

## SCHEDULE 4

rule 1.54

### Information to be included in the sederunt book

#### *Receivership*

1. The instrument of appointment of the receiver under section 53.

2.—(1) Each statement of affairs and each statement of concurrence under Part 2 of these Rules, subject to rule 2.11(3), 2.12 and sub-paragraph (2).

(2) Any schedule required by rule 2.8(5)(b) with the statement of affairs need not be inserted.

3. Any order for limited disclosure under rule 2.11(3) must be inserted as soon as reasonably practicable.

4. On discharge or variation of an order for limited disclosure under rule 2.11 as soon as reasonably practicable the full statement of affairs or statement of concurrence (or so much of the statement as is no longer subject to the order).

5. The report by the receiver under section 67.

#### *Winding up*

6. A certificate of appointment of the liquidator by the company under rule 3.2.

7. The inventory and valuation of the assets of the company under rule 3.14.

8.—(1) The statement of affairs under rule 4.2 must be inserted as soon as reasonably practicable after completion of the decision procedure or deemed consent procedure referred to in rule 4.11 (nomination of liquidator and information to creditors on conversion from members' voluntary winding up (section 96)) in respect of the appointment of the liquidator, subject to rule 4.6 (order limiting disclosure of statement of affairs etc) and sub-paragraph (2).

(2) Any schedule required by rule 4.4(4)(b) (additional requirements as to statements of affairs) need not be inserted with the statement of affairs.

9.—(1) The statement of affairs under rule 4.3 must be inserted as soon as reasonably practicable after the completion of the decision procedure or deemed consent procedure referred to in rule 4.14 (information to creditors and appointment of liquidator) in respect of the appointment of the liquidator, subject to rule 4.6 and sub-paragraph (2).

(2) Any schedule required by rule 4.4(4)(b) need not be inserted with the statement of affairs.

10. Any statement of concurrence under Part 4 of these Rules, subject to rule 4.6.

11. Any order for limited disclosure under rule 4.6(3) must be inserted as soon as reasonably practicable.

12. On discharge or variation of an order for limited disclosure under rule 4.6 as soon as reasonably practicable the full statement of affairs or statement of concurrence must be inserted (or so much of the statement as is no longer subject to the order).

13. A certificate of appointment of the liquidator by creditors or the company under rule 4.20.

14. The inventory and valuation of the assets of the company under rule 4.32.

15.—(1) Each statement of affairs and each statement of concurrence under Part 5 of these Rules, subject to rule 5.16(3) and sub-paragraph (2).

(2) Any schedule required by rule 5.13(4)(b) with the statement of affairs need not be inserted.

**Changes to legislation:** There are currently no known outstanding effects for the The Insolvency (Scotland) (Receivership and Winding up) Rules 2018, SCHEDULE 4. (See end of Document for details)

16. Any order for limited disclosure under rule 5.16(3) must be inserted as soon as reasonably practicable.

17. On discharge or variation of an order for limited disclosure under rule 5.16 as soon as reasonably practicable the full statement of affairs or statement of concurrence must be inserted (or so much of the statement as is no longer subject to the order).

18. A certificate of appointment of the liquidator under rule 5.23.

19. The inventory and valuation of the assets of the company under rule 5.36.

20. Any transcript prepared of a public examination under section 133.

#### *Common parts*

21. Any petition for winding up or the appointment of any office-holder.

22. Any decision or order of the court, including any decision or order-

(a) appointing an office-holder;

(b) under rule 1.56 (power to cure defects in procedure).

23. Any progress report required by Chapter 1 of Part 7.

24. Any final report or account mentioned in Chapter 2 of Part 7.

25. Where the liquidator accepts or rejects a claim under rule 7.19, the decision on the claim specifying—

(a) the amount of the claim accepted;

(b) the category of debt, and the value of any security, as decided by the liquidator; and

(c) if rejecting the claim, the reasons for doing so.

26. A record of the court's decision on any appeal against acceptance or rejection of a claim under rule 7.19.

27. A record of an agreement or determination under rule 7.31(2)(c)(i) or (ii).

28. The audited accounts.

29. The scheme of division.

30. The final determination in relation to the liquidator's outlays and remuneration.

31. A record of a decision procedure made in accordance with rule 8.40(1).

32. A record of a deemed consent procedure made in accordance with rule 8.40(4).

33. All proxies.

34. A copy of every resolution passed under rule 10.18 (voting rights and resolutions).

35. A copy of every resolution passed under rule 10.19 (resolutions by correspondence).

36. A note that the agreement of the committee to a resolution under rule 10.19 was obtained.

**Changes to legislation:**

There are currently no known outstanding effects for the The Insolvency (Scotland) (Receivership and Winding up) Rules 2018, SCHEDULE 4.