

Application for permit to operate debt-collection activities

Use this form to apply for permit to operate debt-collection activities which concern collecting debts on behalf of another party or financial claims that have been transferred.

What to do:

Download the file and open it in Adobe Reader. Fill in the form using the interactive fields. Then send the completed form and attached documents by e-mail to imy@imy.se.

Applicant Data

Name	<input type="text"/>		
Corporate ID No. or Personal Reg. No. or equivalent	<input type="text"/>		
E-mail address	<input type="text"/>		
Telephone number	<input type="text"/>		
Postal address	<input type="text"/>		
Post Code	<input type="text"/>	Town	<input type="text"/>
Visiting address	<input type="text"/>		

If the applicant is a legal entity, also state the following:

Contact name for application

Name	<input type="text"/>
Position or role	<input type="text"/>
E-mail address	<input type="text"/>
Telephone number	<input type="text"/>

Person responsible for legal expertise and judgement

Name	<input type="text"/>
Position or role	<input type="text"/>
E-mail address	<input type="text"/>
Telephone number	<input type="text"/>

Person responsible for judgement – if he/she is not the person responsible for legal expertise

Name	<input type="text"/>
Position or role	<input type="text"/>
E-mail address	<input type="text"/>
Telephone number	<input type="text"/>

Continue overleaf >

Submit the following information and documents together with your application:

- **A description of the scope and focus of the planned debt collection activities.** For example: what kind of financial claims will be covered and whether these will be combined with any other operations. It is also important to state whether debt-collection operations are to involve the collection of claims on behalf of others and/or the collection of claims transferred for recovery.
- **A description of the demand-for-payment routines to be used in your debt-collection operations.** For example: the course of a debt-collection case, how to contact debtors and in what ways the debtors will be able to contact you.
- **A description of your checks of the basic preconditions for claims.** That is, how, at what stage and on what basis you intend to check that a claim is legally valid, and how you intend to manage objections. This description must also contain the measures you intend to take to prevent confusing debtor identities, the conditions you will use vis-à-vis clients to notify, for example, objections from debtors, how to act to avoid unscrupulous clients and how you intend to handle claims against minors, alternatively what measures that are planned in order to avoid this type of claim.
- **A description of how you intend to manage and report funds obtained.**
- **Certificates and transcripts that prove the theoretical education and/or practical experience of debt-collection activities or comparable practice of the person responsible for legal expertise.**
- **Proof of company registration or equivalent - should not be more than three months old.**
- **Personal certificate for the individual or individuals who are to act as the persons responsible for legal expertise and judgement - should not be more than three months old.**
- **Certificate of Non-Bankruptcy for the person responsible for judgement - should not be more than three months old.**
- **Certificate proving that the person responsible for judgement is not banned from operating a company - should not be more than three months old.**
- **Statement of any unpaid debts with the Swedish Enforcement Authority or equivalent**
 - for the applicant
 - for the person responsible for judgementCertificates should not be more than three months old.
- **Documentation of a fictitious debt-collection case, including an example of a debt collection letter, payment plan and financial accounting documents.**

Ordering certificates

- Personal certificates from the Population Register Database can be printed out or ordered from www.skatteverket.se.
- Certificates from the Insolvency Register of Bankruptcies and Business Ban Register can be ordered from www.bolagsverket.se.

Once you have filled in the form and checked that all the information is correct, click the button "Save and submit". The form will then automatically save and be attached to an e-mail draft, ready to be sent. Double check that everything is correct, and send the e-mail to imy@imy.se.

Any questions?

Read more about debt collection at www.imy.se

Read more about processing of personal data at www.imy.se/privacy-notice

Contact us

Send the completed form and additional documentation by e-mail or letter.

E-mail: imy@imy.se

Tel: 08-657 61 00

Address:

Integritetsskyddsmyndigheten

Box 8114

104 20 Stockholm

Official documents

The content of the form becomes an official document when it arrives at the Authority. If public examination of your documents is requested, a confidentiality test will be carried out, i.e. an examination of whether all the data in the document may be revealed. Official documents must, generally, be archived in their full form.