

Guide to Completion

General rules are:

1. You do not have to get this claim witnessed, a straight signature is adequate (this was required under an old act)
2. Get your claim in ASAP even if you are unsure of the exact numbers. Approximations are okay as long as they have some factual basis and clearly show they are estimates.
3. There is no time limit to filing claims, however if your claim is filed after a distribution to creditors has been made you may miss out on that distribution. (This date is shown on advertising and reports)
4. Be careful to correctly state the status of your claim. An incorrect status can lead to loss of rights or needless correspondence.
5. You don't need to supply supporting documentation (i.e. invoices etc.). A summary will assist in reconciliations.
6. Note liquidators will probably not review claims unless a distribution appears likely so we recommend a detailed file is created "just in case"

Status of Claim

Unsecured Creditor

Normal claim, i.e. you hold no security or preferential claim.

Preferential Claim

A claim such as Wages, holiday pay, Layby sale, or such item governed by the Seventh Schedule (See article).

Reservation of Title

Sometimes referred to as a Romalpa clause, where ownership has not passed (see articles)