SCHEDULE 1
FORM A1

STATEMENT OF DEBTOR'S AFFAIRS

FAILURE TO SUBMIT THIS FORM TO THE COMMISSIONER AND THE LIQUIDATOR WITHIN 7 DAYS IS A CRIMINAL OFFENCE AND MAY DELAY REHABILITATION, WHERE APPLICABLE

PART 1

BALANCE SHEET
OF

* Here insert the name in full of the debtor

<table>
<thead>
<tr>
<th>Liabilities</th>
<th>N$</th>
<th>Assets</th>
<th>N$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debts due as per</td>
<td></td>
<td>Immovable property as per Part 2</td>
<td></td>
</tr>
<tr>
<td>Part 5</td>
<td></td>
<td>Movable property as per Part 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Outstanding claims, etc, as per Part 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deficiency/surplus</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

PART 2

IMMOVABLE PROPERTY

<table>
<thead>
<tr>
<th>Description of property</th>
<th>Situation and extent</th>
<th>Mortgages and other secured claims</th>
<th>Estimated values in N$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property situate in Namibia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property situate elsewhere</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PART 3
ANY MOVABLE PROPERTY WHATSOEVER WHICH IS NOT INCLUDED IN PART 4 OR PART 5

<table>
<thead>
<tr>
<th>Description of property</th>
<th>Estimated value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property situate in Namibia . . . . Property situate elsewhere . . . . . . . . . . .</td>
<td>Rc</td>
</tr>
</tbody>
</table>

Total

Note: Movable property includes assets such as insurance policies and credit balances in accounts with banks or other institutions or persons. Any merchandise mentioned in this part must be valued at its cost price or at its market value at the time of the making of this statement, whichever is the lower, and the statement must be supported by detailed stock sheets relating to such merchandise.

PART 4
OUTSTANDING CLAIMS, BILLS, BONDS AND OTHER SECURITIES

<table>
<thead>
<tr>
<th>Names and residential and postal address of the debtor</th>
<th>Particulars of claim</th>
<th>Estimated amount good in N$</th>
<th>Estimated amount bad or doubtful in N$</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Namibia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outside Namibia</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total | N$ | N$
**PART 5**

**LIST OF CREDITORS**

<table>
<thead>
<tr>
<th>Name and address of creditor</th>
<th>Nature and value of security for claim</th>
<th>Nature of claim</th>
<th>Amount of claim in N$</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total**

---

**PART 6**

**MOVABLE ASSETS PLEDGED, HYPOTHECATED, SUBJECT TO A RIGHT OF RETENTION OR UNDER ATTACHMENT IN EXECUTION OF A JUDGMENT**

<table>
<thead>
<tr>
<th>Description of asset</th>
<th>Estimated value of asset</th>
<th>Nature of charge on asset</th>
<th>Amount of debt to which charge relates</th>
<th>Name of creditor in whose favour charge is</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


PART 7
ENUMERATION AND DESCRIPTION OF EVERY BOOK OR DOCUMENTING RECORD IN USE BY THE DEBTOR AT TIME OF THE LIQUIDATION OR AT TIME WHEN THE DEBTOR CEASED CARRYING ON BUSINESS

__________________________________________________________

PART 8
DETAILED STATEMENT OF CAUSES OF DEBTOR'S INSOLVENCY

__________________________________________________________
PART 9
PERSONAL INFORMATION

State whether the debtor is married, widowed or divorced:

_______________________

If the debtor is or was married, state -

(a) name or names of spouse or spouses (a 'spouse' means not only a wife or husband in the legal sense, but also a person who in terms of any legal system or recognised custom is recognised as such a person’s spouse and also any person with whom such person is cohabitating in a marriage relationship, irrespective of whether or not he or she is lawfully married to any other person).

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

(b) whether the debtor is or was married in or without community of property and whether the accrual system applies

____________________________________________________________________
____________________________________________________________________

(c) date of marriage

____________________________________________________________________

(d) whether the matrimonial property system has been changed since entering into the marriage and, if so, the nature of the change

____________________________________________________________________

(e) full names and date of birth of the spouse and, if an identity number has been assigned, the identity number of the spouse
State the debtor's nationality

State the debtor's place of birth, date of birth and, if an identity number has been assigned, the identity number

Was the debtor's estate or the estate of a partnership in which the debtor is or was a partner previously liquidated or placed in bankruptcy, whether in Namibia or elsewhere?

If the preceding answer is in the affirmative, state -

(a) whether debtor's own estate or his partnership's estate was (i) liquidated; or (ii) placed in bankruptcy

(b) the place where and the date when that estate was liquidated or placed in bankruptcy

(c) whether the debtor has been rehabilitated or his estate released; if so, when

PART 10
AFFIDAVIT/SOLEMN DECLARATION
I, ........................................... declare under oath/solemnly and sincerely declare* that to the best of my knowledge and belief the statements contained in this Schedule are true and complete, and that every estimated amount therein contained is fairly and correctly estimated.

Signature of declarant: ______________________

Sworn/solemnly declared before me on the _____ day of _____________________ at ______________________

____________________
Commissioner of Oaths

____________________
Full names

____________________
Business address

____________________
Designation and area or office
SCHEDULE 1
FORM A2
NOMINATION FOR LIQUIDATOR BY CREDITOR
Section 50

RE:__________________________________________ ("the Debtor")

1. I understand that application has been/is to be made to the High Court for an order for the placing of the Debtor in liquidation.

2. I declare that ________________________________ ("the Creditor") is a creditor of the Debtor.

3. I hereby nominate _______________________________ of __________________________ telephone number ____________________ for appointment as liquidator and request you to make the necessary appointment. The Creditor intends proving a claim and voting for the final appointment of the aforementioned person at the first meeting of creditors in this estate.

4. I declare that the Creditor is not a person disqualified, in terms of the provisions of sections 42 of the Insolvency Act from voting for the appointment of the aforesaid person as liquidator. As far as I am aware the nominated person is not disqualified from the aforesaid appointment by virtue of the provisions of section 89 of the Insolvency Act.

5. I further declare that I have satisfied myself that the amount reflected herein as owing by the Debtor to the Creditor is, to the best of my knowledge and belief, true and correct.

6. Creditor Details:

6.1 Name of creditor:______________________________

6.2 Address of creditor
6.3 Telephone number of creditor:

_____________________________________

6.4 Fax number of creditor (if any)

_____________________________________

6.5 E-mail address of creditor (if any)

_____________________________________

7. Amount of claim:

__________________________________________________ (amount in words)

8. Cause of action: the amount owing by the debtor to the creditor is owed in respect of:

__________________________________________________

9. If the claim is by an employee who is a member of a registered trade union, state the name of the union:

__________________________________________________

SIGNATURE

______________________

PRINTED NAME

______________________

DATE

______________________

CAPACITY
SCHEDULE 1
FORM A3

NOMINATION FOR LIQUIDATOR BY REGISTERED UNION
(Section 50)

RE:

__________________________________________________________

("the Debtor")

1. I understand that application has been/is to be made to the High Court for an
order for the placing of the Debtor in liquidation.

2. I declare that ____________________________________________ (the
"Union") is a registered trade union which -
(a) represents the employees of the debtor listed in the annexure to this form
signed by me, who were employed by the debtor at the time of
liquidation; or
(b) represents the following number of employees employed by the debtor
at the time of the liquidation, which number is calculated as indicated in
the annexure to this form signed by me.

3. I hereby nominate

__________________________________________

telephone number ________________________ for appointment as liquidator and
request you to make the necessary appointment.

4.1 NAME OF UNION:

__________________________________________________________

4.2 ADDRESS OF UNION:

__________________________________________________________

4.3 TELEPHONE NUMBER OF UNION:

__________________________________________________________
4.4 FAX NUMBER OF UNION (IF ANY)
_________________________________________

4.5 E-MAIL ADDRESS OF UNION (IF ANY)
_________________________________________

Official Stamp of Registered Union

_________________________ _________________________
SIGNATURE DATE

_________________________ _________________________
PRINTED NAME CAPACITY
SCHEDULE 1
FORM B
AFFIDAVIT FOR PROOF OF ANY CLAIM OTHER THAN A CLAIM BASED ON A PROMISSORY NOTE OR OTHER BILL OF EXCHANGE
(Section 96)

Strike out inapplicable words where * occurs.

In the insolvent estate of: ____________________________________________

Date of liquidation: ______________________________________________

Name of creditor: ________________________________________________

Address of creditor: _____________________________________________

E-mail address of creditor: _________________________________________

Fax number of creditor: __________________________________________

Amount of claim at date of liquidation: ______________________________

I, ____________________________________________ declare *under oath/solemnly as follows:

(1) *I am the creditor/I am the .................................(capacity) of the creditor and have authority to make this declaration and submit the claim for proof as appears from the attached documentation.

(2) *I have personal knowledge of the nature and particulars of the claim/I have satisfied myself as to the nature and particulars of the claim.

(3) *The claim was not obtained by cession after the commencement of liquidation proceedings/The claim was obtained by cession on _____________(date).

(4) The nature of the claim (for instance money advanced, goods delivered, salary due) is __________________________________________ as appears from the attached documentation or declaration.

(In respect of debts which accrued over a period or in respect of which payments were made a statement must be submitted with a brief description of all debits and credits)
over the period of 12 months immediately preceding the commencement of liquidation.)

(5) The debt arose on or since _____________(date). *The debt was due to me on the commencement of liquidation/The debt or part thereof became due to me or will become due to me after liquidation as set out on the attached statement.

(6) *I hold no security in respect of the debt/The particulars of security held by me for payment of the debt and the value placed be me on the security (if a value is placed on the security) are as follows:

________________________________________________________________________
________________________________________________________________________

* I do not rely on my security for the payment of my claim./I rely solely on my security for the payment of my claim.

(7) *To the best of my knowledge no one except the insolvent estate is liable for the debt or a part thereof/The particulars of others who are to my knowledge liable for the debt and the security held in respect thereof are as follows:

________________________________________________________________________
________________________________________________________________________

(8) *I authorize the liquidator to have any dividend due to me transferred electronically to my banking account (supply name of account, branch number and account number)

________________________________________________________________________

______________________________
Signature of declarant

*Sworn to/ solemnly declared before me on: _________________________________(date)
at _______________________________________________________________(place)
Commissioner of oaths

Full names

Business address

Designation and area or office
SCHEDULE 1
FORM C
AFFIDAVIT FOR THE PROOF OF A CLAIM BASED ON A PROMISSORY NOTE OR OTHER BILL OF EXCHANGE
(Section 96)

Strike out inapplicable words where * occurs.

In the insolvent estate of: ________________________________________________
Date of liquidation: ____________________________________________________
Name of creditor: ______________________________________________________
Address of creditor: ____________________________________________________
E-mail address of creditor: _____________________________________________
Fax number of creditor: _______________________________________________
Amount of claim at date of liquidation: __________________________________

I, ________________________________________________ declare *under oath/solemnly as follows:

(1) *I am the creditor/I am the ___________________________________ (capacity) of the creditor and have authority to make this declaration and submit the claim for proof as appears from the attached documentation.

(2) *I have personal knowledge of the nature and particulars of the claim/I have satisfied myself as to the nature and particulars of the claim.

(3) *The claim was not obtained by cession after the commencement of liquidation proceedings/The claim was obtained by cession on __________________ (date).

(4) The debtor was on the commencement of liquidation and still is indebted to me by virtue of the following *promissory note/bill of exchange:

<table>
<thead>
<tr>
<th>Date of note or bill</th>
<th>Name of maker or drawer</th>
<th>Name of acceptor</th>
<th>Name of person to whom payable</th>
<th>Date when payable</th>
<th>Name of endorser</th>
<th>Amount in N$</th>
</tr>
</thead>
</table>
(5) The nature of the claim (for instance money advanced, goods delivered, salary due) is ____________________________ as appears from the attached documentation or declaration.

(In respect of debts which accrued over a period or in respect of which payments were made a statement must be submitted with a brief description of all debits and credits over the period of 12 months immediately preceding the commencement of liquidation.)

(6) That the said *note/bill is in all respects genuine and valid.

(7) *I hold no security in respect of the debt / The particulars of security held by me for payment of the debt and the value placed be me on the security (if a value is placed on the security) are as follows:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

*I do not rely on my security for the payment of my claim./I rely solely on my security for the payment of my claim.

(8) *To the best of my knowledge no one except the insolvent estate is liable for the debt or a part thereof / The particulars of others who are to my knowledge liable for the debt and the security held in respect thereof are as follows

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

*(9) I authorize the liquidator to have any dividend due to me transferred electronically to my banking account (supply name of account, branch number and account number)

____________________________________________________________________
____________________________________________________________________
Signature of declarant

*Sworn to/ solemnly declared before me on: ____________________________(date)
at _____________________________________ (place)

____________________
Commissioner of oaths

____________________
Full names

____________________
Business address

____________________
Designation and area or office
1. The accounts must be lodged on A4 standard paper and totals must be added up separately at the foot of each sheet with a total at the end of each account.

2. Heading:
   The heading of the account must contain the following information:
   (a) The name of the debtor;
   (b) the address of the debtor;
   (c) the identity number or date of birth or registration number of the debtor;
   (d) the commencement of liquidation;
   (e) the ordinal number of the account or supplementary account;
   (f) the nature of the account (eg liquidation account);
   (g) where applicable, whether it is a final or supplementary account;
   (h) whether it is a distribution account or a contribution account or both;
   (i) the Commissioner's reference number.

3. Liquidation account

   3.1 A liquidation account must contain a record of all receipts derived from the realisation of assets and disbursements made or to be made in defraying the costs of liquidation, except receipts and disbursements reflected in a trading account.

   3.2 The record of receipts and disbursements must reflect full particulars explaining their nature and state the amount thereof in a money column.

   3.3 The gross proceeds of assets must be reflected and the disbursements incidental to the realisation must be entered as disbursements.
3.4 Receipts and disbursements must upon the request of the Commissioner 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.

3.5 The account must reflect separately the distribution to be made (if any) to secured claims, preferent claims and concurrent claims and the contribution to be levied (if any).

3.6 If security has been realised, the liquidation account must contain a free residue account dealing with receipts not subject to security and consecutively numbered encumbered asset accounts dealing with receipts subject to security.

3.7 If disbursements or income are apportioned amongst the free residue and encumbered asset accounts the liquidation account must indicate how the apportionment has been calculated.

3.8 An encumbered asset account must be drawn to indicate the proceeds of the realization of security, the disbursements payable out of the proceeds of the security and the amount payable to a creditor or creditors with the period for and rate at which interest before and after liquidation (if any) has been calculated.

4. Trading account

When the liquidator carried on business by either purchasing stock or entering into new transactions for the purpose of trading, a separate trading account including the following items only, must be submitted:

(a) The value of the stock on hand at the commencement of liquidation shown on the credit side;
(b) the receipts and disbursement on the trading account;
(c) the value of stock on hand at the date on which the accounts were made up shown on the debit side with a note of the items in the liquidation account reflecting the proceeds of the stock that has been realised (if any).
5. Bank reconciliation

5.1 The liquidator must lodge complete statements up to the date on which the accounts were made up of all accounts opened in terms of section 75.

5.2 The account must contain a bank reconciliation statement with the following information:

(a) The balance in the cheque account and the date at which the bank statement reflected that balance;
(b) the amount of the contribution provided for in the contribution account (if any);
(c) the amount (if any) of each outstanding deposit with sufficient particulars to explain its nature or a reference to the item in the liquidation account which together with the even numbered voucher (if any) explain its nature;
(d) the amount of each disbursement in the liquidation account that must still be paid with sufficient particulars to explain its nature or a reference to the item in the liquidation account which together with the even numbered voucher, if any, explain its nature;
(e) the amount of the payment (if any) still to be made to each secured creditor with an explanation if this amount does not agree with the amount reflected in the distribution account;
(f) the total amounts to be paid to preferent creditors and concurrent creditors (if any) with an explanation if these amounts do not agree with the totals reflected in the distribution account;
(g) the amount (if any) to be transferred to a next account.

6. Distribution account, contribution account or contribution and distribution account

6.1 The liquidator, upon the request of the Commissioner, lodge all proved claims and unproved claims admitted or compromised by the liquidator or proved in an action at law.
6.2 The account must indicate the basis for contribution if this is not the amount of the concurrent claim and contain the following columns that are applicable to the account:

(a) claim reference number;
(b) creditor's name and if dividends are to be transferred electronically the account name, branch number and account number of the creditor's account;
(c) total claim;
(d) concurrent claim;
(e) secured claim;
(f) award in previous accounts;
(g) concurrent award with a separate column for interest after liquidation (if any) and an explanation in the account of the rate at and period for which interest has been calculated;
(h) secured or preferent award;
(i) amount of contribution;
(j) shortfall.

7. Certificate

7.1 Each liquidator must sign the certificate under oath or affirmation.

7.2 The certificate must state that the account contains a true account of the administration of the estate.

7.3 If it is a final account, the certificate must state that so far as the liquidator is aware all the assets of the insolvent estate have been disclosed in the accounts.

7.4 If it is not a final account, the certificate must reflect a list of all unrealised assets of which the liquidator is aware with the reason why the assets have not been realised and an estimate of the value of the assets.
SCHEDULE 1
FORM E1
NOTICE IN TERMS OF SECTION 29(6)(a) OF THE INSOLVENCY ACT ___
OF_____ (THE "ACT") TO ATTEND A HEARING IN TERMS OF SECTION
28 (7)(a) OF THE ACT

In re

INSOLVENT ESTATE OF

________________________________________

COMMISSIONER'S REFERENCE NO.: ________________________________

To: ________________________________

You are hereby notified in terms of section 28(7)(a) to appear at a hearing to be held
at _________________________________________________
(details of venue) on the _____ day of ____________ 2_____, at ___h___ to give
evidence and supply proof of earnings received by you or your dependants out of the
exercise of your profession, occupation or employment and all assets or income
received by you or your dependants from whatever source and the estimated expenses
for your own support and that of your dependants.

Dated at ________________________________this _____ day
of__________________ 2_____

_____________________________________________________
Magistrate
(Here insert details of the name, address, telephone number, fax number and e-mail of the liquidator or the legal practitioner acting for the liquidator)

NOTE:
Your attention is specifically drawn to the provisions of sections 91 and 213(2)(a) and (b) of the Act which sections are printed on the reverse side hereof.
SCHEDULE 1
FORM E2
SUMMONS IN TERMS OF SECTION 96(13) OF THE INSOLVENCY ACT
OF 2___ (THE "ACT") TO ATTEND A MEETING OF CREDITORS
FOR QUESTIONING IN TERMS OF SECTION 96(13) OF THE ACT

In re:

INSOLVENT ESTATE OF

________________________________________

COMMISSIONER'S REFERENCE NO.: __________________________________

To: _______________________

You are hereby summonsed in terms of section 96(13) to appear in person at a meeting
of creditors in the above estate to be held at
________________________________________(details of venue)
on the _____ day of ______ 2___, at ___h___ to be questioned by the presiding
officer, the liquidator or a creditor who has proved a claim against the estate, or the
representative of the liquidator or such creditor in regard to your claim against the
insolvent estate. You are summonsed to bring with you all books, documents or records
in support of your claim.

Dated at _________________________________this _______ day
of_________________ 2_____

________________________
Presiding Officer
(Here insert details of the name, address telephone number, fax number and e-mail of the liquidator or the legal practitioner acting for the liquidator)

NOTE:

In terms of section 96(14), if a person who wishes to prove a claim is called upon to be questioned as contemplated in subsection (12) of that section and fails without reasonable excuse to appear or refuses to take the oath or make a solemn declaration or to submit to questioning or to answer fully and satisfactorily any lawful question put to him or her, his or her claim, may be rejected.
SCHEDULE 1
FORM E3
SUMMONS IN TERMS OF SECTION 86(1) OF THE INSOLVENCY ACT ___ OF 2____ (THE "ACT") TO ATTEND A MEETING OF CREDITORS FOR QUESTIONING IN TERMS OF SECTION 87 OF THE ACT

In re:

INSOLVENT ESTATE OF

____________________________________________________

COMMISSIONER'S REFERENCE NO.: __________________________

To: ______________________________________________________

You are hereby summoned in terms of section 86(1) to appear in person at a meeting of creditors in the above estate to be held at _____________________________________________ (details of venue) on the _____ day of ______ 2___, at ___h___ to give evidence and to be questioned on all matters relating to the insolvent or his or her business or affairs, whether before or after the liquidation of the estate, and concerning any property which at any time belonged to the insolvent estate and to produce to the presiding officer at the meeting all the books, papers and documents specified hereunder:

LIST OF BOOKS, PAPERS OR DOCUMENTS TO BE PRODUCED

<table>
<thead>
<tr>
<th>Description of book, paper or document</th>
<th>Date (if any)</th>
<th>Copy or original required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Dated at _________________________________this _______ day of_________________ 2_______

_____________________________________________________________

____________________________________________________________________

(Here insert details of the name, address
telephone number, fax number and e-mail of the liquidator or the legal practitioner
acting for the liquidator)

NOTES:

1. A cheque for witness fees in the form of appearance money and travelling
   allowances in the sum of N$ _____
   (_______________________________, N$) is attached to your
copy of the summons. You are entitled to make representations to the Presiding
Officer of the meeting for additional necessary witness fees.

2. Your attention is specifically drawn to the provisions of sections 87(3), 87(6),
   87(9), 91 and 92(10) of the Act which sections are printed on the reverse side
hereof.
SCHEDULE 1
FORM E4
SUMMONS IN TERMS OF SECTION 88(3)(b) OR 88(6) OF THE
INSOLVENCY ACT __ OF 2____ (THE "ACT") TO ATTEND A
QUESTIONING IN TERMS OF SECTION 88 OF THE ACT

In re:

INSOLVENT ESTATE OF

__________________________________________________________

COMMISSIONER'S REFERENCE NO.: ____________________________

To: _________________________________________________________

You are hereby summonsed in terms of section 88(3)(b) or 88(5) to appear in person
at a questioning in the above estate to be held at ______________________ (details of venue)
on the _____ day of _______ 2___, at ___h___ to be questioned on property in your
possession belonging to the insolvent estate, amounts due by you to the insolvent estate
and all matters relating to the affairs of the insolvent and his or her property and to
produce to the presiding officer at the questioning all the books, documents or records
specified hereunder:

LIST OF BOOKS, PAPERS OR DOCUMENTS TO BE PRODUCED

<table>
<thead>
<tr>
<th>Description of book, paper or document</th>
<th>Date (if any)</th>
<th>Copy or original required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Dated at _________________________________ this _______ day
of____________________ 2_______

____________________________________________

Commissioner/Court/ Presiding Officer

(Here insert details of the name, address
telephone number, fax number and e-mail of the liquidator or the legal practitioner
acting for the liquidator)

NOTES:

1. A cheque for witness fees in the form of appearance money and travelling
allowances in the sum of N$ _____
(__________________________________________, N$) is attached to your
copy of the summons. You are entitled to make representations to the Presiding
Officer of the meeting for additional necessary witness fees.

2. Your attention is specifically drawn to the provisions of sections 87(3), (6), (9),
(10), 87(7), (8) and (10), 91 and 213(2)(a) and (b) of the Act which sections
are printed on the reverse side hereof.
SCHEDULE 1
FORM E5
SUMMONS IN TERMS OF SECTION 90(1) OF THE INSOLVENCY ACT
___ OF 2___ (THE "ACT") TO ATTEND A QUESTIONING IN TERMS
OF SECTION 90 OF THE ACT

In re:

INSOLVENT ESTATE OF

________________________________________________________

COMMISSIONER'S REFERENCE NO.: __________________________________

To: ________________________________________________________________

You are hereby summoned in terms of section 90(1) to appear in person at a
questioning in the above estate to be held at
______________________________________________________(details of venue)
on the _____ day of _____ 2___, at ___h___ to furnish information and to be
questioned on all information within your knowledge concerning the insolvent or his
or her estate or the administration of the estate and to produce to the presiding officer
at the meeting all the books, documents and records specified hereunder:

LIST OF BOOKS, DOCUMENTS OR RECORDS TO BE PRODUCED

<table>
<thead>
<tr>
<th>Description of book, paper or document</th>
<th>Date (if any)</th>
<th>Copy or original required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dated at _________________________________this _____ day
of_________________ 2_______
Commissioner

(Here insert details of the name, address, telephone number, fax number and e-mail of the liquidator or the legal practitioner acting for the liquidator)

NOTES:

Your attention is specifically drawn to the provisions of sections 87(3), 87(6), 87(9), 87(10), 90(5), 90(6), 91 and 213(2)(a) and (b) of the Act which sections are printed on the reverse side hereof.
FORM F
STATUTORY DEMAND IN TERMS OF SECTION 16(2)(a) OF THE
INSOLVENCY ACT (ACT NO. OF 2___)

WARNING
This is an important document. If you should fail to respond to the document within
21 days after service thereof your estate may be liquidated and your assets taken
away from you.

DEMAND
To: __________________________________________________________

Address: ______________________________________________________________________

______________________________________________________________________________

The creditor claims that you are indebted to him or her for the following amount which
is now due and payable and that he holds no security for the amount claimed.

<table>
<thead>
<tr>
<th>When incurred</th>
<th>Type of debt (cause of action)</th>
<th>Amount due as at the date of the demand</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The creditor demands that you pay the amount due within three weeks after the service
of this demand or give security to the reasonable satisfaction of the creditor therefor,
or enter into a compromise in respect thereof.
Should you fail to comply with this demand, this does not preclude you from opposing an application for the liquidation of your estate. If you deny indebtedness wholly or in part, you should contact the creditor without delay.

SIGNATURE: _______________________________________________________

NAME OF CREDITOR: ________________________________________________
(PRINT)

DATE: _____________________________________________________________

CAPACITY: _________________________________________________________
(IF NOT CREDITOR PERSONALLY)

ADDRESS:
_________________________________________________________________
_________________________________________________________________

TEL NO: ___________________________________________________________

PERSON YOU MAY CONTACT IF NOT CREDITOR PERSONALLY:

NAME: _____________________________________________________________

ADDRESS:
_________________________________________________________________
_________________________________________________________________

If debt obtained by cession or otherwise:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of cession or other act</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Original creditor</td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td>--</td>
</tr>
<tr>
<td>Cessionaries</td>
<td></td>
</tr>
</tbody>
</table>