

# Bankruptcy Register Search Client Reference Guide

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Innovative Information Solutions



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# 1 Overview

The Bankruptcy Register Search provides online access to the National Personal Insolvency Index (NPII).

NPII is the permanent public record of personal insolvencies. NPII provides information about individuals who have been subject to proceedings under the Bankruptcy Act from August 1928. It does not include any information on company liquidations or administrations. NPII is maintained by the Australian Financial Security Authority (AFSA) which was formerly known as the Insolvency Trustee Service Australia (ITSA).

The Bankruptcy Register Search produces an AFSA extract from NPII that identifies whether a person is currently or has previously been bankrupt; or if a petition has been lodged against a person in a current effort to make them bankrupt.

If no records are found on NPII for an individual, then an AFSA Results Summary Extract is produced. An AFSA Results Summary Extract is also available for the browse list of records returned when searching by Name.

## 2 Bankruptcy Register Search

### 2.1 Access Bankruptcy Register

a) Select Bankruptcy Register from the CITEC Confirm main menu:

**View Menu By Product**
[View Menu by State](#)

**Land Searches**

- ▶ [ACT Land Searches](#)
- ▶ [NSW Land Searches](#)
- ▶ [NSW Office of State Revenue Certificates](#)
- ▶ [NT Land Searches](#)
- ▶ [QLD Contaminated Land Search](#)
- ▶ [QLD Land Searches](#)
- ▶ [QLD Land Tax Certificates](#)
- ▶ [QLD Valuation and Sales](#)
- ▶ [SA Land Searches](#)
- ▶ [TAS Land Searches](#)
- ▶ [Telco Cable Search](#)
- ▶ [VIC Land Searches](#)
- ▶ [WA Land Searches](#)

**Property Conveyancing**

- ▶ [QLD Property Certificates](#)
- ▶ [QLD Transport & Main Roads Property Search](#)
- ▶ [VIC Conveyancing](#)
- ▶ [VIC Property Sales History Report](#)

**Corporate and Individual Searches**

- ▶ [ASIC and Business Name Searches](#)
- ▶ [Commercial Enquiries](#)
- ▶ [Bankruptcy Register](#)
- ▶ [PPSR - Personal Property Securities Register](#)
- ▶ [QLD Bills of Sale Search](#)

**Vehicle Searches and Lodgements**

- ▶ [QLD Motor Vehicle Register](#)
- ▶ [REVS - Register of Encumbered Vehicles](#)

**Court eFiling**

- ▶ [QCAT - QLD Civil and Administrative Tribunal eFiling](#)
- ▶ [QLD Magistrates Court eFiling](#)
- ▶ [VIC County Court eFiling](#)
- ▶ [VIC Magistrates Court eFiling](#)
- ▶ [VIC Supreme Court eFiling](#)
- ▶ [QCAT - Neighbourhood Disputes Registry Search \(Tree and Fence\)](#)

**Police Searches**

- ▶ [VIC Crime Reports](#)

b) The Bankruptcy Register Search screen will display. You can search by:

- ▶ Name
- ▶ Application Number (creditor's petition insolvency types)
- ▶ Administration Number (number assigned to insolvency administrations)

### Bankruptcy Register Search

1 Enter Search Details      2 Browse Possible Matches      3 Download Extract

Enter the required information below. This page will display content appropriate to your search as you progress.  
\* indicates mandatory fields. Please refer to help for further information.

**Your Reference**  \*

**Search By**

Select ... \*

Name

Application Number

Administration Number

 of the result.

**Email**

- c) Select a search method from the drop list and the screen will update to display the information fields required for the search.

## 2.2 Search by Name

A Search by Name allows you to perform a search of the NPII with the debtor name as the search criteria. A variety of search options are provided for the Search by Name and these are explained in more detail in the following sections.

### Bankruptcy Register Search

1 Enter Search Details      2 Browse Possible Matches      3 Download Extract

Enter the required information below. This page will display content appropriate to your search as you progress.  
\* indicates mandatory fields. Please refer to help for further information.

**Your Reference**  \*

**Search By**

Name

 \*

**!** All searches of the Bankruptcy Register by name will incur a search fee, even if no matches are found.

**Family Name**

Starts With

Eg. Smith

 \*

**Given Name**

Starts With

Eg. John

 \*

**Middle Name**

Any Middle Name

 \*

☒ Also match records without Middle Name

**Date of Birth**

Any Date of Birth

Eg. DD/MM/YYYY

 \*

☒ Also match records without Date of Birth

**Search Date Range** ☒ Limit my search to only include insolvency records started in the last 10 years

**Email** ☐ Please email me a copy of the result.

## 2.2.1 Entering your search criteria

The mandatory fields for performing a name search are:

- ▶ Your Reference
- ▶ Family Name
- ▶ Given Name

**Note:** For people known by a single name then supply the single name in the Family Name field and a hyphen (-) in the Given Name field.

- d) In the **Your Reference** field enter a reference (e.g. file number /matter number) for this search.
- e) For the **Family Name** and **Given Name** fields you have a choice of 3 search methods: Starts With (the default option), Exact and Contains. The search methods are explained in the following table.

Search Method	Recommended Usage
Starts With	This is the default selection on the search input screen. Useful to locate a person's NPII record if you don't know the exact spelling or name details; for example <b>STE</b> will match <b>STEVEN</b> , <b>STEPHEN</b> , and <b>STEPHANIE</b> .
Exact	Returns exact matches; for example <b>STEVEN</b> will match <b>STEVEN</b> , but not <b>STEPHEN</b> .
Contains	Useful to locate a person's record if you don't know the exact details; for example <b>STE</b> will match <b>STEVEN</b> , <b>STEPHEN</b> , <b>STEPHANIE</b> , <b>ESTELLE</b> and <b>CELESTE</b> .

## 2.2.2 Optional Search Criteria

You can refine your search by adding additional search criteria including Middle Name and Date of Birth details.

Family Name

Starts With

Given Name

Starts With

Middle Name

Any Middle Name

☒ Also match records without Middle Name

Date of Birth

Any Date of Birth

☒ Also match records without Date of Birth

Search Date Range

☒ Limit my search to only include insolvency records started in the last 10 years

Email

☐ Please email me a copy of the result.

✕ Clear all

\$ Search \$

### 2.2.2.1 Middle Name

- f) For the **Middle Name** field you will have a choice of 5 search methods: Any Middle Name (the default option), No Middle Name, Starts With, Exact or Contains. The search methods are explained in the following table.

Search Method	Recommended Usage
Any Middle Name	This is the default selection on the search input screen. Use of this method means that a middle name cannot be specified in the search criteria. Returns results that have any middle name and match your other search criteria.
No Middle Name	Use of this method means that a middle name cannot be specified in the search criteria. Returns only results with nothing recorded for middle name on the NPII; for example a search on Given Name <b>MICHAEL</b> and Family Name <b>REY</b> will match <b>MICHAEL REY</b> but not <b>MICHAEL JAMES REY</b> .
Starts With	Useful if you don't know the exact spelling or name details; for example <b>MAR</b> will match <b>MARY</b> , <b>MARGARET</b> , <b>MARK</b> and <b>MARVIN</b> .
Exact	Returns exact matches; for example <b>STEVEN</b> will match <b>STEVEN</b> , but not <b>STEPHEN</b> .
Contains	Useful if you don't know the exact details; for example <b>STE</b> will match <b>STEVEN</b> , <b>STEPHEN</b> , <b>STEPHANIE</b> , <b>ESTELLE</b> and <b>CELESTE</b> .

Note: By default the checkbox is selected to Also match records without Middle Name.

Middle Name

Any Middle Name ☒ \*

☒ Also match records without Middle Name

Not all records on NPII have a middle name recorded. If you deselect this checkbox then the search will exclude NPII records without a middle name.

### 2.2.2.2 Date of Birth

- g) For the Date of Birth field you have a choice of 3 search methods: Any Date of Birth (the default option), Exact and Range. The search methods are explained in the following table.

Search Method	Recommended Usage
Any Date of Birth	This is the default selection on the search input screen. Returns results that have any Date of Birth and match your other criteria.
Exact	Returns exact matches; for example 01/12/1980 will match 01/12/1980 but not 02/12/1980. You must enter a date of birth if Exact is selected.
Range	Returns results within the From and To dates specified. Dates must be provided in both the From and To fields if Range is selected. The maximum date range is 10 years; for example from 01/01/2005 to 31/12/2014.

Date of Birth

Range ☒ \*

From  \*

To  \*

☒ Also match records without Date of Birth

**Note:** By default the checkbox is selected to Also match records without Date of Birth.

Not all records on NPII have a Date of Birth recorded. If you deselect this checkbox then the search will exclude NPII records that do not include Date of Birth information. Excluding records without a Date of Birth is beneficial only when an exact match is required.

### 2.2.2.3 Search Date Range

By default the search will be limited to records with a NPII start date within the last 10 years. In addition the search will include undischarged bankrupts irrespective of start date of these records.

- h) To remove the date range limit and search NPII records irrespective of start date, deselect the checkbox shown below.

#### Search Date Range

☒ Limit my search to only include insolvency records started in the last 10 years

### 2.2.2.4 Email copy of your results

- i) If you would like a copy of your search result emailed to you, then tick the email checkbox and enter your email address in the field provided.

## 2.2.3 Browse Results

- j) Once you have entered all your search criteria, click **\$Search\$** to conduct a search by Name.

**Note:** All searches of the Bankruptcy Register by Name will incur a fee even if no results are found.

Searches will return a maximum of 50 matches for your search criteria. If too many matches are found then you will need to refine your search using the search criteria and search methods outlined in sections 2.1.1 and 2.1.2.

- k) The Bankruptcy Register Search Browse screen will display.

If no matching records are found then the message *“NO RECORD could be found of any individual on the National Personal Insolvency Index using the specified criteria”* is displayed under **Your Results**.

Matches	0
Search ID	NS1521928
Search Receipt	<a href="#">View Search Receipt</a>
NO RECORD could be found of any individual on the National Personal Insolvency Index using the specified criteria.	

Select	Name	Suburb at Start Date	Occupation	Start Date	Date of Birth	Alias
<input type="checkbox"/>	AFSA Result Summary Extract					

Fee is \$ 0.00 RITC Fee is \$ 0.00

☒ Select/Deselect all \$ Order \$

An AFSA Result Summary Extract is available to order to provide an official extract from AFSA that no records exist on NPII for this name.



- l) If matches are found on NPII then the Browse screen will display the browse results in the table under **Your Results**. The browse list displays name, suburb at start date, occupation, start date of proceedings, date of birth and if this is a “Real” or Alias” person to enable accurate selection from the results returned.

### Bankruptcy Register Search Browse

1 Enter Search Details
2 Browse Possible Matches
3 Download Extract

Order your bankruptcy extracts from the result table below.

**Your Search**

Your Reference: test

Search By: Name

Family Name: Starts With "smith"

Given Name: Starts With "mary"

Middle Name: Any Middle Name (including records with no Middle Name)

Date of Birth: Any Date of Birth (including records with no Date of Birth)

Search Date Range: Last 10 years only

**Your Results**

Select the results you wish to order extracts for, then click the Order button.

**Note:** The cost of ordering ONE extract from the list below has been included in the original search fee. Each additional extract ordered will incur a separate charge. Ordering an AFSA Result Summary extract is classified as ordering one extract for charging purposes.

These search results are available from the Confirm Inbox for 24 hours.

Matches: 10

Search ID: NS1521916

Search Receipt: [View Search Receipt](#)

Select	Name	Suburb at Start Date	Occupation	Start Date	Date of Birth	Alias
<input type="checkbox"/>	AFSA Result Summary Extract					
<input type="checkbox"/>	SMITH, Mary-Anne	AVALON NSW	SALES REPRESENTATIVE	05-NOV-2008	01-FEB-1988	REAL
<input type="checkbox"/>	SMITH, Maryann	REVESBY NSW	STORE MANAGER	22-NOV-2009	02-JAN-1986	REAL
<input type="checkbox"/>	SMITH, Mary Anne Pugay	COOMBABAH QLD	CHEF	01-JUN-2009	18-AUG-1957	ALIAS
<input type="checkbox"/>	SMITH, Mary	PORT MACQUARIE NSW	RETIRED	07-AUG-2007	09-AUG-1950	REAL
<input type="checkbox"/>	SMITHANDWESTONGUN, Marybeth Janice	EVERTON PARK QLD	UNEMPLOYED	08-NOV-2010	22-SEP-1969	ALIAS
<input type="checkbox"/>	SMITH, Mary	PLUMPTON NSW	UNEMPLOYED	07-AUG-2006	17-MAY-1958	REAL
<input type="checkbox"/>	SMITH, Mary-Ann	CHARMHAVEN NSW	HOME DUTIES	26-JAN-2006	24-JUL-1968	REAL
<input type="checkbox"/>	SMITH, Mary Margaret	FORRESTFIELD WA	TRUCK DRIVER	05-MAY-2006	16-SEP-1961	REAL
<input type="checkbox"/>	SMITH, Mary Emily Theresa	MONASH SA	UNEMPLOYED	15-SEP-2006	10-MAR-1962	REAL
<input type="checkbox"/>	SMITH, Maryann	ASHWOOD VIC		20-JUL-2010		REAL

Fee is \$ 0.00 RITC Fee is \$ 0.00

☒ Select/Deselect all

\$ Order \$

A copy of the browse results is available by selecting the AFSA Result Summary Extract which provides an official extract from AFSA of the browse results. Several extracts can be ordered at one time from the browse results.

- m) Select the extracts you require using the checkboxes and click **\$Order\$** to proceed with ordering the extracts.
- n) The Bankruptcy Register Search Result screen will display.

### Bankruptcy Register Search Result

1 Enter Search Details
2 Browse Possible Matches
3 Download Extract

✓ Your bankruptcy extracts are now available.

⚠ Do not refresh this screen - **you will incur extra charges**.  
If the Refresh button is clicked each search will be resubmitted (whether the Result is completed or not) and another fee will be charged.

View individual extract via Completed links on the right, or download in bulk via the Download button below.

Your Search	Your Reference	Result
AFSA Result Summary Extract	JJ HH 14	<a href="#">COMPLETED</a>
Family Name Given Name(s) Alias Occupation Date of Birth Suburb at Start Date Start Date	SMITH Mary Margaret REAL TRUCK DRIVER 16-SEP-1961 FORRESTFIELD WA 05-MAY-2006	SUBMITTED

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**Download all Extracts (PDF)**

- o) To access your search extracts either click each [COMPLETED](#) link to access extracts one by one, or click **Download all Extracts to PDF** to download into one PDF document (you can utilise this link for single or multiple extracts).

## 2.3 Search by Application Number

Application numbers are Creditor's Petition insolvency types. A search by application number will return all records that are an exact match to the number supplied. If the application number supplied matches a joint estate number, each estate associated with the joint estate number will be returned.

### Bankruptcy Register Search

1 Enter Search Details
2 Browse Possible Matches
3 Download Extract

Enter the required information below. This page will display content appropriate to your search as you progress.

\* indicates mandatory fields. Please refer to help for further information.

Your Reference

HH JJ 1345 \*

Search By

Application Number ▾ \*

Application Number

State

NSW ▾ \*

Number

11178576 \*

Email

☒ Please email me a copy of the result.

john.citizen@citizenlaw.com.au × \*

✕ Clear all

\$ Search \$

### 2.3.1 Entering your search criteria

To search by Application Number, the following fields are mandatory:

- ▶ Your Reference
  - ▶ Application Number (select State, and enter Number)
- a) If you would like a copy of your search result emailed to you, then tick the email checkbox and enter your email address in the field provided.
  - b) Once all fields have been completed click **\$Search\$** to perform a NPII search.
  - c) If the search returns no results then an error will be displayed asking you to check the number and re-enter a correct number. No fees apply where no matches are found for a search by application number.

**Note:** If the number of results returned is greater than 50 then a message will be displayed to refine the search criteria as too many records have been returned.

### 2.3.2 Browse Results

- d) The Bankruptcy Register Search Browse screen will display. The search criteria entered are shown under **Your Search** and the browse results will display under **Your Results**. The browse list displays name, suburb at start date, occupation, start date of proceedings, date of birth and if this is a “Real” or “Alias” person to enable accurate selection from the results returned.

#### Bankruptcy Register Search Browse

1 Enter Search Details
2 Browse Possible Matches
3 Download Extract

Order your bankruptcy extracts from the result table below.

##### Your Search

Your Reference	HH JJ 1345
Search By	Application Number
Application Number	NSW/11178576

##### Your Results

Select the results you wish to order extracts for, then click the Order button.

**Note:** The cost of ordering ONE extract from the list below has been included in the original search fee. Each additional extract ordered will incur a separate charge. Ordering an AFSA Result Summary extract is classified as ordering one extract for charging purposes.

These search results are available from the Confirm Inbox for 24 hours.

Matches 1

Search ID NS1521926

Search Receipt [View Search Receipt](#)

Select	Name	Suburb at Start Date	Occupation	Start Date	Date of Birth	Alias
<input type="checkbox"/>	AFSA Result Summary Extract					
<input type="checkbox"/>	SMITH, Jo-Anne Maree	SYDNEY NSW	UNKNOWN	21-FEB-2008		REAL

Fee is \$ 0.00
RITC Fee is \$ 0.00

☒ Select/Deselect all
\$ Order \$

- e) Select the extracts required and click **\$Order\$** to proceed with ordering the extracts.
- f) The Bankruptcy Register Search Result screen will display.

### Bankruptcy Register Search Result

1 Enter Search Details
2 Browse Possible Matches
3 Download Extract

Your bankruptcy extracts are now available.

Do not refresh this screen - **you will incur extra charges.**  
If the Refresh button is clicked each search will be resubmitted (whether the Result is completed or not) and another fee will be charged.

View individual extract via Completed links on the right, or download in bulk via the Download button below.

Your Search	Your Reference	Result
Family Name SMITH Given Name(s) Jo-Anne Maree Alias REAL Occupation UNKNOWN Date of Birth Suburb at Start Date SYDNEY NSW Start Date 21-FEB-2008	HH JJ 1345	<a href="#">COMPLETED</a>

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Download all Extracts (PDF)

- g) To access your search extracts either click each [COMPLETED](#) link to access extracts one by one, or click **Download all Extracts to PDF** to download into one PDF document (you can utilise this link for single or multiple extracts).

## 2.4 Search by Administration Number

Administration numbers are sequential numbers assigned to Insolvency administrations.

The administration number comprises 4 pieces of information that describe a single entry on the NPII.

The first part of the reference identifies the state in which the proceedings were initiated; the second is the number allocated to entries from that state; the third is the start year; and the fourth is a single digit that identifies the type of petition.

For example, the Administration number VIC9999/00/7 refers to 9999<sup>th</sup> debtor's petition (Type 7) lodged in Victoria in 2000.

The administration number supplied will return all records that are an exact match to the number supplied. If the administration number supplied matches a joint estate number, each estate associated with the joint estate number will be returned.

## Bankruptcy Register Search

1 Enter Search Details      2 Browse Possible Matches      3 Download Extract

Enter the required information below. This page will display content appropriate to your search as you progress.  
 \* indicates mandatory fields. Please refer to help for further information.

**Your Reference**  \*

**Search By** Administration Number  \*

**Administration Number**

State	Number	Year	Check Digit
ACT <input type="text" value=""/> *	Eg. 12345 *	Eg. 90 *	Eg. 1

**Email** ☐ Please email me a copy of the result.

### 2.4.1 Entering your search criteria

To search by Administration Number, the following fields are mandatory:

- ▶ Your Reference
  - ▶ Administration Number (select State, and enter the Number, Year and Check Digit)
- a) If you would like a copy of your search result emailed to you, then tick the email checkbox and enter your email address in the field provided.
  - b) Once all fields have been completed click **\$Search\$** to perform a NPII search.
  - c) If the Search returns no results then an error will be displayed to check the number entered, and re-enter a correct Administration number. No fees for the NPII search apply if no results are returned for a search by Administration number.

**Note:** If the number of results returned is greater than 50 then a message will be displayed to refine the search criteria as too many records have been returned.

## 2.4.2 Browse Results

- d) The Bankruptcy Register Search Browse will display. The browse list displays name, suburb at start date, occupation, start date of proceedings, date of birth and if this is a “Real” or Alias” person to enable accurate selection.

The search criteria entered are shown under **Your Search** and the browse results will display under **Your Results**.

### Bankruptcy Register Search Browse

1 Enter Search Details
2 Browse Possible Matches
3 Download Extract

Order your bankruptcy extracts from the result table below.

#### Your Search

Your Reference	HH/JJ/15
Search By	Administration Number
Administration Number	NSW/8664/8/8

#### Your Results

Select the results you wish to order extracts for, then click the Order button.

**Note:** The cost of ordering ONE extract from the list below has been included in the original search fee. Each additional extract ordered will incur a separate charge. Ordering an AFSA Result Summary extract is classified as ordering one extract for charging purposes.

These search results are available from the Confirm Inbox for 24 hours.

Matches 1  
Search ID NS1521925  
Search Receipt [View Search Receipt](#)

Select	Name	Suburb at Start Date	Occupation	Start Date	Date of Birth	Alias
<input type="checkbox"/>	AFSA Result Summary Extract					
<input type="checkbox"/>	SMITH, Mary-Anne	AVALON NSW	SALES REPRESENTATIVE	05-NOV-2008	01-FEB-1988	REAL

Fee is \$ 0.00
RITC Fee is \$ 0.00

☒ Select/Deselect all

\$ Order \$


- e) Select the extracts required and click **\$Order\$** to proceed with ordering the extracts.
- f) The Bankruptcy Register Search Result screen will display.


**Bankruptcy Register Search Result**

1 Enter Search Details

2 Browse Possible Matches

3 Download Extract


 Your bankruptcy extracts are now available.

 Do not refresh this screen - **you will incur extra charges.**  
If the Refresh button is clicked each search will be resubmitted (whether the Result is completed or not) and another fee will be charged.

View individual extract via Completed links on the right, or download in bulk via the Download button below.

Your Search	Your Reference	Result
AFSA Result Summary Extract	HH/JJ/15	<a href="#">COMPLETED</a>
Family Name Given Name(s) Alias Occupation Date of Birth Suburb at Start Date Start Date SMITH Mary-Anne REAL SALES REPRESENTATIVE 01-FEB-1988 AVALON NSW 05-NOV-2008	HH/JJ/15	<a href="#">COMPLETED</a>

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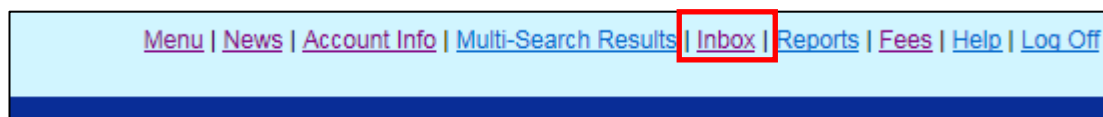
 **Download all Extracts (PDF)**

- g) To access your search extracts either click each [COMPLETED](#) link to access extracts one by one, or click **Download all Extracts to PDF** to download into one PDF document (you can utilise this link for single or multiple extracts).

### 3 Accessing your search results via the Confirm Inbox

Bankruptcy Register extracts are returned online as PDF documents, and are also stored in your Confirm Inbox for 24 hours.

- a) To access your search results from the Confirm Inbox click on the **Inbox** link on the Confirm header menu; located on the top right of the Confirm screen.



- b) The Inbox Search screen will display.

The 'Inbox Search' form is titled 'Inbox Search' and includes instructions: 'Enter search criteria to find previously requested transactions. Wild card searches can be entered in any field, eg: file 10% or %'. The form has several sections: 'Search Criteria' with a dropdown for 'Application' (set to 'NP11 - Bankruptcy Register'), 'Display Results For' with radio buttons for 'Account' (selected) and 'This User', 'Date' with radio buttons for 'For today' (selected), 'For the last [ ] days', and 'Specific Date [ ] dd/mm/yyyy eg: 31/01/2012'. Below these are input fields for 'Your Reference', 'Confirm Reference', and 'Provider Reference'. There are also radio buttons for 'Transaction Level' (Parent, Child) and 'Sort By' (Date, Search Name, Your Reference, User). At the bottom left is a 'Clear All' button, and at the bottom right is a 'Search' button, both highlighted with red boxes.

- c) Select **NP11 – Bankruptcy Register** from the Application drop list, and select the appropriate date. If required you can refine your search using the Reference fields.
- d) Click **Search**, and the Inbox Results will display.

**Note:** Due to AFSA's restrictions on the storage of NP11 search results, extracts are available in the Confirm Inbox for 24 hours only.



**Inbox Results**

Click the result link to view the search results or details link for transaction history.

**Please note:** Results listed below as **ERROR** may have since been progressed to **COMPLETED** if you corrected and resubmitted them. Resubmission generates new transactions visible via this inbox.

To avoid duplication of charges please check carefully before resubmitting any transactions marked **ERROR**.

If in any doubt, please check your usage reports.

**Your Search**

Application                      NPII - Bankruptcy Register  
 Display Results For            Account  
 Date                                For today  
 Transaction Level                Child  
 Sort By                            Date

**Your Results**

Date/Time	User	Search Name	Your Reference	Confirm Reference	Provider Reference	Your Result (click to View)	Transaction Details
02/11/2015 13:01:04	FORDA	Bankruptcy Register Extract	test	3879901		<a href="#">COMPLETED</a>	<a href="#">Info</a>
02/11/2015 12:59:07	FORDA	Bankruptcy Register Summary Extract	test	3879402		<a href="#">COMPLETED</a>	<a href="#">Info</a>
02/11/2015 12:56:22	FORDA	Bankruptcy Register Browse	test	3879503		<a href="#">COMPLETED</a>	<a href="#">Info</a>
02/11/2015 09:58:26	FORDA	Bankruptcy Register Browse	test	3879301		<a href="#">ERROR</a>	<a href="#">Info</a>

- e) Click on the [COMPLETED](#) link under Your Result to access the search result required.

### 3.1 Bankruptcy Register Browse from the Inbox

**Your Results**

Date/Time	User	Search Name	Your Reference	Confirm Reference	Provider Reference	Your Result (click to View)	Transaction Details
02/11/2015 13:01:04	FORDA	Bankruptcy Register Extract	test	3879901		<a href="#">COMPLETED</a>	<a href="#">Info</a>
02/11/2015 12:59:07	FORDA	Bankruptcy Register Summary Extract	test	3879402		<a href="#">COMPLETED</a>	<a href="#">Info</a>
02/11/2015 12:56:22	FORDA	Bankruptcy Register Browse	test	3879503		<a href="#">COMPLETED</a>	<a href="#">Info</a>

- a) Click on the [COMPLETED](#) link for a Bankruptcy Register Browse to display the Browse Results screen.

From this screen, you can order Bankruptcy extracts for any of the Results listed in the table under **Your Results**, including an AFSA Result Summary Extract.

**Your Results**

Select the results you wish to order extracts for, then click the Order button.

**Note:** The cost of ordering ONE extract from the list below has been included in the original search fee. Each additional extract ordered will incur a separate charge. Ordering an AFSA Result Summary extract is classified as ordering one extract for charging purposes.

These search results are available from the Confirm Inbox for 24 hours.

Matches 10  
 Search ID NS1521916  
 Search Receipt [View Search Receipt](#)

Select	Name	Suburb at Start Date	Occupation	Start Date	Date of Birth	Alias
<input type="checkbox"/>	AFSA Result Summary Extract					
<input type="checkbox"/>	SMITHANDWESTONGUN, Marybeth Janice	EVERTON PARK QLD	UNEMPLOYED	08-NOV-2010	22-SEP-1969	ALIAS
<input type="checkbox"/>	SMITH, Mary-Ann	CHARMHAVEN NSW	HOME DUTIES	26-JAN-2006	24-JUL-1968	REAL
<input type="checkbox"/>	SMITH, Mary Anne Pugay	COOMBABAH QLD	CHEF	01-JUN-2009	18-AUG-1957	ALIAS
<input type="checkbox"/>	SMITH, Mary	PORT MACQUARIE NSW	RETIRED	07-AUG-2007	09-AUG-1950	REAL
<input type="checkbox"/>	SMITH, Mary	PLUMPTON NSW	UNEMPLOYED	07-AUG-2006	17-MAY-1958	REAL
<input type="checkbox"/>	SMITH, Mary-Anne	AVALON NSW	SALES REPRESENTATIVE	05-NOV-2008	01-FEB-1988	REAL
<input type="checkbox"/>	SMITH, Maryann	REVESBY NSW	STORE MANAGER	22-NOV-2009	02-JAN-1986	REAL
<input type="checkbox"/>	SMITH, Mary Emily Theresa	MONASH SA	UNEMPLOYED	15-SEP-2006	10-MAR-1962	REAL
<input type="checkbox"/>	SMITH, Maryann	ASHWOOD VIC		20-JUL-2010		REAL
<input type="checkbox"/>	SMITH, Mary Margaret	FORRESTFIELD WA	TRUCK DRIVER	05-MAY-2006	16-SEP-1961	REAL

NPII Extract Charge Fee is \$29.33 RITC Fee is \$28.80  
 NPII Result Summary Charge Fee is \$29.33 RITC Fee is \$28.80

☒ Select/Deselect all \$ Order \$

## 3.2 Bankruptcy Register Summary Extract from the Inbox

**Your Results**

Date/Time	User	Search Name	Your Reference	Confirm Reference	Provider Reference	Your Result (click to View)	Transaction Details
02/11/2015 13:01:04	FORDA	Bankruptcy Register Extract	test	3879901		<a href="#">COMPLETED</a>	<a href="#">Info</a>
02/11/2015 12:59:07	FORDA	Bankruptcy Register Summary Extract	test	3879402		<a href="#">COMPLETED</a>	<a href="#">Info</a>
02/11/2015 12:56:22	FORDA	Bankruptcy Register Browse	test	3879503		<a href="#">COMPLETED</a>	<a href="#">Info</a>

- Click on the [COMPLETED](#) link for a Bankruptcy Register Summary Extract to display the Search Result Summary screen.
- Under **Your Results**, you can click the links to view the AFSA Result Summary Extract, and the Search Receipt.

## Bankruptcy Register Search Result Summary

1 Enter Search Details

2 Browse Possible Matches

3 Download Extract

### Your Search

Your Reference test  
 Search By Name  
 Family Name Starts With "smith"  
 Given Name Starts With "mary"  
 Middle Name Any Middle Name (including records with no Middle Name)  
 Date of Birth Any Date of Birth (including records with no Date of Birth)  
 Search Date Range Last 10 years only

### Your Results

[View AFSA Result Summary Extract](#)
[View Search Receipt](#)

## 3.3 Bankruptcy Register Extract from the Inbox

### Your Results

Date/Time	User	Search Name	Your Reference	Confirm Reference	Provider Reference	Your Result (click to View)	Transaction Details
02/11/2015 13:01:04	FORDA	Bankruptcy Register Extract	test	3879901		<a href="#">COMPLETED</a>	<a href="#">Info</a>
02/11/2015 12:59:07	FORDA	Bankruptcy Register Summary Extract	test	3879402		<a href="#">COMPLETED</a>	<a href="#">Info</a>
02/11/2015 12:56:22	FORDA	Bankruptcy Register Browse	test	3879503		<a href="#">COMPLETED</a>	<a href="#">Info</a>

- Click on the [COMPLETED](#) link for a Bankruptcy Register Extract will display the Search Result Summary screen.
- Under **Your Results**, you can click the links to view the AFSA Bankruptcy Extract and the Search Receipt.

## Bankruptcy Register Search Result Summary

[1 Enter Search Details](#)[2 Browse Possible Matches](#)[3 Download Extract](#)

### Your Search

Your Reference	test
Family Name	SMITH
Given Names	Mary-Anne
Alias	REAL
Occupation	SALES REPRESENTATIVE
Date of Birth	01-FEB-1988
Suburb at Start Date	AVALON NSW
Start Date	05-NOV-2008

### Your Results

[View Bankruptcy for Mary-Anne SMITH](#)[View Search Receipt](#)