



McGrathNicol

McGrathNicol Limited

Level 17, 34 Shortland Street
Auckland 1010, New Zealand

PO Box 106-733
Auckland 1143, New Zealand

T +64 9 366 4655

F +64 9 366 4656

mcgrathnicol.com

**Best Pacific Institute of Education Limited (In Liquidation) (“the Company”)
Liquidators’ First Report (pursuant to Section 255 of the Companies Act 1993);
And Notice to Creditors (pursuant to Section 245 of the Companies Act 1993)**

Company Number: 646909

1. Appointment

Conor McElhinney and William Black were appointed jointly and severally as Liquidators of Best Pacific Institute of Education Limited (In Liquidation) on 1 December 2017 by special resolution of the shareholders.

2. Disclaimer

The purpose of this report is to report to the creditors and shareholders in accordance with Section 255 of the Companies Act 1993.

This report has been prepared based on the information known to the Liquidators as at the date of this report. We reserve the right (but will be under no obligation) to review this report and if we consider it necessary to revise the report in the light of any information existing at the date of this report that becomes known to us after that date. We have not independently verified the accuracy of information provided to us, nor have we conducted an audit in respect of the Company. We express no opinion on the reliability, accuracy, or completeness of information provided to us and upon which we have relied.

The Liquidators do not accept responsibility or liability for any losses occasioned to any party as a result of the circulation, publication, reproduction, or use of this report.

3. Company information

Date of Incorporation: 22 September 1994

Type of business: Education Provider

Date trading ceased: 30 November 2017

Directors: Anita Finnigan and Rachel Skudder

In association
with



Advisory
Forensic
Transactions
Restructuring
Insolvency



4. Events leading to appointment of Liquidators

The Directors of the Company have advised that the reason for the failure of the Company is the Tertiary Education Commission's advice on 23 November 2017 that there would be no funding for the Company in 2018.

The Liquidators note that the balance of 2017 funding was also being withheld. Consequently, the Company could not meet its obligations as they fell due. The Liquidators are still investigating the circumstances that led to the failure of the Company.

5. Statement of affairs

We attach a statement of the Company's affairs as at the date of our appointment.

This has been prepared from information provided by the directors and management of the Company and the Liquidators are not yet able to express an opinion on the validity of that information, or the estimated realisable value of the assets.

However, the Liquidators understand that there are disputes with regards to debtors and the trust account funds. In addition, the Liquidators have yet to determine whether the significant book values of intellectual property, leasehold improvements, office equipment, and office furniture & fittings are likely to be recoverable.

6. High Court orders

Pursuant to section 280 of the Companies Act 1993, an application was submitted to the High Court for approval for William Black and me to act as liquidators of the Company. Approval was granted by the High Court on 1 December 2017 and as required by the Court, a copy of the Court Order is attached to this report.

7. List of creditors

A list of all known creditors has been compiled by the Liquidators based on Company information available to us. For privacy reasons, the addresses of employees have been omitted from the list. We attach a copy to this report.

8. Proposals for conducting the liquidation

The Liquidators will be attending to the following matters during the course of the liquidation:

- Realisation of the Company's assets.
- Review, determination and admittance of creditors' claims.
- Consideration of the prospects for recoveries for creditors from various sources, including voidable transactions and potential legal actions, to the extent that funding is available for any necessary investigations. Creditors with any information on any matter that they feel warrants investigation should advise the Liquidators in writing.
- Payment of any proceeds to creditors in the statutory order as prescribed by the Companies Act 1993



9. Estimated date of completion of liquidation

It is not practicable to estimate the date of the completion of the liquidation at this stage.

10. Creditors meeting

A liquidator may call a meeting of creditors in order to decide whether to appoint a replacement liquidator.

Having regard to the assets and liabilities of the Company, the likely result of the liquidation and the purpose of the liquidation, the Liquidators consider, in accordance with Section 245 of the Companies Act 1993, that no such meeting should be held.

A meeting will not be called unless a creditor gives notice in writing to the Liquidators requiring a meeting to be called within 10 working days after receiving this notice.

11. Liquidation committee

In accordance with Section 314 of the Companies Act 1993, a creditor or shareholder may request the Liquidators to call a meeting of creditors or shareholders at any time in the course of the liquidation to vote on a proposal that a Liquidation Committee be appointed to act with the Liquidators. This request must be in writing.

The Liquidators may decline a request by a creditor or a shareholder to call a meeting on the grounds that:

- a) the request is frivolous or vexatious; or
- b) the request was not made in good faith; or
- c) the costs of calling the meeting would be out of proportion to the value of the company's assets.

The decision to decline a request may be reviewed by the Court on the application of any creditor or shareholder.

12. Creditors' claims

Personal Property Securities Act / Reservation of Title

Should any creditor believe that they have registered a Purchase Money Security Interest (PMSI) on the Personal Property Securities Register (PPSR) over any goods, or proceeds from realisation for goods, they should contact this office immediately.

If any creditor believes that they have a Retention of Title over goods and they have not registered their interest on the Personal Property Securities Register, they should also contact this office immediately. Suppliers of consignment or sale or return stock should also contact this office immediately.

Creditors claim forms

Enclosed is a notice to creditors stating that 31 January 2018 is the final day for filing a claim with the Liquidators. **Also enclosed is a claim form for completion by unsecured**



creditors. Should you consider you are a secured creditor of the company, please contact the Liquidators and they will supply you with a secured creditors' claim form.

Completion of your claim should be given your urgent attention. If creditors do not lodge a claim with the Liquidators, they are not entitled to share in any distribution to creditors that may be made by the Liquidators.

13. Further information

Should you have any information that you believe would lead to realisations for the benefit of creditors, please set it out in writing, attaching copies of all documentary evidence, and send it to the Liquidators. Please note that the Liquidators can only act on written information as telephone, or other, conversations will be regarded as hearsay by any Court.

14. Prospect of a dividend

Any distribution to unsecured creditors or shareholders will be dependent on the outcome of asset realisations and any other recoveries achieved by the Liquidators, after meeting the claims of preferential creditors and the secured creditor.

15. Contact details

The Liquidators can be contacted at McGrathNicol, Level 17, 34 Shortland Street, Auckland, (PO Box 106-733, Auckland 1143). If you have any questions in regard to this report, please contact David Walker on (09) 926 5112.

Dated 7 December 2017

A handwritten signature in blue ink, appearing to read 'Conor McElhinney'.

Conor McElhinney
Liquidator

Statement of Affairs of Best Pacific Institute of Education Limited (In Liquidation)

As at the date of the appointment of Liquidators: 1 December 2017

<u>\$</u>	<u>Book value</u>	
Assets that may be available to preferential creditors		
Cash at bank		1,280
Debtors		357,082
Inventories		68,982
Shareholder's current account A Finnigan		2,514,476
Shareholder's current account Tinos Trust		163,116
<u>Trust account</u>		<u>926,820</u>
Total		4,031,757
Less preferential claims		
Employee claims	462,500	
Inland Revenue Department - GST	165,405	
<u>Inland Revenue Department - PAYE</u>	<u>647,015</u>	<u>1,274,920</u>
Surplus/(deficit) after preferential creditors		2,756,837
Assets available to general security holder(s)		
Surplus after preferential creditors (as above)		2,756,837
Intellectual property		1,018,151
Leasehold improvements		4,172,357
Office equipment		106,931
Office furniture & fittings		278,937
<u>Vehicles</u>		<u>3,947</u>
Total		8,337,160
Less amounts owing under general security agreement(s)		
Bank overdraft	198,536	
<u>Loan</u>	<u>800,000</u>	<u>998,536</u>
Surplus/(deficit) after general security holder(s) and preferential creditors		7,338,624
Unsecured creditors (known to date)		
Employee entitlements	1,015,664	
Inland Revenue Department - FBT	5,897	
StudyLink	566,284	
Trade creditors	1,492,316	3,080,161
<u>Surplus/(deficit) to unsecured creditors</u>		<u>4,258,463</u>

(Subject to costs of Liquidation)

Note: It has been necessary to estimate amounts due to creditors, given the time frame required to complete this report. Bank Bonds are held by landlords and StudyLink and these had not been called in full at the date of liquidation. When these bonds are called, the secured indebtedness to the Bank will increase significantly. In addition, it is unclear whether the debtors or trust account funds will be available for preferential creditors or not.

Disclaimer: The Statement of Affairs has been prepared based on information obtained from the Company together with information supplied by the Directors and/or management. This information has not been verified. The Liquidators have not carried out an audit of the information supplied and therefore they do not accept any responsibility for the accuracy of the information from which the Statement of Affairs has been prepared. Further, the Statement of Affairs has been prepared for the purpose of the liquidation only, and the Liquidators do not accept any responsibility on any ground whatever, including liability in negligence, to any other person.

List of creditors as at 1 December 2017

Name	Address
Academy Book Company	32C Barry's Point Road, Takapuna, Auckland 0622
Acronym	PO Box 11157, Ellerslie, Auckland 1542
AHI Carrier (NZ) Ltd	Private Bag 92128, Victoria St West, Auckland 1142
Albert Park Cafe	18 Kitchener St, Auckland CBD, Auckland 1010
Alexa Kelly	PO Box 147002 Ponsonby, Auckland 1144
All Lock Services Ltd	PO Box 26328 Epsom, Auckland 1344
All West Electrical Ltd	PO Box 60016 Titirangi, Auckland 0642
All West Plumbing Ltd	PO Box 20-550 Glen Eden, Auckland 0641
AMEX	PO Box 3616 Auckland 1140
Anonymouz	54 Hokonui Road, Otahuhu, Auckland 1062
APN Outdoor Ltd (NZ)	Level 3, 117 -125 St Georges Bay Rd, Parnell, Auckland 1052
Auckland Council	Private Bag 92300 Auckland 1142
Autohaus Auckland Limited	PO Box 8922 Symonds St, Auckland 1150
Barefoot Brothers Limited	PO Box 147268, Ponsonby, Auckland 1144
Bank of New Zealand	PO Box 995 Shortland Street, Auckland 1140
Catalyst. Net Limited	Level 6, 150 Willis St PO Box 11-053, Wellington 6011
Chen Palmer NZ	PO Box 2160 Wellington 6140
City Cleaning Services Ltd	PO Box 7150 Wellesley St, Auckland 1141
Claire Ashmore Licensed Davis Dyslexia Facilitator	263 Lamb St, Leamington Cambridge, Waikato 3432
Coffee Distribution MANUKAU	PO Box 331 425 Takapuna, Auckland 0740
Coffee Distribution NZ Ltd	PO Box 331 425 Takapuna, Auckland 0740
Complete First Aid Supplies Lt	PO Box 69123 Glendene Waitakere 0645
Confoil NZ Ltd	PO Box 474, Shortland Street, Auckland 1140
Connect NZ Limited	PO Box 7417, Wellesley St, Auckland 1141
Corporate Cabs	PO Box 24-319 Auckland 1345
Crackerjack Events	PO Box 38 689, Howick, Auckland 2145
Datacom Employer Services	58 Gaunt St, PO Box 173 Auckland 1140
Davies Financial & Actuarial	PO Box 35-258, Browns Bay, Auckland 0753
Direct Car Rentals	63 Carr Rd, Mt Roskill, Auckland 1041
DMP-Harris Corporate Print	PO Box 204 242, Highbrook, Manukau, Auckland 2161
Eddie Perelini	295 Hibiscus Coast Highway, Orewa 0931
EET Ltd	PO Box 101-426, North Shore Mail Centre, Auckland 0745
ERA TAXI LTD	PO Box 52 072, Kingsland, Auckland 1352
Event Cinemas	PO Box 2384, Shortland Street, Auckland 1010
FAIRFAX NZ Ltd	Private Bag 4906 Christchurch 8140
First Fire Systems Ltd	PO Box 112-120, Penrose, Auckland 1642
Floral Image	PO Box 147472, Ponsonby 1011
Fortlock Security Systems (2008) Ltd	PO Box 112-263, Penrose, Auckland 1642
Frances Douglas	7/189 Hendon Avenue, Mt Albert, Auckland 1025
Fuji Xerox NZ Ltd	PO Box 5948, Wellesley St, Auckland 1141
Fumacare Limited	Private Bag 92 905 Onehunga, Auckland 1643
Griffin Solutions Ltd	3 Patuone Avenue, Devonport, Auckland 0624
Grove Darlow & Partners	PO Box 2882 Auckland 1140
Hudson Global Resources Ltd	PO Box 579, Auckland 1140
Inland Revenue	PO Box 39010 Wellington Mail Centre, Lower Hutt 5045
Joan Penny	3/21 Maraetai Heights Road, Maraetai 2018
Karen Urale	30 Riversdale Rd, Avondale, Auckland 1026
Kenderdine Electrical Ltd	PO Box 12-092, Penrose 1642
Kiely Thompson Caisley	PO Box 7359 Auckland 1141
Kitchener St Investments	PO Box 8302, Symonds St Auckland 1150
Kiwi Coaches	23a Mahunga Drive, Mangere, Auckland 2022
Kiwi Express Couriers	PO Box 12849, Pernose, Auckland 1642
Lindah Lepou Ltd	366 Dee St, Invercargill 9810
Lucas C - Anchor Milk	PO Box 69070 Glendene, Auckland 0645
M K Grant	8 La Trobe St, Pakuranga, Auckland 2010
Madison Recruitment LTD	PO Box 105-675, Auckland 1143

Mana Recruitment	PO Box 90157 Victoria West, Auckland City 1142
Martha Farmer	160 Hepburn Creek Rd. R.D.1, Warkworth 0981
Mario Faumui	255 Richardson Road, Mt Roskill, Auckland
Matthew Salapu	54 Hokonui Rd, Otahuhu, Auckland 1062
Maxzyena V-RTauevihi	71 Walters Rd, Mt Wellington, Auckland 1062
Media Works Radio Ltd	PO Box 8880, Symonds St, Auckland 1150
Milly Grant	8 La Trobe Street, Pakuranga, Auckland
Mitai Holdings Limited	196 Fairy Springs Road, Fairy Springs, Rotorua, 3015
New Zealand Herald	PO Box 3992, Shortland St, Auckland 1140
New Zealand Qualifications Authority	PO Box 160, Wellington 6140
Oceania Communications 2000 Ltd	PO Box 69-273, Glendene Post Shop, Auckland 0645
Odev Limited (In Liquidation) -Optimizer	PO Box 104268, Waitakere, Auckland 0654
Oyster Management	PO Box 8302, Symonds St Auckland 1150
P B Technologies Ltd	PO Box 97746 , Manukau, Auckland 2241
Pacific Cooperation Foundation	PO Box 105440, Auckland City, Auckland 1143
Peter Davison	11 Leighton Street, Auckland 1021
Playmarket	PO Box 9767, Wellington 6141
Pohlen Partners Limited	PO Box 91409, Auckland 1142
Poulima Salima	4 Tutuki Place, Waterview, Auckland 1026
QED Associates Limited	PO Box 34 357, Birkenhead, North Shore City, Auckland 0746
Reclaim Ltd	PO Box 12187, Penrose
Rentokil Initial	Private Bag 92 905, Onehunga, Auckland 1643
Ritchies Murphy Transport Solutions Ltd	PO Box 72599, Papakura, Auckland 2244
Safety First New Zealand Ltd	PO Box 1830, Auckland 1010
Schindler Lifts NZ Ltd	PO Box 724, Shortland St, Auckland 1140
Seek (NZ) Limited	Level 5, 5 High Street, Auckland Central, Auckland 1010
Skills Active Aotearoa Ltd	PO Box 2183, Wellington 6140
SpeedPac Limited	2.A. Cape Horn Rd, Hillsborough, Auckland 1041
SPARK	Private Bag 4742, Christchurch 8140
Study Link	Private Bag 11070, Palmerston North 4442
Teokotai Paitai	29 Browns St, Ponsonby, Auckland 1021
The Creative Store	PO Box 47812, Ponsonby, Auckland 1144
Tertiary Education Commission	PO Box 27048, Wellington 6141
Tinos Trust	PO Box 6642 Wellesley St, Auckland 1141
Toiora Ltd (Dr Bert van Dijk)	42A Brook Lane, RD2 Kaiwaka 0573
Tribe Group	PO Box 91132, Victoria Street West, Auckland 1142
Waitakere Playhouse Theatre Trust	15 Glendale Road, Glen Eden, Waitkere City, Auckland 9343
Waiwhetu Distributors Limited	Po Box 38-125, Wellington Mail Centre 5045
Waste Management	Private Bag 14919, Panmure, Auckland 1741
WATERCARE	Private Bag 92521, Wellesley St, Auckland 1141
WILSON PARKING	Level 12 SAP Tower, 151 Queen St, Auckland 1010

Employees

Patrica Afamasaga	Sania Mohsin
Angela Ah Lam	Alice Mose
Daisy Ah Sam	Vinash Naidu
Richard Ajiee	Shobna Naidu
Hala Akkad	Irene Nand
Grace Asola	Mattie Naseri
Atalili Atalili	Denise Neli (Tagalao)
Kinzey Auva	Gloria Leinatioletuitoga Nepo
Shevon Barrow	Cecilia Nerida
Vernita Bashe	Nazmeen Nisha
Mark Sushil Bhojwani	Talavave Humphrey Nua
Bronwyn Bradley	Sione Oloi
Bruce Brown	Ronita Padayachi
Joseph Burke	Sione Latu Paea
Lisa Chen	Joan Penny
Seutatia Crichton	Edward Perelini
Luka Crosbie	Amara Perera

Penlope Cusack
Mario Arvin Dela Rosa
Kirsty Denyer
Frances Douglas
Nirmala D'Souza
Hera Dunleavy
Naomi Esera
Christina Tulipe Faafili
Leva Faafua
Pule Faamatau
Easter Faasoo-Tuilagi
Rosita Falelua-Malio
David Fane
Taugataoaloa Farmer
Sheena Fatialofa
Henry Feleti
Crystal Fetalaiga
Soteria Fetalaiga
Carla Flavell
Tamanaku Flavell
Peter Forsyth
Maria Fuiava
Kim Gordon
Munith Gounder
Justin Philip Haiu
Kailahi Hala'api'api
William Hicks
Tracy Hinton
Tania Dion Hoeta
Clare Hohaia
Roy Hudson
Aperaamo Ieriko
Helena Anemema Talagi Ikitoelagi-Feilo
Felimo (Li) Ilolahia
Lauren Jackson
Jimmy Connors Chettipally Jessie
Allison Siteisela Jones
Derek Jones
Helen Folola Kaliopasi
Percy Kapadia
Muditha Karunaratne
Frederick Keil
Mele Kepu
Sandhya Kesha
Neeraj Kumar
Kolose Lagavale
Young Jun (Ryan) Lee
Stacey Leilua
Liliolagi Lemana
Lili'a Lemuelu-Viliamu
Toga Leota
Eliza LePou
Holika Lihila
Molly Lilo
Cathy Livermore
Ivoga Lousiale
Zoteria Maka
Orepa Malo
Anita Maria Finnigan
Marina Masame
Tekotia John Graham Matapakia

Shaye Pettit Smith
Tina (Fuatino) Pio
Rakesh Rao
Shalvind Reddy
Don Rehu
Abbas Rezazadeh
Rote Riggs
Maiva Riggs
Natina Roberts
Janet Ropati
Jacinta Alosia Ruakere
Lisa Ruatara
Daniel Runcan
John Sagala
Angela Sagapolutele
James Saipani
Ilish Asmin Samin
Daya-Tumua Sao-Mafiti
Kerengapu Mere Kim Savai' Inaea
Epine Savea
Margaret Seuala
Susan Shankaran
Rajeshni Sharma
Moka Sietu
Ngaluafe Kasi Sipata
Rachel Skudder
Tony Smith
Katie Smith
Stephen Solai
Balram Solanki
Tommy Tung Liang Soo
Mary Stock
Stacey Su'a
Seao Tagaloa-Tagoai
Joseph Taleni
Kristy Tamati
Saylene Tanielu-Ulberg
Olivia Taouma
Musani Tararo
Joycelyn Tauavihi
Carlos Samuel Se Taula
Janet Tawaketini
John Taylor
Charlene Tedrow
Sawsan Thabit
Tupua Tigafua
Jimmy Tofa-Su'a
Cilla Tofilau
Ivona Togafau
Joanna Toloa
Ofisa Tonu'u
Colin Tuua
Lemata Tualevao
Nardelei Tupu
Richard Turnbull
Alma Urbiztondo
Turimaki (Turi) Van Eijk
Philip Vautier
Ekaterina (Katya) Vershinina
Bazil Waititi
Raewyn Walters

Felix Matapuku
Alesana McCarthy
Lesley McMath
Rodrigo Mendes
Talosia Milo
Charles Mitchell
Minu Mohan

Angela Wharerau
Te Kowhai Huia White
Trudy Williams
Sophie Williams
Ian Wilson
Xin (Darren) Xi
Kristin Ziegner

**In the High Court of New Zealand
Auckland Registry**

**I Te Kōti Matua O Aotearoa
Tāmaki Makaurau Rohe**

CIV 2017-404

Under Part 19 of the High Court Rules and s 280 of the Companies Act 1993

**In the matter of
an application
concerning** **Best Pacific Institute of Education Limited** a company
having its registered office at Level 1, 5 Hugh Brown Drive, New Lynn,
Auckland 0640, New Zealand

**In the matter of
an application by** **William Guy Black and Conor John McElhinney** of
Auckland both insolvency practitioners, for orders under s 286(4) of
the Companies Act 1993
Applicants

Court orders

1 December 2017



**MEREDITH
CONNELL**

Solicitors:

P Murray | P Shackleton
PO Box 90750, Victoria Street West, Auckland 1142
DX CP24063
T: +64 9 336 7500
paul.murray@mc.co.nz |
philip.shackleton@mc.co.nz

Court orders

To: All persons affected by this order

This document notifies you that:

- 1 The without notice originating application made by William Guy Black and Conor John McElhinney on 1 December 2017 was determined by the Honourable Justice Palmer on 1 December 2017.
Associate Judge Christensen.
- 2 The determination was made without a hearing.
- 3 The following orders were made:
 - (a) Permission is granted to commence these proceedings by way of an originating application without notice.
 - (b) The applicants:
 - (i) Are not disqualified to act as liquidators of Best Pacific Institute of Education Limited (**Company**) by reason of their and their firm's connection with a secured creditor of the Company; and/or
 - (ii) May be appointed and act as joint and several liquidators of the Company under ss 280 and/or 286(4) of the Companies Act 1993 (**Act**);
 - (c) In the event that the applicants are appointed as liquidators:
 - (i) They will serve copies of the sealed orders on all known creditors of the Company at the same time and in the same manner as the liquidators' first report for the Company under s 255 of the Act;
 - (ii) Leave be reserved for any creditor of the Company to apply to the Court within ten working days of such service to set aside the applicants' appointment as liquidators;
 - (iii) The applicants' fees and expenses, including solicitor/client costs of this application, be an expense incurred by the applicants in carrying out their duties as liquidators of the Company.



Date: 1 December 2017

Signature:

(Registrar / Deputy Registrar)

K Taubhu

IN THE MATTER OF THE COMPANIES ACT 1993

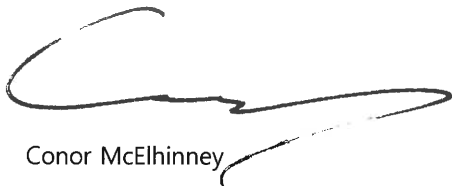
AND

IN THE MATTER OF Best Pacific Institute of Education Limited (In Liquidation)

Notice to Creditors to Claim

NOTICE is hereby given that the undersigned, the liquidator of the above-named company which is being liquidated, does hereby fix 31 January 2018 as the day on or before which the creditors of the company are to make their claims, and to establish any priority their claims may have under section 312 of the Companies Act 1993, or to be excluded from the benefit of any distribution made before their claims are made or excluded from objecting to any distribution made before the priority of their claim is established.

Dated 7 December 2017



Conor McElhinney
Liquidator

Address of Liquidator:

c/- McGrathNicol
Level 17
34 Shortland Street
AUCKLAND 1



UNSECURED CREDITOR'S CLAIM

Section 304(1) Companies Act 1993

<p>Name and postal address of creditor in full:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Telephone Number () _____</p> <p>My Reference is (if applicable) _____</p>	<p>✦ Any personal information collected is for the purpose of administering the liquidation in accordance with the Companies Act 1993.</p> <p>The information will be used and retained by McGrathNicol and will be released to other parties only with your authorisation or in compliance with the Privacy Act 1993.</p> <p>Under section 304 (1) of the Companies Act 1993 any claim by an unsecured creditor against a company in liquidation must be made in this prescribed form and must –</p> <p>(a) Contain full particulars of the claim; and</p> <p>(b) Identify any documents that evidence or substantiate the claim.</p> <p>You may have access to and request correction of any personal information. (*Not applicable, if creditor is not an individual within the meaning of the Privacy Act 1993.)</p>
--	---

Name of Company in Liquidation: _____ **(In liquidation)**

I _____
[If claim is made on behalf of creditor, specify relationship to creditor and authority] claim that the company was at the date it was put into liquidation indebted to the abovenamed creditor for the sum of *[Amount in words and figures]*: _____ \$ _____

Either: I hold no security for the amount claimed; or
 I am surrendering my security and I am claiming as an unsecured creditor
[Omit whichever does not apply]

Full particulars of the claim are set out, and any supporting documents that substantiate the claim are identified, on the reverse of this form. (The liquidator may require the production of a document under section 304 (2) of the Companies Act 1993. You are not required to attach any supporting documents at this stage, but you may attach them now, if you think it would expedite the processing of the claim.)

Signed: _____ Date: _____ / _____ / _____

WARNING - It is an offence under section 304 (6) of the Companies Act 1993 to –
Make, or authorise the making of, a claim that is false or misleading in a material particular in knowing it to be false or misleading; or
Omit, or authorise the omission, from a claim of any matter knowing that the omission makes the claim false or misleading in a material particular.

Received (Date Stamp)	Reserved for Office Use:		
	Claim admitted for voting purposes:	Signed:	Date: / /
	Claim rejected for voting purposes:	Signed:	Date: / /
	Claim rejected for payment:	Signed:	Date: / /
	Claim admitted for payment:		
	Preferential Claim for:	Ordinary Claim for:	Deferred claim for:
	\$	\$	\$
	Signed Liquidator		Dated:
Note: If the decision to admit or reject a claim is amended, regulation 8 of the Companies Act 1993 Liquidation Regulations 1994 requires that it be recorded in writing.			

PARTICULARS OF CLAIM

Where the claim includes goods supplied by the creditor to the company under a Retention of the Title clause,
please give full details including a description of the goods and their value.

If the creditor owes money to the company, please give full details.

Date	Details of Claim and Identification of Documents that Evidence or Substantiate the Claim	Amount \$

If applicable, please record here your GST Registration number:
and total GST included in your claim

\$