

Corporations Act

ACN:

**FORMAL PROOF OF DEBT OR CLAIM (EMPLOYEE FORM)**

To the Administrator/Liquidator of

1. This is to state that the company was at

and still is justly indebted to:

Employee Name <sup>(1)</sup>	Date of Birth <sup>(2)</sup>	Tax File Number <sup>(3)</sup>

Postal Address<sup>(1)</sup>

In the amount of <sup>(4)</sup> :	Date of Commencement <sup>(6)</sup>	Date of Termination <sup>(5)</sup>
\$		

Wages	Leave Entitlement	Superannuation	Other Claims
\$	\$	\$	\$
Weekly Rate (gross)	Days Due	Fund Details	Details
\$			

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.<sup>(6)</sup>

3. <sup>(7)</sup> 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. <sup>(7)</sup> 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. <sup>(7)</sup> 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 address of creditor.
- (2) Insert the employee's date of birth. This information is required to calculate the entitlements of employees, applications to GEERS and for remitting tax on the employee's claims. Failure to provide these details may lead to claims not being processed by GEERS.
- (3) Insert the employee's tax file number. These details are required for the remittance of tax. Failure to provide a tax file number will result in the entitlements being taxed at the top marginal tax rate.
- (4) Insert the total amount of the claim.
- (5) Insert the date of commencement of employment and date of termination or resignation.
- (6) 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.
- (7) Delete whichever paragraph does not apply.

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