

Status: This is the original version (as it was originally made).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

Form 2.1B continued

*Delete as applicable 6. The company *is / is not *an insurance undertaking / credit institution / an investment undertaking providing services involving the holding of funds or securities for third parties / or a collective investment undertaking under Article 1.2 of the EC Regulation.

*Delete as applicable 7. For the reasons stated in the *affidavit / witness statement in support of this application it is considered that the EC Regulation *will / will not apply. If it does apply, proceedings will be (k) _____ proceedings as defined in Article 3 of the EC Regulation.

*Delete as applicable 8. *The applicant(s) believe(s) that the company is or is likely to become unable to pay its debts for the reasons stated in the *affidavit / witness statement in support attached to this application. (*Delete this paragraph if application is in reliance on paragraph 35 of Schedule B1)

9. The applicant(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 (l) _____ whose statement(s) in Form 2.2B is / are attached to this application.

10. An affidavit / witness statement in support of this application is attached.

*Delete as applicable (m) Insert address for service - where applicant is company or directors this must be the registered office of the company unless special reason to contrary 11. The *applicant's / applicant's solicitor's address for service is (n) _____

12. The applicant(s) therefore request(s) as follows:-

(1) that the court make an administration order in relation to (d) _____

(2) that (n) _____ be appointed to be the administrator(s) of the said company

(3) (o) _____ or

(4) that such other order may be made as the court thinks appropriate.

*Delete as applicable Signed _____ *Applicant / applicant's solicitor (If signing on behalf of firm or company state position or office held)

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Status: This is the original version (as it was originally made).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 2.1B continued

(p) Insert name and address of Court/District Registry

Endorsement to be completed by the court	
This application having been presented to the court on _____	will
be heard at (p) _____	
_____	on
(Date) _____	at
(Time) _____	hours
(or as soon thereafter as the application can be heard)	
The solicitor to the applicant is:—	
Name _____	
Address _____	

Telephone No: _____	
Reference _____	
[Whose Agents are:—	
Name _____	
Address _____	

Telephone No. _____	
Reference _____]

Form 2.2B Statement or proposed administrator

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

Rule 2.3

Name of Company	Company number
In the [full name of court]	For court use only Court case number

(a) Insert name and address of proposed administrator

1. I (a) _____

hereby certify that I am authorised under the provisions of Part XIII of the Insolvency Act 1986 to act as an insolvency practitioner.

I.P. No.: _____

Name of Regulatory Body: _____

(b) Insert name of company

2. I consent to act as administrator of (b) _____

* Delete as applicable

("the company") in accordance with the *application / notice of appointment of

(c) Insert name of person presenting administration application or making the appointment

(c) _____

(d) Insert date of application or appointment

dated (d) _____

3. I am of the opinion that the purpose of administration is reasonably likely to be achieved.

* Delete as applicable

4. I *have / have not had any prior professional relationship with the company.

(I attach to this Statement a short summary of any prior professional relationship(s) with the company.)

Signed _____

Dated _____

Form 2.3BAffidavit of service of administrator application

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

Rule 2.9

Name of Company	Company number
In the _____ [full name of court]	Court case number

(a) Insert full name and address of person making affidavit

I, (a) _____

*Delete as applicable

*the applicant / acting on behalf of the applicant
state on oath:

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

1. That I did on _____ day the _____ day of _____ 20____ ,
serve the above-named company with a copy of the administration application 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) _____

OR by posting the same on _____ day the _____ day of

_____ 20____ , 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) _____

(c) Insert name

(d) Insert address where served

2. That I did on _____ day the _____ day of _____ 20____ ,

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 administration application 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

_____ 20____ , 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 _____ 20____ ,

serve (c) _____ the administrative receiver of the said company with a copy of the administration application 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 _____ 20____ ,

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.

Form 2.3B continued

4. That I did on _____ day the _____ day of _____ 20 _____,

serve (c) _____ a holder of a qualifying floating charge being entitled to appoint an administrator of the said company under paragraph 14 of Schedule B1 to the Insolvency Act 1986 with a copy of the administration application 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 _____ 20 _____, 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 _____ 20 _____,

serve (c) _____ who has presented a petition to wind up the said company with a copy of the administration application 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 _____ 20 _____, 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 _____ 20 _____,

serve (c) _____ the provisional liquidator of the said company with a copy of the administration application 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 _____ 20 _____, by ordinary post first class mail in an envelope duly pre-paid and properly addressed

to the said (c) _____

at (d) _____

7. That I did on _____ day the _____ day of _____ 20 _____,

serve (c) _____ the member State liquidator of the said company with a copy of the administration application 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 _____ 20 _____, 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.

Form 2.3B continued

8. That I did on _____ day the _____ day of _____ 20 ,

serve (c) _____ the person proposed to be the administrator of the said company with a copy of the administration application 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 _____ 20 ,
by ordinary post first class mail in an envelope duly pre-paid and properly addressed

to the said (c) _____

at (d) _____

9. That I did on _____ day the _____ day of _____ 20 ,

serve (c) _____ the supervisor of the company voluntary arrangement with a copy of the administration application 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 _____ 20 ,
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 application and its supporting documents are now produced to me marked "A".

SWORN _____

Form 2.4B Administration 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 2.12

Name of Company	Company number
In the [full name of court]	For court use only Court case number

(a) Insert name and address of applicant
UPON THE APPLICATION OF (a) _____

(b) Insert date
presented to the court on (b) _____

(c) Insert name and address of registered office of company
in respect of (c) _____
and upon hearing

(d) Insert details of any other parties (including the company) appearing and by whom represented
and for (d)
and upon reading the evidence

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(s)

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

*Delete as applicable
(f) Insert whether main or territorial proceedings
*AND the Court being satisfied on the evidence before it that the EC Regulation *does / does not *apply and that these proceedings are (f) _____ proceedings as defined in Article 3 of the EC Regulation

(g) Insert particulars of any further order made by the court
AND it is ordered that (g) _____

(h) Insert terms of order for costs
AND it is ordered that the costs of the said application (h) _____

(j) Insert date and time
This appointment shall take effect from (j) _____

Form 2.5B Notice of intention to appoint an administrator by holder of qualifying floating charge

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

Name of Company	Company number
In the [full name of court]	<i>For court use only</i> Court case number

(a) Name and address of holder of qualifying floating charge

1. (a) _____

 _____ (“the appointor”),
 gives notice that it is the appointor’s intention to appoint

(b) Give name(s) and address(es) of proposed administrator(s)

(b) _____
 _____ as administrator(s) of

(c) Insert name and address of registered office of company

(c) _____
 _____ (“the company”)
 in accordance with paragraph 14 of Schedule B1 to the Insolvency Act 1986.

(d) Give details of charge relied on, date registered and (if any) financial limit

2. The appointor is the holder of the following qualifying floating charge which is now enforceable:
 (d) _____

(e) Insert name(s) and address(es) of holder(s) of qualifying floating charge(s) and details of charge(s) held

3. This notice has been given to the following person(s), who is / are each understood to be holder(s) of (a) qualifying floating charge(s) in respect of the company’s property, the said charge(s) being (a) prior floating charge(s) in accordance with paragraph 15(2) of Schedule B1 to the Insolvency Act 1986:
 (e) _____

*Delete as applicable

(f) Give details of any current or outstanding insolvency proceedings

4. The company *is / is not at the date of this notice subject to insolvency proceedings,
 (f) _____

*Delete as applicable

5. The company *is / is not *an insurance undertaking / a credit institution / an investment undertaking providing services involving the holding of funds or securities for third parties / or a collective investment undertaking under Article 1.2 of the UC Regulation.

Form 2.5B continued

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

(g) Insert whether main or territorial proceedings

6. For the following reasons it is considered that the EC Regulation *will / will not apply. If it does apply, these proceedings will be (g) _____ proceedings as defined in Article 3 of the EC Regulation: _____

Signed _____
(If signing on behalf of appointor indicate capacity e.g. director/solicitor)

Dated _____

Consent of Floating Charge Holder to Appointment of Administrator

(Do not detach this part of the notice)

If, having read this notice, you have no objection to the making of this appointment you can indicate your consent either by completing the details in the box below and returning a copy of this notice as soon as possible, and within two business days from receipt of this notice, or by sending details, as set out in Rule 2.16 (5), of your consent in writing to the appointor at the following address:

(h) Appointor to insert address

(h) _____

If your consent has not been given within two business days the appointor may make the appointment notwithstanding that you have not replied.

(i) Insert name and address

(i) _____

being the holder of the following floating charge over the company's property:

(k) Give details of charge, date registered and (if any) financial limit

(k) _____

consents to the appointment of the administrator(s) in accordance with the details of this notice.

Signed _____
(If signing on behalf of a firm or company state position or office held)

Dated _____

(l) Insert date and time

Endorsement to be completed by the court

This notice was filed (l) _____

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

Rule 2.16

Name of Company	Company number
In the _____ [full name of court]	For court use only Court case number

- (a) Name and address of holder of qualifying floating charge 1. (a) _____

_____ (“the appointor”)
- (b) Give name(s) and address(es) of administrator(s) gives notice that (b) _____
_____ is / are
- (c) Insert name and address of registered office of company hereby appointed as administrator(s) of (c) _____
_____ (“the company”)
- *Delete as applicable 2. The written statement(s) in Form 2.2B *is / are attached.
3. The appointor is the holder of the following qualifying floating charge:
- (d) Give details of charge relied on, date registered and (if any) financial fruit (d) _____

4. The above charge is enforceable at the date of this appointment.
- +Delete if not applicable 5. + [The appointor has given at least two business days’ written notice to the holder of any prior qualifying floating charge(s), and a copy of that notice, *(which was filed at _____ court on _____ (date)) is attached.]
*Delete as applicable OR
+ [all the holders of any prior qualifying floating charges have consented in writing to the making of this appointment and copies of the written consents are attached.]
OR
+ [there are no prior qualifying floating charges.]
- *Delete as applicable 6. The company *is / is not, at the date of this notice, the subject of insolvency proceedings:
(e) Give details of any current or outstanding insolvency proceedings (e) _____

- *Delete as applicable 7. The company *is / is not *an insurance undertaking / a credit institution / an investment undertaking providing services involving the holding of funds or securities for third parties / or a collective investment undertaking under Article 1.2 of the EC Regulation.
- (f) Insert whether main or territorial proceedings 8. For the following reasons it is considered that the EC Regulation *will / will not apply. If it does apply, these proceedings will be (f) _____ proceedings as defined in Article 3 of the EC Regulation:

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

Form 2.6B continued

9. This appointment is in accordance with Schedule B1 to the Insolvency Act 1986.

10. Where there are joint administrators, a statement for the purposes of paragraph 100(2) of Schedule B1 to the Insolvency Act 1986 is attached.

(g) Insert full name and address of person making declaration

11. I (g) _____
of _____

(If making the declaration on behalf of appointor indicate capacity e.g. director/solicitor)

do solemnly and sincerely declare that the information provided in this notice is, to the best of my knowledge and belief, true,

AND I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.

Declared at _____

Signed _____

This _____ day of _____ 20

before me _____

A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor or Duly Authorised Officer.

Endorsement to be completed by the court

This notice and the attached documents were filed

(h) Insert date and time of filing

(h) _____

Form 2.7B Notice of appointment of an administrator by holder of qualifying floating charge (For use in pursuance of Rule 2.19 of the Insolvency Rules 1986)

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

Rule 2.19

Name of Company	Company number
In the [fill name of court]	For court use only Court case number

(a) Name and address of holder of qualifying floating charge
I. (a) _____ (“the appointor”)

(b) Give name(s) and address(es) of administrator(s)
gives notice that (b) _____

(c) Insert name and address of registered office of company
is / are hereby appointed as administrator(s) of (c) _____ (“the company”)

*Delete as applicable

(i) I consent to act as administrator; (ii) I am of the opinion that the purpose of administration is reasonably likely to be achieved; (iii) I *have / have not had any prior professional relationship with the company *and I have provided a summary of any prior professional relationship(s) with the company to the appointor; and (iv) I certify that I am authorised under the provisions of Part XIII of the Insolvency Act 1986 to act as an insolvency practitioner
(I.P. No(s): _____)

*Where joint administrators are appointed each administrator must sign

* _____ Signed by administrator(s)

(d) Give details of charge relied on, date registered and (if any) financial limit
2. The appointor is the holder of the following qualifying floating charge:
(d) _____

3. The above charge is enforceable at the date of this appointment.

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

Form 2.7B continued

†Delete if not applicable

*Delete as applicable

4. † [The appointor has given at least two business days' written notice to the holder of any prior qualifying floating charge(s), and a copy of that notice, *(which was filed at _____ court on _____ (date)) is in the appointor's possession.]

OR

‡ [all the holders of any prior qualifying floating charges have consented in writing to the making of this appointment, copies of which are in the appointor's possession.]

OR

‡ [there are no prior qualifying floating charges.]

*Delete as applicable

(s) Give details of any current or outstanding insolvency proceedings

5. The company *is / is not, at the date of this notice, the subject of insolvency proceedings;

(e) _____

*Delete as applicable

6. The company *is / is not *an insurance undertaking / a credit institution / an investment undertaking providing services involving the holding of funds or securities for third parties / or a collective investment undertaking under Article 1.2 of the EC Regulation.

(f) Insert whether main or territorial proceedings

7. It is considered that the EC Regulation *will / will not apply. If it does apply, these proceedings will be (f) _____ proceedings as defined in Article 3 of the EC Regulation (Reasons are set out in a statement in the possession of the appointor)

8. This appointment is in accordance with Schedule B1 to the Insolvency Act 1986.

9. Where there are joint administrators, a statement for the purposes of paragraph 100(2) of Schedule B1 to the Insolvency Act 1986 is in the possession of the appointor.

10. All documents in support identified at paragraphs 1, 4, 7 and 9, the fax transmission report and the statement of reasons for out of hours filing will be delivered to the court on the next day that the court is open.

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

Form 2.7B continued

(g) Insert full name and address of person making declaration

11. 1 (g) _____

(If signing on behalf of appointor indicate capacity, e.g. director / solicitor).

do solemnly and sincerely declare that the information provided in this notice is, to the best of my knowledge and belief, true, and that the appointor has in his possession all documents and information needed to support his appointment,

AND I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.

Declared at _____

Signed _____

This _____ day of _____ 20

before me _____

A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor.

(h) Insert date and time shown on fax transmission report

(j) Insert date notice and documents delivered to court

Endorsement to be completed by court	
The fax transmission report indicates that this notice was filed at court	(h) _____
This notice with supporting documents was delivered to the court	(j) _____

Form 2.8B Notice of intention to appoint an administrator by company or director(s)

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

Rule 2.20

Name of Company	Company number
In the [full name of court]	For court use only Court case number

(n) Insert name and address of registered office of company

1. Notice is given that, in respect of (a) _____ (“the company”)

*Delete as applicable

* the company / the directors of the company (“the appointor”) intend to appoint

(h) Give name(s) and address(es) of proposed administrator(s)

(b) _____
as administrator(s) of the company.

(c) Insert name and address of each person to whom notice is given

2. This notice is being given to the following person(s), being person(s) who is / are or may be entitled to appoint an administrative receiver of the company or an administrator of the company under paragraph 14 of Schedule B1 to the Insolvency Act 1986:

(c) _____

3. The company has not, within the last twelve months:

- (i) been in administration
- (ii) been the subject of a moratorium under Schedule A1 to the Insolvency Act 1986 which has ended on a date when no voluntary arrangement was in force
- (iii) been the subject of a voluntary arrangement which was made during a moratorium for the company under Schedule A1 to the Insolvency Act 1986 and which ended prematurely within the meaning of section 7B of the Insolvency Act 1986.

4. In relation to the company there is no:

- (i) petition for winding up which has been presented but not yet disposed of
- (ii) administration application which has not yet been disposed of, or
- (iii) administrative receiver in office.

*Delete as applicable

5. The company *is / is not *an insurance undertaking / a credit institution / an investment undertaking providing services involving the holding of funds or securities for third parties / or a collective investment undertaking under Article 1.2 of the EC Regulation.

(d) Insert whether main or territorial proceedings

6. For the following reasons it is considered that the EC Regulation *will / will not apply. If it does apply, these proceedings will be (d) _____ proceedings as defined in Article 3 of the EC Regulations.

*Delete as applicable

7. Attached to this notice is *a copy of the resolution of the company to appoint an administrator / a record of the decision of the directors to appoint an administrator.

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

Form 2.8B continued

(e) Insert name and address of person making declaration

I (e)
(If making the declaration on behalf of appointor (insert capacity e.g. director/secretary))

hereby do solemnly and sincerely declare that:

- (i) the company is or is likely to become unable to pay its debts
- (ii) the company is not in liquidation, and
- (iii) the statements in paragraphs 3 and 4 are, so far as I am able to ascertain, true.

and that the information provided in this notice is to the best of my knowledge and belief true.

AND I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1835

Declared at

Signed

This _____ day of _____ 20

before me _____

A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor or Duty Authorised Officer.

Consent of Floating Charge Holder to Appointment of Administrator(s)
(Do not detach this part of the notice)

If, having read this notice, you have no objection to the making of this appointment you should complete the details in the box below and return a copy of this notice as soon as possible, and within five business days from receipt of this notice, to the appointor at the following address: (f)

(f) Appointor to insert address

If your consent has not been given within five business days the appointor may make the appointment notwithstanding that you have not replied.

(g) Insert name and address

(g) _____

being the holder of the following floating charge over the company's property:

(h) Give details of charge, date registered and (if any) financial limit

(h) _____

consents to the appointment of the administrator(s) in accordance with the details of this notice.

Signed _____ Dated _____
(If signing on behalf of a firm or company state position as officer/ally)

Endorsement to be completed by court

(j) Insert date and time

This notice was filed (j) _____

Form 2.9B Notice of appointment of an administrator by company or director(s) (where a notice of intention to appoint has been issued)

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

Rule 2.23

Name of Company	Company number
in the <div style="text-align: right; font-size: small;">[full name of court]</div>	For court use only Court case number

(a) Insert name and address of registered office of the company

1. Notice is given that, in respect of (a) _____

_____ (“the company”)

*Delete as applicable

* the company / the directors of the company (“the appointor”) hereby appoints

(b) Give name(s) and address(es) of administrator(s)

(b) _____

_____ as administrator(s) of the company.

*Delete as applicable

2. The written statement(s) in Form 2.2B *is / are attached.

3. The appointor is entitled to make an appointment under paragraph 22 of Schedule B1 to the Insolvency Act 1986.

4. This appointment is in accordance with Schedule B1 to the Insolvency Act 1986.

*Delete as applicable

5. The company *is / is not *an insurance undertaking / a credit institution / an investment undertaking providing services involving the holding of funds or securities for third parties / or a collective investment undertaking under Article 1.2 of the EC Regulation.

(c) insert whether main or territorial proceedings

6. For the following reasons it is considered that the EC Regulation *will / will not apply. If it does apply, these proceedings will be (c) _____ proceedings as defined in Article 3 of the EC Regulation: _____

7. Where there are joint administrators, a statement for the purposes of paragraph 100(2) of Schedule B1 to the Insolvency Act 1986 is attached.

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

Form 2.9B continued

8. The appointor has given at least five business days' written notice of the intention to appoint in accordance with paragraph 26(1) of Schedule B1 to the Insolvency Act 1986 and a copy of that notice was filed at court on (d) _____

(d) Insert date

(e) Insert name and address of person making declaration

I (e) _____ do solemnly and
(if making the declaration on behalf of appointor indicate capacity e.g. director/solicitor)

sincerely declare that

- (i) the information provided in this notice and
- (ii) the statements made and information given in the notice of intention to appoint

are, and remain, to the best of my knowledge and belief, true,

AND I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1835.

Declared at _____

Signed _____

This _____ day of _____ 20

before me _____

A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor or Duly Authorised Officer

Endorsement to be completed by court

(f) Insert date and time

This notice was filed (f) _____

Form 2.10B Notice of appointment of an administrator by company or director(s) (where a notice of intention to appoint has not been issued)

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

Form 2.11B continued

*Delete as applicable

9. Attached to this notice is a copy of the resolution of the company to appoint an administrator / a record of the decision of the directors to appoint an administrator.

10. Where there are joint administrators, a statement for the purposes of paragraph 10(2) of Schedule B1 to the Insolvency Act 1986 is attached.

(d) Insert name and address of person making declaration

I (d) _____
(If making the declaration on behalf of appointor indicate capacity e.g. director/solicitor)

hereby do solemnly and sincerely declare that:

- (i) the company is or is likely to become unable to pay its debts
- (ii) the company is not in liquidation, and
- (iii) the statements in paragraphs 5 and 6 are, so far as I am able to ascertain, true,

and that the information provided in this notice is to the best of my knowledge and belief true.

AND I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1835,

Declared at _____

Signed _____

This _____ day of _____ 20

before me

A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor or Duly Authorised Officer

(e) Insert date and time

Endorsement to be completed by the court
This notice was filed (e) _____

Form 2.11B Notification of appointment of administrator (for newspaper and London Gazette)

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

Rule 2.27

Name of Company	Company number
-----------------	----------------

In the [full name of court]	Court case 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

Administrator appointment made on (b) _____ 20

Name(s) and address(es) of administrator(s) _____

Joint / Administrator(s) (IP 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

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, DRINK
- 13 WHOLESALE OF TEXTILES AND CLOTHING
- 14 MOTOR VEHICLES WHOLESALERS
- 15 OTHER WHOLESALE

DIVISION 4

RETAILING:—

- 16 RETAIL OF FOOD, DRINK AND TOBACCO
- 17 RETAIL OF TEXTILES AND CLOTHING
- 18 RETAILS 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:—

- 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, 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 & 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 2.12B The Insolvency Act 1986 Notice of administrator's appointment

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

Rule 2.27

Name of Company	Company number
In the _____ [full name of Court]	Court case number

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

 give notice that *I was / we were appointed as administrator(s) of the above company on:

(b) Insert date

(b)

Signed _____

Dated _____

Joint / Administrator(s) (IP No(s) _____)

Contact Details:

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record

DX Number	DX Exchange

Companies House receipt date barcode

When you have completed and signed this form please send it to the Registrar of Companies at:

Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff

Form 2.13B Notice requiring submission of a statement of affairs

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

Rule 2.28

Name of Company	Company number
In the [full name of court]	Court case number

(a) Insert full name of each person required to submit statement The Administrator(s) require(s) a statement of affairs to be prepared and submitted by (a) _____

(b) Insert full name of company as to the affairs of (b) _____ ("the company").

(c) Insert full name and address of each person sent this notice A notice requiring submission of a statement of affairs has been sent to each of the following persons (c) _____

(d) Insert date The statement of affairs must be submitted within 11 days of receipt of this notice and no later than (d) _____ to (c) _____ ("the administrator(s)")

(e) Insert name of administrator(s) at (f) _____

(f) Insert full address _____

Signed _____
 Joint / Administrator(s)

Dated _____

WARNING

It is an offence under paragraph 48(4) of Schedule B1 to the Insolvency Act 1986 if you fail without reasonable excuse to comply with this requirement.

(g) Delete words in brackets if not applicable Section 235 of the Insolvency Act 1986 places a duty on you (g) (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 section 235 of the Insolvency Act 1986, may make you liable to a fine and, for continued contravention, to a daily default fine.

Under paragraph 10 of Schedule 1 to the Company Directors Disqualification Act 1986 failure to submit a statement of affairs or to co-operate with the administrator under section 235 of the Insolvency Act 1986 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 under the Company Directors Disqualification Act 1986.

Note:
 Forms and instructions for the preparation of the statement of affairs are enclosed. Under Rule 2.32 reasonable expenses incurred in making the statement of affairs can be claimed out of the company's assets.

Form 2.14B Statement of affairs

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

Rule 2.29

Name of Company	Company number
In the _____ [full name of court]	Court case number

(a) Insert name and address of registered office of the company

Statement as to the affairs of (a) _____

(b) Insert date

on the (b) _____ 20 , the date that the company entered administration.

Statement of Truth

I believe that the facts stated in this statement of affairs are a full, true and complete statement of the affairs of the above named company as at (b) _____ the date that the company entered administration.

Full name _____

Signed _____

Dated _____

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

A1 – Summary of Liabilities

	Estimated to realise £
Estimated total assets available for preferential Creditors (carried from page A)	£
Liabilities	
Preferential creditors:-	
Estimated deficiency/surplus as regards preferential creditors	£
Estimated prescribed part of net property where applicable (to carry forward)	£
Estimated total assets available for floating charge holders	£
Debts secured by floating charges	£
Estimated deficiency/surplus of assets after floating charges	£
Estimated prescribed part of net property where applicable (brought down)	£
Total assets available to unsecured creditors	£
Unsecured non-preferential claims	£
Estimated deficiency after floating charge where applicable (brought down)	
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.

Rule 2.29

Name of Company	Company number
In the _____ [full name of court]	Court case number

(a) Insert full name and address of registered office of company to which statement of affairs relates

With regards the Statement of Affairs of (a) _____ ("the company")

(b) Insert date statement of truth on the statement of affairs was made

made on (b) _____

(c) Insert full name of person who made the statement of truth on the statement of affairs being concurred with

by (c) _____

Statement of Truth

(d) Insert full name and address of person making statement

I (d) _____

*Delete, as applicable

* concur with the Statement of Affairs of the above company and I believe that the facts stated in the Statement of Affairs are a full, true and complete statement of the affairs of the company on the date that it entered administration.

OR

(e) Please list matters in the statement of affairs which you are not in agreement with, or which you consider to be erroneous or misleading, or matters to which you have no direct knowledge and indicate reason for listing them

*concur with the Statement of Affairs of the above company, subject to the following qualifications (e) _____

and believe that, subject to these qualifications, the facts stated in the statement of affairs are a full, true and complete statement of the affairs of the company on the date that it entered administration.

Full name _____

Signed _____

Dated _____

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

Rule 2.29

Name of Company	Company number
In the [full name of court]	Court case number

(4) Insert full name(s) and address(es) of administrator(s)

I/We (a) _____

* Delete as applicable

attach a copy of-

- * the statement(s) of affairs;
- * the statement(s) of concurrence;
- * a copy of the court order limiting disclosure in respect of the statement of affairs in respect of the administration of the above company.

Signed _____
Joint / Administrator(s)

Dated _____

Contact Details:

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record

Tel	
DX Number	DX Exchange

Companies House receipt date barcode

When you have completed and signed this form please send it to the Registrar of Companies at:
Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff

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

Rule 2.33

Name of Company	Company number
In the [full name of court]	Court case number

(a) Insert full name(s) and address(es) of administrator(s)

I / We (a) _____

* Delete as applicable

attach a copy of *my / our proposals in respect of the administration of the above company.

A copy of these proposals was sent to all known creditors on

(b) insert date

(b) _____

Signed _____
 Joint / Administrator(s)

Dated _____

Contact Details:

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record

Tel	
DX Number	DX Exchange

Companies House receipt date barcode

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Companies House, Crowa Way, Cardiff, CF14 3UZ DX 33050 Cardiff

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

Rule 2.33

Name of Company	Company number
In the [full name of court]	Court case number

a) Insert full name(s), and address(es) of the administrator(s) Notice is hereby given by (a) _____

 that in respect of (b) _____

 the time period set out in:
 * paragraph 49(5)(b) of Schedule B1 to the Insolvency Act 1986 ("the Schedule") has been extended to
 (c) _____
 *Delete as applicable
 (c) Insert date * paragraph 50(1)(b) of the Schedule has been extended to (c) _____
 * paragraph 51(2)(b) of the Schedule has been extended to (c) _____

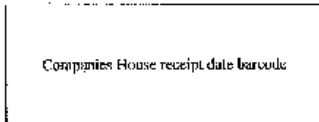
Signed _____
 Joint / Administrator(s)

Dated _____

Contact Details:

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record

	Tel
DX Number	DX Exchange



When you have completed and signed this form, please send it to the Registrar of Companies at:
 Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff

Form 2.19B Notice to attend meeting of creditors

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

Rule 2.34

Name of Company	Company number
in the [full name of court]	Court case number

(a) Insert full name(s) and address(es) of administrator(s)

Notice is hereby given by (a) _____

(b) Insert name of person required to attend

to (b) _____

*Delete as applicable

*director / officer / former director / former officer of

(c) Insert full name of company

(c) _____ ("the company")

that a meeting of creditors of the company is to be held at

(d) Insert details of place of meeting

(d) _____

(e) Insert date and time of meeting

on (e) _____ 20 _____ at _____ hrs.

The meeting is:

* Delete as applicable

*(1) an initial creditors' meeting under paragraph 51 of Schedule B1 to the Insolvency Act 1986; or

*(2) an initial creditors' meeting requested under paragraph 52(2) of Schedule B1 to the Insolvency Act 1986.

I require you to attend the above meeting.

Signed _____
Joint / Administrator(s)

Dated _____

A copy of the proposals is attached

Form 2.20B Notice of a meeting of creditors

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

Rule 2.35

Name of Company	Company number
In the [full name of court]	Court case number

(a) Insert full name(s) and address(es) of the administrator(s)

Notice is hereby given by (a) _____

(b) Insert full name and address of registered office of the company

that a meeting of the creditors of (b) _____

(c) Insert details of place of meeting

is to be held at (c) _____

(d) Insert date and time of meeting

on (d) _____ 20 at _____ hrs.

The meeting is:

*Delete as applicable

- *(1) an initial creditors' meeting under paragraph 51 of Schedule B1 to the Insolvency Act 1986 ("the Schedule");
- *(2) an initial creditors' meeting requested under paragraph 52(2) of the Schedule;
- *(3) to consider revisions to my proposals under paragraph 54(2) of the Schedule;
- *(4) a further creditors' meeting under paragraph 56 of the Schedule;
- *(5) a creditors' meeting under paragraph 62 of the Schedule.

I invite you to attend the above meeting.

A proxy form is enclosed which should be completed and returned to me by the date of the meeting if you cannot attend and wish to be represented.

In order to be entitled to vote under Rule 2.38 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.

Signed _____
Joint / Administrator(s)

Dated _____

* Delete as applicable A copy of the *proposals / revised proposals is attached

Form 2.21BCreditor's request for a meeting

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

Rule 2.37

Name of Company	Company number
In the [full name of court]	Court case number

(a) Insert full name and address of the creditor making the request

I (a) _____

(b) Insert full name and address of registered office of the company

request a meeting of the creditors of (b) _____

(c) Insert amount of claim

My claim in the administration is (c) _____

(d) Insert full name(s) and address(es) of creditors concurring with the request (if any) and their claims in the administration if the requesting creditor's claim is below the required 10%

(d) _____

concur with the above request, and I attach copies of their written confirmation of concurrence.

(e) Insert details of the purpose of the meeting

The purpose of the meeting is (e) _____

Signed _____

Dated _____

Form 2.22B The Insolvency Act 1986 Statement of administrator's revised proposals

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

Rule 2.45

Name of Company	Company number
In the [full name of court]	Court case number

(a) Insert full name(s) and address(es) of administrator(s)

I/We (a) _____

*Delete as applicable

attach as a schedule to this form a copy of my / our revised proposals in respect of the administration of the above company.

A copy of these revised proposals was sent to all known creditors on

(b) Insert date

(b) _____

Signed _____
 Joint / Administrator(s)

Dated _____

Contact Details:

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record

_____	Tel _____
DX Number _____	DX Exchange _____

Companies House receipt date barcode

When you have completed and signed this form please send it to the Registrar of Companies at:
 Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff

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

Rule 2.46

Name of Company	Company number
In the _____ [full name of court]	Court case number

(a) Insert full name(s) and address(es) of the administrator(s) I / We (a) _____

*Delete as applicable hereby report that *a meeting / an adjourned meeting of the creditors of the above company was held at

(b) Insert place of meeting (b) _____

(c) Insert date of meeting on (c) _____ at which:

*Delete as applicable

*1. Proposals / revised proposals were approved.

*2. Proposals / revised proposals were modified and approved.

The modifications made to the proposals are as follows:

(d) Give details of the modifications (if any) (d) _____

(e) Insert time and date of adjourned meeting *3. The proposals were rejected.

*4. The meeting was adjourned to (e) _____

(f) Details of other resolutions passed *5. Other resolutions: (f) _____

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

Rule

Name of Company	Company number
In the [fill name of court]	Court case number

(a) Insert full name(s) and address(es) of administrator(s)

I / We (a) _____

administrator(s) of the above company attach a progress report for the period

(b) Insert dates

from	to
(b)	(b)

Signed _____
 Joint / Administrator(s)

Dated _____

Contact Details:

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Tel	
DX Number	DX Exchange

Companies House receipt date barcode

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Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff

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

Rule 2.48

Name of Company	Company number
In the [full name of Court]	Court case number

(a) Insert full name(s) and address(es) of the administrator(s) Notice is hereby given by (a) _____

(b) Insert full name and address of registered office of the company to the creditors of (b) _____

(c) Insert number of resolutions enclosed that, pursuant to paragraph 58 of Schedule B1 to the Insolvency Act 1986, enclosed are (c) _____ resolutions for your consideration. Please indicate below whether you are in favour or against each resolution.

(d) Insert address to which form is to be delivered This form must be received at (d) _____

(e) Insert closing date by 12.00 hours on (e) _____ in order to be counted. It must be accompanied by details in writing of your claim. Failure to do so will lead to your vote(s) being disregarded.

Repeat as necessary for the number of resolutions attached
Resolution (1) I am *in Favour / Against
Resolution (2) I am *in Favour / Against

If you require any further details or clarification prior to returning your votes, please contact me / us at the address above.

Signed _____
Joint / Administrator(s)

Dated .. _____

Form 2.26B The Insolvency Act 1986 [Amended] Certificate of constitution of creditors' committee

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

Rule 2.51

Name of Company	Company number
In the [full name of court]	Court case number

(a) Insert full name(s) and address(es) of the administrator(s)

I / We (a) _____

certify that the creditors' committee of the above company has been duly constituted and that the membership is as follows:

(b) Insert full names and addresses of each member of the committee

(b) _____

* Delete as applicable
(c) Insert date of previous certificate

* [This certificate amends the certificate issued by me / us on (c) _____]

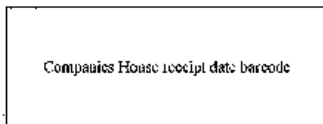
Signed _____
Joint/Administrator(s)

Dated _____

Contact Details:

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Tel	
LX Number	DX Exchange



When you have completed and signed this form please send it to the Registrar of Companies at:
Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff

Form 2.27B The Insolvency Act 1986 Notice by administrator of a change in committee membership

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

Rule 2.51

Name of Company	Company number
In the [full name of court]	Court case number

(a) Insert full name(s) and address(es) of administrator(s)

I / We (a) _____

(b) Insert full name and address of all new appointees to the committee

certify that the creditors' committee of the above company has altered as follows:

Appointed: (b) _____

(c) Insert full name and address of each person who has resigned or has been removed from the committee

Resigned/Removed: (c) _____

Signed _____
Joint / Administrator(s)

Dated _____

Contact Details:

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record

Tel	
DX Number	DX Exchange

Companies House receipt date barcode

When you have completed and signed this form please send it to the Registrar of Companies at:

Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff

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

Rule 2.66

Name of Company	Company number
In the [full name of court]	Court case number

(a) Insert full name(s) and address(es) of administrator(s)

I / We (a) _____

*Delete as applicable

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

(b) Insert date

(b) _____

A copy of the said court order is attached.

Signed _____

Joint / Administrator(s)

Dated _____

Contact Details:

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record

Tel _____	
DX Number _____	DX Exchange _____

Companies House receipt date barcode

When you have completed and signed this form please send it to the Registrar of Companies at:

Companies House, Crown Way, Cardiff, CF14 3UZ

DX 33050 Cardiff

Form 2.29BAffidavit of debt

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

Rule 2.73

Name of Company	Company number
In the [full name of court]	Court case number

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

I, (a) _____

state on oath:—

*Delete as applicable
(b) State capacity eg director, secretary, solicitor etc
(c) State full name and address of creditor
(d) State means of knowledge of matters sworn to in affidavit

1. That
* I am a creditor of the above named company
* I am (b) _____
of (c) _____
a creditor of the above named company. I have been concerned in this matter
(d) _____
and am authorised by the creditor to make this affidavit on its / his behalf.

(e) Insert date

2. That the said company on (e) _____ the date on which the company entered administration was and still is justly and truly indebted * to me / to the said creditor in the sum of £ _____ as shown in the proof of debt exhibited hereto marked 'A'.

SWORN _____

Before me

Solicitor

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 2.111

Name of Company	Company number
In the _____ [full name of Court]	Court case number

(a) Insert name(s) and address(es) of administrator(s) I / We (a) _____

b) Insert name and address of the registered office of company having been appointed administrator(s) of (b) _____

(c) Insert date of appointment on (c) _____ by (d) _____
 d) Insert name of appointor / applicant
 *Delete as applicable hereby give notice that *my / our appointment ceased to have effect on _____

I / We attach a copy of the final progress report.

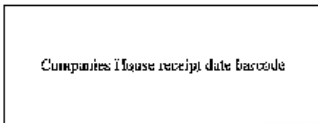
Signed _____
 Joint / Administrator(s)

Dated _____

Contact Details:

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record

	tel
DX Number	DX Exchange



When you have completed and signed this form please send it to the Registrar of Companies at:
Companies House, Crown Way, Cardiff, CF14 3UZ **DX 33050 Cardiff**

Form 2.31B The Insolvency Act 1986 Notice of extension of period of administration

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

Rule 2.112

Name of Company	Company number
In the _____ [full name of court]	Court case number

(a) Insert name(s) and address(es) of administrator(s) I / We (a) _____

b) Insert name and address of registered office of company having been appointed administrator(s) of (b) _____

(c) Insert date of appointment on (c) _____ by (d) _____ ("the company")

(d) Insert name of appointor / applicant

hereby give notice that the administration has been extended:

* Delete as applicable * by order of the court

* with the consent of the company's creditors

(e) Insert date until (e) _____

Signed _____
Joint / Administrator(s)

Dated _____

Contact Details:

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record

	Tel
DX Number	DX Exchange

Companies House receipt date barcode

When you have completed and signed this form please send it to the Registrar of Companies at:
Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff

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

Rule 2.116

Name of Company	Company number
In the <div style="text-align: right; font-size: small;">[full name of court]</div>	Court case number

(a) Insert name(s) and address(es) of administrator(s) I / We (a) _____

(b) Insert name and address of registered office of company having been appointed administrator(s) of (b) _____

(c) Insert date of appointment on (c) _____ by (d) _____

(e) Insert name of applicant / creditor hereby give notice that the court has ordered that the administration shall end on (e) _____ and a copy of the court order is attached.

(f) Insert date I / we attach to this notice a copy of the final progress report

Signed _____
Joint / Administrator(s)

Dated _____

Contact Details:

You do not have to give any contact information in the box opposite but if you do it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

DX Number	DX Exchange

Companies House receipt code barcode

When you have completed and signed this form please send it to the Registrar of Companies at
Companies House, Crown Way, Cardiff, CF14 3UZ **DX 33050 Cardiff**

Form 2.34B The Insolvency Act 1986 Notice of move from administration to creditors' voluntary liquidation

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

Rule 2.117

Name of Company	Company number
In the _____ {full name of court}	Court case number

(a) Insert name(s) and address(es) of administrator(s) I / We (a) _____

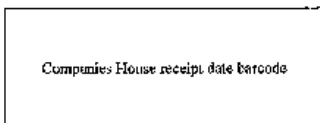
 having been appointed administrator(s) of (b) _____
 (b) Insert name and address of registered office of company _____

 on (c) _____ by (d) _____
 (e) Insert date of appointment
 (d) Insert name of applicant / appointor hereby give notice that:
 the provisions of paragraph 83(1) of Schedule B1 to the Insolvency Act 1986 apply,
 and it is proposed that (e) _____
 (e) Insert name(s) and address(es) of liquidator(s) _____
 will be the liquidator(s) of the company (IP No(s) _____)
 I / We attach a copy of the final progress report.
 Signed _____
 Joint/Administrator(s)
 Dated _____

Contact Details:

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record

Tel	
DX Number	DX Exchange



When you have completed and signed this form please send it to the Registrar of Companies at:

Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff

Form 2.35B The Insolvency Act 1986 Notice of move from administration to dissolution

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

Rule 2.118

Name of Company	Company number
In the [full name of court]	Court case number

(a) Insert name(s) and address(es) of administrator(s) I / We (a) _____
 (b) Insert name and address of registered office of company having been appointed administrator(s) of (b) _____
 (c) Insert date of appointment on (c) _____ by (d) _____
 (d) Insert name of applicant / appointor

hereby give notice that the provisions of paragraph 84(1) of Schedule B1 to the Insolvency Act 1986 apply.

I / We attach a copy of the final progress report.

Signed _____
 Joint / Administrator(s)

Dated _____

Contact Details:

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record

Tel	
DX Number	DX Exchange

Companies House receipt date barcode

When you have completed and signed this form please send it to the Registrar of Companies at:
 Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff

Form 2.36B The Insolvency Act 1986 Notice to registrar of companies in respect of date of dissolution

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

Rule 2.118

Name of Company	Company number
In the [full name of court]	Court case number

(a) Insert name(s) and address(es) of administrator(s)

I / We (a) _____

hereby give notice that the court has made an order under paragraph 84(7) of Schedule B1 to the Insolvency Act 1986 and a copy of that order is attached.

Signed _____
Joint / Administrator(s)

Dated _____

Contact Details:

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

	Tel
DX Number	DX Exchange

Companies House receipt date barcode

When you have completed and signed this form please send it to the Registrar of Companies at:
Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff

Form 2.37B The Insolvency Act 1986 Notice of intention to resign as administrator

