

Status: This is the original version (as it was originally made).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

SCHEDULE 2

FORMS FOR INSERTION INTO SCHEDULE 4 TO THE PRINCIPAL RULES

PART C

NEW FORMS 3.2, 4.12, 4.17, 4.18, 4.19, 4.52, 5.2, 6.1, 6.2, 6.3, 6.25, 5.4, 6.30, 6.72, 6.73 and 6.79A

Form 3.2 Statement of Affairs

Rule 3.4

Statement as to affairs of

On the _____ 20__ the date of the Administrative Receiver's Appointment

Affidavit

This affidavit must be sworn or affirmed before a Solicitor or Commissioner of Oaths when you have completed the rest of this form.

I _____
of _____

Swear /affirm that the several pages attached marked _____ are to the best of my knowledge and belief a full, true and complete statement as the affairs of the above named company as at _____ the date of the appointment of the administrative receiver and that the said company carried on business as

Sworn/affirmed at _____

Date _____

Signatures _____

Before me _____

A Solicitor or Commissioner of Oaths

The Solicitor or Commissioner is particularly requested, before swearing/affirming the affidavit, to make sure that the full name, address and description of the Deponent are stated and to initial any crossings-out or other alterations in the printed form. A deficiency in the affidavit in any of the above respects will mean that it is refused by the court, and will necessitate its being re-sworn/re-affirmed.

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A – Summary of Assets

Assets	Book Value £	Estimated to Realise £
Assets subject to fixed charge:		
Assets subject to floating charge:		
Uncharged assets:		
Estimated total assets available for preferential creditors		

Signature _____ Date _____

Status: This is the original version (as it was originally made).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

A1 – Summary of Liabilities

	Estimated to realise £
Estimated total assets available for preferential creditors (carried from page A)	£
Liabilities	
Preferential creditors:-	
Estimated deficiency/surplus as regards preferential creditors	£
Estimated prescribed part of net property where applicable (to carry forward)	£
Estimated total assets available for floating charge holders	£
Debts secured by floating charges	£
Estimated deficiency/surplus of assets after floating charges	£
Estimated prescribed part of net property where applicable (brought down)	£
Total assets available to unsecured creditors	£
Unsecured non-preferential claims	£
Estimated deficiency after floating charge where applicable (brought down)	
Estimated deficiency/surplus as regards creditors	£
Issued and called up capital	£
Estimated total deficiency/surplus as regards members	£

Signature _____ Date _____

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

COMPANY CREDITORS

Note: You must include all creditors and identify any creditors under hire-purchase, chattel leasing or conditional sale agreements *and* customers claiming amounts paid in advance of the supply of goods or services *and* creditors claiming retention of title over property in the company's possession.

Name of creditor or claimant	Address (with postcode)	Amount of debt £	Details of any security held by creditor	Date security given	Value of security £

Signature _____ Date _____

Form 4.12 Order for Winding Up by the Court following upon the cessation of the appointment of an administrator

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

(TITLE)

(a) Insert name(s) and address(es) of administrator(s) Upon the petition of the administrator(s) (a)

.....

(b) Insert date of the above-named company, appointed on (b)

presented to this court on (b)

And upon hearing

And upon reading the evidence

It is ordered that the appointment of the said administrator(s) shall cease to have effect

(c) Insert full name of the company And it is ordered that (c)
be wound up by this court under the provisions of the Insolvency Act 1986

*Delete as applicable *[And it is ordered that
be appointed liquidator of the company.]

(d) Insert whether main, secondary or territorial proceedings *[And the court being satisfied that these proceedings are (d) proceedings as
defined in Article 3 of the EC Regulation]

(e) Insert any further terms of order, eg as to costs And it is ordered (e)

Dated

*Delete as applicable Note: * [The] [One of the] official receiver(s) attached to the court is by virtue of this order liquidator of the company

Form 4.17 Statement of Affairs

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

Rule 4.33

NOTE: These details will be the same as those shown at the top of the winding-up petition

(TITLE)

In the _____ No. _____ of 20__

STATEMENT OF AFFAIRS OF

_____ on the _____ 20__ the date of the winding-up order (or date directed by the Official Receiver)*

*Delete as appropriate

The 'Guidance notes' booklet tells you how to complete this form easily and correctly.

Show the company's current financial position by completing all the pages of this form which will then be your statement of the company's affairs

Affidavit

This affidavit must be sworn or affirmed before a Solicitor or Commissioner of Oaths or an officer of the court duly authorised to administer oaths when you have completed the rest of this form

(a) Insert full name and occupation

I (a) _____

(b) Insert full address

of (b) _____

Make oath and say that the several pages exhibited hereto and marked _____ are to the best of my knowledge and belief a full, true and complete statement as to the affairs of the above named company as at _____ the date of the winding-up order (or the date directed by the Official Receiver) and that the said company carried on business as _____

Sworn at _____

Date _____

Signature(s) _____

Before me _____

A Solicitor or Commissioner of Oaths or Duly authorised officer

Before swearing the affidavit the Solicitor or Commissioner is particularly requested to make sure that the full name, address and description of the Deponent are stated, and to initial any crossings-out or other alterations in the printed form. A deficiency in the affidavit in any of the above respects will mean that it is refused by the court, and will need to be re-sworn.

A – Summary of Assets

Assets

Assets subject to fixed charge:

Book Value £	Estimated to Realise £

Assets subject to floating charge:

Uncharged assets:

Estimated total assets available for preferential creditors

Signature _____ Date _____

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

A1 – Summary of Liabilities

	Estimated to realise £
Estimated total assets available for preferential creditors (carried from page A)	£
Liabilities	£
Preferential creditors:-	
Estimated deficiency/surplus as regards preferential creditors	£
Estimated prescribed part of net property where applicable (to carry forward)	£
Estimated total assets available for floating charge holders	£
Debts secured by floating charges	£
Estimated deficiency/surplus of assets after floating charges	£
Estimated prescribed part of net property where applicable (brought down)	£
Total assets available to unsecured creditors	£
Unsecured non-preferential claims	£
Estimated deficiency after floating charge where applicable (brought down)	
Estimated deficiency/surplus as regards creditors	£
Issued and called up capital	£
Estimated total deficiency/surplus as regards members	£

Signature _____ Date _____

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

B
COMPANY CREDITORS

NOTE You must include all creditors and identify any creditors under hire-purchase, chattel leasing or conditional sale agreements *and* customers claiming amounts paid in advance of the supply of goods or services *and* creditors claiming retention of title over property in the company's possession.

Name of creditor or claimant	Address (with postcode)	Amount of debt £	Details of any security held by creditor	Date security given	Value of security £

Signature _____ Date _____

C
Shareholders

NOTE: If more convenient, a list of the company's shareholders may be attached to this page

1 No.	2 Name of Shareholder	3 Address (with postcode)	4 Type of shares held	5 Nominal amount of share £	6 Number of shares held	7 Amount per share called up £	8 Total amount called up £
							TOTAL

Signature _____ Date _____

Form 4.18 Statement of Affairs

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

Rule 4.34-CVL

(TITLE)

Statement as to affairs of

on the _____ 20____ the date of the opinion formed by the liquidator under section 95 of the Insolvency Act 1986

Affidavit

This affidavit must be sworn or affirmed before a Solicitor or Commissioner of Oaths when you have completed the rest of this form.

(a) Insert full name and occupation

I(a) _____

(b) Insert full address

of (b) _____

Make oath and say that the several pages exhibited hereto and marked _____ are to the best of my knowledge and belief a full, true and complete statement as to the affairs of the above named company as at _____ the date I formed the opinion that the company would be unable to pay its debts in full (together with interest) within the period stated in the directors' declaration of solvency made under Section 89 of the Insolvency Act 1986 and that the said company carried on business as

Sworn at _____

Date _____

Signature(s) _____

Before me _____

A Solicitor or Commissioner of Oaths

Before swearing the affidavit the Solicitor or Commissioner is particularly requested to make sure that the full name, address and description of the Deponent are stated, and to initial any crossings-out or other alterations in the printed form. A deficiency in the affidavit in any of the above respects will mean that it is refused by the court, and will need to be re-sworn.

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

A1 – Summary of Liabilities

	Estimated to realise £
Estimated total assets available for preferential creditors (carried from page A)	£
Liabilities	
Preferential creditors:-	
Estimated deficiency/surplus as regards preferential creditors	£
Estimated prescribed part of net property where applicable (to carry forward)	£
Estimated total assets available for floating charge holders	£
Debts secured by floating charges	£
Estimated deficiency/surplus of assets after floating charges	£
Estimated prescribed part of net property where applicable (brought down)	£
Total assets available to unsecured creditors	£
Unsecured non-preferential claims	£
Estimated deficiency after floating charge where applicable (brought down)	£
Estimated deficiency/surplus as regards creditors	£
Issued and called up capital	£
Estimated total deficiency/surplus as regards members	£

Signature _____ Date _____

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

B
Company Creditors

NOTE You must include all creditors and identify creditors under hire-purchase, chattel leasing or conditional sale agreements *and* customers claiming amounts paid in advance of the supply of goods or services *and* creditors claiming retention of title over property in the company's possession.

Name of creditor or claimant	Address (with postcode)	Amount of debt £	Details of any security held by creditor	Date security given	Value of security £

Signature _____ Date _____

Form 4.19 Statement of Affairs

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

Rule 4.34-CVL

(TITLE)

Statement as to affairs of

_____ on the _____ 20__ the date of the resolution for winding up

Affidavit

This affidavit must be sworn or affirmed before a Solicitor or Commissioner of Oaths when you have completed the rest of this form.

(a) Insert full name and occupation

I (a) _____

(b) Insert full address

of (b) _____

Make oath and say that the several pages exhibited hereto and marked _____ are to best of my knowledge and belief a full, true and complete statement as to the affairs of above named company as at _____ the date of the resolution for winding up and that the said company carried on business as _____

Sworn at _____

Date _____

Signature(s) _____

Before me _____

A Solicitor or Commissioner of Oaths

Before swearing the affidavit the Solicitor or Commissioner is particularly requested to make sure that the full name, address and description of the Deponent are stated, and to initial any crossings-out or other alterations in the printed form. A deficiency in the affidavit in any of the above respects will mean that it is refused by the court, and will need to be re-sworn.

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

A – Summary of Assets

Assets

Assets subject to fixed charge:

Assets subject to floating charge:

Uncharged assets:

Estimated total assets available for preferential creditors

Signature _____ Date _____

Book Value £	Estimated to Realise £

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

A1 – Summary of Liabilities

	Estimated to realise £
Estimated total assets available for preferential creditors (carried from page A)	£
Liabilities	
Preferential creditors:-	
Estimated deficiency/surplus as regards preferential creditors	£
Estimated prescribed part of net property where applicable (to carry forward)	£
Estimated total assets available for floating charge holders	£
Debts secured by floating charges	£
Estimated deficiency/surplus of assets after floating charges	£
Estimated prescribed part of net property where applicable (brought down)	£
Total assets available to unsecured creditors	£
Unsecured non-preferential claims	£
Estimated deficiency after floating charge where applicable (brought down)	£
Estimated deficiency/surplus as regards creditors	£
Issued and called up capital	£
Estimated total deficiency/surplus as regards members	£

Signature _____ Date _____

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

B
Company Creditors

Note You must include all creditors and identify creditors under hire-purchase, chattel leasing or conditional sale agreements *and* customers claiming amounts paid in advance of the supply of goods or services *and* creditors claiming retention of title over property in the company's possession.

Name of creditor or claimant	Address (with postcode)	Amount of debt £	Details of any security held by creditor	Date security given	Value of security £

Signature _____ Date _____

Form 4.52 Liquidator's Certificate of Continuance of Liquidation Committee

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

Rule 4.176

(TITLE)

(a) Insert name I, (a)

the liquidator of the above named company certify the continuance of the committee established under paragraph 57 of Schedule B1 to the Insolvency Act 1986.

(b) Delete as applicable The membership of the committee (b) [is] [will be] as follows:-
(c) Insert details of members of committee (c)
.....
.....

(d) Insert date (b) [A meeting of the contributories of the company was held on (d) and]
(b) [no contributories were elected to be members of the committee]
(b) [the following contributories were elected to be members of the committee:

(e) Insert details of contributories elected to be members (e)
.....
.....]

(f) Insert date of previous certificate (b) [This certificate amends the certificate issued by me on (f)]

Dated

Signed
Liquidator

Name in BLOCK LETTERS

Form 5.2 Interim Order of Court under Section 252 of the Insolvency Act 1986

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

(TITLE)

(a) Insert full name and address of applicant
Upon the application of (a)
.....
.....

And upon hearing
And upon reading the evidence

(b) Delete as applicable (b) [And upon the application of, the nominee, for an extension of the period for which the interim order shall have effect pursuant to section 256(4) of the Insolvency Act 1986.]

(c) 14 days unless an extension is granted on the application of the nominee
It is ordered that during the period of (c)..... days beginning with the day after the date of this order and during any extended period for which this interim order has effect:

- (d) Insert the name of the debtor
 - (i) no bankruptcy petition relating to the above-named (d) (the debtor) may be presented or proceeded with; and
 - (ii) no landlord or other person to whom rent is payable may exercise any right of forfeiture by peaceable re-entry in relation to premises let to the debtor in respect of a failure by the debtor to comply with any term or condition of his tenancy of such premises, except with leave of the court; and
 - (iii) no other proceedings, and no execution or other legal process, may be commenced or continued and no distress may be levied against the debtor or his property except with the leave of the court.

(e) Date to be 2 business days before the day on which the report is to be considered
And it is ordered that the report of the nominee be submitted and delivered by him to the court not later than (c)

(f) Insert details of any orders made under section 255(3) and (4) of the Insolvency Act 1986
[And it is ordered that (f)]
And it is ordered that

(g) Delete if debtor is not a bankrupt or if he is a bankrupt but the applicant is the official receiver
(g) [And it is ordered that the applicant forthwith serve a copy of this order on the official receiver.]

Date
Time hours
Place
be appointed for consideration of the nominee's report.

Dated

Form 5.4 Alternative orders to be made at hearing to consider chairman's report

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

Sections 259 and 260

(TITLE)

(a) Insert full name and address of applicant

Upon the application of (a)
.....
.....

And upon hearing

(b) Delete as applicable

(b) [And upon reading the report of the chairman of the creditors' meeting that the said meeting had [approved the proposed voluntary arrangement with or without modifications] [declined to approve the debtor's proposal with or without modifications]]

[[It is ordered that this application be [adjourned generally with liberty to restore] [adjourned to the day of to enable an application to be made to extend the time for filing the report of the chairman of the creditors' meeting]]

[And it is ordered that the time for filing the said report be extended to this day.]

[And whereas:-

(i) on the day of a bankruptcy petition No. of was filed by against the above-named (the debtor); and

(ii) by virtue of section 260(5) of the Insolvency Act 1986 the said petition is deemed, unless the court otherwise orders, to have been dismissed.

This court makes no further order save that:-

(i) the registration of the petition as a pending action at the Land Charges Department of HM Land Registry on under Reference No. PA may be vacated upon the application of the debtor under the Land Charges Rules.

(c) Insert any other orders made in respect of the petition

(ii) (c)]

Dated _____

NOTICE TO DEBTOR (where voluntary arrangement approved and there is a pending petition which is deemed to be dismissed)

It is your responsibility and in your interest to ensure that the registration of the petition at HM Land Registry is cancelled.

Form 6.1 Statutory Demand under section 268(1)(a) of the Insolvency Act 1986. Debt for Liquidated Sum Payable Immediately

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

Rule 6.1

Notes for Creditor

- If the creditor is entitled to the debt by way of assignment, details of the original creditor and any intermediary assignees should be given in part C on page 3.
- If the amount of debt includes interest not previously notified to the debtor as included in the debtor's liability, details should be given, including the grounds upon which interest is charged. The amount of interest must be shown separately.
- Any other charge accruing due from time to time may be claimed. The amount or rate of the charge must be identified and the grounds on which it is claimed must be stated.
- In either case the amount claimed must be limited to that which has accrued due at the date of the demand.
- If the creditor holds any security the amount of the debt should be the sum the creditor is prepared to regard as unsecured for the purposes of this demand. Brief details of the total debt should be included and the nature of the security and the value put upon it by the creditor, as at the date of the demand, must be specified.
- If signatory of the demand is a solicitor or other agent of the creditor the name of his/her firm should be given.

*Delete if signed by the creditor himself

Warning

- This is an **important** document. You should refer to the notes entitled "How to comply with a statutory demand or have it set aside".
- If you wish to have this demand set aside you must make application to do so **within 14 days** from its service on you.
- If you do not apply to set aside **within 14 days** or otherwise deal with this demand as set out in the notes **within 21 days** after its service on you, you could be made bankrupt and your property and goods taken away from you.
- Please read the demand and notes carefully. If you are in any doubt about your position you should seek advice **immediately** from a solicitor, a Citizen Advice Bureau, or a licensed insolvency practitioner.

Demand

To _____

Address _____

This demand is served on you by the creditor:

Name _____

Address _____

The creditor claims that you owe the sum of £_____, full particulars of which are set out on page 2, and that it is payable immediately and, to the extent of the sum demanded, is unsecured.

The creditor demands that you pay the above debt or secure or compound for it to the creditor's satisfaction.

[The creditor making this demand is a Minister of the Crown or a Government Department, and it is intended to present a bankruptcy petition in the High Court.]

Signature of individual _____

Name _____
 (BLOCK LETTERS)

Date _____

*Position with or relationship to creditor _____

*I am authorised to make this demand on the creditor's behalf.

Address _____

Tel. No. _____ Ref. _____

N.B. The person making this demand must complete the whole of pages 1, 2 and parts A, B and C (as applicable) on page 3.

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

Form 6.1 contd.

Particulars of Debt

(These particulars must include (a) when the debt was incurred, (b) the consideration for the debt (or if there is no consideration the way in which it arose) and (c) the amount due as at the date of this demand.)

[Empty box for entering Particulars of Debt]

Note for Creditor

Please make sure that you have read the notes in page 1 before completing this page.

Note:

If space is insufficient continue on page 4 and clearly indicate on this page that you are doing so.

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

Form 6.1 contd.

Part A

Appropriate Court for Setting Aside Demand

Rule 6.4(2) of the Insolvency Rules 1986 states that the appropriate court is the court to which you would have to present your own bankruptcy petition in accordance with Rule 6.40(1) and 6.40(2). In accordance with those rules on present information the appropriate court is [the High Court of Justice] [County Court] (address)

Any application by you to set aside this demand should be made to that court.

Part B

The individual or individuals to whom any communication regarding this demand may be addressed is / are:

Name (BLOCK LETTERS)	_____
Address	_____ _____
Telephone Number	_____
Reference	_____

Part C

For completion if the creditor is entitled to the debt by way of assignment

	Name	Date(s) of Assignment
Original creditor		
Assignees		

How to comply with a statutory demand or have it set aside (ACT WITHIN 18 DAYS)

If you wish to avoid a bankruptcy petition being presented against you, you must pay the debt shown on page 1, particulars of which are set out on page 2 of this notice, within the period of **21 days** after its service upon you. Alternatively, you can attempt to come to a settlement with the creditor. To do this you should:

- inform the individual (or one of the individuals) named in part B above immediately that you are willing and able to offer security for the debt to the creditor's satisfaction; or
- inform the individual (or one of the individuals) named in part B immediately that you are willing and able to compound for the debt to the creditor's satisfaction.

If you dispute the demand in whole or in part you should:

- contact the individual (or one of the individuals) named in part B immediately.

THERE ARE MORE IMPORTANT NOTES ON THE NEXT PAGE

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

Form 6.1 contd.

If you consider that you have grounds to have this demand set aside or if you do not quickly receive a satisfactory written reply from the individual named in part B whom you have contacted you should **apply within 18 days** from the date of service of this demand on you to the appropriate court shown in part A above to have the demand set aside.

Any application to set aside the demand (Form 6.4 in Schedule 4 to the Insolvency Rules 1986) should be made within 18 days from the date of service upon you and be supported by an affidavit (Form 6.5 in Schedule 4 to those Rules) stating the grounds on which the demand should be set aside. The forms may be obtained from the appropriate court when you attend to make the application.

<p>Remember! – From the date of service on you of this document</p> <ul style="list-style-type: none">(a) you have only 18 days to apply to the court to have the demand set aside, and(b) you have only 21 days before the creditor may present a bankruptcy petition
--

Form 6.2 Statutory Demand under section 268(1)(a) of the Insolvency Act 1986. Debt for Liquidated Sum Payable Immediately Following a Judgement or Order of the Court

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

Notes for Creditor

- If the creditor is entitled to the debt by way of assignment, details of the original creditor and any intermediary assignees should be given in part C on page 3.
- If the amount of debt includes interest not previously notified to the debtor as included in the debtor's liability, details should be given, including the grounds upon which interest is charged. The amount of interest must be shown separately.
- Any other charge accruing due from time to time may be claimed. The amount or rate of the charge must be identified and the grounds on which it is claimed must be stated.
- In either case the amount claimed must be limited to that which has accrued due at the date of the demand.
- If the creditor holds any security the amount of the debt should be the sum the creditor is prepared to regard as unsecured for the purposes of the demand. Brief details of the total debt should be included and the nature of the security and the value put upon it by the creditor, as at the date of the demand, must be specified.
- Details of the judgment or order should be inserted, including details of the Division of the Court or District Registry and court reference, where judgment is obtained in the High Court.
- If signatory of the demand is a solicitor or other agent of the creditor the name of the his/her firm should be given

*Delete if signed by the creditor himself

Warning

- This is an important document. You should refer to the notes entitled "How to comply with a statutory demand or have it set aside".
- If you wish to have this demand set aside you must make application to do so **within 18 days** from its service on you.
- If you do not apply to set aside **within 18 days** or otherwise deal with this demand as set out in the notes **within 21 days** after its service on you, you could be made bankrupt and your property and goods taken away from you.
- Please read the demand and notes carefully. If you are in any doubt about your position you should seek advice **immediately** from a solicitor, a Citizens Advice Bureau, or a licensed insolvency practitioner.

Demand
To _____

Address _____

This demand is served on you by the creditor:

Name _____
Address _____

The creditor claims that you owe the sum of £ _____, full particulars of which are set out on page 2, and that it is payable immediately and, to the extent of the sum demanded, is unsecured. By a Judgment/Order of the _____ court in proceedings entitled (Case) Number _____ between _____ Claimant and _____ Defendant it was adjudged/ordered that you pay to the creditor the sum of £ _____ and £ _____ for costs.

The creditor demands that you pay the above debt or secure or compound for it to the creditor's satisfaction.

[The creditor making this demand is a Minister of the Crown or a Government Department, and it is intended to present a bankruptcy petition in the High Court in London.]
]Delete if inappropriate]

Signature of individual _____

Name _____
(BLOCK LETTERS)

Date _____

*Position with or relationship to creditor _____

*I am authorised to make this demand on the creditor's behalf.

Address _____

Tel. No. _____ Ref. _____

N.B. The person making this demand must complete the whole of pages 1, 2 and parts A, B and C (as applicable) on page 3.

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

Form 6.2 contd.

Particulars of Debt

(These particulars must include (a) when the debt was incurred, (b) the consideration for the debt (or if there is no consideration the way in which it arose) and (c) the amount due as at the date of this demand.

Note for Creditor

Please make sure that you have read the notes in page 1 before completing this page.

Note:
If space is insufficient continue on page 4 and clearly indicate on this page that you are doing so.

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

Form 6.2 contd.

Part A

Appropriate Court for Setting Aside Demand

Rule 6.4(2) of the Insolvency Rules 1986 states that the appropriate court is the court to which you would have to present your own bankruptcy petition in accordance with Rule 6.40(1) and (2).

Any application by you to set aside this demand should be made to that court, or, if this demand is issued by a Minister of the Crown or a Government Department, you must apply to the High Court to set aside if it is intended to present a bankruptcy petition against you in the High Court (see page 1).

In accordance with those rules on present information the appropriate court is [the High Court of Justice]
County Court]

(Address)

Part B

The individual or individuals to whom any communication regarding this demand may be addressed is/are:

Name	
(BLOCK LETTERS)	
Address	
Telephone number	
Reference	

Part C

For completion if the creditor is entitled to the debt by way of assignment

	Name	Date(s) of Assignment
Original creditor		
Assignees		

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

Form 6.2 contd.

How to comply with a statutory demand or have it set aside (ACT WITHIN 18 DAYS)

If you wish to avoid a bankruptcy petition being presented against you, you must pay the debt shown on page 1, particulars of which are set out on page 2 of this notice, within the period of 21 days after its service upon you. However if the demand follows (includes) a judgment or order of a County Court, any payment must be made to that County Court (quoting the Case No.). Alternatively, you can attempt to come to a settlement with the creditor. To do this you should:

- inform the individual (or one of the individuals) named in part B above immediately that you are willing and able to offer security for the debt to the creditor's satisfaction; or
- inform the individual (or one of the individuals) named in part B immediately that you are willing and able to compound for the debt to the creditor's satisfaction.

If you dispute the demand in whole or in part you should:

- contact the individual (or one of the individuals) named in part B immediately.

If you consider that you have grounds to have this demand set aside or if you do not quickly receive a satisfactory written reply from the individual named in part B whom you have contacted you should **apply within 18 days** from the date of service of this demand on you to the appropriate court shown in part A above to have the demand set aside.

Any application to set aside the demand (Form 6.4 in Schedule 4 to the Insolvency Rules 1986) should be made within 18 days from the date of service upon you and be supported by an affidavit (Form 6.5 in Schedule 4 to those Rules) stating the grounds on which the demand should be set aside. The forms may be obtained from the appropriate court when you attend to make the application.

<p>Remember! –From the date of service on you of this document</p> <ul style="list-style-type: none">(a) you have only 18 days to apply to the court to have the demand set aside, and(b) you have only 21 days before the creditor may present a bankruptcy petition.
--

Form 6.3 Statutory Demand under section 268(2) of the Insolvency Act 1986. Debt Payable at Future 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 6.1

Notes for Creditor

- If the creditor is entitled to the debt by way of assignment, details of the original creditor and any intermediary assignees should be given in part C on page 3.
- If the amount of debt where due includes interest not previously notified to the debtor as included in the debtor's liability, details should be given, including the grounds upon which interest is charged. The amount of interest must be shown separately.
- Any other charge accruing due from time to time may be claimed. The amount or rate of the charge must be identified and the grounds on which it is claimed must be stated.
- In either case the amount claimed must be limited to that which will have accrued due when payment falls due on the date specified.
- If the creditor holds any security the amount of debt should be the sum the creditor is prepared to regard as unsecured for the purposes of this demand. Brief details of the total debt should be included and the nature of the security and the value put upon it by the creditor, as at the date of the demand, must be specified.
- The grounds for the creditor's opinion that the debtor has not reasonable prospects of paying the debt when it falls due must be stated.
- If signatory of the demand is a solicitor or other agent of the creditor the name of his/her firm should be given.

*Delete if signed by the creditor himself

Warning

- This is an **important** document. You should refer to the notes entitled "How to comply with a statutory demand or have it set aside".
- If you wish to have this demand set aside you must make application to do so **within 18 days** from its service on you.
- If you do not apply to set aside **within 18 days** or otherwise deal with this demand as set out in the notes **within 21 days** after its service on you, you could be made bankrupt and your property and goods taken away from you.
- Please read the demand and notes carefully. If you are in doubt about your position you should seek advice **immediately** from a solicitor, a Citizens Advice Bureau, or a licensed insolvency practitioner.

Demand

To _____

Address _____

This demand is served on you by the creditor:

Name _____

Address _____

The creditor claims that you will owe the sum of £ _____, full particulars of which are set out on page 2, when payment falls due on _____

The creditor is of the opinion that you have no reasonable prospect of paying this debt when it falls due because _____

[The creditor making this demand is a Minister of the Crown or Government Department, and it is intended to present a bankruptcy petition in the High Court in London.]
[Delete if inappropriate]

Signature of individual _____

Name _____
(BLOCK LETTERS)

Date _____

*Position with it relationship to creditor _____

*I am authorised to make this demand on the creditor's behalf.

Address _____

Tel. No. _____ Ref. _____

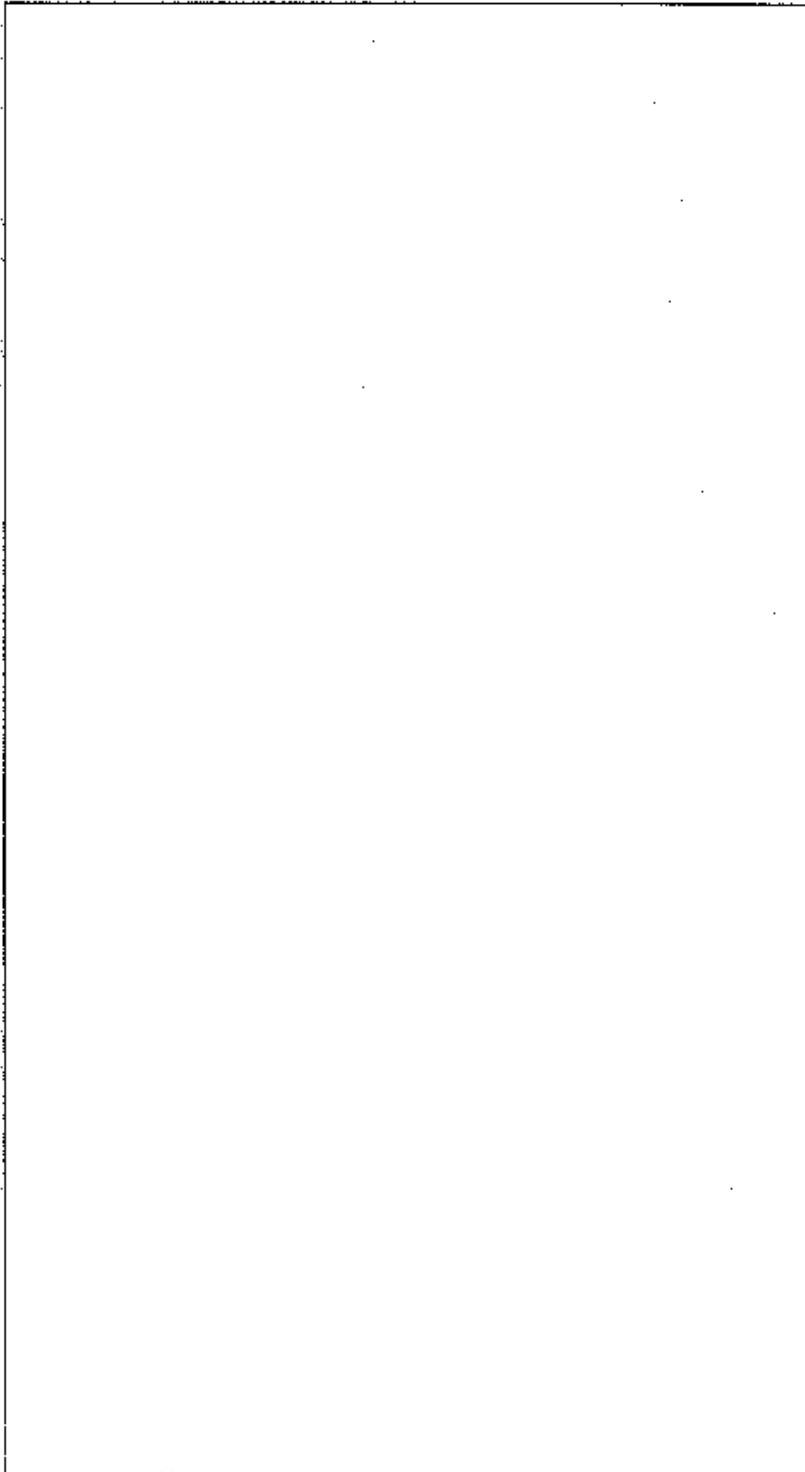
N.B. The person making this demand must complete the whole of pages 1, 2 and parts A, B and C (as applicable) on page 3.

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

Form G.3 contd.

Particulars of Debt

(These particulars must include (a) when the debt was incurred, (b) the consideration for the debt (or if there is no consideration the way in which it will arise) and (c) the amount of future debt and the date payment is due.)



Note for Creditor

Please make sure that you have read the notes in page 1 before completing this page.

Note:

If space is insufficient continue on page 4 and clearly indicate on this page that you are doing so.

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

Form 6.3 contd.

Part A
Appropriate Court for Setting Aside Demand

Rule 6.4(2) of the Insolvency Rules 1986 states that the appropriate court is the court to which you would have to present your own bankruptcy petition in accordance with Rule 6.40(1) and (2). In accordance with those rules on present information the appropriate Court is [the High Court of Justice] [County Court] (address)

Any application by you to set aside this demand should be made to that court.

Part B

The individual or individuals to whom any communication regarding this demand may be addressed is/are:

Name (BLOCK LETTERS)	_____
Address	_____
Telephone Number	_____
Reference	_____

Part C

For completion if the creditor is entitled to the debt by way of assignment.

	Name	Date(s) of Assignment
Original creditor		
Assignees		

How to comply with a statutory demand or have it set aside (ACT WITHIN 18 DAYS)

If you wish to avoid a bankruptcy petition being presented against you, you must within the period of 21 days after its service upon you satisfy the creditor that you are able to meet the debt demanded when it is due.

If you dispute that the debt will be due in whole or in part or if you dispute the allegation that you will be unable to pay the debt when it falls due or if you consider that you may be able to offer security for the debt or to compound for it you should:

- contact the individual (or one of the individuals) named in part B immediately.

If you consider that you have grounds to have this notice set aside or if you do not quickly receive a satisfactory written reply from the individual named in part B whom you have contacted you should apply within 18 days from the date of service of this demand on you to the appropriate court shown in part A above to have the demand set aside.

THERE ARE MORE IMPORTANT NOTES ON THE NEXT PAGE

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

Form 6.3 contd.

Any application to set aside the demand (Form 6.4 in Schedule 4 to the Insolvency Rules 1986) should be made within 18 days from the date of service upon you and be supported by an affidavit (Form 6.5 in Schedule 4 to those Rules) stating the grounds on which the demand should be set aside. The forms may be obtained from the appropriate court when you attend to make the application.

<p>Remember! –From the date of service on you of this document</p> <ul style="list-style-type: none">(c) you have only 18 days to apply to the court to have the demand set aside, and(d) you have only 21 days before the creditor may present a bankruptcy petition.
--

Form 6.25 Bankruptcy Order on Creditor's Petition

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

(TITLE)

(a) Insert name and address of petitioning creditor

Upon the petition of (a)

.....
a creditor, which was presented on

And upon hearing

And upon reading the evidence

(b) Insert full description of debtor as set out in the petition

It is ordered that (b)

.....
be adjudged bankrupt.

(c) Delete as applicable
(d) Insert whether main, secondary or territorial proceedings

(c) And the Court being satisfied that the EC Regulation does apply declares that these proceedings are
(d) proceedings as defined in Article 3 of the EC Regulation.

OR

(c) The court is satisfied that the EC Regulation does not apply in relation to these proceedings.

Dated

Time hours

Important Notice to Bankrupt

(e) [The [One of the] official receiver(s) attached to the court is by virtue of this order receiver and manager of the bankrupt's estate. You are required to attend upon the Official Receiver of the court at

(e) Insert address of Official Receiver's office

(e)

.....
immediately after you have received this order.

The Official Receiver's offices are open Monday to Friday (except on Holidays) from 09.00 to 17.00 hours.

(f) Order to be endorsed where petitioning creditor is represented by a solicitor

Endorsement on Order (f)	
The solicitor to the petitioning creditor is:-	
Name	_____
Address	_____
Telephone No.	_____
Reference	_____

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

Rule 6.45

(TITLE)

(c) Insert date Upon the petition of the above-named debtor, which was presented on (a)

And upon hearing

(b) Delete words in square brackets if no appointment made under section 273(2)

(b)]and upon considering the report of (c)

(c) Insert name of insolvency practitioner appointed under section 273(2)

appointed under section 273(2) of the Insolvency Act 1986]

And upon the petition and statement of affairs

(d) Insert full description of debtor as set out in the petition

It is ordered that (d) _____

be adjudged bankrupt.

(e) Only to be completed where a trustee is appointed on the making of the bankruptcy order under section 297(4) or (5) of the Insolvency Act 1986

[And it is ordered that (e) _____ be appointed trustee of the bankrupt's estate]

[And it is also ordered that _____]

(f) Delete as appropriate (g) Insert whether main, secondary or territorial proceedings

(f) And the court being satisfied that the EC Regulation does apply declares that these proceedings are (g) _____ proceedings as defined in Article 3 of the EC Regulation

OR

(f) And the court is satisfied that the EC Regulation does not apply in relation to these proceedings.

Dated _____

Time _____ hours

Important Notice to Bankrupt

(h) Insert address of Official Receiver's office

(f) [The] [One of the] official receiver(s) attached to the court is by virtue of this order receiver and manager of the bankrupt's estate. You are required to attend upon the Official Receiver of the court at (h)

_____ immediately after you have received this order.

The Official Receiver's offices are open Monday to Friday (except on Holidays) from 09.00 to 17.00 hours

(j) Order to be endorsed where debtor is represented by a solicitor

Endorsement on Order (j)	
The solicitor to the petitioning debtor is:—	
Name	_____
Address	_____
Telephone No.	_____
Reference	_____

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

Rule 6.215

(TITLE)

Mr Registrar/District Judge..... in chambers

(a) Delete as applicable
(b) Insert date

Upon the application of the (a) official receiver/trustee and after taking into consideration his report filed on (b) as to the above-named bankrupt's conduct during the proceedings under the bankruptcy.

And upon hearing

And upon reading the evidence

And a bankruptcy order having been made against the above-named bankrupt on (b)

(c) State briefly in what respect the bankrupt has failed to comply with his obligations

And it appearing to the court that the bankrupt (a) [has failed] [is failing] to comply with his obligations under the Insolvency Act 1986 namely (c)

(d) Insert period for which discharge is to be suspended

It is ordered that the relevant period for the purposes of section 279 of the Insolvency Act 1986 shall cease to run (a) [for a period of (d)] [until the following condition(s) (a) [has] [have] been fulfilled (e)]

(e) Insert conditions to be fulfilled

Dated _____

Form 6.73 Order of Court Lifting Suspension of Discharge

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

Rule 6.216

(TITLE)

Mr Registrar/District Judge

in chambers

(a) Insert full name and address of bankrupt

Upon the application of (a)

(b) Delete as applicable

the above-named bankrupt, (b) [and after taking into consideration the report of (b) [the official receiver] [and] [the trustee] in this matter

And upon hearing

And upon reading the evidence

(c) Insert date

(d) Insert terms of previous order

It is ordered that the order made on (c) whereby it was ordered that (d)

be discharged.

Dated _____

Form 6.79A Charging Order under Section 313 of the Insolvency Act 1986

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

(TITLE)

(a) Insert full name and address of applicant

Upon the application of (a)
the trustee in bankruptcy of the above-named bankrupt

And upon hearing

And upon reading the report of

(b) Delete as applicable

And the trustee and the bankrupt having (b) [agreed] [failed to agree] the terms of this order,

It is ordered that the interest of the trustee and his successors in title in the property specified in the Schedule hereto shall stand charged for the benefit of the bankrupt's estate with:

(i) £ being the total sum which on present information remains owing to unsecured creditors of the bankrupt;

(ii) all other amounts which are payable otherwise than to the bankrupt out of the estate;

(iii) interest on the said sum and said other amounts at the rate of per cent per annum as from the date of this order.

(c) Insert details of any conditions imposed by the court: see Rule 6.237D

(b) [And it is further ordered (c)]

And it is ordered that upon the registration of the said charge by the Superintendent of the Land Charges Department under the Land Charges Act 1972 or the Chief Land Registrar under the Land Registration Acts the said interest in the property shall cease to be comprised in the bankrupt's estate and shall vest in the bankrupt subject to the said charge and any prior charge.

The Schedule above referred to.

(d) Insert particulars of property

(d)

(b) [The title to the property is registered at HM Land Registry and the title number is]

Dated