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STATUTORY INSTRUMENTS

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**2018 No. 1082**

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

**PART 6**

**PROXIES AND CORPORATE REPRESENTATION**

**Blank proxy**

- 6.3.**—(1) A blank proxy is a document which—
- (a) complies with the requirements in this rule; and
  - (b) when completed with the details specified in paragraph (3) will be a proxy as described in rule 6.2.
- (2) A blank proxy must state that the creditor or member named in the document (when completed) appoints a person who is named or identified as the proxy-holder of the creditor or member.
- (3) The specified details are—
- (a) the name and address of the creditor or member;
  - (b) either the name of the proxy-holder or the identification of the proxy-holder (e.g. the chair of the meeting);
  - (c) a statement that the proxy is either—
    - (i) for a specific meeting, which is identified in the proxy, or
    - (ii) a continuing proxy for the insolvency proceedings; and
  - (d) if the proxy is for a specific meeting, instructions as to the extent to which the proxy holder is directed to vote in a particular way, to abstain or to propose any resolution.
- (4) When it is delivered, a blank proxy must not have inserted in it—
- (a) the name or description of any person as proxy-holder or as a nominee for office-holder; or
  - (b) instructions as to how a person appointed as proxy-holder is to act.
- (5) A blank proxy must have a note to the effect that the proxy may be completed with the name of the person or the chair of the meeting who is to be proxy-holder.