

For use in Voluntary Administrations and Liquidations under the Companies Act 1993 and in Receiverships under the Receiverships Act 1993.

NAME OF DEBTOR (In case of a partnership, insert full names of all partners) Liquidation Voluntary Administration Receivership

NAME OF CREDITOR

POSTAL ADDRESS

GST NUMBER

PHONE () FAX ()

EMAIL **

** this will be used as your address for correspondence unless you tick this box. I do not want email communication

I

[if claim is made on behalf of creditor, specify relationship to creditor and authority] claim that after valuing the security as at the date the company was put into liquidation/receiver-

ship/voluntary administration the above-named creditor is an unsecured creditor of the company for the sum of: \$ (amount in figures)

(amount in words)

Total GST included in your claim (if applicable): \$

If you wish to receive any dividend payments by electronic transfer please provide the following information:

ACCOUNT NAME

ACCOUNT NUMBER / / /

Bank Branch Account number Suffix

VALUATION OF SECURITY

Full particulars of the valuation, claim, and charge are set out, and any supporting documents that substantiate the claim and the charge, are identified below. (The liquidator may require the production of a document under section 305(5) of the Companies Act 1993. You are not required to attach any supporting documents at this stage, but you may attach them now, if you think it would expedite the processing of the claim.)

<table border="1" style="width:100%; border-collapse: collapse;"> <tr><th style="text-align: left;">PARTICULARS OF THE CHARGE</th></tr> <tr><td>Description of the charge:</td></tr> <tr><td>Description and location of the property subject to charge:</td></tr> <tr><td>Date charge given (or date of acquisition of property subject to the charge):</td></tr> <tr><td>If applicable, details of registration (incl. date):</td></tr> </table>	PARTICULARS OF THE CHARGE	Description of the charge:	Description and location of the property subject to charge:	Date charge given (or date of acquisition of property subject to the charge):	If applicable, details of registration (incl. date):	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><th style="text-align: left;">PARTICULARS OF VALUATION</th></tr> <tr><td>Amount security valued at: \$ <input style="width: 100px;" type="text"/></td></tr> <tr><td>Particulars of valuation:</td></tr> </table> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <tr><th style="text-align: left;">IDENTIFICATION OF ANY DOCUMENTS THAT SUBSTANTIATE THE CLAIM AND THE CHARGE (if not already supplied in either of the above boxes)</th></tr> <tr><td style="height: 40px;"></td></tr> </table>	PARTICULARS OF VALUATION	Amount security valued at: \$ <input style="width: 100px;" type="text"/>	Particulars of valuation:	IDENTIFICATION OF ANY DOCUMENTS THAT SUBSTANTIATE THE CLAIM AND THE CHARGE (if not already supplied in either of the above boxes)	
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Does your claim include interest? Yes No Amount: \$ Please attach evidence for the basis of this.

WARNING: It is an offence under section 305(11) of the Companies Act 1993 to make, or authorise the making of, a claim that is false or misleading in a material particular knowing it to be false or misleading; or omit, or authorise the omission, from a claim of any matter knowing that the omission makes the claim false or misleading in a material particular.

*Any personal information collected is for the purpose of administering the liquidation in accordance with the Companies Act 1993. The information will be used and retained by [name and address of agency collecting and holding information] and will be released to other parties only with your authorisation or in compliance with the Privacy Act 1993. Under section 305(4) of the Companies Act 1993 the valuation and claim made by a secured creditor claiming as an unsecured creditor against a company in liquidation for the balance due must be in this prescribed form and must— (a) contain full particulars of the valuation and any claim; and (b) contain full particulars of the charge including the date on which it was given; and (c) identify any documents that substantiate the claim and charge. You may have access to and request correction of any personal information. *Not applicable, if creditor is not an individual within the meaning of the Privacy Act 1993.

SIGNED:

DATE:

RESERVED FOR OFFICE USE

RECEIVED

CLAIM ADMITTED FOR PAYMENT

Preferential claim for: \$

Ordinary claim for: \$

SIGNED (Liquidator):

DATE:

SIGN AND DATE (Liquidator)

Claim admitted for voting purposes: _____

Claim rejected for voting purposes: _____

Claim rejected for payment: _____

Note: If the decision to admit or reject a claim is amended, regulation 8 of the Companies Act 1993 Liquidation Regulations 1994 requires that it be recorded in writing.