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SCHEDULE

PART 4

NEW FORMS

Form 2.4A

Rule 2.10

Notice to Administrator of Administration Order

(TITLE)

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

Order pronounced this _____ day of _____ 19____ by Mr

for an administration order against the under-named company under section 8 of the Insolvency Act 1986.

Name of company:

Registered office of company:

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

Petitioner's solicitors: (b)

Date of presentation of petition:

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Form 3.1

Rule 3.1

**Written acceptance of appointment
by Receiver**

(TITLE)

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

(b) Insert full name and address of appointee 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) _____ at (e) _____ hours

(e) Insert time

Date: _____

Time: _____ hours

Signed: _____

Name of signatory: _____
(BLOCK LETTERS)

(by or on behalf of the appointee)

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Form 3.1A

Rule 3.2

**Notice of appointment of Administrative Receiver
(for newspaper or London 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)

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Form 3.1A cont

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

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Form 4.14A

Rule 4.25A Notice to Official Receiver of appointment of Provisional Liquidator

(TITLE)

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

Order pronounced this _____ day of _____ 19____ by
Mr

(b) 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 (b)

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

Name of company:

Registered office of company:

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

Petitioner's solicitors: (c)

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Form 5.1

Section 254 **Order granting stay pending hearing of application for Interim Order**

(TITLE)

(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 section 252 of the Insolvency Act 1986, namely the day of 19 or over any adjournment thereof.

Dated _____

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Form 5.2

Rule 5.7 Interim Order of Court under section 252 of the Insolvency Act 1986

(TITLE)

(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 section 256(4) of the Insolvency Act 1986,]

(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)

[And it is ordered that (f) _____]

(f) Insert details of any orders made under section 255 (3) and (4) of the Insolvency Act 1986 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 _____

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Form 5.3

Section 256 Order extending effect of Interim Order

(TITLE)

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

And upon hearing

And upon reading the evidence

(b) Insert date of filing And the court having this day considered the report of the nominee submitted pursuant to section 256 of the Insolvency Act 1986 and filed on (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 5.13 nor more than 28 days from date of consideration of report under Rule 5.12 Date (d) _____ Time (e) _____ hours Place _____

(e) Time to be between 10.00 and 16.00 hours on a business day (Rule 5.14(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 _____

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Form 5.4

Sections 259, 260 and 261 Alternative orders to be made at hearing to consider chairman's report

(TITLE)

(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 of 19 was filed by against the above-named (the debtor) and
- (ii) by virtue of section 260(5) of the Insolvency Act 1986 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 as a pending action at the Land Charges Department of HM Land Registry on under Reference No PA may be vacated upon the application of the debtor under the Land Charges Rules.

(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 at HM Land Registry is cancelled.

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Form 6.24A

Rule 6.30 Order for substitution of petitioner on creditor's petition
(TITLE)

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 6.30 of the Insolvency Rules 1986

And upon hearing

(b) Recite details of demand or return of sheriff or bailiff 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 to the court the statutory deposit paid by (c)

to the court 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 _____

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Form 6.24B

Rule 6.31 **Change of carriage order**

(TITLE)

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 6.31 of the Insolvency Rules 1986
And upon hearing

(b) Insert name of original petitioning creditor
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) _____

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 _____

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Form 6.79A

Rule 6.237 Charging Order under section 313 of the Insolvency Act 1986

(TITLE)

(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 6.237(6)(e) **(b) [And it is further ordered (c)]**

And it is ordered that upon the registration of the said charge by the Superintendent of the Land Charges Department under the Land Charges Act 1972 or the Chief Land Registrar under the Land Registration Acts 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 HM Land Registry and the title number is _____]

Dated _____