# UNSECURED CREDITORS CLAIM FORM

***Section 304(1) Companies Act 1993***

| NAME AND POSTAL ADDRESS OF CREDITOR IN FULL<br><br>E-mail Address: ----------<br><br>Telephone Number: ( )<br><br>My Reference is:<br>(if applicable) | *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 *[insert 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.<br><br>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 -<br>(a) Contain full particulars of the claim; and<br>(b) Identify any documents that evidence or substantiate, the claim.<br>You may have access to and request correction of any personal information.<br>(*Not applicable if creditor is not an individual within the meaning of the Privacy Act 1993.) |
|---|---|

**NAME OF COMPANY IN LIQUIDATION**

I, *(Name)*…… (*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 above named creditor for the sum of *(Amount in words and figures*):

……..

…… $…….

**STATUS OF CLAIM:** **TICK**

1. I hold no security for the amount claimed ☐
2. I am surrendering the security I hold 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(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.)

| Signed: | Date: |
|---|---|

## WARNING

**It is an offence under Section 304(6) 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**

**Received**
(Date Stamp)

**RESERVED FOR OFFICE USE:**

| | | |
|---|---|---|
| Claim admitted for voting purposes: | **Signed** | **Date** |
| Claim rejected for voting purposes: | **Signed** | **Date** |
| Claim rejected for payment: | **Signed** | **Date** |

**Claim admitted for payment:**

| Preferential Claim for | Ordinary Claim for | Deferred Claim for |
|---|---|---|
| $ | $ | $ |

| Signed **Liquidator:** | **Dated** |
|---|---|

**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.

## PARTICULARS OF CLAIM

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

| Date | Details of Claim and Identification of Documents that Evidence or Substantiate the Claim | Amount $ |
|---|---|---|
| | | |
| | **If applicable, less Retention of Title for goods supplied by creditor to the company (Describe goods)** | **$** |
| | **If applicable, less Debts owed by creditor to the company (Describe debts)** | **$** |

If applicable, please record your GST Registration number - -
and total GST included in your claim. $