

bunk-alliance ®
administrative services GmbH

Company Presentation

Our services: The Four “S’s”

- Sorting
- Scanning
- Storage
- Servicing agent (Managing debt recovery process; managing and co-ordinating any necessary legal action including liquidation proceedings/civil suits against debtor/borrower/guarantor)

Facts

- We have experience in maintaining documentation relating to 9 funds and 1 debt collection agency
- Over 100 separate cases, ranging in value from several thousand Euros to over 100 m Euros. Total face value exceeds 600 m Euros
- The total amount of documents under management exceeded 250,000
- Cases relating to Belgium, UK, France, Germany, Ecuador, Sudan, Nigeria, Benin, Ivory Coast, Ghana, Sierra Leone, Senegal, DRC, Kenya, Tanzania, Angola, Madagascar, Zimbabwe, South Africa, Botswana, United Arab Emirates

Facts

- Cases bought from European companies and several banks, e.g. Banque Belgoise (Belgium), National Bank of Abu Dhabi (Arab Emirates), First Gulf Bank (Dubai), Emirates Bank (United Arab Emirates)

Sorting

- Receiving documents by post, fax, email
- Analysis of internal file structure based upon specific experience with credit/banking documentation supervised by experienced legal attorney and project manager
- Categorising of documentation
- Establishment of chronological and logical order within each category in preparation for litigation

Scanning

Scanning of documentation and storage according to established file structure

- Upload of scanned documents to SharePoint server update of all files (including ongoing correspondence) on the server every two weeks
- Checking scans for quality, readability and layout
- Forwarding of scanned documentation to designated parties (officers, lawyers etc.). Retrieval and identification of documentation upon request.
- Forwarding of updated copies to third parties

Storage

- Important originals (e.g. credit documentation, securities) are stored in a bank safe
- Preparation of certified/notarised copies; forwarding to designated parties
- Sorting and storage of internal communication/third party communication in respective file

Support and Analytical Services

- Collection of files/documents from various parties (e.g. former legal counsels in Europe, banks involved in the claim). We not only archive documents but also actively retrieve lost documents from third parties
- Calculation of interest due on claims according to file documentation, legal basis and correspondence
- Research on past payments, account statements and previous communication with borrower, banks, legal counsel and court decisions

IT Services

Central information storage for

- Presentations
- Reports
- Schedule for travel plans for officers
- Calendar overview

Kontaktadressen

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