

SCHEDULE 2

Rule 12.08

FORMS

**INDEX**

FORM NO.	TITLE
<b>PART 1: COMPANY VOLUNTARY ARRANGEMENTS</b>	
1.1	Report of meetings approving voluntary arrangement
1.2	Order of revocation or suspension of voluntary arrangement
1.3	Voluntary arrangement's supervisor's abstract of receipts and payments
1.4	Notice of completion of voluntary arrangement
<b>PART 2: ADMINISTRATION PROCEDURE</b>	
2.01	Petition for administration order
2.02	Consent of administrator(s) to act
2.03	Affidavit of service of petition for administration order
2.04	Administration order
2.05	Notice to administrator of administration order
2.06	Notice of administration order (for newspaper or Belfast Gazette)
2.07	Notice of administration order
2.08	Administration order
2.09	Notice requiring preparation and submission of administration statement of affairs
2.10	Statement of affairs-administration
2.11	Notice to directors and others to attend meeting of creditors
2.12	Notice of creditors' meeting in administration proceedings
2.13	Report of meeting of creditors
2.14	Certificate of constitution [amended certificate] of creditors' committee
2.15	Notice by administrator of a change in committee membership
2.16	Administrator's abstract of receipts and payments
2.17	Notice to court of resignation by administrator under Rule 2.57(1) of the Insolvency Rules (Northern Ireland) 1991
2.18	Notice to court of resignation by administrator under Rule 2.57(2) of the Insolvency Rules (Northern Ireland) 1991
2.19	Notice of order to deal with charged property
2.20	Notice of discharge of administration order
2.21	Notice of variation of administration order
2.22	Statement of administrator's proposals
2.23	Statement of revised proposals and notice of meeting to consider them

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

FORM NO.	TITLE
2.24	Notice of result of meeting of creditors
PART 3: ADMINISTRATIVE RECEIVERSHIP	
3.01	Written acceptance of appointment by receiver
3.02	Notice of appointment of administrative receiver (for newspaper or Belfast Gazette)
3.03	Notice requiring preparation and submission of administrative receivership statement of affairs
3.04	Statement of affairs-administrative receivership
3.05	Statement of affairs in administrative receivership following report to creditors
3.06	Certificate of constitution [amended certificate] of creditor's committee
3.07	Administrative receiver's report as to change in membership of creditors' committee
3.08	Receiver or manager or administrative receiver's abstract of receipts and payments
3.09	Notice of administrative receiver's death
3.10	Notice of order to dispose of charged property
3.11	Notice of resignation of administrative receiver pursuant to Article 55(1) of the Insolvency (Northern Ireland) Order 1989
3.12	Administrative receiver's report
PART 4: COMPANIES WINDING UP	
4.01	Statutory demand under Article 103(1)(a) or 185(1) of the Insolvency (Northern Ireland) Order 1989
4.02	Winding-up petition
4.03	Affidavit verifying winding-up petition
4.04	Affidavit of service of winding-up petition at registered office
4.05	Affidavit of service of winding-up petition other than at registered office or on a Part XXIII company
4.06	Advertisement of winding-up petition
4.07	Certificate that relevant provisions of Rules have been complied with
4.08	Order for leave to withdraw winding-up petition
4.09	Notice of intention to appear on petition
4.10	List of persons intending to appear on the hearing of the petition
4.11	Order for winding up by the court
4.12	Order for winding up by the court following upon the discharge of an administration order
4.13	Notice to official receiver of winding-up order
4.14	Petition by contributory
4.15	Notice to official receiver of appointment of provisional liquidator
4.16	Order of appointment of provisional liquidator
4.17	Notice requiring preparation and submission of statement of company's affairs

FORM NO.	TITLE
4.18	Statement of affairs-winding up by court
4.19	Statement of affairs-voluntary liquidator
4.20	Statement of affairs-creditors' voluntary winding up
4.21	Statement of company's affairs to registrar of companies
4.22	Request by creditor(s) for a meeting of the company's creditors [and contributories]
4.23	Notice to creditors of meeting of creditors
4.24	Notice to contributories of meeting of contributories
4.25	Request by contributory/contributories for a meeting of the company's contributories
4.26	Proof of debt-general form
4.27	Affidavit of debt
4.28	Certificate of appointment of liquidator by meeting
4.29	Certificate of appointment of two or more liquidators by meeting
4.30	Order of court appointing liquidator
4.31	Order of court appointing two or more liquidators
4.32	Notice of appointment of liquidator in winding up by the court
4.33	Notice to court of resignation of liquidator following meeting of creditors
4.34	Notice of resignation as voluntary liquidator under Article 145(5) of the Insolvency (Northern Ireland) Order 1989
4.35	Order of court giving liquidator leave to resign
4.36	Copy order of court granting voluntary liquidator leave to resign
4.37	Notice to court of resignation of liquidator following leave of the court
4.38	Certificate of removal of liquidator
4.39	Certificate of removal of voluntary liquidator
4.40	Order of court removing liquidator or directing liquidator to summon a meeting of creditors for the purpose of his removal
4.41	Notice of ceasing to act as voluntary liquidator
4.42	Liquidator's application to the Department of Economic Development
4.43	Notice to court of final meeting of creditors
4.44	Notice of final meeting of creditors
4.45	Notice of death of voluntary liquidator
4.46	Notice to official receiver or Department of Economic Development by liquidator on loss of qualification as insolvency practitioner
4.47	Notice of vacation of office by voluntary liquidator
4.48	Certificate of constitution [amended certificate] of liquidation committee
4.49	Notice of constitution of liquidation committee

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

FORM NO.	TITLE
4.50	Report by liquidator of any change in membership of liquidation committee
4.51	Liquidator's certificate that creditors paid in full
4.52	Certificate that creditors have been paid in full
4.53	Liquidator's certificate of continuance of liquidation committee
4.54	Notice of disclaimer under Article 152 of the Insolvency (Northern Ireland) Order 1989
4.55	Notice to elect
4.56	Notice of intended disclaimer to interested party
4.57	Affidavit of liquidator in support of application for call
4.58	Order giving leave to make a call
4.59	Notice of call sanctioned by the court or the liquidation committee to be sent to contributory
4.60	Order for payment of call due from contributory
4.61	Order of appointment of special manager
4.62	Order of public examination
4.63	Notice to official receiver by creditor requesting him to make application for the holding of a public examination
4.64	Notice to official receiver by contributory requesting him to make application for the holding of a public examination
4.65	Order as to examination of person who is suffering from mental disorder or physical affliction or disability
4.66	Affidavit of verification of record of the public examination
4.67	Order of adjournment of public examination
4.68	Order appointing time for proceeding with public examination adjourned generally
4.69	Liquidator's statement of receipts and payments
4.70	Order of court on appeal against Department of Economic Development's decision under Article 168(4) or 169(3) of the Insolvency (Northern Ireland) Order 1989
4.71	Members' voluntary winding up declaration of solvency embodying a statement of assets and liabilities
4.72	Return of final meeting in a members' voluntary winding up
4.73	Return of final meeting in a creditors' voluntary winding up
PART 5: INDIVIDUAL VOLUNTARY ARRANGEMENTS	
5.1	Order granting stay pending hearing of application for interim order
5.2	Interim order of court under Article 226 of the Insolvency (Northern Ireland) Order 1989
5.3	Order extending effect of interim order
5.4	Alternative orders to be made at hearing to consider chairman's report
PART 6: BANKRUPTCY	
6.01	Statutory demand under Article 242(1)(a) of the Insolvency (Northern Ireland) Order 1989-debt for liquidated sum payable immediately: general form

FORM NO.	TITLE
6.02	Statutory demand under Article 242(1)(a) of the Insolvency (Northern Ireland) Order 1989-debt for liquidated sum payable immediately following a judgment or order of a court
6.03	Statutory demand under Article 242(2) of the Insolvency (Northern Ireland) Order 1989-debt payable at future date
6.04	Application to set aside statutory demand
6.05	Affidavit in support of application to set aside statutory demand
6.06	Order setting aside statutory demand
6.07	Creditor's bankruptcy petition on failure to comply with a statutory demand for a liquidated sum payable immediately
6.08	Creditor's bankruptcy petition on failure to comply with a statutory demand for a liquidated sum payable at a future date
6.09	Creditor's bankruptcy petition on certificate of unenforceability of a judgment
6.10	Bankruptcy petition for default in connection with voluntary arrangement
6.11	Bankruptcy petition by the Law Society of Northern Ireland under Article 238(1)(d) of the Insolvency (Northern Ireland) Order 1989
6.12	Affidavit of service of statutory demand where service acknowledged in writing
6.13	Affidavit of personal service of statutory demand where service not acknowledged in writing
6.14	Affidavit of substituted service of statutory demand where service not acknowledged in writing
6.15	Affidavit of truth of statements in bankruptcy petition
6.16	Order for substituted service of bankruptcy petition
6.17	Substituted service of bankruptcy petition-notice in Belfast Gazette/newspaper
6.18	Affidavit of personal service of bankruptcy petition
6.19	Affidavit of substituted service of bankruptcy petition
6.20	Notice by debtor of intention to oppose bankruptcy petition
6.21	Notice of intention to appear on bankruptcy petition
6.22	Certificate of continuing debt on hearing of bankruptcy petition
6.23	List of creditors intending to appear on the hearing of bankruptcy petition
6.24	Dismissal or withdrawal of bankruptcy petition
6.25	Order of adjournment of bankruptcy petition
6.26	Notice to debtor and creditors of order of adjournment of bankruptcy petition
6.27	Order for substitution of petitioner on creditor's petition
6.28	Change of carriage order
6.29	Bankruptcy order on petition other than debtor's

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

FORM NO.	TITLE
6.30	Debtor's bankruptcy petition
6.31	Statement of affairs (debtor's petition)
6.32	Order of appointment of insolvency practitioner to prepare a report under Article 248(1) of the Insolvency (Northern Ireland) Order 1989
6.33	Bankruptcy order on debtor's petition
6.34	Revocation of certificate for summary administration
6.35	Order of appointment of interim receiver
6.36	Statement of affairs (petition other than debtor's)
6.37	Request by creditor(s) for a meeting of the bankrupt's creditors
6.38	Notice to creditors of meeting of creditors
6.39	Notice to bankrupt of meeting of creditors
6.40	Proof of debt-general form
6.41	Proof by existing trustee as a claim in later bankruptcy
6.42	Affidavit of debt
6.43	Certificate of appointment of trustee by creditors' meeting
6.44	Certificate of appointment of two or more trustees by creditors' meeting
6.45	Order of court appointing trustee
6.46	Order of court appointing two or more trustees
6.47	Notice to court of resignation of trustee following meeting of creditors
6.48	Order of court giving trustee leave to resign
6.49	Notice to court of resignation of trustee following leave of the court
6.50	Certificate of removal of trustee
6.51	Order of court removing trustee or directing trustee to summon a meeting of creditors for the purpose of his removal
6.52	Trustee's application to the Department of Economic Development for his release
6.53	Notice to court of final meeting of creditors
6.54	Notice to official receiver by trustee on loss of qualification as insolvency practitioner
6.55	Certificate of constitution [amended certificate] of creditors' committee
6.56	Report by trustee of any change in membership of creditors' committee
6.57	Order of appointment of special manager
6.58	Order for public examination of bankrupt
6.59	Request by creditor(s) for the holding of public examination of bankrupt
6.60	Order as to examination of bankrupt who is suffering from mental disorder or physical affliction or disability
6.61	Affidavit of verification of record of public examination of bankrupt

FORM NO.	TITLE
6.62	Order of adjournment of public examination of bankrupt
6.63	Order appointing time for proceeding with public examination of bankrupt adjourned generally
6.64	Notice of disclaimer under Article 288 of the Insolvency (Northern Ireland) Order 1989
6.65	Notice to elect
6.66	Notice of intended disclaimer to interested party
6.67	Notice to bankrupt of application under Article 283 of the Insolvency (Northern Ireland) Order 1989 for income payments order
6.68	Order for income claimed under Article 283(3)(a) of the Insolvency (Northern Ireland) Order 1989
6.69	Order for income claimed under Article 283(3)(b) of the Insolvency (Northern Ireland) Order 1989
6.70	Order converting income payments order made under Article 283(3)(a) to an order under Article 283(3)(b) of the Insolvency (Northern Ireland) Order 1989
6.71	Discharge or variation of order for income claimed under Article 283 of the Insolvency (Northern Ireland) Order 1989
6.72	Order under Article 340(1) of the Insolvency (Northern Ireland) Order 1989
6.73	Order under Article 340(2) of the Insolvency (Northern Ireland) Order 1989
6.74	Order of annulment under Article 256 of the Insolvency (Northern Ireland) Order 1989
6.75	Order of suspension of discharge under Article 253(3) of the Insolvency (Northern Ireland) Order 1989
6.76	Order of court lifting suspension of discharge
6.77	Certificate that order suspending discharge has been lifted
6.78	Notice to court by bankrupt that he intends to dispute statements made by official receiver in his report under Article 262(2) of the Insolvency (Northern Ireland) Order 1989
6.79	Order granting absolute/suspended discharge under Article 254(2)(b) or (c) of the Insolvency (Northern Ireland) Order 1989
6.80	Certificate of discharge
6.81	Notice to existing trustee of the presentation of a petition for a later bankruptcy
6.82	Charging order under Article 286 of the Insolvency (Northern Ireland) Order 1989
6.83	Order to Post Office under Article 342 of the Insolvency (Northern Ireland) Order 1989
PART 7: COURT PROCEDURE AND PRACTICE	
7.01	Originating application
7.02	Ordinary application
7.03	Declaration by official shorthand writer
7.04	Appointment of shorthand writer to take examination under the Insolvency (Northern Ireland) Order 1989

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

FORM NO.	TITLE
7.05	Declaration by shorthand writer
7.06	Warrant for failure to attend examination under Article 113 of the Insolvency (Northern Ireland) Order 1989
7.07	Warrant of arrest, etc. under Article 335 of the Insolvency (Northern Ireland) Order 1989
7.08	Warrant of arrest, etc. under Article 200 or 337 of the Insolvency (Northern Ireland) Order 1989
7.09	Order for production of person arrested under warrant issued under Articles 114, 200, 335 or 337 of the Insolvency (Northern Ireland) Order 1989
7.10	Warrant of seizure of property under Article 336 of the Insolvency (Northern Ireland) Order 1989
7.11	Search warrant under Article 336 of the Insolvency (Northern Ireland) Order 1989
7.12	Order of discharge from custody under the Insolvency (Northern Ireland) Order 1989 [general]
7.13	Affidavit in support of application for committal for contempt of court
7.14	Warrant of committal for contempt
7.15	Order of discharge from custody on contempt
7.16	Order appointing person to act for incapacitated person
PART 8: PROXIES AND COMPANY REPRESENTATION	
8.1	Proxy—company or individual voluntary arrangements
8.2	Proxy—administration
8.3	Proxy—administrative receivership
8.4	Proxy—winding up by the court or bankruptcy
8.5	Proxy—members' or creditors' voluntary winding up
PART 9: EXAMINATION OF PERSONS CONCERNED IN COMPANY AND INDIVIDUAL INSOLVENCY	
9.1	Order under Article 200 or 337 of the Insolvency (Northern Ireland) Order 1989

Form 1.1



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 1.1

**Rule 1.24**

The Insolvency (Northern Ireland) Order 1989  
**Report of Meetings  
Approving Voluntary Arrangement  
Pursuant to Article 17 of the  
Insolvency (Northern Ireland) Order 1989**

# A.17

To the Registrar of Companies

For official use

--	--	--

Company Number

Name of Company

(a) Insert full name of company

(a) _____ Limited
-------------------

(b) Insert full name and address

I (b)

(c) Insert date the chairman of meetings held in pursuance of Article 17 of the Insolvency (Northern Ireland) Order 1989 on (c) enclose a copy of my report of the said meetings.

Signed

Dated

Presenter's name, address and reference (if any):

For Official Use	
Public Office	Liquidation Section

Form 1.2

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 1.2

Rule 1.25

The Insolvency (Northern Ireland) Order 1989  
Order of Revocation or  
Suspension of Voluntary  
Arrangement  
Pursuant to Article 19 of the  
Insolvency (Northern Ireland) Order 1989

# A.19

To the Registrar of Companies

For official use

--	--	--

Company Number

--

Name of Company

(a) Insert full name of company

(a)
Limited

(b) Insert full name(s) and address(es) I/We (b)

(c) Delete as applicable (c) [revoking] [suspending] the voluntary arrangement approved  
(d) Insert date on (d) enclose a copy of the order of the court dated

Signed

Dated

Presenter's name, address and reference (if any):

For Official Use	
Public Office	Liquidation Section

Form 1.3

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 1.3

**Rule 1.26**

The Insolvency (Northern Ireland) Order 1989  
Voluntary Arrangement's  
Supervisor's Abstract of  
Receipts and Payments  
Pursuant to Rule 1.26 (2)(b) of the  
Insolvency Rules (Northern Ireland) 1991

# R.1.26(2)(b)

To the Registrar of Companies

For official use

--	--	--

Company Number

Name of Company

(a) Insert full name of company

(a) _____ Limited
-------------------

(b) Insert full name(s) and address(es) I/We (b)

(c) Insert date supervisor(s) of a voluntary arrangement approved on (c)

present overleaf my/our abstract of receipts and payments for the period

from

to

Number of continuation sheets (if any) attached

Signed

Dated

Presenter's name, address and reference (if any):

For Official Use	
Public Office	Liquidation Section

Form 1.4

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 1.4

Rule 1.29

The Insolvency (Northern Ireland) Order 1989  
Notice of Completion of  
Voluntary Arrangement  
Pursuant to Rule 1.29 of the  
Insolvency Rules (Northern Ireland) 1991

# R.1.29

To the Registrar of Companies

For official use

--	--	--

Company Number

--

Name of Company

(a) Insert full name of company

(a)
Limited

(b) Insert full name and address (if any)

(c) Insert date the supervisor of a voluntary arrangement approved on (c) enclose a copy of my notice to the creditors and members of the above-named company that the voluntary arrangement has been completed, together with a report of my receipts and payments.

Signed

Dated

Presenter's name, address and reference (if any):

<b>For Official Use</b>	
Public Office	Liquidation Section

Form 2.01

Rule 2.01

Form 2.01

## Petition for Administration Order

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANY INSOLVENCY)

\* Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

**To The High Court of Justice in Northern Ireland**

- (a) Insert full name(s) and address(es) of petitioner(s) The petition of (a) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (b) Delete if petition not presented by the company's directors (b) [presented by the directors under Article 22 of the Insolvency (Northern Ireland) Order 1989
- (c) Insert full name of company subject to petition 1. (c) \_\_\_\_\_
- (d) Insert date of incorporation (hereinafter called "the company") was incorporated on (d) \_\_\_\_\_ under
- (e) Insert title of Companies Act or Order under which company was incorporated (e)
- (f) Insert address of registered office 2. The registered office of the company is at (f) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (g) Insert amount of nominal capital and how it is divided 3. The nominal capital of the company is (g) £ \_\_\_\_\_ divided into \_\_\_\_\_ shares of £ \_\_\_\_\_ each. The amount of the capital paid up or credited as paid up is (h) £ \_\_\_\_\_
- (h) Insert amount of capital paid up or credited as paid up 4. The principal objects for which the company was established are as follows  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- and other objects set forth in the memorandum of association thereof.
5. The petitioner(s) believe(s) that the company is or is likely to become unable to pay its debts and that an administration order would be likely to achieve
- (j) Delete such as are inapplicable (j) (i) the survival of the company and the whole or some part of its undertaking as a going concern  
(ii) the approval of a voluntary arrangement with its creditors under Part II of the Insolvency (Northern Ireland) Order 1989  
(iii) the sanctioning of a compromise or arrangement between the company and such persons as are mentioned in Article 418 of the Companies (Northern Ireland) Order 1986.  
(iv) a more advantageous realisation of the company's assets than would be effected on a winding up  
for the reasons stated in the affidavit of \_\_\_\_\_ filed in support hereof.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 2.01 contd.

6. The petitioner(s) propose(s) that during the period for which the order is in force the affairs, business and property of the company be managed by

(k) Insert full name(s) and address(es) of proposed administrator(s) (k) \_\_\_\_\_  
\_\_\_\_\_

who is (are) to the best of the petitioner's knowledge and belief qualified to act as (an) insolvency practitioner(s) in relation to the company. The petitioner(s) therefore pray(s) as follows:—

(l) Insert full name of company (l) (1) that the court make an administration order in relation to (l) \_\_\_\_\_  
\_\_\_\_\_

(m) Insert name(s) of proposed administrator(s) (2) that (m) \_\_\_\_\_  
be appointed to be the administrator(s) of the said company

(n) Insert details of any ancillary orders sought (3) (n) \_\_\_\_\_

or

(4) that such other order may be made in the premises as shall be just.

Note:  
It is intended to serve this petition on \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(o) Insert here name, address, telephone number, fax number (if any) and reference (if any) of a solicitor acting for the petitioner This petition was issued by (o) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (solicitor for)

the petitioner(s) whose address for service is;  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Form 2.02

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 2.04

Form 2.02

## Consent of Administrator(s) to Act

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANY INSOLVENCY)

\* Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

[I] [We] \_\_\_\_\_

of \_\_\_\_\_

\_\_\_\_\_

hereby certify that [I am] [we are] authorised under the provisions of Part XII of the Insolvency (Northern Ireland) Order 1989 to act as (an) insolvency practitioner(s).

[I] [We] consent to act as administrator(s) of the company for the purposes above-named specified in the petition of \_\_\_\_\_

\_\_\_\_\_

dated \_\_\_\_\_ 19 \_\_\_\_\_

Signed

Dated

Form 2.03

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 2.09

Form 2.03

### Affidavit of Service of Petition for Administration Order

No. \_\_\_\_\_

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANY INSOLVENCY)

\* Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Insert full name, address and description of deponent I (a) \_\_\_\_\_  
of \_\_\_\_\_

Make oath and say as follows

1. That I did on \_\_\_\_\_ day the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, serve the above-named company with a copy of the petition duly sealed with the seal of the court and its supporting documents by leaving the same at the registered office of the said company at (b) \_\_\_\_\_

(b) Insert the address stated in the petition to be the company's registered office

OR by posting the same on \_\_\_\_\_ day the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, by ordinary post first class mail in an envelope duly pre-paid and properly addressed to the said company at its registered office at (b) \_\_\_\_\_

2. That I did on \_\_\_\_\_ day the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, serve (c) \_\_\_\_\_ a person who has appointed or is [or may be] entitled to appoint an administrative receiver of the said company with a copy of the petition duly sealed with the seal of the court and its supporting documents by leaving the same at his proper address at (d) \_\_\_\_\_

(c) Insert name  
(d) Insert address where served

OR by posting the same on \_\_\_\_\_ day the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, by ordinary post first class mail in an envelope duly pre-paid and properly addressed to the said (c) \_\_\_\_\_ at (d) \_\_\_\_\_

3. That I did on \_\_\_\_\_ day the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, serve (c) \_\_\_\_\_ the administrative receiver of the said company with a copy of the petition duly sealed with the seal of the court and its supporting documents by leaving the same at his proper address at (d) \_\_\_\_\_

OR by posting the same on \_\_\_\_\_ day the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, by ordinary post first class mail in an envelope duly pre-paid and properly addressed to the said (c) \_\_\_\_\_ at (d) \_\_\_\_\_



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

4. That I did on \_\_\_\_\_ day the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, serve (c) \_\_\_\_\_ who has presented a petition to wind up the said company with a copy of the petition duly sealed with the seal of the court and its supporting documents by leaving the same at his proper address at (d) \_\_\_\_\_

**OR** by posting the same on \_\_\_\_\_ day, the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, by ordinary post first class mail in an envelope duly pre-paid and properly addressed to the said (c) \_\_\_\_\_ at (d) \_\_\_\_\_

5. That I did on \_\_\_\_\_ day the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, serve (c) \_\_\_\_\_ the provisional liquidator of the said company with a copy of the petition duly sealed with the seal of the court and its supporting documents by leaving the same at his proper address at (d) \_\_\_\_\_

**OR** by posting the same on \_\_\_\_\_ day the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, by ordinary post first class mail in an envelope duly pre-paid and properly addressed to the said (c) \_\_\_\_\_ at (d) \_\_\_\_\_

6. That I did on \_\_\_\_\_ day the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, serve (c) \_\_\_\_\_ the person proposed to be the administrator of the said company with a copy of the petition duly sealed with the seal of the court and its supporting documents by leaving the same at his proper address at (d) \_\_\_\_\_

**OR** by posting the same on \_\_\_\_\_ day the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, by ordinary post first class mail in an envelope duly pre-paid and properly addressed to the said (c) \_\_\_\_\_ at (d) \_\_\_\_\_

A sealed copy of the petition and its supporting documents are now produced and shown to me marked "A"

SWORN

Form 2.04

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 2.10

Form 2.04

### Administration Order

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANY INSOLVENCY)

\* Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Insert name and address of petitioner UPON THE PETITION OF (a) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) Delete where company itself is petitioner OR insert status of petitioner ie director, creditor etc (b) (a \_\_\_\_\_ of the above-named company hereinafter called "the company") presented to the court on \_\_\_\_\_ 19 \_\_\_\_\_.  
(c) Insert details of any other parties (including the company) appearing and by whom represented And upon hearing counsel for the petitioner and for (c) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and upon reading the evidence  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(d) Set out the purpose(s) which the order is likely to achieve IT IS ORDERED that during the period for which this order is in force the affairs, business and property of the company be managed by the administrator hereinafter appointed pursuant to the provisions of Article 21 of the Insolvency (Northern Ireland) Order 1989 for the following purpose(s) (d)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(e) Insert full name(s) and address(es) of administrator(s) AND it is ordered that (e) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ be appointed administrator(s) of the company

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

AND it is ordered that

(f) Insert particulars of any further order made by the court (f) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

And it is ordered that the costs of the said petition

(g) Insert terms of order for costs (g) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated

Form 2.05

Form 2.05

Rule 2.12

**Notice to Administrator of Administration Order**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANY INSOLVENCY)

\* Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Insert name and address of administrator To: (a)

Order pronounced this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_ by

for an administration order against the under-named company under Article 21 of the Insolvency (Northern Ireland) Order 1989.

Name of company:

Registered office of company:

(b) Insert full name, address, telephone number, fax number (if any) and reference (if any) Petitioner: (b)

Petitioner's solicitors: (b)

Date of presentation of petition:

Form 2.06

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Rule 2.12

Form 2.06

**Notice of Administration Order (for newspaper or Belfast Gazette)**

No. \_\_\_\_\_

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANY INSOLVENCY)

\* Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

Registered number \_\_\_\_\_

Nature of business \_\_\_\_\_

(a) Insert the number of the trade classification listed overleaf which most closely relates to the business of the company

Trade classification (a) \_\_\_\_\_

(b) Insert date Administration order made (b) \_\_\_\_\_ 19 \_\_\_\_\_

\_\_\_\_\_  
Administrator/Joint administrators (office holder no(s) \_\_\_\_\_)

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

#### TRADE CLASSIFICATION

NOTE: This page is *not* part of the advertisement

<u>DIVISION 0</u>		<u>DIVISION 6</u>	
01	AGRICULTURE	TRANSPORT AND COMMUNICATIONS:-	
02	FORESTRY AND FISHING	28	ROAD TRANSPORT
<u>DIVISION 1</u>		29	AIR TRANSPORT
03	MINING AND ENERGY INDUSTRIES	30	SHIPPING
<u>DIVISION 2</u>		31	TRAVEL AGENTS
MANUFACTURING INDUSTRIES:-		32	OTHER TRANSPORT AND COMMUNICATIONS
04	MANUFACTURE OF FOOD, DRINK AND TOBACCO	<u>DIVISION 7</u>	
05	MANUFACTURE OF CHEMICALS	FINANCE AND BUSINESS SERVICES:-	
06	METAL MANUFACTURE	33	INSURANCE
07	ENGINEERING AND ALLIED INDUSTRIES	34	ACCOUNTANTS AND LEGAL SERVICES
08	TEXTILES AND CLOTHING MANUFACTURE	35	REAL ESTATE
09	MANUFACTURE OF TIMBER AND FURNITURE	36	COMPUTER SERVICES
10	PAPER, PRINTING AND PUBLISHING	37	MANAGEMENT SERVICES
11	OTHER MANUFACTURE	38	OTHER BUSINESS SERVICES
<u>DIVISION 3</u>		<u>DIVISION 8</u>	
WHOLESALE DISTRIBUTION:-		OTHER SERVICES:-	
12	WHOLESALE OF FOOD AND DRINK	39	RECREATIONAL SERVICES
13	WHOLESALE OF TEXTILES AND CLOTHING	40	MEDICAL SERVICES
14	MOTOR VEHICLE WHOLESALERS	41	EDUCATIONAL SERVICES
15	OTHER WHOLESALE	42	REPAIRS OF CONSUMER GOODS
<u>DIVISION 4</u>		43	LAUNDRY
RETAILING:-		44	HAIRDRESSING AND BEAUTY PARLOURS
16	RETAIL OF FOOD, DRINK AND TOBACCO	45	SCRAP METAL DEALERS
17	RETAIL OF TEXTILES AND CLOTHING	46	OTHER SERVICES
18	RETAIL OF BOOKS, PAPERS, ETC.	<u>DIVISION 9</u>	
19	MOTOR VEHICLES AND PETROL SALES	HOTELS AND CATERING:-	
20	RETAIL OF FURNITURE	47	RESIDENTIAL ACCOMMODATION
21	RETAIL OF ELECTRICAL GOODS	48	LICENSED PREMISES
22	OTHER RETAIL	49	RESTAURANTS
<u>DIVISION 5</u>		50	OTHER CATERING
CONSTRUCTION:-			
(SIC Division 5)			
23	GENERAL CONSTRUCTION AND DEMOLITION		
24	HOME IMPROVEMENTS		
25	DECORATING AND SMALLWORKS		
26	BUILDING REPAIRS		
27	ELECTRICAL AND PLUMBING		

Form 2.07

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Form 2.07

**Rule 2.12**

The Insolvency (Northern Ireland) Order 1989  
 Notice of Administration Order  
 Pursuant to Rule 2.12(3) of the  
 Insolvency Rules (Northern Ireland) 1991

# R.2.12

To the Registrar of Companies

For official use

--	--	--

Company Number

Name of Company

Insert full name of company

Limited

I/We \_\_\_\_\_

of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

give notice that an administration order was made against the above-named company on:

Insert date

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Joint/Administrator(s)

Presenter's name,  
 address and reference  
 (if any)


For Official Use	
Public Office	Liquidation Section

Form 2.08

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 2.08

**Rule 2.12**

The Insolvency (Northern Ireland) Order 1989  
Administration Order  
Pursuant to Article 33(2) of the  
Insolvency (Northern Ireland) Order 1989

# A.33(2)

To the Registrar of Companies

For official use

--	--	--

Company Number

--

Name of Company

Insert full name of company

Limited

I/We \_\_\_\_\_

of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

administrator(s) of the company attach a copy of the administration order.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Presenter's name,  
address and reference  
(if any)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**For Official Use**

Public Office

Liquidation Section

--	--

Form 2.09

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 2.14

Form 2.09

### Notice Requiring Preparation and Submission of Administration Statement of Affairs

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANY INSOLVENCY)

\* Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

Take notice that you are required to prepare and submit to me a statement as to the affairs of (a)  
(a) Insert name of company

(b) Insert date by which statement must be submitted by (b)

(c) Insert names and addresses of other persons concerned A similar notice has been sent to each of the following persons (c)

(d) Delete words in brackets if not applicable Article 199 of the Insolvency (Northern Ireland) Order 1989 places a duty on you (d) [as an officer of the company] to provide the administrator with information and attend upon him if required; I have to warn you that failure to submit the statement of affairs as required by this notice, or to co-operate with the administrator under Article 199 of the Insolvency (Northern Ireland) Order 1989, may make you liable to a fine and, for continued contravention, to a daily default fine.

Under paragraph 11 of Schedule 1 to the Companies (Northern Ireland) Order 1989 failure to submit a statement of affairs or to co-operate with the administrator under Article 199 of the Insolvency (Northern Ireland) Order 1989 are matters which may be taken into account by the court in determining whether a person is unfit to be an officer of or to be involved in the management of a company. Unfit conduct may result in a disqualification order being made by the court.

Dated \_\_\_\_\_  
Administrator (name and address)

Note:  
Forms for the preparation of the statement of affairs  
(i) may be obtained from the administrator on request; or  
(ii) are enclosed.

Form 2.10



*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Rule 2.15

Form 2.10

### Statement of Affairs – Administration

No. \_\_\_\_\_

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANY INSOLVENCY)

Statement as to the Affairs of

On the \_\_\_\_\_ 19 \_\_\_\_\_ The date of the administration order.

#### Affidavit

This affidavit must be sworn before a solicitor or commissioner of oaths or an officer of the court duly authorised to administer oaths when you have completed the rest of this form.

(a) Insert name and occupation I (a) \_\_\_\_\_  
\_\_\_\_\_  
(b) Insert full address of (b) \_\_\_\_\_  
\_\_\_\_\_

make oath and say that the several pages exhibited hereto and attached marked \_\_\_\_\_ are to the best of my knowledge and belief a full, true and complete statement as to the affairs of the above-named company as at (c) \_\_\_\_\_ the date of the administration order and that the said company carried on business as

(c) Insert date of administration order \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sworn at \_\_\_\_\_  
Dated \_\_\_\_\_  
Signature(s) \_\_\_\_\_  
Before me \_\_\_\_\_

A solicitor or Commissioner of Oaths or duly authorised officer

**The Solicitor or Commissioner is particularly requested, before swearing the affidavit, to make sure that the full name, address and description of the Deponent are stated, and to initial any crossings out or other alterations in the printed form. A deficiency in the affidavit in any of the above respects will mean that it is refused by the court, and will necessitate its being resworn.**

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**A—Summary of Assets**

<b>ASSETS</b>	<b>Book Value £</b>	<b>Estimated to Realise £</b>
<b>Assets specifically pledged:—</b>		
<b>Assets not specifically pledged:—</b>		
<b>Estimated total assets available for preferential creditors</b>	£	

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**B—Summary of Liabilities**

		Estimated to realise £
	Estimated total assets available for preferential creditors (carried from page A)	£
<b>Liabilities</b>		
	Preferential creditors:—	£
	Estimated deficiency/surplus as regards preferential creditors	£
	Debts secured by a floating charge:—	£
	Estimated deficiency/surplus of assets available for non-preferential creditors	£
	Non-preferential claims:—	£
	Estimated deficiency/surplus as regards creditors	£
	Issued and called up capital:—	£
	Estimated total deficiency/surplus as regards members	£

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**C**  
**COMPANY CREDITORS**

**Note.** You must identify creditors under hire-purchase, chattel leasing or conditional sale agreements and customers claiming amounts paid in advance of the supply of goods or services and creditors claiming retention of title over property in the company's possession.

Name of creditor or Claimant	Address (with postcode)	Amount of debt £	Details of any security held by creditor	Date security given	Value of security £

Signature \_\_\_\_\_ Date \_\_\_\_\_

Rule 2.21

Form 2.11

**Notice to Directors and Others to Attend Meeting of Creditors**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANY INSOLVENCY)

\* Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Insert name(s) of administrator(s) Notice is hereby given that I/We (a)

\_\_\_\_\_

\_\_\_\_\_

administrator(s) of the company require you

(b) Insert name (b) \_\_\_\_\_

(c) Delete as appropriate (c) [a director] [an officer] [a former officer] of the company to attend a meeting of creditors to be held at

\_\_\_\_\_

\_\_\_\_\_

on the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_

at \_\_\_\_\_

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Form 2.12

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 2.22

Form 2.12

### Notice of Creditors' Meeting in Administration Proceedings

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANY INSOLVENCY)

\* Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

Notice is hereby given that a meeting of creditors in the above matter is to be held at

\_\_\_\_\_

on the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

at \_\_\_\_\_ hours

Delete whichever is inapplicable

- (1) to consider my proposals under Article 35(1) of the Insolvency (Northern Ireland) Order 1989 and to consider establishing a creditors' committee
- (2) under Article 27 (2)(b) of the Insolvency (Northern Ireland) Order 1989
- (3) at the request of creditors under Article 29 (3)(a) of the Insolvency (Northern Ireland) Order 1989
- (4) at the direction of the court under Article 29 (3)(b) of the Insolvency (Northern Ireland) Order 1989
- (5) under Article 37 (2)(b) of the Insolvency (Northern Ireland) Order 1989

[(2)-(5) only] for the purposes of \_\_\_\_\_

\_\_\_\_\_

A proxy form is enclosed which should be completed and returned to me by the date of the meeting if you cannot attend the meeting and wish to be represented. In order to be entitled to vote at the meeting you must give to me, not later than 12.00 hours on the business day before the day fixed for the meeting, details in writing of your claim.

The Administrator

Form 2.13

Rule 2.33

Form 2.13

## Report of Meeting of Creditors

No. \_\_\_\_\_

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANY INSOLVENCY)

\* Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

I \_\_\_\_\_  
administrator of the company hereby report that [a] [an adjourned] meeting of  
creditors in the above matter was held at \_\_\_\_\_

\_\_\_\_\_

on the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_

at which:

(1) Proposals [Revised proposals] in the form hereto annexed were approved

(2) \_\_\_\_\_

\_\_\_\_\_

were nominated to act as members of the creditors' committee

(3) The meeting declined to approve the proposals [revised proposals]

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_

The Administrator

Form 2.14

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 2.36

Form 2.14

**Certificate of Constitution  
[Amended Certificate] of  
Creditors' Committee**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANY INSOLVENCY)

\* Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Insert name I, (a) \_\_\_\_\_  
the administrator of the above-named company certify that the creditors' committee  
has been duly constituted and that membership is as follows:—

(b) Insert names and addresses of members of committee (b) \_\_\_\_\_ of [address] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(c) Delete as necessary (c) [This certificate amends the certificate issued by me on (d) \_\_\_\_\_ ]  
(d) Insert date of previous certificate Dated \_\_\_\_\_  
Signed \_\_\_\_\_  
Administrator

Form 2.15



*Status:* This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 2.36

Form 2.15

### Notice by Administrator of a Change in Committee Membership

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANY INSOLVENCY)

\* Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Insert full name I, (a) \_\_\_\_\_  
the administrator of the above-named company certify that the membership of the creditors' committee has altered as follows:—

Appointed: \_\_\_\_\_

\_\_\_\_\_

Resigned/Removed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

-----

(b) Insert date And that the committee's membership as from (b) \_\_\_\_\_ is as follows:—

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dated \_\_\_\_\_

Signed \_\_\_\_\_

Administrator

Form 2.16



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Abstract**

**Note**  
The receipts and payments must severally be added up at the foot of each sheet and the totals carried forward from one abstract to another without any intermediate balance so that the gross totals shall represent the total amounts received and paid by the administrator since he was appointed

\*delete as appropriate

Receipts		
Brought forward from previous Abstract (if any)	£	p
Carried forward to [continuation sheet]* [next Abstract]		
Payments		
Brought forward from previous Abstract (if any)	£	p
Carried forward to [continuation sheet]* [next Abstract]		

\*delete as appropriate

**C  
COMPANY CREDITORS**

**Note.** You must identify creditors under hire-purchase, chattel leasing or conditional sale agreements *and* customers claiming amounts paid in advance of the supply of goods or services *and* creditors claiming retention of title over property in the company's possession.

Name of creditor or Claimant	Address (with postcode)	Amount of debt £	Details of any security held by creditor	Date security given	Value of security £

Signature \_\_\_\_\_ Date \_\_\_\_\_

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 2.17

Rule 2.57

Form 2.17

**Notice to Court of Resignation by  
Administrator Under Rule 2.57(1)  
of the Insolvency Rules (Northern Ireland) 1991**

No. \_\_\_\_\_

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANY INSOLVENCY)

\* Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

I, (a) \_\_\_\_\_

(a) Insert full name and address of administrator

\_\_\_\_\_ the administrator of the above-named company give notice that I am resigning from the said office of administrator with effect from (b)

(b) Insert date

\_\_\_\_\_

(c) See Rule 2.57(1)

for the following reason(s): (c) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(d) The date must be at least 7 days before that stated at (b) above

I confirm that on (d) \_\_\_\_\_

I gave notice to:

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

(iii) \_\_\_\_\_

being persons who under Article 26(3) of the Insolvency (Northern Ireland) Order 1989 are entitled to apply for a vacancy in the office of administrator to be filled, of my intention to resign as administrator.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Form 2.18

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Rule 2.57

Form 2.18

**Notice to Court of Resignation by  
Administrator Under Rule 2.57(2)  
of the Insolvency Rules (Northern Ireland) 1991**

No. \_\_\_\_\_

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANY INSOLVENCY)

\* Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Insert full name and address of administrator I, (a) \_\_\_\_\_  
\_\_\_\_\_

(b) Insert date the administrator of the above-named company give notice that on (b) \_\_\_\_\_,  
the court gave me leave to resign from the said office of administrator with effect from  
(b) \_\_\_\_\_

(c) See Rule 2.57(2) for the following reason(s): (c) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and I hereby resign.

(d) The date must be at least 7 days before application was made to the court for leave to resign. I confirm that on (d) \_\_\_\_\_  
I gave notice to:

- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_
- (iii) \_\_\_\_\_

being persons who under Article 26(3) of the Insolvency (Northern Ireland) Order 1989 are entitled to apply for a vacancy in the office of administrator to be filled, of my intention to apply to the court for leave to resign as administrator.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Form 2.19

*Status:* This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 2.19

The Insolvency (Northern Ireland) Order 1989  
Notice of Order to Deal with  
Charged Property  
Pursuant to Article 28(7) of the  
Insolvency (Northern Ireland) Order 1989

# A.28(7)

To the Registrar of Companies

For official use

--	--	--

Company Number

Name of Company

Insert full name of company

Limited

I/We \_\_\_\_\_

of \_\_\_\_\_

\_\_\_\_\_

delete as appropriate administrator(s) of the company obtained an order for the disposal of charged property/goods in possession of the company under a hire-purchase agreement on

Insert date

An office copy of the said Court order is attached

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Presenter's name,  
address and reference  
(if any):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Official Use

Public Office

Liquidation Section

Form 2.20







Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 2.22

The Insolvency (Northern Ireland) Order 1989  
Statement of Administrator's  
Proposals  
Pursuant to Article 35(1)(a) of the  
Insolvency (Northern Ireland) Order 1989

# A.35(1)(a)

To the Registrar of Companies

For official use

--	--	--

Company Number

--

Name of Company

Insert full name of company

Limited

I/We \_\_\_\_\_  
of \_\_\_\_\_  
\_\_\_\_\_

administrator(s) of the company attach a copy of my [our] proposals for achieving the purposes set out in the administration order filed herein. A copy of these proposals was sent to all known creditors on:

Insert date

--

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Presenter's name, address and reference (if any):


**For Official Use**

Public Office	Liquidation Section
---------------	---------------------

Form 2.23

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Article 37(2)(a)

Form 2.23

**The Insolvency (Northern Ireland) Order 1989  
Statement of Revised Proposals and  
Notice of Meeting to Consider Them**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANY INSOLVENCY)

\* Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

Notice is hereby given that a meeting of creditors of the above-named company is to be held

at \_\_\_\_\_

on the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_ at

\_\_\_\_\_ to consider revisions of the proposals which were

approved by its creditors on the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_

The revisions I propose are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The reasons for these revisions are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A proxy form is enclosed which should be completed and returned to me by the date of the meeting if you cannot attend the meeting and wish to be represented. In order to be entitled to vote at the meeting you must, if you have not already done so, give to me, not later than 12.00 hours on the business day before the day fixed for the meeting, details in writing of your claim.

Signed \_\_\_\_\_  
Administrator

Form 2.24

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 2.24**

The Insolvency (Northern Ireland) Order 1989  
**Notice of Result of  
 Meeting of Creditors**  
 Pursuant to Article 36(4)/37(6) of the  
**Insolvency (Northern Ireland) Order 1989**

**A.36(4)/37(6)**

To the Registrar of Companies

For official use

--	--	--

Company Number

Name of Company

Insert full name of company

	Limited
--	---------

I/We \_\_\_\_\_  
 of \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

administrator(s) of the company attach a copy of my [our] report to the court dated

Insert date

detailing the resolution(s) passed at a meeting of creditors held on

Insert date

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Presenter's name, address and reference (if any):


For Official Use	
Public Office	Liquidation Section

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Rule 3.02

Form 3.01

**Written acceptance of appointment  
by Receiver**

(NAME OF COMPANY)

(a) Insert name and address of person making appointment To: (a)

(b) Insert full name and address of appointee (b) hereby accepts appointment as receiver of

(c) Insert name of company (c)

(d) Insert date in accordance with the instrument of appointment received on (d) \_\_\_\_\_  
(e) Insert time at (e) \_\_\_\_\_ hours

Date: \_\_\_\_\_

Time: \_\_\_\_\_ hours

Signed: \_\_\_\_\_

Name of signatory: \_\_\_\_\_  
(BLOCK LETTERS)

(by or on behalf of the appointee)

Form 3.02

Rule 3.03

Form 3.02

**Notice of appointment of Administrative Receiver  
(for newspaper or Belfast Gazette)**

(NAME OF COMPANY)

Registered number \_\_\_\_\_

(a) Insert any other name(s) with which the company has been registered in the last 12 months

Former company name(s) (a) \_\_\_\_\_

(b) Insert any trading name(s) used by the company in the last 12 months

Trading name(s) (b) \_\_\_\_\_

Nature of business \_\_\_\_\_

(c) Insert the number of the trade classification listed overleaf which most closely relates to the business of the company

Trade classification (c) \_\_\_\_\_

Date of appointment of administrative receiver(s) \_\_\_\_\_

Name of person appointing the administrative receiver(s) \_\_\_\_\_

(d) Insert name(s) of appointee(s)

(d) \_\_\_\_\_

Administrative Receiver/Joint Administrative Receivers  
(office holder no(s))

Address(es)

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Form 3.02 contd.****TRADE CLASSIFICATION**

NOTE: This page is *not* part of the advertisement

**DIVISION 0**

- 01 AGRICULTURE  
02 FORESTRY AND FISHING

**DIVISION 1**

- 03 MINING AND ENERGY INDUSTRIES

**DIVISION 2****MANUFACTURING INDUSTRIES:-**

- 04 MANUFACTURE OF FOOD, DRINK AND TOBACCO  
05 MANUFACTURE OF CHEMICALS  
06 METAL MANUFACTURE  
07 ENGINEERING AND ALLIED INDUSTRIES  
08 TEXTILES AND CLOTHING MANUFACTURE  
09 MANUFACTURE OF TIMBER AND FURNITURE  
10 PAPER, PRINTING AND PUBLISHING  
11 OTHER MANUFACTURE

**DIVISION 3****WHOLESALE DISTRIBUTION:-**

- 12 WHOLESALE OF FOOD AND DRINK  
13 WHOLESALE OF TEXTILES AND CLOTHING  
14 MOTOR VEHICLE WHOLESALERS  
15 OTHER WHOLESALE

**DIVISION 4****RETAILING:-**

- 16 RETAIL OF FOOD, DRINK AND TOBACCO  
17 RETAIL OF TEXTILES AND CLOTHING  
18 RETAIL OF BOOKS, PAPERS, ETC.  
19 MOTOR VEHICLES AND PETROL SALES  
20 RETAIL OF FURNITURE  
21 RETAIL OF ELECTRICAL GOODS  
22 OTHER RETAIL

**DIVISION 5****CONSTRUCTION:-**

(SIC Division 5)

- 23 GENERAL CONSTRUCTION AND DEMOLITION  
24 HOME IMPROVEMENTS  
25 DECORATING AND SMALLWORKS  
26 BUILDING REPAIRS  
27 ELECTRICAL AND PLUMBING

**DIVISION 6****TRANSPORT AND COMMUNICATIONS:-**

- 28 ROAD TRANSPORT  
29 AIR TRANSPORT  
30 SHIPPING  
31 TRAVEL AGENTS  
32 OTHER TRANSPORT AND COMMUNICATIONS

**DIVISION 7****FINANCE AND BUSINESS SERVICES:-**

- 33 INSURANCE  
34 ACCOUNTANTS AND LEGAL SERVICES  
35 REAL ESTATE  
36 COMPUTER SERVICES  
37 MANAGEMENT SERVICES  
38 OTHER BUSINESS SERVICES

**DIVISION 8****OTHER SERVICES:-**

- 39 RECREATIONAL SERVICES  
40 MEDICAL SERVICES  
41 EDUCATIONAL SERVICES  
42 REPAIRS OF CONSUMER GOODS  
43 LAUNDRY  
44 HAIRDRESSING AND BEAUTY PARLOURS  
45 SCRAP METAL DEALERS  
46 OTHER SERVICES

**DIVISION 9****HOTELS AND CATERING:-**

- 47 RESIDENTIAL ACCOMMODATION  
48 LICENSED PREMISES  
49 RESTAURANTS  
50 OTHER CATERING

Form 3.03

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 3.04

Form 3.03

## Notice Requiring Preparation and Submission of Administrative Receivership Statement of Affairs

(NAME OF COMPANY)

Take notice that you are required to prepare and submit to me a statement as to the affairs of the above-named company

(a) Insert date by which statement must be submitted

by (a)

(b) Insert names and addresses of other persons concerned

A similar notice has been sent to each of the following persons (b)

(c) Delete words in brackets if not applicable

Article 199 of the Insolvency (Northern Ireland) Order 1989 places a duty on you (c) [as an officer of the company] to provide the administrative receiver with information and attend upon him if required; I have to warn you that failure to submit the statement of affairs as required by this notice, or to co-operate with the administrative receiver under Article 199 of the Insolvency (Northern Ireland) Order 1989, may make you liable to a fine and, for continued contravention, to a daily default fine.

Under paragraph 11 of Schedule 1 to the Companies (Northern Ireland) Order 1989 failure to submit a statement of affairs or to co-operate with the administrative receiver under Article 199 of the Insolvency (Northern Ireland) Order 1989 are matters which may be taken into account by the court in determining whether a person is unfit to be an officer of or to be involved in the management of a company. Unfit conduct may result in a disqualification order being made by the court.

Dated \_\_\_\_\_  
Administrative Receiver (name and address)

**Note:**

Forms for the preparation of the statement of affairs

- (i) may be obtained from the administrative receiver on request; or
- (ii) are enclosed.

Form 3.04

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Rule 3.05

Form 3.04

### Statement of Affairs – Administrative Receivership

\*Insert name of company Statement as to affairs of\*

On the \_\_\_\_\_ 19\_\_\_\_ the date of the Administrative Receiver's Appointment

#### Affidavit

This affidavit must be sworn or affirmed before a Solicitor or Commissioner of Oaths when you have completed the rest of this form.

I \_\_\_\_\_  
of \_\_\_\_\_

swear/affirm that the several pages attached marked \_\_\_\_\_ are to the best of my knowledge and belief a full, true and complete statement as the affairs of the above-named company as at \_\_\_\_\_ the date of the appointment of the administrative receiver and that the said company carried on business as

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sworn/affirmed at \_\_\_\_\_

Date \_\_\_\_\_

Signatures \_\_\_\_\_

Before me \_\_\_\_\_

A Solicitor or Commissioner of Oaths

**The Solicitor or Commissioner is particularly requested, before swearing/affirming the affidavit, to make sure that the full name, address, and description of the Deponent are stated, and to initial any crossings-out or other alterations in the printed form. A deficiency in the affidavit in any of the above respects will mean that it is refused by the court, and will necessitate its being re-sworn/re-affirmed.**



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**A—Summary of Assets**

<b>Assets</b>	<b>Book Value £</b>	<b>Estimated to Realise £</b>
Assets specifically pledged:—		
Assets not specifically pledged:—		
Estimated total assets available for preferential creditors	£	

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**B—Summary of Liabilities**

		Estimated to realise £
	Estimated total assets available for preferential creditors (carried from page A)	£
<b>Liabilities</b>		
	Preferential creditors:-	£
	Estimated deficiency/surplus as regards preferential creditors	£
	Debts secured by a floating charge:-	£
	Estimated deficiency/surplus of assets available for non-preferential creditors	£
	Non-preferential claims:-	£
	Estimated deficiency/surplus as regards creditors	£
	Issued and called up capital:-	£
	Estimated total deficiency/surplus as regards members	£

Signature \_\_\_\_\_ Date \_\_\_\_\_

Form 3.05

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 3.05**

**Rule 3.09**

The Insolvency (Northern Ireland) Order 1989  
 Statement of Affairs in  
 Administrative Receivership  
 Following Report to Creditors  
 Pursuant to Rule 3.09(4) of the  
 Insolvency Rules (Northern Ireland) 1991

# R.3.09(4)

To the Registrar of Companies

For official use

--	--	--

Company Number

Name of Company

Insert full name of company

Limited

I/We \_\_\_\_\_

of \_\_\_\_\_

\_\_\_\_\_

administrative receiver(s) of the company attach a copy of the statement of affairs of the company.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Presenter's name,  
 address and reference  
 (if any):


For Official Use	
Public Office	Liquidation Section

Form 3.06

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 3.06

Rule 3.17

The Insolvency (Northern Ireland) Order 1989  
Certificate of Constitution  
[Amended Certificate] of  
Creditors' Committee  
Pursuant to Rule 3.17(5) of the  
Insolvency Rules (Northern Ireland) 1991

# R.3.17(5)

To the Registrar of Companies

For official use

--	--	--

Company Number

--

Name of Company

(a) Insert full name of company

(a)
Limited

(b) Insert full name(s) and address(es) I/We (b)


(c) Insert names and addresses of members of committee administrative receiver(s) of the above-named company certify that the creditors' committee has been duly constituted and that the membership is as follows (c)

--

(d) Delete as necessary (e) Insert date of previous certificate

(d) This certificate amends the certificate issued by me on (e)

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Presenter's name, address and reference (if any):


For Official Use	
Public Office	Liquidation Section

Form 3.07

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 3.07

**Rule 3.17**

The Insolvency (Northern Ireland) Order 1989  
Administrative Receiver's Report  
as to Change in Membership of  
Creditors' Committee  
Pursuant to Rule 3.17(6) of the  
Insolvency Rules (Northern Ireland) 1991

# R.3.17(6)

To the Registrar of Companies

For official use

--	--	--

Company Number

--

Name of Company

(a) Insert full name of company

(a)
Limited

(b) Insert full name(s) and address(es)

I/We (b)

---

---

(c) Insert date administrative receiver(s) of the above-named company report that the membership of the creditor's committee has altered since the last certificate dated (c)

(d) Insert details of changes in membership

as follows (d)

---

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Presenter's name, address and reference (if any)


For Official Use	
Public Office	Liquidation Section

Form 3.08

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**M**  
Rule 3.33

Form 3.08

The Insolvency (Northern Ireland) Order 1989  
Receiver or Manager or  
Administrative Receiver's  
Abstract of Receipts and  
Payments

**A.48/R3.33(1)**

Pursuant to Article 48 of the Insolvency (Northern Ireland) Order 1989  
Rule 3.33(1) of the Insolvency Rules (Northern Ireland) 1991

To the Registrar of Companies

For official use

--	--	--

\*Administrative Receivership only

- \* To the company
- \* To the members of the creditors' committee
- \* To the appointor of administrative receiver

Company Number

--

Name of Company

Insert full name of company

Limited

I/We \_\_\_\_\_

of \_\_\_\_\_

--

†Delete as appropriate

appointed [receiver] [manager] [receiver and manager] [administrative receiver]† of the company on

Insert date

--

present overleaf [my] [our]† abstract of receipts and payments for the period from

--

to

--

Number of continuation sheets (if any attached)

Signed \_\_\_\_\_ Date \_\_\_\_\_

Presenter's name, address and reference (if any)


For Official Use	
Public Office	Liquidation Section

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Abstract

**Note**  
The receipts and payments must severally be added up at the foot of each sheet and the totals carried forward from one abstract to another without any intermediate balance so that the gross totals shall represent the total amounts received and paid by the receiver since he was appointed

† delete as appropriate

Receipts		
Brought forward from previous Abstract (if any)	£	p
Carried forward to [continuation sheet]† [next Abstract]		
Payments		
Brought forward from previous Abstract (if any)	£	p
Carried forward to [continuation sheet]† [next Abstract]		

† delete as appropriate







*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Article 55(1)

Form 3.11

**Notice of Resignation of Administrative Receiver Pursuant to Article 55(1) of the Insolvency (Northern Ireland) Order 1989**

(NAME OF COMPANY)

(a) Insert full name and address of administrative receiver I, (a) \_\_\_\_\_  
\_\_\_\_\_

(b) Insert date to be at least 7 days ahead the administrative receiver of the above-named company give notice that I am resigning from the said office of administrative receiver with effect from (b) \_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_

Dated \_\_\_\_\_

(c) Person who made the appointment To: (c)

(d) Company or, if in liquidation, the liquidator (d)

Form 3.12

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 3.12**

The insolvency (Northern Ireland) Order 1989  
 Administrative  
 Receiver's Report  
 Pursuant to Article 58 (1) of the Insolvency  
 (Northern Ireland) Order 1989 and Rule 3.09(3) of  
 the Insolvency Rules (Northern Ireland) 1991

**A.58(1)**

To the Registrar of Companies

For official use

--	--	--

Company Number

Name of Company

Insert full name of company

	Limited

I/We \_\_\_\_\_

of \_\_\_\_\_

\_\_\_\_\_

administrative receiver(s) of the company attach a copy of my [our] report to creditors and a copy of the statement of affairs of the company

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Presenter's name, address and reference (if any):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**For Official Use**

Public Office      Liquidation Section

--	--

Form 4.01

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 4.01

Rule 4.005

### Statutory Demand under Article 103(1)(a) or 186(1)(a) of the Insolvency (Northern Ireland) Order 1989

**Warning**

- This is an **important** document. This demand must be dealt with **within 21 days** after its service upon the company or a winding-up order could be made in respect of the company.
- Please read the demand and notes carefully

**Notes for Creditor**

- If the creditor is entitled to the debt by way of assignment, details of the original creditor and any intermediary assignees should be given in part B on page 3.
- If the amount of debt includes interest not previously notified to the company as included in its liability, details should be given, including the grounds upon which interest is charged. The amount of interest must be shown separately.
- Any other charge accruing due from time to time may be claimed. The amount or fate of the charge must be identified and the grounds on which it is claimed must be stated.
- In either case the amount claimed must be limited to that which has accrued due at the date of the demand.
- If signatory of the demand is a solicitor or other agent of the creditor the name of his/her firm should be given.

**Demand**

To \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_

This demand is served on you by the creditor:

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_

The creditor claims that you owe the sum of £ \_\_\_\_\_, full particulars of which are set out on page 2.

The creditor demands that the company do pay the above debt or secure or compound for it to the creditor's satisfaction.

Signature of individual \_\_\_\_\_  
 Name \_\_\_\_\_  
 (BLOCK LETTERS)  
 Date \_\_\_\_\_

• Position with or relationship to creditor \_\_\_\_\_  
 \_\_\_\_\_

• I am authorised to make this demand on the creditor's behalf.

Address \_\_\_\_\_  
 \_\_\_\_\_

Tel. No. \_\_\_\_\_ Ref. \_\_\_\_\_

• Delete if signed by the creditor himself

**N.B.** The person making this demand must complete the whole of this page, page 2 and parts A and B (as applicable) on page 3.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 4.01 contd.**

**Particulars of Debt**

(These particulars must include (a) when the debt was incurred, (b) the consideration for the debt (or if there is no consideration the way in which it arose) and (c) the amount due as at the date of this demand.)

**Notes for Creditor**

Please make sure that you have read the notes on page 1 before completing this page.

**Note:**

If space is insufficient continue on reverse of page 3 and clearly indicate on this page that you are doing so.

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Form 4.01 contd**

**PART A**

The individual or individuals to whom any communication regarding this demand may be addressed is/are:—

Name _____ (BLOCK LETTERS)	
Address _____	
Telephone Number _____	
Reference _____	

**PART B**

For completion if the creditor is entitled to the debt by way of assignment

	Name	Date(s) of Assignment
Original creditor		
Assignees		

**How to comply with a statutory demand**

If the company wishes to avoid a winding-up petition being presented it must pay the debt shown on page 1, particulars of which are set out on page 2 of this notice, within the period of **21 days after** its service upon the company. Alternatively, the company can attempt to come to a settlement with the creditor. To do this the company should:

- inform the individual (or one of the individuals) named in part A immediately that it is willing and able to offer security for the debt to the creditor's satisfaction; or
- inform the individual (or one of the individuals) named in part A immediately that it is willing and able to compound for the debt to the creditor's satisfaction.

If the company disputes the demand in whole or in part it should:

- contact the individual (or one of the individuals) named in part A immediately.

**REMEMBER! The company has only 21 days after the date of service on it of this document before the creditor may present a winding-up petition.**

Rule 4.007, 4.012

Form 4.02

## Winding-Up Petition

No.

### IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND CHANCERY DIVISION (COMPANIES WINDING UP)

\* Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

#### To The High Court of Justice in Northern Ireland

- (a) Insert full name(s) and address(es) of petitioner(s) The petition of (a)
- (b) Insert full name of company subject to petition 1 (b) (hereinafter called "the company") was incorporated on
- (c) Insert date of incorporation (c)
- (d) Insert title of Companies Act or Order under which company was incorporated under (d)
- (e) Insert address of registered office 2. The registered office of the company is at (e)
3. The nominal capital of the company is £ divided into shares of £ each. The amount of the capital paid up or credited as paid up is £
4. The principal objects for which the company was established are as follows:
- and other objects stated in the memorandum of association of the company
- (f) Set out the grounds on which a winding-up order is sought 5. (f)
6. In the circumstances it is just and equitable that the company should be wound up The petitioner(s) therefore pray(s) as follows:—
- (1) that (b) may be wound up by the court under the provisions of the Insolvency (Northern Ireland) Order 1989 or
- (2) that such other order may be made as the court thinks fit.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

(g) If the company is the petitioner, delete "the company". Add the full name and address of any other person on which it is intended to serve this petition

Note: It is intended to serve this petition on (g) [the company] [and]

Endorsement	
This petition having been presented to the court on _____ will be heard at Royal Courts of Justice, Chichester Street, Belfast, BT1 3JF	
on:	
Date	_____
Time	_____ hours
(or as soon thereafter as the petition can be heard)	
The solicitor to the petitioner is :—	
Name	_____
Address	_____ _____
Telephone no.	_____
Fax. no.	_____
Reference	_____

Form 4.03



Rule 4.007, 4.012

Form 4.03

## Affidavit Verifying Winding-up Petition

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\* Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Insert name and address of person making oath I (a)

Make oath and say as follows:—

- (b) Delete if affidavit not made by Petitioner in person 1. (b) I am the Petitioner. The statements in the Petition now produced and shown to me marked "A" are (c) [true] [true to the best of my knowledge, information and belief].
- (c) Delete as applicable 1. (d) I am (e) of the Petitioner.
- (d) Delete if affidavit is made by Petitioner in person 2. (d) I am duly authorised by the Petitioner to make the affidavit on (c) [its] [his] behalf.
- (e) State capacity eg director, secretary, solicitor etc 3. (d) I have been concerned in the matters giving rise to the Petition and have the requisite knowledge of the matters referred to in the Petition because (f)
- (f) State means of knowledge of matters sworn to in affidavit 4. (d) The statements in the Petition now produced and shown to me marked "A" are (c) [true] [true to the best of my knowledge, information and belief].

Sworn at

Form 4.04

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 4.009

Form 4.04

### Affidavit of Service of Winding-Up Petition at Registered Office

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\* Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

**Note:** If the petition was served on an officer or an employee of the company use Part A of this form. If it was served on a person authorised to accept service on behalf of the company use part B. If it was served by depositing it at the registered office use Part C.

I (a)  
make oath and say as follows:—

(a) Insert name, address and description of person making oath  
(b) Insert date

**Part A.**  
That I did on (b) serve the above-named company with a sealed copy of the petition now produced and shown to me marked "A" by handing the same to \_\_\_\_\_ (c) [who acknowledged himself to be] [who is to the best of my knowledge, information and belief] (c) [a director] [an officer] [an employee] of the company at (d)

(c) Delete as applicable

the registered office of the said company.

**OR**

**Part B.**

That I did on (b) serve the above-named company with a sealed copy of the petition now produced and shown to me marked "A" by handing the same to \_\_\_\_\_ who acknowledged to me that he was authorised to accept service of documents on behalf of the company at (d)

(d) insert address of registered office

the registered office of the said company

**OR**

**Part C.**

That I did on (b) having failed to find any officer, employee or other person authorised to accept service of documents on behalf of the company, deposit a sealed copy of the petition now produced and shown to me marked "A" at (d)

(e) Insert where the petition was left in such a way that it was likely to come to the attention of a person attending the registered office e.g. on a desk, through the letterbox, affixed to the above, etc.

the registered office of the said company by leaving it (e)

Sworn at

Form 4.05

Rule 4.009

Form 4.05

### Affidavit of Service of Winding-Up Petition other than at Registered Office or on Part XXIII Company

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\* Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

**Note:** If the petition was served on an officer or on an employee of the company use Part A of this form. If it was served on a person authorised to accept service on behalf of the company use part B.

If the petition was served on an overseas company use Part C only

I (a)

make oath and say as follows:

1. (b)

**Part A**

(a) Insert name, address and description of person making oath

2. That I did on (c) serve the above-named company with a sealed copy of the petition now produced and shown to me marked "A" by handing the same to (d) [who acknowledged himself to be] [who is to the best of my knowledge, information and belief] (d) [a director] [an officer] [an employee] of the company at (e)

(b) State reason why petition has been served at an address other than a registered office

(d) [the company's last known principal place of business in Northern Ireland] [a place where the company carried on business in Northern Ireland]

(c) Insert date

(d) Delete as applicable

or

**Part B**

(d) Insert address at which service effected

2. That I did on (b) serve, the above-named company with a sealed copy of the petition now produced and shown to me marked "A" by handing the same to who acknowledged to me that he was authorised to accept service of documents on behalf of the company at (e)

(f) Insert class of postage

(g) Insert name

(d) [the company's last known principal place of business in Northern Ireland] [a place where the company carried on business in Northern Ireland]

or

**Part C**

That I did on (c) serve the above-named company with a sealed copy of the petition now produced and shown to me marked "A" by (d) [leaving it] [sending it by (f) post] to (e)

(d) [the address of (g) whose name has been delivered to the Registrar of Companies as a person authorised to accept on the said company's behalf service of process and any notices required to be served on it] [a place of business established by the said company in Northern Ireland]

Sworn at

Form 4.06

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 4.011

Form 4.06

### Advertisement of Winding-Up Petition

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\* Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Insert registered office address of company, or (if an unregistered company) the address of its principal place of business, or (if an overseas company) the address at which service of the petition was effected. A petition to wind up the above-named company of (a) presented on (b)

(b) Insert date by (c)

(c) Insert name and address of petitioner.

(d) Delete where the petition is presented by the company itself, or by a person who is not a creditor or contributory. (d) [Claiming to be a (e) [creditor] [contributory] [of the company] will be heard at The Royal Courts of Justice, Chichester Street, Belfast, BT1 3JF

(e) Delete as applicable Date \_\_\_\_\_  
Time \_\_\_\_\_ hours  
(or as soon thereafter as the petition can be heard)

(d) Insert date, which should be the business day before that appointed for the hearing Any person intending to appear on the hearing of the petition (whether to support or oppose it) must give notice of intention to do so to the petitioner or his/its solicitor in accordance with Rule 4.016 by 16.00 hours on (f)

The petitioner's solicitor is (g)

(g) Where applicable insert name and address of solicitor

Dated \_\_\_\_\_

Form 4.07

Rule 4.014

Form 4.07

**Certificate that Relevant Provisions of Rules have  
been Complied with**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\* Insert name of IN THE MATTER OF \*  
company AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Insert date Winding-up petition on (a)

I certify that the above-mentioned petition

which will be heard on (a) \_\_\_\_\_ was served in accordance  
with the provisions of Rule 4.008 on (a)

and advertised in accordance with the provisions of Rule 4.011 on (a)

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Name in BLOCK LETTERS \_\_\_\_\_

**Note** A copy of the advertisement must be filed in court with this certificate.

Form 4.08

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Rule 4.015

Form 4.08

### Order for Leave to Withdraw Winding-Up Petition

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\* Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Insert date Winding-up petition presented on (a) \_\_\_\_\_

(b) Insert name and address of applicant Upon the ex parte application of (b) \_\_\_\_\_  
\_\_\_\_\_

And upon reading \_\_\_\_\_

And upon hearing \_\_\_\_\_

And the court being satisfied that the petition has not been advertised, that no notices in support of or in opposition to the petition have been received by the petitioner and that the company consents to this order

It is ordered that the petitioner be at liberty to withdraw the said petition

(c) Insert any further terms of the order [and that (c) \_\_\_\_\_ ]

Dated \_\_\_\_\_

Form 4.09

Rule 4.016

### Notice of Intention to Appear on Petition

No. \_\_\_\_\_

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\* Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Insert date Winding-up petition presented on (a) \_\_\_\_\_  
to be heard on (a) \_\_\_\_\_

(b) Insert full name and address, or if a firm, the name of the firm and address Take notice that (b) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(c) Delete as applicable (c) [a creditor of the above-named company for £ \_\_\_\_\_] [a contributory of the above-named company holding \_\_\_\_\_ shares in the company] intends to appear on the hearing of the above-mentioned petition to (c) [support] [oppose] it.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Position with or relationship to (c) [creditor]  
[contributory]

(d) If creditor or contributory's solicitor or other agent please give name and address of firm and insert name(s) and address(es) of petitioner(s) or petitioner(s) solicitor (d) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ To (d) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No \_\_\_\_\_

Reference No \_\_\_\_\_

Form 4.10

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 4.017

Form 4.10

**List of Persons Intending to Appear on the Hearing of the Petition**

No.  
IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\*Insert name  
of company

IN THE MATTER OF  
AND IN THE MATTER OF THE INSOVENCY (NORTHERN IRELAND) ORDER1989

Winding-up petition presented on \_\_\_\_\_  
The following persons have given notice that they intend to appear on the hearing of the above-mentioned petition on \_\_\_\_\_

Name and Address	Name and Address of Solicitors if any	Amount owed to creditor £	Number of shares held by contributory	Whether supporting or opposing the petition

Form 4.11



Rule 4.020

Form 4.11

## Order for Winding Up by the Court

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\* Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Insert name and address of petitioner (as appropriate) "the company" or "... a creditor of the company" or "... a contributory of the company" Upon the petition of (a) presented to this court on

And upon hearing

And upon reading the evidence

(b) Insert full name of the company It is ordered that (b) be wound up by this court under the provisions of the Insolvency (Northern Ireland) Order 1989

(c) Insert names of all parties to be awarded their costs And it is ordered that the costs of (c) \_\_\_\_\_ of the said petition be paid out of the assets of the company (d)

(d) Insert any terms concerning costs

Dated \_\_\_\_\_

Note: The Official Receiver is by virtue of this order liquidator of the company.

Form 4.12

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 4.020

Form 4.12

### Order for Winding Up by the Court following upon the Discharge of an Administration Order

No. \_\_\_\_\_

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\* Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Delete words in brackets as applicable Upon the petition of the company (a) [by its administrator (b) \_\_\_\_\_ ] or [(b) \_\_\_\_\_ ]  
(b) Insert name and address a [creditor] [member] of the above-named company] [pursuant to leave of this court by order dated (c) \_\_\_\_\_ ] [by agreement with the administrator dated  
(c) Insert date (c) \_\_\_\_\_ ]

presented to this court on (c)

And upon hearing

And upon reading the administration order dated (c)

and the evidence

It is ordered that the said administration order be and the same is discharged.

(d) Insert full name of company And it is ordered that the said (d)  
be wound up by this court under the provisions of the Insolvency (Northern Ireland) Order 1989

(a) [And it is ordered that \_\_\_\_\_  
be appointed liquidator of the company]

(e) Insert any further items of order, eg as to costs And it is ordered (e)

Dated \_\_\_\_\_

Form 4.13

Rule 4.020

Form 4.13

## Notice to Official Receiver of Winding-Up Order

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\* Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Insert address To the Official Receiver (a)

Order pronounced this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_

by

for winding up the under-named company under the Insolvency (Northern Ireland)  
Order 1989

Name of company:

Registered office of company:

(b) Insert name, address, telephone number, Fax number (if any), and reference (if any) Petitioner or his solicitor(s) (b):

Date of presentation of petition:

Form 4.14

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 4.024

Form 4.14

## Petition by Contributory

No.

### IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND CHANCERY DIVISION (COMPANIES WINDING UP)

\* Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

#### To The High Court of Justice in Northern Ireland

- (a) Insert full name(s) and address(es) of petitioner(s)     The petition of (a)
- (b) Insert full name of company subject to petition     1. (b)  
(hereinafter called "the company") was incorporated on (c)  
under (d)
- (c) Insert date of incorporation
- (d) Insert title of Companies Act or Order under which company was incorporated
- (e) Insert address of registered office     2. The registered office of the company is at (e)
- 3. The nominal capital of the company is £     divided into  
shares of £     each. The amount of the capital paid up or credited as paid up  
is £
- (f) Delete as applicable     The petitioner(s) is/are the holder(s) of shares of £     each. Such shares (f)  
[were allotted to him/them on the incorporation of the company] [have been  
registered in his/their name(s) for more than 6 months in the last 18 months]  
[devolved upon him/them through the death of the former holder of the shares].
- 4. The principal objects for which the company was established are as follows:—  
  
and other objects stated in the memorandum of association of the company.
- (g) Set out the grounds on which the petition is presented     5. (g)
- 6. In the circumstances it is just and equitable that the company should be wound up.  
The petitioner(s) therefore pray(s) as follows:—  
(1) that (b)  
    may be wound up by the court under the provisions of the Insolvency (Northern  
    Ireland) Order 1989  
OR  
(2) that such other order may be made as the court thinks fit.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Note:**

It is intended to serve this petition on:—

ENDORSEMENT	
This petition having been presented to the court on _____ let all parties attend before the Master in Chambers on	
Date	_____
Time	_____ hours
Place	_____
for directions to be given.	
The Solicitor(s) for the petitioner is/are:	
Name	_____
Address	_____ _____
Telephone No.	_____
Fax. no. (if any)	_____
Reference (if any)	_____

Form 4.15

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 4.028

Form 4.15

### Notice to Official Receiver of Appointment of Provisional Liquidator

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\* Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

To the Official Receiver

Order pronounced this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_ by

(a) Insert "the official receiver" or, if an insolvency practitioner is to be appointed, his full name and address (including name of firm if appropriate)

for the appointment of (a)

as provisional liquidator of the under-named company prior to any winding-up order being made.

Name of company:

Registered office of company:

(b) Insert full name, address, telephone number, Fax number (if any) and reference (if any)

Petitioner: (b)

Petitioner's solicitors: (b)

Form 4.16

*Status:* This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 4.029

Form 4.16

### Order of Appointment of Provisional Liquidator

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\*Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

Master in chambers

(a) Give full name and address of applicants Upon the application of (a)

And upon hearing

And upon reading the petition to wind up the above-named company and the evidence

(b) If a person other than the official receiver is to be appointed delete the words in [] otherwise insert the amount to be deposited It is ordered that (b) [upon the sum of £ \_\_\_\_\_ being deposited by the applicant with the official receiver] the following person is appointed provisional liquidator of the above-named company.

Name of provisional liquidator (c) \_\_\_\_\_

(c) Insert either "the official receiver" or if an insolvency practitioner is to be appointed, his full name and address Address (if applicable) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

And it is ordered that:—

(d) Insert details of the functions to be carried out by the provisional liquidator in relation to the company's affairs

Dated \_\_\_\_\_

#### NOTICE TO OFFICERS OF COMPANY

You are required by Article 199 of the Insolvency (Northern Ireland) Order 1989 to give the provisional liquidator all the information as he may reasonably require relating to the company's property and affairs and to attend upon him at such times as he may reasonably require.

Date \_\_\_\_\_

Form 4.17

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 4. 035

Form 4.17

### Notice Requiring Preparation and Submission of Statement of Company's Affairs

Insert name and address of person required to submit statement of affairs

No.

#### IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND CHANCERY DIVISION (COMPANY INSOLVENCY)

\* Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Insert date A winding-up order was made against the above-named company on (a) \_\_\_\_\_ and under the powers given to the Official Receiver by Article 111 of the Insolvency (Northern Ireland) Order 1989 I now require you to prepare and submit to me a statement of the company's affairs, with a copy,

(b) Insert date by which statement must be submitted by\* (b) \_\_\_\_\_  
† Amend as necessary if statement to be made up as at a different date The statement of affairs should be made up as at (a) \_\_\_\_\_, the date of the winding-up order.†

(c) Insert names and addresses of other persons concerned A similar notice has been sent to each of the following persons:— (c)

(d) Delete words in brackets if not applicable Article 199 of the Insolvency (Northern Ireland) Order 1989 places a duty on you (d) [as an officer of the company] to provide the Official Receiver with information and attend upon him if required; I have to warn you that failure to submit the statement of affairs as required by this notice, or to co-operate with the Official Receiver under Article 199 of the Insolvency (Northern Ireland) Order 1989, may make you liable to a fine and, for continued contravention, to a daily default fine.

Under paragraph 11 of Schedule 1 to the Companies (Northern Ireland) Order 1989 failure to submit a statement of affairs or to co-operate with the Official Receiver under Article 199 of the Insolvency (Northern Ireland) Order 1989 are matters which may be taken into account by the court in determining whether a person is unfit to be an officer of or to be involved in the management of a company. Unfit conduct may result in a disqualification order being made by the court.

Dated \_\_\_\_\_  
Official Receiver (name and address)

Note:  
Forms and instructions for the preparation of the statement of affairs (i) may be obtained from the Official Receiver on request; or (ii) are enclosed.

Form 4.18



Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 4.036

Form 4.18

### Statement of Affairs – Winding Up By The Court

No. \_\_\_\_\_

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\* Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

#### STATEMENT OF AFFAIRS OF

†Delete as appropriate on the \_\_\_\_\_ 19 \_\_\_\_ the date of the winding-up order (or date directed by the Official Receiver)†

**The 'Guidance notes' booklet tells you how to complete this form easily and correctly**

Show the company's current financial position by completing all the pages of this form which will then be your statement of the company's affairs.

#### Affidavit

**This affidavit must be sworn or affirmed before a Solicitor or Commissioner of Oaths or an officer of the court duly authorised to administer oaths when you have completed the rest of this form**

(a) Insert full name and occupation I (a) \_\_\_\_\_

(b) Insert full address of (b) \_\_\_\_\_

Make oath and say that the several pages exhibited hereto and marked \_\_\_\_\_ are to the best of my knowledge and belief a full, true and complete statement as to the affairs of the above-named company as at \_\_\_\_\_ the date of the winding-up order (or the date directed by the Official Receiver) and that the said company carried on business as \_\_\_\_\_

Sworn at \_\_\_\_\_  
Date \_\_\_\_\_  
Signature(s) \_\_\_\_\_  
Before the \_\_\_\_\_

A Solicitor or Commissioner of Oaths or Duly authorised officer  
**Before swearing the affidavit the Solicitor or Commissioner is particularly requested to make sure that the full name, address and description of the Deponent are stated, and to initial any crossings-out or other alterations in the printed form. A deficiency in the affidavit in any of the above respects will mean that it is refused by the court, and will need to be re-sworn.**

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**A—Summary of Assets**

<b>Assets</b>	<b>Book Value £</b>	<b>Estimated to Realise £</b>
<b>Assets specifically pledged:—</b>		
<b>Assets not specifically pledged:—</b>		
<b>Estimated total assets available for preferential creditors</b>	£	

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**B—Summary of liabilities**

		Estimated to realise £
	Estimated total assets available for preferential creditors (carried from page A)	£
<b>Liabilities</b>		
	Preferential creditors:—	£
	<b>Estimated deficiency/surplus as regards preferential creditors</b>	£
	Debts secured by a floating charge:—	£
	<b>Estimated deficiency/surplus of assets available for non-preferential creditors</b>	£
	Non-preferential claims:—	£
	<b>Estimated deficiency/surplus as regards creditors</b>	£
	Issued and called up capital:—	£
	Estimated total deficiency/surplus as regards members	£

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**C**

**Company Creditors**

**Note** You must identify creditors under hire-purchase, chattel leasing or conditional sale agreements *and* customers claiming amounts paid in advance of the supply of goods or services *and* creditors claiming retention of title over property in the company's possession.

**Note:** If more convenient

Name of creditor or claimant	Address (with postcode)	Amount of debt £	Details of any security held by creditor	Date security given	Value of security £

1 No.	2 Name of Shareholder

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Rule 4.037-CVL

Form 4.19

### Statement of Affairs – Voluntary Liquidator

\*Insert name of company Statement as to affairs of\*

\_\_\_\_\_ on the \_\_\_\_\_ 19 \_\_\_\_ the date of the opinion formed by the liquidator under Article 81 of the Insolvency (Northern Ireland) Order 1989

#### Affidavit

**This affidavit must be sworn or affirmed before a Solicitor or Commissioner of Oaths when you have completed the rest of this form**

(a) Insert name and occupation I (a) \_\_\_\_\_

(b) Insert full address of (b) \_\_\_\_\_

Make oath and say that the several pages exhibited hereto and marked \_\_\_\_\_ are to the best of my knowledge and belief a full, true and complete statement as to the affairs of the above-named company as at \_\_\_\_\_ the date I formed this opinion that the company would be unable to pay its debts in full (together with interest) within the period stated in the directors' declaration of solvency made under Article 75 of the Insolvency (Northern Ireland) Order 1989 and that the said company carried on business as \_\_\_\_\_

Sworn at \_\_\_\_\_

Date \_\_\_\_\_

Before me \_\_\_\_\_

Signature(s) \_\_\_\_\_

A Solicitor or Commissioner of Oaths

**Before swearing the affidavit the Solicitor or Commissioner is particularly requested to make sure that the full name, address and description of the Deponent are stated, and to initial any crossings-out or other alterations in the printed form. A deficiency in the affidavit in any of the above respects will mean that it is refused by the court, and will need to be re-sworn.**

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**A—Summary of Assets**

<b>Assets</b>	<b>Book Value £</b>	<b>Estimated to Realise £</b>
Assets specifically pledged:—		
Assets not specifically pledged:—		
<b>Estimated total assets available for preferential creditors</b>	<b>£</b>	

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**B—Summary of liabilities**

		Estimated to realise £
	Estimated total assets available for preferential creditors (carried from page A)	£
<b>Liabilities</b>		
	Preferential creditors:—	£
	<b>Estimated deficiency/surplus as regards preferential creditors</b>	£
	Debts secured by a floating charge:—	£
	<b>Estimated deficiency/surplus of assets available for non-preferential creditors</b>	£
	Non-preferential claims:—	£
	<b>Estimated deficiency/surplus as regards creditors</b>	£
	Issued and called up capital:—	£
	<b>Estimated total deficiency/surplus as regards members</b>	£

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**C**

**Company Creditors**

**Note:** You must identify creditors under hire-purchase, chattel leasing or conditional sale agreements and customers claiming amounts paid in advance of the supply of goods or services and creditors claiming retention of title over property in the company's possession.

Name of creditor or claimant	Address (with postcode)	Amount of debt £	Details of any security held by creditor	Date security given	Value of security £

Signature \_\_\_\_\_ Date \_\_\_\_\_



*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Rule 4.037-CVL

Form 4.20

### Statement of Affairs – Creditor’s Voluntary Winding-Up

\*Insert name of company Statement as to affairs of\*

\_\_\_\_\_ on the \_\_\_\_\_ 19 \_\_\_\_ the date of the resolution for winding up

#### Affidavit

**This Affidavit must be sworn or affirmed before a Solicitor or Commissioner of Oaths when you have completed the rest of this form**

(a) Insert name and occupation I (a) \_\_\_\_\_

(b) Insert full address of (b) \_\_\_\_\_

Make oath and say that the several pages exhibited hereto and marked \_\_\_\_\_

are to the best of my knowledge and belief a full, true and complete statement as to the affairs of the above-named company as at \_\_\_\_\_ the date of the resolution for winding up and that the said company carried on business as

Sworn at \_\_\_\_\_

Date \_\_\_\_\_

Before me \_\_\_\_\_

Signature(s) \_\_\_\_\_

A Solicitor or Commissioner of Oaths

**Before swearing the affidavit the Solicitor or Commissioner is particularly requested to make sure that the full name, address and description of the Deponent are stated, and to initial any crossings-out or other alterations in the printed form. A deficiency in the affidavit in any of the above respects will mean that it is refused by the court, and will need to be re-sworn.**

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**A—Summary of assets**

<b>Assets</b>	<b>Book Value £</b>	<b>Estimated to Realise £</b>
Assets specifically pledged:—		
Assets not specifically pledged:—		
<b>Estimated total assets available for preferential creditors</b>	<b>£</b>	

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**B—Summary of liabilities**

		Estimated to realise £
	Estimated total assets available for preferential creditors (carried from page A)	£
<b>Liabilities</b>		
	Preferential creditors:—	£
	<b>Estimated deficiency/surplus as regards preferential creditors</b>	£
	Debts secured by a floating charge:—	£
	<b>Estimated deficiency/surplus of assets available for non-preferential creditors</b>	£
	Non-preferential claims:—	£
	<b>Estimated deficiency/surplus as regards creditors</b>	£
	Issued and called up capital:—	£
	<b>Estimated total deficiency/surplus as regards members</b>	£

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**C**

**Company Creditors**

**Note** You must identify creditors under hire-purchase, chattel leasing or conditional sale agreements *and* customers claiming amounts paid in advance of the supply of goods or services *and* creditors claiming retention of title over property in the company's possession.

Name of creditor or claimant	Address (with postcode)	Amount of debt £	Details of any security held by creditor	Date security given	Value of security £

Signature \_\_\_\_\_ Date \_\_\_\_\_

Form 4.21

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 4.21

Rule 4.037-CVL

The Insolvency (Northern Ireland) Order 1989  
Statement of Company's  
Affairs to Registrar of Companies  
Pursuant to Article 81/85 of the  
Insolvency (Northern Ireland) Order 1989

# A.81/85

To the Registrar of Companies

For official use

--	--	--

Company Number

--

Name of Company

(a) Insert full name of company

(a)
Limited

(b) Insert full name(s) and address(es) I/We (b)

(c) Insert date the liquidator(s) of the above-named company attach a statement of the company's affairs as at (c)

Signed

Dated

Presenter's name, address and reference (if any):

For Official Use	
Public Office	Liquidation Section

Form 4.22

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 4.055, 4.064

Form 4.22

### Request by Creditor(s) for a Meeting of the Company's Creditors [and Contributories]

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\*Insert name of IN THE MATTER OF \*  
company AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Give full name and I/We, (a)  
address of creditor  
making the request,  
whether an individual,  
firm or company

a creditor of the above-named company request you to summon (b) [a meeting of the  
(b) Delete as applicable company's creditors] [meetings of the company's creditors and contributories] for the  
purpose of:—

My/Our claim in the winding up is £ and attached is a list of other creditors  
who concur in this request, together with confirmation of their concurrence. Their  
claims total £ which, together with my/our claim, makes a total of  
£ and which, it is believed, represents not less than (c) [ ]  
(c) Insert relevant in value of the debts of the above-named company.  
proportion of creditors I/We understand that I/we will be required to deposit with you such sum as you  
may determine to be appropriate by way of security for the expenses of summoning  
and holding the meeting(s).

Dated \_\_\_\_\_

Signed \_\_\_\_\_

Name in BLOCK LETTERS \_\_\_\_\_

(d) State name and To (d) \_\_\_\_\_  
address of Liquidator

Form 4.23

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 4.23

Rule 4.061, 4.115, 4.120  
4.121-CVL, 4.132, 4.133-CVL

## Notice to Creditors of Meeting of Creditors

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\*Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

A meeting of creditors of the above-named company has been summoned by the  
(a) Delete as applicable (a) [official receiver] [liquidator]  
(b) Insert relevant Article (a) [at the request of a creditor, under Article (b) [ ] of the  
Insolvency (Northern Ireland) Order 1989 for the purpose of:

The meeting will be held as follows:—

Date \_\_\_\_\_

Time \_\_\_\_\_ hours

Place \_\_\_\_\_

(c) Insert date and time by which proxy is to be lodged which should be not more than 4 days before the date fixed for the meeting  
A proxy form is enclosed which must be lodged with me not later than  
(c) to entitle you to vote by proxy at the meeting (a) [together with a completed proof of debt form if you have not already lodged one].

Dated \_\_\_\_\_

Official Receiver/Liquidator  
[address]

NOTE: Insert any further details which by the nature of the meeting need to be stated.

Form 4.24

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 4.061

Form 4.24

### Notice to Contributories of Meeting of Contributories

No.  
IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\*Insert name of IN THE MATTER OF \*  
company AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

A meeting of the contributories of the above-named company

(a) Delete as applicable has been summoned by the (a) [official receiver] [liquidator]

(b) Insert relevant (a) [at the request of a contributory, under Article (b) [  
Article ] of the Insolvency (Northern Ireland) Order 1989] for the purpose of:

The meeting will be held as follows:—

Date \_\_\_\_\_

Time \_\_\_\_\_ hours

Place \_\_\_\_\_

(c) Insert date and A proxy form is enclosed which must be lodged with me not later than  
time by which proxy is (c)  
to be lodged which to entitle you to vote at the meeting.  
should be not more  
than 4 days before the  
date fixed for the  
meeting

Dated \_\_\_\_\_

Official Receiver/Liquidator  
[address]

**NOTE:** Insert any further details which by the nature of the meeting need to be stated.

Form 4.25



*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Rule 4.064

Form 4.25

### Request by Contributory/Contributories for a Meeting of the Company's Contributories

No. \_\_\_\_\_

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\*Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Give full name(s) and address(es) of contributory(ies) making the request I/We, (a) \_\_\_\_\_

(b) Delete as appropriate (b) [a contributory] [contributories] of the above-named company request you to summon a meeting of the company's contributories under Article (c) [ \_\_\_\_\_ ] of the Insolvency (Northern Ireland) Order 1989, for the purpose of:  
(c) Insert relevant Article \_\_\_\_\_

(d) Insert number of shares held I/We hold (d) \_\_\_\_\_ shares in the above-named company and am/are entitled to \_\_\_\_\_ votes, and attached is a list of other contributories who concur in this request together with confirmation of their concurrence. They hold (d) \_\_\_\_\_ shares in the above-named company and are entitled to \_\_\_\_\_ votes, which together with my/our shares makes a total of (d) \_\_\_\_\_ shares and an entitlement to \_\_\_\_\_ votes and which, it is believed, represents not less than (e) [ \_\_\_\_\_ ] in value of the above-named company's contributories.

(e) Insert relevant proportion of contributories I/We understand that I/we will be required to deposit with you such sum as you may determine to be appropriate by way of security for the expenses of summoning and holding the meeting.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Name in BLOCK LETTERS \_\_\_\_\_

(f) State name and address of liquidator To (f) \_\_\_\_\_

Form 4.26

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 4.079

Form 4.26

**Proof of Debt—General Form**

\*[No. ]

\* Delete if voluntary winding-up

\*[IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP) ]

†Insert name of company IN THE MATTER OF †  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

Date of Winding-Up Order/Resolution for voluntary winding-up

1	Name of Creditor	
2	Address of Creditor	
3	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into liquidation [see Note]	£
4	Details of any document by reference to which the debt can be substantiated. [Note: the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
5	If the total amount shown above includes Value Added Tax, please show:— (a) amount of Value Added Tax (b) amount of claim NET of Value Added Tax	£ £
6	If total amount above includes outstanding uncapitalised interest please state amount	£
7	If you have filled in both box 3 and box 5, please state whether you are claiming the amount shown in box 3 or the amount shown in box 5(b)	
8	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under Article 346 of, and Schedule 4 to, the Insolvency (Northern Ireland) Order 1989 (as read with Schedule 4 to the Social Security Pensions (Northern Ireland) Order 1975)	Category  Amount(s) claimed as preferential £

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

9	Particulars of how and when debt incurred	
10	Particulars of any security held, the value of the security, and the date it was given	£
11	Signature of creditor or person authorised to act on his behalf _____	
	Name in BLOCK LETTERS _____	
	Position with or relation to creditor _____	

Admitted to vote for

£

Date

Liquidator

Admitted preferentially for

£

Date

Liquidator

Admitted non-preferentially for

£

Date

Liquidator

**NOTE:** A company goes into liquidation if it passes a resolution for voluntary winding up or an order for its winding up is made by the court at a time when it has not already gone into liquidation by passing such a resolution.

Form 4.27

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 4.083

Form 4.27

### Affidavit of Debt

\*[No. ]

\* Delete if voluntary winding-up

\*[IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND CHANCERY DIVISION (COMPANIES WINDING UP) ]

†Insert name of company IN THE MATTER OF † AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) insert full name, address and description of person making oath

I (a) make oath and say:—

(b) Delete as applicable 1. That (b) [I am a creditor of the above-named company] [I am (c)

(c) State capacity eg director, secretary, solicitor, etc. of (d)

(d) State full name and address of creditor

(e) State means of knowledge of matters sworn to in affidavit a creditor of the above-named company. I have been concerned in this matter (e)

and am authorised by the creditor to make this affidavit on its/his behalf]

(f) Insert date 2. That the said company on (f) the date on which the company went into liquidation ‡ was and still is justly and truly indebted (b) [to me] [to the said creditor] in the sum of £ as shown in the proof of debt exhibited hereto marked "A".

Sworn at

‡NOTE: A company goes into liquidation if it passes a resolution for voluntary winding up or an order for its winding up is made by the court at a time when it has not already gone into liquidation by passing such a resolution.

Form 4.28

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Rule 4.106,  
4.107-CVL  
4.146**

**Form 4.28**

### **Certificate of Appointment of Liquidator by Meeting**

\*[No. \_\_\_\_\_ ]

\* Delete if voluntary winding-up

**\*[IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP) ]**

\*Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Delete depending upon whether meeting of creditors, contributories, or company

This is to certify that a meeting (a) [of the creditors] [of the contributories] of the above-named company held on (b)

(b) Insert date

(c) State full name and address of liquidator (c)

having provided a written statement that he is qualified to act as an insolvency practitioner in relation to the above-named company under the provisions of the Insolvency (Northern Ireland) Order 1989 and that he consents so to act, was appointed liquidator of the company.

Dated \_\_\_\_\_

Signed \_\_\_\_\_

Chairman

Name in BLOCK LETTERS \_\_\_\_\_

Form 4.29

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 4.106,  
4.107-CVL  
4.146

Form 4.29

### Certificate of Appointment of Two or More Liquidators by Meeting

\*[No. \_\_\_\_\_ ]

\* Delete if voluntary winding-up

\*[IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP) ]

\*Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Delete depending upon whether meeting of creditors, contributories, or company

This is to certify that a meeting (a) [of the creditors] [of the contributories] of the above-named company held on (b)

(b) Insert date

(c) State full names and addresses of liquidators

(c)

having provided written statements that they are qualified to act as insolvency practitioners in relation to the above-named company under the provisions of the Insolvency (Northern Ireland) Order 1989, and that they consent to act, were appointed joint liquidators of the company.

(d) Specify circumstances (if any) in which the joint liquidators must act together or whether one or more of them may act for the other(s).

The joint liquidators are to act (d)

Dated \_\_\_\_\_

Signed \_\_\_\_\_  
Chairman

Name in BLOCK LETTERS \_\_\_\_\_  
\_\_\_\_\_

Form 4.30

Form 4.30

Rule 4.109  
4.110-CVL  
4.147

## Order of Court Appointing Liquidator

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\*Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Insert full name(s) and address(es) and description(s) of applicant(s) Master in chambers  
Upon the application of (a)

And upon hearing

And upon reading the evidence

(b) Insert full name and address of liquidator It is ordered that (b)

having filed a statement that he is qualified to act as an insolvency practitioner in relation to the above-named company under the provisions of the Insolvency (Northern Ireland) Order 1989 and that he consents so to act is appointed liquidator of the above-named company.

Dated \_\_\_\_\_

Form 4.31

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 4.109  
4.110-CVL  
4.147

Form 4.31

### Order of Court Appointing Two or More Liquidators

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\*Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

Master in chambers

(a) Insert full name(s) and address(es) and description(s) of applicant(s) Upon the application of (a)

And upon hearing

And upon reading the evidence

(b) Insert full names and addresses of joint liquidators It is ordered that (b)

(c) Specify circumstances (if any) in which the joint liquidators must act together or whether one or more of them may act for the other(s) having filed statements that they are qualified to act as insolvency practitioners in relation to the above-named company under the provisions of the Insolvency (Northern Ireland) Order 1989 and that they consent so to act are appointed joint liquidators of the above-named company.

The liquidators are to act (c)

Dated \_\_\_\_\_

Form 4.32



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 4.32

Rule 4.113

The Insolvency (Northern Ireland) Order 1989  
Notice of Appointment of Liquidator  
in Winding Up by the Court

# R.4.113

To the Registrar of Companies

For official use

--	--	--

Company Number

--

Name of Company

(a) Insert full name of company

(a)
Limited

(b) Insert full name(s) and address(es) I/We (b)

(c) Insert date give notice that on (c) liquidator(s) of

I/We was/were appointed

(a)

by an order of the court dated

or

the Department of Economic Development

or

a resolution of a meeting of the company's creditors/contributories

Dated

Signed

(by each liquidator if more than one)

Name(s) in BLOCK LETTERS

Presenter's name, and reference


For Official Use	
Public Office	Liquidation Section

Form 4.33

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Rule 4.116

Form 4.33

### Notice to Court of Resignation of Liquidator Following Meeting of Creditors

No.  
IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\*Insert name of IN THE MATTER OF \*  
company AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Insert full name and I, (a)  
address of liquidator

the liquidator of the above-named company report as follows:—

My resignation as liquidator was accepted by a meeting of the company's creditors  
(b) Insert date on (b)

(c) Delete as applicable The meeting (c) [did not pass any resolution against my being given my release as liquidator] [resolved that I should not be given my release as liquidator]

Dated \_\_\_\_\_

Signed \_\_\_\_\_  
Liquidator

Name in BLOCK LETTERS \_\_\_\_\_

\_\_\_\_\_

Form 4.34

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 4.34

Rule 4.117-CVL  
4.149

The Insolvency (Northern Ireland) Order 1989  
Notice of Resignation as Voluntary  
Liquidator under Article 145(5) of the  
Insolvency (Northern Ireland) Order 1989

**A.145(5)**

For official use

To the Registrar of Companies

--	--	--

Company Number

--

Name of Company

(a) Insert full name of company

(a) <input type="text"/>
Limited

(b) Insert full name(s) I/We (b) and address(es)

(c) Insert date give notice that I/we resigned from the office of voluntary liquidator(s) of the above-named company on (c)

Signed

Dated

Presenter's name, address and reference (if any)

<b>For Official Use</b>	
Public Office	Liquidation Section

Form 4.35

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 4.118

Form 4.35

### Order of Court Giving Liquidator Leave to Resign

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\*Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Insert full name, address and description of applicant Master in chambers

Upon the application of (a)

And upon hearing

And upon reading the evidence

(b) Insert full name and address of liquidator It is ordered that (b)

the liquidator of the above-named company be at liberty to resign from office.

(c) Delete as applicable (c) [And it is ordered that (d)]

(d) Insert details of any further order in the matter

(e) State the date from which the liquidator's release is effective And it is ordered that the release of (b)

as liquidator of the above-named company shall be effective from (e)

Dated \_\_\_\_\_

Form 4.36

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 4.36

Rule 4.118

The Insolvency (Northern Ireland) Order 1989  
Notice of Order  
of Court Granting Liquidator  
Leave to Resign  
Pursuant to Rule 4.118(3)&(4)-CVL  
Insolvency Rules (Northern Ireland) 1991

**R.4.118(3)&(4)-  
CVL**

For official use

--	--	--

To the Registrar of Companies

Company Number

--

Name of Company

(a) Insert full name of company

(a)
Limited

(b) Insert full name and address I (b)

\*A copy of the court order in Form 4.35 must be attached

the liquidator of the above-named company attach a copy of an order of the court\*  
dated  
granting me leave to resign from office

Signed

Dated

Presenter's name, address and reference (if any)

For Official Use	
Public Office	Liquidation Section

Form 4.37

*Status:* This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 4.118

Form 4.37

**Notice to Court of Resignation of Liquidator  
Following Leave of the Court**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\*Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Insert full name and address of liquidator I (a)

the liquidator of the above-named company report as follows:—

I hereby resign from office as liquidator  
pursuant to an order of the court dated  
giving me leave to do so.

Dated \_\_\_\_\_

Signed \_\_\_\_\_  
Liquidator

Name in BLOCK LETTERS \_\_\_\_\_

Form 4.38

Rule 4.120

Form 4.38

## Certificate of Removal of Liquidator

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\*Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

This is to certify that at a meeting of creditors of the above-named company held on  
(a) Insert date (a)

(b) Insert full name and address of liquidator it was resolved that (b)

be removed from office as liquidator of the above-named company.

(c) Delete as applicable and that the meeting (c) [did not pass any resolution against the liquidator being given his release] [resolved that the liquidator be not given his release]

Dated \_\_\_\_\_

Signed \_\_\_\_\_  
Chairman

Name in BLOCK LETTERS \_\_\_\_\_

Form 4.39

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 4.39

Rule 4.124-CVL

The Insolvency (Northern Ireland) Order 1989  
Certificate of Removal of  
Voluntary Liquidator  
Pursuant to Rule 4.124-CVL of the  
Insolvency Rules (Northern Ireland) 1991

# R.4.124-CVL

To the Registrar of Companies

For official use

--	--	--

Company Number

--

Name of Company

(a) Insert full name of company

(a)
Limited

(b) Insert full name and address (b)

the chairman of a meeting of the creditors of the above-named company held on  
(c) certify that it was resolved that (d)

(c) Insert date  
(d) Insert full name and address of liquidator

be removed from office as liquidator of the above-named company.

(e) Delete as applicable

And that the meeting (e) [did not pass any resolution against the liquidator being given his release] [resolved that the liquidator be not given his release]

Signed

Dated

Presenter's name, address and reference (if any)

For Official Use	
Public Office	Liquidation Section

Form 4.40



Rule 4.126  
4.127 CVL  
4.150

Form 4.40

**Order of Court Removing Liquidator or  
Directing Liquidator to Summon a  
Meeting of Creditors for the Purpose of  
His Removal**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\*Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Give full name, address and description of applicant Master in chambers

Upon the application of (a)

And upon hearing

And upon reading the evidence

(b) Insert full name and address of present liquidator It is ordered that (b)

the liquidator of the above-named company be removed from office.

**OR**

It is ordered that (b)

(c) Insert date the liquidator of the above-named company do summon a meeting of the company's creditors on or before (c) for the purpose of considering his removal from office.

(d) Delete as applicable (d) [And it is ordered (e) ]

(e) Insert details of any further order in the matter

Dated \_\_\_\_\_

Form 4.41

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 4.127-CVL  
4.129-CVL  
4.150  
4.151

Form 4.41

The Insolvency (Northern Ireland) Order 1989  
Notice of Ceasing to Act as  
Voluntary Liquidator

# R.4.127-CVL

To the Registrar of Companies

For official use

--	--	--

Company Number

--

Name of Company

(a) Insert full name of company

(a)
Limited

(b) Insert full name(s) and address(es) I/We (b)

(c) Insert date give notice that I/we ceased to hold office as voluntary liquidator(s) of the above-named company on (c)

(d) Insert reason for the following reason: (d)

Signed

Dated

Presenter's name, address and reference (if any)

For Official Use	
Public Office	Liquidation Section

Form 4.42

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Rule 4.128,  
4.129-CVL,  
4.151**

**Form 4.42**

**Liquidator's Application to the Department of  
Economic Development for his release**

\*[No. \_\_\_\_\_ ]

\* Delete if voluntary  
winding-up

**\*[IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP) ]**

<sup>†</sup>Insert name of company IN THE MATTER OF <sup>†</sup>  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Insert full name and address of liquidator | (a)

(b) Insert details of circumstances under which you have ceased to act as liquidator | (b)  
the liquidator of the above-named company, apply to the Department of Economic Development to grant me a certificate of my release as liquidator as a result of

Dated \_\_\_\_\_

Signed \_\_\_\_\_  
Liquidator

Name in BLOCK LETTERS \_\_\_\_\_

Form 4.43

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 4.132

Form 4.43

### Notice to Court of Final Meeting of Creditors

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\*Insert name of company IN THE MATTER OF\*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Insert full name and address of liquidator I, (a)

\_\_\_\_\_, the liquidator of the above-named company, give notice that the final general meeting of creditors under Article 124 of the Insolvency (Northern Ireland) Order 1989, was summoned as follows:—

Date \_\_\_\_\_

Time \_\_\_\_\_ hours

Place \_\_\_\_\_

At the meeting the creditors did not pass any resolution against my being given my release as liquidator.

**OR**

At the meeting the creditors resolved that I should not be given my release as liquidator

**OR**

No quorum was present at the meeting.

Dated \_\_\_\_\_

Signed \_\_\_\_\_  
Liquidator

Name in BLOCK LETTERS \_\_\_\_\_

Form 4.44

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Article 146(7)**

**Form 4.44**

The Insolvency (Northern Ireland) Order 1989  
**Notice of Final Meeting  
of Creditors**  
Pursuant to Article 146(7) of the  
Insolvency (Northern Ireland) Order 1989

# A.146(7)

For official use

--	--	--

To the Registrar of Companies

Company Number

--

Name of Company

(a) Insert full name of company

(a)
Limited

(b) Insert full name(s) and address(es) | (b)

the liquidator of the above-named company, give notice that the final meeting of creditors under Article 124 of the Insolvency (Northern Ireland) Order 1989, was summoned as follows:

Date \_\_\_\_\_

Time \_\_\_\_\_ hours \_\_\_\_\_

Place \_\_\_\_\_

At the meeting the creditors did not pass any resolution against my being given my release as liquidator.

**OR**

At the meeting the creditors resolved that I should not be given my release as liquidator.

**OR**

No quorum was present at the meeting.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Presenter's name, address and reference (if any)

For Official Use	
Public Office	Liquidation Section

Form 4.45

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 4.140-CVL  
4.152

Form 4.45

The Insolvency (Northern Ireland) Order 1989  
Notice of Death of  
Voluntary Liquidator  
Pursuant to Rule 4.140-CVL/4.152 of the  
Insolvency Rules (Northern Ireland) 1991

# R.4.140-CVL 4.152

To the Registrar of Companies

For official use

--	--	--

Company Number

--

Name of Company

(a) Insert full name of  
company

(a)
Limited

(b) Insert full name(s) I/We (b)  
and address(es)

(c) Insert full name give notice that (c)

(d) Delete as applicable (d) [A copy of the death certificate is attached] [The date of death was  
the voluntary liquidator of the above-named company has died.  
].

Signed

Dated

Presenter's name,  
address and reference  
(if any)

For Official Use	
Public Office	Liquidation Section

Form 4.46

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 4.46

Rule 4.141  
4.142-CVL,  
4.153

**Notice to Official Receiver or Department of Economic Development by Liquidator on Loss of Qualification as Insolvency Practitioner**

\*[No. ]

\* Delete if voluntary winding-up

\*[IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP) ]

<sup>†</sup>Insert name of company IN THE MATTER OF <sup>†</sup>  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Insert full name and address of liquidator I, (a)

(b) Insert date the liquidator of the above-named company ceased to be an insolvency practitioner qualified to act in relation to the company with effect from (b)

Dated \_\_\_\_\_

Signed \_\_\_\_\_

Name in BLOCK LETTERS \_\_\_\_\_

(c) Insert Official Receiver or Department of Economic Development, as applicable, and insert address To (c) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Form 4.47

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 4.142-CVL  
4.153

Form 4.47

The Insolvency (Northern Ireland) Order 1989  
Notice of Vacation of Office  
by Voluntary Liquidator  
Pursuant to Rule 4.142-CVL/4.153 of the  
Insolvency Rules (Northern Ireland) 1991

# R.4.142-CVL 4.153

To the Registrar of Companies

For official use

--	--	--

Company Number

--

Name of Company

(a) Insert full name of company

(a)
Limited

(b) Insert full name and address

(c) Insert date the liquidator of the above-named company give notice that I vacated office as liquidator on (c)

on ceasing to be qualified to act as an insolvency practitioner in relation to the company.

Signed

Dated

Presenter's name, address and reference (if any)

For Official Use	
Public Office	Liquidation Section

Form 4.49



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Rule 4.161**

**Form 4.49**

The Insolvency (Northern Ireland) Order 1989  
Notice of Constitution  
of Liquidation Committee  
Pursuant to Rule 4.161(7)-CVL of  
the Insolvency Rules (Northern Ireland) 1991

# R.4.161(7)- (CVL)

For official use

--	--	--

To the Registrar of Companies

Company Number

--

Name of Company

(a) Insert full name of company

(a)
Limited

(b) Insert full name(s) and address(es) I/We (b)

the liquidator(s) of the company:

A. attach a copy of the certificate (amended certificate) of constitution of the liquidation committee dated

--

**OR**

B. give notice of a change in the membership of the liquidation committee and attach a copy of my report dated

--

Signed

Dated

Presenter's name, address and reference (if any)

For Official Use	
Public Office	Liquidation Section

Form 4.48

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Rule 4.161

Form 4.48

### Certificate of Constitution [Amended Certificate] of Liquidation Committee

\*[No. ]

\* Delete if voluntary winding-up

\*[IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP) ]

<sup>1</sup>Insert name of company IN THE MATTER OF <sup>1</sup>  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Insert name and address of liquidator I, (a)

liquidator of the above-named company certify that a liquidation committee has been duly constituted and that the membership is as follows:—

(b) Insert details of members of committee (b)

(c) Delete as applicable (c) [This certificate amends the certificate issued by me on  
(d) Insert date (d) ]

Dated \_\_\_\_\_

Signed \_\_\_\_\_  
Liquidator

Name in BLOCK LETTERS \_\_\_\_\_

Form 4.50

Rule 4.161, 4.185

Form 4.50

### Report by Liquidator of any change in Membership of Liquidation Committee

\*[No. ]

\* Delete if voluntary winding-up

\*[IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP) ]

<sup>1</sup>Insert name of company IN THE MATTER OF <sup>1</sup>  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Insert name and address of liquidator I, (a)

(b) Insert date the liquidator of the above-named company report that the membership of the liquidation committee has altered since the last certificate dated (b)

as follows:—

(c) Insert details of changes in membership (c)

Dated \_\_\_\_\_

Signed \_\_\_\_\_  
Liquidator

Name in BLOCK LETTERS \_\_\_\_\_

Form 4.51

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Rule 4.179

Form 4.51

### Liquidator's Certificate that Creditors Paid in Full

\*[No. \_\_\_\_\_ ]

\* Delete if voluntary winding-up

**\*[IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP) ]**

<sup>†</sup>Insert name of company IN THE MATTER OF <sup>†</sup>  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Insert name i, (a)

the liquidator of the above-named company, certify that the creditors of the company have been paid in full, including interest in accordance with Article 160 of the Insolvency (Northern Ireland) Order 1989

Dated \_\_\_\_\_

Signed \_\_\_\_\_

Liquidator

Name in BLOCK LETTERS \_\_\_\_\_

Form 4.52

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Rule 4.179**

**Form 4.52**

The Insolvency (Northern Ireland) Order 1989  
Certificate that  
Creditors Have Been  
Paid in Full  
Pursuant to Rule 4.179(3)-CVL of  
the Insolvency Rules (Northern Ireland) 1991

**R.4.179(3)-  
CVL**

For official use

--	--	--

To the Registrar of Companies

Company Number

--

Name of Company

(a) Insert full name of company

(a)
Limited

(b) Insert full name(s) I/We (b) and address(es)

the liquidator(s) of the above-named company attach a copy of my/our certificate that the creditors of the above-named company have been paid in full.

Signed

Dated

Presenter's name, address and reference (if any)

For Official Use	
Public Office	Liquidation Section

Form 4.53

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 4.185

Form 4.53

### Liquidator's Certificate of Continuance of Liquidation Committee

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\*Insert name of company IN THE MATTER OF  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Insert name l, (a)

the liquidator of the above-named company certify the continuance of the committee established under Article 38 of the Insolvency (Northern Ireland) Order 1989.

(b) Delete as applicable The membership of the committee (b) [is] [will be] as follows:—

(c) Insert details of members of committee

(d) Insert date (b) [A meeting of the contributories of the company was held on (d) and]

(b) [no contributories were elected to be members of the committee]

(b) [the following contributories were elected to be members of the committee,

(e) Insert details of contributories elected to be members

]

(b) [This certificate amends the certificate issued by me on

(f) Insert date of previous certificate

(f) ]

Dated \_\_\_\_\_

Signed \_\_\_\_\_

Liquidator

Name in BLOCK LETTERS \_\_\_\_\_

Form 4.54







**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 4.202

Form 4.56

## Notice of Intended Disclaimer to Interested Party

\*Delete if voluntary winding-up

\*(No. \_\_\_\_\_ )

\*[IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)]

†Insert name of company IN THE MATTER OF †  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Insert full particulars of property I intend to disclaim (a)

If you claim an interest in this property, you must declare to me the nature and extent of your claim within 14 days of receiving this notice.  
If you fail to do so, I am entitled to assume that you do not have any interest in the property which will prevent or impede my disclaimer.

Dated \_\_\_\_\_

Signed \_\_\_\_\_

Liquidator

Name in BLOCK LETTERS \_\_\_\_\_

Form 4.57

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 4.214

Form 4.57

### Affidavit of Liquidator in Support of Application for Call

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\*Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) State full name and address | (a)

the liquidator of the above-named company, make oath and say as follows:

1. I have in the schedule now produced and shown to me, and marked with the letter "A", set forth a statement showing the amount due in respect of the debts proved against the company, and the estimated amount of the further liabilities of the company, and of the expenses of and incidental to the winding up of the affairs of the company. The total of these amounts is £\_\_\_\_\_ or thereabouts.

2. I have also in the schedule listed the assets in hand belonging to the company, amounting to the sum of £\_\_\_\_\_ and no more.

(b) State number

3. (b) \_\_\_\_\_ persons have been settled by me on the list of contributories of the company in respect of the total number of (b) \_\_\_\_\_ shares.

4. For the purpose of satisfying the debts and liabilities of the company, and of paying the expenses of and incidental to the winding up, I believe the sum of £\_\_\_\_\_ will be required in addition to the amount of the assets of the company mentioned in Schedule "A".

5. In order to provide the sum of £\_\_\_\_\_ it is necessary to make a call upon the persons who have been settled on the list of contributories, and having regard to the probability that some of those contributories will partly or wholly fail to pay the amount of the call, I believe that for the purpose of realising the amount required, it is necessary that the call of £\_\_\_\_\_ per share should be made.

Sworn at

Form 4.58

Rule 4.214

Form 4.58

## Order Giving Leave to Make a Call

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\*Insert name of IN THE MATTER OF \*  
company AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

Upon the application

And upon hearing

And upon reading

It is ordered that the Liquidator of the above-named company be at liberty to make  
(a) Insert "All the a call of £ per share on (a)  
contributories of the  
company" or as the  
case may be

(b) Insert date And it is ordered that each such contributory do on or before (b)  
pay to the Liquidator of the said company, the amount which will be due from him or  
her in respect of such call.

Dated \_\_\_\_\_

Form 4.59

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 4.215

Form 4.59

### Notice of Call Sanctioned by the Court or the Liquidation Committee to be sent to Contributory

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\*Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Insert "All the contributories of the company" or as the case may be **TAKE notice** that a call of £ per share on (a)

(b) Delete as applicable was sanctioned by (b) [a resolution of the liquidation committee of the company

(c) Insert date passed on (c) ] [an Order of the High Court of Justice in Northern Ireland, Chancery Division (Companies Winding Up) dated (c) ]

The (b) [amount] [balance] due from you in respect of the call is £ . This sum should be paid by you direct to me at my office at the address stated below on or before (c)

Dated \_\_\_\_\_

Signed by the Liquidator \_\_\_\_\_

Name and address of Liquidator in BLOCK LETTERS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Warning to Contributory**

If you do not pay the sum due from you by (c) , interest at the rate of (d) per cent per. annum will be charged upon the amount unpaid from that date until payment.  
(d) Insert amount payable in respect of judgment interest

**Note:**

A copy of the Order/Resolution is enclosed

Form 4.60

Rule 4.215

Form 4.60

## Order for Payment of Call Due from Contributory

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

IN THE MATTER OF \*  
\*Insert name of company AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989  
Upon the application  
And upon hearing  
And upon reading  
(a) Insert name of contributory It is ordered that (a)  
[OR the several persons named in the 2nd column of the schedule to the order] a contributory/contributories of the above-named company do on or before  
(b) Insert date (b) or within 4 days after service of this order upon him/them pay to  
(c) Insert name of liquidator (c) the liquidator of the said company at his office at (d)  
(d) Insert address of liquidator  
the sum of £ [OR the several sums set opposite their respective names in the 5th column of the said schedule] such sum(s) being the amount due from him/them in respect of a call of £ per share duly made and dated (b)  
And it is ordered that the said (a)  
[OR several persons] do within the same period and at the place mentioned above pay to the said (c) interest at the rate of (e) £  
(e) Insert amount payable in respect of judgment interest per cent. per annum on the amount(s) specified [in the said 5th column] from to the date of payment.  
And it is ordered that the said (a)  
[OR several persons] do within the same period and at the place mentioned above pay to the said (c) the sum of (f) £ in respect of the  
(f) Insert amount due in respect of costs liquidator's costs of the said application [OR the several sums set opposite their respective names in the 6th column of the said schedule such sum being the proportion of the liquidator's costs of the said application payable by such persons respectively].

Dated \_\_\_\_\_

**NOTE:**

The copy of this order served *must* be endorsed as follows:—

"If you the within named neglect to obey this order by the time mentioned therein you will be liable to process of execution for the purpose of compelling you to obey the same".

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

THE SCHEDULE BEFORE REFERRED TO

Number in list	Name of Contributory	Address	In what capacity included	Amount Due	Proportion of costs	Total amount payable (exclusive of interest)
				£	£	£

Form 4.61

Rule 4.216

Form 4.61

## Order of Appointment of Special Manager

No. \_\_\_\_\_

### IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND CHANCERY DIVISION (COMPANIES WINDING UP)

\*Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

Master \_\_\_\_\_ in chambers

(a) Insert full name and address of applicant Upon the application of (a) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

And upon hearing

And upon reading the evidence

(b) Insert full name and address of person to be appointed as special manager It is ordered that (b) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(c) Give details of the company's name and the following:— be appointed special manager of (c) \_\_\_\_\_  
\_\_\_\_\_

(i) the special manager's responsibility over the company's business or property;

(ii) the powers entrusted to the special manager under Article 151 (4) of the Insolvency (Northern Ireland) Order 1989;

(iii) the duration of the special manager's appointment; and

(iv) the special manager's remuneration

Dated \_\_\_\_\_

Form 4.62

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Rule 4.221

Form 4.62

### Order of Public Examination

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\*Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

Master in chambers

Upon the application of the official receiver

And upon hearing

And upon reading the evidence

(a) Insert full name of person to be examined It is ordered that (a)

do attend on:

Date \_\_\_\_\_

Time \_\_\_\_\_ hours

Place \_\_\_\_\_

for the purpose of being publicly examined

Dated \_\_\_\_\_

**Warning to person to be examined**

If you fail without reasonable excuse to attend your public examination at the time and place set out in the order above you will be liable to be arrested without further notice (Article 114(2) of the Insolvency (Northern Ireland) Order 1989).

You will also be guilty of contempt of court (Article 114(1) of the Insolvency (Northern Ireland) Order 1989) and liable to be committed to prison or fined.

Form 4.63



*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Rule 4.223

Form 4.63

**Notice to Official Receiver by Creditor  
Requesting Him to Make Application for the  
Holding of a Public Examination**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\*Insert name of IN THE MATTER OF \*  
company AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Give full name and I/We (a)  
address of creditor  
making the request,  
whether an individual,  
firm or company

a creditor of the above-named company

(b) Give full name and address of proposed  
examinee and specify  
the relationship that  
he/she has, or has  
had, with the company

request that you apply to the court for the holding of a public examination of (b)

under Article 113(2) of the Insolvency (Northern Ireland) Order 1989.

My/Our claim in the winding up is £ and attached is a list of other  
creditors who concur in this request together with confirmation by them of their  
concurrence. Their claims total £ which together with my/our claim it is  
believed represents not less than one-half in value of the debts of the above-named  
company.

I/We understand that I/We will be required to deposit with you such sum as you may  
determine to be appropriate by way of security for the expenses of holding a public  
examination.

(c) Insert reason why  
public examination  
required

I/We believe that a public examination is required because (c)

Signed \_\_\_\_\_

Dated \_\_\_\_\_

To Official Receiver \_\_\_\_\_

(d) State address of  
official receiver

\_\_\_\_\_

Form 4.64

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 4.223

Form 4.64

### Notice to Official Receiver by Contributory Requesting Him to Make Application for the Holding of a Public Examination

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\*Give name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Give full name and address of contributory making the request I/We (a)

a contributory of the above-named company request that you apply to the court for the holding of a public examination of (b)

(b) Give full name and address of proposed examinee and specify the relationship that he/she has, or has had, with the company

under Article 113(2) of the Insolvency (Northern Ireland) Order 1989.

I/We hold \_\_\_\_\_ shares in the above-named company, and am/are entitled to \_\_\_\_\_ votes, and attached is a list of other contributories who concur in this request together with confirmation by them of their concurrence. They hold \_\_\_\_\_ shares in the above-named company and are entitled to \_\_\_\_\_ votes, which together with my/our shares it is believed represents not less than three-quarters in value of the above-named company's contributories.

I/We understand that I/we will be required to deposit with you such sum as you may determine to be appropriate by way of security for the expenses of holding a public examination.

(c) Insert reason why public examination required I/We believe that a public examination is required because (c)

Signed \_\_\_\_\_

Dated \_\_\_\_\_

To Official Receiver \_\_\_\_\_

(d) State address of official receiver (d) \_\_\_\_\_

Form 4.65

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Rule 4.224

Form 4.65

**Order as to Examination of Person who is Suffering from Mental Disorder or Physical Affliction or Disability**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\*Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

Master in chambers

(a) "The official receiver" or insert name and address of applicant and the capacity in which he makes the application  
Upon the application of (a)

And upon hearing

And upon reading the evidence

(b) Insert name of examinee And the court being satisfied that (b) is suffering from mental disorder or physical affliction or disability and (c) [is unfit to undergo a public examination. It is ordered that the order dated \_\_\_\_\_ be stayed]

(c) Delete as applicable (c) [is unfit to attend the public examination fixed by the order dated \_\_\_\_\_ It is ordered that the said order be varied as follows

\_\_\_\_\_ ]  
Dated \_\_\_\_\_

(d) Delete warning where the order for public examination is stayed **Warning to person to be examined (d)**  
If you fail without reasonable excuse to attend your public examination at the time and place set out in the order above you will be liable to be arrested without further notice (Article 114(2) of the Insolvency (Northern Ireland) Order 1989).

You will also be guilty of contempt of court (Article 114(1) of the Insolvency (Northern Ireland) Order 1989) and liable to be committed to prison or fined.

Form 4.66

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Rule 4.225

Form 4.66

## Affidavit of Verification of Record of the Public Examination

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\*Insert name of IN THE MATTER OF \*  
company AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

(a) Insert name and I (a)  
address of examinee

Make oath and say as follows:--

- (b) Delete as applicable
1. That I, the above-named person (b) [have read over the record of my public examination] [have had the record of my public examination read over to me] and agree that it is correct.
  2. A copy of the said record signed by me and marked "A" is exhibited hereto.

Sworn at

Form 4.67

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Rule 4.226

### Order of Adjournment of Public Examination

No.

#### IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND CHANCERY DIVISION (COMPANIES WINDING UP)

\*Insert name of IN THE MATTER OF \*  
company AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

Master in chambers

(a) Delete as applicable This being the day appointed for the (a) [further] public examination of  
(b) insert full name of (b) and the said (b) having submitted  
person to be examined himself for such examination:

Now upon hearing the official receiver in the above  
matter, and upon hearing  
and it appearing that

[It is ordered that the public examination be adjourned to:

Date \_\_\_\_\_  
Time \_\_\_\_\_ hours  
Place \_\_\_\_\_

And it is ordered that the said (b)  
shall attend at the above-mentioned time and place, for the purpose of being further  
examined]

[It is ordered that the said public examination be adjourned generally]

(c) Set out any further [And it is further ordered that the said (c) ]  
order or direction of  
the court

Dated \_\_\_\_\_

(d) Delete warning **Warning to person to be examined (d)**  
where the public If you fail without reasonable excuse to attend your public examination at the time  
examination is not and place set out in the order above you will be liable to be arrested without further  
adjourned to a fixed notice (Article 114(2) of the Insolvency (Northern Ireland) Order 1989).  
date

You will also be guilty of contempt of court (Article 114(1) of the Insolvency (Northern  
Ireland) Order 1989) and liable to be committed to prison or fined.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 4.226

Form 4.68

### Order Appointing Time for Proceeding with Public Examination Adjourned Generally

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\*Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

Master in chambers

(a) Delete as applicable Upon the application of the (a) [official receiver] [examinee] and upon hearing

(b) Insert full name of person to be examined It is ordered that the public examination of (b) which was adjourned generally by order of the court dated will be held on:

Date \_\_\_\_\_

Time \_\_\_\_\_ hours

Place \_\_\_\_\_

And it is ordered that (b) shall attend at this time and place

(c) Set out any further order or direction by the court (a) [And it is further ordered that the said (c) ]

Dated \_\_\_\_\_

**Warning to person to be examined**

If you fail without reasonable excuse to attend your public examination at the time and place set out in the order above you will be liable to be arrested without further notice (Article 114(2) of the Insolvency (Northern Ireland) Order 1989).

You will also be guilty of contempt of court (Article 114(1) of the Insolvency (Northern Ireland) Order 1989) and liable to be committed to prison or fined.

Form 4.69

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 4.69

Rule 4.233

The Insolvency (Northern Ireland) Order 1989  
Liquidator's Statement of  
Receipts and Payments  
Pursuant to Article 162 of the  
Insolvency (Northern Ireland) Order 1989

# A.162

To the Registrar of Companies

For official use

--	--	--

Company Number

--

Name of Company

(a) Insert full name of company

(a) _____ Limited
-------------------

(b) Insert full name(s) and address(es) I/We (b)

the liquidator(s) of the company attach a copy of my/our statement of receipts and payments under Article 162 of the Insolvency (Northern Ireland) Order 1989

Signed

Dated

Presenter's name, address and reference (if any):

<b>For Official Use</b>	
Public Office	Liquidation Section

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Form 4.69 contd.

## **Statement of Receipts and Payments under Article 162 of the Insolvency (Northern Ireland) Order 1989**

Name of company  
Company's registered number  
State whether members' or creditors' voluntary winding up  
Date of commencement of winding up  
Date to which this statement is brought down  
Name and address of liquidator

### **NOTES**

You should read these notes carefully before completing the forms. The notes do not form part of the return to be sent to the registrar of companies.

#### **Form and Contents of Statement**

(1) Every statement must contain a detailed account of all the liquidator's realisations and disbursements in respect of the company. The statement of realisations should contain a record of all receipts derived from assets existing at the date of the winding-up resolution and subsequently realised, including balance at bank, book debts and calls collected, property sold, etc., and the account of disbursements should contain all payments for costs, charges and expenses, or to creditors or contributories. Receipts derived from deposit accounts and money market deposits are to be included in the 'balance at bank'. Only actual investments are to be included in the 'amounts invested' section in the analysis of balance on page 6 of the form. Where property has been realised, the gross proceeds of sale must be entered under realisations and the necessary payments incidental to sales must be entered as disbursements. A payment into the Insolvency Account is not a disbursement and should not be shown as such; nor are payments into a bank, building society or any other financial institution. However, the interest received on any investment should be shown in the realisations. Each receipt and payment must be entered in the account in such a manner as sufficiently to explain its nature. The receipts and payments must severally be added up at the foot of each sheet and the totals carried forward from one account to another without any intermediate balance, so that the gross totals represent the total amounts received and paid by the liquidator respectively.

#### **Trading Account**

(2) When the liquidator carries on a business, a trading account must be forwarded as a distinct account, and the totals of receipts and payments on the trading account must alone be set out in this statement.

#### **Dividends**

(3) When dividends, instalments of compositions, etc. are paid to creditors or a return of surplus assets is made to contributories, the total amount of each dividend, etc. actually paid, must be entered in the statement of disbursements as one sum; and the liquidator must forward separate accounts showing in lists the amount of the claim of each creditor and the amount of dividend, etc. payable to each creditor, or contributory.



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 4.69 contd.**

(4) When unclaimed dividends, etc. are paid into the Insolvency Account, the total amount so paid in should be entered in the statement of disbursements as one sum. The items to be paid in relation to unclaimed dividends should first be included in the realisations side of the account.

(5) Credit should not be taken in the statement of disbursements for any amount in respect of liquidator's remuneration unless it has been duly allowed by resolutions of the liquidation committee or of the creditors or of the company in general meeting, or by order of the court as the case may require, or is otherwise allowable under the provisions of the Insolvency Rules (Northern Ireland) 1991.

(6) This statement of receipts and payments is required in duplicate.

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Form 4.69 contd.

**Liquidator's statement of account  
under Article 162 of the Insolvency (Northern Ireland) Order 1989**

Realisations			
Date	Of whom received	Nature of assets realised	Amount
		Brought forward	£
Carried forward			

Note: No balance should be shown on this account but only the total realisations and

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 4.69 contd.**

<b>Disbursements</b>			
<b>Date</b>	<b>To whom paid</b>	<b>Nature of disbursements</b>	<b>Amount</b>
		Brought forward	£
Carried forward			

disbursements which should be carried forward to the next account

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 4.69 contd.**

**Analysis of balance**

Total realisations .....		£
Total disbursements .....		
	Balance £	
The balance is made up as follows —		
1. Cash in hands of liquidator .....		
2. Balance at bank .....		
3. Amount in Insolvency Account .....		
4.* Amounts invested by liquidator .....	£	
Less: the cost of investments realised .....		
Balance		
Total balance as shown above .....	£	

[NOTE—Full details of stocks purchased for investment and any realisation of them should be given in a separate statement]

\* The investment or deposit of money by the liquidator does not withdraw it from the operation of the Insolvency Regulations (Northern Ireland) 1991, and any such investments representing money held for six months or upwards must be realised and paid into the Insolvency Account, except in the case of investments in Government securities, the transfer of which to the control of the Department of Economic Development will be accepted as a sufficient compliance with the terms of the Regulations.

The liquidator should also state—

- (1) The amount of the estimated assets and liabilities at the date of the commencement of the winding up—
- £

Assets (after deducting amounts charged to secured creditors—including the holders of floating charges) .....	
Liabilities—Fixed charge creditors .....	
Floating charge holders .....	
Unsecured creditors .....	

- (2) The total amount of the capital paid up at the date of the commencement of the winding up—

Paid up in cash .....	
Issued as paid up otherwise than for cash .....	

- (3) The general description and estimated value of any outstanding assets (if there is insufficient space here, attach a separate sheet)

- (4) Why the winding up cannot yet be concluded

- (5) The period within which the winding up is expected to be completed.

Form 4.70

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 4.70**

**Rule 4.235**

The Insolvency (Northern Ireland) Order 1989  
Order of Court on  
Appeal Against Department of  
Economic Development's Decision  
under Article 168(4) or 169(3) of the  
Insolvency (Northern Ireland) Order  
1989

**Pursuant to Article 168(5) and 169(4) of the  
Insolvency (Northern Ireland) Order 1989**

**A.168(5)/  
169(4)**

To the Registrar of Companies

For official use

--	--	--

Company Number

--

Name of Company

(a) Insert full name of  
company

(a) _____ Limited
-------------------

(b) Insert full name(s)  
and address(es) I/We (b)

attach a sealed copy of the order made by the High Court dated

(c) Delete as applicable under Article (c) [168(4)] [169(3)] of the Insolvency (Northern Ireland) Order 1989

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Presenter's name,  
address and reference  
(if any):

For Official Use	
Public Office	Liquidation Section

Form 4.71

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 4.71

Article 75 (3)

The Insolvency (Northern Ireland) Order 1989  
Members' Voluntary Winding Up  
Declaration of Solvency Embodying  
a Statement of Assets and Liabilities  
Pursuant to Article 75 (3) of the  
Insolvency (Northern Ireland) Order 1989

# A.75 (3)

To the Registrar of Companies

For official use

--	--	--

Company Number

--

Name of Company

(a) Insert full name of company

(a) _____ Limited
-------------------

(b) insert full name(s) and address(es) I /We (b)

attach a declaration of solvency embodying a statement of assets and liabilities.

Signed

Dated

Presenter's name, address and reference (if any):

--

For Official Use	
Public Office	Liquidation Section

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Form 4.71 contd.**

**Article 75 (3)**

The Insolvency (Northern Ireland) Order 1989  
**Members' Voluntary Winding Up  
Declaration of Solvency  
Embodying a Statement of  
Assets and Liabilities**

Company number \_\_\_\_\_

Name of company \_\_\_\_\_

Limited

Presented by \_\_\_\_\_

**Declaration of Solvency**

(a) Insert names and addresses We (a) \_\_\_\_\_  
\_\_\_\_\_

(b) Delete as applicable being (b) [all the] [the majority of the] directors of (c) \_\_\_\_\_  
(c) Insert name of company do solemnly and sincerely declare that we have made a full inquiry into the affairs of  
this company, and that, having done so, we have formed the opinion that this  
(d) Insert a period of months company will be able to pay its debts in full together with interest at the official rate  
not exceeding 12 within a period of (d) \_\_\_\_\_ months, from the commencement of the winding up.

(e) Insert date We append a statement of the company's assets and liabilities as at (e) \_\_\_\_\_,  
being the latest practicable date before the making of this declaration.

We make this solemn declaration, conscientiously believing it to be true, and by  
virtue of the provisions of the Statutory Declarations Act 1835.

Declared at \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

Before me,

Solicitor or Commissioner of Oaths

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 4.71 contd.

**Statement as at \_\_\_\_\_ showing assets at estimated realisable values and liabilities expected to rank**

Assets and liabilities	Estimated to realise or to rank for payment to nearest £	
<b>Assets:</b>	£	
Balance at bank		
Cash in hand		
Marketable securities		
Bills receivable		
Trade debtors		
Loans and advances		
Unpaid calls		
Stock in trade		
Work in progress		
Freehold property		
Leasehold property		
Plant and machinery		
Furniture, fittings, utensils, etc.		
Patents, trade marks, etc.		
Investments other than marketable securities		
Other property, viz		
Estimated realisable value of assets	£	
<b>Liabilities:</b>	£	
Secured on specific assets, viz		
Secured by floating charges		
Estimated cost of liquidation and other expenses including interest accruing until payment of debts in full		
Unsecured creditors (amounts estimated to rank for payment)		
Trade accounts	£	£
Bills payable		
Accrued expenses		
Other liabilities		
Contingent liabilities		
Estimated surplus after paying debts in full	£	

**Remarks:**

Form 4.72



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 4.72

**Article 80**

The Insolvency (Northern Ireland) Order 1989  
Return of Final Meeting in a  
Members' Voluntary Winding Up  
Pursuant to Article 80 of the  
Insolvency (Northern Ireland) Order 1989

**A.80**

To the Registrar of Companies

For official use

--	--	--

Company Number

--

Name of Company

(a) Insert full name of company

(a) _____ Limited
-------------------

(b) Insert full name(s) and address(es) I/We (b)

(c) Delete as applicable give notice that a general meeting of the company was duly (c) [held on] [summoned  
(d) Insert date for] (d) pursuant to Article 80 of the insolvency (Northern Ireland) Order  
(e) The copy account must be authenticated by the written signature(s) of the liquidator(s). 1989, for the purpose of having an account (of which a copy is attached) (e) laid before it showing how the winding up of the company has been conducted, and the property of the company has been disposed of and (c) [that the same was done accordingly] [no quorum was present at the meeting].

Signed

Dated

Presenter's name, address and reference (if any)

For Official Use	
Public Office	Liquidation Section

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Article 80

Form 4.72 contd.

**Liquidator's statement of account: members' voluntary winding up**

Statement showing how winding up has been conducted and the property of the company has been disposed of

Name of Company \_\_\_\_\_ Limited

From \_\_\_\_\_ (commencement of winding up) to \_\_\_\_\_ (close of winding up)

	Statement of assets and liabilities	Receipts		Payments
<b>Receipts—</b>				£
Cash at Bank			Costs of Solicitor to Liquidator	
Cash in Hand			Other Law Costs	
Marketable Securities			Liquidator's remuneration	£
Sundry Debtors			Where (% on £ realised)	
Stock in Trade			applicable (% on £ distributed)	
Work in Progress			By whom fixed _____	
Freehold Property			Auctioneer's and Valuer's charges	
Leasehold Property			Costs of possession and maintenance of estate	
Plant and Machinery			Costs of notices in Gazette and Newspaper	
Furniture, Fittings, Utensils, etc.			Incidental outlay	
Patents, Trademarks, etc.			Total Costs and Charges	£
Investments other than marketable securities			(i) Debenture holders:	£
Surplus from securities			Payment of £ per	
Unpaid calls at commencement of winding-up			£ debenture	
Amount received from calls on contributories made in the winding-up			Payment of £ per	
Receipts per trading account			£ debenture	
Other property viz:			Payment of £ per	
	£		£ debenture	£
<b>Less:</b>	£		(ii) Creditors:	
Payments to redeem securities			*Preferential	
Costs of Execution			*Unsecured	
Payments per Trading Account			Dividends of p in £ on £	
			(The estimate of amount expected to rank for dividend was £ )	
			(iii) Returns to Contributors:	£
			— per £ — —	
			— † share	
			— per £ — —	
			— † share	
			— per £ — —	
			— † share	
Net realisations	£		BALANCE	
				£

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 4.72 contd.**

(1) Assets, including \_\_\_\_\_ shown in the statement of assets and liabilities and estimated to be of the value of £ \_\_\_\_\_ have proved to be unrealisable.

---

(2) State amount paid into the Insolvency Account in respect of:

- |  |   |
|--|---|
| (a) unclaimed dividends payable to creditors in the winding up   | £ |
| (b) other unclaimed dividends in the winding up  | £ |
| (c) moneys held by the company in trust in respect of dividends or other sums due before the commencement of the winding up to any person as a member of the company |   |

(3) Add here any special remarks the Liquidator thinks desirable:-

Dated \_\_\_\_\_

Signed (by the Liquidator) \_\_\_\_\_

Name and address of Liquidator (IN BLOCK LETTERS) \_\_\_\_\_

---

---

**Notes**

- \* State number. Preferential creditors need not be separately shown if all creditors have been paid in full.
- † State nominal value and class of share.

Form 4.73

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 4.73

Article 92

The Insolvency (Northern Ireland) Order 1989  
Return of Final Meeting in a  
Creditors' Voluntary Winding Up  
Pursuant to Article 92 of the  
Insolvency (Northern Ireland) Order 1989

# A.92

To the Registrar of Companies

For official use

--	--	--

Company Number

--

Name of Company

(a) Insert full name of company

(a) _____ Limited
-------------------

(b) Insert full name(s) and address(es) I/We (b)

give notice

(c) Delete as applicable (d) Insert date (e) The copy account must be authenticated by the written signature(s) of the liquidator(s).

1. that a general meeting of the company was duly (c) [held on] [summoned for] (d) \_\_\_\_\_ pursuant to Article 92 of the Insolvency (Northern Ireland) Order 1989, for the purpose of having an account (of which a copy is attached) (e) laid before it showing how the winding up of the company has been disposed of and (c) [that the same was done accordingly] [no quorum was present at the meeting];

2. that a meeting of the creditors of the company was duly (c) [held on] [summoned for] (d) \_\_\_\_\_ pursuant to Article 92 of the Insolvency (Northern Ireland) Order 1989, for the purpose of having the said account laid before it showing how the winding up of the company has been conducted and the property of the company has been disposed of and (c) [that the same was done accordingly] [no quorum was present at the meeting].

Signed

Dated

Presenter's name, address and reference (if any)

For Official Use	
Public Office	Liquidation Section

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Article 92**

**Form 4.73 contd.**

**Liquidator's statement of account: creditors' voluntary winding-up**

Statement showing how winding up has been conducted and the property of the company has been disposed of

Name of Company \_\_\_\_\_ Limited

From \_\_\_\_\_ (commencement of winding up) to \_\_\_\_\_ (close of winding up)

	Statement of assets and liabilities	Receipts		Payments
<b>Receipts—</b>				£
Cash at Bank			Costs of Solicitor to Liquidator	
Cash in Hand			Other Law Costs	
Marketable Securities			Liquidator's remuneration	£
Sundry Debtors			Where (% on £ realised)	
Stock in Trade			applicable (% on £ distributed)	
Work in Progress			By whom fixed _____	
Freehold Property			Auctioneer's and Valuer's charges	
Leasehold Property			Costs of possession and maintenance of estate	
Plant and Machinery			Costs of notices in Gazette and Newspaper	
Furniture, Fittings, Utensils, etc.			Incidental outlay	
Patents, Trademarks, etc.			Total Costs and Charges	£
Investments other than marketable securities			(i) Debenture holders:	£
Surplus from securities			Payment of £ per	
Unpaid calls at commencement of winding up			£ debenture	
Amount received from calls on contributories made in the winding up			Payment of £ per	
Receipts per trading account			£ debenture	
Other property viz:			Payment of £ per	
	£		£ debenture	£
			(ii) Creditors:	
			*Preferential	
			*Unsecured	
			Dividends of p in £ on £	
<b>Less:</b>	£		(The estimate expected to rank for dividend was £ )	
Payments to redeem securities			(iii) Returns to Contributors:	£
Costs of Execution			— per £ —	
Payments per Trading Account			— † share	
			— per £ —	
			— † share	
			— per £ —	
			— † share	
<b>Net realisations</b>	£		<b>BALANCE</b>	£

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Form 4.73 contd**

**Article 92**

(1) Assets, including \_\_\_\_\_ shown in the statement of assets and liabilities and estimated to be of the value of £ \_\_\_\_\_ have proved to be unrealisable.

---

(2) State amount paid into the Insolvency Account in respect of:

- (a) unclaimed dividends payable to creditors in the winding up £
- (b) other unclaimed dividends in the winding up
- (c) moneys held by the company in trust in respect of dividends or other sums due before the commencement of the winding up to any person as a member of the company £

(3) Add here any special remarks the Liquidator thinks desirable:--

Dated \_\_\_\_\_

Signed (by the Liquidator) \_\_\_\_\_

Name and address of Liquidator (IN BLOCK LETTERS) \_\_\_\_\_

---

---

**Notes**

\* State number. Preferential creditors need not be separately shown if all creditors have been paid in full.

† State nominal value and class of share.

Form 5.1

Form 5.1

Article 228

**Order granting stay pending hearing of application for Interim Order**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert full name and address of applicant Upon the application of (a)

And upon hearing

And upon reading the evidence

(b) Insert details of any action, execution or other legal process to be stayed It is ordered that (b)

be stayed over the hearing of the application for an interim order pursuant to Article 226 of the Insolvency (Northern Ireland) Order 1989, namely the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ or over any adjournment thereof.

Dated \_\_\_\_\_

Form 5.2

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 5.2

Rule 5.08

**Interim Order of Court under Article 226 of the Insolvency (Northern Ireland) Order 1989**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert full name and address of applicant Upon the application of (a)

And upon hearing

And upon reading the evidence

(b) Delete as applicable (b) [And upon the application of \_\_\_\_\_, the nominee, for an extension of the period for which the interim order shall have effect pursuant to Article 230(4) of the Insolvency (Northern Ireland) Order 1989.]

(c) 14 days unless an extension is granted on the application of the nominee It is ordered that during the period of (c) \_\_\_\_\_ days beginning with the day after the date of this order and during any extended period for which this interim order has effect:

(i) no bankruptcy petition relating to the above-named (d)

(d) Insert name of debtor \_\_\_\_\_ (the debtor) may be presented or proceeded with, and

(ii) no other proceedings, and no execution or other legal process, may be commenced or continued against the debtor or his property except with the leave of the court.

(e) Date to be 2 business days before the day on which the report is to be considered And it is ordered that the report of the nominee be submitted and delivered by him to the court not later than (e)

(f) Insert details of any orders made under Article 229 (3) and (4) of the Insolvency (Northern Ireland) Order 1989 [And it is ordered that (f) ]

And it is ordered that

(g) Delete if debtor is not a bankrupt or if he is a bankrupt but the applicant is the official receiver (g) [And it is ordered that the applicant forthwith serve a copy of this order on the official receiver.]

Date \_\_\_\_\_

Time \_\_\_\_\_ hours

Place \_\_\_\_\_

be appointed for consideration of the nominee's report.

Dated \_\_\_\_\_

Form 5.3



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 5.3

Article 230

### Order extending effect of Interim Order

No. \_\_\_\_\_

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\* \_\_\_\_\_

(a) Insert full name and address of applicant Upon the application of (a) \_\_\_\_\_

And upon hearing \_\_\_\_\_

And upon reading the evidence \_\_\_\_\_

And the court having this day considered the report of the nominee submitted pursuant to Article 230 of the Insolvency (Northern Ireland) Order 1989 and filed on \_\_\_\_\_

(b) Insert date of filing (b) \_\_\_\_\_

(c) Insert date It is ordered that the period for which the interim order made on (c) \_\_\_\_\_ has effect be extended to (c) \_\_\_\_\_ to enable a meeting of the debtor's creditors to be summoned to consider the debtor's proposals, such meeting as proposed by the nominee to be held on:-

(d) Date to be not less than 14 days from date of filing of report under Rule 5.16 nor more than 28 days from date of consideration of report under Rule 5.15

Date (d) \_\_\_\_\_

Time (e) \_\_\_\_\_ hours

Place \_\_\_\_\_

(e) Time to be between 10.00 and 16.00 hours on a business day (Rule 5.17(2))

And it is ordered that this application be adjourned to:-

Date \_\_\_\_\_

Time \_\_\_\_\_ hours

Place \_\_\_\_\_

for consideration of the report of the chairman of the creditors' meeting.

Dated \_\_\_\_\_

Form 5.4

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 5.4

Articles 233, 234 and 235

### Alternative orders to be made at hearing to consider chairman's report

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert full name and address of applicant Upon the application of (a)  
And upon hearing

(b) Delete as applicable (b) [And upon reading the report of the chairman of the creditors' meeting that the said meeting had [approved the proposed voluntary arrangement with or without modifications] [declined to approve the debtor's proposal with or without modifications]]

[It is ordered that this application be [adjourned generally with liberty to restore] [adjourned to the day of 19 to enable an application to be made to extend the time for filing the report of the chairman of the creditors' meeting]]

[And it is ordered that the time for filing the said report be extended to this day.]

[And whereas:

- (i) on the day of 19 a bankruptcy petition No was filed by against the above-named (the debtor) and
- (ii) by virtue of Article 234 (6) of the Insolvency (Northern Ireland) Order 1989 the said petition is deemed, unless the court otherwise orders, to have been dismissed

this court makes no further order save that

- (i) the registration of the petition in the Registry of Deeds may be vacated (b) [and the Registration of notice of the petition in the Land Registry may be cancelled] upon the application of the debtor.

(c) Insert any other orders made in respect of the petition

(ii) (c) ]

Dated \_\_\_\_\_

**NOTICE TO DEBTOR** (where voluntary arrangement approved and there is a pending petition which is deemed to be dismissed).

It is your responsibility and in your interest to ensure that the registration of the petition in the Registry of Deeds

(b) [and the Land Registry] is cancelled.

Form 6.01

Rule 6.001

Statutory Demand under Article 242(1)(a) of the Insolvency (Northern Ireland) Order 1989 – Debt for Liquidated Sum Payable Immediately: General Form

<p><b>Notes for Creditor</b></p> <ul style="list-style-type: none"> <li>• If the creditor is entitled to the debt by way of assignment, details of the original creditor and any intermediary assignees should be given in part B on page 3.</li> <li>• If the amount of debt includes interest not previously notified to the debtor as included in the debtor's liability, details should be given, including the grounds upon which interest is charged. The amount of interest must be shown separately.</li> <li>• Any other charge accruing due from time to time may be claimed. The amount or rate of the charge must be identified and the grounds on which it is claimed must be stated.</li> <li>• In either case the amount claimed must be limited to that which has accrued due at the date of the demand.</li> <li>• If the creditor holds any security the amount of debt should be the sum the creditor is prepared to regard as unsecured for the purposes of this demand. Brief details of the total debt should be included and the nature of the security and the value put upon it by the creditor, as at the date of the demand, must be specified.</li> <li>• If signatory of the demand is a solicitor or other agent of the creditor the name of his/her firm should be given.</li> </ul>	<p><b>Warning</b></p> <ul style="list-style-type: none"> <li>• This is an <b>important</b> document. You should refer to the notes entitled "How to comply with a statutory demand or have it set aside".</li> <li>• If you wish to have this demand set aside you must make application to do so <b>within 18 days</b> from its service on you.</li> <li>• If you do not apply to set aside <b>within 18 days</b> or otherwise deal with this demand as set out in the notes <b>within 21 days</b> after its service on you, you could be made bankrupt and your property and goods taken away from you.</li> <li>• Please read the demand and notes carefully. If you are in any doubt about your position you should seek advice <b>Immediately</b> from a solicitor or your nearest Citizens Advice Bureau.</li> </ul> <p><b>Demand</b></p> <p>To _____</p> <p>Address _____</p> <p>_____</p> <p>This demand is served on you by the creditor:</p> <p>Name _____</p> <p>Address _____</p> <p>_____</p> <p>The creditor claims that you owe the sum of £_____, full particulars of which are set out on page 2, and that it is payable immediately and, to the extent of the sum demanded, is unsecured.</p> <p>The creditor demands that you pay the above debt or secure or compound for it to the creditor's satisfaction.</p> <p>Signature of individual _____</p> <p>Name _____ (BLOCK LETTERS)</p> <p>Date _____</p> <p>* Position with or relationship to creditor _____</p> <p>_____</p> <p>* I am authorised to make this demand on the creditor's behalf.</p> <p>Address _____</p> <p>_____</p> <p>Tel. No. _____ Fax. No. (if any) _____ Ref. _____</p>
---	---

\* Delete if signed by the creditor himself

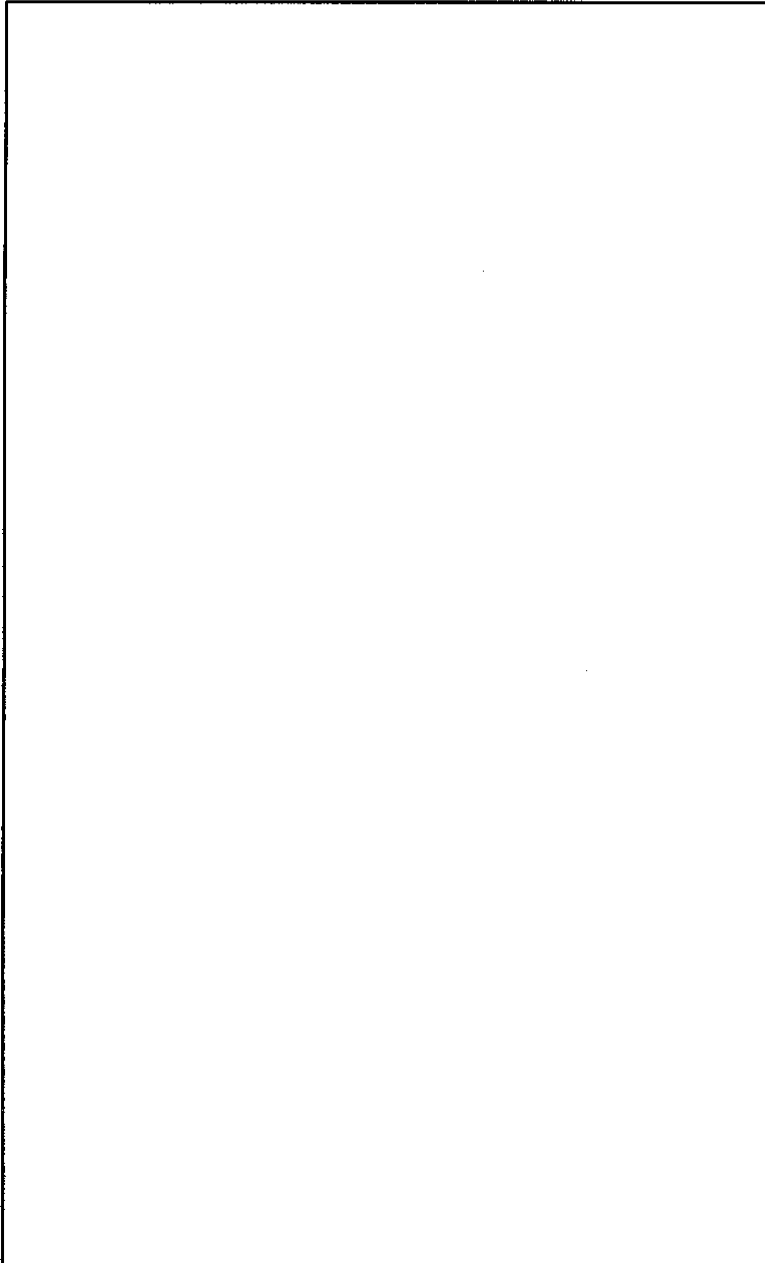
N.B. The person making this demand must complete the whole of pages 1 and 2 and parts A and B (as applicable) on page 3.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 6.01 contd.**

**Particulars of Debt**

(These particulars must include (a) when the debt was incurred, (b) the consideration for the debt (or if there is no consideration the way in which it arose) and (c) the amount due as at the date of this demand.)



**Notes for Creditor**

Please make sure that you have read the notes on page 1 before completing this page

**Note:**

If space is insufficient continue on page 4 and clearly indicate on this page that you are doing so.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 6.01 contd**

**Part A**

The individual or individuals to whom any communication regarding this demand may be addressed is/are:

Name _____ (BLOCK LETTERS)	
Address _____	
Telephone Number _____	
Fax. No. (if any) _____	
Reference _____	

**Part B**

For completion if the creditor is entitled to the debt by way of assignment

	Name	Date(s) of Assignment
Original creditor		
Assignees		

**How to comply with a statutory demand or have it set aside (ACT WITHIN 18 DAYS)**

If you wish to avoid a bankruptcy petition being presented against you, you must pay the debt shown on page 1, particulars of which are set out on page 2 of this notice, within the period of **21 days** after its service upon you. Alternatively, you can attempt to come to a settlement with the creditor. To do this you should:

- inform the individual ( or one of the individuals) named in part A immediately that you are willing and able to offer security for the debt to the creditor's satisfaction; or
- inform the individual (or one of the individuals) named in part A immediately that you are willing and able to compound for the debt to the creditor's satisfaction.

If you dispute the demand in whole or in part you should:

- contact the individual (or one of the individuals) named in part A immediately.

**THERE ARE MORE IMPORTANT NOTES ON THE NEXT PAGE**

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Form 6.01 contd**

If you consider that you have grounds to have this demand set aside or if you do not quickly receive a satisfactory written reply from the individual named in part A whom you have contacted you should **apply within 18 days** from the date of service of this demand on you to the High Court to have the demand set aside.

**Any application to set aside the demand (Form 6.04 in Schedule 2 to the Insolvency Rules (Northern Ireland) 1991) should be made within 18 days from the date of service upon you and be supported by an affidavit (Form 6.05 in Schedule 2 to those Rules) stating the grounds on which the demand should be set aside.**

<p><b>Remember!</b> — From the date of service on you of this document</p> <ul style="list-style-type: none"><li>(a) you have only 18 days to apply to the court to have the demand set aside, and</li><li>(b) you have only 21 days before the creditor may present a bankruptcy petition</li></ul>
--

Form 6.02

Rule 6.001

Statutory Demand under Article 242(1)(a) of the Insolvency (Northern Ireland) Order 1989 – Debt for Liquidated Sum Payable Immediately Following a Judgement or Order of a Court

<p><b>Notes for Creditor</b></p> <ul style="list-style-type: none"> <li>• If the creditor is entitled to the debt by way of assignment, details of the original creditor and any intermediary assignees should be given in part B on page 3.</li> <li>• If the amount of debt includes interest not previously notified to the debtor as included in the debtor's liability, details should be given, including the grounds upon which interest is charged. The amount of interest must be shown separately.</li> <li>• Any other charge accruing due from time to time may be claimed. The amount or rate of the charge must be identified and the grounds on which it is claimed must be stated.</li> <li>• In either case the amount claimed must be limited to that which has accrued due at the date of the demand.</li> <li>• If the creditor holds any security the amount of debt should be the sum the creditor is prepared to regard as unsecured for the purposes of this demand. Brief details of the total debt should be included and the nature of the security and the value put upon it by the creditor, as at the date of the demand, must be specified</li> <li>• Details of the judgment or order should be inserted, including details of the Division of the Court or District Registry and court reference, where judgment is obtained in the High Court.</li> <li>• If signatory of the demand is a solicitor or other agent of the creditor the name of his/her firm should be given.</li> </ul>	<p><b>Warning</b></p> <ul style="list-style-type: none"> <li>• This is an <b>important</b> document. You should refer to the notes entitled "How to comply with a statutory demand or have it set aside".</li> <li>• If you wish to have this demand set aside you must make application to do so <b>within 18 days</b> from its service on you.</li> <li>• If you do not apply to set aside <b>within 18 days</b> or otherwise deal with this demand as set out in the notes <b>within 21 days</b> after its service on you, you could be made bankrupt and your property and goods taken away from you.</li> <li>• Please read the demand and notes carefully. If you are in any doubt about your position you should seek advice <b>immediately</b> from a solicitor or your nearest Citizens Advice Bureau.</li> </ul> <p><b>Demand</b></p> <p>To _____  Address _____  _____</p> <p>This demand is served on you by the creditor:</p> <p>Name _____  Address _____  _____</p> <p>The creditor claims that you owe the sum of £ _____, full particulars of which are set out on page 2, and that it is payable immediately and, to the extent of the sum demanded, is unsecured.</p> <p>By a Judgment/Order of the _____ court in proceedings entitled (Case) Number _____ between _____ Plaintiff and _____ Defendant it was adjudged/ordered that you pay to the creditor the sum of £ _____ and £ _____ for costs</p> <p>The creditor demands that you pay the above mentioned debt or secure or compound for it to the creditor's satisfaction.</p> <p>Signature of individual _____  Name _____  (BLOCK LETTERS)  Date _____</p> <p>* Position with or relationship to creditor _____  _____</p> <p>* I am authorised to make this demand on the creditor's behalf.  Address _____  _____</p> <p>Tel. No. _____ Fax. No. (if any) _____ Ref. _____</p>
---	---

\* Delete if signed by the creditor himself

N.B. The person making this demand must complete the whole of pages 1 and 2 and parts A and B (as applicable) on page 3.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 6.02 contd.**

**Particulars of Debt**

(These particulars must include (a) when the debt was incurred, (b) the consideration for the debt (or if there is no consideration the way in which it arose) and (c) the amount due as at the date of this demand.)

**Notes for Creditor**

Please make sure that you have read the notes on page 1 before completing this page

**Note:**

If space is insufficient continue on page 4 and clearly indicate on this page that you are doing so.



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 6.02 contd

**Part A**

The individual or individuals to whom any communication regarding this demand may be addressed is/are:

Name _____ (BLOCK LETTERS)	
Address _____	
Telephone Number _____	
Fax. No. (if any) _____	
Reference _____	

**Part B**

For completion if the creditor is entitled to the debt by way of assignment

	Name	Date(s) of Assignment
Original creditor		
Assignees		

**THERE ARE IMPORTANT NOTES ON THE NEXT PAGE**

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Form 6.02 contd**

**How to comply with a statutory demand or have it set aside (ACT WITHIN 18 DAYS)**

If you wish to avoid a bankruptcy petition being presented against you, you must pay the debt shown on page 1, particulars of which are set out on page 2 of this notice, within the period of **21 days** after its service upon you. Alternatively, you can attempt to come to a settlement with the creditor. To do this you should:

- inform the individual ( or one of the individuals) named in part A immediately that you are willing and able to offer security for the debt to the creditor's satisfaction; or
- inform the individual (or one of the individuals) named in part A immediately that you are willing and able to compound for the debt to the creditor's satisfaction.

If you dispute the demand in whole or in part you should:

- contact the individual (or one of the individuals) named in part A immediately.

If you consider that you have grounds to have this demand set aside or if you do not quickly receive a satisfactory written reply from the individual named in part A whom you have contacted you should **apply within 18 days** from the date of service of this demand on you to the High Court to have the demand set aside.

**Any application to set aside the demand (Form 6.04 in Schedule 2 to the Insolvency Rules (Northern Ireland) 1991) should be made within 18 days from the date of service upon you and be supported by an affidavit (Form 6.05 in Schedule 2 to those Rules) stating the grounds on which the demand should be set aside.**

**Remember!** — From the date of service on you of this document

- (a) you have only 18 days to apply to the court to have the demand set aside, and
- (b) you have only 21 days before the creditor may present a bankruptcy petition

Form 6.03

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 6.001

Statutory Demand under Article 242(2) of the Insolvency (Northern Ireland) Order 1989 – Debt Payable at Future Date

<p><b>Notes for Creditor</b></p> <ul style="list-style-type: none"> <li>• If the creditor is entitled to the debt by way of assignment, details of the original creditor and any intermediary assignees should be given in part B on page 3.</li> <li>• If the amount of debt when due includes interest not previously notified to the debtor as included in the debtor's liability, details should be given, including the grounds upon which interest is charged. The amount of interest must be shown separately.</li> <li>• Any other charge accruing due from time to time may be claimed. The amount or rate of the charge must be identified and the grounds on which it is claimed must be stated.</li> <li>• In either case the amount claimed must be limited to that which will have accrued due when payment falls due on the date specified.</li> <li>• If the creditor holds any security the amount of debt should be the sum the creditor is prepared to regard as unsecured for the purposes of this demand. Brief details of the total debt should be included and the nature of the security and the value put upon it by the creditor, as at the date of the demand, must be specified.</li> <li>• The grounds for the creditor's opinion that the debtor has no reasonable prospects of paying the debt when it falls due must be stated.</li> <li>• If signatory of the demand is a solicitor or other agent of the creditor the name of his/her firm should be given.</li> </ul>	<p><b>Warning</b></p> <ul style="list-style-type: none"> <li>• This is an <b>important</b> document. You should refer to the notes entitled "How to comply with a statutory demand or have it set aside".</li> <li>• If you wish to have this demand set aside you must make application to do so <b>within 18 days</b> from its service on you.</li> <li>• If you do not apply to set aside <b>within 18 days</b> or otherwise deal with this demand as set out in the notes <b>within 21 days</b> after its service on you, you could be made bankrupt and your property and goods taken away from you.</li> <li>• Please read the demand and notes carefully. If you are in any doubt about your position you should seek advice <b>immediately</b> from a solicitor or your nearest Citizens Advice Bureau.</li> </ul>
<p><b>Demand</b></p> <p>To _____</p> <p>Address _____</p> <p>_____</p> <p>This demand is served on you by the creditor:</p> <p>Name _____</p> <p>Address _____</p> <p>_____</p> <p>The creditor claims that you owe the sum of £ _____, full particulars of which are set out on page 2, when payment falls due on _____</p> <p>The creditor is of the opinion that you have no reasonable prospect of paying this debt when it falls due because _____</p> <p>Signature of individual _____</p> <p>Name _____</p> <p>(BLOCK LETTERS)</p> <p>Date _____</p> <p>* Position with or relationship to creditor _____</p> <p>_____</p> <p>* I am authorised to make this demand on the creditor's behalf.</p> <p>Address _____</p> <p>_____</p> <p>Tel. No. _____ Fax. No. (if any) _____ Ref. _____</p>	

\* Delete if signed by the creditor himself

N.B. The person making this demand must complete the whole of pages 1 and 2 and parts A and B (as applicable) on page 3

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 6.03 contd.**

**Particulars of Debt**

(These particulars must include (a) when the debt was incurred, (b) the consideration for the debt (or if there is no consideration the way in which it will arise) and (c) the amount of future debt and the date payment is due.)

**Notes for Creditor**

Please make sure that you have read the notes on page 1 before completing this page

**Note:**

If space is insufficient continue on page 4 and clearly indicate on this page that you are doing so.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 6.03 contd

**Part A**

The individual or individuals to whom any communication regarding this demand may be addressed is/are:

Name _____ (BLOCK LETTERS)	
Address _____	
Telephone Number _____	
Fax. No. (if any) _____	
Reference _____	

**Part B**

For completion if the creditor is entitled to the debt by way of assignment

	Name	Date(s) of Assignment
Original creditor		
Assignees		

**How to comply with a statutory demand or have it set aside (ACT WITHIN 18 DAYS)**

If you wish to avoid a bankruptcy petition being presented against you, you must within the period of **21 days** after its service upon you satisfy the creditor that you are able to meet the debt demanded when it is due.

If you dispute that the debt will be due in whole or in part or if you dispute the allegation that you will be unable to pay the debt when it falls due or if you consider that you may be able to offer security for the debt or to compound for it you should:

- contact the individual (or one of the individuals) named in part A immediately.

If you consider that you have grounds to have this demand set aside or if you do not quickly receive a satisfactory written reply from the individual named in part A whom you have contacted you should **apply within 18 days** from the date of service of this demand on you to the High Court to have the demand set aside.

**THERE ARE MORE IMPORTANT NOTES ON THE NEXT PAGE**

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Form 6.03 contd**

**Any application to set aside the demand (Form 6.04 in Schedule 2 to the Insolvency Rules (Northern Ireland) 1991) should be made within 18 days from the date of service upon you and be supported by an affidavit (Form 6.05 in Schedule 2 to those Rules) stating the grounds on which the demand should be set aside.**

**Remember! —** From the date of service on you of this document  
(a) you have only 18 days to apply to the court to have the demand set aside, and  
(b) you have only 21 days before the creditor may present a bankruptcy petition

Form 6.04

Rule 6.004

**Application to Set Aside Statutory Demand**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert name and address of person to attend hearing Let (a)

attend before the Master as follows:-

Date \_\_\_\_\_

Time \_\_\_\_\_ hours

Place \_\_\_\_\_

(b) Insert name of debtor on hearing of an application by (b)

the applicant for an order that the statutory demand dated  
be set aside.

(c) Insert date The grounds on which the applicant claims to be entitled to the order are set out in the affidavit of the applicant sworn on (c) a copy of which affidavit accompanies this application.

(d) State the names and addresses of the persons to be served served are:- (d)

(e) State the applicant's address for service The applicant's address for service is:- (e)

Dated \_\_\_\_\_

Signed \_\_\_\_\_  
(Solicitor for the) Applicant

**If you do not attend, the court may make such order as it thinks fit**

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 6.05

Rule 6.004

### Affidavit in Support of Application to Set Aside Statutory Demand

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* insert title Re\*

(a) Insert name address and description of person making the oath I (a) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

make oath and say as follows:--

(b) Insert date 1. That on (b) \_\_\_\_\_ the statutory demand exhibited hereto and marked "A" came into my hands.

(c) Insert one of the 8 following alternatives or if none of them are applicable state grounds on which you consider the statutory demand should be set aside

2. That I (c)

(1) "do not admit the debt because ..."

[here state grounds]

or

(2) "Admit the debt but not that it is payable immediately"

[state reason], or

(3) "Admit the debt as to £ \_\_\_\_\_, and that this is payable but that the remainder is not immediately payable. I am prepared to pay the amount of £ \_\_\_\_\_ immediately"

[state reason], or

(4) "Admit the debt and am prepared to secure or compound for it to the creditor's satisfaction by ..."

[state nature of satisfaction], or

(5) "Say that the debt is a secured debt" [give full details of security and its value], or

(6) "Have a counter-claim (or set-off or cross demand) for £ \_\_\_\_\_ being a sum equal to (or exceeding) the claim in respect of"

[here state grounds of counterclaim, etc.], or



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 6.05 contd.**

(7) "Say that enforcement on the Judgment of the Court has been stayed"  
[give details], or  
(8) "Say that the Demand does not comply with the Insolvency Rules (Northern Ireland) 1991 in that ..."  
[state reason]

Sworn at

Form 6.06

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Form 6.06

Rule 6.005

### Order Setting Aside Statutory Demand

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert name and address of applicant Upon the application of (a) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and upon hearing \_\_\_\_\_

and upon reading the evidence \_\_\_\_\_

It is ordered that the statutory demand dated \_\_\_\_\_  
be set aside.

(b) Insert details of any further order in the matter And it is ordered that (b) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated \_\_\_\_\_

Form 6.07

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 6.006

Creditor's Bankruptcy Petition on Failure to Comply with a Statutory Demand for a Liquidated Sum Payable Immediately

WARNING TO DEBTOR
• This is an application to the court to have you made bankrupt
• Your attention is particularly directed to the endorsement overleaf.
• If you are in any doubt about your position, you should seek advice immediately from a solicitor or your nearest Citizens Advice Bureau.

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert full name(s) and address(es) of petitioner(s). I/We (a) \_\_\_\_\_

(b) Insert full name, place of residence and occupation (if any) of debtor petition the court that a bankruptcy order may be made against (b) \_\_\_\_\_

(c) Insert in full any other name(s) by which the debtor is or has been known [also known as (c) \_\_\_\_\_ ]

(d) Insert trading name (adding "with another or others", if this is so), business address and nature of business [and carrying on business as (d) \_\_\_\_\_ ]

(e) Insert any other address or addresses at which the debtor has resided at or after the time the petition debt was incurred [and lately residing at (e) \_\_\_\_\_ ]

(f) Give the same details as specified in note (d) for any other businesses which have been carried on at or after the time the petition debt was incurred [and lately carrying on business as (f) \_\_\_\_\_ ]

and say as follows:-

- (g) State in respect of the debt of each debt - (i) the amount, (ii) the consideration for the debt (or, if there is no consideration, the way in which it arises), and (iii) when the debt was incurred
1. The debtor is justly and truly indebted to me [us] in the aggregate sum of £(g) \_\_\_\_\_
2. The above-mentioned debt is for a liquidated sum payable immediately and the debtor appears to be unable to pay it.

The amount or rate of any interest or other charge not previously notified to the debtor and the reasons why you are claiming it must be shown separately. Such amount must be limited to that claimed in the statutory demand

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 6.07 contd.

(h) Insert date (and in the case of personal service, time) of service of statutory demand as set out in affidavit of service.

3. On (h) \_\_\_\_\_ a statutory demand was served upon the debtor by

(j) State manner of service of demand

(j) \_\_\_\_\_ in respect of the above-mentioned debt. To the best of my knowledge and belief the demand has neither been complied with nor set aside in accordance with the Rules and no application to set it aside is outstanding

(k) If 3 weeks have not elapsed since service of statutory demand give reasons for earlier presentation of petition

(k) 4. I/We do not, nor does any person on my/our behalf, hold any security on the debtor's estate, or any part thereof, for the payment of the above-mentioned sum  
**OR**

(l) Delete as applicable

I/We hold security for the payment of (l) [part of] the above-mentioned sum.  
I/We will give up such security for the benefit of all the creditors in the event of a bankruptcy order being made.

**OR**  
I/We hold security for the payment of part of the above-mentioned sum and I/we estimate the value of such security to be £ \_\_\_\_\_. This petition is not made in respect of the secured part of my/our debt.

**Endorsement**

This petition having been presented to the court and filed on \_\_\_\_\_ at \_\_\_\_ a.m./p.m. it is ordered that the petition shall be heard as follows:-

Date \_\_\_\_\_

Time \_\_\_\_\_ hours

Place \_\_\_\_\_

(m) Insert name of debtor

and you, the above-named (m) \_\_\_\_\_, are to take notice that if you intend to oppose the petition you must not later than 7 days before the day fixed for the hearing:

- (i) file in court a notice (in Form 6.20) specifying the grounds on which you object to the making of a bankruptcy order; and
- (ii) send a copy of the notice to the petitioner or his solicitor.

(n) Only to be completed where the petitioning creditor is represented by a solicitor

The solicitor to the petitioning creditor is:- (n)

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax. Number \_\_\_\_\_

Reference \_\_\_\_\_

Form 6.08

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 6.006

Creditor's Bankruptcy Petition on Failure to Comply with a Statutory Demand for a Liquidated Sum Payable at a Future Date

WARNING TO DEBTOR
• This is an application to the court to have you made bankrupt
• Your attention is particularly directed to the endorsement overleaf.
• If you are in any doubt about your position, you should seek advice immediately from a solicitor or your nearest Citizens Advice Bureau.

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert full name(s) and address(es) of petitioner(s). I/We (a)
(b) Insert full name, place of residence and occupation (if any) of debtor. petition the court that a bankruptcy order may be made against (b)
(c) Insert in full any other name(s) by which the debtor is or has been known. [also known as (c)
(d) Insert trading name (adding "with another or others", if this is so), business address and nature of business. [and carrying on business as (d)
(e) Insert any other address or addresses at which the debtor has resided at or after the time the petition debt was incurred. [and lately residing at (e)
[and lately carrying on business as (f)
(f) Give the same details as specified in note (d) for any other businesses which have been carried on at or after the time the petition debt was incurred. and say as follows:-
(g) State in respect of the debt or each debt -
(i) the amount,
(ii) the consideration for the debt (or, if there is no consideration, the way in which it arises), and
(iii) when the debt was incurred
1. The debtor is justly and truly indebted to me [us] in the aggregate sum of £(g)
The amount or rate of any interest or other charge not previously notified to the debtor and the reasons why you are claiming it must be shown separately. Such amount must be limited to that claimed in the statutory demand

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Form 6.08 contd.**

(h) Insert date or dates when the debt becomes payable.

2. The above-mentioned debt is for a liquidated sum payable on (h) \_\_\_\_\_ and the debtor appears to have no reasonable prospect of being able to pay it.

(j) Insert date (and in the case of personal service, time) of service of statutory demand as set out in affidavit of service.

3. On (j) \_\_\_\_\_ a statutory demand was served upon the debtor by

(k) State manner of service of the demand

(k) \_\_\_\_\_ in respect of the above-mentioned debt. To the best of my knowledge and belief the demand has neither been complied with nor set aside in accordance with the Rules and no application to set it aside is outstanding

(l) If 3 weeks have not elapsed since service of statutory demand give reasons for earlier presentation of petition.

(l) 4. I/We do not, nor does any person on my/our behalf, hold any security on the debtor's estate, or any part thereof, for the payment of the above-mentioned sum  
**OR**

(m) Delete as applicable

I/We hold security for the payment of (m) [part of] the above-mentioned sum. I/We will give up such security for the benefit of all the creditors in the event of a bankruptcy order being made.

**OR**  
I/We hold security for the payment of part of the above-mentioned sum and I/we estimate the value of such security to be £ \_\_\_\_\_. This petition is not made in respect of the secured part of my/our debt.

(n) Insert name of debtor

<b>Endorsement</b>	
This petition having been presented to the court and filed on _____ at ____ a.m./p.m. it is ordered that the petition shall be heard as follows:-	
Date _____	
Time _____ hours	
Place _____	
and you, the above-named (n) _____ are to take notice that if you intend to oppose the petition you must not later than 7 days before the day fixed for the hearing:	
(i)	file in court a notice (in Form 6.20) specifying the grounds on which you object to the making of a bankruptcy order; and
(ii)	send a copy of the notice to the petitioner or his solicitor.
The solicitor to the petitioning creditor is:- (p)	
Name _____	
Address _____	
_____	
Telephone Number _____	
Fax. Number _____	
Reference _____	

(p) Only to be completed where the petitioning creditor is represented by a solicitor

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 6.006

Creditor's Bankruptcy Petition on Certificate of Unenforceability of a Judgment

WARNING TO DEBTOR
• This is an application to the court to have you made bankrupt
• Your attention is particularly directed to the endorsement overleaf.
• If you are in any doubt about your position, you should seek advice immediately from a solicitor or your nearest Citizens Advice Bureau.

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert full name(s) and address(es) of petitioner(s). I/We (a)
(b) Insert full name, place of residence and occupation (if any) of debtor petition the court that a bankruptcy order may be made against (b)
(c) Insert in full any other name(s) by which the debtor is or has been known [also known as (c)
(d) Insert trading name (adding "with another or others", if this is so), business address and nature of business [and carrying on business as (d)
(e) Insert any other address or addresses at which the debtor has resided at or after the time the petition debt was incurred [and lately residing at (e)
(f) Give the same details as specified in note (d) for any other businesses which have been carried on at or after the time the petition debt was incurred [and lately carrying on business as (f)

and say as follows:-

1. The debtor is justly and truly indebted to me [us] in the aggregate sum of £(g)
2. The above-mentioned debt is for a liquidated sum payable immediately and the debtor appears to be unable to pay it.
The amount or rate of any interest or other charge not previously notified to the debtor and the reasons why you are claiming it must be shown separately.

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Form 6.09 contd.**

- (h) Insert date on which judgment or decree was obtained.
- (j) Insert name of court and in the case of the High Court, Division.
- (k) Insert short title of action and record number
- (l) Delete if county court decree
- (m) Insert date of application to Enforcement of Judgments Office
- (n) Insert date of certificate of unenforceability granted
- (p) Delete as applicable
- (q) Insert name of debtor
- (r) Only to be completed where the petitioning creditor is represented by a solicitor

3. On (h) \_\_\_\_\_ a judgment/decree was obtained in (j) \_\_\_\_\_ in an action entitled (k) " \_\_\_\_\_," (l) [Record No. \_\_\_\_\_,] in the sum of £ \_\_\_\_\_. On (m) \_\_\_\_\_ an application was made to the Enforcement of Judgments Office for enforcement of the said judgment/decree and on (n) \_\_\_\_\_ a certificate of unenforceability was granted in respect of (p) [the said sum] [£ \_\_\_\_\_, part of the said sum]. The above-mentioned debt represents the amount remaining due on the said judgment/decree.

4. I/We do not, nor does any person on my/our behalf, hold any security on the debtor's estate, or any part thereof, for the payment of the above-mentioned sum  
**OR**  
 I/We hold security for the payment of (p) [part of] the above-mentioned sum. I/We will give up such security for the benefit of all the creditors in the event of a bankruptcy order being made.  
**OR**  
 I/We hold security for the payment of part of the above-mentioned sum and I/we estimate the value of such security to be £ \_\_\_\_\_. This petition is not made in respect of the secured part of my/our debt.

<b>Endorsement</b>	
	This petition having been presented to the court and filed on _____ at _____ a.m./p.m. it is ordered that the petition shall be heard as follows:-
	Date _____
	Time _____ hours
	Place _____
	and you, the above-named (q) _____ are to take notice that if you intend to oppose the petition you must not later than 7 days before the day fixed for the hearing:
	(i) file in court a notice (in Form 6.20) specifying the grounds on which you object to the making of a bankruptcy order; and
	(ii) send a copy of the notice to the petitioner or his solicitor.
	The solicitor to the petitioning creditor is:- (r)
	Name _____
	Address _____
	_____
	Telephone Number _____
	Fax. Number _____
	Reference _____

Form 6.10



Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 6.006

### Bankruptcy Petition for Default in Connection with Voluntary Arrangement

**WARNING TO DEBTOR**

- This is an application to the court to have you made **bankrupt**
- Your attention is particularly directed to the endorsement overleaf.
- If you are in any doubt about your position, you should seek advice **immediately** from a solicitor or your nearest Citizens Advice Bureau.

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert full name(s) and address(es) of petitioner(s). I/We (a) \_\_\_\_\_  
\_\_\_\_\_

(b) Insert full name, place of residence and occupation (if any) of debtor petition the court that a bankruptcy order may be made against (b) \_\_\_\_\_  
\_\_\_\_\_

(c) Insert in full any other name(s) by which the debtor is or has been known [also known as (c) \_\_\_\_\_  
\_\_\_\_\_ ]

(d) Insert trading name (adding "with another or others", if this is so), business address and nature of business [and carrying on business as (d) \_\_\_\_\_  
\_\_\_\_\_ ]

(e) Insert any other address or addresses at which the debtor has resided at or after the time the petition debt was incurred [and lately residing at (e) \_\_\_\_\_  
\_\_\_\_\_ ]

(f) Give the same details as specified in note (d) for any other businesses which have been carried on at or after the time the petition debt was incurred [and lately carrying on business as (f) \_\_\_\_\_  
\_\_\_\_\_ ]

and say as follows:-

(g) Insert date the debtor entered into voluntary arrangement

(h) Delete as applicable

(j) Insert name of supervisor

1. On (g) \_\_\_\_\_ a voluntary arrangement proposed by the debtor was approved by his creditors and I am (h) [a person who is for the time being bound by the said voluntary arrangement and (j) \_\_\_\_\_ is the supervisor] [ (j) \_\_\_\_\_ the supervisor of the said voluntary arrangement]

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 6.10 contd.

(k) Give details of the default in connection with the composition or scheme, being the grounds under Article 250(1) of the Insolvency (Northern Ireland) Order 1989 upon which the bankruptcy order is sought

2. (k)

**Endorsement**

This petition having been presented to the court and filed on \_\_\_\_\_ at \_\_\_\_ a.m./p.m. it is ordered that the petition shall be heard as follows:-

Date \_\_\_\_\_

Time \_\_\_\_\_ hours

Place \_\_\_\_\_

and you, the above-named (l) \_\_\_\_\_ are to take notice that if you intend to oppose the petition you must not later than 7 days before the day fixed for the hearing:

(i) file in court a notice (in Form 6.20) specifying the grounds on which you object to the making of a bankruptcy order; and

(ii) send a copy of the notice to the petitioner or his solicitor.

The solicitor to the petitioning creditor is:- (m)

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax. Number \_\_\_\_\_

Reference \_\_\_\_\_

(l) Insert name of debtor

(m) Only to be completed where the petitioning creditor is represented by a solicitor

Form 6.11

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Rule 6.006

**Bankruptcy Petition by the Law Society of Northern Ireland under Article 238(1)(d) of the Insolvency (Northern Ireland) Order 1989**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

We, the Law Society of Northern Ireland ("the Society")

(a) Insert address of (a) \_\_\_\_\_

(b) Insert full name and place of residence of solicitor against whom petition is presented petition the court that a bankruptcy order may be made against (b) \_\_\_\_\_

(c) Insert in full any other name by which the solicitor has been known [also known as (c) \_\_\_\_\_ ]

(d) Insert name of firm (adding "with another or others" if this is so) and practising as a solicitor [under the name of (d) \_\_\_\_\_

(e) Insert address(es) at which practice carried on at (e) \_\_\_\_\_

(f) Insert any other address or addresses at which the solicitor has resided at or after the time the petitioner was appointed his attorney [and lately residing at (f) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ]

[and lately practising as a solicitor [under the name of (d) \_\_\_\_\_

at (e) \_\_\_\_\_ ]]

and say that by order of the High Court of Justice in Northern Ireland (Chancery Division) dated \_\_\_\_\_ 19 \_\_\_\_\_ the Society was appointed attorney of the said

(g) Insert full name (g) \_\_\_\_\_

by virtue of Part III of the Solicitors (Northern Ireland) Order 1976.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 6.11 contd.**

**Endorsement**

This petition having been presented to the court and filed on \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m. it is ordered that the petition shall be heard as follows:-

Date \_\_\_\_\_

Time \_\_\_\_\_ hours

Place \_\_\_\_\_

(l) Insert name of solicitor

and you, the above-named (j), \_\_\_\_\_ are to take notice that if you intend to oppose the petition you must not later than 7 days before the day fixed for the hearing:

- (i) file in court a notice (in Form 6.20) specifying the grounds on which you object to the making of a bankruptcy order; and
- (ii) send a copy of the notice to the petitioner or its solicitor.

(m) Only to be completed where the petitioner is represented by a solicitor

The solicitor to the petitioner is:- (k)

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax. Number \_\_\_\_\_

Reference \_\_\_\_\_

Form 6.12

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Rule 6.010

**Affidavit of Service of Statutory Demand  
Where Service Acknowledged in Writing**

No. \_\_\_\_\_

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\* \_\_\_\_\_

Date of statutory demand \_\_\_\_\_

(a) Insert name, address and description of person making the oath and whether the creditor or a person acting on his behalf

1. (a) \_\_\_\_\_  
\_\_\_\_\_

make oath and say as follows:-

(b) Delete 'I' and insert name and address of person who effected personal service, if applicable

1. (b) [I] [ \_\_\_\_\_ ]  
did on (c) \_\_\_\_\_ (d) [before] [after] \_\_\_\_\_ hours, at (e) \_\_\_\_\_

(c) Insert date

\_\_\_\_\_ personally serve the above-named debtor with the demand dated

(d) Insert time which must be stated as either before or after 16.00 hours Monday to Friday or before or after 12.00 hours Saturday

OR  
[On (c) \_\_\_\_\_ substituted service of the demand was effected in the following way:-

(e) Insert address

]

(f) Give particulars of the way in which the debtor acknowledged service of the demand

2. On (c) \_\_\_\_\_ the debtor acknowledged service of the demand by (f) \_\_\_\_\_  
3. A copy of the demand marked "A" and the acknowledgement of service marked "B" are exhibited hereto.

Sworn at

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Form 6.13

Rule 6.010

**Affidavit of Personal Service of Statutory Demand  
Where Service Not Acknowledged in Writing**

No. \_\_\_\_\_

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\* \_\_\_\_\_

Date of statutory demand \_\_\_\_\_

(a) Insert name, address and description of person who effected service I, (a) \_\_\_\_\_  
\_\_\_\_\_

make oath and say as follows:-

(b) Insert date 1. I did on (b) \_\_\_\_\_ (c) [before] [after] \_\_\_\_\_ hours, at (d) \_\_\_\_\_

(c) Insert time which must be stated as either before or after 16.00 hours Monday to Friday or before or after 12.00 hours Saturday \_\_\_\_\_  
personally serve the above-named debtor with the demand dated \_\_\_\_\_

(d) Insert address 2. A copy of the demand marked "A" is exhibited hereto.

Sworn at

Form 6.14

Rule 6.010

**Affidavit of Substituted Service of Statutory Demand  
Where Service Not Acknowledged in Writing**

No. \_\_\_\_\_

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\* \_\_\_\_\_

Date of Statutory Demand \_\_\_\_\_

(a) Insert name, address and description of person making the oath I (a) \_\_\_\_\_  
\_\_\_\_\_

make oath and say as follows:-

(b) Insert date 1. On (b) \_\_\_\_\_ an attempt was made to serve the demand on the above-named debtor personally by (c)  
(c) Give particulars of the steps taken with a view to serving the demand personally and why they were ineffective, or refer to an accompanying affidavit containing such particulars

(d) Insert name of person making affidavit detailing steps taken to effect personal service OR  
[Attempts have been made to serve the demand on the above-named debtor personally, full particulars of which are set out in the accompanying affidavit of (d) \_\_\_\_\_ ]

(e) If the creditor has taken advantage of Rule 6.003(3) (newspaper advertisement) state in separate paragraph(s) the means of the creditors knowledge for the purposes of that rule and the date or dates on which the demand was advertised, and re-number paragraphs accordingly [(e) \_\_\_\_\_ ]

2. On (b) \_\_\_\_\_ substituted service of the demand was effected in the following way:-

(f) [3. To the best of my knowledge, information and belief the demand will have come to the attention of the above-named debtor by (b) \_\_\_\_\_ ]

(f) Delete words in brackets where Rule 6.003(3) applies 4. I have direct personal knowledge of (g) [the means adopted for serving the demand] [the circumstances referred to in paragraph(s) above (h)] by reason of (j)

(g) Delete as applicable

(h) Refer to paragraph(s) complying with note (e) above

(j) State means of knowledge 5. A copy of the demand marked "A" (g) [and the advertisement of the demand marked "B"] (g) [is] [are] exhibited hereto.

Sworn at

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 6.15

Rule 6.011

**Affidavit of Truth of Statements in  
Bankruptcy Petition  
No.**

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert name, address and description of person making oath

I (a) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

make oath and say as follows:-

[1. I am the petitioner. The statements in the petition now produced and shown to me marked "A" are true to the best of my knowledge, information and belief.

(b) If petition is based upon a statutory demand, and more than 4 months have elapsed between service of the demand and presentation of the petition, give reason(s) for delay and explanation of circumstances which have contributed to the late presentation of the petition.

2. (b)

OR

(c) State the capacity eg director, secretary, solicitor, etc.

[1. I am (c) \_\_\_\_\_ (d) [of the petitioner].  
I (d) [have been concerned in the matters giving rise to the presentation of the petition and] am duly authorised by the petitioner to make this affidavit on \_\_\_\_\_ behalf.

(d) Delete as applicable

(e) State means of knowledge of matters sworn to in the affidavit

2. I have the requisite knowledge of the matters referred to in this affidavit because (e)

3. The statements in the petition now produced and shown to me marked "A" are true to the best of my knowledge, information and belief.

4. (b)

1

Sworn at

Form 6.16



Rule 6.013

**Order for Substituted Service of  
Bankruptcy Petition**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title **Re\***

Master in chambers

(a) Insert date In the matter of a bankruptcy petition filed on (a)

(b) Insert full name, address and description of applicant Upon the application of (b)

(c) State name, address and description of person making the oath And upon reading the affidavit of (c)

(d) State class of postage to be used It is ordered that the sending of a sealed copy of the above-mentioned petition together with a sealed copy of this order by (d) prepaid post addressed to

at

and/or by publication in the Belfast Gazette  
and/or in the newspaper of the presentation of  
such petition and the time and place fixed for hearing the petition shall be deemed  
to be good and sufficient service of the said petition on the above-named debtor on  
the day after completing such posting and/or publication  
as aforesaid.

Dated \_\_\_\_\_

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 6.17

Rule 6.013

**Substituted Service of Bankruptcy Petition—  
Notice in Belfast Gazette/Newspaper**

\* Insert title Re\*  
(To appear in Belfast  
Gazette/newspaper in bold  
print)

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

(a) Insert full particulars of debtor as in petition To (a) \_\_\_\_\_  
\_\_\_\_\_

Take notice that a bankruptcy petition has been presented against you in this court  
(b) Insert name(s) and address(es) of petitioner(s) by (b) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(c) Insert terms of order of substituted service and the court has ordered that (c) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

shall be deemed to be service of the petition upon you.

The said petition will be heard at this court on:—

Date \_\_\_\_\_

Time \_\_\_\_\_ hours

Place \_\_\_\_\_

**Important**

If you do not attend the hearing of the petition the court may make a bankruptcy order against you in your absence.

The petition can be inspected by you on application at the Bankruptcy and Companies Office at Royal Courts of Justice, Chichester Street, Belfast, BT1 3JF

Dated \_\_\_\_\_

Form 6.18

Rule 6.014

**Affidavit of Personal Service of  
Bankruptcy Petition**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert date In the matter of a bankruptcy petition filed on (a)

(b) Insert full name, address | (b)  
and description of person  
making oath

(c) insert name and address and for the purpose of service instructed by (c)

(d) Delete as applicable (d) [Solicitor(s) for] the

make oath and say as follows:-

(e) Insert time which must be 1. I did on (a) \_\_\_\_\_ (e) [before] [after] \_\_\_\_\_  
stated as either before or hours serve the above-named debtor with a copy of the above-mentioned petition,  
after 16.00 hours Monday to Friday or before or after 12.00 hours Saturday duly sealed with the seal of the court by delivering the same personally to the said  
(f)

(f) Insert name of debtor as at (g)  
in title

(g) State exact place of  
service

2. A sealed copy of the said petition is now produced and shown to me marked "A"  
(h)

(h) Sealed copy must be  
marked as an exhibit

Sworn at

**NOTE: This affidavit and exhibit should be filed in court immediately after  
service (Rule 6.014 (2))**

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Form 6.19**

**Rule 6.014**

**Affidavit of Substituted Service of  
Bankruptcy Petition**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert date In the matter of a bankruptcy petition filed on (a)

(b) Insert full name, address and description of person making oath I (b)

(c) Insert name and address and for the purpose of service instructed by (c)

(d) Delete as applicable (d) [Solicitor(s) for] the

make oath and say as follows:-

1. I did on (a) serve the above-named debtor with a sealed copy of the above-mentioned petition, together with a sealed copy of the order for substituted service thereof, by (e)

(e) Set out terms of order for substituted services

2. A sealed copy of the said petition is now produced and shown to me marked "A"  
(f) Sealed copy must be marked as an exhibit (f)

3. A sealed copy of the said order is now produced and shown to me marked "B" (f).

**NOTE: This affidavit and exhibits should be filed in court immediately after service (Rule 6.014 (2))**

Form 6.20

Form 6.20

Rule 6.018

**Notice by Debtor of Intention to Oppose Bankruptcy Petition**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert name Take note that I (a) \_\_\_\_\_  
intend to oppose the application to make a bankruptcy order on the following grounds:-

---

---

---

Dated \_\_\_\_\_

To the High Court of Justice in Northern Ireland, Chancery Division (Bankruptcy) and to [the solicitors for] the petitioner.

Form 6.21

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 6.21

Rule 6.020

### Notice of Intention to Appear on Bankruptcy Petition

No. \_\_\_\_\_

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\* \_\_\_\_\_

In the matter of a bankruptcy petition filed

(a) Insert date on (a) \_\_\_\_\_

to be heard on (a) \_\_\_\_\_

(b) Insert full name and address, or if a firm, the name of the firm and address I (b) \_\_\_\_\_  
\_\_\_\_\_

(c) State amount and nature of debt eg. goods supplied a creditor of the above-named debtor in respect of (c) \_\_\_\_\_  
intend to appear on the hearing of the above-mentioned petition and to (d) [support] [oppose] the petition.  
(d) Delete as applicable

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Name in BLOCK LETTERS \_\_\_\_\_

(e) If creditor's solicitor or other agent please give name and address of firm Position with or relationship to creditor (e) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax. No. (if any) \_\_\_\_\_

Reference No. \_\_\_\_\_

(f) Insert name(s) and address(es) of petitioner(s) To (f) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Form 6.22

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 6.22

Rule 6.022

### Certificate of Continuing Debt on Hearing of Bankruptcy Petition

No. \_\_\_\_\_

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\* \_\_\_\_\_

(a) Delete as applicable I certify that (a) [I have] [my firm has] made enquiries of the petitioning creditor(s) within the last business day prior to the (a) [hearing] [adjourned hearing] and to the best of my knowledge and belief the debt in respect of which the petition was presented is still due and owing and has not been paid or secured or compounded for (save as to \_\_\_\_\_).

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Form 6.23

Form 6.23

Rule 6.021

### List of Creditors Intending to Appear on the Hearing of Bankruptcy Petition

No. \_\_\_\_\_

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\* \_\_\_\_\_

(a) insert date In the matter of a bankruptcy petition filed on (a) \_\_\_\_\_

The following creditors have given notice that they intend to appear on the hearing of the above-mentioned petition on (a) \_\_\_\_\_

Name of creditor	Address of creditor	Amount owed to creditor	Creditor's Solicitors (if any)	Whether intending to support or oppose the petition

(b) Insert name and address [Solicitors for the] Petitioning creditor (b) \_\_\_\_\_

Form 6.24

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Form 6.24

Rule 6.022, 6.024,  
6.029, 6.040

### Dismissal or Withdrawal of Bankruptcy Petition

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

Master in chambers

(a) Insert date In the matter of a bankruptcy petition filed on (a)

(b) Insert full name, address and description of applicant Upon the application of (b)

And upon hearing

And upon reading the evidence

(c) Delete as applicable It is ordered that (c) [this petition be dismissed] [the petitioner has leave to withdraw this petition].

(d) Insert any further terms of the order eg as to costs [And that (d) ]

(e) Insert date of registration And it is ordered that the registration of the petition in the Registry of Deeds, on (e) under Serial No. be vacated [and the entry of the presentation of the petition in the Land Registry, Folio No. County , be cancelled] upon the application of the debtor.

Dated \_\_\_\_\_

#### Notice to Debtor

It is your responsibility and is in your interest to ensure that the registration of the petition as an entry, in the Registry of Deeds [and the Land Registry] is cancelled.

Form 6.25



Form 6.25

Rule 6.026

## Order of Adjournment of Bankruptcy Petition

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert date In the matter of a bankruptcy petition filed on (a)

(b) Delete as applicable Upon the (b) [adjourned] hearing of the petition today

And upon hearing

And upon reading the evidence

It is ordered that the further hearing of this petition be adjourned to:

Date \_\_\_\_\_

Time \_\_\_\_\_ hours

Place \_\_\_\_\_

Dated \_\_\_\_\_

Form 6.26

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 6.26**

**Rule 6.026**

**Notice to Debtor and Creditors of Order of  
Adjournment of Bankruptcy Petition**

No. \_\_\_\_\_

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\* \_\_\_\_\_

(a) Insert date In the matter of a bankruptcy petition filed on (a) \_\_\_\_\_

Take notice that by order of the court dated \_\_\_\_\_  
the further hearing of the petition has been adjourned to:

Date \_\_\_\_\_

Time \_\_\_\_\_ hours

Place \_\_\_\_\_

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Name in BLOCK LETTERS \_\_\_\_\_

(b) Insert name and address  
of debtor and creditors

To (b) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Form 6.27

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 6.27

Rule 6.027

### Order for substitution of petitioner on creditor's petition

No. \_\_\_\_\_

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\* \_\_\_\_\_

Upon the hearing of this petition this day

(a) Insert name of creditor who wishes to be substituted as petitioner

and upon the application of (a) \_\_\_\_\_

for an order that he be substituted as petitioning creditor therein pursuant to Rule 6.027 of the Insolvency Rules (Northern Ireland) 1991

And upon hearing

(b) Recite details of demand or certificate of unenforceability

And upon reading (b) \_\_\_\_\_

(c) Insert name of original petitioning creditor

[It is ordered that upon payment by the said (a) \_\_\_\_\_ of the statutory deposit, the statutory deposit paid by (c) \_\_\_\_\_

be repaid to him by the official receiver]

And it is ordered that the said (a) \_\_\_\_\_ be substituted as petitioning creditor in place of the said (c) \_\_\_\_\_ and that the said (a) \_\_\_\_\_ be at liberty to amend the said petition accordingly. And it is ordered that the said (a) \_\_\_\_\_ do within 7 days from the date of this order file an affidavit of truth of statements in the bankruptcy petition and exhibit thereto a sealed copy of the said amended petition and at least 14 days before the date of the adjourned hearing of the petition serve† upon the above-named debtor a sealed copy of the amended petition.

†NOTE: In the absence of any order to the contrary, this will involve personal service

And it is ordered that the hearing of the said amended petition be adjourned to:

Date \_\_\_\_\_

Time \_\_\_\_\_ hours

Place \_\_\_\_\_

It is ordered that the question of the costs of the said (c) \_\_\_\_\_ [and of the statutory deposit] be reserved until the final determination of the said amended petition.

Dated \_\_\_\_\_

Form 6.28

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 6.28

Rule 6.028

### Change of carriage order

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

Upon the hearing of this petition this day  
(a) Insert name of creditor who wishes to be given carriage of the petition And upon the application of (a) , a creditor of the debtor, for an order giving him carriage of the petition in place of (b) (the petitioning creditor) pursuant to Rule 6.028 of the Insolvency Rules (Northern Ireland) 1991

And upon hearing

And upon reading

It is ordered that the carriage of this petition be given to the said (a) in place of the said (b) and that all further proceedings herein be carried on by the said (a) in the name of the said (b)  
(b) Insert name of original petitioning creditor

And it is ordered that the said (a) do within days from the date of this order serve upon the said debtor and the said (b) a sealed copy of this order

And it is ordered that the said (a) may rely upon all evidence previously adduced in these proceedings whether by affidavit or otherwise

And it is ordered that the further hearing of this petition be adjourned to:

Date \_\_\_\_\_

Time \_\_\_\_\_ hours

Place \_\_\_\_\_

And it is ordered that the question of the costs of the said (b) be reserved until the final determination of this petition.

Dated \_\_\_\_\_

Form 6.29

Rule 6.030

**Bankruptcy Order on Petition  
other than Debtor's**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert name and address of petitioner Upon the petition of (a)

(b) Delete as appropriate (b) [a creditor], which was presented on

And upon hearing

And upon reading the evidence

(c) Insert full description of debtor as set out in the petition It is ordered that (c)

be adjudged bankrupt.

Dated \_\_\_\_\_

Time \_\_\_\_\_ hours

**Important Notice to Bankrupt**

(d) Insert address of Official Receiver's Office The Official Receiver is by virtue of this order receiver and manager of the bankrupts estate. You are required to attend upon the Official Receiver at (d) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

immediately after you have received this order.

The Official Receivers offices are open Monday to Friday (except on holidays) from 10.00 to 16.00 hours.

(e) Order to be endorsed where petitioning creditor is represented by a solicitor

Endorsement on Order (e)	
The solicitor to the petitioning creditor is:—	
Name	_____
Address	_____ _____
Telephone No.	_____
Fax. No. (if any)	_____
Reference	_____

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 6.30

Rule 6.034

### Debtor's Bankruptcy Petition

No. \_\_\_\_\_

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\* \_\_\_\_\_

(a) Insert full name, address and occupation (if any) of debtor  
I (a) \_\_\_\_\_  
\_\_\_\_\_

(b) Insert in full any other name(s) by which the debtor is or has been known  
also known as (b) \_\_\_\_\_  
[lately residing at (c) \_\_\_\_\_]

(c) Insert former address or addresses at which the debtor may have incurred debts or liabilities still unpaid or unsatisfied  
[and carrying on business as (d) \_\_\_\_\_  
\_\_\_\_\_]

(d) Insert trading name (adding "with another or others", if this is so), business address and nature of the business.  
\_\_\_\_\_ ]  
[and lately carrying on business as (e) \_\_\_\_\_  
\_\_\_\_\_]

(e) Insert any former trading names (adding "with another or others", if this is so), business address and nature of the business in respect of which the debtor may have incurred debts or liabilities still unpaid or unsatisfied  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ]

request the court that a bankruptcy order be made against me and say as follows:—

1. I am unable to pay my debts.

2. Within the period of five years ending with the date of this petition:—

(i) I have not been adjudged bankrupt

**OR**

(f) Insert date (I was adjudged bankrupt on (f) \_\_\_\_\_ in the High Court of Justice in Northern Ireland.

Record No. \_\_\_\_\_

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 6.30 contd.**

(g) Delete as applicable (ii) I have not (g) [made a composition with my creditors in satisfaction of my debts] or (g) [entered into a scheme of arrangement with creditors]

**OR**

On (f) \_\_\_\_\_ I (g) [made a composition] [entered into a scheme of arrangement] with my creditors.

(iii) I have not entered into a voluntary arrangement

**OR**

On (f) \_\_\_\_\_ I entered into a voluntary arrangement

(iv) I have not been subject to an administration order under Article 80 of the Judgments Enforcement (Northern Ireland) Order 1981

**OR**

On (f) \_\_\_\_\_ an administration order was made against me in the Enforcement of Judgments Office.

3. A statement of my affairs is filed with this petition.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Complete only if petition not heard immediately

<b>Endorsement</b>	
This petition having been presented to the court on _____ it is ordered that the petition shall be heard as follows:-	
Date _____	
Time _____	hours
Place _____	

Form 6.31

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 6.31

Rule 6.037, 6.066

**Statement of Affairs (Debtor's Petition)  
Insolvency (Northern Ireland) Order 1989**

No. \_\_\_\_\_

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert name as at top of Re\*  
petition

**The 'Guidance Notes' Booklet tells you how to complete this form easily and correctly**

Show your current financial position by completing all the pages of this form which will then be your Statement of Affairs.

**AFFIDAVIT**

This Affidavit must be sworn before a Solicitor or Commissioner of Oaths or an officer of the court duly authorised to administer oaths when you have completed the rest of this form

(a) Insert full name and occupation I (a) \_\_\_\_\_  
\_\_\_\_\_

(b) Insert full address of (b) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Make oath and say that the several pages exhibited hereto and marked \_\_\_\_\_ are to the best of my knowledge and belief a full, true and complete statement of my affairs at today's date.

Sworn at \_\_\_\_\_

Date \_\_\_\_\_ Signature(s) \_\_\_\_\_

Before me \_\_\_\_\_  
\_\_\_\_\_

A Solicitor or Commissioner of Oaths or Duly authorised officer

**Before swearing the affidavit, the Solicitor or Commissioner is particularly requested to make sure that the full name, address and description of the deponent are stated, and to initial any crossings-out or other alterations in the printed form. A deficiency in the affidavit in any of the above respects will mean that it will be refused by the court, and will need to be re-sworn.**



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

A

LIST OF SECURED CREDITORS

Is anyone claiming something of yours to clear or reduce their claim? Tick Box  
Yes  No

If 'YES' give details below: \_\_\_\_\_

Name of creditor	Address (with postcode)	Amount owed to creditor £	What of yours is claimed and what is it worth?
1. _____	_____	_____	_____
_____	_____	_____	_____
2. _____	_____	_____	_____
_____	_____	_____	_____
3. _____	_____	_____	_____
_____	_____	_____	_____
4. _____	_____	_____	_____
_____	_____	_____	_____

Signature \_\_\_\_\_

Date \_\_\_\_\_



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

C

ASSETS

---

	Tick Box	
	Yes	No
Do you have any bank accounts or an interest in one? If 'YES' state where they are, how much is in them and how much is your share.	<input type="checkbox"/>	<input type="checkbox"/>
_____		
_____		
_____		
_____		
_____		
Do you have any business bank accounts, including joint accounts? If 'YES' state the name of the accounts, where they are and how much is in them.	<input type="checkbox"/>	<input type="checkbox"/>
_____		
_____		
_____		
_____		
Do you have any building society accounts or an interest in one? If 'YES' state where they are and how much is in them and how much is your share.	<input type="checkbox"/>	<input type="checkbox"/>
_____		
_____		
_____		
_____		
_____		

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**D**  
**ASSETS**

---

	Tick Box	
	Yes	No
Do you have any other savings? If 'YES' give details.	<input type="checkbox"/>	<input type="checkbox"/>
_____		
_____		
_____		
_____		
_____		
Do you use a motor vehicle? If 'YES' who owns it and what is it worth?	<input type="checkbox"/>	<input type="checkbox"/>
_____		
_____		
_____		
_____		
_____		
Have you an interest in any other motor vehicles? If 'YES' give details and their value.	<input type="checkbox"/>	<input type="checkbox"/>
_____		
_____		
_____		
_____		
_____		

---

Signature \_\_\_\_\_ Date \_\_\_\_\_



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

F

1. State the name, age (if under 18), and relationship to you of your dependants

1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

2. Has distress been levied against you by or on behalf of any creditor?  
If 'YES' give details below:—

	Tick Box	
	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Name of creditor	Amount of claim £	Date Distress levied	Description and estimated value of property seized
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

G

3. At the date you present your bankruptcy petition, is any court judgment or other legal process outstanding against you that has been made by any court in Northern Ireland?
- Tick Box  
Yes      No
- 

If 'YES' give details below:-

Name of creditor	Amount of claim £	Type and date of process issued	Description and estimated value of any property involved

4. At the date you present your bankruptcy petition, is any attachment of earnings order in force against you?
- Tick Box  
Yes      No
- 

If 'YES' give details below:-

Name of Creditor	Date of order	Court	Amount of instalment payable under order (per month/week) £	Total amount paid under order £	Date order expires (if applicable)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

H

---

Tick Box  
Yes      No

5(a) Have you, before you presented your petition, tried to come to any agreement with your creditors generally for payment of your debts?           

(b) If the answer to 5(a) is 'YES', what terms were offered to the creditors:—

(1) Time for repayment \_\_\_\_\_

(2) Total pence in £ \_\_\_\_\_

receivable by creditors \_\_\_\_\_

(3) When was the offer made? \_\_\_\_\_

Tick Box  
Yes      No

(c) Did the attempt fail because the creditors refused to accept the terms offered?           

If 'NO' why did it fail? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tick Box  
Yes      No

6. Do you think that you will be able to introduce a voluntary arrangement for your creditors under Chapter II of Part VIII of the Insolvency (Northern Ireland) Order 1989, which is likely to be acceptable to them?           

If 'YES', give brief details \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_





*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Form 6.32

Rule 6.041

**Order of Appointment of Insolvency Practitioner to Prepare a Report Under Article 248(1) of the Insolvency (Northern Ireland) Order 1989**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert full name and address of debtor Upon hearing the petition of (a)

(b) Insert date the above-named debtor, which was presented on (b)

And upon hearing

And upon reading the evidence

(c) Insert name and address of insolvency practitioner to be appointed It is ordered that (c)

a person who is qualified to act as an insolvency practitioner in relation to the above-named debtor, be appointed to prepare and submit a report to the court by (b)

as to whether the above-named debtor is willing to make a proposal for a voluntary arrangement.

And it is ordered that the court will consider the report on:—

Date \_\_\_\_\_

Time \_\_\_\_\_ hours

Place \_\_\_\_\_

(d) Delete as applicable (d) {And the debtor is (d) [directed to] [may] attend the hearing}

Dated \_\_\_\_\_

Form 6.33

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 6.33

Rule 6.042, 6.046

### Bankruptcy Order on Debtor's Petition

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert date Upon the petition of the above-named debtor, which was presented on (a)  
And upon hearing

(b) Delete words in square brackets if no appointment made under Article 247(2) (b) [and upon considering the report of (c) appointed under Article 247(2) of the Insolvency (Northern Ireland) Order 1989]

(c) Insert name of insolvency practitioner appointed under Article 247(2) And upon reading the petition and statement of affairs

(d) Insert full description of debtor as set out in the petition It is ordered that (d) be adjudged bankrupt.

(e) Delete if no certificate for summary administration is issued under Article 249 of the Insolvency (Northern Ireland) Order 1989 (e) [And it is certified that the estate of the bankrupt be administered in a summary manner]

(f) Only to be completed where a trustee is appointed under Article 270(2), (3) or (4) of the Insolvency (Northern Ireland) Order 1989 on the making of the bankruptcy order [And it is ordered that (f) be appointed trustee of the bankrupt's estate].

[And it is also ordered that ]

Date \_\_\_\_\_

Time \_\_\_\_\_ hours

#### Important Notice to Bankrupt

The Official Receiver is by virtue of this order receiver and manager of the bankrupt's estate. You are required to attend upon the Official Receiver at

(g) Insert address of Official Receiver's office (g) \_\_\_\_\_

immediately after you have received this order.

The Official Receiver's offices are open Monday to Friday (except on holidays) from 10.00 to 16.00 hours.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 6.33 contd.

(h) Order to be endorsed where debtor is represented by a solicitor

<p><b>Endorsement on Order (h)</b></p> <p>The solicitor to the debtor is:—</p> <p>Name _____</p> <p>Address _____</p> <p>Telephone No. _____</p> <p>Fax. No. (if any) _____</p> <p>Reference _____</p>
--

Form 6.34

Form 6.34

Rule 6.048

### Revocation of Certificate for Summary Administration

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

Master

in chambers

(a) Delete if necessary (a) [Upon the application of (b)

(b) Insert full name, address and description of applicant

and upon hearing

and upon reading the evidence]

It is ordered that the Certificate for the Summary Administration of the above-named bankrupt's estate, contained in the order of this Court dated \_\_\_\_\_ be revoked.

Dated \_\_\_\_\_

Form 6.35

Rule 6.050

### Order of Appointment of Interim Receiver

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

Master

in chambers

(a) Insert full name and address of applicant Upon the application of (a)

(b) If a person other than the Official Receiver is to be appointed delete the words in [ ] otherwise insert the amount to be deposited And upon hearing And upon reading the evidence

It is ordered that (b) [upon the sum of £ \_\_\_\_\_ being deposited by the applicant with the Official Receiver] the following person is appointed interim receiver of the property of the above-named debtor.

(c) Insert either "the official receiver" or, if an insolvency practitioner is to be appointed, his full name and address

Name of interim receiver (c) \_\_\_\_\_

Address (if applicable) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

And it is ordered that:—

(d) Insert nature and short description of property of which the interim receiver is to take possession, and the duties to be performed by him in relation to the debtor's affairs (d)

Dated \_\_\_\_\_

#### Notice to Debtor

You must give the interim receiver all the information he may require relating to your property and affairs in order for him to carry out the functions imposed on him by the terms of the above order.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 6.36

Rule 6.057

**Statement of Affairs (Petition other than Debtor's) Insolvency (Northern Ireland) Order 1989**

No. \_\_\_\_\_

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert name as at top of Re\*  
petition

**The 'Guidance Notes' Booklet tells you how to complete this form easily and correctly**

Show your current financial position by completing all the pages of this form which will then be your Statement of Affairs.

**Affidavit**

This Affidavit must be sworn before a Solicitor or Commissioner of Oaths or an officer of the court duly authorised to administer oaths when you have completed the rest of this form

(a) Insert full name and I (a) \_\_\_\_\_  
occupation

(b) Insert full address of (b) \_\_\_\_\_

Make oath and say that the several pages exhibited hereto and marked \_\_\_\_\_ are to the best of my knowledge and belief a full, true and complete statement of my affairs as at \_\_\_\_\_ the date of the bankruptcy order made against me.

Sworn at \_\_\_\_\_

Date \_\_\_\_\_ Signature(s) \_\_\_\_\_

Before me \_\_\_\_\_

\_\_\_\_\_  
A Solicitor or Commissioner of Oaths or duly authorised officer

**Before swearing the affidavit the Solicitor or Commissioner is particularly requested to make sure that the full name, address and description of the Deponent are stated, and to initial any crossings-out or other alterations in the printed form. A deficiency in the affidavit in any of the above respects will mean that it is refused by the court, and will need to be re-sworn.**

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

A

List of Secured Creditors

Is anyone claiming something of yours to clear or reduce their claim? Tick Box  
Yes  No

If 'YES' give details below: \_\_\_\_\_

Name of creditor	Address (with postcode)	Amount owed to creditor £	What of yours is claimed and what is it worth?
1. _____ _____	_____ _____ _____	_____ _____	_____ _____ _____
2. _____ _____	_____ _____ _____	_____ _____	_____ _____ _____
3. _____ _____	_____ _____ _____	_____ _____	_____ _____ _____
4. _____ _____	_____ _____ _____	_____ _____	_____ _____ _____

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

B

List of Unsecured Creditors

1 No.	2 Name of creditor or claimant	3 Address (with postcode)	4 Amount the creditor says you owe him/her £	5 Amount you think you owe £

Signature \_\_\_\_\_ Date \_\_\_\_\_



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**C**  
**Assets**

Now show anything else of yours which may be of value:	
	£
a) Cash at bank or building society _____	
b) Household furniture and belongings _____	
c) Life policies _____	
d) Money owed to you _____	
e) Stock in trade _____	
f) Motor vehicles _____	
g) Other property (see Guidance Notes):— _____	
<b>TOTAL</b>	

Signature \_\_\_\_\_ Date \_\_\_\_\_

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 6.37

Rule 6.077, 6.081

### Request by Creditor(s) for a Meeting of the Bankrupt's Creditors

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert full name and address of creditor making the request, whether an individual, firm or company I/We, (a)

(b) Insert relevant Article a creditor of the above-named bankrupt request you to summon a meeting of the bankrupt's creditors under Article (b) of the Insolvency (Northern Ireland) Order 1989, for the purpose of:—

(c) Insert relevant proportion of creditors My/Our claim in the bankruptcy is £ and attached is a list of other creditors who concur in this request, together with confirmation of their concurrence. Their claims total £ which, together with my/our claim makes a total of £ and which, it is believed, represents not less than (c) in value of the debts of the above-named bankrupt.

I/We understand that I/we will be required to deposit with you such sum as you may determine to be appropriate by way of security for the expenses of summoning and holding the meeting.

Dated \_\_\_\_\_

Signed \_\_\_\_\_

Name in BLOCK LETTERS \_\_\_\_\_

(d) Insert name and address of trustee or Official Receiver as applicable To (d) \_\_\_\_\_

Form 6.38

Rule 6.079, 6.123, 6.126  
6.134

## Notice to Creditors of Meeting of Creditors

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Delete as applicable A meeting of creditors has been summoned by the (a) [Official Receiver] [Trustee]

(b) Insert relevant Article (a) [at the request of a creditor under Article (b)  
of the Insolvency (Northern Ireland) Order 1989] for the purpose of:

The meeting will be held as follows:—

Date \_\_\_\_\_

Time \_\_\_\_\_ hours

Place \_\_\_\_\_  
\_\_\_\_\_

(c) Insert date and time by which proxy is to be lodged, which should not be more than 4 days before the date fixed for the meeting A proxy form is enclosed which must be lodged with me not later than (c)  
to entitle you to vote by proxy at the meeting (together with a completed proof of debt form if you have not already lodged one).

Dated \_\_\_\_\_

Official Receiver/Trustee  
[address]

**NOTE:** Insert any further details which by the nature of the meeting need to be stated.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 6.39

Rule 6.082

### Notice to Bankrupt of Meeting of Creditors

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Delete as applicable A (a) [first] [general] [final] meeting of your creditors will be held as follows:---

Date \_\_\_\_\_

Time \_\_\_\_\_ hours

Place \_\_\_\_\_

You **are required** to be (a) [present] [in attendance] at the above-mentioned meeting and to be prepared to give information regarding your affairs. If you fail to comply with these requirements and do not provide an acceptable explanation you will be guilty of a contempt of court, and may be liable to be committed to prison or fined.

**OR**

You **are not required** to be present or in attendance at the above-mentioned meeting but if you wish to be present you should advise me immediately.

Your right to be admitted will be at the discretion of the chairman, whose decision as to what intervention, if any, you may make will be final.

Dated \_\_\_\_\_

Official Receiver/Trustee \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Form 6.40

Rule 6.094

**Proof of Debt-General Form**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

Date of Bankruptcy Order

No.

1	Name of Creditor	
2	Address of Creditor	
3	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date of the bankruptcy order	£
4	Details of any documents by reference to which the debt can be substantiated. [Note: the Official Receiver or Trustee may call for any document or evidence to substantiate the claim at his discretion]	
5	If the total amount shown above includes Value Added Tax, please show:-- (a) amount of Value Added Tax (b) amount of claim NET of Value Added Tax	£ £
6	If total amount above includes outstanding uncapitalised interest please state amount	£
7	If you have filled in both box 3 and box 5, please state whether you are claiming the amount shown in box 3 or the amount shown in box 5 (b)	
8	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under Article 346 of, and schedule 4 to, the Insolvency (Northern Ireland) Order 1989 (as read with schedule 4 to the Social Security Pensions (Northern Ireland) Order 1975)	Category  Amount(s) claimed as preferential £

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 6.40 contd.**

9	Particulars of how and when debt incurred	
10	Particulars of any security held, the value of the security, and the date it was given	
11	Signature of creditor or person authorised to act on his behalf	
	Name in BLOCK LETTERS	
	Position with or relation to creditor	

Admitted to vote for

£

Date

Official Receiver/Trustee

Admitted preferentially for

£

Date

Trustee

Admitted non-preferentially for

£

Date

Trustee

Form 6.41

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Rule 6.094**

## Proof by Existing Trustee as a Claim in Later Bankruptcy

No. \_\_\_\_\_

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert name and address of trustee of earlier bankruptcy | (a)

state as follows

(b) Insert date of present bankruptcy order

(1) A bankruptcy order was made against the above-named bankrupt on (b)

and I am the trustee under that earlier bankruptcy

(c) Insert date of later bankruptcy order

(2) As at (c) \_\_\_\_\_ the date of the later bankruptcy order, the following balance of debts provable against the above-named bankrupt's estate in the earlier bankruptcy of which I am trustee was outstanding as shown in the statement below:

Unsatisfied balance of debts including debts due under Article 308 of the Insolvency (Northern Ireland) Order 1989

Interest payable thereon

Unpaid expenses of the earlier bankruptcy

TOTAL      £

£

(3) I claim in the later bankruptcy proceedings for the said amount.

Dated \_\_\_\_\_

Signed \_\_\_\_\_

Name in BLOCK LETTERS \_\_\_\_\_

Admitted to vote for  
£

Admitted to rank for dividend but  
postponed pursuant to Article 308(6) for  
£

Date \_\_\_\_\_ Date \_\_\_\_\_

Form 6.42

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Form 6.42

Rule 6.094, 6.097

### Affidavit of Debt

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* insert title Re\*

(a) Insert full name, address and description of person making oath | (a)

make oath and say:

(b) Delete as applicable 1.

(b) [I am a creditor of the above-named bankrupt] [I am (c)

(c) State capacity eg director, secretary, solicitor etc

of (d)

(d) insert full name and address of creditor

a creditor of the above-named bankrupt.

(e) State means of knowledge of matters sworn to in affidavit | I have been concerned in this matter (e)

and am authorised by

the creditor to make this affidavit on its/his behalf]

(f) Insert name of bankrupt 2. The said (f)

(g) Insert date on (g)

the date of the bankruptcy order, was and still is justly and truly indebted (b) [to me] [to the said creditor] in the sum of £ as shown in the proof of debt exhibited hereto marked "A".

Sworn at

Form 6.43



Rule 6.117

## Certificate of Appointment of Trustee by Creditors' Meeting

No. \_\_\_\_\_

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\* \_\_\_\_\_

This is to certify that at a meeting of the creditors of the above-named bankrupt held

(a) Insert date on (a) \_\_\_\_\_

(b) Insert full name and address of trustee (b) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

having provided a written statement that he is qualified to act as an insolvency practitioner in relation to the above-named bankrupt under the provisions of the Insolvency (Northern Ireland) Order 1989 and that he consents so to act, was appointed trustee of the above-named bankrupt's estate.

Dated \_\_\_\_\_

Signed \_\_\_\_\_  
Chairman

Name in BLOCK LETTERS \_\_\_\_\_  
\_\_\_\_\_

Form 6.44

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 6.44

Rule 6.117

### Certificate of Appointment of Two or More Trustees by Creditors' Meeting

No. \_\_\_\_\_

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\* \_\_\_\_\_

This is to certify that at a meeting of the creditors of the above-named bankrupt held

(a) Insert date on (a) \_\_\_\_\_

(b) Insert full names and addresses of joint trustees (b) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

having provided written statements that they are qualified to act as insolvency practitioners in relation to the above-named bankrupt under the provisions of the Insolvency (Northern Ireland) Order 1989, and that they consent so to act, were appointed joint trustees of the above-named bankrupt's estate.

(c) Specify circumstances (if any) in which the joint trustees must act together or whether one or more of them may act for the other(s) The joint trustees are to act (c)

Dated \_\_\_\_\_

Signed \_\_\_\_\_

Chairman

Name in BLOCK LETTERS \_\_\_\_\_  
\_\_\_\_\_

Form 6.45

Rule 6.118

## Order of Court Appointing Trustee

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

Master

in chambers

(a) Insert full name(s),  
address(es) and  
description(s) of applicant(s)

Upon the application of (a)

---

---

---

And upon hearing

And upon reading the evidence

(b) Insert full name and  
address of trustee

It is ordered that (b)

---

---

having filed a statement that he is qualified to act as an insolvency practitioner in relation to the above-named bankrupt under the provisions of the Insolvency (Northern Ireland) Order 1989 and that he consents so to act is appointed trustee of the above-named bankrupt's estate.

Dated \_\_\_\_\_

Form 6.46

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 6.46

Rule 6.118

### Order of Court Appointing Two or More Trustees

No. \_\_\_\_\_

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title **Re\***

Master

in chambers

(a) Insert full name(s), address(es) and description(s) of applicant(s) Upon the application of (a)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

And upon hearing

And upon reading the evidence

(b) Insert full names and addresses of joint trustees It is ordered that (b)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

having filed statements that they are qualified to act as insolvency practitioners in relation to the above-named bankrupt under the provisions of the Insolvency (Northern Ireland) Order 1989 and that they consent so to act are appointed trustees of the above-named bankrupt's estate.

(c) Specify circumstances (if any) in which the joint trustees must act together or whether one or more of them may act for the other(s) The trustees are to act (c)

Dated \_\_\_\_\_

Form 6.47

**Rule 6.124**

**Notice to Court of Resignation of Trustee  
Following Meeting of Creditors**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert full name and address of trustee I, (a)

the trustee of the above-named bankrupt's estate report as follows:—

(b) Insert date My resignation as trustee was accepted by a meeting of the bankrupt's creditors on (b)

(c) Delete as applicable The meeting (c) [did not pass any resolution against my being given my release as trustee] [resolved that I should not be given my release as trustee].

Dated \_\_\_\_\_

Signed \_\_\_\_\_

Trustee

Name in BLOCK LETTERS \_\_\_\_\_

\_\_\_\_\_

Form 6.48

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Form 6.48**

**Rule 6.125**

**Order of Court Giving Trustee  
Leave to Resign**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

Master

in chambers

(a) Insert full name, address and description of applicant **Upon the application of (a)**

And upon hearing

And upon reading the evidence

(b) Insert full name and address of trustee **It is ordered that (b)**

the trustee of the above-named bankrupt's estate be at liberty to resign from office.

(c) Delete as applicable (c) **[And it is ordered that (d)**

(d) Insert details of any further order in the matter

]

**And it is ordered that the release of (b)**

(e) State the date from which the trustee's release is effective **as trustee of the above-named bankrupt's estate shall be effective from (e)**

**Dated** \_\_\_\_\_

Form 6.49

Rule 6.125

**Notice to Court of Resignation of Trustee  
Following Leave of the Court**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert full name and address of trustee I (a)

the trustee of the above-named bankrupt's estate report as follows:—

I hereby resign from office as trustee  
pursuant to an order of the court dated  
giving me leave to do so.

Dated \_\_\_\_\_

Signed \_\_\_\_\_  
Trustee

Name in BLOCK LETTERS \_\_\_\_\_

\_\_\_\_\_

Form 6.50

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Form 6.50**

**Rule 6.126, 6.132**

### **Certificate of Removal of Trustee**

No.

**IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)**

\* Insert title Re\*

This is to certify that at a meeting of creditors of the above-named bankrupt held on  
(a) Insert date (a)

(b) Insert full name and address of trustee it was resolved that (b)

be removed from office as trustee of the above-named bankrupt's estate

(c) Delete as applicable and that the meeting (c) [did not pass any resolution against the trustee being given his release] [resolved that the trustee be not given his release].

Dated \_\_\_\_\_

Signed \_\_\_\_\_

Chairman

Name in BLOCK LETTERS \_\_\_\_\_

Form 6.51



Rule 6.129

**Order of Court Removing Trustee or Directing Trustee to Summon a Meeting of Creditors for the Purpose of His Removal**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

Master

in chambers

(a) Insert full name, address and description of applicant Upon the application of (a)

And upon hearing

And upon reading the evidence

(b) Insert full name and address of present trustee It is ordered that (b)

the trustee of the above-named bankrupt's estate be removed from office.

OR

It is ordered that (b)

(c) Insert date the trustee of the above-named bankrupt's estate do summon a meeting of the above-named bankrupt's creditors on or before (c) for the purpose of considering his removal from office.

(d) Delete as applicable (d) [And it is ordered (e)

(e) Insert details of any further order in the matter ]

Dated \_\_\_\_\_

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Form 6.52**

**Rule 6.132**

**Trustee's Application to the Department of Economic Development for His Release**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert full name and address of trustee | (a)

the trustee of the above-named bankrupt's estate, apply to the Department of Economic Development to grant me a certificate of my release as trustee as a result

(b) Insert details of circumstances under which you have ceased to act as trustee | (b)

Dated \_\_\_\_\_

Signed \_\_\_\_\_

Trustee

Name in BLOCK LETTERS \_\_\_\_\_

Form 6.53

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 6.134

### Notice to Court of Final Meeting of Creditors

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert full name and address of trustee I, (a)

the trustee of the above-named bankrupt's estate, give notice that the final general meeting of creditors under Article 304 of the Insolvency (Northern Ireland) Order 1989, was summoned as follows:

Date \_\_\_\_\_

Time \_\_\_\_\_ hours

Place \_\_\_\_\_

At the meeting the creditors did not pass any resolution against my being given my release as trustee.

**OR**

At the meeting the creditors resolved that I should not be given my release as trustee.

**OR**

No quorum was present at the meeting.

Dated \_\_\_\_\_

Signed \_\_\_\_\_

Trustee

Name in BLOCK LETTERS \_\_\_\_\_

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 6.54**

**Rule 6.141**

**Notice to Official Receiver by Trustee on Loss of Qualification as Insolvency Practitioner**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title **Re\***

(a) Insert full name and address of trustee | (a)

the trustee of the above-named bankrupt's estate ceased to be an insolvency practitioner qualified to act in relation to the above-named bankrupt with effect from

(b) Insert date (b)

Dated \_\_\_\_\_

Signed \_\_\_\_\_  
Trustee

Name in BLOCK LETTERS \_\_\_\_\_

To The Official Receiver

(c) Insert address of official receiver

(c) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Form 6.55

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 6.55

Rule 6.148

**Certificate of Constitution  
[Amended Certificate] of  
Creditors' Committee**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert name and address of trustee I (a)

the trustee of the above-named bankrupt's estate certify that a creditors' committee has been duly constituted and that the membership is as follows:

(b) Insert details of members of committee (b)

(c) Delete as necessary (c) [This certificate amends the certificate issued by me on (d)

(d) Insert date

]

Dated \_\_\_\_\_

Signed \_\_\_\_\_

Trustee

Name in BLOCK LETTERS \_\_\_\_\_

Form 6.56

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 6.56

Rule 6.148

**Report by Trustee of any Change in Membership of Creditors' Committee**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert full name and address of trustee I (a)

the trustee of the above-named bankrupt's estate report that the membership of the creditors' committee has altered since the last certificate dated as follows:—

(b) Insert details of changes in membership (b)

Dated \_\_\_\_\_

Signed \_\_\_\_\_

Trustee

Name in BLOCK LETTERS \_\_\_\_\_

Form 6.57

Rule 6.164

**Order of Appointment of Special Manager**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

Master

in chambers

(a) Insert full name and address of applicant Upon the application of (a)

And upon hearing

And upon reading the evidence

(b) Insert full name and address of person to be appointed as special manager It is ordered that (b)

(c) Give details of the following:— be appointed special manager of (c)

(i) the special manager's responsibility over the debtor's property [bankrupt's estate];

(ii) the powers entrusted to the special manager under Article 341(4) of the Insolvency (Northern Ireland) Order 1989;

(iii) the period of the special manager's appointment; and

(iv) the special manager's remuneration

Dated \_\_\_\_\_

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Form 6.58

Rule 6.169

### Order for Public Examination of Bankrupt

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

Master \_\_\_\_\_ in chambers

Upon the application of the Official Receiver

And upon hearing

And upon reading the evidence

It is ordered that the above-named bankrupt do attend on:

Date \_\_\_\_\_

Time \_\_\_\_\_ hours

Place \_\_\_\_\_

for the purpose of being publicly examined

Dated \_\_\_\_\_

#### Warning to the Bankrupt

If you fail without reasonable excuse to attend your public examination at the time and place set out in the order above you will be liable to be arrested without further notice (Article 335(1) of the Insolvency (Northern Ireland) Order 1989).

You will also be guilty of contempt of court (Article 263(5) of the Insolvency (Northern Ireland) Order 1989) and liable to be committed to prison or fined.

Form 6.59



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 6.59

Rule 6.170

### Request by Creditor(s) for the Holding of Public Examination of Bankrupt

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert full name(s) and address(es) of creditor(s) making the request, whether an individual, firm or company I/We (a)

of the above-named bankrupt request that you apply to the court for the holding of a public examination of the bankrupt under Article 263 of the Insolvency (Northern Ireland) Order 1989.

My/Our claim in the bankruptcy is £ and attached is a list of other creditors who concur in this request together with confirmation by them of their concurrence. Their claims total £ which together with my/our claim makes a total of £ , and which, it is believed, represents not less than one-half in value of the debts of the above-named bankrupt.

I/We understand that I/we will be required to deposit with you such sum as you may determine to be appropriate by way of security for the expenses of holding a public examination.

(b) Insert reason why public examination required I/We believe that a public examination is required because (b)

Signed \_\_\_\_\_

Dated \_\_\_\_\_

To The Official Receiver

(c) Insert address of official receiver (c) \_\_\_\_\_

\_\_\_\_\_

Form 6.60

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 6.60

Rule 6.171

**Order as to Examination of Bankrupt who is Suffering from Mental Disorder or Physical Affliction or Disability**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

Master

in chambers

(a) "The Official Receiver" or insert name and address of applicant and the capacity in which he makes the application  
Upon the application of (a)

And upon hearing

And upon reading the evidence

And the court being satisfied that the bankrupt is suffering from mental disorder or physical affliction or disability and [is unfit to undergo a public examination. It is ordered that the order dated be stayed]

**OR**

[is unfit to attend the public examination fixed by the order dated  
It is ordered that the said order be varied as follows:—

]

(b) Insert details of any further order in the matter [And it is ordered (b)

]

Dated \_\_\_\_\_

(c) Delete warning where the order for public examination is stayed

**Warning to Bankrupt (c)**

If you fail without reasonable excuse to attend your public examination at the time and place set out in the order above you will be liable to be arrested without further notice (Article 335(1) of the Insolvency (Northern Ireland) Order 1989).

You will also be guilty of contempt of court (Article 263(5) of the Insolvency (Northern Ireland) Order 1989) and liable to be committed to prison or fined.

Form 6.61

Form 6.61

Rule 6.172

**Affidavit of Verification of Record of Public Examination of Bankrupt**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert name and address of bankrupt (a)

make oath and say as follows:—

- (b) Delete as applicable
1. That I, the above-named bankrupt, (b) [have read over the record of my public examination] [have had the record of my public examination read over to me] and agree that it is correct.
  2. A copy of the said record signed by me and marked "A" is exhibited hereto.

Sworn at

Form 6.62

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 6.62

Rule 6.173

### Order of Adjournment of Public Examination of Bankrupt

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

Master \_\_\_\_\_ in chambers

(a) Delete as applicable This being the day appointed for the (a) [further] public examination of the above-named bankrupt and the above-named bankrupt having submitted himself for such examination:

Now upon hearing \_\_\_\_\_ the Official Receiver,  
and upon hearing \_\_\_\_\_ and it appearing that

It is ordered that the public examination be adjourned to:

Date \_\_\_\_\_

Time \_\_\_\_\_ hours

Place \_\_\_\_\_

And it is ordered that the above-named bankrupt shall attend at the above-mentioned time and place, for the purpose of being further examined as to his affairs, dealings and property

**OR**

It is ordered that the public examination be adjourned generally

(b) Set out any further order or direction of the court (a) [And it is further ordered that the said (b)]

1

Dated \_\_\_\_\_

(c) Delete warning where the public examination is not adjourned to a fixed date **Warning to Bankrupt (c)**

If you fail without reasonable excuse to attend your public examination at the time and place set out in the order above you will be liable to be arrested without further notice (Article 335(1) of the Insolvency (Northern Ireland) Order 1989).

You will also be guilty of contempt of court (Article 263(5) of the Insolvency (Northern Ireland) Order 1989) and liable to be committed to prison or fined.

Form 6.63

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Rule 6.173

**Order Appointing Time for Proceeding with Public Examination of Bankrupt Adjourned Generally**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

Master in chambers

(a) Delete as applicable Upon the application of (a) [Official Receiver] [above-named bankrupt]

And upon hearing

It is ordered that the public examination of the above-named bankrupt which was adjourned generally by order of the court dated \_\_\_\_\_ will be held on:

Date \_\_\_\_\_

Time \_\_\_\_\_ hours

Place \_\_\_\_\_

And it is ordered that the above-named bankrupt shall attend at this time and place

(b) Set out any further order or direction of the court (a) [And it is further ordered that the said (b)

]

Dated \_\_\_\_\_

**Warning to Bankrupt**

If you fail without reasonable excuse to attend your public examination at the time and place set out in the order above you will be liable to be arrested without further notice (Article 335(1) of the Insolvency (Northern Ireland) Order 1989).

You will also be guilty of contempt of court (Article 263(5) of the Insolvency (Northern Ireland) Order 1989) and liable to be committed to prison or fined.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 6.64

Rule 6.175  
6.176, 6.177

### Notice of Disclaimer under Article 288 of the Insolvency (Northern Ireland) Order 1989

No. \_\_\_\_\_

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\* \_\_\_\_\_

**PART 1**

I, (a) \_\_\_\_\_, the trustee of the above-named bankrupt's estate, disclaim all my interest in:

(a) Insert name of trustee

(b) Insert full particulars of property † (b) \_\_\_\_\_

Dated \_\_\_\_\_

Signed \_\_\_\_\_

Name in BLOCK LETTERS \_\_\_\_\_

Address \_\_\_\_\_

**PART 2**

NOTE:

(c) Insert name of court This is a copy of a notice filed at (c) \_\_\_\_\_ Court

(d) Insert date that notice filed in court on (d) \_\_\_\_\_

Seal of the Court

**PART 3**

(e) Insert name and address of person to be sent copy notice under Rule 6.176 or 6.177 To: (e) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This is a copy of a notice of disclaimer filed by the trustee in the above-mentioned matter at (c) \_\_\_\_\_ Court.

- NOTE: 1. Part 1 is to be completed by the trustee and filed in court with a copy. Part 2 is to be completed by the court and returned to the trustee. Part 3 is to be completed by or on behalf of the trustee when sending out copy notice under Rule 6.176 or 6.177
2. The attention of a recipient of this notice is drawn to Articles 288-294 of the Insolvency (Northern Ireland) Order 1989.
- † 3. Where the property concerned consists of land or buildings the nature of the interest should also be stated (eg. whether leasehold, freehold, etc.)

Form 6.65

Form 6.65

Rule 6.180

## Notice to Elect

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert name, address and particulars of interest in property (e.g. landlord, etc.) I (a)

(b) Insert details of property comprising (b)

require the trustee to decide within 28 days of receiving this notice whether he will disclaim the above-mentioned property or not and to notify me of his decision.

Dated \_\_\_\_\_

Signed \_\_\_\_\_

Name in BLOCK LETTERS \_\_\_\_\_

To the trustee of the above-named bankrupt's estate

Address

Form 6.66

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 6.66**

**Rule 6.184**

**Notice of Intended Disclaimer to Interested Party**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert full particulars of property I intend to disclaim (a)

If you claim an interest in this property, you must declare to me the nature and extent of your claim within 14 days of receiving this notice  
If you fail to do so, I am entitled to assume that you do not have any interest in the property which will prevent or impede my disclaimer

Dated \_\_\_\_\_

Signed \_\_\_\_\_  
Trustee

Address \_\_\_\_\_

Name in BLOCK LETTERS \_\_\_\_\_

Form 6.67



*Status:* This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 6.186

**Notice to Bankrupt of Application Under Article 283 of the Insolvency (Northern Ireland) Order 1989 for Income Payments Order**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert full name of bankrupt To (a)

TAKE notice that I intend to apply to this court as follows:—

Date \_\_\_\_\_

Time \_\_\_\_\_ hours

Place \_\_\_\_\_

- (b) Insert total amount to be paid for an order under Article 283 of the Insolvency (Northern Ireland) Order 1989 for the payment from your income to me as your trustee in bankruptcy, of (b) £ \_\_\_\_\_ by (c) \_\_\_\_\_ (d) [which it is intended will be paid to me by (e) \_\_\_\_\_]
- (c) Insert intervals at which instalments are to be paid e.g. weekly/monthly and amount to be paid in each instalment
- (d) Delete as applicable ]
- (e) Insert name, address and description of person who will make payments e.g. bankrupt's employer etc. or such other order as the court thinks fit.
- (f) Insert date not less than 7 days before hearing Attached is a statement of the grounds for this application. You are required to attend the hearing of my application unless by (f) \_\_\_\_\_, you send to the court and to me, using the tear-off forms below, written consent to the making of such order.

If you attend the hearing, you will be given an opportunity to show why the order should not be made, or why it should be in different terms.

Dated \_\_\_\_\_

Signed \_\_\_\_\_

Trustee

Name in BLOCK LETTERS \_\_\_\_\_

Address of Trustee \_\_\_\_\_

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Form 6.67 contd

**Notice to Court. Consent of Bankrupt to Order Under Article 283 of the Insolvency (Northern Ireland) Order 1989**

No. \_\_\_\_\_

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\* \_\_\_\_\_

(a) Insert full name and address of bankrupt I, (a) \_\_\_\_\_

(b) Insert name of trustee the above-named bankrupt, consent to the making of an order under the terms of the application of (b) \_\_\_\_\_

Dated \_\_\_\_\_

Signed \_\_\_\_\_

Name in BLOCK LETTERS \_\_\_\_\_

Detach here

Detach here

**Notice to Trustee. Consent of Bankrupt to Order under Article 283 of the Insolvency (Northern Ireland) Order 1989**

(a) Insert full name and address of bankrupt I, (a) \_\_\_\_\_

the above-named bankrupt, consent to the making of an order under the terms of your application dated \_\_\_\_\_

Dated \_\_\_\_\_

Signed \_\_\_\_\_

Name in BLOCK LETTERS \_\_\_\_\_

Form 6.68

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Form 6.68

**Order for Income Claimed Under Article 283(3)(a) of the Insolvency (Northern Ireland) Order 1989**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

Master

in chambers

(a) Insert full name and address of applicant Upon the application of (a)

And upon hearing

(b) Delete as applicable (b) [And upon the consent of the above-named bankrupt] and it appearing to the court that the sum of £(c) be paid by the above-named bankrupt by (d)

(c) Insert total amount to be paid

(d) Insert intervals at which instalments are to be paid e.g. weekly/monthly and amount to be paid in each instalment to the trustee until (e) It is ordered that the above-named bankrupt do pay (d)

(e) Insert date to which order is to remain in force out of his income, the first of such instalments to be made on or before (f)

(f) Insert date of first payment And it is ordered that the above-named bankrupt do send the payments to (g)

(g) Insert name and address of trustee to whom payments are to be sent

Dated \_\_\_\_\_

Form 6.69

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 6.69

Rule 6.187

**Order for Income Claimed Under Article 283(3)(b) of the Insolvency (Northern Ireland) Order 1989**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

Master in chambers

(a) Insert full name and address of applicant Upon the application of (a)

And upon hearing

(b) Delete as applicable (b) [And upon the consent of the above-named bankrupt] and it appears to the court that the sum of £(c) be paid by the above-named bankrupt  
(c) Insert total amount to be paid by (d)

(d) Insert intervals at which instalments are to be paid e.g. weekly/monthly and amount to be paid in each instalment to the trustee until (e)  
It is ordered that (f)

(e) Insert date to which order is to remain in force

(f) Insert full name and address of payor

do take (d) out of the above-named bankrupt's income, the first of such instalments to be paid on or before (g)

(g) Insert date of first payment

And it is ordered that (f)

(h) Insert name and address of trustee to whom payments are to be sent

do send the sums deducted to (h)

Dated \_\_\_\_\_

**Note:**

**Under Rules 6.189 (2) and 0.2 you are entitled to deduct the sum of 50p for each payment sent to the trustee, from the bankrupt's income towards the clerical and administrative costs of compliance with this order.**

Form 6.70

*Status:* This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Order Converting Income Payment Order Made Under Article 283(3)(a) to an Order Under Article 283(3)(b) of the Insolvency (Northern Ireland) Order 1989**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

Master in chambers

(a) Insert full name and address of applicant Upon the application of (a)

the trustee of the above-named bankrupt.

And upon reading the order dated

And it appearing to the court that the above-named bankrupt has failed to comply with the above-mentioned order

It is ordered that the above-mentioned order dated

be varied as follows:—

(b) Insert full name and address of payor (b)

(c) Insert intervals at which instalments are to be paid e.g. weekly/monthly and amount to be paid in each instalment do take (c)

out of the above-named bankrupt's income, the first of such instalments to be paid on (d)

(d) Insert date of first payment **It is ordered** that (b)

(e) Insert name and address of trustee to whom payments are to be sent do send the sums deducted to (e)

Dated \_\_\_\_\_ By the Court

**Note:**

**Under Rules 6.189 (2) and 0.2 you are entitled to deduct the sum of 50p for each payment sent to the trustee, from the bankrupt's income towards the clerical and administrative costs of compliance with this order.**

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Rule 6.190

Form 6.71

**Discharge or Variation of Order for Income  
Claimed Under Article 283 of the  
Insolvency (Northern Ireland) Order 1989**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

Master

in chambers

(a) Insert full name and address of applicant Upon the application of (a)

(b) Delete as applicable (b) [the above-named bankrupt] [the trustee of the above-named bankrupt's estate]

And upon hearing

And upon reading the evidence

It is ordered that the order for income claimed under Article 283 of the Insolvency (Northern Ireland) Order 1989 dated

(b) [be discharged] [be varied as follows]

Dated \_\_\_\_\_

Form 6.72

Rule 6.192

**Order Under Article 340(1) of the Insolvency  
(Northern Ireland) Order 1989**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

Master

in chambers

(a) Insert name, address and description of applicant    Upon the application of (a)  
and upon hearing  
and upon reading the evidence filed

It is ordered that :—

(b) Insert name and address of Inland Revenue Official who is to produce the documents    (b)

(c) Delete as applicable    do produce to the court (c) [the following documents (d):—] [the documents set out in the schedule to this order]

(d) Insert description of documents to be produced

(e) Insert any requirements as to the manner in which the documents are to be produced    (c) [by (e) ]

(f) Insert time within which production required (not less than 28 days after service or order)    within (f)

Dated \_\_\_\_\_

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 6.73

Article 340(2)

**Order Under Article 340(2) of the Insolvency  
(Northern Ireland) Order 1989**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

Master in chambers

(a) Insert name, address and description of applicant  
Upon the application of (a)

and upon hearing

and upon reading the evidence filed

It is ordered that :—

(b) Insert details of documents to be disclosed (b)

(c) Insert date of order under Article 340(1) which were produced to this court in compliance with an order dated (c) under Article 340(1) of the Insolvency (Northern Ireland) Order 1989, be disclosed to :—

(d) Insert details of persons to whom the documents may be disclosed as applicable. These persons can only be the Official Receiver, the Trustee and any of the bankrupt's creditors: see Article 340(2) (d)

And it is ordered that the above-named be at liberty to inspect and peruse the documents so produced and to make notes of the contents thereof and to be entitled to be supplied with copies thereof on payment of the proper charges.

(e) Insert any further order regarding means of disclosure (e)

Dated \_\_\_\_\_

Form 6.74



*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Rule 6.211

**Order of Annulment Under Article 256 of the Insolvency (Northern Ireland) Order 1989**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

Master

in chambers

(a) Insert full name, address and description of applicant  
Upon the application of (a)

And upon hearing

And upon reading the evidence filed

(b) Delete as applicable  
And it appearing that (b) [bankruptcy order ought not to have been made] [the bankruptcy debts and the expenses of the bankruptcy have all been paid or secured to the satisfaction of the court]

(c) Insert bankrupt's full title as set out in the bankruptcy order  
It is ordered that the bankruptcy order dated \_\_\_\_\_ against (c) is hereby annulled.

(d) Insert date  
And it is ordered that the petition filed on (d) \_\_\_\_\_ be dismissed.

(e) Insert date of registration/reference number  
And it is ordered that the registration of the petition in the Registry of Deeds on (e) \_\_\_\_\_ under serial number (e) \_\_\_\_\_ and of the bankruptcy order under serial number (e) \_\_\_\_\_ be vacated (b) [and the entry of the bankruptcy inhibition in the Land Registry, Folio No. \_\_\_\_\_ County, be cancelled] upon the application of the bankrupt.

Dated \_\_\_\_\_

**Notice to Bankrupt**

- Should you, the bankrupt, require advertisement of this order in a local newspaper and/or the Belfast Gazette, you should, within \_\_\_\_\_ days, notify the Department of Economic Development, enclosing the prescribed fee, details of which can be obtained by contacting the official receiver.
- It is your responsibility and is in your interest to ensure that the registration of the petition and of the bankruptcy order in the Registry of Deeds (b) [and the Land Registry] is cancelled.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 6.75

Rule 6.213

**Order of Suspension of Discharge Under Article 253(3) of the Insolvency (Northern Ireland) Order 1989**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

Master in chambers

Upon the application of the Official Receiver and after taking into consideration his report filed on (a) as to the above-named bankrupt's conduct during the proceedings under the bankruptcy.

And upon hearing

And upon reading the evidence

And a bankruptcy order having been made against the above-named bankrupt on (a)

(b) Delete as applicable And it appearing to the court that the bankrupt (b) [has failed] [is failing] to comply with his obligations under the Insolvency (Northern Ireland) Order 1989 namely (c)

(c) State briefly in what respect the bankrupt has failed to comply with his obligations

(d) Insert period for which discharge is to be suspended It is ordered that the relevant period for the purposes of Article 253 of the Insolvency (Northern Ireland) Order 1989 shall cease to run (b) [for a period of (d)] [until the following condition(s) (b) [has] [have] been fulfilled (e) ]

(e) Insert conditions to be fulfilled

Dated \_\_\_\_\_

Form 6.76

Rule 6.214

**Order of Court Lifting Suspension  
of Discharge**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

Master

in chambers

(a) Insert full name and address of bankrupt Upon the application of (a)

(b) Delete as applicable the above-named bankrupt, (b) [and taking into consideration the report of

(c) Insert name of Official Receiver (c) the Official Receiver]

And upon hearing

And upon reading the evidence

(d) Insert date It is ordered that the order made on (d)

(e) Insert terms of previous order whereby it was ordered that (e)

be discharged.

Dated \_\_\_\_\_

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 6.77**

**Rule 6.214**

**Certificate that Order Suspending  
Discharge has been Lifted**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert full name and address of bankrupt A bankruptcy order having been made by this court against (a)

(b) Insert date on (b) and an order suspending the above-named bankrupt's discharge having been made on (b)

It is certified that the said order of suspension of discharge was lifted on (b)

Dated \_\_\_\_\_

Form 6.78

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Rule 6.216

**Notice to Court by Bankrupt that he  
Intends to Dispute Statements Made by  
Official Receiver in His Report Under Article 262(2)  
of the Insolvency (Northern Ireland) Order 1989**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

Take notice that I deny or dispute the following statements in the Official Receiver's report dated \_\_\_\_\_

---



---



---



---



---



---



---



---



---



---



---



---

Dated \_\_\_\_\_

Signed \_\_\_\_\_

Address \_\_\_\_\_

To the \_\_\_\_\_ Court

**Notice to Bankrupt**

**Copies of this notice must be forwarded to the Official Receiver and your Trustee at least 7 days before the hearing of your application.**

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Form 6.79

Rule 6.217

**Order Granting Absolute/Suspended Discharge Under Article 254(2)(b) or (c) of the Insolvency (Northern Ireland) Order 1989**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

Master in chambers

(b) Insert full name and address of bankrupt Upon the application of (a)

(b) Insert date of bankruptcy order against whom a bankruptcy order was made on (b)

and after taking into consideration the report of the Official Receiver, dated as to the above-named bankrupt's conduct and affairs, including the above-named bankrupt's conduct during his bankruptcy.

And upon reading the evidence

And upon hearing

It is ordered that the bankrupt be discharged absolutely

**OR**

(c) Insert conditions to be fulfilled before discharge date can become effective It is ordered that the bankrupt be discharged but that his discharge be suspended until (c)

Dated \_\_\_\_\_

**Notice to Bankrupt**

Should you, the bankrupt, require advertisement of this order in a newspaper and/or the Belfast Gazette, you should, within \_\_\_\_\_ days, notify the Department of Economic Development, enclosing the prescribed fee, details of which can be obtained by contacting the Official Receiver.

Form 6.80

Form 6.80

Rule 6.218

## Certificate of Discharge

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert full name and address of bankrupt A bankruptcy order having been made by this court against (a)

(b) Insert date of bankruptcy order on (b)

(c) Insert full name of bankrupt It is certified that the said (c)

(d) Insert effective date of discharge was discharged from his bankruptcy on (d)

Dated \_\_\_\_\_

### Notice to Bankrupt

Should you, the bankrupt, require advertisement of this order in a newspaper and/or the Belfast Gazette, you should, within \_\_\_\_\_ days, notify the Department of Economic Development, enclosing the prescribed fee, details of which can be obtained by contacting the Official Receiver.

Form 6.81

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 6.81

Article 307(2)

**Notice to Existing Trustee of the Presentation of a Petition for a Later Bankruptcy**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert name and address of existing trustee To (a)

(b) Insert date Please note that a bankruptcy petition was presented to the court on (b)

(c) Insert bankrupt's full title as appearing in the petition against (c)

who was previously adjudged bankrupt on (b)  
and of whose estate you are trustee.

Any property covered by Article 307(2) of the Insolvency (Northern Ireland) Order 1989 which you have not yet distributed, should now be retained by you pending:—

- (a) the dismissal of the above-mentioned petition, or
- (b) the making of a further bankruptcy order.

If a bankruptcy order is made, the trustee appointed will contact you in due course, with regard to the recovery of such property, any distribution or disposition of which shall, from the giving of this notice, be void, unless made with the consent of the court.

Dated \_\_\_\_\_

Signed \_\_\_\_\_

Name in BLOCK LETTERS \_\_\_\_\_

Description and Address \_\_\_\_\_

Form 6.82



Rule 6.229

## Charging Order under Article 286 of the Insolvency (Northern Ireland) Order 1989

No. \_\_\_\_\_

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

(a) Insert full name and address of applicant Upon the application of (a)  
the trustee in bankruptcy of the above-named bankrupt

And upon hearing

And upon reading the report of

(b) Delete as applicable And the trustee and the bankrupt having (b) [agreed] [failed to agree] the terms of this order.

It is ordered that the interest of the trustee and his successors in title in the property specified in the Schedule hereto shall stand charged for the benefit of the bankrupt's estate with;

- (i) £ \_\_\_\_\_ being the total sum which on present information remains owing to unsecured creditors of the bankrupt;
- (ii) all other amounts which are payable otherwise than to the bankrupt out of the estate;
- (iii) interest on the said sum and said other amounts at the rate of £ \_\_\_\_\_ per cent per annum as from the date of this order.

(c) Insert details of any conditions imposed by the court: see Rule 6.229(6) (e) (b) [And it is further ordered (c) \_\_\_\_\_ ]

And it is ordered that upon the registration of this order in the (b) [Registry of Deeds] [Land Registry] the said interest in the property shall cease to be comprised in the bankrupt's estate and shall vest. In the bankrupt subject to the said charge and any prior charge.

The Schedule above referred to.

(d) Insert particulars of property (d)

(b) [The title to the property is registered at the Land Registry in Folio No. \_\_\_\_\_  
County \_\_\_\_\_ ]

Dated \_\_\_\_\_

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Article 342

Form 6.83

**Order to Post Office under Article 342 of the Insolvency (Northern Ireland) Order 1989**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\* Insert title Re\*

Master in chambers

(a) Insert full name Upon the application of (a)

(b) Delete as applicable the (b) [Official Receiver] [Trustee] of the above-named bankrupt's property. IT IS  
(c) Insert date ORDERED that for a period of three months from (c)

all postal packets (as defined by Section 83 of the Post Office Act 1953) directed or  
(d) Insert full address(es) addressed to the bankrupt at (d)

(e) Insert name and address of person to which post is to be re-addressed shall be re-directed; sent or delivered by the Post Office to (e)

**EXCEPT** any letter on which there is a specific direction signed by the (b) [Official Receiver] [Trustee] that it is to be delivered as addressed, if possible.

A sealed copy of this order is to be forthwith sent by the (b) [Official Receiver] [Trustee] to the Post Office.

Dated \_\_\_\_\_

Form 7.01

Rule 7.06

Originating Application

\* See Rule 7.1

\*(HEADING AND TITLE)

Between Applicant and Respondent

(a) Insert name and address of respondent Let (a) attend

before the Judge/Master on :—

Date

Time hours

Place

(b) Insert name of applicant On the hearing of an application by (b) the applicant for an order in the following terms:—

(c) State the terms of the order to which the applicant claims to be entitled

The grounds on which the applicant claims to be entitled to the order are:—

(d) Set out grounds or refer to an affidavit in support

The names and addresses of the persons upon whom it is intended to serve this application are:—

(e) State the names and addresses of the persons intended to be served

OR It is not intended to serve any person with this application.

(f) State the applicant's address for service The applicant's address for service is: (f)

Dated

Signed (SOLICITOR FOR THE) APPLICANT

If you do not attend, the court may make such order as it thinks fit.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 7.06

Form 7.02

### Ordinary Application

\* See Rule 7.1

\*(HEADING AND TITLE)

**Between** \_\_\_\_\_  
**Applicant** \_\_\_\_\_  
**and** \_\_\_\_\_  
**Respondent** \_\_\_\_\_

Take notice that I intend to apply to the Judge Master on:

Date \_\_\_\_\_

Time \_\_\_\_\_ hours

Place \_\_\_\_\_

(a) State nature and grounds of application for (a)

Signed \_\_\_\_\_  
(SOLICITOR FOR THE) APPLICANT

My/Our address for service is:---

(b) Give the name(s) To: (b)  
and address(es) of the  
person(s) (including  
the respondent) on  
whom it is intended to serve  
the application **OR**

It is not intended to serve any person with this application

**If you do not attend, the court will make such order as it thinks fit.**

Form 7.03

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 7.03

Rule 7.14

## Declaration by Official Shorthand Writer

\* See Rule 7.1

\*(HEADING AND TITLE)

I,

of

an official shorthand writer appointed to this court do solemnly and sincerely declare that I will truly and faithfully take down the questions put to and the answers given by all persons whose examination I shall be appointed by the court to take down and will deliver an accurate written record of them as the court directs.

Date

Declared before me as follows:

Date

Time

Place

Form 7.04

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 7.04

Rule 7.14

**Appointment of Shorthand Writer to Take Examination Under the Insolvency (Northern Ireland) Order 1989**

\* See Rule 7.1

\*(HEADING AND TITLE)

(a) Insert name of applicant  
Upon the application of (a)  
the court appoints  
of

(b) Insert relevant Article  
(c) Insert name  
to take down a written record of the examination under Article (b)  
of (c)  
today under Rule 7.14(2) of the Insolvency Rules (Northern Ireland) 1991

Dated \_\_\_\_\_

Form 7.05

Form 7.05

## Declaration by Shorthand Writer

\* See Rule 7.1

\*(HEADING AND TITLE)

I,  
of

(a) Insert name of (a) the shorthand writer appointed by this court to take down notes of the examination

do solemnly and sincerely declare that I will truly and faithfully take down the questions and answers put and given by

will deliver an accurate written record of them ,and

as the court directs.

Dated \_\_\_\_\_

Declared before me as follows:—

Date \_\_\_\_\_

Place \_\_\_\_\_

Duly Authorised Officer

Form 7.06

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 7.21

Form 7.06

**Warrant For Failure to Attend Examination under Article 113 of the Insolvency (Northern Ireland) Order 1989**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANIES WINDING UP)

\*Insert name of company IN THE MATTER OF \*  
AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989

To  
1. The Chief Constable of the Royal Ulster Constabulary.  
2. The Governor of Her Majesty's Prison at (a)  
(a) Insert address of prison

By an order of the court dated (b)  
(b) Insert name of person required to attend  
was ordered to attend at the time and place named in the said order for the purpose of being publicly examined.

[The said (b) without giving a reasonable excuse, failed to attend in accordance with the said order].

**OR**

[The said (b) has absconded (or there is reason to believe that the said (b) is about to abscond) with a view to avoiding his public examination].

You, to whom this warrant is firstly directed, are required to cause the said (b)

to be arrested and delivered to the Governor of Her Majesty's Prison at (a)

(c) Delete as applicable (c) [and any books, papers, records, money or goods in the possession of (b) to be seized.]

The arrest of the said (b) shall be reported to the court and its directions sought.

(c) [Anything seized you are required to cause [to be kept safely to await the written orders of the court as to its disposal] [to be delivered to, or otherwise dealt with as directed by, (d) ]]

(d) Insert name And you, the Governor of (a) Prison are required to receive (b)

and keep him in custody to await the direction or order of this court.

Dated \_\_\_\_\_

Form 7.07



Rule 7.21

Form 7.07

**Warrant of Arrest, etc. under Article 335 of the Insolvency (Northern Ireland) Order 1989**

No.

IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

\*Insert title Re\*

To

- 1. The Chief Constable of the Royal Ulster Constabulary.
- 2. The Governor of Her Majesty's Prison at (a)

(a) Insert address of prison

(b) Insert name of debtor/bankrupt  
 (c) Insert reasons for warrant (as detailed in Article 335(2) of the Insolvency (Northern Ireland) Order 1989)

The court being satisfied that (b) (c)

You, to whom this warrant is firstly directed, are required to cause the said (b)

to be arrested and delivered to the Governor of Her Majesty's Prison at (a)

(d) Delete as applicable (d) [and any books, papers, records, money or goods in the possession of (b) to be seized.]

The arrest of the said (b) shall be reported to the court and its directions sought.

(d) [Anything seized you are required to cause [to be kept safely to await the written orders of the court as to its disposal] [to be delivered to, or otherwise dealt with as directed by, (e) ]]

(e) Insert name

And you, the Governor of (a) Prison are required to receive (b)

and keep him in custody to await the direction or order of this court.

Dated \_\_\_\_\_

Form 7.08

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 7.22

Form 7.08

### Warrant of Arrest, etc. under Article 200 or 337 of the Insolvency (Northern Ireland) Order 1989

\*See Rule 7.1

\*(HEADING AND TITLE)

To

- 1. The Chief Constable of the Royal Ulster Constabulary.
- 2. The Governor of Her Majesty's Prison at (a)

(a) Insert address of prison

(b) Insert full name and address of person to be examined

was required by an order of this court dated \_\_\_\_\_ to attend at this court to be examined on oath

(c) [and] [or] [to produce documents in his possession or under his control namely  
(d) Insert details of documents to be produced

]

The said (b) has failed to attend at the appointed time  
(c) [and] [or] [produce the required documents]

You to whom this warrant is firstly directed are required to cause (c) [any books, papers, records, money or goods in the possession of (b) to be seized and] the said (b) to be arrested and brought before this court for examination at such time and place as the court directs. In the meantime he shall be detained and delivered to the Governor of Her Majesty's Prison at (a)

The arrest of the said (b) shall be reported to the court and its directions sought.

(c) [Anything seized you are required to cause {to be kept safely to await the written orders of the court as to its disposal} [to be delivered to, or otherwise dealt with as directed by, (e) ]]

(e) Insert name

And you, the Governor of (a) Prison are required to receive (b)

and keep him in custody to await the direction or order of this court.

Dated \_\_\_\_\_

Form 7.09

Rule 7.21, 7.22

**Order for Production of Person Arrested under Warrant Issued under Articles 114, 200, 335 or 337 of the Insolvency (Northern Ireland) Order 1989**

\*See Rule 7.1

\*(HEADING AND TITLE)

The court having been notified that

(a) Insert full name of (a)  
person arrested

(b) Insert date has been arrested under a warrant issued by this court on (b)

(c) Insert name of It is ordered that the Governor of (c)  
prison have (a)

Prison

brought in custody for examination before this court sitting at:

Date \_\_\_\_\_

Time \_\_\_\_\_ hours

Place \_\_\_\_\_

and that in the meantime he be detained and afterwards, if the court directs, be taken back to prison and detained pursuant to the warrant.

Dated \_\_\_\_\_

Form 7.10

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 7.23

Form 7.10

### Warrant of Seizure of Property under Article 336 of the Insolvency (Northern Ireland) Order 1989

\*See Rule 7.1

\*(HEADING AND TITLE)

To

- 1. The Chief Constable of the Royal Ulster Constabulary.
  - 2. The Governor of Her Majesty's Prison at (a)
- (a) Insert address of prison

(b) Insert date On (b) a bankruptcy order was made against the above-named bankrupt.

(c) Insert name of person to whom warrant is directed You (c) are required to enter into any house, houses or any premises of or belonging to the bankrupt and seize any property comprised in the bankrupt's estate as defined by Article 11 of the Insolvency (Northern Ireland) Order 1989 together with any books, papers or records relating to the bankrupt's estate or affairs.

(d) Delete as applicable Anything seized you are required to cause (d) [to be kept safely to await the written orders of the court as to its disposal] [to be delivered to, or otherwise dealt with as directed by, (e) ]

In the case of resistance or of not having the key or keys of any door or lock of any premises belonging to the bankrupt where any of his goods are or are suspected to be, you shall break open, or cause the same to be broken open, for the better execution of this warrant.

Dated \_\_\_\_\_

Form 7.11

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Rule 7.23

Form 7.11

### Search Warrant Under Article 336 of the Insolvency (Northern Ireland) Order 1989

\*See Rule 7.1

\*(HEADING AND TITLE)

To

- 1. The Chief Constable of the Royal Ulster Constabulary.
  - 2. The Governor of Her Majesty's Prison at (a)
- (a) Insert address of prison

The court being satisfied that property comprised in the bankrupt's estate (b) [and] [or] books, papers or records relating to the bankrupt's estate or affairs (b) [is] [are] concealed at

(b) Delete as applicable

(c) Give details of the situation of the property/records and who is the owner, etc. of the house/premises

(c) \_\_\_\_\_  
\_\_\_\_\_

You to whom this warrant is firstly directed are required to cause a constable to enter the said (c)

and search for the said property (b) [and] [or] books, papers or records.

If any property comprised in the bankrupt's estate (b) [and] [or] any books, papers or records relating to the bankrupt's estate or affairs is found on such search you are required to cause it or them to be seized.

Anything seized you are required to cause (b) [to be kept safely to await the written orders of the court as to its disposal] [to be delivered to, or otherwise dealt with as directed by, (d) ]

(d) Insert name

Dated \_\_\_\_\_

Form 7.12

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Form 7.12**

**Order of Discharge from Custody Under the  
Insolvency (Northern Ireland) Order 1989 [General]**

\*See Rule 7.1

\*(HEADING AND TITLE)

Upon the application of

And upon hearing

(a) Insert name and address of person in custody  
It is ordered that (a)

be discharged out of the custody of the Governor of Her Majesty's Prison at

(b) Insert name of prison  
(b)

so far as he is being held under warrant of this court.

Dated \_\_\_\_\_

Form 7.13

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Form 7.13

### Affidavit in support of application for committal for contempt of court

\*See Rule 7.1

\*(HEADING AND TITLE)

(a) Insert full name and address of applicant

(b) Insert capacity of relevant insolvency practitioner or Official Receiver

make oath and say as follows:—

(c) Insert full name and address of person against whom committal is sought

(d) Insert details of person's failure to comply with the relevant provisions of the Order or the Rules

(e) Insert date of service of notice, if applicable

(f) Insert name  
(g) Insert details of any requirement under relevant provisions of the Order or the Rules

(1) That on (e) (f) was duly served with a notice requiring him to (g)

a copy of which is exhibited hereto and marked "A" and without reasonable excuse he has failed to comply with the terms of the notice.]

OR

(1) That the above-named person failed to comply with the order of this court made on (h) directing him to

(j) Set out terms of order

(k) Insert date of service of order (2) That on (k) the above-named person was [personally] served with a copy of the said order

Sworn at \_\_\_\_\_

Date \_\_\_\_\_

Before me \_\_\_\_\_

\_\_\_\_\_

A solicitor or Commissioner of Oaths

Form 7.14

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Form 7.14

## Warrant of Committal for Contempt

\*See Rule 7.1

\*(HEADING AND TITLE)

To

- 1. The Chief Constable of the Royal Ulster Constabulary.
  - 2. The Governor of Her Majesty's Prison at (a)
- (a) Insert address of prison

By an order of this court dated

(b) Insert name of person against whom order made

it was ordered that (b) should stand committed for contempt of this court.

You to whom this warrant is firstly directed are required to cause the said (b)

to be arrested and delivered, to the Governor of Her Majesty's Prison at (a)

(c) Insert period required by the Contempt of Court Act 1981

and you the said Governor are required to receive (b) and keep him safely in prison for a period of (c) from this date or until he shall be sooner discharged by due course of law.

Dated \_\_\_\_\_

Form 7.15



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 7.15**

## **Order of Discharge from Custody on Contempt**

\*See Rule 7.1

\*(HEADING AND TITLE)

(a) Insert name of person committed for contempt Upon the application of (a)

And upon hearing

And upon reading the evidence

It is ordered that (a)

be discharged out of the custody of the Governor of Her Majesty's Prison at

(b) Insert name of prison (b)

as to his contempt

Dated \_\_\_\_\_

Form 7.16

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Rule 7.39

Form 7.16

### Order Appointing Person to Act for Incapacitated Person

\*See Rule 7.1

\*(HEADING AND TITLE)

Master

in chambers

(a) "The Official Receiver" or insert full name and address of the applicant and the capacity in which he makes the application  
Upon the application of (a)

And upon hearing

And upon reading the evidence

(b) Insert name and description of incapacitated person  
And it appearing that (b)

is incapable of managing and administering his property and affairs

(c) Insert name and address of incapacitated person's representative  
It is ordered that (c)

(d) Delete as applicable (e) Insert name of incapacitated person  
be appointed to (d) [appear for] [represent] [act for] (e) (d) [for the purpose of] [generally in the proceedings.] ]

Dated \_\_\_\_\_

Form 8.1

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 1.13, 5.17, 8.1

Form 8.1

**Insolvency (Northern Ireland) Order 1989  
Proxy-Company or Individual  
Voluntary Arrangements**

No.

\* Delete as applicable

\*[(NAME OF COMPANY)]

\*[IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (BANKRUPTCY)

† Insert title Ref ]

**Notes to help completion  
of the form**

Please give full name and  
address for communication

Name of creditor/member \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Please insert name of  
person (who must be 18 or  
over) or the "chairman of  
the meeting" (see note  
below). If you wish to  
provide for alternative  
proxy-holders in the  
circumstances that your first  
choice is unable to attend  
please state the name(s) of  
the alternatives as well

Name of proxy-holder \_\_\_\_\_

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_  
\_\_\_\_\_

Please delete words in  
brackets if the proxy-holder  
is only to vote as directed ie  
he has no discretion

I appoint the above-named person to be my/the creditor's/member's proxy-holder at the meeting  
of creditors/members to be held on \_\_\_\_\_, or at any adjournment of that  
meeting. The proxy-holder is to propose or vote as instructed below [and in respect of any  
resolution for which no specific instruction is given, may vote or abstain at his/her discretion].

**Voting instruction for resolutions**

1. For the acceptance/rejection\* of the proposed voluntary arrangement [with the following  
modifications:—]

Any other resolutions which  
the proxy-holder is to  
propose or vote in favour of  
or against should be set out  
in numbered paragraphs in  
the space provided below  
Paragraph 1. If more room  
is required please use the  
other side of this form

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**This form must be signed**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name in CAPITAL LETTERS \_\_\_\_\_

Only to be completed if the  
creditor/member has not  
signed in person

Position with creditor/member or relationship to creditor/member or other authority for signature  
\_\_\_\_\_  
\_\_\_\_\_

Remember: there may be resolutions on the other side of this form.

Form 8.2

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 2.22, 8.1

Form 8.2

**Insolvency (Northern Ireland) Order 1989  
Proxy-Administration**

No. \_\_\_\_\_

**IN THE HIGH COURT OF JUSTICE IN NORTHERN IRELAND  
CHANCERY DIVISION (COMPANY INSOLVENCY)**

\* Insert name of company **IN THE MATTER OF\***  
**AND IN THE MATTER OF THE INSOLVENCY (NORTHERN IRELAND) ORDER 1989**

**Notes to help completion  
of the form**

Please give full name and address for communication

Name of creditor \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Please insert name of person (who must be 18 or over) or the "chairman of the meeting". If you wish to provide for alternative proxy-holders in the circumstances that your first choice is unable to attend please state the name(s) of the alternatives as well

Name of proxy-holder \_\_\_\_\_  
1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_  
\_\_\_\_\_

Please delete words in brackets if the proxy-holder is only to vote as directed ie he has no discretion

I appoint the above-named person to be my/the creditor's proxy-holder at the meeting of creditors to be held on \_\_\_\_\_, or at any adjournment of that meeting. The proxy-holder is to propose or vote as instructed below (and in respect of any resolution for which no specific instruction is given, may vote or abstain at his/her discretion).

**Voting instruction for resolutions**

† Please delete as appropriate

1. For the acceptance/rejection† of the administrator's proposals/revised proposals† as circulated.

2. For the appointment of \_\_\_\_\_ of \_\_\_\_\_

representing \_\_\_\_\_

as a member of the creditors' committee

**This form must be signed**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name in CAPITAL LETTERS** \_\_\_\_\_

Only to be completed if the creditor has not signed in person

**Position with creditor or relationship to creditor or other authority for signature** \_\_\_\_\_

**Remember: there may be resolutions on the other side of this form.**

Form 8.3

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 8.3

Rule 3.10, 8.1

### Insolvency (Northern Ireland) Order 1989 Proxy-Administrative Receivership

(NAME OF COMPANY)

**Notes to help completion of the form**

Please give full name and address for communication

Name of creditor \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please insert name of person (who must be 18 or over) or the "chairman of the meeting". If you wish to provide for alternative proxy-holders in the circumstances that your first choice is unable to attend please state the name(s) of the alternatives as well

Name of proxy-holder \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please delete words in brackets if the proxy-holder is only to vote as directed ie he has no discretion

I appoint the above-named person to be my/the creditor's proxy-holder at the meeting of creditors to be held on \_\_\_\_\_, or at any adjournment of that meeting. The proxy-holder is to propose or vote as instructed below [and in respect of any resolution for which no specific instruction is given, may vote or abstain at his/her discretion].

Voting instructions for resolutions

for the appointment of \_\_\_\_\_

of \_\_\_\_\_

representing \_\_\_\_\_

as a member of the creditors' committee

This form must be signed

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name in CAPITAL LETTERS \_\_\_\_\_

Only to be completed if the creditor has not signed in person

Position with creditor or relationship to creditor or other authority for signature \_\_\_\_\_

Remember: there may be resolutions on the other side of this form

Form 8.4

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 8.4

Rule 4.067, 6.084, 8.1

**Insolvency (Northern Ireland) Order 1989  
Proxy-Winding up by the Court or Bankruptcy**

\* See Rule 7.1

\*(HEADING AND TITLE)

**Notes to help completion  
of the form**

Please give full name and address for communication  
Name of creditor /contributory \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please insert name of person (who must be 18 or over) or the "Official Receiver". If you wish to provide for alternative proxy-holders in the circumstances that your first choice is unable to attend please state the name(s) of the alternatives as well  
Name of proxy-holder \_\_\_\_\_  
1 \_\_\_\_\_  
\_\_\_\_\_  
2 \_\_\_\_\_  
\_\_\_\_\_  
3 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please delete words in brackets if the proxy-holder is only to vote as directed ie he has no discretion  
I appoint the above-named person to be my/the creditor's/contributory's proxy-holder at the meeting of creditors/contributories to be held on \_\_\_\_\_, or at any adjournment of that meeting. The proxy-holder is to propose or vote as instructed below [and in respect of any resolution for which no specific instruction is given, may vote or abstain at his/her discretion].  
\_\_\_\_\_

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Please complete paragraph 1 if you wish to nominate or vote for a specific person as trustee/liquidator

Voting instructions for resolutions

1. For the appointment of \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_

Please delete words in brackets if the proxy-holder is only to vote as directed ie he has no discretion

as liquidator of the company/trustee of the bankrupt's estate.

[in the event of a person named in paragraph 1 withdrawing or being eliminated from any vote for the appointment of a liquidator/trustee the proxy-holder may vote or abstain in any further ballot at his/her discretion]

Any other resolutions which the proxy-holder is to propose or vote in favour of or against should be set out in numbered paragraphs in the space provided below paragraph 1.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 8.5

Rule 4.067, 8.1

**Insolvency (Northern Ireland) Order 1989  
Proxy-Members' or Creditors'  
Voluntary Winding Up**

(NAME OF COMPANY)

**Notes to help completion  
of the form**

Please give full name and address for communication  
Name of creditor/member \_\_\_\_\_  
Address \_\_\_\_\_

Please insert name of person (who must be 18 or over) or the "chairman of the meeting" (see note below). If you wish to provide for alternative proxy-holders in the circumstances that your first choice is unable to attend please state the name(s) of the alternatives as well

Name of proxy-holder \_\_\_\_\_

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

Please delete words in brackets if the proxy-holder is only to vote as directed ie he has no discretion

I appoint the above-named person to be my/the creditor's/member's proxy-holder at the meeting of creditors/members to be held on \_\_\_\_\_, or at any adjournment of that meeting. The proxy-holder is to propose or vote as instructed below [and in respect of any resolution for which no specific instruction is given, may vote or abstain at his/her discretion].

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Please complete paragraph 1 if you wish to nominate or vote for a specific person as liquidator

**Voting instructions for resolutions**

1. For the appointment of \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_

Please delete words in brackets if the proxy-holder is only to vote as directed ie he has no discretion

as liquidator of the company

[In the event of a person named in paragraph 1 withdrawing or being eliminated from any vote for the appointment of a liquidator the proxy-holder may vote or abstain in any further ballot at his/her discretion]

Any other resolutions which the proxy-holder is to propose or vote in favour of or against should be set out in numbered paragraphs in the space provided below paragraph 1.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Rule 9.1

Form 9.1

### Order Under Article 200 or 337 of the Insolvency (Northern Ireland) Order 1989

\*See Rule 7.1

\*(HEADING AND TITLE)

(a) Insert full name, address and description of applicant  
Upon the application of (a)

And upon hearing

And upon reading the evidence

(b) Insert full name, address and description of person to be examined  
It is ordered that (b)

do attend on:

Date \_\_\_\_\_

Time \_\_\_\_\_ hours

Place \_\_\_\_\_

to be examined on oath in the above-mentioned matter

(c) Delete as applicable (c) [and to have and produce the documents specified below (d)

(d) Insert details of documents to be produced ]

Dated \_\_\_\_\_

**Note:**

If you fail to comply with this order without reasonable excuse having been given to and accepted by the court, a warrant may be issued for you to be arrested and brought before the court for examination.