

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

To the Liquidator of: \_\_\_\_\_, **ACN** \_\_\_\_\_

**1.** This is to state that the company was on \_\_\_\_\_<sup>(1)</sup>, and still is, justly and truly indebted to <sup>(2)</sup>  
(name) \_\_\_\_\_  
of (address) \_\_\_\_\_  
the sum of \_\_\_\_\_ dollars and \_\_\_\_\_ cents.

Particulars of the debt are:

Date	Consideration <sup>(3)</sup>	Amount (incl GST)	GST in Total	Remarks <sup>(4)</sup>
		\$      c	\$      c	

**2.** To my knowledge or belief the creditor has not, nor has any person by the creditor's order, had or received any satisfaction or security for the sum of or any part of it except for the following:<sup>(5)</sup>

Date	Drawer	Acceptor	Amount	Due Date
			\$      c	

**3.\*** I am employed by the creditor and authorised in writing by the creditor to make this statement. I know that the debt was incurred for the consideration stated and that the debt, to the best of my knowledge and belief, remains unpaid and unsatisfied.

**3.\*** I am the creditor's agent authorised in writing to make this settlement in writing. I know that the debt was incurred for the consideration stated and that the debt, to the best of my knowledge and belief, remains unpaid and unsatisfied.

Signature: \_\_\_\_\_ Occupation: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

\* Do not complete if this proof is made by the creditor personally

<sup>1</sup> Date of court order in winding up by the Court, or date of resolution to wind up, if a voluntary winding up.

<sup>2</sup> Full name and address of the creditor and, if applicable, the creditor's partners. If prepared by an employee or agent of the creditor, also insert a description of the occupation of the creditor.

<sup>3</sup> State how the debt arose.

<sup>4</sup> Include details of voucher substantiating payment.

<sup>5</sup> Insert particulars of all securities held. If the securities are on the property of the company, assess the value of those securities. If any bills or other negotiable securities are held, show them in a schedule in the following form.

**FOR OFFICE USE ONLY**

Creditor No.	Proof No.	Date Entered.	Admitted.	Rejected.	Verified.	Date.

Comments:

\_\_\_\_\_