
STATUTORY INSTRUMENTS

2016 No. 1024

The Insolvency (England and Wales) Rules 2016

PART 18

REPORTING AND REMUNERATION OF OFFICE-HOLDERS

CHAPTER 2

Progress reports

Contents of progress reports in administration, winding up and bankruptcy

18.3.—(1) The office-holder's progress report in an administration, winding up and bankruptcy must contain the following—

- (a) identification details for the proceedings;
- (b) identification details for the bankrupt;
- (c) identification and contact details for the office-holder;
- (d) the date of appointment of the office-holder and any changes in the office-holder in accordance with paragraphs (3) and (4);
- (e) details of progress during the period of the report, including a summary account of receipts and payments during the period of the report;
- (f) the information relating to remuneration and expenses required by rule 18.4;
- (g) the information relating to distributions required by rules 18.10 to 18.13 as applicable;
- (h) details of what remains to be done; and
- (i) any other information of relevance to the creditors.

(2) The receipts and payments account in a final progress report must state the amount paid to unsecured creditors by virtue of the application of section 176A.

(3) A change in the office-holder is only required to be shown in the next report after the change.

(4) However if the current office-holder is seeking the repayment of pre-administration expenses from a former office-holder the change in office-holder must continue to be shown until the next report after the claim is settled.

(5) Where the period of an administrator's appointment is extended the next progress report after the date the extension is granted must contain details of the extension.

(6) Where an administration has converted to a voluntary winding up the first progress report by the liquidator must include a note of any information received by the liquidator from the former administrator under rule 3.60(5) (matters occurring after the date of the administrator's final progress report).