

Insolvency (England and Wales) Rules 2016
Rule 14.4

Proof of Debt – General Form
CREDITORS' VOLUNTARY LIQUIDATION

Name of Company in Liquidation:

Company registration number:

1 Name of creditor
(If a company, provide the company registration number):

2 Correspondence address of creditor (including any email address):

3 Total amount of claim (£)
(Include any Value Added Tax):

4 If amount in 3 above includes (£)
outstanding uncapitalised interest, state amount:

5 Details of how and when the debt was incurred.
(If you need more space, attach a continuation sheet to this form):

6 Details of any security held, the value of the security and the date it was given:

7 Details of any reservation of title claimed in respect of goods supplied to which the debt relates:

8 Details of any document by reference to which the debt can be substantiated:

Box 1: Insert name of the entity that is owed money (include company number, as applicable)

Box 2: Insert postal address, email address and any account reference

Box 3: This is the total amount owed, including VAT, interest and charges, as applicable

Box 4: If there is no interest included in the amount owed, then insert £nil or leave blank, otherwise state the amount of interest

Box 5: Insert a brief note on how and when the amount owed to you was incurred

Box 6: If you do not hold security by way of a registered charge or otherwise, then state none or leave blank

Box 7: If you hold title to goods you have supplied until they are paid for, confirm here and provide a copy of your terms & conditions of sale; otherwise state none or leave blank

Box 8: Confirm the type of documents held to evidence your claim (e.g. statements / invoices) and provide copies, as applicable

9 Signature of creditor
(If person authorised to act on the creditor's behalf):

10 Date of signature:

11 Address of person signing if different from 2 above:

12 Name in BLOCK LETTERS:

13 Position with, or relation to, creditor:

Office Holder Use Only

Admitted to vote for	Admitted for dividend for
Amount (£) <input type="text"/>	Amount (£) <input type="text"/>
Date <input type="text"/>	Date <input type="text"/>
<input type="text"/>	<input type="text"/>
Liquidator	Liquidator

Notes:

1. There is no need to attach them now but the office holder may ask you to produce any document or other evidence which is considered necessary to substantiate the whole or any part of the claim, as may the chairman or members of any qualifying decision procedure.

2. This form can be authorised for submission by email by entering your name in block capitals and sending this form as an attachment from an email address which clearly identifies you or has been previously notified to the office holder. If completing on behalf of a company, please state your relationship to the company.

Box 9: Authorised person signs here

Box 10: Date the Proof of Debt form

Box 11: Insert contact address of signatory if different from creditor's address

Box 12: Insert signatory's name in CAPITALS

Box 13: State the signatory's position in relation to creditor (e.g. director, account manager, authorised signatory etc.)