ShephardDunphy

Unsecured Creditor's Claim
(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)

* 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 Shephard Dunphy Ltd 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 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

_____ **(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 on reverse)** ☐

4. I have a security interest **(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 this form. **Please attach any supporting documents**

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.**

Reserved for office use:

Received
(Date Stamp)

Claim admitted/rejected for voting purposes:
(Please tick one)

☐ **Claim rejected for payment:**

or

☐ **Claim admitted for payment:**

Signed: _____   **Date:**   /   /

Signed: _____   **Date:**   /   /

Preferential Claim for:	Ordinary Claim for:	Deferred Claim for:
$	$	$

Date: /   /

Note: If the decision to admit or reject a claim is amended, 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 $

Security interest claimants only
Please provide details of the basis of your security interest and furnish a copy of the security documentation.

Preferential claimants only

1. Are you claiming the full amount of your claim as preferential? **Yes / No**
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: _____

_____

If applicable please record here your GST Registration number: _____

and total GST included in your claim: **$** _____