

STATUTORY INSTRUMENTS

**2018 No. 1082**

**The Insolvency (Scotland) (Company Voluntary Arrangements and Administration) Rules 2018**

**PART 1**

**SCOPE, INTERPRETATION, TIME AND RULES ABOUT DOCUMENTS**

**CHAPTER 4**

Form and content of documents

**Information required to identify persons and insolvency proceedings etc.**

**1.7.—**(1) Where the Act or these Rules require a document to identify, or to contain identification details in respect of, a person or insolvency proceedings, or to provide contact details for an office-holder, the information set out in the table must be given.

(2) Where a requirement relates to a proposed office-holder, the information set out in the table in respect of an office-holder must be given with any necessary adaptations.

Company where it is the subject of the insolvency proceedings	In the case of a registered company— (a) the registered name; (b) for a company incorporated in Scotland under the Companies Act or a previous Companies Act, its registered number; (c) for a company incorporated outside the United Kingdom— (i) the country or territory in which it is incorporated, (ii) the number, if any, under which it is registered, and (iii) the number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act. In the case of an unregistered company— (d) its name; and (e) the postal address of any principal place of business.
Company other than one which is the subject of the insolvency proceedings	In the case of a registered company— (f) the registered name; (g) for a company incorporated in any part of the United Kingdom under the Companies Act or a previous Companies Act, its registered number; (h) for a company incorporated outside the United Kingdom— (i) the country or territory in which it is incorporated;

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	<ul style="list-style-type: none"> <li>(ii) the number, if any, under which it is registered; and</li> <li>(iii) the number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act;</li> </ul> <p>In the case of an unregistered company—</p> <ul style="list-style-type: none"> <li>(i) its name; and</li> <li>(j) the postal address of any principal place of business</li> </ul>
Office-holder	<ul style="list-style-type: none"> <li>(k) the name of the office-holder; and</li> <li>(l) the nature of the appointment held by the office-holder.</li> </ul>
Contact details for an office-holder	<ul style="list-style-type: none"> <li>(m) a postal address for the office-holder; and</li> <li>(n) either an email address, or a telephone number, through which the office-holder may be contacted.</li> </ul>
Insolvency proceedings	<ul style="list-style-type: none"> <li>(o) information identifying the company to which the insolvency proceedings relate;</li> <li>(p) if the insolvency proceedings are, or are to be, conducted in a court— <ul style="list-style-type: none"> <li>(i) the full name of the court and, if applicable;</li> <li>(ii) any number assigned to those insolvency proceedings by the court.</li> </ul> </li> </ul>