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|  | | | **PROOF OF DEBT FORM** | |  |
| **Date of appointment: 23 September 2019** | | | | | |
| 1. | Company against which claim is made (The name of the debtor in your records) | |  | | |
| 2. | Name of creditor  (If a company please also give company  registration number) | |  | | |
| 3. | Physical Address of creditor for correspondence: | |  | | |
| 4. | E-mail address: | |  | | |
| 5. | Total amount of claim, including VAT and outstanding uncapitalised interest | | £ | | |
| 6. | Details of any documents by reference to which the debt can be substantiated.  (Please provide appropriate documentation in support of your claim, such as sales invoices) | |  | | |
| 7. | Does the amount in 5 above include uncapitalised interest? If YES, please state amount | | YES /NO £ | | |
| 8. | Particulars of how and when debt incurred.   (Append a continuation sheet to this form if you need more space) | |  | | |
| 9. | Particulars of any security held, the value of the security, and the date it was given | |  | | |
| 10. | Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates | |  | | |
| 11. | Signature of creditor or person authorised to act on their behalf  Name in CAPITAL LETTERS  Position with or in relation to creditor  (If the debt is owed to you personally, state your relationship to the insolvent company (i.e. customer). If you are completing on behalf of a company, state your role (i.e. Finance Director)  Date  Address of person signing (if different from 2 above) | |  | | |
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Creditors registered for VAT may be able to claim VAT bad debt relief in accordance with Section 36 Value Added Tax Act 1994. Insolvency Practitioners have no role in administering VAT bad debt relief and creditors who are uncertain how to claim should contact their VAT office or take professional advice. Where dividends are paid, creditors who have claimed VAT bad debt relief must apportion the dividend between the VAT and net element of their claim and account to HM Revenue & Customs for the VAT element through their VAT return.