

RETENTION OF TITLE QUESTIONNAIRE

Please state name of insolvent company in full: _____

1 Your name / Your business' name: _____

Address: _____

Tel No: _____

Reference/Contact: _____

2 (a) Please state in general terms the nature of the goods which are the subject of your claim:

(b) Please indicate if the goods in question bear any distinguishing marks or numbers:

(c) If the answer to (b) is no, please indicate whether or not goods exactly similar to the ones supplied by you are available from other sources:

3 If you have attended at the company's premises and prepared an inventory of the goods over which you wish to make a claim, please supply:

(a) a copy of the inventory stating the description, quantity and location of the goods, the details of the manner in which the goods were identified as belonging to you, and conclusive proof that they were not supplied by any other supplier of the company;

(b) confirmation that you are satisfied that the above inventory represents your entire ROT claim.

4 If you have not prepared an inventory or attended at the company's premises, please provide a list of the goods which you claim are on the company's premises.

5 In respect of the goods over which you propose to make a claim, please supply copies of:

- (a) order(s) and/or the acknowledgement of order(s);
- (b) delivery note(s);
- (c) invoice(s).

6 Please give details of how the orders were placed, their date and by whom they were placed.

7 In relation to your standard terms and conditions of trading:

- (a) please supply a copy of these terms including the retention of title clause on which you seek to rely;
- (b) indicate on which item(s) of stationery your terms and conditions are to be found (eg price list, acknowledgement of order, delivery note, invoice);

- (c) when were your current terms and conditions of business first used;

- (d) state where, when and how your terms and conditions were supplied to the company;

- (e) provide evidence of acceptance of your terms and conditions by the company:

8 Please provide:

- (a) a copy of your sales ledger account detailing your trading with the company during the last twelve months; and
- (b) if this information is not contained within the sales ledger, details of all payments (if any) received from the company in respect of the goods over which you make a claim;
- (c) proof that you can identify the goods over which you make a claim as relating to unpaid as opposed to paid invoices.