



Statement of Claim and Proxy Form

Voting personally

To enable the trustee to make an assessment of your ability to vote; and the value of your vote you need to complete the statement below. The trustee may require evidence to substantiate your claim before allowing you to vote. The statement needs to be given to the trustee **before the meeting**.

Appointing a proxy

If you wish to appoint a proxy to vote at the meeting, you must also complete the proxy details overleaf. This document must be given to the trustee **at or before the meeting**.

Administration details

Administration No.		Date of meeting of creditors	/ /
Family name	Given names		

Creditor name and address

Name		ABN
Address		
		Post code

Declaration of relationship with debtor

If you are unsure whether you or any of your entities are classed as related, general information on related entities is available at www.itsa.gov.au

I declare that I or my related entities **are not related** to the debtor

I declare that I or my related entities **are related** to the debtor. *describe relationship below*

Brief description of relationship:

Details of any security held

Do you hold security over any of the debtor's property? No Yes *please give details*

Description of secured property		Estimate value of property	\$
---------------------------------	--	----------------------------	----

Amount claimed

Brief particulars of transactions/circumstances giving rise to your claim	Amount \$
Net amount owing	\$

Details of assignment of debt (see note overleaf)

Was this debt assigned to you? No Yes *please give details*

What consideration did you pay for the assignment?	\$
--	----

Signature of creditor/authorised officer of creditor

8. Date

Signature
Print name

/ /
Phone number

Note: A creditor must not give a voting document to the controlling trustee or trustee knowing or reckless that the voting document is false or misleading in a material particular.
 Penalty: imprisonment for 6 months: s263C

If you wish to appoint a proxy please complete the form overleaf

Proxy Details

To be left blank if you are personally attending the meeting.

1. Name and address of person appointed as your proxy

Name		
Address		

2. Is this proxy entitled to vote at all meetings in this administration?

No Yes

3. Voting directions

Vote on all matters

No Yes

OR			
Vote as shown on the following matters	For	Against	Abstain
1.			
2.			
3.			
4.			
5.			

4. Details of any financial incentive received

(see note below)

Did you receive any financial incentive in return for the appointment of this proxy?

No Yes

What consideration did you receive to appoint this proxy?	\$
Who paid this consideration	Given Names

	<i>Family Name</i>	<i>Given Names</i>
--	--------------------	--------------------

5. Creditor/authorised officer of creditor

<i>Signature</i>
<i>Print name</i>

6. Date

/ /
<i>Phone number</i>

Note: A creditor must not give a voting document to the controlling trustee or trustee knowing or reckless that the voting document is false or misleading in a material particular.
Penalty: imprisonment for 6 months: s263C

Completing a Statement of Claim and Proxy

Assignment of Debt

If the debt has been assigned to you (eg. you purchased the debt), you need to disclose the amount you paid for this assignment. The amount you paid for the assignment determines the value of your vote. If you do not disclose the amount you paid for the assignment, the trustee may choose not to allow you to vote or may allow you to vote for a nominal amount only. Should a dividend be paid the full value of the debt that was assigned to you will be used to calculate the dividend.

Who can you appoint as a proxy?

You cannot appoint the debtor as your proxy. You can appoint the chairperson, president, or trustee to be your proxy without having to name that person.

If you are appointing any other person, the name of that person needs to be specified on the form. It is insufficient to state that the proxy is an officer to be nominated by any particular individual or organisation.

It is possible to nominate more than one person to be your proxy (eg. if you are unsure whether a particular person will be available to attend the meeting). If the first named person on the proxy form attends the meeting only that person can vote. Any other person that you may have nominated cannot vote at the meeting.

Inspection of proxies

Every person attending the meeting can inspect this form.

Adjourned meetings

Unless the proxy is revoked by you it will be valid for any adjourned meetings and the proxy can vote in the manner directed in this form at the adjourned meetings. It will **not** be valid for a separate meeting unless indicated at **Q 2** above.

Receipt of Financial Incentives

You are required to disclose any financial incentive you may have received (whether already paid or payable in the future) from any person or entity for appointing this proxy. A financial incentive is a payment made to you directly or indirectly and includes any agreement for forgoing a debt or part of a debt that you owe to another person.

Note: You do not have to answer this question if the meeting is in relation to:

1. *the administration of a deceased estate under Part XI; or*
2. *bankruptcy matters unless the meeting is called to consider a bankrupt's proposal of a composition under section 73.*