

FORMAL PROOF OF DEBT OR CLAIM (GENERAL FORM)

To the Administrator of	
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1. This is to state that the company was on <date> , and still is, justly and truly indebted to:

Creditor Name	
Creditor Occupation (If prepared by employee or agent of creditor)	
Creditor Address	
ABN (N/A, if not required)	
FOR \$Amount owing (Dollars & Cents)	\$

Particulars of the debt are:

Date	Consideration <i>(state how the debt arose)</i>	Amount \$ c	Remarks <i>(include details of voucher substantiating payment)</i>

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 or any part of it except for the following: *(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).*

Date	Drawer	Acceptor	Amount \$ c	Due Date

*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 statement in writing. I know the debt was incurred for the consideration stated and that the debt, to the best of my knowledge and belief, remains unpaid and unsatisfied.

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

Signature:		Dated:	
Print Name:		Occupation/Title:	
Address:			
Telephone:	Facsimile:	Email:	