

**Secured Creditors Claim Form**  
section 305(4) 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 after valuing the security as at the date the Company was put into liquidation/receivership/voluntary administration, the above named creditors is unsecured for the sum of [amount in words and figures]:

\$ \_\_\_\_\_

**Valuation of Security**

**Particulars of the Charge**

Description of the charge:
Description and location of the property subject to the charge:
Date charge given/or date of acquisition of property subject to charge:
If applicable, details of registration (including date):

**Particulars of the Valuation**

Amount of security valued at: \$
Particulars of valuation:

**Identification of any documents that substantiate the claim and the charge (if not already supplied in either of the above boxes)**

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**WARNING:** It is an offence under section 305(11) 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 305(4) of the Companies Act 1993 the valuation and claim made by a secured creditor claiming as an unsecured creditor against a company in liquidation/receivership/voluntary administration for the balance due must be in this prescribed form and must – (a) contain full particulars of the valuation and any claim; and (b) contain full particulars of the charge including the date on which it was given; and (c) identify any documents that evidence or substantiate the claim. You may have access to and request correction of an personal information. This is not applicable if creditor is not an individual within the meaning of the Privacy Act 1993.

**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.