CreDebtAble
ALTERNATIVE CREDITWORTHINESS & DEBT-REPORTING NETWORK

DOCUMENT IDENTIFICATION	
DOCUMENT	**Debt Acknowledgement**
TEMPLATE CODE	**DEBT_ACKNOWLEDGEMENT**
DOCUMENT NO.	**CDA-DEBTACK-V1.0**
VERSION	**v1.0 | 2026-06-27**

DEBT ACKNOWLEDGEMENT

Reference / file no.: ______ Date prepared: ______

A Debt Acknowledgement is a signed statement in which a person (the Debtor) confirms that they owe a specific amount of money to another person (the Creditor) and sets out how it will be repaid. It is useful where a debt already exists - for example an unpaid balance, a bounced check, or money lent informally - and the parties now wish to record it clearly.

1. THE PARTIES

Complete the details of each party below. Where a party is a business, give the registered business name and the name of the person signing on its behalf.

Party A - Creditor (the person owed the money)

FULL NAME / BUSINESS NAME

ID / REGISTRATION NO.

ADDRESS

Street, town/city, parish/state, country

PHONE

EMAIL

Party B - Debtor (the person who owes the money)

FULL NAME / BUSINESS NAME

ID / REGISTRATION NO.

ADDRESS

Street, town/city, parish/state, country

PHONE

EMAIL

2. THE DEBT BEING ACKNOWLEDGED

AMOUNT OWED (FIGURES)

AMOUNT OWED (IN WORDS)

CURRENCY

DATE THE DEBT AROSE / BECAME DUE

HOW THE DEBT AROSE (REASON)

e.g. goods/services supplied, rent arrears, loan, returned/bounced check

ORIGINAL AGREEMENT / INVOICE / CHECK NO. (IF ANY)

ORIGINAL DATE

3. ACKNOWLEDGEMENT BY THE DEBTOR

By signing this document the Debtor confirms each of the following:

- I acknowledge that I owe the Creditor the amount stated above.
- The amount is correct and is currently unpaid.
- I have not been pressured into signing and I understand what this document means.

4. HOW THE DEBT WILL BE REPAID

Choose ONE option and complete the details.

- [ ] Pay in full by a single date.
- [ ] Pay by a repayment plan (instalments) until cleared.

PAY-IN-FULL DATE (IF SINGLE PAYMENT)

INSTALMENT AMOUNT

INSTALMENT FREQUENCY

e.g. weekly / monthly

FIRST INSTALMENT DATE

FINAL / CLEARED-BY DATE

PAYMENT METHOD

WHERE/HOW PAYMENTS ARE TO BE MADE

5. IF PAYMENTS ARE NOT MADE

If the Debtor does not pay as set out above, the Creditor may treat the whole unpaid balance as immediately due and may take steps permitted by law to recover it.

- [ ] The Debtor understands and agrees that this acknowledged debt, and any failure to repay it as agreed, may be recorded with and verified through the Credebtable network and shared with approved users carrying out creditworthiness checks.
- [ ] Both parties confirm the information above is true and accurate to the best of their knowledge.

6. GENERAL TERMS

- This acknowledgement does not by itself cancel the original debt or any earlier agreement; it records and confirms the amount owed and how it will be repaid.
- Any change to these repayment terms must be agreed in writing by both parties.

GOVERNING LAW (COUNTRY / JURISDICTION)

PLACE OF SIGNING

SIGNATURES

By signing below each person confirms that they have read and understood this document, that the information given is true, and that they agree to be bound by it.

SIGNATURE - CREDITOR	**SIGNATURE - DEBTOR**
PRINT FULL NAME	PRINT FULL NAME
DATE / ID NUMBER	DATE / ID NUMBER

WITNESS

WITNESS FULL NAME

WITNESS ID / OCCUPATION

WITNESS SIGNATURE

DATE

TEMPLATE / DRAFT. This is a standard form provided for convenience. It is not legal advice. Parties should seek independent legal advice and confirm it complies with the laws of their jurisdiction before signing.