

Proof of claim document checklist

General information to help you organise your paperwork. Not legal advice.

Assemble the submission evidence

Use this checklist alongside the applicable official form and the Licensed Insolvency Trustee's verified estate instructions. It checks file readiness rather than legal sufficiency. Do not manufacture an official form from this checklist.

- ☐ Correct debtor, estate number and proceeding identified from reliable records.
- ☐ Creditor legal name, mailing address and authorized representative confirmed.
- ☐ Current applicable official form obtained and version recorded.
- ☐ Signed contract, purchase order and amendments indexed.
- ☐ Invoice statement reconciled to credits and receipts on the required date.
- ☐ Supporting work records, delivery slips and approved changes linked to invoice items.
- ☐ Disputes, security, guarantees and potential set-offs disclosed for review.
- ☐ Any classification or priority assertion supported by documents and qualified review.

Estate reference: _____

Official form version and source: _____

Licensed Insolvency Trustee instructions received on: _____

Checklist owner: _____

Check the package before sending

Attachment ID	Document / version	Purpose	Included

- ☐ Amounts in the account match the form and attachments.
- ☐ All pages and required signatures are present; blanks and uncertainties have been resolved appropriately.
- ☐ Recipient and transmission method were verified independently.
- ☐ Sensitive information is transmitted securely and only where needed.
- ☐ A complete copy of the exact submission is retained.
- ☐ Acknowledgement is recorded; requests for further information are assigned.

If something is missing

Record the missing item, who holds it, when it was requested and the next action. Ask the Licensed Insolvency Trustee or adviser how to address the gap; do not invent a document or assume a late attachment will be accepted.

Missing item and owner: _____

Submission date and delivery evidence: _____

Acknowledgement reference: _____

Follow-up question and target date: _____

Any actual filing or response deadline must be confirmed from the applicable proceeding and law. No default deadline is supplied.

Before you act: this document is general information prepared by ArtBuild to help you organise facts and paperwork. It is not legal advice and has not been reviewed by a lawyer for your situation. Rules differ by province and territory and change over time. Check the official source for your project, and for deadlines, liens, court or insolvency steps, speak with a lawyer licensed where the project is located.