

# UNSECURED CREDITOR'S CLAIM

Section 304(1) Companies Act 1993

<p><b>NAME &amp; POSTAL ADDRESS OF CREDITOR IN FULL</b></p>     <p>Email:</p> <p>Telephone Number: (    )</p> <p>My Reference is: <i>(if Applicable)</i></p>	<p>* Any personal information collected is for the purpose of administering the liquidation in accordance with the Companies Act 1993.</p> <p>The information will be used and retained by Insolvency Management and will be released to the other parties only with your authorisation or in compliance with the Privacy Act 1993.</p> <p>Under section 304(1) of the Companies Act 1993 any claim by an unsecured creditor against a company in liquidation must be in this prescribed form and must:</p> <p>(a) Contain full particulars of the claim; and (b) Identify any documents that evidence or substantiate the claim.</p> <p>You may have access to and request correction of any personal information.</p> <p><i>(*Not applicable, if creditor is not an individual within the meaning of the Privacy Act 1993.)</i></p>
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**NAME OF COMPANY IN LIQUIDATION:**

\_\_\_\_\_ (In Liquidation)

I \_\_\_\_\_

*(If claim is made on behalf of creditor, specify relationship to creditor and authority)*

Claim that the company was at the date it was put into liquidation, indebted to the abovementioned creditor for the sum of

*(Amount in words & figures:)* \_\_\_\_\_

\_\_\_\_\_ \$

Either: I hold no security for the amount claimed; or  
I am surrendering my security and I am claiming as an unsecured creditor  
*(Omit whichever does not apply)*

Full particulars of the claim are set out, and any supporting documents that substantiate the claim, are identified on the reverse of this form.

**(The liquidator may require the production of a document under Section 304(2) of the Companies Act 1993. You are required to attach supporting documents to aid the Liquidators in assessing your claim).**

<b>SIGNED:</b>	<b>Date:</b> /        /
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<b>WARNING -</b>	<p>It is an offence under Section 304(6) of the Companies Act to-</p> <p>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</p> <p>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.</p>
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<p><b>Received</b> (Date Stamp)</p>	<p><b>RESERVED FOR OFFICE USE:</b></p> <p>Claim admitted/rejected for voting purposes: (Delete one)</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Signed: _____</td> <td style="width: 50%;">Date:    /    /</td> </tr> </table> <p><b>CLAIM REJECTED FOR PAYMENT:</b></p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Signed: _____</td> <td style="width: 50%;">Date:    /    /</td> </tr> </table> <p>or</p> <p><b>CLAIM ADMITTED FOR PAYMENT:</b></p> <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 33%;">Preferential Claim for:</td> <td style="width: 33%;">Ordinary Claim for:</td> <td style="width: 33%;">Deferred Claim for:</td> </tr> <tr> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> </table> <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 70%;">Signed Liquidator: _____</td> <td style="width: 30%;">Date:    /    /</td> </tr> </table> <p><b>Note:</b> If the decision to admit or reject a claim is amended, the Companies Act 1993 Liquidation Regulations 1994 requires that it be recorded in writing.</p>	Signed: _____	Date:    /    /	Signed: _____	Date:    /    /	Preferential Claim for:	Ordinary Claim for:	Deferred Claim for:	\$ _____	\$ _____	\$ _____	Signed Liquidator: _____	Date:    /    /
Signed: _____	Date:    /    /												
Signed: _____	Date:    /    /												
Preferential Claim for:	Ordinary Claim for:	Deferred Claim for:											
\$ _____	\$ _____	\$ _____											
Signed Liquidator: _____	Date:    /    /												

# PARTICULARS OF CLAIM

Where the claim includes goods supplied by the creditor to the company under a Retention of the Title clause, please give full details including description of the goods and their value.

If the creditor owes money to the company, please give full details.

Date	Details of Claims and Identification of Documents that Evidence or Substantiate the Claim	Amount \$

If applicable record here your GST registration number: \_\_\_\_\_  
and total GST included in your claim: \$ \_\_\_\_\_