

JIB-PMES INSOLVENCY PROTECTION SCHEME

Notes for Guidance on Submission of Claim

It will help expedite the processing of claims if Participant Companies can also endeavour to include the following supporting documents when the claim form is submitted:

	<u>Enclosed</u>
1. Documentary evidence of total contract setting out type of work and date of authorisation to commence.	<input type="checkbox"/>
2. A readily identifiable invoice or statement clearly showing the precise monetary loss excluding VAT of the amount claimed.	<input type="checkbox"/>
3. Evidence of having filed the debt with the Liquidators.	<input type="checkbox"/>
4. Evidence of having worked previously for the defaulting contractor or where applicable evidence that the defaulting company has been in business for at least 10 years.	<input type="checkbox"/>
5. A letter from your auditor that there is no right of set off.	<input type="checkbox"/>
6. Evidence from the liquidator of the date of the insolvency.	<input type="checkbox"/>
7. Any other evidence i.e. legal proceedings, etc.	<input type="checkbox"/>