

SCHEDULE

Rule 77(1)

Forms

Rule 4(2)  
Rule 55(1)

Form EAI(S)

**Statement of the proposed energy administrator**

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

(a) Insert name and address of proposed energy 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 protected energy company

2. I consent to act as energy administrator of (b) \_\_\_\_\_

("the company") in accordance with the application of

(c) Insert name of person presenting energy administration application

(c) \_\_\_\_\_

(d) Insert date of application

dated (d) \_\_\_\_\_

\*Delete as applicable

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

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

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**Status:** This is the original version (as it was originally made).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 5(1)

[Form 2.2B(Scot)]

The Insolvency Act 1986  
The Energy Act 2004

## Notice of Petition for Energy Administration Order

**EA2(S)**

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

(a) Insert name and  
address of person giving  
notice

I/We (a) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) Insert date

give notice that a petition for an energy administration order in respect of the above company was  
presented to the court on (b) \_\_\_\_\_

Signed \_\_\_\_\_  
Petitioner/Petitioner's agent

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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Rule 7

[Form 2.3B(Scot)]

The Insolvency Act 1986  
The Energy Act 2004

## Notice of Dismissal of Petition for Energy Administration Order

**EA3(S)**

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

(a) Insert name and  
address of person giving  
notice

I/We (a) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) Insert date

give notice that on (b) \_\_\_\_\_ the petition for an energy administration order  
in respect of the above company was dismissed. A copy, certified by the clerk of court, of the  
court's order dismissing the petition is attached.

Signed \_\_\_\_\_  
Petitioner/Petitioner's agent

Dated \_\_\_\_\_

### Contact Details:

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Rule 8(1)

Form EA4(S)

### Notification of appointment of administrator (for newspaper or Edinburgh Gazette)

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

Nature of business \_\_\_\_\_

(a) Insert date Appointment of energy administrator made on (a) \_\_\_\_\_ 20

(b) Insert full name of court by order of (b) \_\_\_\_\_

\_\_\_\_\_

Name(s) and address(es) of energy administrator(s) \_\_\_\_\_

\_\_\_\_\_

Energy Administrator/Joint Energy Administrators (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.

Rule 8(3)

[Form 2.11B(Scot)]

The Insolvency Act 1986  
The Energy Act 2004

## Notice of energy administrator's appointment

**EA5(S)**

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

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

I/We (a) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Delete as applicable

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

(b) Insert date

(b) \_\_\_\_\_

and attach a copy of the energy administration order.

Signed \_\_\_\_\_

Dated \_\_\_\_\_  
Joint/Energy Administrator(s) (IP No.(s) \_\_\_\_\_ )

### Contact Details:

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Tel	
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Rule 9(2)

Form EA6(S)

## Notice requiring submission of a statement of affairs

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

(a) Insert full name of each person required to submitted statement

The Energy Administrator requires 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 name of energy administrator

The statement of affairs must be submitted within 11 days of receipt of this notice

to (d) \_\_\_\_\_ (“the energy administrator”)

(e) Insert full address

at (e) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_  
Joint/Energy 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.

(f) Delete words in brackets if not applicable

Section 235 of the Insolvency Act 1986, as modified and applied by Schedule 20 to the Energy Act 2004, places a duty on you (f) (as an officer of the company) to provide the energy 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 energy 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, as modified and applied by Schedule 20 to the Energy Act 2004, failure to submit a statement of affairs or to co-operate with the energy 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 13 reasonable expenses incurred in making the statement of affairs which the energy administrator considers to be reasonable can be claimed out of the company’s assets.

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Rule 10(1)

Form EA7(S)

## Statement of Affairs

Insert name of the  
company

Statement as to the affairs of

as at the \_\_\_\_\_ 20\_\_\_\_\_, the date that the company entered  
energy administration.

### Statutory Declaration

I solemnly and sincerely declare that the information provided in this statement and the lists A to G annexed and signed as relative hereto is, to the best of my knowledge and belief, true and complete.

**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 Notary Public or Justice of the Peace or Solicitor

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STATEMENT as to the affairs of the company on the \_\_\_\_\_

Please do not write in this margin  
Please complete legibly, preferably in black type, or bold block lettering

		Estimated Realisable Values £
<b>ASSETS</b>		
Assets not specifically secured (as per List "A") _____		
Assets specifically secured (as per List "B")		£
Estimated realisable value _____		
Less: Amount due to secured creditors _____		
Estimated Surplus _____		
Estimated Total Assets available for preferential creditors, holders of floating charges and unsecured creditors _____		
<b>LIABILITIES</b>		
Preferential creditors (as per List "C") _____		
Estimated balance of assets available for holders of floating charges and unsecured creditors _____		
Estimated prescribed part of net property where applicable (to carry forward) _____		
Holders of floating charges (as per List "D") _____		
Estimated surplus/deficiency as regards holders of floating charges _____		
Estimated prescribed part of net property where applicable (brought down) _____		
Unsecured Creditors		£
Trade accounts (as per List "E") _____		
Bills payable (as per List "F") _____		
Contingent or other liabilities (as per List "G") _____		
Estimated deficiency after floating charge where applicable (brought down) _____		
Total unsecured creditors _____		
Estimated Surplus/Deficiency as regards creditors _____		
Issued and Called-up Capital _____		
Estimated Surplus/Deficiency as regards members _____		

These figures must be read subject to the following:-

\*delete as appropriate

\*[(a) There is no unpaid capital liable to be called up]

\*[(b) The nominal amount of unpaid capital liable to be called up is £ \_\_\_\_\_ estimated to produce £ \_\_\_\_\_ which is/is not charged in favour of the holder of the floating charges(s)]

The estimates are subject to the expenses of the administration and to any surplus or deficiency on trading pending realisation of the Assets.



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**Statement of affairs LIST 'A'**  
Assets not specifically secured

Particulars of assets	Book value £	Estimated to produce £
Balance at bank .....	.....	.....
Cash in hand.....	.....	.....
Marketable securities (as per Schedule I).....	.....	.....
Bills receivable (as per Schedule II).....	.....	.....
Trade debtors (as per Schedule III) .....	.....	.....
Loans and advances (as per Schedule IV).....	.....	.....
Unpaid calls (as per Schedule V) .....	.....	.....
Stock in trade.....	.....	.....
.....	.....	.....
.....	.....	.....
Work in progress.....	.....	.....
.....	.....	.....
.....	.....	.....
Heritable property.....	.....	.....
Leasehold property.....	.....	.....
Plant, machinery and vehicles .....	.....	.....
Furniture and fittings, etc. ....	.....	.....
Patents, trade marks, etc. ....	.....	.....
Investments other than marketable securities .....	.....	.....
Other property .....	.....	.....
Total	.....	.....

Signed

Date

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**SCHEDULE I TO LIST 'A'**

**Statement of affairs**

**Marketable Securities**

Names to be arranged in alphabetical order and numbered consecutively

No	Name of organisation in which securities are held	Details of securities held	Book value £	Estimated to produce £

Signed

Date

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**SCHEDULE II TO LIST 'A'**

**Statement of affairs**

**Bills of exchange, promissory notes, etc. available as assets**

**Names to be arranged in alphabetical order and numbered consecutively**

No	Name and address of acceptor of bill or note	Amount of bill or note £	Date when due	Estimated to produce £	Particulars of any property held as security for payment of bill or note

Signed

Date

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**SCHEDULE III TO LIST 'A'**

**Statement of affairs**

**Trade debtors**

Names to be arranged in alphabetical order and numbered consecutively

No	Name and address of debtor	Particulars of any securities held for debt	Book value £	Estimated to produce £

Signed

Date

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**SCHEDULE IV TO LIST 'A'**

**Statement of affairs**

**Loans and Advances**

Names to be arranged in alphabetical order and numbered consecutively

No	Name and address of debtor	Particulars of any securities held for debt	Book value £	Estimated to produce £

Signed

Date

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**SCHEDULE V TO LIST 'A'**

**Statement of affairs**

**Loans and Advances**

Names to be arranged in alphabetical order and numbered consecutively

No	No in share register	Name and address of shareholder	No of shares held	Amount of call per share unpaid £	Total amount due £	Estimated to produce £

Signed

Date

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**LIST 'B' (consisting of \_\_\_\_\_ pages)**

**Statement of affairs**

**Assets specifically secured and creditors fully or partly secured (see note below) (not including debenture holders secured by a floating charge)**

No	Particulars of assets specifically secured and nature of security	Date when security granted	Name of creditor	Address and occupation

**Note:** For this purpose treat as a creditor but identify separately–

- (a) an owner of goods in the company's possession under a hire-purchase agreement or an agreement for the hire of goods for more than 3 months, or
- (b) a seller of goods to the company claiming a retention of title or a seller under a conditional sale agreement.

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**LIST 'C' (consisting of \_\_\_\_\_ pages)**

**Statement of affairs**

**Preferential creditors for salaries, wages and otherwise**

**Names to be arranged in alphabetical order and numbered consecutively**

No	Name of creditor	Address



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Nature of claim	Total amount of claim	Amount ranking as preferential	Balance not preferential carried to List 'E'

Signed

Date

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**LIST 'D'**

**Statement of affairs**

**List of holders of debentures secured by a floating charge**

**Names to be arranged in alphabetical order and numbered consecutively**

No	Name and address of Holder	Amount £	Description of assets over which security extends

Signed

Date

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**LIST 'E' (consisting of \_\_\_\_\_ pages)**

**Statement of affairs**

**Unsecured creditors - trade accounts**

**Identify separately on this list customers claiming amounts paid in advance of the supply of goods and services**

**Names to be arranged in alphabetical order and numbered consecutively**

No	Name and address of creditor	Amount of the debt £

Signed

Date

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**LIST 'F'**

**Statement of affairs**

**Unsecured creditors - Bills payable, promissory notes, etc.**

**Names to be arranged in alphabetical order and numbered consecutively**

\*Note  
The particulars of any bills of exchange and promissory notes held by a holder should be inserted immediately below the name and address of such creditor

No	Name and address of acceptor of bill or note	Name and address of holder*	Date when due	Amount of claim £

Signed

Date

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Please complete legibly, preferably in black type, or bold block lettering

**LIST 'G'**

**Statement of affairs**

**Unsecured creditors - contingent liabilities**

Names to be arranged in alphabetical order and numbered consecutively

No	Name and address of creditor	Nature of liability	Amount of claim £

Signed

Date

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Rule 10(2)

Form EA8(S)

### Statement of concurrence

Name of Company	Company 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) \_\_\_\_\_

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

\_\_\_\_\_ (“the company”)

made on (b) \_\_\_\_\_

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

by (c) \_\_\_\_\_

#### Statutory Declaration

(d) Insert full name and address of person 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 energy 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 energy administration.

I solemnly and sincerely declare that the information provided in this statement 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 Notary Public or Justice of the Peace or Solicitor

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Rule 10(7)(a)

[Form 2.15B(Scot)]

The Insolvency Act 1986  
The Energy Act 2004

### Notice of statement of affairs

### EA9(S)

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

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

I/We (a) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

attach a copy of:-

\*Delete as applicable

- \*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 energy administration of the above company.

Signed \_\_\_\_\_  
 Joint/Energy Administrator(s)  
 Dated \_\_\_\_\_

#### Contact Details:

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Rule 14(2)

[Form 2.16B(Scot)]

The Insolvency Act 1986  
The Energy Act 2004

## Statement of energy administrator's proposals EA10(S)

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

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

I/We (a) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

attach a copy of my/our proposals in respect of the energy administration of the above company.  
A copy of these proposals was sent to all known creditors on

(b) Insert date

(b) \_\_\_\_\_

Signed \_\_\_\_\_  
 Joint/Energy Administrator(s)  
 Dated \_\_\_\_\_

### Contact Details:

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Rule 14(3)

The Insolvency Act 1986  
The Energy Act 2004

### Notice of extension of time period

**EA11(S)**

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

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

Notice is hereby given by (a) \_\_\_\_\_

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

that in respect of (b) \_\_\_\_\_

the time period set out in:

\*Delete as applicable

\*paragraph 49(5)(b) of Schedule B1 to the Insolvency Act 1986 as modified and applied by Schedule 20 to the Energy Act 2004 ("the Schedule") has been extended to

(c) Insert date

(c) \_\_\_\_\_

\*paragraph 50(1)(b) of the Schedule has been extended to (c) \_\_\_\_\_

Signed \_\_\_\_\_

Joint/Energy Administrator(s)

Dated \_\_\_\_\_

#### Contact Details:

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Rule 23(3)

[Form 2.19B(Scot)]

The Insolvency Act 1986  
The Energy Act 2004

### Notice of order to deal with secured property

**EA12(S)**

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

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

I/We (a) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*Delete as applicable

energy administrator(s) of the above company give notice that I/we obtained an order for the disposal of \*property of the company which is subject to a security (other than a floating charge)/goods in possession of the company under a hire-purchase/conditional sale/hiring/retention of title agreement on

(b) Insert date

(b) \_\_\_\_\_

A copy of the said court order is attached

Signed \_\_\_\_\_

Joint/Energy Administrator(s)

Dated \_\_\_\_\_

#### Contact Details:

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Rule 26(1)

[Form 2.17B(Scot)]

The Insolvency Act 1986  
The Energy Act 2004

## Statement of energy administrator's revised proposals EA13(S)

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

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

I/We (a) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

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

(b) Insert date

(b)

Signed \_\_\_\_\_

Joint/Energy Administrator(s)

Dated \_\_\_\_\_

### Contact Details:

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Rule 27(1)

[Form 2.20B(Scot)]

The Insolvency Act 1986  
The Energy Act 2004

### Energy administrator's progress report

**EA14(S)**

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

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

I/We (a) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

(b) Insert dates

from		to	
(b)		(b)	

Signed \_\_\_\_\_

Joint/Energy Administrator(s)

Dated \_\_\_\_\_

#### Contact Details:

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Rule 28(2)(a)

Form EA15(S)

## Statement of Claim by Creditor

<b>WARNING</b>	
It is a criminal offence	
<ul style="list-style-type: none"> <li>for a creditor to produce a statement of claim, account, voucher or other evidence which is false, unless he shows that he neither knew nor had reason to believe that it was false; or</li> </ul>	<ul style="list-style-type: none"> <li>for a director or other officer of the company who knows or becomes aware that it is false to fail to report it to the energy administrator within one month of acquiring such knowledge.</li> </ul>
On conviction either the creditor or such director or other officer of the company may be liable to a fine and/or imprisonment.	

### Notes

(a) *Insert name of company*

(a) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) *Insert name and address of creditor*

(b) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(c) *Insert name and address, if applicable, of authorised person acting on behalf of the creditor*

(c) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(d) *Insert total amount as at the due date (see note (e) below) claimed in respect of all the debts, the particulars of which are set out overleaf*

I submit a claim of (d) £\_\_\_\_\_ in the energy administration of the above company and certify that the particulars of the debt or debts making up that claim, which are set out overleaf, are true, complete and accurate, to the best of my knowledge and belief.

(e) *The due date is the date on which the company entered energy administration*

Signed \_\_\_\_\_  
Creditor/person acting on behalf of creditor

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 28(2)(a)

Form EA15(S) (contd)

**PARTICULARS OF EACH DEBT**

*Notes*

*A separate set of particulars should be made out in respect of each debt.*

*1. Describe briefly the debt, giving details of its nature, the date when it was incurred and when payment became due.*

*Attach any documentary evidence of the debt, if available.*

*2. Insert total amount of the debt, showing separately the amount of principal and any interest which is due on the debt as at the due date (see note (e)). Interest may only be claimed if the creditor is entitled to it. Show separately the VAT on the debt and indicate whether the VAT is being claimed back from HM Revenue and Customs.*

*3. Insert the nature and amount of any preference under Schedule 6 to the Insolvency Act 1986 claimed in respect of the debt.*

*4. Specify and give details of the nature of any security held in respect of the debt including—*

*(a) the subjects covered and the date when it was given;*

*(b) the value of the security.*

*Security is defined in section 248(b) of the Insolvency Act 1986 as meaning “any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off)” and for claims in energy administration procedure security also includes a retention of title agreement, hire purchase agreement, agreement for the hire of goods for more than three months and a conditional sale agreement (see Rule 22).*

*The creditor should state whether he is surrendering or undertakes to surrender his security; the energy administrator may at any time after 12 weeks from the date on which the company entered energy administration (note (e)) require a creditor to discharge a security or to convey or assign it to him on payment of the value specified by the creditor.*

*5. In calculating the total amount of his claim in an energy administration, a creditor shall deduct the value of any security as estimated by him unless he surrenders it (see note 4).*

**1. Particulars of debt**

**2. Amount of debt**

**3. Preference claimed for debt**

**4. Security for debt**

**5. Total amount of the 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 46(1)

[Form 2.24B(Scot)]

The Insolvency Act 1986  
The Energy Act 2004

### Notice of court order ending administration

**EA16(S)**

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

(a) Insert name(s) and address(es) of energy administrator(s) I/We (a) \_\_\_\_\_  
\_\_\_\_\_

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

(c) Insert date of appointment on (c) \_\_\_\_\_ by (d) \_\_\_\_\_

(d) Insert name of applicant hereby give notice that the court has ordered that the energy administration shall end on (e) \_\_\_\_\_  
(e) Insert date and a copy of the court order is attached.

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

Signed \_\_\_\_\_  
Joint/Energy 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

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**Companies House, 37 Castle Terrace, Edinburgh EH1 2EB**  
**DX 235 Edinburgh/LP 4 Edinburgh-2**

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Rule 47(1)

[Form 2.25B(Scot)]

The Insolvency Act 1986  
The Energy Act 2004

**Notice of move from energy  
administration to creditors'  
voluntary liquidation**

**EA17(S)**

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

(a) Insert name(s) and address(es) of energy administrator(s) I/We (a) \_\_\_\_\_

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

(c) Insert date of appointment on (c) \_\_\_\_\_ by (d) \_\_\_\_\_

(d) Insert name of applicant hereby give notice that the provisions of paragraph 83(1) of Schedule B1 to the Insolvency Act 1986, as modified and applied by Schedule 20 to the Energy Act 2004, 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/Energy Administrator(s)

Dated \_\_\_\_\_

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Companies House receipt date barcode
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**DX 235 Edinburgh/LP 4 Edinburgh-2**



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Rule 48(1)

[Form 2.26B(Scot)]

The Insolvency Act 1986  
The Energy Act 2004

### Notice of move from energy administration to dissolution

**EA18(S)**

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

(a) Insert name(s) and address(es) of energy administrator(s) I/We (a) \_\_\_\_\_

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

(c) Insert date of appointment on (c) \_\_\_\_\_ by (d) \_\_\_\_\_

(d) Insert name of applicant

hereby give notice that the provisions of paragraph 84(1) of Schedule B1 to the Insolvency Act 1986, as modified and applied by Schedule 20 to the Energy Act 2004, apply.

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

Signed \_\_\_\_\_  
Joint/Energy 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

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DX Number	DX Exchange

Companies House receipt date barcode
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**DX 235 Edinburgh/LP 4 Edinburgh-2**

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Rule 48(4)

[Form 2.27B(Scot)]

The Insolvency Act 1986  
The Energy Act 2004

**Notice to registrar of companies  
in respect of date of dissolution**

**EA19(S)**

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

(a) Insert name(s) and address(es) of energy 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, as modified and applied by Schedule 20 to the Energy Act 2004, and a copy of that order is attached.

Signed \_\_\_\_\_

Joint/Energy 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

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DX Number	DX Exchange

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

Rule 51

Form EA20(S)

The Insolvency Act 1986  
The Energy Act 2004

## Notice of intention to resign as energy administrator

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

(a) Insert name and address  
of energy administrator

I, (a) \_\_\_\_\_  
\_\_\_\_\_

\*Delete as applicable

\* the energy administrator/one of the energy administrators of the above company give notice that:

\* I intend to resign from the said office of energy administrator with effect from

(b) Insert date

(b) \_\_\_\_\_

**OR**

\* I intend to apply to the court for leave to resign from the said office of energy administrator on

(b) \_\_\_\_\_

(c) The date must be at  
least 7 days before the  
energy administrator  
intends to resign or  
application is to be made  
to the court for leave to  
resign

Signed \_\_\_\_\_

Dated (c) \_\_\_\_\_

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

Rule 52

[Form 2.29B(Scot)]

The Insolvency Act 1986  
The Energy Act 2004

### Notice of resignation by energy administrator

**EA21(S)**

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

(a) Insert name and address of energy administrator  
I, (a) \_\_\_\_\_

\*Delete as applicable  
\*the energy administrator/one of the energy administrators of the above company having been appointed energy administrator of

(b) Insert name and address of registered office of company  
(b) \_\_\_\_\_

(c) Insert date of appointment  
on (c) \_\_\_\_\_ by (d) \_\_\_\_\_

(d) Insert name of applicant  
hereby give notice that:

(e) Insert date of resignation  
\* I resign from the said office of energy administrator with effect from (e) \_\_\_\_\_

**OR**

(f) Insert date of court order  
\* The court gave me leave on (f) \_\_\_\_\_ to resign from the said office of energy administrator and I hereby resign with effect from (e) \_\_\_\_\_

Signed \_\_\_\_\_  
Energy Administrator

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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Rule 53(2)(b)  
Rule 54(1)

[Form 2.30B(Scot)]

The Insolvency Act 1986  
The Energy Act 2004

## Notice of vacation of office by energy administrator

EA22(S)

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

(a) Insert name and address of person giving notice

Notice is hereby given by (a) \_\_\_\_\_

(b) Insert name of energy administrator

that (b) \_\_\_\_\_

who was appointed \*energy administrator/ one of the energy administrators of (c) \_\_\_\_\_

\*Delete as applicable  
(c) Insert name and address of registered office of company

\_\_\_\_\_

(d) Insert date appointed  
(e) Insert name of applicant

on (d) \_\_\_\_\_ by (e) \_\_\_\_\_

has vacated the office of energy administrator because:

\* he died on (f) \_\_\_\_\_ (attach copy of death certificate)

(f) Insert date

\* he was removed from office by order of the court, a copy of which is attached

\*Delete as applicable

\* he ceased to be qualified to act as an energy administrator of the company

Signed \_\_\_\_\_

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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Rule 56(2)

[Form 2.31B(Scot)]

The Insolvency Act 1986  
The Energy Act 2004

## Notice of appointment of replacement/additional energy administrator

## EA23(S)

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

(a) Insert name and address of energy administrator

Notice is hereby given that (a) \_\_\_\_\_

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

\_\_\_\_\_ (IP No. \_\_\_\_\_)

has been appointed to be energy administrator of (b) \_\_\_\_\_

(c) Insert name of applicant

by (c) \_\_\_\_\_ on (d) \_\_\_\_\_

(d) Insert date  
(e) Insert full name of court

by order of (e) \_\_\_\_\_

This appointment is an appointment of

\*Delete as applicable

\* a replacement energy administrator; or  
\* an additional energy administrator

Signed \_\_\_\_\_

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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Rule 60(1)(b)

[Form 4.31 (Scot)]

The Insolvency Act 1986  
The Energy Act 2004

**Notice in respect of order  
under Section 176A of the  
Insolvency Act 1986  
(Energy Administration)**

**EA24(S)**

To the Registrar of Companies  
To the Accountant in Bankruptcy

**Company number**

**Name of company**

Limited

I/We \_\_\_\_\_

Insert full name and  
address of energy  
administrator

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

attach a copy of a court order made under section 176A of the Insolvency Act 1986

Signed \_\_\_\_\_

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

**Companies House, 37 Castle Terrace, Edinburgh EH1 2EB  
DX 235 Edinburgh / LP 4 Edinburgh-2**

And to the Accountant in Bankruptcy at:

**Accountant in Bankruptcy, 1 Pennyburn Road, Kilwinning, Ayrshire, KA13 6SA  
LP 4, Kilwinning**

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Part 2

STATEMENT as to the affairs of the company on the \_\_\_\_\_

Please do not write in this margin  
Please complete legibly, preferably in black type, or bold block lettering

		Estimated Realisable Values £
<b>ASSETS</b>		
Assets not specifically secured (as per List "A") _____		
Assets specifically secured (as per List "B")		£
Estimated realisable value _____		
Less: Amount due to secured creditors _____		
Estimated Surplus _____		
Estimated Total Assets available for preferential creditors, holders of floating charges and unsecured creditors _____		
<b>LIABILITIES</b>		
Preferential creditors (as per List "C") _____		
Estimated balance of assets available for holders of floating charges and unsecured creditors _____		
Estimated prescribed part of net property where applicable (to carry forward) _____		
Holders of floating charges (as per List "D") _____		
Estimated surplus/deficiency as regards holders of floating charges _____		
Estimated prescribed part of net property where applicable (brought down) _____		
Unsecured Creditors		£
Trade accounts (as per List "E") _____		
Bills payable (as per List "F") _____		
Contingent or other liabilities (as per List "G") _____		
Estimated deficiency after floating charge where applicable (brought down) _____		
Total unsecured creditors _____		
Estimated Surplus/Deficiency as regards creditors		
Issued and Called-up Capital _____		
Estimated Surplus/Deficiency as regards members		

These figures must be read subject to the following:--

\*delete as appropriate

\*[(a) There is no unpaid capital liable to be called up]

\*[(b) The nominal amount of unpaid capital liable to be called up is £ \_\_\_\_\_ estimated to produce £ \_\_\_\_\_ which is/is not charged in favour of the holder of the floating charges(s)]

The estimates are subject to the expenses of the liquidation and to any surplus or deficiency on trading pending realisation of the Assets.



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

**Rule 62(1)**

	<b>The Insolvency Act 1986</b>	<b>Form EA25(S)</b>
	<b>Proxy – Energy Administration</b>	
(a) Insert name of the company	(a) _____	
(b) Insert nature of insolvency proceedings	(b) _____	
	Name of Creditor/Member _____	
	Address _____	
	_____	
	_____ (hereinafter called “the principal”)	
	Name of proxy-holder (c) 1. _____	
	Address _____	
	_____	
(c) Insert the name and address of the proxy-holder and of any alternatives. A proxy-holder must be an individual aged over 18.	whom failing 2. _____	
	_____	
	whom failing 3. _____	
	_____	
	I appoint the above person to be the principal’s proxy-holder at	
*Delete as appropriate	*[all meetings in the above Insolvency proceedings relating to the above company]	
	*[the meeting of *creditors/members of the above Company to be held on _____ or at any adjournment of that meeting].	
	<b>Voting Instructions</b>	
	<b>The proxy-holder</b> is authorised to vote or abstain from voting in the name, and on behalf, of the principal in respect of any matter*/s, including resolution*/s, arising for determination at said meeting*/s and any adjournment*/s thereof and to propose any resolution*/s in the name of the principal, either	
	(i) in accordance with instructions given below or,	
	(ii) if no instructions are given, in accordance with his/her own discretion.	

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

<p>(d) Complete only if you wish to instruct the proxy-holder to vote for a specific person as energy administrator or liquidator</p>	<p>(d) 1. To *propose/support a resolution for the appointment of _____                  _____                  of _____                  whom failing _____                  _____                  as energy administrator/liquidator of the company.</p>
<p>(e) Delete if the proxy-holder is only to vote as directed in (1).</p>	<p>(e) [in the event of a person named in paragraph(1) withdrawing or being eliminated from any vote the proxy-holder may vote or abstain in any further ballot at *his/her discretion.]</p>
<p>(f) Set forth any voting instructions for the proxy-holder. If more room is required attach a separate sheet</p>	<p>2.(f) _____                  _____                  _____                  _____</p>
	<p>Signed _____ Date _____</p>
	<p>Name in BLOCK LETTERS _____</p>
	<p>Position of signatory in relation to the *creditor/or member or other authority for signing.                  _____                  _____</p>

**Notes for the Principal and Proxy-holder**

1. The chairman of the meeting who may be nominated as proxy-holder, will be the insolvency practitioner who is presently \*liquidator/receiver/administrator/nominee under the voluntary arrangement or a director of the company.
2. All proxies must be in this form or a form substantially to the same effect with such variations as circumstances may require. (Rules 62(3) and 77(2)).
3. To be valid the proxy must be lodged at or before the meeting at which it is to be used. (Rule 63(2)).
4. Where the chairman is nominated as proxy-holder he cannot decline the nomination. (Rule 61(4)).
5. The proxy-holder may vote for or against a resolution for the appointment of a named person to be liquidator jointly with another person unless the proxy states otherwise. (Rule 63(4)).
6. The proxy-holder may propose any resolution in favour of which he could vote by virtue of this proxy. (Rule 63(5)).
7. The proxy-holder may vote at his discretion on any resolutions not dealt with in the proxy, unless the proxy states otherwise. (Rule 63(6)).
8. The proxy-holder may not vote in favour of any resolution which places him, or any associate of his, in a position to receive remuneration out of the insolvent estate unless the proxy specifically directs him so to vote. (Rule 66(1)).

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

Paragraph 115  
of Schedule B1

[Form 2.32B (Scot)]

The Insolvency Act 1986  
The Energy Act 2004

**Notice of insufficient property  
for distribution to unsecured creditors  
other than by virtue of s.176A(2)(a) of  
Insolvency Act 1986**

**B1/115**

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

(a) Insert name and  
address of energy  
administrator

I/We (a) \_\_\_\_\_

\_\_\_\_\_ (IP No(s). \_\_\_\_\_)

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

energy administrator(s) of (b) \_\_\_\_\_

\_\_\_\_\_

hereby give notice pursuant to paragraph 115(2) of Schedule B1 to the Insolvency Act 1986, as modified and applied by Schedule 20 to the Energy Act 2004, that I/we consider that the above company has insufficient property to enable distribution to be made to unsecured creditors other than by virtue of section 176A(2)(a) of the Insolvency Act 1986.

Signed \_\_\_\_\_

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

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