

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**

**EMAIL\*\***

I

claim that at the date the company was put into liquidation/receivership/voluntary administration, it was indebted to the above-named creditor for the sum of:

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**

**PARTICULARS OF CLAIM** (Please attach supporting evidence)

Full particulars of the claim are set out, and any supporting documents that substantiate the claim are identified below. The liquidator may require the production of a document under section 304(1)(b) 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.

DATE OF SUPPLY	DESCRIPTION OF GOOD OR SERVICES	AMOUNT \$

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 Waterstone Insolvency Limited, and will be released to other parties only with your authorisation or in compliance with the Privacy Act 2020. 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 2020.

**SIGNED:**

**DATE**

**RESERVED FOR OFFICE USE**

SIGN AND DATE (liquidator)

Preferential claim for

Claim admitted for voting purposes

Ordinary claim for

Claim rejected for voting purposes

SIGNED (liquidator)

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.

CLAIM ADMITTED FOR PAYMENT