

**Proof of Debt-General Form**

Date of Winding-Up Order/Resolution for voluntary winding-up

1	Name of Creditor	
2	Address of Creditor	
3	Total amount of claim, including any VAT and outstanding uncapitalised interest as at the date the company went into Liquidation (see note below)	
4	Details of any document by reference to which the debt can be substantiated. [Note: the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
5	If the total amount shown above includes VAT please show:- (a) amount of VAT (b) amount of claim NET of VAT	
6	If the total amount above includes outstanding uncapitalised interest please state amount	
7	If you have filled in both box 3 and 5, please state whether you are claiming the amount in box 3 or the amount in box 5(b) the amount shown in box 3 or the amount shown in box 5 (b)	
8	Give details of whether the whole or any part of the debt falls within any (and if so how much) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986 (as read with schedule 3 to the Social Security Pensions Act 1975)	
9	Particulars of how and when the debt was incurred	
10	Particulars of any security held, the value of the security, and the date it was given	
11	Particulars of any Retention of Title claimed, including details of goods supplied, their value, and when supplied	

Signature of creditor authorised to act on his behalf

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Name in block letters

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Position with or relation to creditor

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Admitted to vote for £  
date  
liquidator

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Admitted preferentially for £  
date  
liquidator

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Admitted non-preferentially for  
Date  
Liquidator

**NOTE:**

A company goes into liquidation if it passes a resolution for voluntary winding up or an order for its winding up is made by the court at a time when it has not already gone into liquidation by passing such a resolution.