

UNSECURED CREDITORS CLAIM FORM

SECTION 304 (1) COMPANIES ACT 1993

..... **Limited (In Liquidation)** – “The Company”
(to be completed and returned by: (DATE)

<p>NAME AND POSTAL ADDRESS OF CREDITOR IN FULL</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Telephone Number: () _____</p> <p>Email: _____</p> <p>Bank Account #: _____ (attach proof of bank account number)</p> <p>Reference: _____ (if applicable)</p>	<p>* Any personal information collected is for the purpose of administering the liquidation in accordance with the Companies Act 1993.</p> <p>The information will be used and retained by the liquidators and will be released to other parties only with your authorization or in compliance with the Privacy Act 1993.</p> <p>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 –</p> <p>(a) Contain full particulars of the claim; and</p> <p>(b) Identify any documents that evidence or substantiate the claim.</p> <p>You may have access to and request correction of any personal information.</p> <p>(*Not applicable, if creditor is not an individual within the meaning of the Privacy Act 1993).</p>
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CLAIM DETAILS

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 abovenamed creditor for the sum of (amount in words)

STATUS OF CLAIM:

1. I am an unsecured creditor for (Also applicable to secured creditors who hereby surrender their security)	\$	
2. I am a preferential creditor for (Refer details on reverse)	\$	
3. My total claim is for (State currency if other than NZD)	Other Currency	NZ\$
4. I have claimed retention/reservation of title rights pursuant to rights held by me Note: if you are a secured creditor contact this office and a Secured Creditors Claim Form will be sent to you.	Tick if applicable (Refer to 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 attached supporting documents.

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/rejected for voting purposes: (Delete one)	Signed: _____	Date: / /
	<u>CLAIM REJECTED FOR PAMENT</u>	Preferential Claim for: \$ _____	Ordinary Claim for: \$ _____
	or	Preferential Claim for: \$ _____	Ordinary Claim for: \$ _____
	<u>CLAIM ADMITTED FOR PAMENT</u>	\$ _____	\$ _____
	Signed Liquidator: _____	Date: / /	
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.			

