

**Appendix E**  
**Secured Creditor's Valuation and Claim Form**  
**Section 305 (4) Companies Act 1993**

..... (In Liquidation) – "The Company"

**To be completed and returned by .....**

<p><b>Creditor Details:</b></p> <p>Name and postal address: _____          _____          _____</p> <p>Email Address: _____</p> <p>Telephone Number: _____</p> <p>Reference (if applicable): _____</p>	<p><b>Reserved for Office Use:</b></p> <p>Claim admitted for voting purposes.          Claim rejected for voting purposes.          Claim rejected for payment.</p> <ul style="list-style-type: none"> <li>• Claim admitted for payment: \$ _____</li> <li>• Preferential Claim for: \$ _____</li> <li>• Ordinary Claim for: \$ _____</li> </ul> <p>Signed: _____</p> <p>Dated: _____</p> <p><b>Note:</b> If the decision to admit or reject the claim is amended, the Liquidation Regulations 1994 requires that it be recorded in writing.</p>
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**Claim Details:**

I, \_\_\_\_\_  
*(If claim is made on behalf of a Creditor who is an unsecured creditor of the Company, please specify relationship to creditor and authority)*

**claim that after valuing the security as at the date the Company was put into Liquidation, the abovenamed creditor is unsecured for the sum of:**

\_\_\_\_\_ \$ \_\_\_\_\_  
*(Amount in words) (Amount in figures)*

**Full particulars of the valuation, claim, and charge are set out, and any supporting documents that substantiate the claim and the charge are identified, on the reverse of this form.**

**(The Liquidators may require the production of a document under Section 305 (5) of the Companies Act 1993. You are not required to attach any supporting documents at this stage, but you may attach them now if you think it would expedite the processing of the claim).**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**WARNING:**  
 It is an offence under Section 305 (11) 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 (accredited Insolvency Practitioners), 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.

**Under Section 305 (4) of the Companies Act 1993 the valuation and claim made by a secured creditor claiming as an unsecured creditor against a Company in Liquidation for the balance due must be in this prescribed form and must:**

- (a) Contain full particulars of the valuation and any claim;
- (b) Contain full particulars of the charge including the date on which it was given; and
- (c) Identify any documents that evidence or substantiate the claim.

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

**Form 1 – continued**  
**SECURED CREDITOR'S**  
**Valuation of Security**  
**Section 305 (4) Companies Act 1993**  
**Particulars of the Charge**  
Supporting documents may be attached.

<b>Particulars of the Charge:</b>
<b>Description of Charge:</b>
<b>Description and location of property subject to the Charge:</b>
<b>Date Charge given / or date of acquisition of property subject to the Charge:</b>
<b>If applicable, details of registration (including date)</b>
<b>Particulars of the Valuation:</b>
<b>Amount of security valued at: \$</b>
<b>Particulars of Valuation:</b>
<b>Identification of any documents that substantiate the claim and the charge.</b> <i>(If not already supplied in either of the above boxes)</i>