

---

STATUTORY INSTRUMENTS

---

**2011 No. 2262**

The Investment Bank Special  
Administration (Scotland) Rules 2011

PART 3

Process of Special Administration

CHAPTER 7

Report of meeting

**Report of meeting**

**80.**—(1) The chair at any meeting shall cause a report to be made of the proceedings at the meeting and shall sign the report.

(2) The report of the meeting shall include—

- (a) a list of all the creditors, clients or contributories, as the case may be, who attended the meeting, either in person or by proxy;
- (b) a copy of every resolution passed; and
- (c) if the meeting established a creditors' committee, a list of the names and addresses of those elected to be members of the committee.

(3) The chair shall keep a copy of the report of the meeting as part of the sederunt book in the special administration.