

# Unsecured Creditor's Claim

Section 304(1) Companies Act 1993

Name of company in liquidation: \_\_\_\_\_ (in liquidation)

Name and postal address of creditor in full:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email\*:

\* email will be used for correspondence unless you tick the following box

I do not want correspondence by email

Telephone number:

\_\_\_\_\_

My reference is: (if applicable)

If you wish to receive any dividend payments by electronic transfer please supply the following information

Bank account name:

\_\_\_\_\_

Bank account number:

\_\_\_\_\_

I, \_\_\_\_\_  
(name of person completing this form, 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 abovenamed creditor for the sum of:

\_\_\_\_\_ \$  
(amount in words) (amount in numbers)

Please select the appropriate option:

I hold no security for the amount claimed

I am surrendering my security and I am claiming as an unsecured creditor

Signed:

\_\_\_\_\_

Date:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ (DD/MM/YYYY format)

Please ensure that full particulars of your claim are set out on the reverse of this form, and any supporting documents that substantiate the claim are identified. (The Liquidator may require the production of a document under Section 304(2) of the Companies Act 1993. You are not required to attach any supporting documents (for example copies of invoices) at this stage, but you may attach them now, if you think it would expedite the processing of the claim.

## 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

### FOR OFFICE USE

Claim admitted/rejected for voting purposes:

Claim admitted for payment or  Claim rejected for payment

Preferential Claim for:

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

Ordinary Claim for:

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

Deferred Claim for:

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

Signed Liquidator:

\_\_\_\_\_

Signed:

Date:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signed:

Date:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

NOTE: If the decision to admit or reject a claim is amended, the Companies Act Regulations 1994 require that it be recorded in writing.

# Unsecured Creditor's Claim

Section 304(1) Companies Act 1993

## 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 a description of the goods and their value.

Date of supply	Description of Goods or Services supplied	Amount
___ / ___ / ___	_____	\$ _____
___ / ___ / ___	_____	\$ _____
___ / ___ / ___	_____	\$ _____
___ / ___ / ___	_____	\$ _____
___ / ___ / ___	_____	\$ _____
___ / ___ / ___	_____	\$ _____
___ / ___ / ___	_____	\$ _____
___ / ___ / ___	_____	\$ _____

Does your claim include interest?

Yes (amount \$ \_\_\_\_\_)  No

Please attach evidence for the basis on which interest is included in your claim.

Please record your GST registration number: \_\_\_\_\_

Total GST included in your claim: \$ \_\_\_\_\_

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 Laing Insolvency Specialists and will be released to other parties only with your authorisation or in compliance with the Privacy Act 1993.

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 – (a) contain full particulars and (b) identify any documents that evidence or substantiate the claim. You may have access to and request correction of any personal information.

\* Not applicable, if the creditor is not an individual within the meaning of the Privacy Act 1993.

Please return this claim form and any supporting documentation to the Liquidator:

**By post:**

Laing Insolvency Specialists  
PO Box 2468  
Dunedin 9044

**By email:**

solutions@lainginsolvency.nz