

THE COMPANIES ACT, 1973

Annexure CM100

Master's Reference No.

STATEMENT OF AFFAIRS

(Section *three hundred and sixty three* of the Act.)

Name of company

Date of winding-up order

Name and address of liquidator

.....

Statement of affairs on the day of 20 the date of the winding-up order

STATEMENT OF AFFAIRS

(Section three hundred and sixty three of the Act.)

I. – As regards

LIABILITIES	R	c
Debts and liabilities		
(I) Unsecured creditors and claimants as per List “A”		
(II) Secured and preferent creditors as per List “B”		
Estimated surplus (if any) after meeting liabilities of company, subject to costs of liquidation		
R		

The nominal amount of unpaid capital liable to be called up is R

II. – As regards

		R	c	R	c
Capital issued and allotted:-					
Founders shares of R per share					
Ordinary shares of R per share					
Preference shares of R per share					
Particulars of any other capital					
Less unpaid calls estimated to be irrecoverable	R				
Add deficiency to meet liabilities as above					
				R	

I, _____ of _____
 being a director, and I, _____ of _____
 being the secretary of the abovenamed company make oath/truly affirm and say that the above statement
 and several lists hereunto annexed, marked _____, are to the best of our knowledge and
 belief a complete and true statement of the affairs of the said company on the _____ day
 of _____ 20 _____ the date of the winding up order.

Director

Secretary

STATEMENT OF AFFAIRS

(Section three hundred and sixty three of the Act.)

Creditors.

ASSETS	R	c
(a) Property as per List "C" _____		
(b) Book debts as per List "D":-		
Recoverable _____ R _____		
Doubtful _____ R _____		
Irrecoverable _____ R _____		
Estimated to realise _____		
(c) Bills of exchange or other similar securities as per List "E":-		
Estimated to realise _____		
(d) Unpaid share capital as per List "F":-		
Estimated to realise _____		
Estimated deficiency of assets to meet liabilities and costs of liquidation _____		

Contributories.

Estimated surplus as above (if any), subject to costs of liquidation	R	c
TOTAL DEFICIENCY*		
R.		

The deponents have acknowledged that they know and understand the contents of this affidavit/declaration

Signed and sworn to/declared before me at _____ this _____ day
of _____ 20 _____

Signature

Exempt from Stamp Duty

*If the Master so directs, this deficiency is to be explained by Statement "G" or in such a manner as the Master may require.

LIST "A"

UNSECURED CREDITORS

The names must be numbered consecutively, creditors for R20 and upwards being placed first.

NOTES

1. If any creditor of the company is also a debtor thereof, but for an amount less than the amount of his claim against the company, the gross amount due to the creditor and the amount of his counter-claim must be shown in the third column, and the balance only be inserted under the heading "Amount of Debt", as follows:-

Gross amount due to creditor	-----	R	
Less counter-claim	-----	c	

Such set-off must not be included in list 'D'

2. Particulars of any bills of exchange and promissory notes in possession of a creditor must be inserted under the heading "Remarks".
3. The names of any creditors who are also contributories or alleged contributories of the company, must be shown separately and described as such at the end of the list.

No.	Name	Address and Occupation	Amount of Debt		Remarks
			R	c	

LIST "C"

PROPERTY

Full particulars of every description of property not included in any other list are to be set forth herein.

Full Statement and Nature of Property	Estimated to Realise	
	R	c
(a) Cash at bank (as per bank certificate attached)		
(b) Cash in hand		
(c) Stock-in-trade at (as per valuation attached*)		
(d) Machinery at (as per valuation attached*)		
(e) Trade fixtures, fittings, office furniture, utensils, etc.		
† (f) Investments in stocks or shares		
† (g) Loans for which mortgage or other security held		
† (h) Other property (excluding book debts, bills of exchange or unpaid calls)		

*The valuation must be made by a person approved by the Master

Statement "G"

DEFICIENCY ACCOUNT

(N.B. This account is prepared only at the request of the Master.)

(1) Deficiency Account where the winding-up order has been made within three years of formation of the company.

	R	c
I. Gross profit (if any) arising from carrying on a business from date of formation of company to date of winding up order (as per trading account annexed)		
II. Receipts (if any) during the said period from undermentioned sources :-		
Interest on loans		
Interest on deposits		
Transfer fees		
Amount paid on shares issued and subsequently forfeited (as per list annexed)		
III. Other receipts (if any) during the said period not included under any of the above headings:-		
IV. Deficiency as per statement of affairs (Part II)		
Total amount to be accounted for	†R	

Statement "G" (cont.)

DEFICIENCY ACCOUNT

		R		c																																												
<p>I. Expenditure in carrying on the business from date of formation of the company to date of winding-up order:-</p> <p>GENERAL EXPENDITURE</p> <p>Salaries -----</p> <p>Wages not charged in trading account -----</p> <p>Rent -----</p> <p>Rates and taxes -----</p> <p>Legal expenses -----</p> <p>Commission -----</p> <p>Interest on loans -----</p> <p>Interest on debentures -----</p> <p>Miscellaneous expenditure (as per list annexed) -----</p> <p>II. Directors' fees from the date of formation of company to date of winding-up order -----</p> <p>III. Dividends declared during the said period -----</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Amount Discharged</th> <th colspan="2" style="text-align: center;">Amount due at Date of winding-up order</th> </tr> <tr> <th style="text-align: center;">R</th> <th style="text-align: center;">c</th> <th style="text-align: center;">R</th> <th style="text-align: center;">c</th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Amount Discharged		Amount due at Date of winding-up order		R	c	R	c																																							
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<p>IV. Losses and depreciation written off in the company's books:-*</p> <p style="padding-left: 20px;">Irrecoverable debts -----</p> <p style="padding-left: 20px;">Losses on investments -----</p> <p style="padding-left: 20px;">Depreciation of property -----</p> <p style="padding-left: 20px;">Preliminary expenses -----</p> <p>V. Losses and depreciation not written off in the company's books, now written off by directors :-*</p> <p style="padding-left: 20px;">Irrecoverable debts -----</p> <p style="padding-left: 20px;">Losses on investments -----</p> <p style="padding-left: 20px;">Depreciation of property -----</p> <p style="padding-left: 20px;">Preliminary expenses† -----</p> <p>VI. Other losses and expenses:-</p>																																																
<p>Total amount to be accounted for</p>	†R																																															

* Lengthy particulars must be entered into a separate schedule.

† These figures must agree

Statement "G"

DEFICIENCY ACCOUNT (continued.)

(N.B. This account is prepared only at the request of the Master.)

(2) Deficiency Account where the winding-up order has been made within three years of formation of the company.

	R	c
I. Excess (if any) of assets over capital and liabilities on the * day of , 20 as per the company's balance sheet (this and any previous balance sheets to be annexed) -----		
II. Gross profit (if any) arising from carrying on a business from the * day of , 20 to date of winding-up order (as per trading account annexed)		
III. Receipts (if any) during the said period from the undermentioned sources:- Interest on loans ----- Interest on deposits ----- Transfer fees ----- Amount paid on shares issued and subsequently forfeited (as per list annexed)		
IV. Other receipts (if any) during the said period not included under any of the above headings -----		
V. Deficiency as per statement of affairs (Part II)		
Total amount to be accounted for	†R	

Statement "G" (cont.)

DEFICIENCY ACCOUNT

	R	c
I. Excess (if any) of assets over capital and liabilities over assets on the * day of _____, 20 _____ as per the company's balance sheet (this and any previous balance sheets to be annexed)		
II. Expenses of carrying on the business from the* day of _____, 20 _____ to date of winding-up order:-		
GENERAL EXPENDITURE		
	Amount Discharged	Amount due at Date of winding-up order
	R c	R c
Salaries -----		
Wages not charged in trading account -----		
Rent -----		
Rates and taxes -----		
Legal expenses -----		
Commission -----		
Interest on loans -----		
Interest on debentures -----		
Miscellaneous expenditure (as per list annexed) -----		
III. Director's fees from the* day of _____, 20 _____ to date of the winding-up order		
IV. Dividends declared during the said period		
V. Losses and depreciation from the* day of _____, 20 _____ to date of the winding-up order written off in the company's books:- †		
Irrecoverable debts -----		
Losses on investments -----		
Depreciation of property -----		
Preliminary expenses -----		
VI. Losses and depreciation not written off in the company's books, now written off by directors :- †		
Irrecoverable debts -----		
Losses on investments -----		
Depreciation of property -----		
Preliminary expenses † -----		
VII. Other losses and expenses:-		
Total amount to be accounted for	‡R	

* Three days before date of winding-up order.

† Lengthy particulars must be entered into a separate schedule.

‡ These figures must agree