

FORMAL PROOF OF DEBT OR CLAIM (GENERAL FORM)

To the Liquidator / Administrator of: _____ (insert company name)
 (strike out inapplicable) (IN LIQUIDATION) (ADMINISTRATOR APPOINTED) (type of appointment)
 ACN: _____ (insert ACN / ABN no.)

1. This is to state that the company was on _____ and still is, justly and truly indebted to:
 (insert appointment date)

i _____ ABN _____ for
 _____ dollars and _____ cents.

Particulars of the debt are:

Date	ⁱⁱ Consideration	ⁱⁱⁱ Total Inclusive of GST \$	^{iv} GST amount of \$	^v Remarks

1. To my knowledge or belief the creditor has not, nor has any person by the creditor's order, had or received any satisfaction or security for the sum or any part of it except for the following^{vi}:

Date	Drawer	Acceptor	Amount \$	Due Date

*3. I am employed by the creditor and authorised in writing by the creditor to make this statement. I know that the debt was incurred for the consideration stated and that the debt, to the best of my knowledge and belief, remains unpaid and unsatisfied.

*3. I am the creditor's agent authorised in writing to make this statement. I know that the debt was incurred for the consideration stated and that the debt, to the best of my knowledge and belief, remains unpaid and unsatisfied.

DATED this

Signature Occupation
 Name Daytime Telephone
 Address Email Address

SEE DIRECTIONS OVERLEAF FOR THE COMPLETION OF THIS FORM

OFFICE USE ONLY

CREDITOR CODE:		ADMIT	\$
		GST INCLUDED ABOVE	\$
PROOF NO:		REJECT	\$
AMT. Per RATA	\$	WITHDRAW	\$
PREP BY/AUTHORISED		CONSIDERATION	\$
		TOTAL PROOF	\$

-
- i Insert full name and address of the creditor and, if applicable, the creditor's partners. If prepared by an employee or agent of the creditor, also insert a description of the occupation of the creditor.
 - ii Under "Consideration" state how the debt arose, for example "goods sold and delivered to the company between the dates of", "moneys advanced in respect of the Bill of Exchange".
 - iii This total amount is inclusive of GST.
 - iv Notate separately the GST portion of the total amount.
 - v Under "Remarks" include details of vouchers substantiating payment.
 - vi Insert particulars of all securities held. Where the securities are on the property of the company, assess the value of those securities. If any bills or other negotiable securities are held, specify them in a schedule in the above form.