| 1. Name of creditor
 |  |
| --- | --- |
| 1. Address of creditor for correspondence
 |  |
| 1. Registered number (if creditor is a company)

*(If not registered in the UK, please state the country or territory it is registered in and any overseas company registration number)* |  |
| 1. Total amount of your claim (including VAT and outstanding capitalised interest)
 | £ |
| 1. If the amount in 4) includes outstanding capitalised interest, please state amount
 | £ |
| 1. Particulars of how and when the debt was incurred

*(please attach a continuation sheet if more space is needed)*  |  |
| 1. Particulars of any security held, the date it was given and the value you put on the security
 |  |
| 1. Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates
 |  |
| 1. Details of any documents by reference to which the debt can be substantiated
 |  |
| Signature of creditor or person authorised to act on behalf of the creditor |  |
| Name in block capitals |  |
| Position with or relation to the creditor (e.g. director, company secretary, solicitor) |  |
| Address of person signing (if different from 2 above) |  |
| Date |  |

*For convenor’s use only*

| *If applicable* Admitted to vote for: £ |  |
| --- | --- |
| Date |  |
| Signed |  |
| Name |  |