

Proof of debt - general form

1	Insolvent company	
2	Date of insolvency	

3	Name of creditor (If a company please also give company registration number)	
4	Address of creditor for correspondence	
5	Total amount of claim, including any VAT and outstanding uncapitalised interest as at the date the company went into administration. Where payment is made or set-off applied after the date of administration this should be deducted and relevant deductions disclosed.	£
6	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 his discretion as may the chairman or convenor of any meeting).	
7	If the amount in 5 above included outstanding uncapitalised interest please state the amount.	£
8	Particulars of how and when the debt incurred (If you need more space append a continuation sheet to this form).	
9	Particulars of any security held, the value of the security, and the date it was given.	£
10	Particulars of any reservation of title claimed in respect of the goods supplied to which the claim relates.	£
11	Signature of creditor or person authorised to act on his behalf.	
	Name in BLOCK LETTERS	
	Position with or relation to creditor	
	Address of person signing (if different from 2 above)	