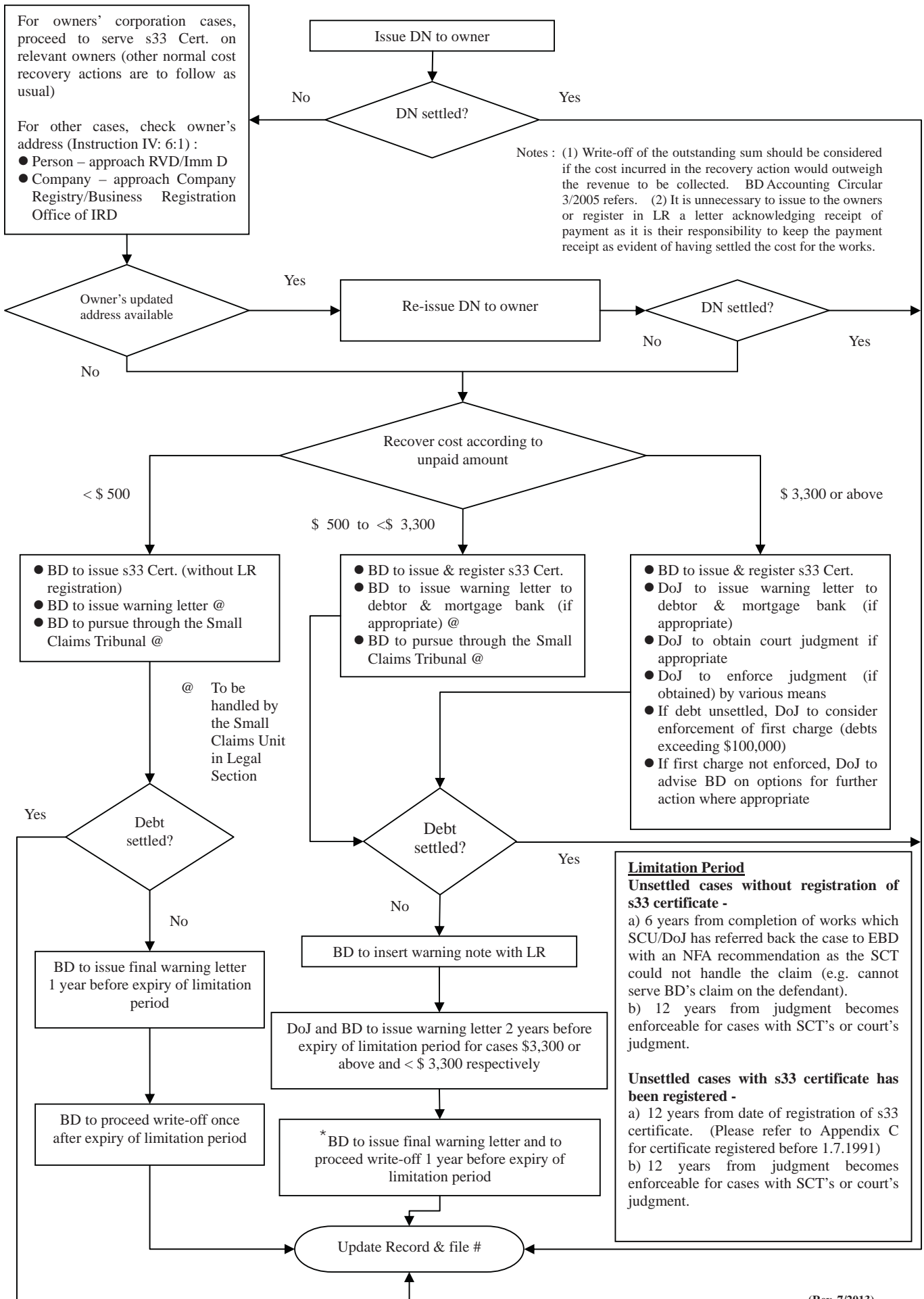


Cost Recovery Actions under BO s33

(Instructions IV:5:3, IV:6:1, IV:7:1 & IV:8:1)



- \* Final warning letter enclosed with a new demand note with accrued interest to the debtor(s) should be issued by BD and a review of the progress should be conducted 1 month after the date of issuing final warning letter immediately before proceeding to write-off. For cases with judgment, the final warning letter should be enclosed with the SCT award/ Court Order instead of a new demand note.
- # If debt is voluntarily settled, BD will update file record & Advance Account and advise DoJ (if appropriate)