



*Pincus Matz*

ATTORNEYS

## Debt Collection

The Collections Department of Pincus Matz is proud to be part of a highly respected legal practice that delivers quality at fair prices. Our partnership offers a wealth of experience combined with energetic professionalism and a drive to be exceptional in everything we do. As part of our ongoing commitment to service excellence, we offer you our expertise and invite you to call on us when seeking legal support.

SERIOUS ABOUT LAW - PASSIONATE ABOUT PEOPLE

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Our experienced and efficient team aims to obtain the best results and avoid incurring undue costs. We know when to pursue matters and also when to advise withdrawal, so as to curb costs because the Client is always prioritised.

Our fee structure is competitive and the Collections Department is proud to be part of a highly respected practice that delivers quality service at fair prices.

## **PAYMENT**

1. All disbursements, such as Sheriff's fees, tracing fees, ITC fees are debited to the debtor's account as soon as they are incurred and are payable on presentation of our monthly tax invoice/statement.

2. Any payments received from the Debtor are credited to the Creditor when they are received and are appropriated firstly to disbursements and then to legal fees.

3. Any credit balance appearing on the Creditor's account after disbursements and fees have been deducted is paid over to the Creditor at month end. A credit balance on the Creditor's account is retained in our Trust Account until paid over to you.

4. Any debit balance appearing on the Creditor's account is payable on presentation of our tax invoice/statement.

5. Collection commission on payment collected will be charged at 10% per payment collected plus VAT thereon up to a maximum of R1,000.00 per payment.

## **LETTER OF DEMAND**

An initial step in the litigation process demanding payment in terms of a contractual obligation.

## **SUMMONS**

A Summons is prepared by the Creditor's attorney and sets out the Plaintiff's claim.

## **SECTION 65A FINANCIAL ENQUIRY CONDUCTED AT COURT**

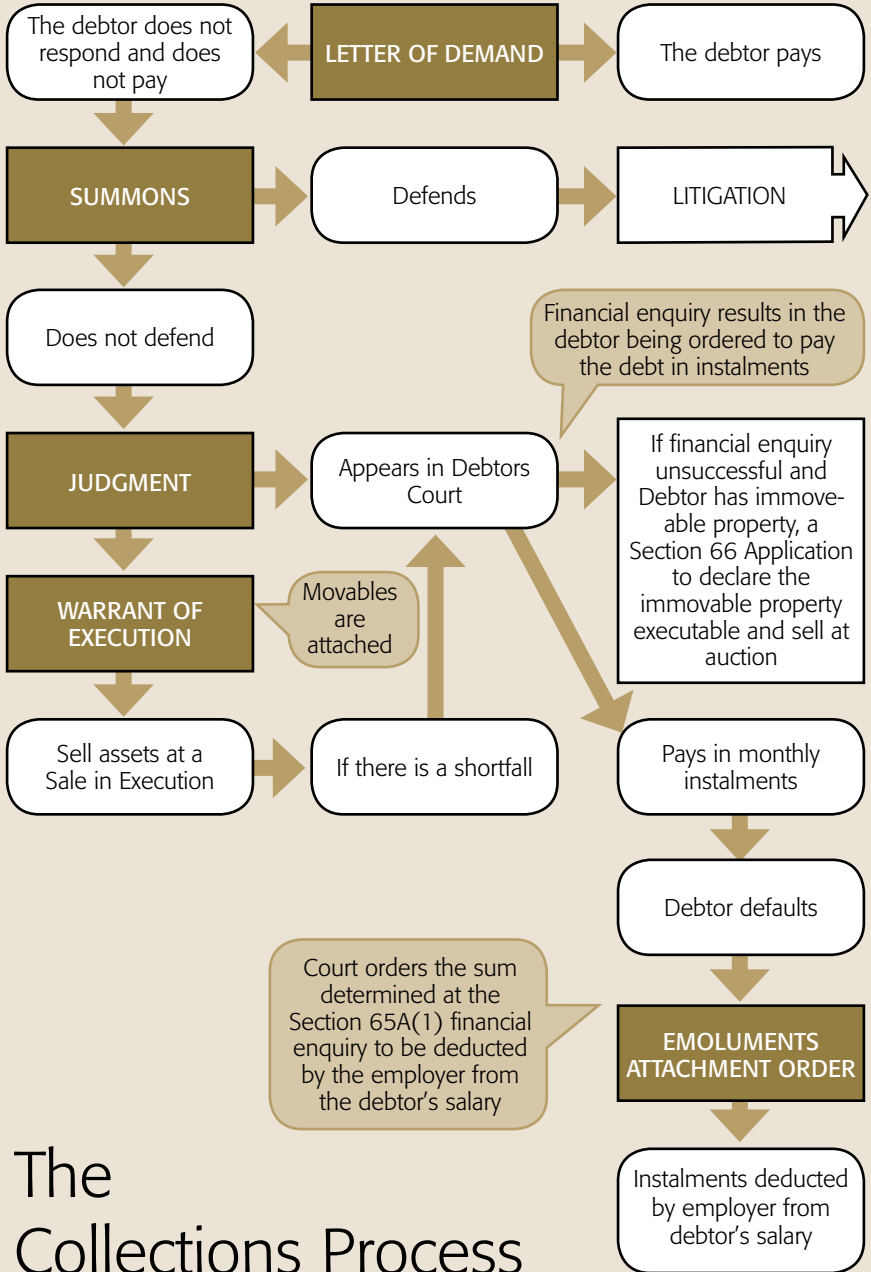
An enquiry of the Debtor's income and expenses is conducted by the Creditor's attorney to assess the Debtor's financial position and determine an affordable monthly instalment. The court makes the Debtor's offer an Order of the Court.

## **WARRANT OF EXECUTION**

The Court authorises the Sheriff to attach and sell the Debtor's assets in execution.

## **SHERIFF OF THE COURT**

The Sheriff is an independent and impartial officer of the Court who serves (delivers) documents issued by the Court eg: summons, notices, warrants and Court orders.



# The Collections Process