

WBL Logbook Sheet Template

Competency e.g. 1	Learning Outcome e.g. 1.1	Number
1	1.2	1
Evidence provided e.g. letter to client dated 01.01.2017, Telephone attendance note dated 01.01.2017		
Cover letter dated 14.09.2022 Insolvency Service – Proof of Debt form		
Explain how the example meets the learning Outcome and how the evidence shows this		
What law underpins the legal procedure? The Insolvency Rules 2016 – Rule 14.4 Actions taken to carry out the procedure: My client was a creditor to a company who had gone into liquidation and they wanted to try to recover the money that had been paid to the company. The Insolvency Act 1986 provides that if a company has gone into creditor’s voluntary liquidation, you must prove the debt to the liquidator when submitting a claim. Rule 14.4 of the Insolvency Rules 2016 provides the requirements of proof for debt although there is no prescribed method for providing a proof of debt anymore, I used the Part 14.4 Insolvency Service – Proof of Debt form to include all of the requirements under Rule 14.4. I took instructions from my client on the content of the Proof of Debt form, and then I completed the form and wrote a cover letter to the liquidator stating that they should accept the form and letter as a claim for the monies owed.		
Reflection and evaluation Describe what you learnt from the activity you undertook to meet the Learning Outcome. You may want to complete this section at a later date once you have had time to reflect on your practice and experience.		
On reflection, I learnt that it is extremely important to ensure that you have accurate information from the client about the matter. When filling out official forms such as the proof of debt form, it is imperative that they are filled out to the best of my knowledge as I could be prosecuted for submitting information that I knew to be incorrect.		
Date work completed: (i.e. evidence date)	14/09/2022	
Applicant’s Name Please print name	Applicant’s signature I confirm that the work within the evidence is my own work	Date
[REDACTED]		Click here to enter a date.

Supervisor's Name Please print name	Supervisor's signature I confirm that I supervised the applicant's work referred to within the logbook sheet and the evidence	Date
[REDACTED]		[REDACTED] enter a date.

Proof of Debt – General Form

IN THE

court name or "Office of Adjudicator"
(bankruptcy only)

Number:

Name of Bankrupt / Company in Liquidation:

Company registration number:

[Liquidation only]

Date of Order:

[day, month, year]

1 Name of creditor

(If a company, provide the company registration
number).

2 Correspondence address of creditor

(including any email address)

3 Total amount of claim (£)

(include any Value Added Tax)

**4 If amount in 3 above includes (£)
outstanding uncapitalised interest, state
amount.**

**5 Details of how and when the debt was
incurred.**

(If you need more space, attach a continuation
sheet to this form)

**6 Details of any security held, the value of
the security and the date it was given.**

7 Details of any reservation of title claimed in respect of goods supplied to which the debt relates.

N/A

8 Details of any document by reference to which the debt can be substantiated

[Redacted]

9 Signature of creditor (or person authorised to act on the creditor's behalf)

[Redacted]

10 Address of person signing if different from 2 above

[Redacted]

11 Name in BLOCK LETTERS:

[Redacted]

12 Position with, or relation to, creditor

[Redacted]

Admitted to vote for

Amount (£)

Date

Office Holder (trustee / liquidator)

Admitted for dividend for

Amount (£)

Date

Office Holder (trustee / liquidator)

Notes:

1. There is no need to attach them now but the office holder may ask you to produce any document or other evidence which is considered necessary to substantiate the whole or any part of the claim, as may the chairman or convenor of any qualifying decision procedure.

2. This form can be authenticated for submission by email by entering your name in block capitals and sending the form as an attachment from an email address which clearly identifies you or has been previously notified to the office holder. If completing on behalf of a company, please state your relationship to the company.

3. The information you provide in your completed proof of debt must be true and accurate to the best of your information, knowledge and belief. If you fail to do so, you may be committing a criminal offence for which you could be prosecuted.

Date: 14 September 2022

Our ref:

Your ref:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]



By first class post

Dear [REDACTED]

[REDACTED] – claim for monies owed by [REDACTED]

We act on behalf of [REDACTED].

We note that [REDACTED] appointed you as joint liquidators on 13 July 2022.

Please accept this letter and the attached Proof of Debt form as a claim for £15,237.65.

Yours sincerely

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]