

Notice requiring submission of a statement of affairs

Pursuant to paragraph 47(1) of Schedule B1 to the Insolvency Act 1986 and Rule 2.20 of the Insolvency (Scotland) Rules 1986

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

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

The Administrator requires a statement of affairs to be prepared and submitted by

(a) _____

(b) Insert full name of company

as to the affairs of (b) _____ (“the company”)

(c) Insert full name and address of each person sent this notice

A notice requiring submission of a statement of affairs has been sent to each of the following persons (c) _____

(d) Insert name of administrator

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

(d) _____ (“the administrator”)

(e) Insert full address

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 (f) (as an officer of the company) to provide the administrator with information and attend upon him if required. I have to warn you that failure to submit the statement of affairs as required by this notice, or to co-operate with the 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 co-operate 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 2.24 expenses incurred in making the statement of affairs which the administrator considers to be reasonable can be claimed out of the company’s assets