

Proof of debt - general form

In the matter of Example Limited – in Administration

Date of administration – 8 April 2017

1	<p>Name of creditor</p> <p>(If a company please also give company registration number)</p>	<p>You MUST insert the name of the creditor here. IF the creditor is a company or limited liability partnership, insert the full legal entity name and the company registered number. IF you are an individual (e.g. a former employee), insert your name.</p>
2	<p>Address of creditor for correspondence</p>	<p>You MUST insert the address of the creditor here. IF the creditor is a company or limited liability partnership, insert the normal address for correspondence. IF you are an individual (e.g. a former employee), insert your address.</p>
3	<p>Email address</p>	<p>Please provide an email address that can be used for any correspondence.</p>
4	<p>Total amount of claim, including any VAT and outstanding uncapitalised interest as at the date the company went into administration.</p> <p>Where payment is made or set-off applied after the date of administration, this should be deducted and relevant deductions disclosed.</p>	<p>Enter the total amount owed to you as at the appointment date, including the currency. You must include any VAT and uncapitalised interest. Uncapitalised interest is any interest due on your debt up to the date of insolvency which is not principal debt. You can only claim interest if you are entitled to it under a written contract or legal agreement, or if you demanded it in writing prior to the date of insolvency and made it clear that interest would be charged from the date of the demand. You should supply copies of the agreement or demand under which you are claiming interest. You must then deduct from this figure any amounts paid to you since the date of the appointment in relation to the total claim. This does not include payments made for any orders placed by the Joint Administrators. You must also deduct any amounts in relation to set-off. Ensure all deductions are clearly disclosed.</p>
5	<p>Details of any documents by reference to which the debt can be substantiated. (Note: There is no need to attach them now but the administrator may call for any document or evidence to substantiate the claim at their discretion as may the chairman or convenor of any meeting).</p>	<p>Please provide details of any documents which support your claim eg. sales invoices, delivery notes etc. Please also provide copies of documentation where requested by the administrator.</p>
6	<p>If the amount in 4 above includes outstanding uncapitalised interest, please state the amount.</p>	<p>Confirm the amount of any uncapitalised interest where this has been included in Box 4 above.</p>
7	<p>Particulars of how and when the debt incurred. (If you need more space, append a continuation sheet to this form).</p>	<p>Please provide a brief summary of how the debt was incurred.</p>
8	<p>Particulars of any security held, the value of the security, and the date it was given.</p>	<p>If you believe you have any security, enter your estimate of the value of the security you hold i.e. mortgages or charged assets. Also confirm the date of the security.</p>
9	<p>Particulars of any reservation of title claimed in respect of the goods supplied to which the claim relates.</p>	<p>If you believe there are retention of title rights in relation to this claim, enter your estimate of the value of the goods covered by retention of title.</p>
10	<p>Signature of creditor or person authorised to act on his behalf.</p>	<p>You MUST sign the form and include your name in BLOCK CAPITAL LETTERS.</p>
	<p>Name in BLOCK LETTERS</p>	<p>IF you are completing the form as an individual, please state your relationship to the insolvent entity (i.e. employee or customer). If you are completing the form on behalf of a company or limited partnership please state your role (e.g. Account Manager, Finance Director or Partner).</p>
	<p>Position with or relation to creditor</p>	
	<p>Address of person signing (if different from 2 above)</p>	<p>Only complete this section if your contact address in relation to this matter is not the same as the address provided in Box 2.</p>
	<p>Dated</p>	<p>Please date on completion.</p>