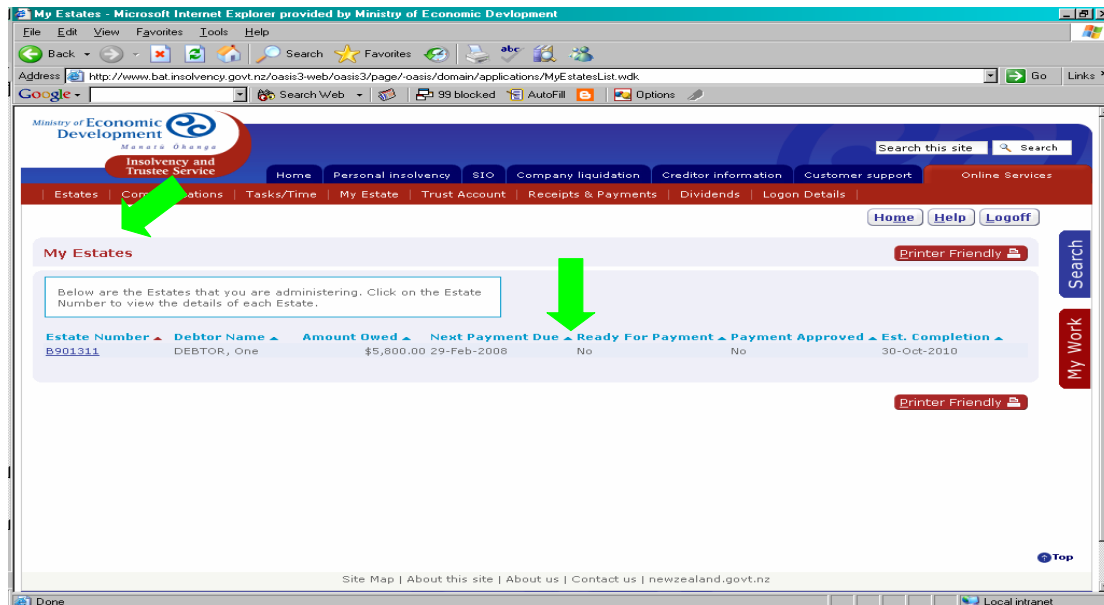
Viewing Your Estates

To view a list of current summary instalment orders you are administering on our database go to our website www.insolvency.govt.nz and log on

Select 'My Estate'

Select 'Estate List'

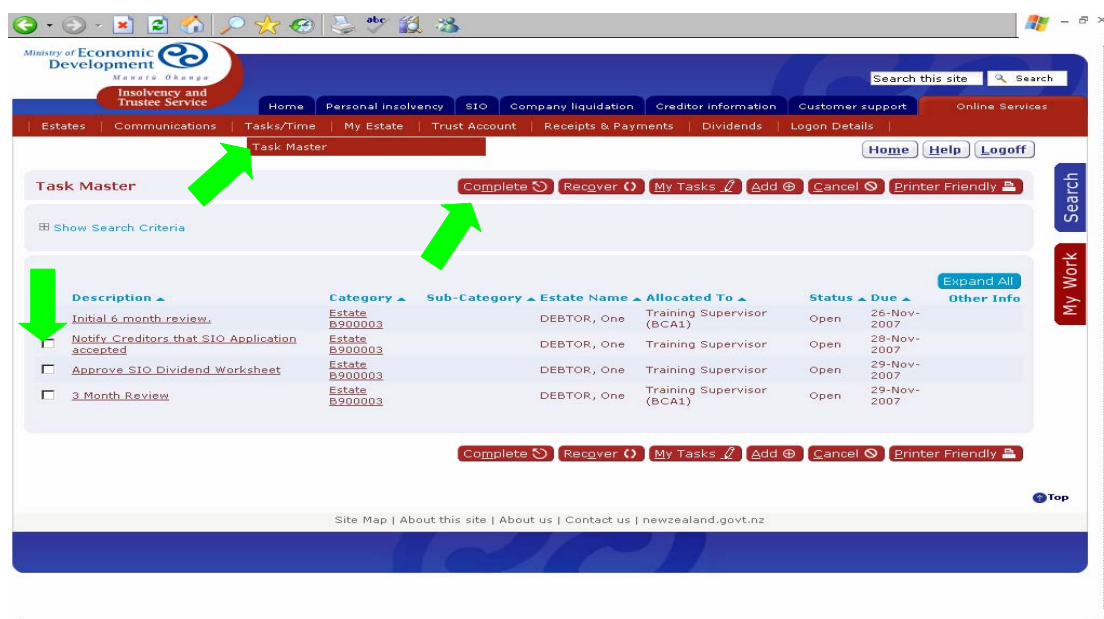
You can sort the list by clicking any of the arrows beside the column headings.



Task Master

The Official Assignee's staff will communicate to supervisors via the task master during the progress of a Summary Instalment Order. When you logon as a supervisor you are taken directly to the task master screen. If you have been sent a task it will be displayed when you logon.

To view Task Master go to Task/Time then Task Master. Once viewed and the task completed, tick the box then select 'Complete'.



Notification of accepted Summary Instalment Order application

When a Summary Instalment Order application is accepted you will be notified by the Official Assignee. You will be sent a task requesting that you 'Notify Creditors that SIO Application accepted'. You will also be sent a task requesting that you 'Send Official Assignee copy of your notification of acceptance of SIO application'.

Receiving a list of creditors from the Official Assignee

You are unable to send correspondence from the Official Assignee's OASIS3 system. When you receive notification from the Official Assignee of an accepted Summary Instalment Order application you will be emailed an excel list of creditors including their contact details. This list can be used to send your mail outs from.

You must send a copy of your notification to creditors to the Official Assignee as we need to calculate the 10 working days objection period from the date you notify them.

Notification when Summary Instalment Order is made

(After the objection period is finished)

When a Summary Instalment Order is made you will be notified by the Official Assignee. You will be sent a task requesting that you 'Notify creditors of new SIO'.

Additional Information (Provided by the SIO Supervisor)

You can provide additional information about the progress of a Summary Instalment Order to be displayed to creditors on the website.

SIO Details - Microsoft Internet Explorer provided by Ministry of Economic Development

Address: http://www.bat.liquid.govt.nz/oasis3-web/oasis3/page/-oasis/domain/communications/sio/SIOSummaryPage.wdk

Google Topcat123

Ministry of Economic Development
Insolvency and Trustee Service

Home Personal insolvency SIO Company liquidation Creditor information Customer support Online Services

Estates Communications Tasks/Time My Estate Trust Account Receipts & Payments Dividends Logon Details

Home Help Logoff

SIO Details Print Report Cancel Printer Friendly

Estate Details

SIO Number 901311
SIO Name DEBTOR, One
SIO Status Current
Order Date/Time 30-Oct-2007 14:02
Estimate Next Dividend Due 02-Nov-2007
Estimated Completion Date 30-Oct-2010

Additional Information (Provided by the SIO Supervisor)

Creditors are requested to submit their claims by 21st November 2007.

Current Financial Position

This financial information needs to be read in conjunction with the rest of the report. It should not be assumed that the final amount available will be the 'Funds on Hand to date' figure stated above. Where applicable, these accounts have been prepared on a GST exclusive basis.

Total Receipts	\$600.00	Statement of Receipts and Payments
Total Payments	\$0.00	
Balance of Funds on Hand	\$600.00	

Summary of Claims

Claim Type	Notified	Received	Admitted
4 Unsecured creditor with POD			\$5,800.00
Total	\$0.00	\$0.00	\$5,800.00
Total Estimated Claims		\$5,800.00	

[List Claim Details](#)

To enter text into 'Addition Information' go to My Estate/Estate List/Estate Details then select 'Key Data'

Estate Details - Microsoft Internet Explorer provided by Ministry of Economic Development

Address: http://www.bat.liquid.govt.nz/oasis3-web/oasis3/page/-oasis/domain/estates/MaintainEstate.wdk

Google Topcat123

Ministry of Economic Development
Insolvency and Trustee Service

Home Personal insolvency SIO Company liquidation Creditor information Customer support Online Services

Estates Communications Tasks/Time My Estate Trust Account Receipts & Payments Dividends Logon Details

Home Help Logoff

Estate Details Time Entry Save Cancel Printer Friendly

Estate B901311 DEBTOR, One

Assets Claims Online file Task Master New Task Trust Account Summary List Claims

Related Items
Estates
Assets
Claims

Name DEBTOR, One
Adjudication Address 1 One Street, Christchurch

Summary Key Data Other Data

Time Entry Save Cancel Printer Friendly

Site Map | About this site | About us | Contact us | newzealand.govt.nz

You can enter information you would like creditors to see on the website into the 'More Information' section.

Estate Details - Microsoft Internet Explorer provided by Ministry of Economic Development

Address: <http://www.bat.insolvency.govt.nz/oasis3-web/oasis3/page/oasis/domain/estates/MaintainEstate.wdk>

Google Topcat123 Search Web 102 blocked AutoFill Options Topcat123

Key Data

SIO Supervisor Commission	Yes	OA Commission Received	No
SIO Application Fee Paid	No	Trust Account Used	OA
Final Account	Yes		

More Information: **Creditors are requested to submit their claims by 21st November 2007.**

Notes: Field displayed on website

Created: 30-Oct-2007 09:52 One Debtor Last Update: 30-Oct-2007 09:52 One Debtor

Other Data

Contact Type	Contact	Email	Address	Phone	More
Other	One Contact		, Address Unknown		
Other	Rental Properties		, Address Unknown		

Time Entry Save Cancel Printer Friendly

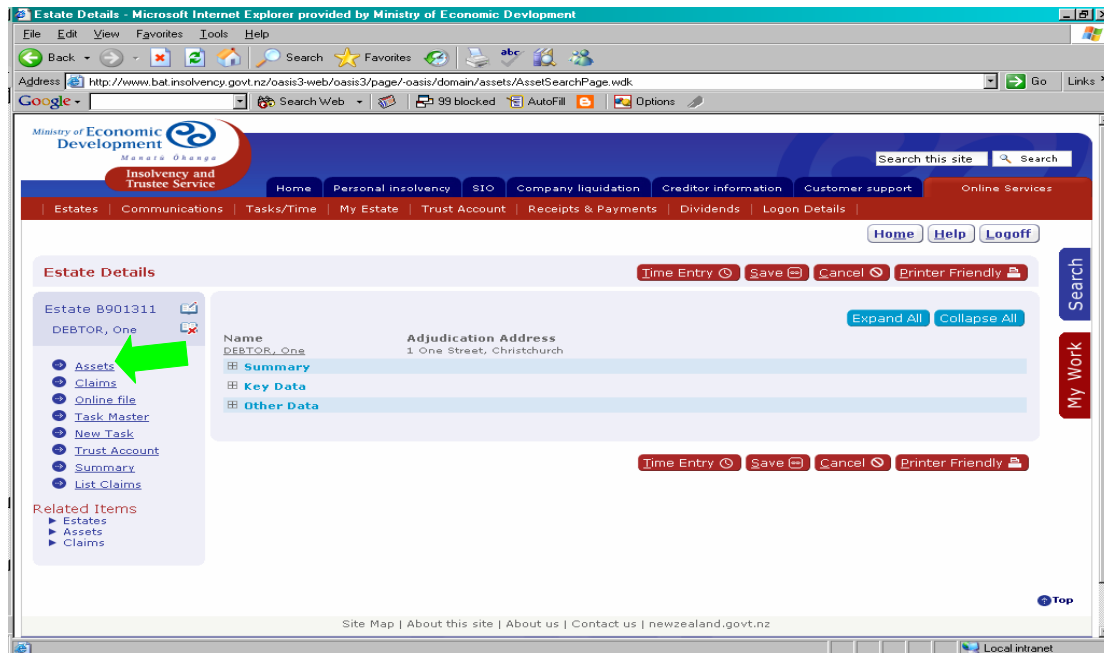
Site Map | About this site | About us | Contact us | newzealand.govt.nz

Local intranet

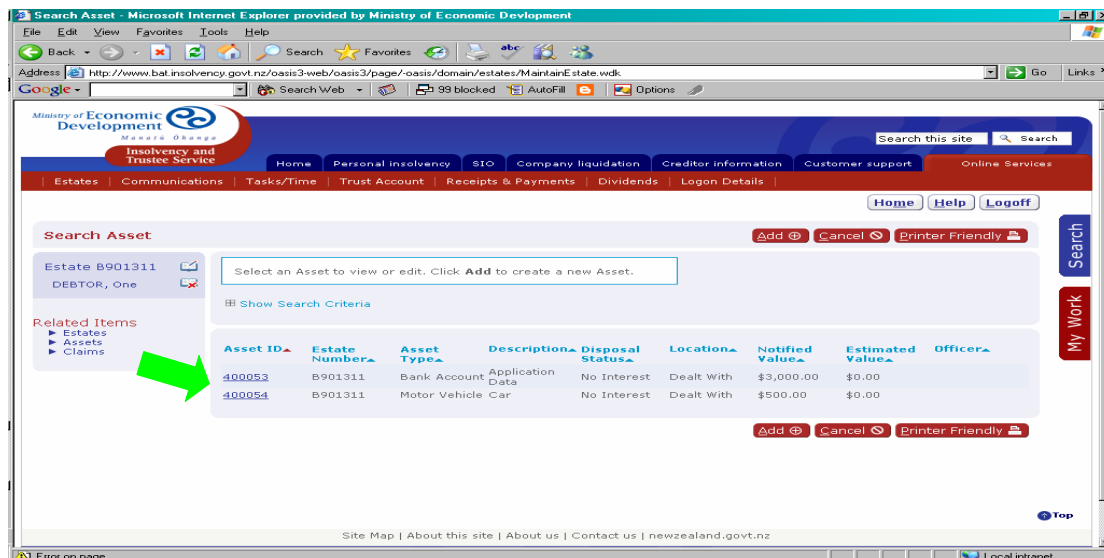
Assets

Any assets which are notified in a debtor's statement of affairs or are part of a Summary Instalment Order will be entered onto OASIS3 by the Official Assignee's staff. Supervisors can only view assets connected to a Summary Instalment Order, but not update any details on assets. If an asset is part of a Summary Instalment Order then once the asset has been realised and funds have been received into the Official Assignee's trust account the Official Assignee's staff will update the asset details.

To view assets against an estate, select 'Assets' from the options list.



You will be shown a list of assets and their current disposal status



Dealing with Claims

Creditor details will be entered onto OASIS3 by the Official Assignee's staff on receipt of the SIO application or automatically entered by the debtor completing the Insolvency Wizard when applying online.

Claims or evidence for claims received by the Official Assignee

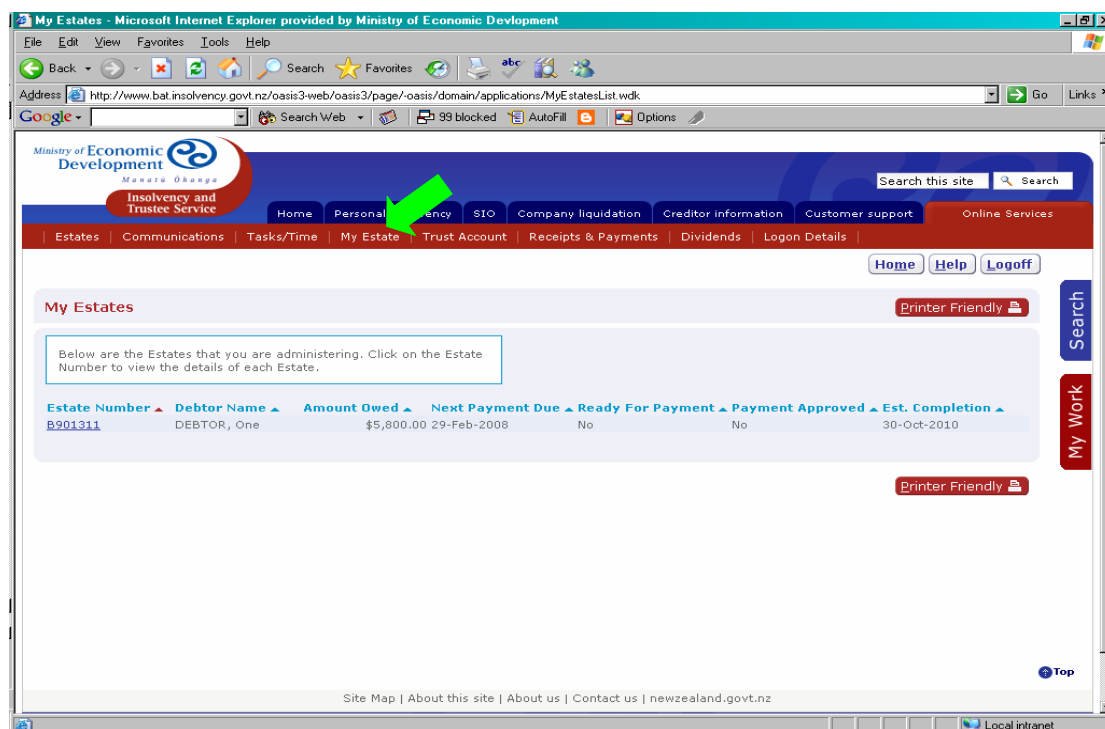
Creditors can submit their claim electronically through our website or by email/fax/post. The Official Assignee's staff will attach the claim documents (including any evidence received) to the online file. You will be able to view these documents as an attachment to each individual claim ID.

Claims/evidence received by supervisors

If you receive creditors' claims or evidence for claims these should be scanned and emailed to sio@insolvency.govt.nz or faxed to 09 919 9099. The Official Assignee's staff will attach these to the database for you. You cannot attach documents to OASIS3 directly.

Viewing Claims

To view claims entered against an estate go to 'My Estates' and select the estate number of the estate.



Select 'Claims' from the options list

Estate Details - Microsoft Internet Explorer provided by Ministry of Economic Development

Address: <http://www.bat.insolvency.govt.nz/oasis3-web/oasis3/page/-oasis/domain/applications/MyEstatesList.wdk>

Ministry of Economic Development
Manatū Ōhanga
Insolvency and Trustee Service

Search this site: Search

Home Personal insolvency SIO Company liquidation Creditor information Customer support Online Services

Estates Communications Tasks/Time My Estate Trust Account Receipts & Payments Dividends Logon Details

Home Help Logoff

Estate Details Time Entry Save Cancel Printer Friendly

Estate B901311 DEBTOR, One

Enter updated Estate details and click **Save**.

Expand All Collapse All

Assets
Claims
Online file
Task Master
New Task
Trust Account
Summary
List Claims

Related Items
Estates
Assets
Claims

Name: DEBTOR, One Adjudication Address: 1 One Street, Christchurch

Summary
Key Data
Other Data

Time Entry Save Cancel Printer Friendly

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You will be shown a list of claims entered against the estate. To view a particular claim, select the 'claim ID'

Search Claims - Microsoft Internet Explorer provided by Ministry of Economic Development

Address: <http://www.bat.insolvency.govt.nz/oasis3-web/oasis3/page/-oasis/domain/estates/MaintainEstate.wdk>

Ministry of Economic Development
Manatū Ōhanga
Insolvency and Trustee Service

Search this site: Search

Home Personal insolvency SIO Company liquidation Creditor information Customer support Online Services

Estates Communications Tasks/Time My Estate Trust Account Receipts & Payments Dividends Logon Details

Home Help Logoff

Search Claims Add Financial Summary Cancel Printer Friendly

Estate B901311 DEBTOR, One

Select a Claim to view or edit. Click **Add** to create a new Claim.

Show Search Criteria

Claim ID	Creditor	Estate Number	Claim Type	Claim Status	Notified	Claim	Admitted	Claim Source	Dividend
800135	A Credit Cards	B901311	Unsecured creditor with Potential POD		\$2,000.00			Not Received	
800136	Diners Club	B901311	Unsecured creditor with Potential POD		\$1,000.00			Not Received	
800137	American Express	B901311	Unsecured creditor with Potential POD		\$2,000.00			Not Received	
800138	CONTACT ENERGY	B901311	Unsecured creditor with Potential POD		\$800.00			Not Received	

Add Financial Summary Cancel Printer Friendly

Done, but with errors on page.

Vetting Claims

You will be shown the claim details. Any evidence received for the claim will be linked to the claim as a folio item. To view the evidence select the folio ID number.

Claim Details - Microsoft Internet Explorer provided by Ministry of Economic Development

Address: <http://www.bat.liquid.govt.nz/oasis3-web/oasis3/page/-oasis/domain/claims/SearchClaimsPage.wdk>

Google Topcat123

Case Claims
Online file
History

Related Items
Estates
Assets
Claims

Correspondence Address: 856004 A Credit Cards
5 New Zealand

Estate Details
Estate Number: B901311
Estate Name: DEBTOR, One
Paid to Date

Claim Details
Claim Type: * Unsecured creditor with POD
Trans. Code: * Dividend to unsecured creditors
Creditor's Ref:
Status: * Potential
Priority:
Notified Value: \$2,000.00
Claim Value:
Claim Source: Not Received
☐ To be advised

Comment: A Credit Cards
Reason for Change to Claim Details:

Other Links

Item	Type
☐ 901311/7	Folio

Add Folio Remove

Save Cancel Printer Friendly

Then select the attachment.

Folio Details - Microsoft Internet Explorer provided by Ministry of Economic Development

Address: <http://www.bat.liquid.govt.nz/oasis3-web/oasis3/page/-oasis/domain/claims/ClaimDetails.wdk>

Google Topcat123

Folios

Related Items
Estates
Assets
Claims

Folio Id: 901311/7
Created: 01-Nov-2007 15:42
Last Updated: 01-Nov-2007 15:42
Status: Secure
Reference: * Evidence for a Proof Of Debt
Comments: Evidence

Confidentiality Status: * Unrestricted
Protection Status: * Discoverable
Online Description: Evidence for a Proof Of Debt
Document Type: Evidence for a Proof Of Debt

Add Claim Add Asset Remove

Link
☐ 800135
Type
Claim

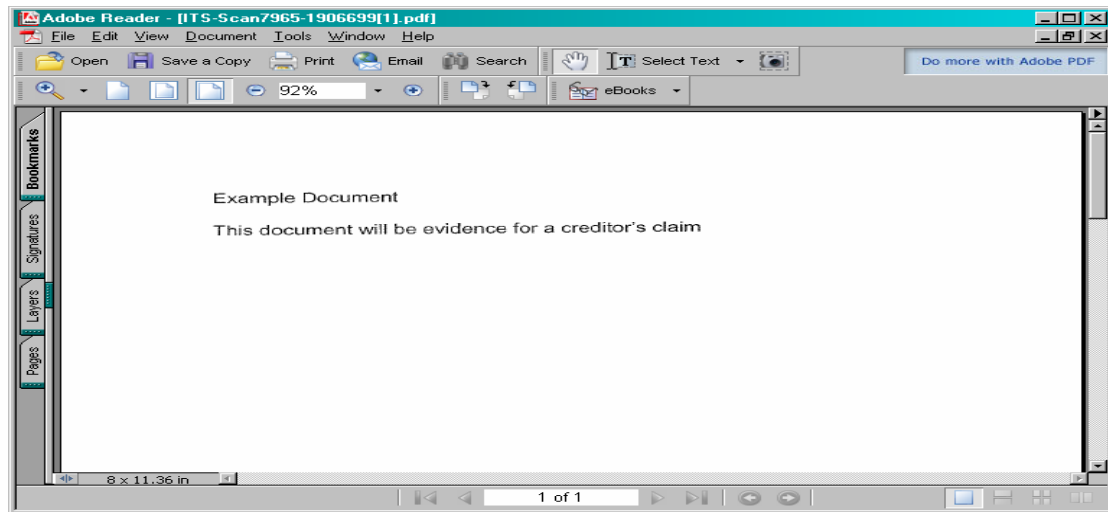
Changes to an attachment have to be saved in the original application (eg. MS Word) and the file re-uploaded to this correspondence.

Attachment	Description	Linked From
ITS-Scan7965-1906699.pdf	Evidence for a Proof Of Debt	

Barcode
Box Number
Physical Location
Destruction Date:

Save Cancel Printer Friendly

You will be then be shown the evidence for the claim.



Once you have checked the claim and evidence you can vet the claim. When a claim is received it's status will be changed from 'Potential' to 'Received' by the Official Assignee's staff and the claim value entered.

A screenshot of a web browser displaying the 'Claim Details' form. The browser's address bar shows 'http://www.bat.INSolvency.govt.nz/oasis3-web/oasis3/page/-oasis/domain/claims/ClaimDetails.wdk'. The form is titled 'Claim Details - Microsoft Internet Explorer provided by Ministry of Economic Development'. It includes a sidebar with navigation links like 'New Task', 'Case Claims', 'Online file', and 'History'. The main form area has sections for 'Estate Details' (Estate Number: B901311, Estate Name: DEBTOR, One), 'Claim Details' (Claim Type: Unsecured creditor with POD, Status: Received, Claim Value: \$2,000.00), and 'Other Links'. A green arrow points to the 'Status' dropdown menu, which is set to 'Received'. Another green arrow points to the 'Claim Value' field, which is set to '\$2,000.00'. The form also includes fields for 'Notified Value', 'Comment', and 'Reason for Change to Claim Details'. At the bottom, there are buttons for 'Save', 'Cancel', and 'Printer Friendly'.

If you choose to admit the claim you should then change the status to 'vetted' and enter the value you are admitting the claim for in the 'Admitted Value' field. Then Save.

Claim Details

Estate B901311
DEBTOR, One

Payments
Task Master
New Task
Case Claims
Online file
History

Related Items
Estates
Assets
Claims

Creditor Details

Claim ID: 800135
Creditor: [Dropdown]
Correspondence Address: 856004 A Credit Cards
5 New Zealand

Estate Details

Estate Number: B901311
Estate Name: DEBTOR, One
Paid to Date: [Dropdown]

Claim Details

Claim Type: * Unsecured creditor with POD
Trans. Code: * Dividend to unsecured creditors
Creditor's Ref: 12345678

Status: * Vetted
Priority: [Dropdown]

Notified Value: \$2,000.00
Claim Value: \$2,000.00
Admitted Value: \$2,000.00

Claim Source: Not Received

Comment: A Credit Cards

Reason for Change to Claim Details: [Text Area]

Save Cancel Printer Friendly

Expand All Collapse All

Find

Claim Details

advised

Done Local intranet

Finally change the status to 'Admitted'. Then 'Save'

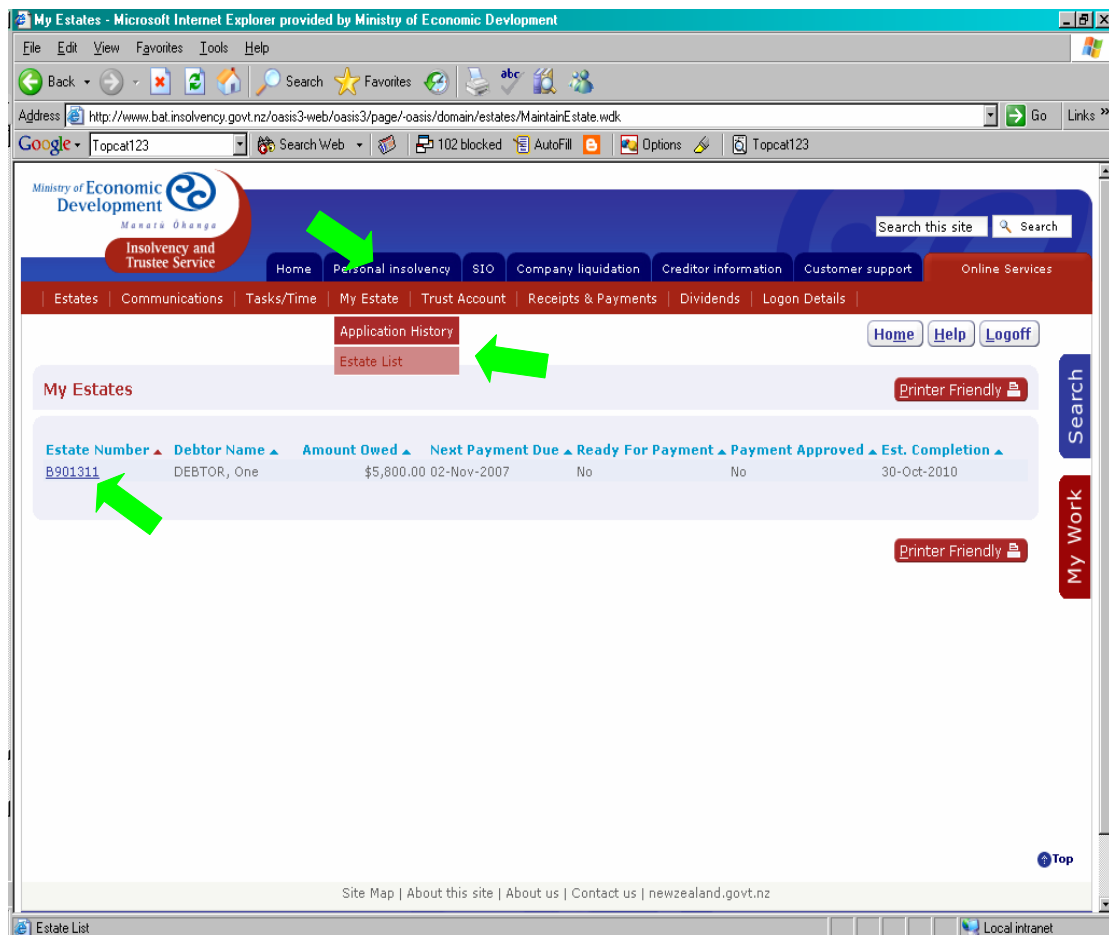
Other vetting status options are;

Rejected / Withdrawn / Duplicate / In Error / Suspended

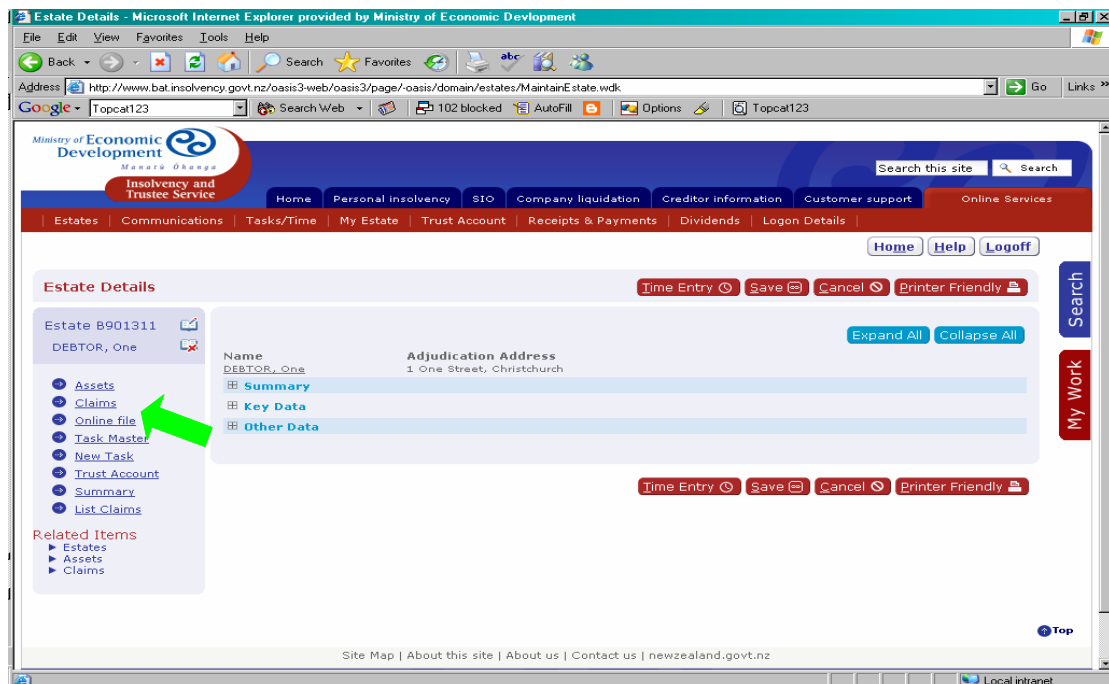
Online File

Correspondence received and correspondence created by the Official Assignee will be linked to the online file. Certain documents will be viewable to supervisors/debtors/creditors through our website, or Supervisors can view them through estate detail / online file.

To view correspondence go to My Estate / Estate List /select [hyperlink](#) of estate number.



Select Online File



You will be shown a list of correspondence for the estate. To view correspondence select **Folio ID** hyperlink.

Search Folio - Microsoft Internet Explorer provided by Ministry of Economic Development

Address: <http://www.bat.INSOLVENCY.GOV.NZ/oasis3-web/oasis3/page/-oasis/domain/communications/FolioDetailPage.wdk>

Search Web | Topcat123

Search Folio [Add] [Cancel] [Printer Friendly]

Estate B901311
DEBTOR, One

Related Items
 ▶ Estates
 ▶ Assets
 ▶ Claims

Show Search Criteria

Folio ID	Folio Description	Folio Status	Created	Updated	Sent	Document Type	Filename	Protected	Confidential
901311/1	Confirmation of Income	Secure	30-Oct-2007 09:52	30-Oct-2007 09:52				Discoverable	Unrestricted
901311/2	Application/SOA	Secure	30-Oct-2007 09:52	30-Oct-2007 09:52	30-Oct-2007	Application/SOA APPSOA		Discoverable	Unrestricted
901311/3	Application Verification	Secure	30-Oct-2007 09:53	30-Oct-2007 09:53	30-Oct-2007	Application Verification APPVER		Discoverable	Unrestricted
901311/4	Application/SOA Received (84)	Secure	30-Oct-2007 09:53	30-Oct-2007 09:53				Discoverable	Unrestricted
901311/5	SIO Supervisor Consent	Secure	30-Oct-2007 10:03	30-Oct-2007 10:03	30-Oct-2007	SIO Supervisor Consent SIOSC		Discoverable	Unrestricted
901311/6	SIO Order	Secure	30-Oct-2007 14:02	30-Oct-2007 14:02	30-Oct-2007	SIO Order SIOORD		Discoverable	Unrestricted
901311/7	Evidence for a Proof Of Debt	Secure	01-Nov-2007 15:42	01-Nov-2007 15:42		Evidence for a Proof Of Debt		Discoverable	Unrestricted

[Add] [Cancel] [Printer Friendly]

Site Map | About this site | About us | Contact us | newzealand.govt.nz

Then attachment **hyperlink**.

Folio Details - Microsoft Internet Explorer provided by Ministry of Economic Development

Address: <http://www.bat.INSOLVENCY.GOV.NZ/oasis3-web/oasis3/page/-oasis/domain/communications/SearchFolio.wdk>

Search Web | Topcat123

Folios

Related Items
 ▶ Estates
 ▶ Assets
 ▶ Claims

Folio Id 901311/7
Created 01-Nov-2007 15:42
Last Updated 01-Nov-2007 15:42
Status Secure
Reference * Evidence for a Proof Of Debt
Comments Evidence

Confidentiality Status * Unrestricted
Protection Status * Discoverable
Online Description Evidence for a Proof Of Debt
Document Type Evidence for a Proof Of Debt

[Add Claim] [Add Asset] [Remove]

Link	Type
☐ 800135	Claim

Changes to an attachment have to be saved in the original application (eg. MS Word) and the file re-uploaded to this correspondence.

Attachment	Description	Linked From
ITS-Scan7965-1906699.pdf	Evidence for a Proof Of Debt	

Barcode
 Box Number
 Physical Location
 Destruction Date

[Save] [Cancel] [Printer Friendly]

<http://www.bat.INSOLVENCY.GOV.NZ/oasis3-web/downloadDoc?dmKey=1906699>

You will be shown the attached correspondence

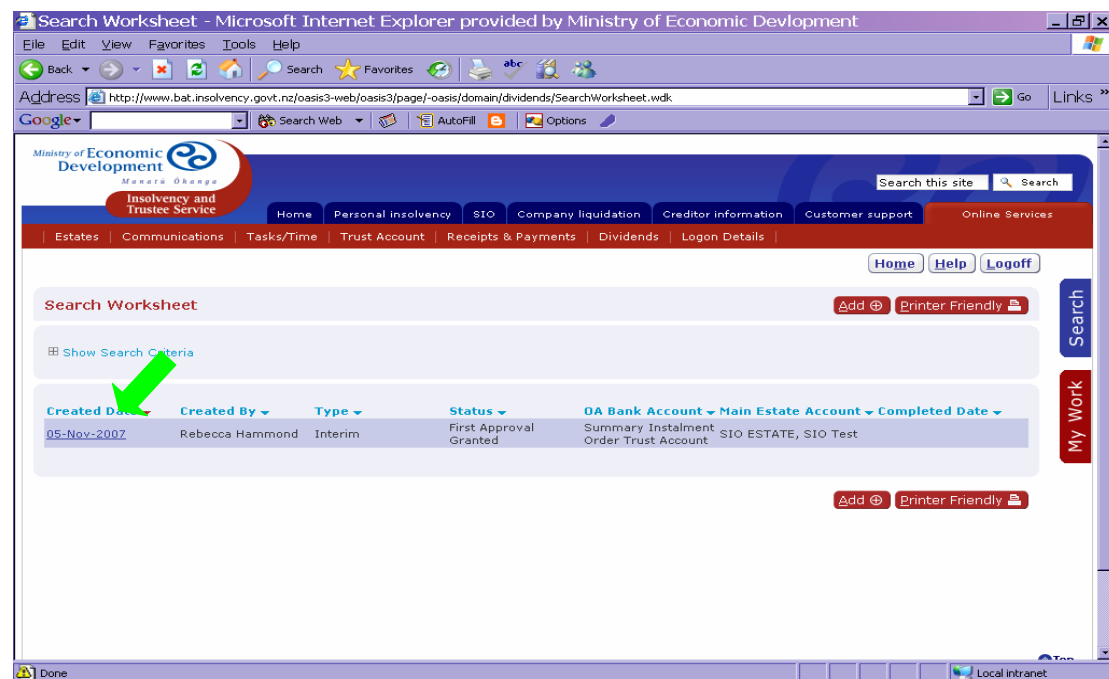
Distributions to creditors / Dividend Worksheet

Distributions to creditors will take place four monthly. The Official Assignee's staff will calculate the distribution taking into account the application fee, supervisor's commission and Official Assignee's commission. The Official Assignee's staff will check the dividend worksheet calculation before requesting that you approve the calculation and the making of the distribution. You will receive a task when you logon via your Task Master screen, which requests that you 'Approve SIO Dividend Worksheet'.

Viewing the Dividend Worksheet

From the Dividends menu, click on the **Search Worksheet** button.

Enter the estate number then click Search.



Click on the hyperlink of the estate ready for your approval, shown as First Approval Granted.

Dividend Worksheet - Microsoft Internet Explorer provided by Ministry of Economic Development

Address: http://www.bat.insolvency.govt.nz/oasis3-web/oasis3/page/-oasis/domain/dividends/DividendWorksheet.wdk

Ministry of Economic Development
Insolvency and Trustee Service

Home Personal insolvency SIO Company liquidation Creditor information Customer support Online Services

Estates Communications Tasks/Time Trust Account Receipts & Payments Dividends Logon Details

Home Help Logoff

Dividend Worksheet Delete Worksheet X Save Printer Friendly

Commission
Actual Trans
Work Trans
Online File
View Worksheet
View Statement

Estate No 904134 B SIO ESTATE, SIO Test

Worksheet ID 51002
Dividend Type Interim
Interim Amount
Interim Cents in Dollar

Worksheet Status First Approval Granted
Interim % of Available 100.0000
Interim Priority

OA Bank Account Summary Instalment Order Trust Account Batch Date 31-Oct-2007
Main Estate Account SIO ESTATE, SIO Test Accounting Period 4
Include Withheld Funds No Period Start 01-Oct-2007
Transfer Balances to Main Account Yes Period End 31-Oct-2007
Commission Account COMM Created Date 05-Nov-2007
Bank Control Account BNKCTL Created User HAMMONR

You will then need to check the following before changing the status to 'Final Approval Granted'. Select the [View Worksheet](#) hyperlink.

Check the following area's:

1. Receipts shown in the worksheet relate to the debtor and all expected receipts are shown. NB The most recent receipt may not shown.
2. Any deductions e.g. Application Fee has been taken correctly.
3. The Claims have been entered correctly and 'Admitted' for the approved amount.
4. The payment rate is the same for all claims.
5. The OA commission of 2.5% of receipts has been calculated correctly.
6. The supervisor commission of 7.5% of receipts has been calculated correctly.

By approving the dividend worksheet you are taking responsibility for the fact that the distribution is correctly calculated and the creditors are being paid the correct amounts.

Microsoft Photo Editor - page1 (5).gif

File Edit View Image Effects Tools Window Help

OA Rank: 004 Summary Instalment Order Test Dividend Type: Interim Dividend Rate (c in 0.12000
Account: \$:
Prepared By: Rebecca Hammond 07-Nov-2007 08:55 First Approval: Final Approval:
Future: Summary Instalment Order 0504124 SIO Main Account: 00 SIO ESTATE, SIO Test Commission: \$60.00
Worksheet ID: ESTATE, SIO Test
31026

Actual Transactions

Account Code: 00 SIO ESTATE, SIO Test

Balance as at: 07-Nov-2007 08:55

Available	Written Off Recoveries	Recovery in Error	Recovery	Recovery GST	Net Recovery
\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Withheld	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Funds	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00
GST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Total	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00

Batch No.	Trc Code	Claim or Payer/Payee	Priority	Admitted Value	OA GST	Paid to Status Date	Date	Rate	Amount	GST	Net
5	CSHC0N	Debs				C	24-Oct-2007		\$600.00	\$0.00	\$600.00
Account Totals:									\$600.00	\$0.00	\$600.00

Work Transactions

Account Code: COMM COMM

Projected Balances

Available	Withheld
\$0.00	\$0.00

Selection: 0.0:1293,656 W/H: 1294,657

Microsoft Photo Editor - page2 (3).gif

File Edit View Image Effects Tools Window Help

Batch No.	Trc Code	Claim or Payer/Payee	Priority	Admitted Value	OA GST	Paid to Status Date	Date	Rate	Amount	GST	Net
	SIOCOM	SIO COMMISSION				E			\$45.00	\$0.00	\$45.00
	OAREM	SIO ESTATE, SIO Test				E			\$15.00	\$0.00	\$15.00
IN Total:									\$60.00	\$0.00	\$60.00
Account Total:									\$65.00	\$0.00	\$60.00

Account Code: 00 SIO ESTATE, SIO Test

Projected Balances

Available	Withheld	Total Funds	GST	Net Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Batch No.	Trc Code	Claim or Payer/Payee	Priority	Admitted Value	OA GST	Paid to Status Date	Date	Rate	Amount	GST	Net
	DIVUNS	SIO NODDY, Noddy	410	\$4,000.00		E	31-Oct-2007	0.12000	(\$480.00)	(\$0.00)	(\$480.00)
	DIVUNS	SIO NOBODY, Nobody	410	\$500.00		E	31-Oct-2007	0.12000	(\$60.00)	(\$0.00)	(\$60.00)
	OAREM	CONDV				E	31-Oct-2007		(\$13.00)	(\$0.00)	(\$13.00)
	SIOCOMM	SIO COMMISSION				E	31-Oct-2007		(\$45.00)	(\$0.00)	(\$45.00)
OUT Total:									(\$598.00)	\$0.00	(\$600.00)
Account Total:									(\$500.00)	\$0.00	(\$600.00)
Report Total:									\$0.00	\$0.00	\$0.00

**** End of Report ****

Cursor: (475,225) Selection: 0.0:974,759 W/H: 975,760

When you are happy that the worksheet is right, change the status to 'Final Approval Granted'.

Dividend Worksheet - Microsoft Internet Explorer provided by Ministry of Economic Development

Address: http://www.bat.insolvency.govt.nz/oasis3-web/oasis3/page/-oasis/domain/dividends/DividendWorksheet.wdk

Ministry of Economic Development
Insolvency and Trustee Service

Home Personal insolvency SIO Company liquidation Creditor information Customer support Online Services

Estates Communications Tasks/Time Trust Account Receipts & Payments Dividends Logon Details

Home Help Logoff

Dividend Worksheet Delete Worksheet X Save Printer Friendly

Commission
Actual Trans
Work Trans
Online File
View Worksheet
View Statement

Estate No	904134	B SIO ESTATE, SIO Test
Worksheet ID	51002	
Dividend Type	Interim	Worksheet Status: Final Approval Granted
Interim Amount		Draft
Interim Cents in Dollar		Final Approval Granted
		First Approval Granted
		Ready for Approval
OA Bank Account	Summary Instalment Order Trust Account	Batch Date: 31-Oct-2007
Main Estate Account	SIO ESTATE, SIO Test	Accounting Period: 4
Include Withheld Funds	No	Period Start: 01-Oct-2007
Transfer Balances to Main Account	Yes	Period End: 31-Oct-2007
Commission Account	COMM	Created Date: 05-Nov-2007
Bank Control Account	BNKCTL	Created User: HAMMONR

Done Local intranet

Click on **Save** and a task will be sent back to Official Assignee's staff to process the dividend payments. Once the payments have been made, you will be able to track that the dividends have been processed through the My Estates screens, and the website.

Insolvency Wizard – debtors filing applications online

Debtors can file for any of our insolvency applications through the website and our Insolvency Wizard. The Wizard is available from our home page, the debtor needs to have created a user account to logon to the website and use the Insolvency Wizard.

