



DEBT RECOVERY PROCESS

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INSIGHT

- Debt Recovery Unit
 - Process
 - Bankruptcy Proceedings
 - Focal Points

DEBT RECOVERY UNIT

- One of the units under Civil Division
- Main task is to assist in debt recovery on behalf of Ministries and Government Departments including litigation and bankruptcy matters

Debt Recovery Process – Pre Court

ID refers matter to AGC after efforts on their end prove unsuccessful



AGC issues a Letter of Demand (LOD)



IDs to inform AGC if payment has been made



- Current address of debtor (BruHIMS)
- Death certificate/ Letters of Administration
- Breakdown of debt

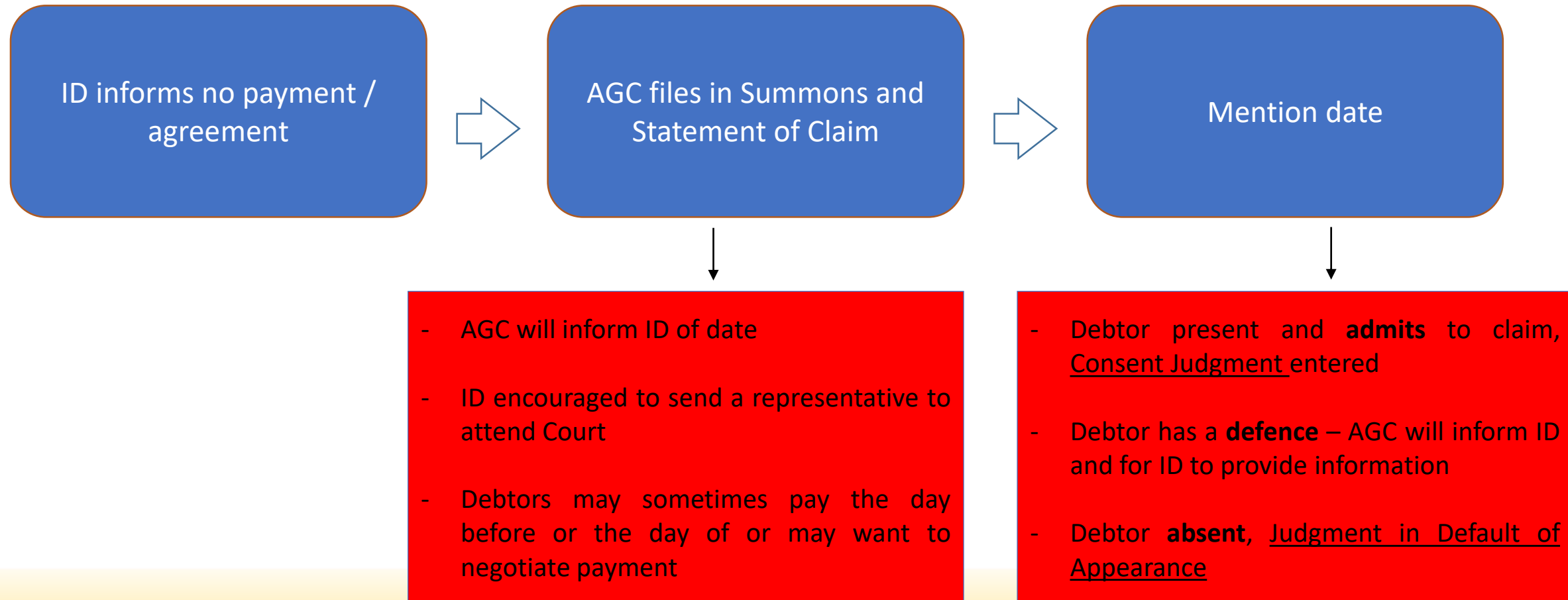


30 days for debtor to pay from date of letter

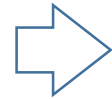


- a) Part payment/ installments – Letter of Undertaking
- a) Full payment

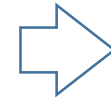
Debt Recovery Process - Court



ID informs no payment /
agreement



AGC files in Summons and
Statement of Claim



Mention date



- AGC will inform ID of date
- ID encouraged to send a representative to attend Court
- Debtors may sometimes pay the day before or the day of or may want to negotiate payment



- Debtor present and **admits** to claim, Consent Judgment entered
- Debtor has a **defence** – AGC will inform ID and for ID to provide information
- Debtor **absent**, Judgment in Default of Appearance

Debt Recovery Process - Judgment

- Once Judgment has been given by the Court, AGC will inform ID and extend a copy of the Judgment
- Should the debtor default in payment, ID to inform AGC and AGC will file in Judgment Debtor Summons
- ID to inform AGC each time payment is made until the debt is settled

Bankruptcy Proceedings

- If the debtor is bankrupt, AGC will have to put on hold the court case and seek recovery of the debt via bankruptcy proceedings
- IDs will be informed of this and are asked to fill in a General Proxy and Proof of Debt
- AGC will notify IDs when there is a cheque ready for collection. ID will need to authorize AGC to collect the cheque on their behalf

Focal Points

- DRU comprises of 6 officers
- We have assigned officers for each ministry. This is to help foster ease of communication as well as a focal point to direct questions to

Hjh Emeraldalda, Ali Amani and Dk Nafizah - MOHA

Kamilah Mohamad and Dayana Sunadi - MOFE

Karen Tan



Thank You

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QUESTION AND ANSWER SESSION