

ANNEXURE CM100

Form CM 101

Master's Reference No. _____

ACCOUNTS

[Section 403 of the Act]

**GENERAL DIRECTIONS
FORM AND CONTENTS OF ACCOUNTS**

- The accounts must be lodged in duplicate on A4 standard paper.
- A detailed account of all the liquidator's receipts and payments in respect of the company must be given. The account of receipts must contain a record of all receipts derived from the realisation of assets existing at the date of the winding-up order or resolution including any balance in the bank, book debts and calls collected, property sold, etc. The account of payments must contain a record of all payments made in respect of costs and charges and of payments to creditors or contributories. Where property has been realised, the gross proceeds of the sale must be entered as a payment. This account must not contain payments into or withdrawals from the bank, which must be shown separately by means of a bank statement.
Receipts and payments must be supported by satisfactory vouchers numbered consecutively in the top right-hand corner by reference to the number appearing in the account opposite the relative item.
Each receipt and payment, and the date thereof, must be entered in the account in such a manner as sufficiently to explain its nature. Receipts and payments must be numbered consecutively with reference to the number of the relative vouchers and must be added up separately at the foot of each sheet.

TRADING ACCOUNT

- When the liquidator carries on the business, a separate trading account, including the following items only, must be submitted:
 - the value of the stock on hand at the date of the winding-up order shown on the credit side;
 - the daily totals of receipts and payments on the trading account; and
 - the value of stock on hand at the date on which the account is completed shown on the debit side.
- When dividends or instalments of compositions are payable to creditors, or a return of surplus assets is to be made to contributories, the total amount of such dividends, instalments and returns must be shown in the account of payments as a balance available for distribution. The liquidator's account must be supported by separate accounts showing the amount of the claim of each creditor, the amount of dividend payable to or contribution payable by each creditor and the amount payable to each contributory from surplus assets.
- The account of payments may provisionally be credited with the amount claimed in respect of liquidator's remuneration, but no such remuneration or part thereof shall, except by permission of the Master of the Supreme Court or the Court, be drawn until the account in which it appears has been confirmed.

LIQUIDATOR'S LIQUIDATION, DISTRIBUTION AND CONTRIBUTION ACCOUNT

Name of company _____
 Nature of proceedings (whether wound up by the Court or voluntarily) _____
 Name and address of liquidator _____

LIQUIDATOR'S ACCOUNT

RECEIPTS						PAYMENTS					
Date	From whom received	Nature of assets realised	No. of voucher	Amount		Date	To whom paid	Nature of Payments	No. of voucher	Amount	
				R	c					R	c
			R					Balance	R		
			R						R		

RECONCILIATION STATEMENT

	R	c
Total receipts		
Total payments		
Balance	R	
Balance as per bank statement at date of the liquidation account	R	

DETAILED LIST OF UNREALISED ASSETS (IF ANY)

Description of assets	Estimated value
	R

Date _____

Liquidator

**LIST A
DISTRIBUTION AND CONTRIBUTION ACCOUNT**

Master's Reference No. _____

Name of Company _____

No. of claim	Name of creditor		Address	Secured and preferent creditors		Concurrent creditors		Contribution		Deficiency	
	Surname	Christian Names		Claim	Award	Claim	Award	Claim	Award	Claim	Award
				Rc	Rc	Rc	Rc	Rc	Rc	Rc	Rc

The respective vouchers must accompany this statement.

Date _____

Liquidator

**LIST B
LIST OF AMOUNTS RETURNABLE TO CONTRIBUTORIES**

Master's reference No. _____

Name of Company _____

Name of Contributory		Number of Shares Held	Amount returnable to contributory at in the R1	
Surname	Christian names		R	c

Date _____

Liquidator

THE COMPANIES ACT, 1973

Master's Reference No. _____

LIQUIDATOR'S TRADING ACCOUNT

Name of Company _____

Name of Liquidator _____

Dr.	Receipts		Payments	Cr.	
Date _____	R	c	Date _____	R	c
To Stock on hand at this date			By Stock on hand on the _____ day of _____ 20____		
			the day of the winding up order		
	R			R	

Date _____

Liquidator