



## Creditor's Claim

(For use by Preferential and Unsecured Creditors)  
SECTION 304(1) COMPANIES ACT 1993

|   |  |  |  |                               |   |   |                      |  |  |  |   |  |  |                         |                     |                     |    |    |    |  |  |                      |
|---|--|--|--|-------------------------------|---|---|----------------------|--|--|--|---|--|--|-------------------------|---------------------|---------------------|----|----|----|--|--|----------------------|
| <p><b>Name and postal address of creditor in full</b></p><br><br><br><br><br><br><br><p>Telephone Number: (    )</p> <p>My Reference is:<br/>(if applicable)</p>  | <p>* 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 Norris Management Services Ltd and will be released to other parties only with your authorisation or in compliance with the Privacy Act 1993. 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><b>(a) Contain full particulars of the claim; and<br/>(b) Identify any documents that evidence or substantiate the claim.</b></p> <p>You may have access to and request correction of any personal information. (*Not applicable, if creditor is not</p>   |  |  |                               |   |   |                      |  |  |  |   |  |  |                         |                     |                     |    |    |    |  |  |                      |
| <p><b>Name of company in liquidation</b></p> <p>_____ (In liquidation)</p> <p>I _____</p> <p>(If claim is made on behalf of creditor, specify relationship to creditor and authority)</p> <p>claim that the company was at the date it was put into liquidation indebted to the above named creditor for the sum of (Amount in words and figures):</p>  |  |  |  |                               |   |   |                      |  |  |  |   |  |  |                         |                     |                     |    |    |    |  |  |                      |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;"><b>Status of claim:</b></td> <td style="width: 20%; text-align: right;"><b>Tick</b></td> </tr> <tr> <td>1. I am an unsecured creditor</td> <td></td> </tr> <tr> <td>2. I am surrendering the security I hold and I am claiming as an unsecured creditor</td> <td></td> </tr> <tr> <td>3. I am making a preferential claim (Refer details on reverse)</td> <td></td> </tr> <tr> <td>4. I have a security interest (Refer details on reverse)</td> <td></td> </tr> </table> <p>Full particulars of the claim are set out, and any supporting documents that substantiate the claim, are identified on the reverse of this form. <b>Please attach any supporting documents</b></p> |  | <b>Status of claim:</b>  | <b>Tick</b>  | 1. I am an unsecured creditor |   | 2. I am surrendering the security I hold and I am claiming as an unsecured creditor |                      | 3. I am making a preferential claim (Refer details on reverse) |  | 4. I have a security interest (Refer details on reverse) |   |  |  |                         |                     |                     |    |    |    |  |  |                      |
| <b>Status of claim:</b>   | <b>Tick</b>  |  |  |                               |   |   |                      |  |  |  |   |  |  |                         |                     |                     |    |    |    |  |  |                      |
| 1. I am an unsecured creditor   |  |  |  |                               |   |   |                      |  |  |  |   |  |  |                         |                     |                     |    |    |    |  |  |                      |
| 2. I am surrendering the security I hold and I am claiming as an unsecured creditor   |  |  |  |                               |   |   |                      |  |  |  |   |  |  |                         |                     |                     |    |    |    |  |  |                      |
| 3. I am making a preferential claim (Refer details on reverse)  |  |  |  |                               |   |   |                      |  |  |  |   |  |  |                         |                     |                     |    |    |    |  |  |                      |
| 4. I have a security interest (Refer details on reverse)  |  |  |  |                               |   |   |                      |  |  |  |   |  |  |                         |                     |                     |    |    |    |  |  |                      |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"><b>Signed:</b></td> <td style="width: 40%; text-align: right;"><b>Date:</b>     /     /</td> </tr> </table>   |  | <b>Signed:</b>   | <b>Date:</b> /     /   |                               |   |   |                      |  |  |  |   |  |  |                         |                     |                     |    |    |    |  |  |                      |
| <b>Signed:</b>  | <b>Date:</b> /     /   |  |  |                               |   |   |                      |  |  |  |   |  |  |                         |                     |                     |    |    |    |  |  |                      |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 20%; vertical-align: top;"><b>Warning</b></td> <td> <p>It is an offence under Section 304(6) of the Companies Act 1993 to —</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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.</li> </ul> </td> </tr> </table>   |  | <b>Warning</b>   | <p>It is an offence under Section 304(6) of the Companies Act 1993 to —</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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.</li> </ul> |                               |   |   |                      |  |  |  |   |  |  |                         |                     |                     |    |    |    |  |  |                      |
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| <p><b>Reserved for office use:</b></p>  |  |  |  |                               |   |   |                      |  |  |  |   |  |  |                         |                     |                     |    |    |    |  |  |                      |
| <p><b>Received</b><br/>(Date Stamp)</p>   | <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">Claim admitted/rejected for voting purposes: (Please tick one)</td> <td style="width: 20%;"><b>Signed:</b></td> <td style="width: 40%; text-align: right;"><b>Date:</b>     /     /</td> </tr> <tr> <td><input type="checkbox"/> <b>Claim rejected for payment:</b></td> <td><b>Signed:</b></td> <td style="text-align: right;"><b>Date:</b>     /     /</td> </tr> <tr> <td>or</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> <b>Claim admitted for payment:</b></td> <td></td> <td></td> </tr> <tr> <td>Preferential Claim for:</td> <td>Ordinary Claim for:</td> <td>Deferred Claim for:</td> </tr> <tr> <td>\$</td> <td>\$</td> <td>\$</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;"><b>Date:</b>     /     /</td> </tr> </table> <p><b>Note:</b> If the decision to admit or reject a claim is amended, the Companies Act 1993 Liquidation Regulations 1994 requires that it be recorded in writing.</p> | Claim admitted/rejected for voting purposes: (Please tick one) | <b>Signed:</b>   | <b>Date:</b> /     /          | <input type="checkbox"/> <b>Claim rejected for payment:</b> | <b>Signed:</b>  | <b>Date:</b> /     / | or   |  |  | <input type="checkbox"/> <b>Claim admitted for payment:</b> |  |  | Preferential Claim for: | Ordinary Claim for: | Deferred Claim for: | \$ | \$ | \$ |  |  | <b>Date:</b> /     / |
| Claim admitted/rejected for voting purposes: (Please tick one)  | <b>Signed:</b>   | <b>Date:</b> /     /   |  |                               |   |   |                      |  |  |  |   |  |  |                         |                     |                     |    |    |    |  |  |                      |
| <input type="checkbox"/> <b>Claim rejected for payment:</b>   | <b>Signed:</b>   | <b>Date:</b> /     /   |  |                               |   |   |                      |  |  |  |   |  |  |                         |                     |                     |    |    |    |  |  |                      |
| or  |  |  |  |                               |   |   |                      |  |  |  |   |  |  |                         |                     |                     |    |    |    |  |  |                      |
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| Preferential Claim for:   | Ordinary Claim for:  | Deferred Claim for:  |  |                               |   |   |                      |  |  |  |   |  |  |                         |                     |                     |    |    |    |  |  |                      |
| \$  | \$   | \$   |  |                               |   |   |                      |  |  |  |   |  |  |                         |                     |                     |    |    |    |  |  |                      |
|   |  | <b>Date:</b> /     /   |  |                               |   |   |                      |  |  |  |   |  |  |                         |                     |                     |    |    |    |  |  |                      |



### Particulars of claim

If the creditor owes money to the company, please give full details

| Date | Details of Claim and Identification of Documents that Evidence or Substantiate the Claim | Amount \$ |
|------|--|-----------|
|      |  |           |

#### Security interest claimants only

Please provide details of the basis of your security interest and furnish a copy of the security documentation.

#### Retention of Title Claimants Only (Romalpa Claims)

Please provide details of the basis of your retention of title claim and furnish a copy of the documentation showing that such a reservation of title clause is a condition of contract.

#### Preferential claimants only

1. Are you claiming the full amount of your claim as preferential? **Yes / No**
2. If no, what part of the claim is preferential? \$
3. Why do you believe you are a preferential creditor? (e.g. employee, GST etc)
  
4. Details of your claim:

**If applicable** please record here your GST Registration number:

and total GST included in your claim: \$