

**Name of Company\*/Individual\***

**In - Administration\*/Liquidation\*/Company Voluntary Arrangement\*/Administrative Receivership\* /Individual Voluntary Arrangement\*/ Bankruptcy\***

\*Delete as appropriate

**Reservation of Title Claim Questionnaire**

In order that your Reservation of Title Claim can be considered, please answer the questions below as fully as possible.

Please state:-

- (a) Your Name
- (b) Your Address
- (c) Telephone Number
- (d) Name of Contact
- (e) Your Solicitor
- (f) Solicitor's Address
- (g) Solicitor's Telephone Number
- (h) Name of Contact

Describe the nature and quantity of goods which are subject of your claim to Reservation of Title.

How much are you owed by the debtor company? Please provide a statement.

How much of this relates to goods over which you are claiming title?

Please supply copies of -

- (a) The order(s)
- (b) Order acknowledgement(s)
- (c) Your delivery note(s)
- (d) Your invoice(s)
- (e) Contract

If the order was not made in writing please give details of how the order was placed. The date the order was placed, by whom and the date of delivery of the goods. Deal with each item separately.



Please supply a copy of your standard terms and conditions of sale and identify the clause upon which you are relying.

What evidence do you have that your terms and conditions of sale were incorporated into the relevant contract(s) between you and the company?

Please provide full details of how you can specifically identify goods as having been supplied by you and not by another supplier.

Please provide full details of how you can distinguish between those goods which have been paid for and those which have not.