

## SUBMITTING A CLAIM

If you believe that you are owed money by a company to which Waterstone has been appointed liquidators, receivers or voluntary administrators, you need to file your claim with us by filling out a proof of debt form.

If you are an unsecured creditor, you need to complete the unsecured creditor's claim form.

If you are a preferential creditor, you need to complete the unsecured creditor's claim form setting out clearly the amounts that you claim is preferential and unsecured (if any).

If you are a secured creditor, being a creditor with the benefit of a security interest over some of the assets of the company in liquidation, you need to file a secured creditor's claim form.

These forms can be downloaded from our website under the [contact section](#). Alternatively, please email [reception@waterstone.co.nz](mailto:reception@waterstone.co.nz) to request one.

Once the form is completed please ensure that you have attached all appropriate supporting documentation, for example if the amount is a trade debt please attach a statement of account and all outstanding invoices; if you are a secured creditor please attach the security documents and valuation of your security; If your claim relates to money owed to you as a staff member of the company please include your latest payslip and if possible a copy of your employment contract. If you believe you may be a secured creditor include all documents that evidence the security (for example your signed terms of trade or loan documentation).

Completed forms can be sent to us by any of the following means:

**Email:** Please send to [reception@waterstone.co.nz](mailto:reception@waterstone.co.nz) or the applicable case officer or liquidator.

**Post:** PO Box 352 Shortland Street Auckland 1140

## LIQUIDATION INFORMATION

As liquidators we file periodic reports on the progress of the liquidation. These reports are your way of receiving updates on our progress. These can be viewed on the [NZ Companies Office register](#). Simply search the company name in the search box. Under the various tabs you will find information about the company including details of company directors, shareholders, and the liquidators that have been appointed. To view and download the liquidators reports and appointment documents go to the documents tab.

## INSOLVENCY INFORMATION

If you would like to learn more about insolvency in general, please consult the [media and insight](#) section of our website which contains useful information on all aspects of insolvency. If you have a specific insolvency issue that you'd like to discuss, contact us on 0800-256-733 or email [reception@waterstone.co.nz](mailto:reception@waterstone.co.nz).

Whether it be advice on handling debtors who you believe may be insolvent, or your own business' financial situation, we will advise on how we can assist.

## RELATED FINANCIAL SERVICES

Whilst Waterstone handles all aspects of insolvency and business restructuring, our group of companies also include [Gravity Credit Management](#) and [Tempest Debt Buyers and Litigation Funders](#) that are able to assist with financial services related to debt collection, debt buying and litigation funding.