

Appendix D
Unsecured Creditor's Claim
Section 304 (1) Companies Act 1993

.....(In Liquidation) – "The Company"
To be completed and returned by

Creditor Details:

Name and postal address:

Email Address:

Telephone Number:

Reference (if applicable):

Reserved for Office Use:

Claim admitted / rejected for voting purposes.

Claim admitted / rejected for payment.

- Preferential Claim for: \$ _____
- Ordinary Claim for: \$ _____
- Deferred Claim for: \$ _____

Signed: _____

Dated: _____

Note: If the decision to admit or reject the claim is amended, Regulation 8 of the Companies Act 1993 Liquidation Regulations 1994 requires that it be recorded in writing.

Claim Details:

I, _____
(If claim is made on behalf of Creditor, please specify relationship to creditor and authority)

claim that, at the date the Company was put into Liquidation, it was indebted to the abovenamed creditor for

the sum of _____

\$ _____

(Amount in words)

(Amount in figures)

Omit whichever does not apply

- I hold no security for the amount claimed; or
- I am surrendering my security and I am claiming as an unsecured creditor; or
- I am claiming as a preferential creditor.

Signed: _____

Date: _____

Important Information:

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.

Full particulars of the claim are set out, and any supporting documents that substantiate the claim are identified, on the reverse of this form. The Liquidator will require the production of any supporting documents and accordingly these should be attached to expedite the processing of the claim.

It is an offence under Section 304 (6) of the Companies Act 1993 to:

- (a) 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
- (b) 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.

Privacy Act 1993*

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 CS Insolvency, a division of Coombe Smith (PN) Limited, Chartered Accountants and Business Advisors, PO Box 788, 168 Broadway Avenue, Palmerston North, and will be released to other parties only with your authorisation or in compliance with the Privacy Act 1993. 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.

Form 1 - continued
Particulars of Claim
 Supporting documents must be attached.

| Date | Details of claim and identification of documents that evidence or substantiate the claim: | Amount \$ |
|------|--|--------------|
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| | | |
| | | |
| | | |
| | | _____ |
| | | \$ _____ |
| Date | Less Retention of Title for goods supplied by creditor to the Company as described below (where applicable). | Amount \$ |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | _____ |
| | | \$ _____ |
| Date | Less debts owed by creditor to the Company as described below (where applicable). | Amount \$ |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | _____ |
| | | \$ _____ |

GST Registration Number: _____

Total GST included in claim: \$ _____