

Debt management guidance

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1 INTRODUCTION

1.1 The Office of Fair Trading (OFT) issued general guidance to holders of, and applicants for, consumer credit licences in February 2001¹. In so doing, OFT indicated its aim to follow this by further guidance for specific market sectors where problems have been identified or where a more detailed consideration of particular market circumstances would be helpful. This Debt Management Guidance (DMG) is the first of the series of sector-specific guidance and this version updates the DMG issued in December 2001 by taking account of the reforms introduced by the Consumer Credit Act 2006 (CCA06).

Scope of the guidance

1.2 Advice to consumers (also referred to as 'clients') about debt problems has for many years been provided free by Citizens Advice Bureau, independent money advisers, the Consumer Credit Counselling Service, National Debtline and others. Since the mid 1990s, fee-charging debt management companies (DMCs) have also entered the market. A number of concerns about the conduct of some DMCs have been brought to the attention of OFT by consumers, consumer bodies, the credit industry and others. For this reason guidance for this business sector was identified as a priority.

1.3 The debt management services covered by this guidance consist of all or any of the following when provided to debtors who are individuals as defined by the Consumer Credit Act 1974 and these include consumers (that is, those acting for purposes outside their business) and some small businesses, for example partnerships of 2 or 3 people:

- advising on how to restructure debts, how to alter debt repayments or how to achieve early resettlement of debts
- contacting creditors and/or negotiating with creditors, on behalf of the debtor, in order to make any of the above arrangements (whether that contact amounts to 'negotiation' or not)

¹ *Do you need a credit licence?* (OFT147) was updated in July 2008

- providing a facility for the debtor to make a single repayment which is then distributed on his behalf to his creditors
- undertaking reviews of the debtors' financial circumstances and/or making payments on his behalf, including ascertaining whether a credit information agency as defined by the Consumer Credit Act 1974 ('an agency') holds information relevant to the financial standing of the debtor
- ascertaining the contents of such information so held
- advising individuals on how they might take steps to secure the correction of, the omission of anything from, or the making of any other kind of modification to, information relevant to their financial standing
- advising individuals on how they might take steps to secure that an agency which holds such information about them stops holding it or does not provide it to another person
- taking steps on behalf of an individual with a view to securing the correction of, the omission of anything from, or the making of any other kind of modification to, information relevant to the financial standing of that individual and
- taking steps on behalf of an individual to secure that an agency which holds such information stops holding it or does not provide it to another person.

Application of guidance to Individual Voluntary Arrangement (IVA) providers (Protected Trust Deeds (PTD) (Scotland)) and providers of Credit Information Services² (including credit repair)

1.4 The guidance has been developed and written with DMCs in mind. For the avoidance of doubt the OFT considers that the activities of licensees who market, sell and advise on IVAs and PTDs fall within the definition of the services as outlined in the first and fourth bullets of paragraph

² Licence category as from 1 October 2008

1.3. For this reason, all licence holders involved in the provision of advice on restructuring debts, including those offering advice and assistance with IVAs and PTDs should fully comply with the guidance.

1.5 From October 2008, companies providing credit information services will require a consumer credit licence. The OFT considers that the activities of all licensees which provide credit information services fall within the definitions outlined in the fourth to seventh bullets of paragraph 1.3, and the activities of those which provide credit information services including credit repair additionally fall within the definitions outlined in the eighth and ninth bullets. The OFT will consider failures to meet the minimum standards outlined in the guidance relevant to the fitness of those providing such services.

Application of debt management guidance to CAB and other independent advice agencies

1.6 The principles that underlie its content, for example, the need for transparency about the service that is being provided, keeping the consumer informed and giving advice which is in the consumer's best interests, apply equally to those who provide advice on a non-commercial basis that is, no charge is levied or remuneration otherwise received in connection with the provision of such advice and/or in the course of carrying on any consumer credit or ancillary credit business.³

1.7 Where any advice agency gives assistance, on a non commercial basis, in one or more of the ways outlined in clause 1.3 to consumers in debt, it will be expected to meet relevant parts of the minimum standards set out in the guidance. Elements of the guidance are relevant where they set out the principles or deal with actions or circumstances that are a feature of the relationship between the advice agency and the client.

³ A licensee or applicant will require a 'commercial' category on its licence if it or any of its associates provide any consumer credit or ancillary credit services on a commercial basis.

Purpose of the guidance

- 1.8 All who provide debt management services, whether on a non-commercial basis or not, are required to be licensed under the Consumer Credit Act 1974 (the Act). Free (non-commercial) provision of some debt management services is made by a number of organisations, some of whom operate under individual standard licences and some of whom operate under the cover of a group consumer credit licence. This guidance is relevant to the activities of all such providers.
- 1.9 The OFT has a duty under the Act to ensure that applicants for licences are fit to engage in the activities for which they wish to be licensed, and to monitor the continuing fitness of those to whom licences have been granted. In considering fitness the OFT is able to take account of any circumstances which appear to be relevant, and in particular, any evidence that an applicant or licensee, or any of its employees, agents or associates, has engaged in business practices appearing to the OFT to be deceitful or oppressive or otherwise unfair or improper (whether unlawful or not). Where the OFT has evidence of unfair practices, action can be taken to refuse or revoke the consumer credit licence of those concerned.
- 1.10 The new credit licensing provisions introduced by the CCA06 require OFT to have regard to the skills, knowledge and experience in relation to consumer credit, and the practices and procedures implemented in connection with the licensed business, of applicants and existing licensees, in considering their fitness to engage in regulated consumer credit activities. This means that new applicants operating in high risk⁴ credit sectors, such as providers of commercial debt-adjusting, commercial debt counselling and, from October 2008, commercial credit information services (including credit repair)⁵, will be subject to greater scrutiny at the application stage to ensure compliance with the DMG.

⁴ See *Consumer Credit Licensing – General guidance for licensees and applicants on fitness and requirements* (OFT 969) for more information on OFT's categorising of- and approach to- 'credit risk'

⁵ Licence category 'H1'

- 1.11 CCA06 introduced the power for the OFT to be able to impose requirements on licensees where the OFT is dissatisfied with any matter in connection with the licensed business. Any failure to comply with such a requirement could result in the imposition of a financial penalty⁶ (up to £50,000).
- 1.12 The OFT also has powers to take enforcement action under Part 8 of the Enterprise Act 2002 in respect of domestic or Community infringements. This includes unfair business practices for the purposes of the Act. Our approach to the use of these powers is detailed in our Enterprise Act Guidance.⁷ We also co-ordinate such actions undertaken by other enforcers.
- 1.13 The OFT has both civil and criminal enforcement powers following the transposition of the Unfair Commercial Practices Directive (UCPD) into the Consumer Protection from Unfair Trading Regulations 2007 (CPRs)⁸. The scope of the CPRs means that it overlaps with other existing UK consumer protection legislation.

Debt management services

- 1.14 The OFT has no objection to DMCs charging for, or consumers choosing to pay for, debt management services. The consumers using these services will, however, often be vulnerable because of the nature of their financial problems and, almost by definition, have the least available financial resources. It is, therefore, particularly important that the services provided by DMCs are carried out with due care, skill and fairness.
- 1.15 The purpose of this guidance is to set out minimum standards to be met by DMCs if they are to be judged fit to hold a consumer credit licence. The guidance does not, however, set out a comprehensive checklist. Not

⁶ See *Consumer credit licensing – Statement of policy on financial penalties* (OFT971)

⁷ *Enforcement of consumer protection legislation: Guidance on Part 8 of the Enterprise Act* (OFT512)

⁸ CPRs came into force on 26 May 2008

all of its elements will apply to every DMC, it is not exhaustive and conduct or omissions not included in the guidance may be taken into account by the OFT in determining fitness. DMCs are expected to abide by the spirit as well as the letter of the Guidance.

- 1.16 Some of the practices highlighted here are clearly unfair or improper, and in those cases DMCs should have been aware, even before the issue of this Guidance, of the risk of licensing action if they engaged in such practices or allowed their employees, agents or associates to do so. In other cases the position might have been less clear, and this Guidance is intended to be helpful in outlining the kinds of business practice to which the OFT is likely to object.

DMC acting as an agent for a consumer debtor

- 1.17 During the original consultation on this guidance the OFT was told that some creditors have a blanket policy of refusing to enter into negotiations with some DMCs or even refusing to accept payments sent by DMCs on behalf of consumers. The OFT is concerned at these reports, especially those suggesting payments are refused.
- 1.18 Where a consumer appoints a representative to negotiate on their behalf, it is an unfair and improper business practice on the part of the creditor to operate a policy, without reason, of refusing to consider such requests.
- 1.19 Where a creditor wishes to refuse to negotiate with a particular representative, it must make its position known to the representative and also immediately inform any consumer on whose behalf the creditor is approached by that representative.
- 1.20 Where payments are tendered, not by the debtor personally, but by someone acting on his/her behalf, it is a principle of law that creditors cannot refuse to accept those payments. The practice of creditors returning payments, or not crediting payments to consumers' accounts, purely because they are received through a DMC, therefore, is not acceptable and is a matter which the OFT regards as seriously detrimental to the fitness of the creditor. This is so even in circumstances where a creditor has indicated that it will not negotiate with a DMC acting as a representative of a debtor.

Referrals to DMCs

- 1.21 It also emerged in the consultation that some lenders and credit brokers refer consumers to DMCs as potential clients. There is no objection to this provided it is done with the informed, prior consent of the consumer. Referrals made without this consent will affect the fitness of the lender or credit broker.

2 THE GUIDANCE

2.1 The following guidance sets out minimum standards for debt management companies in the marketing of their services, pre-contract contact, the provision of pre-contract information, contract terms, advice and the nature of the debt management service provided.

Advertising, marketing and promotion

2.2 Advertisements and other promotional material, whether written⁹ or on television or radio, must be accurate and clear and must not mislead, either expressly or by implication or omission.

2.3 Where printed advertisements are used, they must be easily legible and, where this Guidance requires warnings and caveats, these must be accorded similar prominence to the material in the advertisement which they are intended to qualify.

2.4 Advertising of debt management services should not:

- state or imply that the service will free the consumer of the need to meet their debts
- emphasise the 'savings' to be made by rescheduling debts (for example, by means of a reduction in monthly payments) without making it equally clear that this will usually lead to an increase in the size of the sum to be repaid and that rescheduling the debt may impair the consumers' credit record. Where specific 'savings' (for example, the amount by which outgoings per month can be reduced) are quoted there must be a similar indication of the likely increase in the total amount of sum to be repaid and/or the period of repayment, and the fee that will be charged and
- claim or imply that the DMC can guarantee an outcome favourable to the consumer in negotiations with creditors.

⁹ This includes information, statements and other promotional materials on web-sites, Teletext etc.

- 2.5 Where the arrangements with the DMC will lead to a period in which contractual payments are not made by the consumer (for example, because the first payment is a deposit or up front fee or because of a delay in distributing payments to creditors), the consumer must be warned of this in the marketing literature.
- 2.6 Advertising of credit information services (including credit repair services)¹⁰ should not:
- state or imply that unfavourable information, such as county court judgements, can be removed from credit files without making it equally clear that this can only be the case where the information is incorrectly recorded or the matter to which the information relates has been discharged, and
 - state or imply that advice can be provided on how to make successful applications for credit without making it equally clear that supplying false information on a credit application form could amount to fraud and constitute a criminal offence

Contact with consumers

- 2.7 There must be no cold calling of debt management services by personal visit. The Act makes it an offence to canvass 'debt adjusting' and 'debt counselling' services during visits to consumers' homes, unless the visit is requested by the consumer (section 154). 'Debt adjusting', 'debt counselling' and 'credit information services'¹¹ are defined in the Act and cover most if not all of the services described as 'debt management services' in this guidance.

¹⁰ For further information see *Credit Explained*, published by the Information Commissioner's Office

¹¹ 'Credit information services' consists of providing services as defined by section 145 (7B) and (7D) of the Act, where the applicant will take steps with a view to any of the outcomes mentioned in section 145 (7C) (a) to (d) of the Act. 'Credit repair' consists of providing credit information services as defined by section 145 (7B) and (7D) of the Act, where the applicant will take steps specifically with a view to the outcomes mentioned in section 145(7C)(c) or (d) of the Act.

- 2.8 Visits not covered by section 154 may be subject to the Consumer Protection (Cancellation of Contracts Concluded away from Business Premises) Regulations 1987, commonly called the Doorstep Selling Regulations. Where the Doorstep Selling Regulations apply, they must be strictly adhered to.
- 2.9 DMCs must not accept referrals from credit brokers or lenders unless the consumer has given informed prior consent to the credit broker or lender for such a referral.

Pre-contract information

- 2.10 Consumers must be provided with adequate information about the service to be provided, and the consequences and costs of it prior to entering into an agreement. All documentation must be clear and in plain language and must state clearly the implications of entering a debt management programme. In particular:
- where the DMC contacts a potential client after a referral from a credit broker or lender, the DMC must disclose at the outset of the conversation how they have obtained the consumer's details, what service they offer and that they cannot themselves provide a loan
 - where a DMC operates by means of any distance communication it must comply with the requirements in the Consumer Protection (Distance Selling) Regulations 2000 to provide (among other things) certain information to the consumer before the contract is concluded. In particular the consumer must be told that it has a cooling off period of seven days during which the contract may be cancelled. The DMC cannot contract out of this cooling off period unless
 - it has given a clear warning in writing (or other durable form) which is delivered before the contract is entered into and,
 - it has, with the clients' agreement, begun to perform the contract in that period.
 - information must be given as to the nature of the service that is being offered; the total cost to the consumer of the service

including any initial or fixed charge fee or deposit, the periodic management fee to be paid to the DMC multiplied by the estimated length of the contract; the amount to be repaid; and the likely duration of the contract must be clearly explained at the outset

- where it is not possible to establish at the pre-contract stage the cost or duration of the contract, the consumer must be given a realistic estimate of cost and the duration of the contract. This should be accompanied in close proximity by a clear warning that it is an estimate. The assumptions on which the estimate is based should be set out. If during the pre-contractual stage it becomes clear that the estimate does not adequately reflect the consumer's circumstances, a revised estimate must be given.

2.11 If an initial up front fee or deposit is payable, the consumer must be given a clear explanation of:

- what aspect of the service is covered by the fee or (as the case may be) what the deposit is held for
- the manner in which it is to be calculated and,
- whether it is refundable, with due regard to the principles of contract law in relation to deposits and part payments.

2.12 The consumer must also be advised that he will be given the opportunity to withdraw from the contract if, when he is informed of the total cost of the service, he decides that the service is unsuitable (see clause 2.22).

2.13 Consumers must be clearly warned in writing:

- where the first payment goes to the DMC and not to the creditors (whether as an initial up front fee, as a deposit or for some other reason) that they will miss a payment to their creditors and will therefore go into arrears or further into arrears
- that creditors are not obliged to accept reduced repayments or to freeze interest and that, unless they do so, repaying the same debt

over a longer period of time will lead to an increase in the total amount to be paid

- that collection actions, including default notices and litigation, can ensue and that there is no guarantee that any existing or threatened proceedings will be suspended or withdrawn. The possibility of default notices – including that they may incur costs that are added to the debt – must be made clear
- of the likely impact of the debt management programme on the consumer's credit rating. In particular it should be stated that they might not be able to obtain credit in the short term and that there is some likelihood that they will not be able to do so in the medium to long term either. Consumers must not be misled into thinking that their credit rating will improve earlier than when the payment of their debts is completed, or even immediately thereafter: records are retained by credit reference agencies for a further six years
- of the importance of meeting debts such as mortgage, rent and utility payments and,
- not to ignore correspondence or other contact from creditors or those acting on behalf of creditors.

2.14 The nature of those commitments that will, and especially importantly those that as a matter of the DMC's own decision, will not be included within the repayment plan, must be made clear to potential clients. The DMC must exercise all due care to ensure that debts that it says it cannot deal with are not included in programmes by mistake.

2.15 Where a DMC is aware that a particular creditor refuses to deal with it, (for whatever reason and whether or not the DMC regards this refusal as justified), the consumer must be told of this as soon as the DMC is aware that the consumer has an account with that creditor.

Contract terms

2.16 Contract terms and conditions should be fair, written in plain, intelligible language and easily legible.

Cost and duration of contract

2.17 The contract should set out the:

- nature of the services that are being supplied (including the kinds of debt that will and will not be covered)
- total cost to the consumer of the service, including any initial or fixed charge fee or deposit and the periodic management fee to be paid to the DMC multiplied by the estimated length of the contract
- the amount to be repaid and,
- the duration of the contract.

2.18 Where it is not possible to state firmly the cost or duration of the contract, the contract must include realistic estimates of cost and the duration of the contract. This should be accompanied in close proximity by a clear warning that it is an estimate. The assumptions on which the estimate is based should be set out.

2.19 The contract should set out the circumstances in which the consumer may withdraw and receive a refund of any monies paid to the DMC.

2.20 Under the Distance Selling Regulations (referred to in clause 2.10) where a consumer enters into a contract before he has received any written information, he has both

- a cooling-off period of at least seven working days during which he can withdraw from the contract with a full refund and,
- a right to be informed that he has that cooling off period (see Regulations 8(2) and (3) and 12(3)).

2.21 The contract must not include any term which says or implies that there are no circumstances in which a client is entitled to refund. For example a refund (and in some cases a full refund) may be due to a dissatisfied client if:

- the DMC has promised more than it can deliver. This may be the case even where the DMC's contract is appropriately worded, if (for example) its written or oral marketing is over-optimistic or
- the DMC has failed to conduct negotiations with the reasonable care and skill required by section 13 of the Supply of Goods and Services Act or
- there has been a total failure of consideration.

2.22 The contract should allow the client to withdraw from the contract where, following signing of the contract the total fee differs significantly from the estimate given prior to the contract (for example, because a full investigation of the client's circumstances reveals that the monthly payment must be larger than first thought).

Handling money

2.23 Any monies held on behalf of consumers must be kept in a client account not usable by the DMC for the purposes of its own business. This includes, in particular, any deposit which under the contract may be returned to the client at any date in the future and any monies received by the company for payment to creditors. Any interest earned on this account should accrue to the benefit of the client, not the company.

2.24 The contract must specify a period within which payments received from the client will normally be passed on. Delay that adversely affects the individual consumer's financial position and which exceeds five working days from receipt of cleared funds is unacceptable. If the DMC fails to disburse payments to creditors in accordance with the contract, it should accept responsibility and inform the client of the delay, together with the reason for it. The law does not impose liability where the reason for delay is beyond the control of the supplier. But where the delay is not beyond its control the DMC should take appropriate action to put the consumer in the position they would have been had the contract been fulfilled. This includes, for example making good any additional interest which has accrued and any default charges that have been applied to the account as a result of the delay. In this respect, the DMC must have appropriate systems in place to deal with foreseeable problems and to minimize delays, even when the initial cause is not its fault. As the

consumer relies on the DMC to be made aware of any delay, DMCs should take reasonable steps to anticipate delays and make good losses.

Other terms

- 2.25 Contracts must not prohibit clients from corresponding with, or responding to written or oral communications from creditors or others acting on behalf of creditors. However, in order to avoid duplicate or contradictory action, contracts may reasonably require the client to send to the DMC a copy of any communication from a creditor. Where the contract requires or suggests that the client should send such correspondence to the DMC, it must deal with it appropriately and promptly. The DMC must send to the client a copy of any written communication it sends to or receives from the creditor, and (unless the creditor itself sends a copy to the client) must keep the client informed of other communications.
- 2.26 Contracts must not include declarations such as 'I fully understand the requirements of the contract' or confirmation that certain provisions have been explained.

Advice

- 2.27 All advice given should be in the best interests of the client. Debt management programmes are not suitable for all debtors, and DMCs must exercise all due discretion, in the best interests of the debtor, in deciding whether or not take a debtor as a client.

Financial position

2.28 A realistic assessment of the financial circumstances of the consumer, including both income and outgoings, must be made before advice is given.

- Consumer income must be verified by appropriate means, such as pay slips.
- Reasonable steps must also be taken to verify regular outgoings. Estimates of expenditure on certain items are permitted, but only if precise figures are not available. Standard expenditure guidelines may be used where there is no better indication of the client's outgoings provided that there is nothing to suggest that they are inappropriate. A copy of any financial statement sent to creditors must also be sent to the client.

Payments

2.29 Any advice given to the client to cancel direct debits or standing orders prior to the repayment plan being agreed with creditors must be demonstrably in the best interests of the client. It is not a step which should be undertaken lightly. DMCs must clearly warn clients of the risks and consequences of this course of action if they advise it. Where this course is taken, the OFT would normally expect that regular payments to creditors (even if lower than the contractual ones) should continue to be made wherever possible.

2.30 The difficulties associated with stopping contractual payments are especially acute when they are accompanied by a period in which no payments at all are made (for example, because the DMC takes the first payment under the plan as a deposit or up front fee (see also clauses 2.5 and 2.13), or because there is a delay in distributing payments to creditors). If this will, or is likely to, happen under the plan the consumer must be clearly informed and warned of the consequences. It is not sufficient for this purpose that there be a statement to this effect in the small print of the terms and conditions.

2.31 Clients should not be advised to make payments to accounts at a rate lower than the rate at which any interest and other charges are accruing

or may accrue, unless this is demonstrably in their best interests. In such a case, a clear explanation must be given to the client as to why this course is necessary and its implications.

- 2.32 If, following advice to cancel direct debits or reduce the level of contractual payments, it becomes clear that the course of action is not producing results in the client's interest, (for example, because creditors are not agreeing to freeze interest), then the client must be informed immediately so that he may be advised appropriately and take whatever action is in his best interests (including the possibility of withdrawing from the plan).
- 2.33 Clients must be advised of the importance of meeting debts such as mortgages, rent and utility payments. More generally it should not be assumed that it is always in the client's best interests simply to divide available income between debts in proportion to their size. For example advice should take into account the fact that some loans may lose the benefit of a reduced rate of interest if payments are missed, or that there may be a benefit in settling a loan with a higher rate of interest sooner than one with a lower rate of interest.

Other points

- 2.34 Clients must be advised not to ignore correspondence or other contact from creditors or those acting on behalf of creditors.
- 2.35 DMCs must take special care where they are dealing with clients in a different jurisdiction (for example, a company based in England dealing with a Scottish client) because there may be differences in contract law or court procedure that may have significant impact on what is the best course of action for the client. It is not acceptable to ignore this point until legal proceedings are issued, and then to inform the client that no further help can be given because the DMC has no expertise in the law of the other jurisdiction.

Debt management services

- 2.36 DMCs must inform the client of the outcome of negotiations with creditors. This is not limited to the situation when creditors have refused

to deal with the DMC, or have returned payments to the DMC, or refused to freeze interest. But it is especially important in those cases.

- 2.37 Clients must be kept informed of any developments in the relationship with creditors, in particular the issue of default notices or the threat of issue of legal proceedings.
- 2.38 Where the service provided by the DMC includes debt repayment, the DMC must:
- take full account of debts such as mortgage payments, rent, utility payments etc including any arrears already incurred on those debts, in setting monthly repayments, and
 - reassess the payment plan and consider any necessary changes (including bringing the plan to an end) to ensure it remains in the client's best interests, as soon as it becomes aware of material change in the client's financial position. The client should be advised of any recommended changes without delay. Repayment plans should in any event be re-assessed on at least an annual basis and the client informed of the outcome of the reassessment.
- 2.39 Clients should at the outset be given a statement of how their money is being disbursed. In addition, where a plan has been agreed, the balance owed (or if an accurate figure is not known the best estimate), the period of payment needed to clear the debts and the fee charged by the DMC must be included in the statement. Clients must be kept informed of any material changes to these arrangements at the time they occur. DMCs should meet any reasonable request by a client for a statement of his or her position.
- 2.40 DMCs should respond to complaints promptly and fairly.
- 2.41 All correspondence, statements and other paperwork sent to or received from the client or the client's creditors and which has not already been copied to or returned to the client, should be retained by the DMC until such time as the contract is completed or terminated. On termination or completion of the contract, all retained paperwork should be returned to the client unless, at that time, the client says that they do not want the paperwork.

3 CLARIFICATION NOTE FOR CABX AND OTHER INDEPENDENT ADVICE AGENCIES

Marketing, promotion and advertisements – *Clauses 2.2-2.5*

- 3.1 Where an advice agency promotes its services through advertising material or any other medium the key principles and guidance must be observed:
- it should be accurate, clear and not mislead – (2.2)
 - where warnings or caveats are required they should be given equal prominence to the material they refer to – (2.3)
 - it should not imply debts can be ignored or guarantee a favourable outcome to the consumer in negotiations with the creditors – (2.4).

Contact with consumers – *Clause 2.7-2.9*

- 3.2 The paragraphs in clause 2.7-2.9 are unlikely to apply to the free sector.

Contracts and pre-contract information – *Clauses 2.10 - 2.26*

- 3.3 The sections on 'pre contract information' and 'contract terms' are specifically written with fee charging debt management companies in mind. There is no requirement in the guidance for advice agencies to have a formal contract with the client.
- 3.4 Where an advice agency has an agreement with a client, which sets out the nature of the service to be provided and the responsibilities of the client, elements of the section on 'Information to be provided before the contract is signed' will apply. The key points are that:
- adequate information about the nature of the service should be provided – (2.10, third bullet)
 - warnings should be given to the client that:
 - creditors need not accept proposals to reduce payments or freeze interest

- collection actions, default notices and litigation may still follow the likely impact on the client's credit rating
 - it is important to meet mortgage, rent and utility payments
- correspondence from creditors should not be ignored. The way in which correspondence is dealt with will then be a matter for judgment in all the relevant circumstances (2.13).
- 3.5 Although the above mentioned warnings should be given in writing where there is a written agreement, where there is not, it is sufficient for advice agencies to make these points verbally.
- 3.6 Where an agreement is used advice agencies should ensure
- that it is fair, written in plain, intelligible language and easily legible – (2.16)
 - it sets out the nature of the services that are being supplied and amount to be repaid or the best available estimate in the circumstances
 - clients are not prohibited from corresponding or communicating with creditors, that the advice agency deals appropriately and promptly with any correspondence it handles on behalf of the client, sends the client a copy of any correspondence sent to or received from a creditor and generally keeps the client informed of other communications – (2.25).
- 3.7 If an advice agency handles money for the client the guidance on 'Handling money' (2.23 and 2.24) will apply. Some advice agencies arrange use of a mechanism called 'PayLink' which allows consumers to make a single payment, which is then disbursed to a number of creditors. This does not involve the advice agency in handling money and as such the 'Handling money' parts of the guidance do not apply to it.

Advice

Clause 2.27

- 3.8 All of this section on advice, except that which deals with the possible effect of payments made to a debt management company (clause 2.30), are likely to apply to advice agencies.

Clause 2.28

- 3.9 Clause 2.28 requires 'reasonable steps' or 'appropriate means' to be employed in determining client outgoings and income. What is 'reasonable' and 'appropriate' will depend on the circumstances and the nature of the service being provided. For example there is likely to be less information available when providing advice at a duty desk and less required when providing a self help service.

Clause 2.29

- 3.10 This clause is intended to apply to any form of contractual payment and the Debt Management Guidance will be amended as set out below in due course when the guidance is reviewed in order to reflect this.

('Any advice given to a client to cancel a contractual payment including direct debits or standing orders.....')

Clause 2.30

- 3.11 This clause is not intended to prevent clients being advised to stop or pay less than the normal contractual payment but is there to ensure that this is only done when it is demonstrably in the best interest of the client and that a clear explanation of this is given.

- 3.12 The key principle is that all advice should be in the best interests of the client. Those giving guidance should take into account relevant factors such as the nature of the debt, the client's financial position, the powers of the creditor, whether interest has been frozen etc. For this reason the guidance (at 2.33) notes that it should not be 'assumed' that pro rata payments are in the best interests of the client. This does not preclude an advice agency concluding after an examination of the circumstances, that it is in the best interest of the client to make a pro-rata distribution

of available funds. The key, however, is that it should not be assumed that this is the best outcome.

- 3.13 Where appropriate efforts have been made to establish the financial position of the client but information is still incomplete, advice should be based on the information that is available.

Debt management services – *Clause 2.36-2.41*

- 3.14 All of this section, with the exception of 2.39 which deals with the disbursement of funds by a debt management company, is likely to apply to the free sector.