

FORM 4

**PRE-ACTION PROTOCOL CHECKLIST
TO BE FILED WITH STATEMENT OF CLAIM**

1. Has the debtor acknowledged receipt of the creditor's Letter of Claim?

Ans: Yes / No

2. Have attempts been made to settle the matter?

Ans: Yes / No

If no, please give reasons.

3. Have the parties considered alternative dispute resolution?

Ans: Yes / No

If no, please give reasons.

4. Are any of the claims made by the creditor admitted by the debtor?

Ans: Yes / No

5. Has the debtor indicated that he has a counterclaim against the creditor?

Ans: Yes / No

6. Is that counterclaim or any part thereof admitted by the creditor?

Ans: Yes / No / Not applicable

7. The following documents / information have been exchanged between the creditor and debtor:

[Creditor to set out list of documents/information]

I confirm that I have complied with the Pre-Action Protocol for Business-to-Business Debt Claims.

[Signed off by creditor]

[This section is to be completed by the creditor's solicitors]

I have provided my client(s) with an estimate of the costs to be incurred if the matter proceeds to trial.

[Signed off by creditor's solicitors]