

Form 536**Corporations Act 2001**

_____ (**Administrators Appointed**)
 ACN _____

**FORMAL PROOF OF DEBT OR CLAIM ON BEHALF OF
 EMPLOYEES**

To the Voluntary Administrators of _____ (Administrators Appointed)

I(insert full name) of
 (insert address) being(occupation)
 state:

1. the company was, on 23 April 2009 and still is, indebted to the persons whose names, addresses and descriptions appear in Columns 2, 3 and 4 in the Schedule;
2. the debt is for wages, salaries, annual leave, retrenchment payments or long service leave, due to them for services rendered while employed by the company during the periods set out in Column 5 against the names of the persons;
3. the debt of the company due to each person is for the amount set out in Column 6 against the name of that person;
4. none of those persons has had or received any satisfaction or security in respect of that debt;
5. I am authorised as _____ and the source of my information is as follows:

SCHEDULE

Column 1 No	Column 2 Full name	Column 3 Address of employee	Column 4 Description	Column 5 Period for which claim is made (<i>see note below</i>)	Column 6 Amount of claim

 Dated
 Signature

Note: In case of a claim for annual leave or long service leave, insert a description of the claim.

☐ I nominate to receive electronic notification of notices or documents in accordance with Section 600G of the Corporations Act 2001 at the following email address or fax number:
 Email address:
 Fax number: