



Winding Up Companies Mendelsons Fixed Price Fully Inclusive Legal Solutions. ACTION FORM

All States & Territories

YOUR INFORMATION (For first time clients)

Full name(s) if an individual or company name if a company or name of trustee, if a trust:		
Address:	State:.....	P/Code:.....
Contact Person and position:	Name:.....	Position:.....	
Contact Details:
If you are a corporation your ACN or ABN:		

DETAILS OF THE COMPANY WHICH OWES YOU MONEY ('DEFENDANT')

Full name of the Defendant:ACN:.....		
Contact Person:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/>		
Contact Details:
Address:	State:.....	P/Code:.....

AMOUNT OWED TO YOU

Original judgment or amount owing	\$.....	
Less total payments received:	\$.....	
Amount now owing:	\$.....	
Further relevant information and additional comments:	

YOUR ACTION TO DATE

Has there been any correspondence with the Defendant?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If Yes, summarize:.....
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YOUR DOCUMENTS

Please provide copies of the following documents	Judgment Order, <i>or</i>
	Copy of invoice and statement, if there is no judgment

ENFORCEMENT ACTION TO BE TAKEN *(tick one only)*

<input type="checkbox"/>	Statutory Demand – no judgment
<input type="checkbox"/>	Statutory Demand – with judgment
<input type="checkbox"/>	Creditor’s Petition to Wind-up Company
<input type="checkbox"/>	Creditor’s Petition in the Supreme Court (Victoria only)

I confirm that I have read the Engagement Agreement, the Mendelsons Fixed Price Fully Inclusive Legal Solutions notes and acknowledge that they form part of this authority.

Sign:...../...../20.....

Your name:.....

Your position *(tick one box only)*

Principal Director Employee

TO PROCEED IS SIMPLE

1. Complete this form.
2. Post, fax or email to Mendelsons Lawyers
Private Bag 6, Mitcham, 3132
Fax: (03) 9872 4757
Email: legal@mendelsons.com.au

NO NEED TO PAY NOW

We will email a tax invoice to you.
You are committed only after you have paid.

Pursuant to Rule 29 of the Professional Conduct and Practice Rules 2005 (Victoria) Mendelsons Lawyers Pty Ltd ACN 125 099 701 discloses that it is associated with and shares common ownership with Prushka Fast Debt Recovery Pty Ltd.

OTHER ENFORCEMENT OPTIONS

There are separate, detailed notes for:

Bankruptcy	Where you have a Judgment against an individual exceeding \$5,000
Seizure and Sale of Real Estate	The debtor must own real estate. A requirement is that a Warrant of Execution be issued first. Debtor may be a company.
Attachment of Wages	You must know where the debtor works.
Summons for Oral Examination	May be taken out against directors of the Defendant company.
Warrant of Execution	The Sheriff or Bailiff will seize the Defendant’s chattels. Useful if the company has assets.