

STATEMENT OF AFFAIRS

Name: ¹		Date:	
Customer Reference Nr. / Loan ID(s):			

ASSETS & LIABILITIES (Property) (all figures €)

Asset No. <i>(include full details in table below)</i>	Asset Type ² <i>(e.g. Commercial Investment Property / Buy to Let etc.)</i>	Bank / Lender ³	Owner-ship % ⁴	Loan Status ⁵	Value ⁶	Value Date & Value Basis ⁷ <i>(PV / QV / EMV)</i>	Current Debt ⁸	Net Equity ⁹	Annual Income ¹⁰	Annual Holding Costs ¹¹	Annual Surplus Income ¹²	Annual Interest ¹³	Monthly Repayments ¹⁴	
													Scheduled	Actual
1	Primary Residence													
2														
3														
4														
5														
6														
Subtotal														

PROPERTY DETAILS

Asset No.	Asset Location ¹⁵	Asset Details ¹⁶	Joint Ownership Details ¹⁷	Date of Purchase ¹⁸	For Sale ¹⁹
1					
2					
3					
4					
5					
6					

ASSETS & LIABILITIES (Non-Property) (including Tax & Overdrafts)

Asset / Liability No.	Asset Description ²⁰ / Liability Description ²¹	Bank / Lender ³	Owner-ship % ⁴	Loan Status ⁵	Value ⁶	Value Date & Value Basis ⁷ <i>(PV / QV / EMV)</i>	Current Debt ⁸	Net Equity ⁹	Annual Income ¹⁰	Annual Holding Costs ¹¹	Annual Surplus Income ¹²	Annual Interest ¹³	Monthly Repayments ¹⁴	
													Scheduled	Actual
1														
2														
3														
4														
5														
Subtotal														

Please insert additional lines as required

OTHER INCOME (not identified above) (all figures €)

Income Source No.	Source of Income ²²	Gross Monthly Income ²³	Monthly Deductions / Holding Costs ²⁴	Net Monthly Income ²⁵	Net Annual Income ²⁶	Expected Duration ²⁷
1						
2						
Subtotal						

NET WORTH & LIQUIDITY (all figures €)

Total Asset Value ²⁸	Total Liability ²⁹	Net Worth ³⁰	Total Annual Income ³¹	Total Annual Outgoings ³²	Annual Surplus / Deficit ³³

CONTINGENT ASSETS & LIABILITIES (incl. personal / corporate guarantees)

Description ³⁴	Details ³⁵	Due Date / Trigger ³⁶	Duration of Contingency ³⁷

ASSET SALES, TRANSFERS & DISPOSALS

Asset Description ³⁸	Asset Location ³⁹	Disposed To ⁴⁰	Value of Asset ⁴¹	Consideration for Transfer ⁴²	Date of Transfer ⁴³	Reason for Transfer ⁴⁴

LITIGATION or DISPUTE RESOLUTION PROCEEDINGS / PROCESSES⁴⁵

Please insert details of any **Litigations** or other **Dispute Resolution proceedings / processes** or mediation of any settlements of any such **litigation, proceedings or processes** in being, apprehended or threatened here.

Statement of Affairs - Glossary of Terms

General Information

Item	Description
Statement of Affairs (SOA)	<p>A Statement of Affairs is a statement of all assets wherever situated (not limited to property), in which you, the customer, hold any form of ownership interest, whether legal, beneficial or otherwise and whether solely in your name or with others, on the specified date (the date at which the SOA is sworn by the customer) and all liabilities of any nature, including contingent and prospective liabilities, for which you were liable on that date.</p> <p>The Statement of Affairs should also include details of all asset transfers to third parties</p> <p>Please note additional lines may be inserted into the template as required.</p> <p>If you require any guidance or clarification completing the SOA, please contact the BCMGlobal Arrears Support Unit for assistance on +353 (0) 1 654 8800 or at customersupport@bcmglobal.com</p>
€	All monetary amounts are to be stated in Euro/€. Exchange rates used to calculate the Euro equivalent of a foreign currency amount should be noted.
Declaration	<p>The "Declaration" is an accompanying sworn declaration from the customer which attaches by way of exhibit to the customer's completed Statement of Affairs. The Declaration must be signed by the customer to whom the Statement of Affairs ("SOA") relates.</p> <p>The name of the customer, a description of the customer's occupation and the customer's address details should be included in block capitals in the spaces provided at the beginning of the Declaration.</p> <p>In paragraph 1 of the Declaration, the customer should insert the date of the Statement of Affairs and the date the Declaration is sworn should match this date. The date is inserted at the end of the Declaration, which is to be sworn by the customer in the presence of a witness who will be a Commissioner for Oaths or Practising Solicitor who knows the customer or to whom the customer has been identified. The name of the witnessing party should be written in block capitals.</p>

Assets & Liabilities		
Note number	Item	Description
1	Name	The name of the party to whom the SOA relates.
2	Asset Type	e.g. Primary Residence / Residential Investment Property / Commercial Investment Property / Farmland / Development Land etc.
3	Bank / Lender	The name of the lending institution or party that provided the original loan facility.
4	Ownership	The percentage owned by the customer.
5	Loan Status	State the current status of the loan, i.e. Up to Date / In Arrears. If in arrears note the length of time the loan has been in arrears.
6	Value	State the estimated current monetary worth of the asset or liability in Euro.
7	Value Date & Value Basis	<p>“PV” = Professional Valuation, “QV”= Quoted Value or “EMV”= Estimated Market Value</p> <p>Input the date and basis upon which the valuation has been completed, e.g. PV, QV or EMV.</p> <p><u>Professional Valuation (“PV”)</u>: “A written valuation report signed by a professional valuer who is an accredited member of a recognised professional valuation/real estate body” (e.g. Royal Institution of Chartered Surveyors ‘RICS’ Red Book Valuation). Provide the name of the valuer firm as appropriate.</p> <p><u>Quoted Value (“QV”)</u>: The most recent price at which any asset has recently traded. The quoted price represents the most recent price that a buyer and seller agreed on.</p> <p><u>Estimated Market Value (“EMV”)</u>: “The estimated amount for which any asset would exchange between a willing buyer and seller in an arm’s-length transaction”.</p>
8	Current Debt	The current debt associated with this credit facility as at the specified date.
9	Net Equity	The value of the asset less the debt outstanding or secured “against” (i.e. Note number 6 minus Note number 8).
10	Annual Income	Enter the gross annual income generated directly from the asset, e.g. the annual rent.
11	Annual Holding Costs	Include all associated annual holding costs, e.g. management fees / service charge / rates / security costs / repairs and renewals, Private Residential Tenancy Board fees, Non Principal Private Residence charge, letting agent fees etc. This list is not exhaustive.
12	Annual Surplus Income	Amount of annual surplus income available following the payment of associated annual holding costs subtracted from the total annual income generated on the asset.
13	Annual Interest	Please provide an estimate of the amount of annual interest on the relevant loan facility.
14	Monthly Repayments	State total agreed monthly debt repayments as per the original terms and conditions of the respective loan /credit facility agreement under the ‘Scheduled’ column and the actual amount currently being paid each month under the ‘Actual’ column.
15	<p>Asset Location:</p> <p>Include Folio Number or Details of Predecessor /Previous Owner (if applicable)</p>	<p>State the full postal address/location of the property i.e. County, City, Town, Townland or Street and Number. If the property is registered, enter the relevant folio number and county.</p> <p>Where an asset is owned by a corporate not incorporated in Ireland, the country of incorporation should be specified.</p> <p>In addition the place and details of registration (where applicable) of assets, e.g. boats, aircrafts, vehicles and horses should be included.</p> <p>All assets must be listed regardless of location i.e. the Statement of Affairs must list details of assets worldwide irrespective of whether they are located in Ireland or not.</p>

16	Asset Details	<p>Please provide a full description of the asset. Note that Property Assets include land and every description of property wherever situated and also obligations and every description of interest, present or future, legal or beneficial or otherwise, owned solely or with others resting in contract, vested or contingent, arising out of, or incidental to, property.</p> <p><u>For property assets:</u> State the property type and mix, (e.g. office, retail, residential, industrial, mixed commercial/residential). Advise on the current stage of completion. State the size of the plot(s) in square metres and state the tenure (leasehold or freehold). If the property is not registered with the Property Registration Authority of Ireland (or equivalent registration body outside of Ireland), state “unregistered land” and state the name(s) of the immediate predecessor in title (e.g. the party from whom you acquired the land). If the property is registered, state the Folio number (or equivalent used outside of Ireland).</p> <p><u>For land banks:</u> State the relevant zoning, provide the area in hectares (1 hectare = 2.47 acres) and provide a summary of relevant planning permissions attaching (include the planning permission register reference if applicable).</p>
17	Joint Ownership Details	If the asset is owned jointly, please give details of the other party/parties and the breakdown of ownership.
18	Date of Purchase	Date the asset was originally purchased.
19	For Sale (Y/N)	State if the asset is currently on the market for sale.
20	Asset Description	<p><u>For Securities:</u> State the nature of the holding (e.g. shares, warrants etc.), the size of the holding and the quoted price per unit (e.g. x shares in ABC PLC at a market value of €x per share) or for private shareholdings, state the number of shares held and the respective company name, primary countries in which it trades (e.g. greater than 20% sales) and nature of the business. In the case of investments in funds, please state corresponding information for the fund assets and the name of the fund manager.</p> <p>For any other assets: Assets are not limited to property assets and are to include any interest, legal, beneficial or otherwise and whether solely owned or with others, that the customer or related party may have in any asset, whether or not that asset is deemed to have a value in the current market.</p> <p>State the nature of the assets, location and provide any other relevant details relative to ownership or registration. Assets include, but are not limited to shareholdings (private or public), pension funds, trust funds, cash/securities/bonds, family home, chattels of any type (e.g. artwork, furniture, vehicles, jewellery, livestock, bloodstock) etc. This list is not exhaustive.</p> <p>*Please note additional lines may be inserted into the template as required.</p>
21	Liability Description	<p>For Liabilities: Include any other liabilities not previously noted (to include tax liabilities and overdrafts) and detail the nature of the liability. If further information on tax liabilities to be included is required, please contact your case manager.</p> <p>Please note, BCMGlobal do not provide tax advice to customers.</p>

Income Summary		
Note number	Item	Description
22	Source of Income	All other income being received, not identified in the preceding tables, including social welfare payments, salaries, maintenance payments etc. should be outlined in this table. State the income type and detail the source from which the income is derived.
23	Gross Monthly Income	State the total amount of income generated per month (before any deductions).
24	Monthly Deductions / Holding Costs	Outline any costs associated with this income stream, e.g. income or property tax, management fees, commission etc.
25	Net Monthly Income	Deduct all directly related and legitimate monthly costs from the monthly income to determine the monthly surplus cash amount. (i.e. Note number 23 minus Note number 24.) Please note you may be required to provide evidence of deducted outlays/costs.
26	Net Annual Income	Outline the annual income generated, excluding any deductions/costs.
27	Expected Income Duration	State the relevant term / expected expiry of the income stream.
Net Worth and Liquidity		
Note number	Item	Description
28	Total Asset Value	Provide a total value of all the assets, as already outlined in the preceding tables.
29	Total Liability	Provide a total amount of debt/liabilities as already outlined in the preceding tables.
30	Net Worth	Total value of assets less total related liabilities (i.e. Note number 28 minus Note number 29).
31	Total Income	Total annual gross income, including income generated from properties/assets and income from other sources, as already outlined in the preceding tables.
32	Total Outgoings	Total of all costs associated with the properties/assets, including agreed repayments, as already outlined in the preceding tables.
33	Surplus / Deficit	Total annual income less total outgoings (i.e. Note number 31 minus Note number 32).
Contingent Assets & Liabilities (Including Personal / Corporate Guarantees)		
Note number	Item	Description
34	Description	Nature of Contingent or Prospective Asset or Liability (not included in above). State how the contingent or prospective asset or liability arises, e.g. by way of Guarantee or Bond (including for the avoidance of doubt all personal and corporate guarantees) and the party whose obligations are being guaranteed. Examples include (but not limited to) liquidated damages, indemnities, buy-backs etc).
35	Details	State the amount of the Contingent Liability apportioned to the customer.
36	Due Date / Trigger	The date payment becomes due or date of any relevant trigger events.
37	Duration of Contingency	The expiry date of the facility being guaranteed, if any, notwithstanding and without prejudice to the fact that the facility may be repayable on demand.

Asset Transfers

Note number	Item	Description
38	Asset Description	<p>State any assets* transferred to any third parties, including all transfers of Assets to Family and/or Related Parties, (save and only with the exception of arm's length transactions in good faith to independent, unconnected third parties for valuable consideration at full open market value).</p> <p>Where assets have been transferred to third parties (save for cases where assets have transferred at arm's length, to independent, unconnected third parties and for valuable consideration at full open market value) BCMGlobal require a sworn Statements of Affairs from the beneficiaries of the asset transfers and these should be obtained by the customer and provided to BCMGlobal.</p> <p>*Assets are not limited to property assets and are to include any interest, legal, beneficial or otherwise and whether solely owned or with others, that the customer or related party may have in any asset, whether or not that asset is deemed to have a value in the current market. Assets include, but are not limited to, property/land, shareholdings (private or public), pension funds, trust funds, cash/securities/bonds, family home, and chattels of any type e.g. Artwork, furniture, vehicles, jewellery, livestock, bloodstock etc.</p>
39	Asset Location	State the full postal address/location of the property i.e. County, City, Town, Townland or Street and Number. If the property is registered, enter the relevant folio number and county.
40	Disposed To	State the name of the person/persons/entity/entities to whom the asset was transferred.
41	Value of Asset	Open market value of asset at date of transfer.
42	Consideration for Transfer	Amount paid for asset.
43	Date of Transfer	The effective date of the transfer. This is defined as the date of legal execution when the asset was transferred by the customer.
44	Reason for Transfer	State the commercial or other rationale for the transfer taking place.
45	Litigation & Dispute Resolution Proceedings or Processes	<p>Full details of any litigations or other form of dispute resolution proceedings or processes, or mediation of any settlements of any such litigation, proceedings or processes:</p> <p>(i) in which the customer is involved or in which any bodies corporate or entities owned or controlled by the customer are involved or to which the customer or any such bodies are a party and/or</p> <p>(ii) which have the ability to affect in a material way the customer's assets or income or the asset or income of bodies corporate or entities owned or controlled by the customer.</p>