

**Unsecured Creditors Claim Form**  
(also for use by Preferential Creditors) section 304(1) of the Companies Act 1993

**Debtor Details**

<b>Company Name</b>	
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**Creditor Details\***

<b>Company Name</b>	
<b>Postal Address</b>	
<b>Telephone Number</b>	
<b>Email Address</b>	
<b>GST Number</b>	
<b>Bank Account Name</b>	
<b>Bank Account Number</b>	

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/receivership/voluntary administration indebted to the above named creditor for the sum of [amount in words and figures]:

\$

**Status of Claim**

**Tick**

- |                                                                                         |                          |
|-----------------------------------------------------------------------------------------|--------------------------|
| 1. I am an unsecured creditor.                                                          | <input type="checkbox"/> |
| 2. I am surrendering the security I hold, and I am claiming as an unsecured creditor.   | <input type="checkbox"/> |
| 3. I am making a preferential claim (see below).                                        | <input type="checkbox"/> |
| 4. I am claiming reservation of title rights pursuant to rights held by me (see below). | <input type="checkbox"/> |

**Particulars of Claim**

Full particulars of the claim are set out, and any supporting documents that substantiate the claim are identified below. The Liquidators/Receivers/Voluntary Administrators may require the production of a document under section 304(2) of the Companies Act 1993. You are **not required to attach any supporting documents** at this stage, but you may attach them now if you think it would expedite the processing of the claim.

Date of Supply	Description of Goods or Services Supplied	Amount (\$)
<b>Total GST included in your claim (if any)</b>		\$
<b>Total interest included in your claim (if any)</b>		\$

**Retention of Title Claimants Only**

Please contact the Liquidators/Receivers/Voluntary Administrators for a "Retention of Title" questionnaire at [creditor@khovjones.co.nz](mailto:creditor@khovjones.co.nz).

**Preferential Claimants Only**

Are you claiming the full amount of your claim as preferential?	
If no, what part of the claim is preferential?	\$
Why do you believe you are a preferential creditor?	
Details of your claim:	

**WARNING:** It is an offence under section 304(6) of the Companies Act 1993 to 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 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.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\*Any personal information collected is for the purpose of administering the liquidation/receivership/voluntary administration in accordance with the Companies Act 1993. The information will be used and retained by Khov Jones 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/receivership/voluntary administration must be made in this prescribed form and must – (a) contain full particulars of the claim; and (b) identify any documents that evidence or substantiate the claim. You may have access to and request correction of any personal information.

**Reserved for Office Use**

	Claim Admitted for Voting Purposes		Claim Admitted for Payment	
	Received (Date Stamp)	Claim Admitted for Voting		Preferential Claim for:
	Claim Rejected for Voting		Ordinary Claim for:	\$
	Claim Rejected for Payment		Deferred Claim for:	\$
	Signed		Signed	
	Date:	/ /	Date:	/ /

Note: if the decision to admit or reject a claim is amended, regulation 8 of the Companies Act 1993 Liquidations Regulations 1994 requires that to be recorded in writing.