

Directions

1. Insert date of court order in winding up by court, or date of resolution to wind up, if a voluntary winding up.
2. Insert full name and postal address of the employee. If prepared by an employee or agent of the creditor, also insert a description of the occupation of the creditor.
3. Insert the employee's date of birth. This information is required to calculate the entitlements of employees, applications to GEERS and for remitting tax on the employee's claims. Failure to provide these details may lead to claims not being processed by GEERS
4. Insert the employee's tax file number. These details are required for the remittance of tax. Failure to provide a tax file number will result in the entitlements being taxed at the top marginal tax rate.
5. Insert the total amount of the claim.
6. Insert the date of commencement of employment and date of termination or resignation.
7. If proof is made by creditor personally, strike out the 2 paragraphs numbered "3".

Annexure

- (1) Where the space provided for a particular purpose is insufficient to contain all the required information in relation to a particular item, that information shall be set out in an annexure.
- (2) An annexure to form shall have an identifying mark and be endorsed with the words:-

This is the annexure of pages marked referred to in the
(insert description of form) signed by me and dated

.....
Signature(s)

.....
Name of Signatory IN BLOCK LETTERS

and signed by each person signing the form to which the document is annexed.

- (3) The pages in the annexure shall be numbered consecutively.
- (4) Where a document, copy of a document or other matter is annexed to a form, reference made in the form to the annexure shall be by its identifying mark, the number of pages in it, and a brief description of the nature of the document and its contents.
- (5) A reference to an annexure includes a document, copy of a document or any other matter accompanying, attached to or annexed to a form.