
STATUTORY INSTRUMENTS

2018 No. 1082

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

PART 3

ADMINISTRATION

CHAPTER 5

Notice of administrator's appointment

[Note: a document required by the Act or these Rules must also contain the standard contents set out in Part 1.]

Publication of administrator's appointment

3.27.—(1) The notice of appointment, to be published by the administrator as soon as reasonably practicable after appointment under paragraph 46(2)(b) of Schedule B1, must be gazetted and may be advertised in such other manner as the administrator thinks fit.

(2) The notice of appointment must state the following—

- (a) that an administrator has been appointed;
- (b) the date of the appointment; and
- (c) the nature of the business of the company.

(3) The administrator must, as soon as reasonably practicable after the date specified in paragraph 46(6) of Schedule B1, deliver a notice of the appointment—

- (a) if a receiver has been appointed, to that receiver;
- (b) if there is pending a petition for the winding up of the company, to the petitioner (and also to the provisional liquidator, if any);
- (c) to any messenger-at-arms or sheriff officer who, to the administrator's knowledge, is instructed to execute diligence or other legal process against the company or its property;
- (d) to any person who, to the administrator's knowledge, has executed diligence against the company or its property;
- (e) to the Keeper of the Register of Inhibitions and Adjudications; and
- (f) to any supervisor of a CVA.

(4) Where, under Schedule B1 or these Rules, the administrator is required to deliver a notice of the appointment to the registrar of companies or any other person, it must be headed "Notice of administrator's appointment" and must contain—

- (a) the administrator's name and address and IP number;
- (b) identification details for the insolvency proceedings; and
- (c) a statement that the administrator has been appointed as administrator of the company.

(5) The notice under paragraph (4) must be authenticated and dated by the administrator.