






Proof of Debt – General Form

COMPANY NAME		This is usually pre-populated, if not add the name of the entity you're claiming against
Date of Article 84 Meeting:		Usually this is completed for you, if not you'll find the date on most letters from the Insolvency Practitioner.
1.	Name of creditor (If a company please also give company registration number).	Insert the name of the claimant, this is the entity that trades with the insolvent company. For companies please include the Company registration number
2.	Address of creditor for correspondence.	This should be the correspondence address, if it changes you should let the Insolvency team know.
3.	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into liquidation.	Enter the total amount owed to you as at the appointment date, including the currency. You must include VAT and uncapitalised interest. Uncapitalised interest is any interest due on your debt up to the date of insolvency. 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 demand. You should supply copies of the agreement or demand under which you are claiming interest.
4.	Details of any documents by reference to which the debt can be substantiated. (Note: There is no need to attach them now but the liquidator can call for any document or evidence to substantiate the claim at his discretion as may the chairman or convener of any meeting).	Please provide details of any documents which support your claim e.g. sales invoices, delivery notes etc. Copies may be requested but don't need to be attached initially.
5.	If amount in 3 above includes outstanding uncapitalised interest please state amount.	If you have included interest at box 3 the amount should be written here
6.	Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form).	This could simply be a description of the goods/services provided.
7.	Particulars of any security held, the value of the security, and the date it was given.	If you believe that 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.

8.	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates.	 <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. Contact the Insolvency Practitioner immediately to maximise your chance of recovery.</p>
9.	Signature of creditor or person authorised to act on his behalf	 <p>You MUST sign the form and include your name in BLOCK CAPITAL LETTERS</p>
	Name in BLOCK LETTERS	
	Position with or in relation to creditor	 <p>If you aren't the individual creditor state the relationship/position held. This could be Director for limited companies, if you are an employee state your job title. Note, it is your duty to ensure you are authorised to sign this form.</p>
	Address of person signing (if different from 2 above)	
10.	Bank and Branch Bank Sort Code Bank Account Number	 <p>Please insert your bank details to enable the payment of a dividend (if applicable) to be paid</p>
Admitted to vote for	Admitted for dividend for	
£	£	
Date	Date	
Liquidator	Liquidator	



This section is for use by the Insolvency team and can be left blank.