

_____ **LIMITED (IN LIQUIDATION (“the Company”))**

RESERVATION OF TITLE QUESTIONNAIRE

CLAIMANT:

1. Does the Company owe you money? **YES/NO**

IF YES:

If you have not already done so, please let me have copies of all outstanding invoices and order acknowledgements, together with a statement showing the amount due to you. In respect of outstanding items, please supply the documentation showing the dates of each contract for and delivery of the goods concerned.

2. Do your terms and conditions of trade reserve title in the goods sold by you to the Company?

YES/NO

IF YES:

Enclose a copy of your terms and conditions of trade with your reply, stating fully where they appear (eg: price list, invoice, delivery note).

3. Do you have evidence that your terms and conditions were incorporated into the relevant contract(s) between you and the Company?

YES/NO

IF YES:

- (1) Give full details of such evidence and enclose copies of the relevant document(s) with your reply;
- (2) Give full details of how and when your terms and conditions of trade were brought to the Company's attention.

4. Can you provide details of the goods to which you claim to have reserved title?

YES/NO

IF YES:

If you have not already done, so please arrange to attend the Company's premises, for the purpose of identification only, to prepare an inventory (including serial numbers), of the goods supplied by you to the Company and still held on the Company's premises.

5. Can you distinguish between goods which have been paid for and those which have not, as well as being able to identify those goods supplied by you as opposed to other suppliers?

YES/NO

IF YES:

Provide full details of how you can specifically identify goods as having been supplied by you and also whether (and if so, how) you can distinguish between those goods which have been paid for and those which have not.