

## 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 make sure that:

- the proof of debt form is fully completed
- 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':
  - 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
  - in the 'Consideration' column, explain how the debt arose. e.g. 'services provided to the company on [date]' or 'goods sold to the company on [date]'
  - 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 details in an attachment
  - in the 'Remarks' column, provide details as the substantiating documentation you have attached. e.g. 'copies of invoice', 'copy of hire agreement'.
3. Please make sure 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 your proof of debt. Outlined below are some examples of documents we would expect to see attached to a Form 535.

#### Trade creditors

- Statements and supporting invoices(s) showing the amount of the debt.
- Purchase orders and delivery dockets if available.
- Agreements on terms of trade.

#### Employee debts

- Explanation as to how the debt was calculated.
- Type of Claim (e.g. wages, annual leave, etc.).
- Any correspondence relating to the debt being claimed.
- Contract of Employment (if any).

#### Leases

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

