



# 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:..... ..... .....
---	-----------------------------	------------------------------	---

**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)

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 7 of the Legal Profession Uniform Legal Practice (Solicitors) Rule 2015 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 ACN 005 962 854.

### OTHER ENFORCEMENT OPTIONS

There are separate, detailed notes for:

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