

Proof of Debt Submission Checklist

Completing the Harlequin Resorts (St. Lucia) Limited Proof of Debt Form

Submission Checklist

Before sending your completed form, use this checklist to ensure you have everything ready:

Step 1: Complete all relevant sections of the form

- Part 1 – Your full name, address, telephone number, and email
- Part 2 – Creditor certification (tick relevant boxes and state capacity if acting for someone else)
- Part 3 – Total amount claimed, date debt incurred, and brief description
- Part 4 – Indicate whether your claim is secured or unsecured
- Part 5 – If secured, provide security details and estimated value
- Part 6 – If unsecured, complete Part A (priority) and/or Part B (ordinary)
- Part 7 – Disclose any counterclaims
- Part 8 – Declare your relationship to the Company
- Part 9 – List any payments or credits received in the relevant period

Step 2: Gather and attach supporting documents (Part 10)

- Evidence of your claim (e.g., statements of account, invoices, contracts, correspondence)
- Security documents (if you are a secured creditor)
- Evidence of priority status (if claiming priority)
- Court judgments or orders (if applicable)

Step 3: Get your identification documents certified (Part 10)

- Make photocopies of your photo ID (passport, government ID, or driving licence) and proof of address (bank/credit card statement or utility bill, less than 3 months old)
- Take the photocopies and original documents to a suitable certifier (e.g., solicitor, bank official, accountant, doctor, or teacher)
- The certifier must write "Certified to be a true copy of the original seen by me" on each photocopy, then sign, date, and add their name, occupation, address, and telephone number
- Ensure the certifier is not related to you, living with you, or in a relationship with you

Step 4: Sign and have the form witnessed (Part 11)

- Sign the form (or have an authorised representative sign)
- Have a witness over 18 years of age (unconnected to the Company) sign and provide their details

Step 5: Submit your form (Part 12)

- Send the completed form and all attachments to the Liquidator. Contact the Liquidator directly for the current submission address and any applicable deadlines.