



Department of  
**Enterprise, Trade  
and Investment**  
[www.detini.gov.uk](http://www.detini.gov.uk)

# **Insolvency Service**

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## **Guidance**

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# **In Debt?**

# **Dealing with your Creditors**

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September 2011

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## CONTENT HIGHLIGHTS

Before you read this guide in detail, you may find it helpful to look at the table on Pages 8 and 9 which gives a summary of the main features of each option.

The following explanations may help you to decide which parts of the guide deal with the option that you want :

- If you want to contact your **creditors and negotiate an agreement to repay all or some of your debts**, please turn to page 10.
- If you are thinking of **applying for a loan to reorganise or clear your debts**, please turn to page 12.
- If you want an **organisation to negotiate with your creditors on your behalf, and you can make payments to clear your debts**, please turn to page 14.
- If you want to **pay back your creditors in full by making a monthly payment to the Enforcement of Judgements Office**, please turn to page 16.
- If you want **an insolvency practitioner to negotiate with your creditors and you have assets or income that you can use to reduce your debts**, please turn to page 18.
- If you **are on a low income and don't have many assets and want to have debt relief without going to court**, please turn to page 20.
- If none of the above options are suitable for you, and **you are considering bankruptcy**, please turn to page 22.

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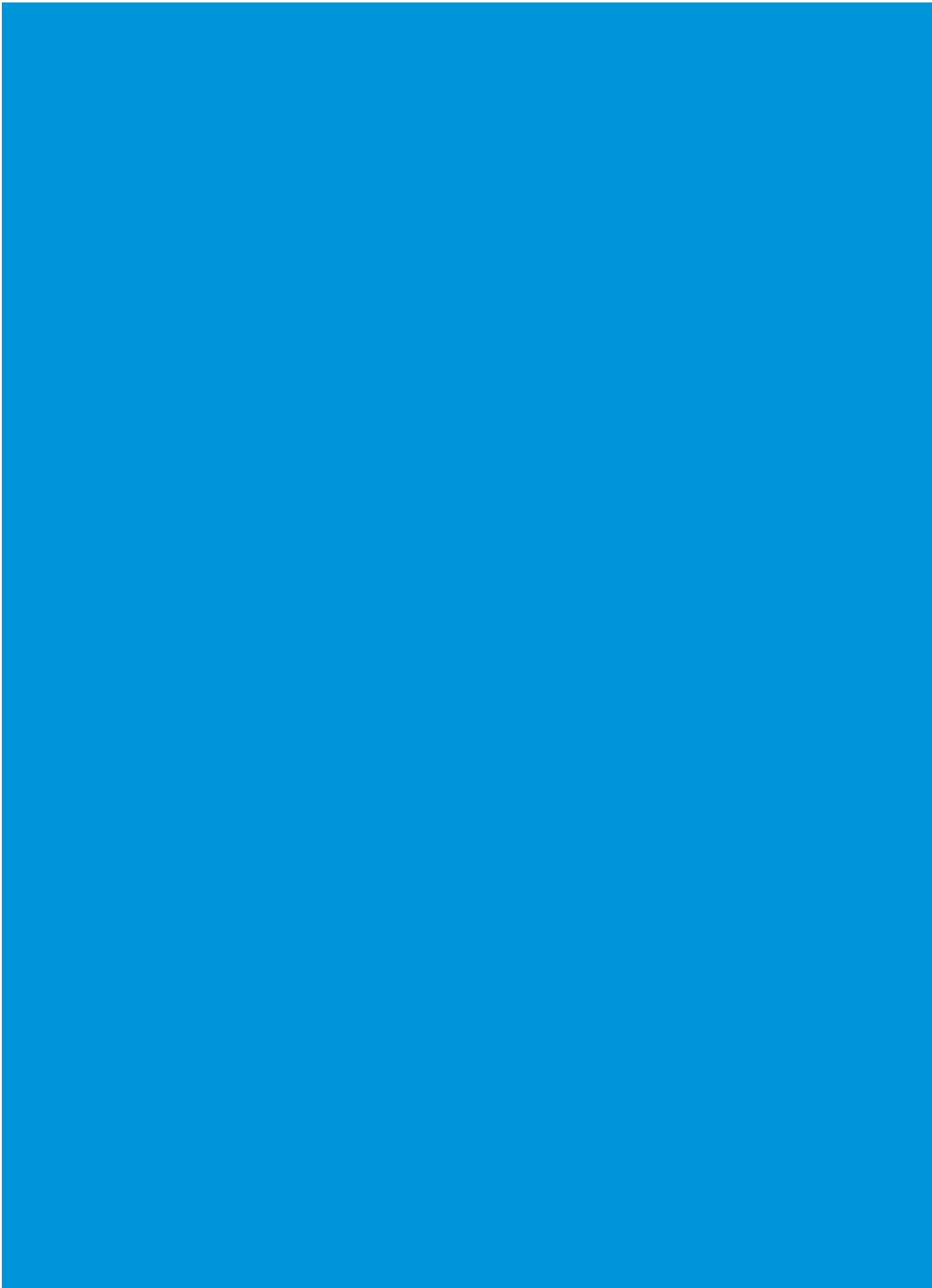
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This document is also available in an accessible format if required i.e. Braille, large print, audio cassette or in a minority ethnic language

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# Introduction

If you have debt problems there are various options for helping you make arrangements involving your creditors. This guide explains these options, how they work and some of the pros and cons of each. The guide can help you with personal or business debts, or both.

Do not use the guide as a substitute for getting independent expert advice on which option is best for you. Always seek independent advice early. The worst thing when you have money troubles is to do nothing and to hope the problem will go away.

## **THIS GUIDE:**

- summarises the key features of each of the main ways of dealing with debt;
- sets out how each of them works; and explains the pros and cons of each.

## **WHAT TO CONSIDER WHEN DECIDING WHICH OPTION IS BEST FOR YOU**

- Does it free you (when completed) from all or part of your debts so that your creditors will have no further claim against you?
- Is it binding on all your creditors? In other words, does it protect you from further recovery action or extra charges (or both) by your creditors during the procedure?
- How long will it last?
- Will it affect your employment?
- Will it affect your credit rating?
- Will your home be at risk?
- If you have to pay a fee, it may come out of payments you make to your creditors, or you may have to pay it separately, before or after the option you choose is put in place.

- Some of the options will involve you putting certain types of debt (called 'priority debts') before others. It may be difficult or impossible to negotiate reduced payments or write-offs for the other debts. Priority debts are, for example, utilities, rent, court fines, council tax, maintenance payments and income tax.
- Are you confident you can keep up the repayments to your creditors, for the time required, under the option you are considering?

**WHATEVER OPTION YOU CHOOSE, THE FOLLOWING POINTS APPLY**

- None of the options can affect the rights of secured creditors, for example a bank or building society that has a mortgage or legal charge\* over your home. They continue to have the right to take possession of your home if you don't keep up your payments.
- Most debts involving credit and loans are unsecured, for example, credit and store cards and bank overdrafts. This means that if you don't pay the debt, the creditor is not automatically entitled to take something of yours, such as your home. However, in some circumstances they may go to court if you fall behind with your payments. If they then get a court judgment, they may be able to ask the court to secure the debt on your home through a charging order.
- All these options may affect your credit rating and will show up on your credit record.
- Using any of the options to help with your debt may occasionally affect your employment. Under the terms of your employment, you may have to inform your employer about it.

\* Having a charge on your home means that if you don't repay the debt, the creditor has a claim on the proceeds if the property is sold. In some circumstances, you may be able to get help from a charity or trust fund to pay off some types of urgent debt. However, this is unlikely to be the answer to the whole problem – charities are unlikely to help with large credit-card and similar debts. To get this kind of help, you will normally have to fill in a detailed application form or find an advice agency to apply for you.

### **WHAT IS YOUR BEST OPTION?**

The best option for you will depend on your own and your family's circumstances and future prospects, and on your own preferences. What you decide to do will also depend on how much you owe and how much you can repay from your income or your assets, after paying your own and your family's basic expenses.

Be prepared to give all the details of your debts and your finances to whoever you seek advice from, and to your creditors. It is essential you give them the complete picture. When making any offer to your creditors, be realistic about your income and spending. If you need help with making an assessment of your basic household and personal spending when putting your case to your creditors, many debt-advice and other organisations can give free advice and guidance.

The following pages set out the pros and cons of each option for dealing with your debts.

## Main features of each option

	<b>Negotiated agreement with creditors</b>	<b>Debt reorganization/consolidation loan</b>	<b>Debt Management Plan (DMP)</b>
<i>Automatically free of the debt?</i>	No	No	No
<i>Automatically binding on all unsecured creditors?</i>	No	Only on creditors paid in full	Only on creditors paid in full
<i>Automatic protection from action by unsecured creditors</i>	No	Only from creditors paid in full	No
<i>Protection from action by secured creditors?</i>	No	No	No
<i>Length of time?</i>	No fixed time	No fixed time	No fixed time
<i>Effect on employment?</i>	Probably none	Probably none	Probably none
<i>Home at risk?</i>	No, but you need to keep up mortgage/rent payments	No, but you need to keep up mortgage/rent payments, which may be more difficult unless you take out a secured loan	No, but you need to keep up mortgage/rent payments
<i>Minimum or maximum amount owed?</i>	No	No	None
<i>What types of unsecured debts are allowed?</i>	Any	Any	Any
<i>Credit rating affected?</i>	Yes	Possibly	Yes



## Main features of each option - continued

	<b>Enforcement of Judgments Office Administration Order (EJOAO)</b>	<b>Individual Voluntary Arrangement (IVA)</b>	<b>Debt Relief Order (DRO)</b>	<b>Bankruptcy</b>
<i>Automatically free of the debt?</i>	No, unless the EJO makes an order for this	Yes, when you have completed the terms of the IVA	Yes, debts are 'discharged' at the end of the 12 months, subject to certain exceptions. But you still have to pay debts that are not allowed in a DRO, listed later	Yes, when you are 'discharged' subject to certain exceptions, listed later. But you will still have to pay debts that are not allowed in bankruptcy, listed later.
<i>Automatically binding on all unsecured creditors?</i>	Yes	Yes, if accepted by creditors owed more than 75% of your unsecured debts who vote on your proposal	Yes, but only on creditors included in your application form	Yes
<i>Automatic protection from action by unsecured creditors</i>	Yes	Yes	Yes	Yes
<i>Protection from action by secured creditors?</i>	No	No	No	No
<i>Length of time?</i>	Until last payment made	Usually up to 5 years	Usually 1 year	Usually 1 year but your may have to make payments from your income for up to 3 years
<i>Effect on employment?</i>	Probably none	Possibly	Possibly	Possibly
<i>Home at risk?</i>	No, but you need to keep up mortgage/rent payments	Can be avoided if you can raise an amount equal to your share of the net worth of your home, for example by remortgaging or getting a loan from a relative	No, homeowners will not qualify for a DRO	May be avoided if your spouse/partner or a relative can buy your share of the net worth of your home
<i>Minimum or maximum amount owed?</i>	Anything up to £5,000. You must have at least 1 judgment debt	None	Maximum amount owed in total is £15,000, subject to exceptions (see later)	No minimum if it is your own petition (£750 if the petition is by a creditor)
<i>What types of unsecured debts are allowed?</i>	Any	Any, but in practice debts excluded in bankruptcy are usually excluded from IVAs	Any, with certain exceptions, such as fines, student loans and maintenance payments	Any, with certain exceptions, such as fines, student loans and maintenance payments
<i>Credit rating affected?</i>	Yes	Yes	Yes	Yes

# Options explained

## NEGOTIATED AGREEMENT WITH CREDITORS

### How it works

You contact your creditors and negotiate an agreement to repay all or some of the debts.

Negotiated agreements may involve either or both of these:

- 1 payments from your income
- 2 payments from lump sums you receive, for example from an inheritance or from relatives.

Your creditors may be prepared, at the start or later, to agree to write off part of what you owe them. If they do so, they should confirm this agreement in writing.

**1 Payments from income:** you need to work out how much you can afford to repay, after allowing for your essential household and personal spending such as mortgage or rent, heating, utilities, and housekeeping. You should offer to share any extra income among all your creditors, based on the amounts you owe them. This means that all your creditors are offered their share of what you can afford. You should also ask your creditors to freeze any interest or charges. Your creditors will expect you to give them regular updates of your income and expenditure so that they can see whether you can increase your payments.

**2 Payments from lump sums:** you may make payments towards your debts from a lump sum you receive and which your creditors may agree to accept in settlement of what you owe – that is, they agree to write off the balance they are owed. However, if you do have extra income after paying your everyday expenses, they may expect you to make at least some payments from that as well.

If you can't make payments temporarily, for example because of a short-term illness, creditors may agree to accept no payments or token payments of say £1 a month, but only for a limited period.

## Negotiated agreement with creditors

### Pros

- Fair and open way of sharing payments, widely understood by creditors.
- You can ask if you can reduce your payments if your situation gets worse or you face unexpected essential spending
- You do not need an advice agency to negotiate these payments for you. You can do it yourself or ask an advice agency for help with drawing up your personal budget sheet and make offers to your creditors based on this.
- Creditors may be prepared to write off the balance of what you owe after a period of time if:
  - You have shown that you have made every effort to pay them back as much as much as you can, and
- You have maintained regular payments to them.

### Cons

- Creditors may refuse to agree with what you propose (but it's always worth asking them to reconsider) although they can't refuse any payments you make to them.
- Creditors may refuse to freeze interest or charges (but it's worth asking them to reconsider).
- If you can only afford small payments, they may not be enough even to cover interest or charges and your debts will increase.
- Creditors may refuse your proposal unless it's made through an advice agency, which will have independently reviewed your circumstances. You can complain to the Office of Fair Trading if this happens.
- You remain liable to pay the full amount of your debts, although you may be able to persuade your creditors to agree to write off part, or even all of it, depending on your circumstances.
- Creditors could still take action against you, for example by getting a court judgment and then an order that creates a charge on your home, unless they have specifically agreed not to do so in return for the payments made under the informal arrangement.
- You are responsible for administering all the payments yourself and keeping creditors informed of your circumstances.

# Options explained

## **DEBT REORGANISATION OR CONSOLIDATION LOAN**

### **How it works**

You apply to a lender for a loan to reorganise, or clear your debts. These loans are often advertised as 'consolidation loans'. This means you swap some or all of your creditors for just one creditor. If you own your home, the lender will probably want to take a charge\* on it. You should seek independent advice about whether this would be in your best interests. You should shop around for the best deal from high street and internet lenders. If you have a poor credit rating, you may not be able to get loans on the best terms.

A consolidation loan will only help if:

- it is used to pay some or all of your existing debts
- the repayments on the new loan are no more than those you are already making towards your existing debts, and you can afford to make them.

Otherwise, the new loan will simply add to your debt burden and make your problems worse. You will also need to look very carefully at how long the loan will take to repay; what interest you are going to have to pay compared with what you are currently charged; and what charges or penalties there are, for example for late payments.

\*Having a charge on your home means that if you don't repay the debt, the creditor has a claim on the proceeds if the property is sold.

## Debt reorganisation or consolidation loan

### Pros

- You will be making one monthly payment on one loan rather than many payments to different creditors.
- Your monthly payments may be lower, or at least should not be any higher.

### Cons

- You may have to pay fees for arranging the loan. Always ask for full written details of all fees.
- If you have a poor credit rating, you may not be able to get a loan or you may be offered poor terms and conditions, for example a high interest rate.
- If the loan is secured on your house or other asset, then it could be taken from you (repossessed) if you do not keep up the payments.
- Interest rates often change over the loan period, making it difficult to work out what the total cost of the loan will be – check if the interest rate is fixed or variable.
- Consolidation loans are often offered over a longer period of time than your original debts. This means that even if the interest seems reasonable, the length of time you have to repay it can increase the overall cost of the loan significantly, so you end up paying more.
- If you don't clear all your existing borrowing, the new loan is likely to make your debt problems worse and make it more difficult for you to make all your repayments.

# Options explained

## **DEBT MANAGEMENT PLAN (DMP)**

### **How it works**

You go to a debt management company who will negotiate with your creditors and manage your payments to them. The arrangement the company negotiates for you with your creditors is called a debt management plan (DMP).

Your creditors will want details of your assets, including your home, if you own it. This helps them decide whether the offer you make through the debt management company is reasonable or whether they expect any of your assets to be sold so that they get a larger payment.

The individual or company you choose to manage your plan must be licensed and regulated under consumer-credit law. Some will not charge you a direct fee for their services, but will get it from the creditors, for example out of the payments you to make to them. Others may make an initial charge for preparing, negotiating and administering your plan and then take the rest from your monthly payments.

In either case, before it asks you to sign up for a DMP, the company should give you details of the fees it wants to charge you, and how you must pay them.

A plan can last for 5 years or more, depending on how much you owe and what you can pay each month or quarter. Your debt management company should give you an estimate of how long the plan will last. They should also review the plan every year, and creditors will expect to be given regular updates of your income and spending so they can see whether you can increase your payments.

## Debt management plan (DMP)

### Pros

- Fair and open way of sharing payments, widely understood by creditors.
- The debt management company will help you prepare your plan, including agreeing the level of your household and personal spending based on guidelines, which can then be used to put your case to the creditors.
- The debt management company will negotiate with creditors on your behalf, so offers are more likely to be accepted and interest frozen than if you try to do this yourself.
- You may be able to vary your payments if your circumstances change.
- You make single payments each month or quarter to the debt management company, which is responsible for administering all payments to your creditors.
- Any monthly payment you make should be passed on to creditors within 5 working days.
- Some debt management companies do not charge you a fee.
- Creditors may be prepared to write off the balance of what you owe after a period of time if:
  - you have shown that you have made every effort to repay them as much as you can; and
  - you have maintained regular payments to the debt management company.

### Cons

- The debt management company can't force creditors to accept your proposal or freeze interest. A plan is not binding on creditors who refuse to take part in it, but they can't refuse to accept any payments made to them.
- You remain liable to pay your debts until they are paid in full.
- Creditors could still take enforcement action against you, for example by getting a county court judgment and then an order, which creates a charge on your home\*, even if you are keeping up your payments under the plan, unless they agree not to do so.
- You may not be able to make reduced offers if your circumstances worsen and you can no longer afford your agreed monthly payments.
- A plan can last for several years. However, some creditors may be prepared to freeze interest for only a shorter time. If interest and charges cannot be frozen for the full length of the plan, then the total amount you end up paying under the plan could be more than the original amount of your debts, and could extend the lifetime of the plan.

\* Having a charge on your home means that if you don't repay the debt, the creditor has a claim on the proceeds if the property is sold.

# Options explained

## **ENFORCEMENT OF JUDGMENTS OFFICE ADMINISTRATION ORDER (EJOAO)**

### **How it works**

You can ask the EJO to make an administration order if:

- you owe no more than £5,000; and
- you have a court judgment entered against you by one of your creditors that you can't pay in full.

Under the order, you must make weekly, monthly or quarterly payments from your income to the EJO, which shares them among your creditors, in proportion to the amounts you owe them.

If you don't keep up the payments, the EJO may make an attachment of earnings order. This is sent to your employer, directing them to deduct amounts from your wages and pay them to the EJO for sharing among your creditors.



## **Enforcement of Judgments Office Administration Order (EJOAO)**

### **Pros**

- None of the creditors listed on the administration order application can take further action against you without the EJO's permission.
- The EJO deals with the creditors and shares out the payments for you.
- Interest and other charges are stopped.
- There is no upfront fee – the EJO takes 10p of every £1 you repay.
- If your circumstances worsen, you can apply to the EJO to make reduced payments.
- You may be able to continue running any business you have.

### **Cons**

- Creditors can put objections to the EJO and ask to be left out of the order. The EJO need not agree to this.
- If you don't keep up your payments, the order can be revoked (withdrawn) and the creditors can pursue you again.
- If the EJO makes an attachment of earnings order, your employer will find out about your money troubles.

# Options explained

## **INDIVIDUAL VOLUNTARY ARRANGEMENT (IVA)**

### **How it works**

You go to an insolvency practitioner who will prepare, negotiate and administer an arrangement for you to voluntarily repay your creditors. This may be done by using your spare income, a lump sum or other assets that you own.

If you have surplus income after meeting your essential household and personal expenses or have assets that can be used to pay your creditors or have access to a lump sum, for example from a relative, you may then consider entering into an Individual Voluntary Arrangement (IVA). Doing this will protect you from recovery action that your unsecured creditors may take, and will usually involve your creditors writing off part of what you owe them. A proposal for an IVA will only be approved where enough creditors vote in favour of it.

The person you choose to supervise your IVA must be licensed and regulated under insolvency law as an insolvency practitioner.

The insolvency practitioner will charge fees for preparing, negotiating and administering your IVA. Before the practitioner asks you to sign up to an IVA, they should give you details of the fees they want to charge you and how these must be paid – whether as a lump sum or from the payments you make into the IVA.

## Individual Voluntary Arrangement (IVA)

### Pros

- Creditors who vote against your proposal are still bound by it.
- Creditors whose lending is unsecured can't take any further action.
- Interest is usually frozen as long as you keep up your payments.
- Your insolvency practitioner will help you prepare your proposal, including agreeing the level of your household and personal spending based on guidelines acceptable to creditors.
- Many insolvency practitioners will allow you to pay their fees for preparing your proposal monthly, as part of the IVA.
- You make only a single payment each month or quarter. Your insolvency practitioner is responsible for administering and distributing your payments.
- The terms of an IVA will usually enable you or your spouse or partner or a relative to make arrangements to buy your share of the net worth of your home or to make extra payments, rather than the home having to be sold. This may be done through a remortgage or a loan. (Net worth means its value after any debts secured on it have been paid.)
- On completion of the IVA, the balance of what you owe your creditors is written off.
- You may be able to continue running any business you have.

### Cons

- Your IVA is entered on a public register.
- The insolvency practitioner may require payment in advance for preparing your proposal and getting your creditors' agreement.
- If there is some equity (value) in your home after taking account of the mortgage(s) on it, you will probably have to pay for your share, usually in the fifth year of your IVA, by remortgaging the property. If you can't get a remortgage, you may have to continue making monthly or quarterly payments from your income, for up to another year.
- If your circumstances change, and your practitioner can't get creditors to accept amended terms, the IVA is likely to fail. You will then still owe your creditors the full amount of what you owed them at the start, less whatever has been paid to them under your IVA.
- If your IVA fails, you may be made bankrupt.

# Options explained

## **DEBT RELIEF ORDER (DRO)**

### **How it works**

You should first seek debt advice, and if a DRO is considered suitable, you will be referred to an approved intermediary\*. They will check that your situation fulfils the criteria and will help you complete the online form, and submit it for you to a government official called the Official Receiver. The Official Receiver then makes the order, if appropriate.

### **To get a DRO:**

- your debts must not exceed £15,000;
- your assets must not exceed £300 (certain assets do not count, for example clothing, furniture and a vehicle worth less than £1,000); and
- your surplus income must not exceed £50 a month after paying your essential personal and household spending.

A DRO will last for 1 year, and once your DRO has ended you are released from your debts (with certain exceptions).

\*An approved intermediary is someone who has been approved by a competent authority chosen by the government.

## Debt Relief Order (DRO)

### Pros

- Your debts will be written off at the end of the DRO. There are a few exceptions, as explained opposite.
- None of the creditors listed in the DRO application can take further action against you without the Court's permission.
- It allows you to make a fresh start after 1 year.
- The fee (£90) is affordable but must be paid before the application can be made.
- You will keep your assets and a vehicle as detailed above.
- The approved intermediary ensures that you are given appropriate advice and that you fit the criteria for a DRO.

### Cons

- Your DRO is entered on a public register.
- You can't have a DRO if you have an existing bankruptcy order, an IVA, are subject to bankruptcy restrictions, or you have had a DRO in the last 6 years.
- You won't be able to have a DRO if you own a house, even if it has no equity (value).
- You will remain liable to pay certain debts – in particular student loans, fines and some debts arising from family proceedings.
- Your employment may be affected.
- Your DRO could be revoked (withdrawn) if you don't co-operate with the Official Receiver during the year your DRO is in force.
- You can't act as a director of a company or be involved in its management unless the Court agrees.
- You will be committing an offence if you get credit of £500 or more without disclosing that you are subject to a DRO.
- You may have a debt relief restrictions order\* made against you for 2 to 15 years if you acted irresponsibly, recklessly or dishonestly.

\* An order which the Official Receiver may apply for that will place restrictions similar to those in force while subject to a DRO.

# Options explained

## **BANKRUPTCY**

### **How it works**

Bankruptcy is a formal court procedure which you can start or which one or more of your creditors owed at least £750 can start. Your assets (with certain exceptions) are sold to help pay your creditors.

However, you can usually keep your personal belongings, the contents of your home and your tools of trade (which may include your car) unless they have a high value.

If you have surplus income after meeting your essential household and personal expenses, you will have to make payments out of your income for up to 3 years.

Your assets and income are dealt with by a licensed and regulated insolvency practitioner or by a government official called the Official Receiver.

Bankruptcy usually lasts for 1 year, and once you have been freed (discharged) from your bankruptcy, you are released from your debts (with certain exceptions).

## Bankruptcy

### Pros

- Debts are written off, with certain exceptions explained opposite.
- Creditors can't take further action unless the debts are secured on your home or other property.
- It allows you to make a fresh start after only a year.
- You may be able to avoid having to sell your home if your spouse, partner or a relative can buy your share of its value after any debts secured on it have been paid.

### Cons

- Your bankruptcy is entered on a public register and is advertised.
- If you apply to the Court for your own bankruptcy, you will have to pay a court fee and deposit totaling £460.
- You will remain liable to pay certain debts – in particular student loans, fines and some debts arising from family proceedings.
- Any business you have will almost certainly be closed down.
- Your employment may be affected.
- Certain professionals are barred from practising if they are made bankrupt.
- You can't act as a director of a company or be involved in its management unless the Court agrees.
- You will be committing an offence if you get credit of £500 or more without disclosing that you are bankrupt.
- You may have a bankruptcy restrictions order\* made against you for 2 to 15 years if you acted irresponsibly, recklessly or dishonestly.

\* An order which the Official Receiver may apply for that will place restrictions similar to those in force while a person is bankrupt.

# Further Information

Other guides can help you in dealing with your finances generally, for example the nidirect website which you can access by following this link:

<http://www.nidirect.gov.uk/index/information-and-services/money-tax-and-benefits.htm>

## **Government funded advice agencies:**

### **Citizens Advice**

Helpline: 0844 855 2104

To find your local CAB office go to their website at

<http://www.citizensadvice.co.uk>

### **Advice NI**

Telephone: 028 9064 6919: or to find a list of advice centres go to their website at: -

<http://www.advice.net>

### **Advice4DebtNI**

Helpline: 0800 917 4607

Website: <http://www.advice4debtNI>

### **Insolvency Service**

The Insolvency Service is the government agency responsible for administering the insolvency system in Northern Ireland, including bankruptcy. The Insolvency Service cannot provide legal or financial advice on individual cases but can give more information about the options listed here. Its website gives access to a range of leaflets.

You can also search on the Insolvency Service website for an Insolvency Practitioner to deal with your situation

<http://www.insolvencyservicedetini.gov.uk>

Insolvency enquiry line: 028 9025 1441

Opening hours: Monday–Friday 9am–5pm (except bank holidays)

Website: [www.insolvencyservicedetini.gov.uk](http://www.insolvencyservicedetini.gov.uk)

Other organisations also offer insolvency advice and debt counseling but beware of uninvited approaches by post or telephone.

This guide is aimed at you if you live in Northern Ireland. Options differ slightly in England, Wales or Scotland.

If you live in England or Wales, you could contact the Insolvency Service there.

The insolvency enquiry line for England and Wales is: 0845 602 9848

Website: [www.insolvency.gsi.gov.uk](http://www.insolvency.gsi.gov.uk)

If you live in Scotland, you could contact:

Citizens Advice Scotland

Helpline 0131 550 1000

Website: [www.cas.org.uk](http://www.cas.org.uk)

This booklet provides general information only. Every effort has been made to ensure that the information is accurate, but it is not a full and authoritative statement of the law and you should not rely on it as such. The Insolvency Service cannot accept any responsibility for any errors or omissions as a result of negligence or otherwise.





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**Insolvency  
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