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SCHEDULE

Rule 95(1)

Forms

Rule 5
Rule 65(1)

[Form 2.1B(Scot)]
Form PA1(S)

Statement of the proposed postal administrator

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

(a) Insert name and address of proposed postal 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.

LP. No.: _____

Name of Regulatory Body: _____

(b) Insert name of company

2. I consent to act as postal administrator of (b) _____

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

(c) Insert name of person presenting postal administration order application

(c) _____

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 _____

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Rule 6(1)

[Form 2.2B(Scot)]
Form PA2(S)

Notice of Petition for Postal Administration Order

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 a postal 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

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DX Number	DX Exchange

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Rule 8

[Form 2.3B(Scot)]
Form PA3(S)

Notice of Dismissal of Petition for Postal Administration Order

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 a postal 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 9(1)

Form PA4(S)

Notification of appointment of postal administrator (for Edinburgh Gazette and other advertising)

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

Nature of business _____

Registered office of company _____

(a) Insert date

Appointment of postal administrator(s) made on (a) _____ 20

(b) Insert full name of court

by order of (b) _____

Name(s) and address(es) of postal administrator(s) _____

*Delete as applicable

*Postal administrator/Joint postal administrators (IP No.(s) _____)

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Rule 9(4)

[Form 2.11B(Scot)]
Form PA5(S)

Notice of postal administrator's appointment

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

(a) Insert full name(s) and address(es) I/We (a) _____

*Delete as applicable give notice that *I was/we were appointed as postal administrator(s) of the above universal service provider on:

(b) Insert date (b) _____

and attach a copy of the postal administration order.

Signed _____

Dated _____

*Delete as applicable *Postal administrator/
 Joint postal administrators (IP No.(s) _____)

Contact Details:

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Rule 10(2)

Form PA6(S)

Notice requiring submission of a statement of affairs

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

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

The postal administrator(s) require(s) 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 postal administrator

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

to (d) _____ ("the postal administrator")

(e) Insert full address

at (e) _____

*Delete as applicable

Signed _____
*Postal administrator/Joint postal administrator(s)

Dated _____

WARNING

It is an offence under paragraph 48(4) of Schedule B1 to the Insolvency Act 1986, as modified and applied by Schedule 10 to the Postal Services Act 2011, 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 10 to the Postal Services Act 2011, places a duty on you (f) (as an officer of the company) to provide the postal administrator(s) with information and attend upon the postal administrator(s) 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 postal administrator(s) 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 10 to the Postal Services Act 2011, failure to submit a statement of affairs or to co-operate with the postal 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 14 expenses incurred in making the statement of affairs which the administrator considers to be reasonable can be claimed out of the company's assets.

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Rule 11(1)

[Form 2.13B(Scot)]
Form PA7(S)

Statement of Affairs

Pursuant to paragraph 47 of Schedule B1 to the Insolvency Act 1986 and Rule 11(1) of the Postal Administration (Scotland) Rules 2016

Insert name of the
company

Statement as to the affairs of

("the company") as at the _____ 20_____, the date that the company entered postal 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 black lettering

		Estimated Realisable Values £
ASSETS		
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 _____		
LIABILITIES		
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

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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
Unpaid Calls

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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Please do not write in this margin

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

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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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 11(2)

[Form 2.14B(Scot)]
Form PA8(S)

Statement of concurrence

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

Pursuant to paragraph 47 of Schedule B1 to the Insolvency Act 1986 and Rule 11(2) of the Postal Administration (Scotland) Rules 2016

(a) Insert full name and address and registered office of company to which statement of affairs relates

With regards the Statement of Affairs of (a) _____ ("the company")

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

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 making statement

I (d) _____

*Delete as applicable

*concur with the Statement of Affairs of the 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 postal 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 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 postal 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 11(7)(a)

[Form 2.15B(Scot)]
Form PA9(S)

Notice of statement of affairs

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

(a) Insert full name(s)
and address(es) of postal
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 postal administration of the above company.

*Delete as applicable

Signed _____
*Postal administrator/Joint postal administrator(s)
Dated _____

Contact Details:

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Rule 15(5)

[Form 2.16B(Scot)]
Form PA10(S)

Statement of postal administrator's proposals

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

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

I/We (a) _____

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

(b) Insert date

(b) _____

Signed _____

*Delete as applicable

*Postal administrator/Joint postal administrator(s)

Dated _____

Contact Details:

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Rule 15(6)

Form PA11(S)

Notice of extension of time period

Name of company

Company number

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

Notice is hereby given by (a) _____

(b) Insert name and address of registered office of postal 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 10 to the Postal Services Act 2011 ("the Schedule") has been extended to

(c) Insert date

(c) _____

*paragraph 50(1)(b) of Schedule B1 to the Insolvency Act 1986 as modified and applied by Schedule 10 to the Postal Services Act 2011 has been extended to (c) _____

Signed _____

(*Delete as applicable)

*Postal administrator/Joint postal administrator(s)

Dated _____

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Rule 33(2)

[Form 2.17B(Scot)]
Form PA12(S)

Statement of postal administrator's revised proposals

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

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

I/We (a) _____

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

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

(b) Insert date

(b) _____

Signed _____

*Delete as applicable

*Postal administrator/Joint postal administrator(s)

Dated _____

Contact Details:

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Rule 34(1)

[Form 2.20B(Scot)]
Form PA13(S)

Postal administrator's progress report

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

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

I/We (a) _____

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

(b) Insert dates

_____ from _____ to _____
(b) (b)

Signed _____

Postal administrator/Joint postal administrator(s)

*Delete as applicable

Dated _____

Contact Details:

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Rule 35(4)

[Form 2.19B(Scot)]
Form PA14(S)

Notice of order to deal with secured property

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

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

I/We (a) _____

*Delete as applicable

postal administrator(s) of the above company ("the 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 _____

*Delete as applicable

*Postal administrator/Joint postal administrator(s)

Dated _____

Contact Details:

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Rule 36(2)(a)

Form PA15(S)

Statement of Claim by Creditor

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

Notes

(a) *Insert name of company ("the company")*

(b) *Insert name and address of creditor*

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

(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*

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

(a) _____

(b) _____

(c) _____

I submit a claim of (d) £ _____ in the postal 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.

Signed _____
 Creditor/person acting on behalf of creditor

Date _____

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Rule 36(2)(a)

Form PA15(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 (c)). 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 postal 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 30).

The creditor should state whether he is surrendering or undertakes to surrender his security; the postal administrator may at any time after 12 weeks from the date on which the company entered postal administration 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 postal 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

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Rule 56(1)

[Form 2.24B(Scot)]
Form PA16(S)

Notice of court order ending postal administration

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

(a) Insert name(s) and address(es) of postal administrator(s) I/We (a) _____

(b) Insert name and address of registered office of postal company having been appointed postal 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 postal 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 _____
*Delete as applicable *Postal administrator/Joint postal administrator(s)

Dated _____

Contact Details:

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Rule 57(1)

[Form 2.25B(Scot)]
Form PA17(S)

Notice of move from postal administration to creditors' voluntary liquidation

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

(a) Insert name(s) and address(es) of postal administrator(s) I/We (a) _____

(b) Insert name and address of registered office of company having been appointed postal 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 10 to the Postal Services Act 2011, 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 _____
*Postal administrator/Joint postal administrator(s)

*Delete as applicable 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

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

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

Rule 58(1)

[Form 2.26B(Scot)]
Form PA18(S)

Notice of move from postal administration to dissolution

Name of company

Company number

(a) Insert name(s) and address(es) of postal administrator(s)
(b) Insert name and address of registered office of company
(c) Insert date of appointment
(d) Insert name of applicant

I/We (a) _____
_____ having been appointed postal administrator(s) of (b) _____
_____ on (c) _____ by (d) _____

hereby give notice that the provisions of paragraph 84(1) of Schedule B1 to the Insolvency Act 1986, as modified and applied by Schedule 10 to the Postal Services Act 2011, apply.
I/we attach a copy of the final progress report.

Signed _____
*Delete as applicable *Postal administrator/Joint postal administrator(s)
Dated _____

Contact Details:

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Rule 58(4)

[Form 2.27B(Scot)]
Form PA19(S)

Notice to registrar of companies in respect of date of dissolution

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

(i) Insert name(s) and address(es) of postal 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 10 to the Postal Services Act 2011, and a copy of that order is attached.

*Delete as applicable

Signed _____
 Postal administrator/Joint postal 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

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Rule 61

[Form 2.28B(Scot)]
Form PA20(S)

Notice of intention to resign as postal administrator

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

(a) Insert name and address of postal administrator I, (a) _____

*Delete as applicable * the postal administrator/one of the postal administrators of the above company give notice that:

* I intend to resign from the said office of postal 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 postal administrator on

(b) _____

(c) The date must be at least 7 days before the postal 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 62

[Form 2.29B(Scot)]
Form PA21(S)

Notice of resignation by postal administrator

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

- (a) Insert name and address of postal administrator I, (a) _____

 - *Delete as applicable *the postal administrator/one of the postal administrators of the above company having been appointed postal 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 postal 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 postal administrator and I hereby resign with effect from (e) _____

Signed _____
Postal 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 63(2)(b)
Rule 64(1)
Rule 64(4)

[Form 2.30B(Scot)]
Form PA22(S)

Notice of vacation of office by postal administrator

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

(a) Insert name and address of person giving notice

Notice is hereby given by (a) _____

(b) Insert name of postal administrator

that (b) _____

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

who was appointed *postal administrator/ one of the postal administrators of (c) _____

(d) Insert date appointed

on (d) _____ by (e) _____

(e) Insert name of recipient

has vacated the office of postal administrator because:

(f) Insert date

* he died on (f) _____

*Delete as applicable

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

* he ceased to be qualified to act as a postal administrator of the company

Signed _____

Dated _____

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Contact Details:

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Rule 67(2)

[Form 2.31B(Scot)]
Form PA23(S)

Notice of appointment of replacement/additional postal administrator

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

(a) Insert name and address of postal administrator
 Notice is hereby given that (a) _____

 _____ (IP No. _____)

(b) Insert name and address of registered office of company
 has been appointed to be postal administrator of (b) _____

(c) Insert name of applicant
 by (c) _____ on (d) _____

(d) Insert date
 by order of (e) _____

(e) Insert full name of court

This appointment is an appointment of

*Delete as applicable
 * a replacement postal administrator; or
 * an additional postal administrator

Signed _____

Date _____

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

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Rule 70(1)(b)

[Form 4.31(Scot)]
Form PA24(S)

The Insolvency Act 1986
The Postal Services Act 2011

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

To the Registrar of Companies

Company number

Name of company

 Limited

I/We _____

Insert full name and
address of postal
administrator

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

Signed _____

Dated _____

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Contact Details:

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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 black lettering

		Estimated Realisable Values £
ASSETS		
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 _____		
LIABILITIES		
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 charge(s)]

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

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Rule 72(1)	The Insolvency Act 1986 The Postal Services Act 2011	Form PA25(S)
	Proxy –Postal Administration	
(a) Insert name of the company	(a) _____	
(b) Insert nature of insolvency proceedings	(b) _____	
	Name of Creditor/Member _____	
	Address _____	

	_____ (hereinafter called "the principal")	
(c) Insert the name and address of the proxy-holder and of any alternatives. A proxy-holder must be an individual aged over 18.	Name _____ of _____ proxy-holder	
	(c) 1. _____	
	Address _____	

	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 _____]	
	Voting Instructions	
	The proxy-holder 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.	

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(d) Complete only if you wish to instruct the proxy-holder to vote for a specific person as postal administrator or liquidator	(d) 1. To *propose/support a resolution for the appointment of _____
	of _____ whom failing _____ as postal administrator/liquidator of the company.
(e) Delete if the proxy-holder is only to vote as directed in (1).	(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.]
(f) Set forth any voting instructions for the proxy-holder. If more room is required attach a separate sheet	2.(f) _____ _____ _____
	Signed _____ Date _____
	Name in BLOCK LETTERS _____
	Position of signatory in relation to the *creditor/or member or other authority for signing. _____ _____

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 72(3) and 94(2)).
3. To be valid the proxy must be lodged at or before the meeting at which it is to be used. (Rule 73(2)).
4. Where the chairman is nominated as proxy-holder he cannot decline the nomination. (Rule 71(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 73(4)).
6. The proxy-holder may propose any resolution in favour of which he could vote by virtue of this proxy. (Rule 73(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 73(6)).

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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 76(1)).