CREDITORS CLAIM FORM

(Also for use by Preferential Creditors)

Section 304 (1) Companies Act 1993

Name and postal address of creditor in full .... Telephone number: ..... My reference is: ..... (if applicable) E-mail address: …….. ☐ I consent to receiving future information about the company by email	*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 RHB Chartered Accountants Limited and will be released to other parties only with your authorization 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 of the claim; 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 creditor is not an individual within the meaning of the Privacy Act 1993.)

Name of company in Liquidation:

Limited (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 above named creditor for the sum of [amount in words and figures]:

$_____

STATUS OF CLAIM:	TICK
1. I am an unsecured creditor	
2. I am surrendering the security I hold and I am claiming as an unsecured creditor	
3. I am making a preferential claim (refer details of reverse)	
4. I am claiming reservation of title rights pursuant to rights held by me (Refer details on reverse)	

Full particulars of the claim are set out, and any supporting documents that substantiate the claim are identified on the reverse of the form. ***(Please include copies of all unpaid invoices)***

Signed:	Date:

WARNING:-	It is an offence under section 304(6) of the Companies Act 1993 to:- Make, or authorize the making of, a claim that is false or misleading in a material particular knowing it to be false or misleading; or Omit, or authorize 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: 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.

Please return this form to:
RHB Chartered Accountants Ltd
PO Box 15660, Tauranga 3144

PARTICULARS OF CLAIM

Date	Details of claim and Identification of Documents that Evidence or Substantiate the Claim (i.e., unpaid invoices)	Amount $
	RETENTION OF TITLE CLAIMANTS ONLY Please provide details of the basis of your retention of title claim and furnish a copy of the documentation showing that such reservation of title clause is a condition of contract.	
	PREFERENTIAL CLAIMANTS ONLY 1. Are you claiming the full amount of your claim as preferential? 2. If no, what part of the claim is preferential? 3. Why do you believe you are a preferential creditor? (E.g. employee, GST etc) .... 4. Details of your claim	Yes/No $.....

If applicable, please record your GST registration number: ..... - ..... - .....

Total GST included in your claim $.....