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SCHEDULE

**PART B**

SUBSTITUTED FORMS

2.8B, 2.11B, 2.13B, 2.14B, 3.1A, 3.2, 4.6, 4.11, 4.12, 4.13, 4.14, 4.17, 4.18, 4.19, 4.68, 6.9, 6.24A, 6.28, 6.80, 6.83 and 6.84

**Form 2.8B Notice of intention to appoint an administrator by company or director(s)**

Rule 2.20

Name of Company	Company number
In the  (full name of court)	For court use only Court case number

(a) Insert name and address of registered office of company

1. Notice is given that, in respect of (a) \_\_\_\_\_  
\_\_\_\_\_ ("the company")

\*Delete as applicable

\* the company / the directors of the company ("the appointer") intend to appoint

(b) Give name(s) and address(es) of proposed administrator(s)

(b) \_\_\_\_\_  
\_\_\_\_\_ as administrator(s) of the company.

(c) Insert name and address of each person to whom notice is given

2. This notice is being given to the following person(s), being person(s) who is / are or may be entitled to appoint an administrative receiver of the company or an administrator of the company under paragraph 14 of Schedule B1 to the Insolvency Act 1986:

(c) \_\_\_\_\_  
\_\_\_\_\_

3. The company has not, within the last twelve months:

- (i) been in administration
- (ii) been the subject of a moratorium under Schedule A1 to the Insolvency Act 1986 which has ended on a date when no voluntary arrangement was in force
- (iii) been the subject of a voluntary arrangement which was made during a moratorium for the company under Schedule A1 to the Insolvency Act 1986 and which ended prematurely within the meaning of section 71B of the Insolvency Act 1986.

4. In relation to the company there is no:

- (i) petition for winding up which has been presented but not yet disposed of
- (ii) administration application which has not yet been disposed of, or
- (iii) administrative receiver in office.

\*Delete as applicable:

5. The company is / is not \*an insurance undertaking / a credit institution / an investment undertaking providing services involving the holding of funds or securities for third parties / or a collective investment undertaking under Article 1.2 of the EC Regulation.

(d) Insert whether main or territorial proceedings

6. For the following reasons it is considered that the EC Regulation \*will / will not apply. If it does apply, these proceedings will be (d) \_\_\_\_\_ proceedings as defined in Article 3 of the EC Regulations.  
\_\_\_\_\_

\*Delete as applicable

7. Attached to this notice is \*a copy of the resolution of the company to appoint an administrator / a record of the decision of the directors to appoint an administrator.

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Form 2.8B continued

(e) Insert name and address of person making declaration I (e) \_\_\_\_\_  
(If making the declaration on behalf of appointor indicate capacity e.g. director/solicitor)

hereby do solemnly and sincerely declare that:

- (i) the company is or is likely to become unable to pay its debts
- (ii) the company is not in liquidation, and
- (iii) the statements in paragraphs 3 and 4 are, so far as I am able to ascertain, true,

and that the information provided in this notice 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 Statutory Declarations Act 1835**

Declared at \_\_\_\_\_

Signed \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_ 20

before me \_\_\_\_\_

Note: This form now to be sent to all those required to be sent the form by Rule 2.20(2)

A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor or Duly Authorised Officer.

**Consent of Floating Charge Holder to Appointment of Administrator(s)**  
(Do not detach this part of the notice)

(f) Appointor to insert address

If, having read this notice, you have no objection to the making of this appointment you should complete the details in the box below and return a copy of this notice as soon as possible, and within five business days from receipt of this notice, to the appointor at the following address: (f) \_\_\_\_\_

If your consent has not been given within five business days the appointor may make the appointment notwithstanding that you have not replied.

(g) Insert name and address

(g) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

being the holder of the following floating charge over the company's property:

(h) Give details of charge, date registered and (if any) financial limit

(h) \_\_\_\_\_  
\_\_\_\_\_

consents to the appointment of the administrator(s) in accordance with the details of this notice.

Signed \_\_\_\_\_ Dated \_\_\_\_\_  
(If signing on behalf of a firm or company state position or office held)

**Endorsement to be completed by court**

(j) Insert date and time

This notice was filed (j) \_\_\_\_\_

Form 2.11B Notification of appointment of administrator (for newspaper and London Gazette)

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Rule 2.27

Name of Company	Company number
In the  (Full name of court)	Court case number

Nature of business

.....

Registered office of company

.....

of: Insert date

Administrator appointment made on (a)

..... 20

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

.....

.....

.....

Joint Administrator(s) (IP No(s))

.....

**Form 2.13B Notice requiring submission of a 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 2.28

Name of Company	Company number
In the  (full name of firm)	Court case number

The Administrator(s) require(s) a statement of affairs to be prepared and submitted by  
 (a) \_\_\_\_\_  
 as to the affairs of (b) \_\_\_\_\_ ("the company")

A notice requiring submission of a statement of affairs has been sent to each of the following persons (c):  
 (c) Insert full name and address of each person sent this notice  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The statement of affairs must be submitted within 14 days of receipt of this notice to  
 (d) \_\_\_\_\_ ("the administrator(s)")  
 at (e) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signed \_\_\_\_\_  
 Joint Administrator(s)

Dated \_\_\_\_\_

**WARNING**

It is an offence under paragraph 48(4) of Schedule B1 to the Insolvency Act 1986 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 places a duty on you (if an officer of the company) to provide the administrator with information and a declaration upon him if required. Failure to submit the statement of affairs as required by this notice, or to cooperate with the administrator 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 failure to submit a statement of affairs or to cooperate with the 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 for the preparation of the statement of affairs are enclosed. Under Rule 2.32 expenses incurred in making the statement of affairs which the administrator considers to be reasonable can be claimed out of the company's assets.

**Form 2.14B 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 2.29

Name of Company	Company number
In the  Full name of company	Court case number

(a) Insert name and address of registered office of the company

Statement as to the affairs of (a) \_\_\_\_\_  
\_\_\_\_\_

(b) Insert date

on the (b) \_\_\_\_\_ 20\_\_ the date that the company entered administration.

**Statement of Truth**

I believe that the facts stated in this statement of affairs are a full, true and complete statement of the affairs of the above named company as at (b) \_\_\_\_\_ the date that the company entered administration.

Full name \_\_\_\_\_

Signed \_\_\_\_\_

Dated \_\_\_\_\_



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## A1 – Summary of Liabilities

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## COMPANY CREDITORS

**Note:** You must include all creditors and identify all 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 \_\_\_\_\_



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### COMPANY SHAREHOLDERS

Name of Shareholder	Address (with postcode)	No. of shares held	Nominal Value	Details of Shares held
TOTALS				

Signature \_\_\_\_\_

Date \_\_\_\_\_

Form 3.1A Notice of Appointment of Administrative Receiver (for newspaper or London Gazette)

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

Rule 3.2

(Name of Company)

Nature of business \_\_\_\_\_

Registered number \_\_\_\_\_

Registered office of company \_\_\_\_\_

(a) Insert any other name(s) with which the company has been registered in the last 12 months

Former company name(s) (a) \_\_\_\_\_

\_\_\_\_\_

(b) Insert any trading name(s) used by the company in the last 12 months

Trading name(s) (b) \_\_\_\_\_

Name of person appointing the administrative receiver(s) \_\_\_\_\_

\_\_\_\_\_

Date of appointment of administrative receiver(s) \_\_\_\_\_

Name(s) and address (es) of administrative receiver/joint administrative receivers

(c) Insert name(s) of appointee(s)

(c) \_\_\_\_\_

Administrative Receiver/Joint Administrative Receivers  
(IP No(s) )

Form 3.2 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 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 of 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 sur that the full name, address and description of the Deponent are stated, and to initial any crossings-out or othe alterations in the printed form. A deficiency in the affidavit in any of the above respects will mean that it i refused by the court, and will necessitate its being re-sworn/re-affirmed.**



## A1 – Summary of Liabilities

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

Signature

Date

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### 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 \_\_\_\_\_

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(Title) (Registered No. )

(a) Insert registered number of company, registered office address of company, or (if an unregistered company) the address of its principal place of business, or (if an overseas company) the address at which service of the petition was effected.

A Petition to wind up the above-named company (a)

(b) Insert date presented on (b)

(c) Insert name and address of petitioner.

by (c)

(d) Delete where the petition is presented by the company itself, or by a person who is not a creditor or contributory.

{d} [Claiming to be a (c) [creditor] [contributory] of the company] will be heard at (e) [The Royal Courts of Justice, Strand, London WC2A 2LL] [ County Court at District Registry at ]

(e) Delete as applicable

Date: Time (or as soon thereafter as the petition can be heard)

(f) Insert date, which should be the business day before that appointed for the hearing

Any person intending to appear on the hearing of the petition (whether in support or oppose it) must give notice of intention to do so to the petitioner or his/its solicitor in accordance with Rule 4.16 by 16.00 hours on (f)

(g) Where applicable insert name and address of solicitor

The petitioner's solicitor is (g)

Dated

Form 4.11 Order for Winding Up by the Court

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Rule 4.20

(Title) (Registered No )

(a) Insert name and address of petitioner (as appropriate) "the company" or "the creditor of the company" or "the contributor of the company"

Upon the petition of (a)

presented to this court on

And upon hearing

And upon reading the evidence

(b) Insert full name and registered number of the company

It is ordered that (b)

be wound up by this court under the provisions of the Insolvency Act 1986

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

And the Court being satisfied on the evidence that the EC Regulation (c) does/does not apply (c) and that these proceedings are (d) proceedings as defined in Article 3 of the EC Regulation

(e) Insert names of all parties to be awarded their costs

And it is ordered that the costs of (e) of the said petition be paid out of the assets of the company (f)

(f) Insert any terms concerning costs

Dated

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

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) (Registered No. )

(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 and registered number 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 4.13 Notice to Official Receiver of Winding-up Order**

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

Rule 4.20

**(TITLE)**

(s) Insert address To the Official Receiver of the Court (a)

Order pronounced this . . . . day of \_\_\_\_\_ 20\_\_\_\_  
by Mr.

for winding up the under-mentioned company under the Insolvency Act 1986

Name of company:

Registered office of company:

Registered number of company:

(b) Insert name, address, telephone number and reference (if any) Petitioner or his solicitor(s) (b):

Date of presentation of petition:

**Form 4.14 Petition by Contributory**

	(TITLE)	(Registered No. )
(a) Insert title of court	To (a)	
(b) Insert full name(s) and address(es) of petitioner(s)	The petition of (b)	
(c) Insert full name and registered number of company subject to petition	1. (c)	
(d) Insert date of incorporation	(hereinafter called "the company") was incorporated on (d) under the Companies Act 19	
(e) Insert address of registered office	2. The registered office of the company is at (e)	
	3. The nominal capital of the company is £ divided into shares of £ each. The amount of the capital paid up or credited as paid up is £	
(f) Delete as applicable	The petitioner(s) is/are the holder(s) of shares of £ each. Such shares (f) [were allotted to him/them on the incorporation of the company] [have been registered in his/their name(s) for more than 6 months in the last 18 months] [devolved upon him/them through the death of the former holder of the shares].	
	4. The principal objects for which the company was established are as follows:  and other objects stated in the memorandum of association of the company	
(g) Set out the grounds on which a winding-up order is sought	5. (g)	
	6. The company (f) is/is not an insurance undertaking; a credit institution; an investment undertaking providing services involving the holding of funds or securities for third parties; or a collective investment undertaking as referred to in Article 1.2 of the EC Regulation.	
(h) Insert name of person swearing affidavit	7. For the reasons stated in the affidavit of (h) filed in support hereof it is considered that the EC Regulation (f) will/will not apply (f) and that these proceedings will be (j) proceedings as defined in Article 3 of the EC Regulation	
(i) Insert whether main, secondary or ancillary proceedings	8. In the circumstances it is just and equitable that the company should be wound up. The petitioner(s) therefore pray(s) as follows:- (1) that (c)	

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may be wound up by the court under the provisions of the Insolvency Act 1986  
OR  
(2) that such other order may be made as the court thinks fit.

(k) If the company is the petitioner, delete "the company". Add the full name and address of any other person on whom it is intended to serve this petition

Note: It is intended to serve this petition on (k) [the company] [and]

**Endorsement**

This petition having been presented to the court  
on \_\_\_\_\_ let all parties attend before the Registrar in  
Chambers on \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_ hours

Place \_\_\_\_\_

for directions to be given  
The solicitor(s) for the petitioner is/are:-

Name: \_\_\_\_\_

Address \_\_\_\_\_

Telephone no: \_\_\_\_\_

Reference \_\_\_\_\_

(l) Delete if London agents not instructed!

(l) Whose London Agents are:-

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone no \_\_\_\_\_

Reference \_\_\_\_\_

Form 4.17 Statement of Affairs

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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 description

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.

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**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 \_\_\_\_\_

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**A1 – Summary of Liabilities**

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

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 \_\_\_\_\_





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Form 4.18 Statement of Affairs

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.**

I/We) \_\_\_\_\_

(a) Insert full name and occupation

of (b) \_\_\_\_\_

(b) Insert full address

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) 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.

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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 \_\_\_\_\_

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## A1 - Summary of Liabilities

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

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 \_\_\_\_\_

*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\_\_ being a date not more than 14 days before 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 the best of my knowledge and belief a full, true and complete statement as to the affairs of the above named company as at \_\_\_\_\_ (being a date not more than 14 days before 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 £
<b>Estimated total assets available for preferential creditors (carried from page A)</b>	£
<b>Liabilities</b>	
Preferential creditors:-	
<b>Estimated deficiency/surplus as regards preferential creditors</b>	£
Estimated prescribed part of net property where applicable (to carry forward)	£
<b>Estimated total assets available for floating charge holders</b>	£
Debts secured by floating charges	£
<b>Estimated deficiency/surplus of assets after floating charges</b>	£
Estimated prescribed part of net property where applicable (brought down)	£
<b>Total assets available to unsecured creditors</b>	£
Unsecured non-preferential claims (excluding any shortfall to floating charge holders)	£
<b>Estimated deficiency/surplus as regards non-preferential creditors (excluding any shortfall to floating charge holders)</b>	£
Shortfall to floating charge holders (brought down)	£
<b>Estimated deficiency/surplus as regards creditors</b>	£
Issued and called up capital	£
<b>Estimated total deficiency/surplus as regards members</b>	£

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 \_\_\_\_\_

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

Rule 4.223-CVL

# S. 192

To the Registrar of Companies

For official use

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Company Number

--

Name of Company

(a) Insert full name of company

(a)
Limited

(b) Insert full names and address(es)

I/Wc (b)

the liquidator(s) of the company attach a copy of my/our statement of receipts and payments under section 192 of the Insolvency Act 1986

Signed

Date

---

Presenter's name, address and reference (if any)

For Official Use

Liquidation Section

Post Room

Form 4.68 Contd.

## Statement of Receipts and Payments under section 192 of the Insolvency Act 1986

Name of company  
Company's registered number  
State whether members' or creditors' voluntary winding up  
Date of commencement of winding up  
Date to which this statement is brought down  
Name and address of liquidator

### NOTES

You should read these notes carefully before completing the forms. The notes do not form part of the return to be sent to the registrar of companies.

#### Form and Contents of Statement

(1) Every statement must contain a detailed account of all the liquidator's realisations and disbursements in respect of the company. The statement of realisations should contain a record of all receipts derived from assets existing at the date of the winding-up resolution and subsequently realised, including balance at bank, book debts and calls collected, property sold, etc. and the account of disbursements should contain all payments of costs, charges and expenses, or to creditors or contributories. Receipts derived from deposit accounts and money market deposits are to be included in the 'balance at bank'. Only actual investments are to be included in the 'amounts invested' section in the analysis of balance on page 5 of the form. Where property has been realised, the gross proceeds of sale must be entered under realisations and the necessary payments incidental to sales must be entered as disbursements. A payment into the Insolvency Services Account is not a disbursement and should not be shown as such; nor are payments into a bank, building society or any other financial institution. However, the interest received on any investment should be shown in the realisations. Each receipt and payment must be entered in the account in such a manner as sufficiently to explain its nature. The receipts and payments must severally be added up at the foot of each sheet and the totals carried forward from one account to another without any intermediate balance, so that the gross totals represents the total amounts received and paid by the liquidator respectively.

#### Trading Account

(2) When the liquidator carries on a business, a trading account must be forwarded as a distinct account, and the totals of receipts and payments on the trading account must alone be set out in this statement.

#### Dividends

(3) When dividends, instalments of compositions, etc are paid to creditors or a return of surplus assets is made to contributories, the total amount of each dividend, etc actually paid, must be entered in the statement of disbursements as one sum; and the liquidator must forward separate accounts showing in lists the amount of the claim of each creditor and the amount of dividend, etc payable to each creditor or contributory.

(4) When unclaimed dividends, etc are paid into the Insolvency Services Account, the total amount so paid in should be entered in the statement of disbursements as one sum. The items to be paid in relation to unclaimed dividends should first be included in the realisations side of the account.

(5) Credit should not be taken in the statement of disbursements for any amount in respect of liquidator's remuneration unless it has been duly allowed by resolutions of the liquidation committee or of the creditors or of the company in general meeting, or by order of the court as the case may require, or is otherwise allowable under the provisions of the Insolvency Rules.



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

Form 4.68 contd.

Disbursements			
Date	To whom paid	Nature of disbursements	Amount
		Brought forward	£
		Carried forward	

disbursements which should be carried forward to the next account

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

Form 4.68 contd.

**Analysis of balance**

Total realisations ... ..		£
Total disbursements ... ..		
	Balance £	
The balance is made up as follows –		
1. Cash in hands of liquidator ... ..		
2. Balance at bank ... ..		
3. Amount in Insolvency Services Account ... ..		
4. Amounts invested by liquidator ... ..	£	
Less: the cost of investments realised ... ..		
	Balance	
	Total balance as shown above ... ..	£

[NOTE - Full details of stocks purchased for investment and any realisation of them should be given in a separate statement]

The liquidator should also state –

(1) The amount of the estimated assets and liabilities at the date of the commencement of the winding up-

Assets (after deducting amounts charged to secured creditors –including the holders of floating charges) ... ..	£
Liabilities-Fixed charge creditors ... ..	
Floating charge holders ... ..	
Unsecured creditors ... ..	

(2) The total amount of the capital paid up at the date of the commencement of the winding up-

Paid up in cash ... ..	
Issued as paid up otherwise than for cash ... ..	

(3) The general description and estimated value of any outstanding assets (if there is insufficient space here, attach a separate sheet).

(4) Why the winding up cannot yet be concluded

(5) The period within which the winding up is expected to be completed.

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

**Form 6.9 Creditor's Bankruptcy Petition Where Execution or Other Process on a Judgment has been Returned in Whole or Part**

Rule 6.6

**(Title)**

(a) Insert full name(s) and address(es) of petitioner(s) I/We (a) \_\_\_\_\_  
 \_\_\_\_\_

(b) Insert full name, place of residence and occupation (if any) of debtor  
 petition the court that a bankruptcy order may be made against (b) \_\_\_\_\_  
 \_\_\_\_\_

(c) Insert in full any other name(s) by which the debtor is or has been known [also known as (c) \_\_\_\_\_]

(d) Insert trading name (adding "with another or others", if this is so), business address and nature of business [and carrying on business as (d) \_\_\_\_\_]

(e) Insert any other address or addresses at which the debtor has resided at or after the time the petition debt was incurred [and lately residing at (e) \_\_\_\_\_]

(f) Give the same details as specified in note (d) above for any other businesses which have been carried on at or after the time the petition debt was incurred [and lately carrying on business as (f) \_\_\_\_\_]

and say as follows:-  
 1.(g) [The debtor's centre of main interests has been] [The debtor has had an establishment] at \_\_\_\_\_

(g) Delete as applicable **OR**

The debtor carries on business as an insurance undertaking; a credit institution; an investment undertaking providing services involving the holding of funds or securities for third parties; or a collective investment undertaking as referred to in Article 1.2 of the EC Regulation

**OR**

The debtor's centre of main interests is not within a member State

2. The debtor has for the greater part of six months immediately preceding the presentation of this petition (g) [resided at] [carried on business at]

(h) Or as the case may be following the terms of Rule 6.9

\_\_\_\_\_ within the district of this court (h)

Under the EC Regulation:

- (i) The centre of main interest should correspond to the place where the debtor conducts the administration of his interests on a regular basis.
- (ii) Establishment is defined as "any place of operations where the debtor carries out a non-transitory economic activity with human means and goods".

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

(j) Please give the amount of the debt(s), what they relate to and when they were incurred  
Please show separately the amount or rate of any interest or other charge not previously notified to the debtor and the reasons why you are claiming it

(k) Insert date on which judgment was obtained

(l) Insert date of execution

(m) Delete as applicable

(n) Insert name of debtor

(o) Only to be completed where the petitioning creditor is represented by a solicitor

3. The debtor is justly and truly indebted to me [us] in the aggregate sum of £(j) \_\_\_\_\_

4. The above-mentioned debt is for a liquidated sum payable immediately and the debtor appears to be unable to pay it.

5. On (k) \_\_\_\_\_ judgment was obtained in (g) [the High Court of justice \_\_\_\_\_ Division] [\_\_\_\_\_ County Court] [or as the case may be] on an action the short title and reference to the record whereof is "A \_\_\_\_\_ V B" Number \_\_\_\_\_ in the sum of £ \_\_\_\_\_ following which execution was issued at the \_\_\_\_\_ court in respect of the debt and on (l) \_\_\_\_\_ the enforcement officer/county court, (g) [made a return] [endorsed upon the writ a statement] to the effect that the execution was unsatisfied (g) [as to the whole] [as to part] and the above-mentioned debt represents the amount by which the execution was returned unsatisfied.

6. I/We do not, nor does any person on my/our behalf, hold any security on the debtor's estate, or any part thereof, for the payment of the above-mentioned sum.

**OR**

I/We hold security for the payment of (m) [part of] the above-mentioned sum. I/We will give up such security for the benefit of all the creditors in the event of a bankruptcy order being made.

**OR**

I/We hold security for the payment of part of the above-mentioned sum and I/we estimate the value of such security to be £ \_\_\_\_\_. This petition is not made in respect of the secured part of my/our debt.

<b>Endorsement</b>	
This petition having been presented to the court on _____	
it is ordered that the petition shall be heard as follows:-	
Date	_____
Time	_____ hours
Place	_____
and you, the above-named (n) _____, are to take notice that if you intend to oppose the petition you must not later than 7 days before the date fixed for the hearing:	
(i) file in court a notice (in Form 6.19) specifying the grounds on which you object to the making of a bankruptcy order, and	
(ii) send a copy of the notice to the petitioner or his solicitor.	
The solicitor to the petitioning creditor is:- (o)	
Name	_____
Address	_____
Telephone Number	_____
Reference	_____

**Form 6.24A Order for substitution of petitioner 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.

Rule 6.30

(TITLE)

Upon the hearing of this petition on this day

(a) Insert name of creditor who wishes to be substituted as petitioner

and upon the application of (a)

for an order that he be substituted as petitioning creditor therein pursuant to Rule 6.30 of the Insolvency Rules 1986

And upon hearing

(b) Insert details of demand or return of enforcement officer or bailiff

And upon reading (b)

(c) Insert name of original petitioning creditor

[It is ordered that upon payment by the said (a) of the statutory deposit to the court the statutory deposit paid by (c)

to the court be repaid to him by the official receiver]

And it is ordered that the said (a) be substituted as petitioning creditor in place of the said (c) and that the said (a) be at liberty to amend the said petition accordingly. And it is ordered that the said (a) do within 7 days from the date of this order file an affidavit of truth of statements in the bankruptcy petition and exhibit thereto a sealed copy of the said amended petition and at least 14 days before the date of the adjourned hearing of the petition serve\* upon the above-named debtor a sealed copy of the amended petition.

\*NOTE: In the absence of any order to the contrary, this will involve personal service

And it is ordered that the hearing of the said amended petition be adjourned to:

Date \_\_\_\_\_

Time \_\_\_\_\_ hours

Place \_\_\_\_\_

It is ordered that the question of the costs of the said (c) [and of the statutory deposit] be reserved until the final determination of the said amended petition.

Dated \_\_\_\_\_

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

Rule 6.41(1)

NOTE:  
These details will be the same as those shown at the top of your petition  
Please complete this form in black ink.

In the  
In Bankruptcy

No. \_\_\_\_\_ of 20 \_\_\_

Re \_\_\_\_\_  
The 'Guidance Notes' Booklet tells you how to complete this form easily and correctly

Show your current financial position and supply the required information by completing all the pages of this form, which will then be your Statement of Affairs

AFFIDAVIT

When you have completed the rest of this form, this Affidavit must be sworn before a Solicitor or Commissioner for Oaths or an officer of the court duly authorised to administer oaths

(a) Insert full name  
(b) Insert occupation  
(c) Insert full address

I (a) \_\_\_\_\_  
(b) \_\_\_\_\_  
of (c) \_\_\_\_\_

Make oath and say that the several pages marked \_\_\_\_\_  
and contained in the exhibit marked "Z"

are to the best of my knowledge and belief a full, true and complete statement of my affairs at today's date.

Sworn at \_\_\_\_\_

Dated this \_\_\_ day of \_\_\_\_\_ 20\_\_\_ Signature(s) \_\_\_\_\_  
Before me \_\_\_\_\_

A Solicitor or Commissioner for Oaths or 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 crossing out or other alterations in the printed form. A deficiency in the affidavit in any of the above respects will mean it will be 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.*

Section 1 :	Personal Details
1.1 Surname	<input style="width: 100%; height: 20px;" type="text"/>
Forename(s)	<input style="width: 100%; height: 20px;" type="text"/>
Title (Mr, Mrs, Ms etc)	<input style="width: 100%; height: 20px;" type="text"/>
1.2 Any other names by which you have been known (such as maiden name, alias or nickname).	<input style="width: 100%; height: 20px;" type="text"/>
1.3 Date of birth	<input style="width: 100%; height: 20px;" type="text"/>
1.4 Place of birth	<input style="width: 100%; height: 20px;" type="text"/>
1.5 National insurance number	<input style="width: 100%; height: 20px;" type="text"/>
1.6 Home address	<input style="width: 100%; height: 20px;" type="text"/>
1.7 Home telephone number	<input style="width: 100%; height: 20px;" type="text"/>
1.8 Mobile telephone number	<input style="width: 100%; height: 20px;" type="text"/>
1.9 On which telephone number can you be contacted during the day?	<input style="width: 100%; height: 20px;" type="text"/>
1.10 E-mail address	<input style="width: 100%; height: 20px;" type="text"/>

1.11 Are you (tick all that apply):

Single

Co-habiting

Married

Separated

Divorced

Widowed

1.12 Are you, or in the last 5 years have you been, involved in proceedings for divorce or separation?

Yes

No

If 'No', please go to question 1.14

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

Section 1 cont:	Personal Details
<p>If Yes, please give details including any agreed settlement whether formal or informal, and any gifts or transfers of property that occurred in those proceedings.</p>	
1.13 Name, address and reference of your solicitor in the proceedings	
1.14 Have you been bankrupt before?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, what?	Which court and which Official Receiver's office dealt with the proceedings?
1.15 Have you previously entered, or have you tried to enter, into an Individual Voluntary Arrangement (a formal arrangement with your creditors, ratified by the Court, to pay them in full or part over time)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, give the name and address of the insolvency practitioner involved and the date of the arrangement.	

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

<b>Section 1 cont:</b>	<b>Personal Details</b>
------------------------	-------------------------

1.16 Are you involved in any legal proceedings?      **Yes**          **No**     

If **Yes**, please give brief details of the nature of the proceedings, the name and address of any solicitor acting for you, the name of the relevant court and any case or reference number.

1.17 Are you, or in the last five years, have you been a director or involved in the management of a company?      **Yes**          **No**     

If **'Yes'**, please give details of all the companies in question:

Name of company	If the company is subject to liquidation administration, administrative receivership or other insolvency proceedings, give details of the Official Receiver's office or insolvency practitioner dealing with the company.

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

<b>Section 2 :</b>	<b>Business Details</b>
--------------------	-------------------------

**Please complete this section if you are or have been self-employed (including a partner in a partnership) at any time in the last two years. If not, go to Section 3.**

2.1 What was the name of your business?			
2.2 State the type of business, trade or profession			
2.3 What was the trading address? (this should also be listed in Section 8)			
2.4 Was the business registered for VAT?	Yes	No	
If Yes, give the VAT number.			
2.5 If the business was a partnership give the name(s) and address(es) of the partner(s)			
2.6 When did the business start trading?			
2.7 If it has stopped trading, when did it do so?			
2.8 At what address are your books of account and other accounting records kept?			
2.9 If you hold records on a computer, provide details of which records are held, what software is used (including any passwords) and state where the computer is.			
2.10 What is the name and address of your accountant?			
2.11 What is the name and address of your solicitor?			

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

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<b>Section 2 cont:</b>	<b>Business Details</b>
------------------------	-------------------------

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2.12 Have you employed anybody during the last two years?      Yes            No     

If Yes, do you owe them any money or may any former employee claim that you owe them any money, e.g. for wages, holiday pay or redundancy pay?      Yes            No     



**Details of employees to whom money is or may be owing should be included in your list of creditors in Section 4.**



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

<b>Section 3:</b>		<b>Assets</b>
<b>3.1</b>	<b>Details</b> (if none owned write "NONE")	<b>Approximate value</b> <b>£</b>
1. Cash in hand		
2. Cash in bank, building society or similar account		
3. Cash held by anyone for you		
4. Money owed to you		
5. Tools of your trade		
6. Stock in trade		
7. Machinery, plant and equipment		
8. Fixtures and fittings		
9. Freehold land and property		
10. Leasehold land and property		

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

Section 3 cont:		Assets
	Details	Approximate value £
11. Stocks, shares and investments		
12. Pension policies and other pension entitlements		
13. Endowment and other life policies		
14. Motor vehicles		
15. Farming stock and crops		
16. National Savings and Premium Bonds		
17. Any property or possessions abroad in which you have an interest, including timeshares		
18. Any property or sums due to you under a will or trust		
19. Any other property of any value e.g. paintings, furniture or jewellery		

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

<b>Section 3 cont:</b>	<b>Assets</b>
------------------------	---------------

3.2 Do you have or have you had any endowment or other life policies?    **Yes**        **No**   

3.3 If **Yes**, give details, including details of lapsed policies.

Name and address (including postcode) of life assurance company or broker	Policy number	When was it taken out, roughly?	Type of policy	Estimated value of policy £	Name and address (including postcode) of any concern holding security over the policy
<b>TOTAL</b>				£	

3.4 Apart from state benefits, do you have or have you had any personal pension arrangements?    **Yes**        **No**   

If **Yes**, give details.

Name and address of the pension company	Policy number	Roughly when did you take out the policy? How much have you paid in total?	When are the payments to you due to start?	Amount (if any) being received now, and how often/period £	Value of pension £

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

<b>Section 3 cont:</b>	<b>Assets</b>
------------------------	---------------

3.5 Have you in the last five years given away, transferred or sold for less than its true value any property or possessions you owned? This includes the surrender of life, endowment and pension policies. **Yes**  **No**

If **Yes**, please provide the following details.

Description of the asset	When did you give away, transfer or sell the asset?	Name and address of recipient	Estimated market value or true value of the asset	Value at which the asset was given away, transferred or sold

3.6 In the last 2 years have you made any payment to a creditor, other than in the ordinary course of business, with a view to improving the position of that creditor in case you became subject to insolvency/bankruptcy proceedings? **Yes**  **No**

If **Yes**, give details.

3.7 Do you own a motor vehicle or have you disposed of any vehicle in the last 12 months? (if you own a motor vehicle, this should also be listed in Q3.1) **Yes**  **No**

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<b>Section 3 cont:</b>	<b>Assets</b>
------------------------	---------------

If Yes, please provide the following details:

Make/Model	
Registration number	
Estimated value £	
Finance outstanding £	
Name of finance company	
Reference number of agreement	
Does the vehicle have a valid MOT? If yes, provide expiry date of MOT	
Insurance / Expiry date	
Give your general view on the condition of the vehicle	
Location of vehicle	
Name of any joint owner	

3.8 If you have disposed of any vehicle in the last 12 months, please specify where the vehicle is now.

--

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<b>Section 3 cont:</b>	<b>Assets</b>
------------------------	---------------

3.9 Do you have the use of a motor vehicle that you do not own? Yes  No

If Yes, please provide the following details:

Registration number	
Owner	
Estimated value £	

3.10 Has an enforcement officer (previously known as sheriff's officer) / bailiff visited you in the last 6 months? Yes  No

(An enforcement officer / bailiff is an officer of the court who may attend to remove assets for sale, if, for example, a judgment debt has not been paid)

If Yes, please provide the following details:

Name of creditor	Amount of claim £	Date distress levied	Description and estimated value of property seized

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

<b>Section 4: List of Secured Creditors</b> (e.g. anyone holding a mortgage or charge over property belonging to you)					
Name of creditor	Address	Account, reference or agreement number (if known)	Amount owing (A) £	What of yours is claimed and what is its present value? (B) £	Net amount owing (A-B) £
				<b>TOTAL</b>	

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

Section 4 cont:		List of Unsecured Creditors			
Name of creditor	Address	Account, reference or agreement number (if known)	Amount owing £	Date incurred	What was the debt for?
			<b>TOTAL £</b>		





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**Section 5: Bank Accounts and Credit Cards**

Note: Include any current liability also shown in Section 4.

5.1 Do you have any cheque cards, cash dispenser cards, credit or charge cards, debit cards, etc? **Yes**  **No**

5.2 If Yes, provide details.

Type of card	Card number	Name and address of bank or supplier	Date obtained

5.3 Are any of the above accounts or cards held jointly with anyone else? **Yes**  **No**

If Yes, provide details

**WARNING:**  
 If you become bankrupt it may be possible for the Official Receiver to ask your bank or building society to release some or all of a credit balance to you if it is required for your domestic living expenses. However you should not access any account without first contacting the Official Receiver. If you become bankrupt, you must not use any credit cards or charge cards and should cut them in half and send them to the Official Receiver.

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

**Section 5 cont: Bank Accounts and Credit Cards**

Note: Include details of accounts with a debit (overdrawn) balance also shown in Section 4.

5.4 Please list any bank, building society or National Savings accounts you hold, or have held in the last two years, including any joint, business or dormant accounts.

Name and address (including postcodes) of banks etc	Account number	Tick if your regular income is paid into this account	Name of joint account-holder (if applicable)	Balance of account £

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

**Section 6 : Employment and Present Income**

The court can order that you pay part of your earnings or other income to your trustee if your income is more than you need to live on. The order is known as an Income Payments Order and is made under section 310 of the Insolvency Act 1986. Alternatively you can enter into a voluntary arrangement with the Official Receiver or trustee called an Income Payments Agreement under section 310A of the Insolvency Act 1986.

You must answer the following questions about your income and outgoings and you may be asked to provide your wage slips or salary statements and bills such as gas or electricity to support your answers. This will enable a decision to be made as to whether an Income Payments Order or an Income Payments Agreement is appropriate.

The court will not make an Income Payments Order, neither would an Income Payments Agreement be agreed, that would leave you too little income to meet the reasonable domestic needs of you and your family.

If an Income Payments Order or an Income Payments Agreement is made against you, the payments will usually stop after 3 years.

If your income increases while you are bankrupt, you must inform your trustee of the increase within 21 days.

6.1 Are you:                      employed                       self-employed                       unemployed

If you are unemployed, when did you last work, what was your last job and who was your last employer?

6.2 If employed, what is your job and who is your employer? What is the address of the personnel department and your pay reference number?  
When did you start this job?

If self-employed, give the name and address of the business.

6.3 What is your average monthly take-home pay (include, for example, overtime, commission and bonuses).

£

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<b>Section 6 cont: Employment and Present Income</b>	
6.4 How much tax do you usually pay each month?	£ <input type="text"/>
6.5 How much do you pay in National Insurance each month?	£ <input type="text"/>
6.6 Do you receive any other income, including state benefits or tax credits?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, state from what source (for example pension, state benefits, part-time earnings) and how much you receive each month?	£ <input type="text"/>
6.7 How much do other members of your household contribute each month to the household expenses?	£ <input type="text"/>
6.8 Total household income (Q6.3 + 6.6 + 6.7)	£ <input type="text"/>
6.9 Give your current (or last) Income Tax reference number.	<input type="text"/>
Address of tax office (including postcode)	<input type="text"/>

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**Section 6 cont: Employment and Present Income**

6.10 Do you have any current attachment of earnings orders in force against you? Yes  No

If Yes, give details

Name of creditor	Date of first payment	Date last payment due	Court	Amount of each payment and whether monthly or weekly £	Total amount paid to date £

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<b>Section 7 :</b>	<b>Outgoings</b>
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The information in this section may be used to work out how much, if anything, you can afford to pay your creditors each month. It is important that it is accurate and that you include all necessary expenditure.

**7.1 How much do you spend each month on the following:-**

Mortgage payments or rent on your home	£	
Housekeeping (including food and cleaning)	£	
Gas, electricity, other heating	£	
Water	£	
Telephone charges	£	
Travelling to and from work and other essential journeys	£	
Clothing	£	
Maintenance payments and fines	£	
Council tax	£	
Other essential payments (e.g. life/household insurance, car tax & repairs)	£	→ Provide details of these payments
<b>Total</b>	£	↓

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**Section 8:** **Current Property**  
(including properties used for residential and business purposes)

**8.1** Give details of any properties you own (these should also be listed in Q3.1.)

Address, type of property (e.g. flat, semi-detached house), number of bedrooms and whether freehold or leasehold	Approximate value of property (A) £	Name and address(es) of any joint owner(s)	Name and address of anyone who holds a charge or mortgage over your property.	Amount owing to each secured creditor (B) £	Net value of the property (A)-(B) £	What insurance is currently in force and what is its expiry date

**8.2** Give details of any properties you rent or lease, either alone or jointly.

Address of property	Monthly rent £	Name and address(es) of any joint tenant(s)	Name and address of landlord

**You must take or send to the Official Receiver a copy of your lease or rent agreement. A rent demand or rent book will help if you do not have a copy agreement.**



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Current Property			
<b>Section 8 cont:</b>		<b>Yes</b>	<b>No</b>
8.3 Apart from properties that you own, rent or lease, are there any other properties in which you may otherwise have an interest?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, give details			
Address of property (type of property (e.g. flat, semi-terraced) and number of bedrooms)	Who lets you use it?	How much do you pay?	Is there a written agreement?
8.4 Does anyone else have an interest in any of the properties that you own, rent or lease? This interest may be as a sub-tenant, a guarantor of the mortgage, a partner, a joint tenant, joint lessee or otherwise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, give details			
Address of property (including postcode)	Name of person with an interest	Their address, if different from the property (including postcode) and reference	Nature of interest

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Section 9 : Property Disposed of in the last Five Years						
Address of property	Value of property £	When did you sell, transfer or give away the property?	To whom did you sell, transfer or give away the property?	Net sale proceeds (less any charges and legal fees) £	Details of solicitor (name and address) who acted on your behalf in the transaction	
9.1 Give details of any properties, owned alone or jointly, that you have sold, given away or transferred in the five years before the presenting of your bankruptcy petition.						

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

**Section 10 : Members of your Household and Dependents**

10.1 Give the names and ages of all occupants of your household and state which, if any, are dependent on you.

10.2 Apart from members of your household, is any other person dependent upon you?

**Yes**

**No**

If **Yes**, provide details including their name, address and reason for dependency

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

<b>Section 11 :</b>	<b>Causes of Bankruptcy</b>
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11.1 When did you first have difficulty paying your debts?

11.2 What do you think are the reasons for you not having enough money to pay your debts? You should provide reasons to support your answer. For example, it would not be enough to state “the recession” without explaining its effect on your affairs.

11.3 Have you lost any money through betting or gambling during the last two years? **Yes**   
**No**

If **Yes**, how much have you lost?

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

<b>Section 12 :</b>	<b>Declaration</b>
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I hereby confirm that my answers to all the above questions (including any extra information on pages following this declaration) are to the best of my knowledge and belief a true and accurate statement of my affairs as at today's date. I understand that I may be committing a criminal offence if I deliberately give false information in relation to my bankruptcy.

**Your signature**

**Name in  
BLOCK CAPITALS**

**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>Section 13 :</b>	<b>Extra Information</b>
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Question No.

If there is insufficient space on any page, you should continue your answer to the question on this page. The question number should be given in the left-hand column.

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

Section 13 cont:	Extra Information
Question No:	

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Rule 6.235A

(TITLE)

Mr Registrar in chambers

(a) Insert full name Upon the application of (a)

(b) Delete as applicable the (b) [official receiver] [trustee] of the above named bankrupt's property, and after taking into consideration his report filed on

(c) Insert date (c) \_\_\_\_\_

And upon hearing

And upon reading the evidence

(d) Insert full address(es) IT IS ORDERED that for a period of three months from (c) all postal packets (within the meaning of the Postal Services Act 2000), directed or addressed to the bankrupt at (d)

(e) Insert name and address of person to which post is to be re-addressed shall be re-directed, sent or delivered by the postal operator (within the meaning of that Act) to whom this Order is addressed to (e)

**EXCEPT** any letter on which there is a specific direction signed by the (b) [official receiver] [trustee] that it is to be delivered as addressed, if possible.

A sealed copy of this order is to be forthwith sent by the (b) [official receiver] [trustee] to the postal operator to whom this Order is addressed [and to the above named bankrupt]

Dated \_\_\_\_\_

Form 6.83 Notice to interested parties of a dwelling-house falling within Section 283A 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)

In the .....Court/District Registry

No. ....of .....

(a) Insert date Bankruptcy order dated (a) \_\_\_\_\_

(b) Insert full name and address of trustee I (b) \_\_\_\_\_  
\_\_\_\_\_

the trustee in bankruptcy of the above named hereby notify

(c) Insert name of bankrupt, and where applicable the name of the bankrupt's spouse or former spouse (c) \_\_\_\_\_  
\_\_\_\_\_

(d) Insert address of dwelling-house That the dwelling-house (d) \_\_\_\_\_  
\_\_\_\_\_

(e) Delete if unregistered land or insert relevant Land Registry details (e) Registered at the Land Registry under title number \_\_\_\_\_  
\_\_\_\_\_

falls within Section 283A(1) of the Insolvency Act 1986

The last date under which I am able to serve this notice is

(f) \_\_\_\_\_

(f) Insert relevant date which is either 14 days before the third anniversary of the bankruptcy order or, 14 days before the third anniversary of when the official receiver or trustee became aware of the property Dated \_\_\_\_\_

Signed \_\_\_\_\_

Form 6.84Certificate issued pursuant to Rule 6.237B(1) of the Insolvency Rules 1986

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

Rule 6.237B

(a) Insert full name and address of trustee I (a) .....

(b) Insert name of bankrupt was appointed the trustee in bankruptcy of (b) .....

(c) Insert date of appointment on (c).....

(d) Insert mode of appointment and delete the options that do not apply I enclose a copy of my Certificate of Appointment (d) .....

OR

**Official Receiver only**

I became trustee of the bankrupt's estate on (c) ..... pursuant to Section 293(3) of the Insolvency Act 1986 (being the date the court was notified that no first meeting of creditors was summoned)

(e) Insert address A consequence of my appointment as trustee was that the bankrupt's interest in the property (e) ..... vested in me pursuant to Section 306 of the Insolvency Act 1986.

(f) Delete as applicable Pursuant to (f) Section [283A (2)], [283A (4)] [of the Insolvency Act 1986], [Section 261(8) of the Enterprise Act 2002] and pursuant to Rule 6.237B of the Insolvency Rules 1986 and with effect from (g) .....

(g) Insert date on which the property vests in the bankrupt I certify that from (g) ..... I no longer have an interest in the property and that from that date my former interest has vested in (b) .....

Signed: .....

Date: .....