STATUTORY INSTRUMENTS

2016 No. 1024

The Insolvency (England and Wales) Rules 2016

PART 4

RECEIVERSHIP

CHAPTER 2

Administrative receivers (other than in Scottish receiverships)

Requirement to provide a statement of affairs (section 47(1))

4.6.—(1) A requirement under section 47(1) for a nominated person to make out and submit to the administrative receiver a statement of the affairs of the company must be made by a notice delivered to such a person.

(2) The notice must be headed "Notice requiring statement of affairs" and must—

(a) identify the company immediately below the heading;

(b) require the recipient to prepare and submit to the administrative receiver a statement of the affairs of the company; and

(c) inform each recipient of—

(i) the name and address of any other nominated person to whom a notice has been delivered,

(ii) the date by which the statement must be delivered to the administrative receiver, and

(iii) the effect of sections 47(6) (penalty for non-compliance) and 235 (duty to co-operate with the office-holder).

(3) The administrative receiver must inform each nominated person that a document for the preparation of the statement of affairs capable of completion in compliance with rule 4.7 can be supplied if requested.