



## RECEIVABLES MANAGEMENT CERTIFICATION PROGRAM

### CERTIFIED RECEIVABLES BUSINESS (CRB) APPLICATION FOR ADDING A FAMILY OF COMPANIES

**Instructions for CRBs:** Please take your time in filling out this application for adding a Family of Companies to your existing RMAI CRB designation. Type in the fillable PDF or print legibly. RMAI recommends your chief compliance officer complete this application. RMAI further recommends that your chief compliance officer confirm all acknowledgments by visual confirmation or appropriate sampling of accounts, where appropriate, to ensure all responses are complete and accurate.

Date: \_\_\_\_\_

\*Law firms should consult the rules in their states of practice to determine if there are any limitations on holding the firm out to the public as a Certified Business.

#### CRB Information

1. CRB's Certification Number: \_\_\_\_\_

2. Legal Name of CRB: \_\_\_\_\_

3. Physical Address of Headquarters: \_\_\_\_\_

4. Mailing Address (if different from physical address): \_\_\_\_\_

5. Main Business Telephone Number: \_\_\_\_\_

6. Web Site Address: \_\_\_\_\_

7. Is CRB or one of the family of companies a member of RMAI?  Yes  No

#### Family of Companies Information

List the businesses added to the CRB's certified status as a Family of Companies, as that term is defined in section 7.4 of the Certification Program:

(1) Name: \_\_\_\_\_ EIN: \_\_\_\_\_

Type of Business:  Debt Buying  Debt Buying & Third-Party Collection Agency  Law Firm\*

Third-Party Collection Agency  Creditor

Physical Address (if different from CRB): \_\_\_\_\_

Web Site Address (only required if business name is used in consumer communications): \_\_\_\_\_

(2) Name: \_\_\_\_\_ EIN: \_\_\_\_\_

Type of Business:  Debt Buying  Debt Buying & Third-Party Collection Agency  Law Firm\*  
 Third-Party Collection Agency  Creditor

Physical Address (if different from CRB): \_\_\_\_\_

Web Site Address (only required if business name is used in consumer communications): \_\_\_\_\_

(3) Name: \_\_\_\_\_ EIN: \_\_\_\_\_

Type of Business:  Debt Buying  Debt Buying & Third-Party Collection Agency  Law Firm\*  
 Third-Party Collection Agency  Creditor

Physical Address (if different from CRB): \_\_\_\_\_

Web Site Address (only required if business name is used in consumer communications): \_\_\_\_\_

(4) Name: \_\_\_\_\_ EIN: \_\_\_\_\_

Type of Business:  Debt Buying  Debt Buying & Third-Party Collection Agency  Law Firm\*  
 Third-Party Collection Agency  Creditor

Physical Address (if different from CRB): \_\_\_\_\_

Web Site Address (only required if business name is used in consumer communications): \_\_\_\_\_

*Please attach any additional businesses after the last page of the application.*

### Chief Compliance Officer Information

8. Name of Chief Compliance Officer (CCO): \_\_\_\_\_

9. If CCO goes by different title, please provide: \_\_\_\_\_

10. Is your CCO certified by RMAI as a "Certified Receivables Compliance Professional"?

Yes  No

10a. If "yes" to question 10, please provide the CCO's certification number: \_\_\_\_\_

11. Please indicate the date the CCO started serving in this capacity: \_\_\_\_\_

12. CCO's Business Telephone Number: \_\_\_\_\_

13. CCO's Business Email Address: \_\_\_\_\_

## Acknowledgments

14. \_\_\_\_\_ CRB has completed the Certification Standards Self-Audit Checklist (see below) and has determined that it is in conformity with the Certification Standards and agrees to maintain conformity with the Certification Standards, as may be amended from time-to-time. CRB further understands that a future independent third-party audit will confirm the veracity of this acknowledgment.

15. \_\_\_\_\_ CRB understands that all prior attestations it agreed to in its original application for the CRB designation remain in effect and apply to its Family of Companies.

## Certification Standards Self-Audit Checklist

When completing the Certification Standards Self-Audit Checklist, please review the [Certification Standards](#). CRB should not submit an application unless it believes it is in conformity with each Certification Standard and will pass a Compliance Audit.

Please initial next to each applicable Certification Standard once the CRB has confirmed that the Family of Companies conforms to the standards:

### Series A (already acknowledged on original application)

#### Series B (debt buying company & creditor Family of Companies only)

- \_\_\_\_\_ Purchase & Sale Documentation Requirements (Standard B1)
- \_\_\_\_\_ Representations & Warranties (Standard B2)
- \_\_\_\_\_ Due Diligence (Standard B3)
- \_\_\_\_\_ Sale Restrictions (Standard B4)
- \_\_\_\_\_ Per Diem Counsel (Standard B5)

#### Series C (collection law firm Family of Companies only)

- \_\_\_\_\_ Bar Admission (Standard C1)
- \_\_\_\_\_ Legal Education (Standard C2)
- \_\_\_\_\_ Legal Malpractice Insurance (Standard C3)
- \_\_\_\_\_ Trust Accounts (Standard C4)
- \_\_\_\_\_ Meaningful Attorney Involvement (Standard C5)
- \_\_\_\_\_ Judgment Retention (Standard C6)
- \_\_\_\_\_ Consumer & Regulatory Complaints (Standard C7)

#### Series D (third party collection agency Family of Companies only)

- \_\_\_\_\_ Bonding (Standard D1)
- \_\_\_\_\_ Trust Accounts (Standard D2)
- \_\_\_\_\_ Client Inquiries (Standard D3)
- \_\_\_\_\_ Consumer & Regulatory Complaints (Standard D4)
- \_\_\_\_\_ Cessation of Collections (Standard D5)
- \_\_\_\_\_ Account Recalls (Standard D6)

Upon confirming the Family of Companies conforms to the above Certification Standards, please initial adjacent to question 14 above.

## Authorized Signature

I, \_\_\_\_\_ as the authorized representative of the CRB hereby certify that all of the information provided herein is true and complete to the best of my knowledge. I understand that any misrepresentation of information included on this form or in this process is grounds for revocation of our certification. I authorize verification of this information and release all concerned from any liability in connection therewith. CRB hereby applies to RMAI to add a Family of Companies to its CRB certified status and agrees to abide by the rules and procedures established by RMAI in the administration of the Certification Program.

Full Name of CRB: \_\_\_\_\_

Full Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

## Application Fees

\$ \_\_\_\_\_ **Family of Companies Fee** Add \$150 for each additional business listed that will share certification with the CRB

### **Billing Information:**

Visa

MasterCard

AMEX

Check Enclosed

Credit Card Number: \_\_\_\_\_

CVC Code: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Amount Due: \_\_\_\_\_

Signature of Card Holder: \_\_\_\_\_

Billing Address (if different from above): \_\_\_\_\_

### **Mail or email the completed application with any required attachments and required fees to:**

Receivables Management Association International  
Receivables Management Certification Program  
1050 Fulton Avenue, Suite 120  
Sacramento, CA 95825  
cert@rmaintl.org

If you have any questions concerning the application contact the RMAI office by phone at 916-482-2462 or email [cert@rmaintl.org](mailto:cert@rmaintl.org).

**Confidentiality of Information.** Information submitted as part of the Certification Program shall be kept confidential and used for the limited purpose of determining eligibility for certification, compliance with certification, or as provided in section 11.6 of the Certification Program.