

Statement of Claim / Proof of Debt

Name of Company (in Administration / Liquidation):

Registration Number (of the above Company):

Date of Commencement of Administration / Liquidation:

1 Full name of creditor
(If a company, please also provide the company registration number)

2 Contact details for creditor
a) Correspondence address

b) Email address

c) Telephone number

3 Total amount of claim (£)
(include any Value Added Tax)

4 If amount in 3 above includes (£)
outstanding uncapitalised interest, state amount.

5 Details of how and when the debt was incurred.
(If you need more space, attach a continuation sheet to this form)

6 Details of any security held, the value of the security and the date it was given.

7 Details of any reservation of title claimed in respect of goods supplied to which the debt relates.

8 Details of any document by reference to which the debt can be substantiated.

9 Signature of creditor
(or person authorised to act on the creditor's behalf)

10 Address of person signing if different from (2) above

11 Name in BLOCK LETTERS:

12 Position with, or relation to, creditor

13 Date of signature

Notes:

1. There is no need to attach them now, but the office holder may ask you to produce any document or other evidence which is considered necessary to substantiate the whole or any part of the claim, as may the chairman or convener of any qualifying decision procedure.
2. This form can be authenticated for submission by email by entering your name in block capitals and sending the form as an attachment from an email address which clearly identifies you or has been previously notified to the office holder. If completing on behalf of a company, please state your relationship to the company.
3. Where more cost effective to do so, it is our practice to pay dividends (should there be one) by way of bank transfer rather than by cheque. Please provide the following information:

Bank Name:

Account Name;

Sort Code:

Account Number:

For Office Use Only:

Admitted to vote for

Amount (£)

Date

Admitted for dividend for

Amount (£)

Date

Office-holder signature

Office-holder signature