

Corporations Act

ACN:

FORMAL PROOF OF DEBT OR CLAIM (GENERAL FORM)

To the Administrator/Liquidator of

1. This is to state that the company was at _____ and still is, justly and truly indebted to ⁽¹⁾ _____

of (address) _____

in the sum of ⁽²⁾ _____

Particulars of debt are:

Date	Consideration ⁽³⁾	Amount		GST amt incl.		Remarks ⁽⁴⁾
		\$	¢	\$	¢	

2. The creditor has not, nor has any person by the creditor's order, to my knowledge or belief, had or received any manner of satisfaction or security for the sum or any part of it except for the following: ⁽⁵⁾

3. ⁽⁶⁾ I am in the employment of the creditor and duly authorised in writing by the creditor to make this statement and it is within my knowledge that the debt was incurred for the consideration stated and that the debt, to the best of my knowledge and belief, still remains unpaid and unsatisfied, **or**

3. ⁽⁶⁾ I am the creditor's agent duly authorised in writing to make this statement in writing and it is within my own knowledge that the debt was incurred and for the consideration stated and that the debt, to the best of my knowledge and belief, still remains unpaid and unsatisfied, **or**

3. ⁽⁶⁾ I make this Statement personally as the creditor and it is within my knowledge that the debt was incurred for the consideration stated and that the debt, to the best of my knowledge and belief, still remains unpaid and unsatisfied.

DATED this day of

Name: _____ Signature: _____

Occupation: _____

Address: _____

Notes:

- (1) Insert full name and business address of the creditor and, if applicable, the creditor's partners.
- (2) Enter the amount in numbers and words and ensure that the amount reconciles to the information supplied in points (3) and (4).
- (3) Under "consideration" state how the debt arose, for example "goods sold and delivered to the company between the dates of " or "moneys advanced in respect of the Bill of Exchange". If insufficient room, attach a Statement of Account.
- (4) Under "Remarks" include details of vouchers substantiating payment, such as invoice numbers.
- (5) Insert particulars of all securities held. Where the securities are on the property of the company, assess the value of those securities. If any bills or other negotiable securities are held, provide details of the date, drawer, acceptor, amount and due date.
- (6) Delete whichever paragraph does not apply.

Office Use Only						
CR No.	PoD No.	Date Entered	Admitted	Rejected	Verified	Date