



PROOFS OF DEBT

How to Complete a Form 535

It is a creditor's responsibility to prove their claim to our satisfaction.

When lodging proofs of debt, creditors should ensure that:

The proof of debt form is completed fully

Documentary evidence as described below is attached to the Form 535.

Directions for completing a Proof of Debt

1. Insert the full name and address of the creditor, the amount you are owed inclusive of GST and then separately identify the GST component.
2. Under "Particulars of the debt":
 - a. Insert the date the debt arose. If you only have a couple of invoices, list each invoice date. If there are more invoices than fit into the table, you can insert a date range and provide further details in an attachment.
 - b. In the "Consideration" column, explain how the debt arose, eg "services provided to the company on [date]" or "goods supplied to the company on [date]".
 - c. Include the amounts owed (inclusive of GST) on each invoice. If there are more invoices than fit into the table, you can insert the total owed and provide further detail on an attachment.
 - d. In the "Remarks" column, provide details as the substantiating documentation you have attached, eg "copies of invoice", "copy of hire agreement", etc.
3. Ensure you attach full supporting documentation to prove your claim.

What do you need to attach?

We are not able to make a determination on a claim unless sufficient documentary evidence is attached to the Proof of Debt. Outlined below are some examples of documents that are often supplied as attachments:

Trade Creditors

- ▶ Statements and invoices showing the amount of the debt
- ▶ Purchase orders and delivery dockets where applicable
- ▶ Agreements on terms of trade.

Employee Debts

- ▶ Explanation as to how the debt is calculated
- ▶ Type of claim – wages, annual leave etc
- ▶ Employment Agreements
- ▶ Any relevant correspondence.

Leases

- ▶ Copy of lease
- ▶ Statement of outstanding amounts under the lease differentiating between amounts outstanding prior to the date of appointment, and any amounts due in the future.