



Guidelines for Filing a Debtor's Request for Revocation of a Stay of Exit from the Country Order – Execution Office

The handling of a request for revocation of a stay of exit from the country includes two stages:

Stage A – Filing the request for revocation of a stay of exit from the country

1. Filing a request:

- **You should file a reasoned request on Form 214** (Revocation of Proceedings – Request Code 62) and set out in detail the reasons for the revocation of the stay of exit from the country. It is recommended to do so at least 14 days before the date when you intend to travel.
- You should note in the request **the purpose of the journey, the destination you are traveling to and the length of the stay abroad.**
Likewise, you must set out in detail **who is paying for the trip** and the cost of your stay abroad.
- **You must propose the type of the required surety bond.**
(Common surety bonds: guarantors and/or depositing a bank guarantee in the amount of the debt in the file or part thereof)
At this stage, it is not compulsory to attach the necessary documents to the proposed surety bond.
- **It is recommended that you attach an affidavit to the request** – since the Registrar has the power to order that the request be supported by an affidavit to verify the facts.

2. Transferring the request to the Execution Office Registrar for his decision:

In his decision the Execution Office Registrar (hereinafter – "the Registrar") will determine whether he approves the revocation of the Stay of Exit from the Country Order and he will also determine the bonds which will be required for the purpose of revocation of the Order.



Stage B – Guidelines for continuation of treatment after the preliminary request for revocation of the stay of exit has been approved by the Registrar.

3. Submission of the surety bonds: (should be filed together with Form 214 Revocation of Proceedings)

- ❖ **When the Registrar has determined in his decision that a bank guarantee should be submitted** – you should file a copy of the bank guarantee according to the following criteria:

✓ A guarantee in the amount of the debt in the Execution Office file, or part thereof, as determined in the Registrar's decision
✓ The guarantee is addressed to the Execution Office system
✓ The guarantee is not time-restricted

After the Registrar has given his approval, you should deposit the original guarantee in the Execution Office branch safe box.

- ❖ **When the Registrar has determined in his decision that you must provide guarantors** – you must submit a deed of guarantee according to the following specification:

✓ A signed deed of guarantee – on the Deed of Guarantee Form published on the Law Enforcement and Collection System Authority website www.eca.gov.il . (Attached hereto subsequently is an explanation regarding the guarantors' signature and appearance)
✓ The guarantors' pay slips – for the previous three months (a self-employed guarantor should attach his annual return prepared by an accountant)
✓ A photocopy of the guarantors' identity cards (including the appendix)

Explanation regarding signing a deed of guarantee – 2 possibilities:

1. The guarantors may sign the deed of guarantee before the service representative at the Execution Office branch.

The proposed guarantors must go to the Execution Office branch where the file is handled, identify themselves before the service representative and sign the deed of guarantee.



It should be noted that upon approval of the guarantors and after the stay of exit against them has been registered, they will be obliged to appear **once again** at the Execution Office branch for the purpose of identifying themselves.

2. At the Tel Aviv branch only – the guarantors may sign the deed of guarantee before an attorney and attach the deed to the request.

- It is possible to check with the Call Center at *35992 that the request has been approved and the guarantors have been registered in the file.
- Upon approval of the guarantors, and after the stay of exit against them has been registered (prior to the revocation of the stay of exit against the debtor), the guarantors must appear once at the Tel Aviv Execution Office branch for the purpose of identifying themselves.

For your information:

- ❖ If after checking with the Secretariat it is found that the guarantors are debtors in Execution Office files, the deeds of guarantee will not be transferred to the Registrar, and it will be necessary to provide alternative guarantors.
- ❖ The Execution Office branch will act to add the guarantors to the file and impose a stay of exit from the country on them.
- ❖ Appearance of the guarantors – after the stay of exit against the guarantors has been registered, they will be obliged to appear at the Execution Office branch for the purpose of identifying their signature on the deed of guarantee and to check that they are residing in Israel.
- ❖ After the abovementioned process has been completed the stay of exit against you will be revoked.
- ❖ **Upon your return to Israel, the Execution Office will renew the Stay of Exit Order against you and revoke the Stay of Exit Order against the guarantors (unless the Registrar's decision prescribes otherwise).**



For your attention: please check with the branch's Secretariat that there are no additional files at the Execution Office with a restriction of a stay of exit from the country/ Stay of Exit from the Country Orders/ restriction on passport.

If there are other proceedings you should act according to the abovementioned procedure in each file separately.

It is recommended to check this with the Call Center of the Law Enforcement and Collection System Authority at *35592 – for Execution Office and the Center for Collection of Fines files and at the Population and Immigration Authority's Call Center at *3450.