

## **Rule 16.3**

## Notes to help completion of the form

## Proxy (specific) (Bankruptcy)

Enter court name or Office of the Adjudicator and number	In the No
	Title
Give bankrupt's full name and residential address, as shown on the bankruptcy order	
Give creditor's full name and address for communication	Name
	Address
	Name of proxy-holder(s)
Insert name of the proxy holder or their description (eg "official receiver" or "the chair").	1 (name or description)
If you wish to provide for alternative proxy holders in the circumstances that your first choice is unable to attend, state the name(s) of the alternative(s).	2 (name or description)
	3 (name or description)
Enter date of meeting	I appoint the above person to be my proxy holder at the meeting of creditors to be held on, or at any adjournment of that meeting.
* Mark with an 'x' as applicable	* The proxy-holder is to propose or vote as instructed below and in respect of any resolution for which no specific instruction is given, may vote or abstain at their discretion.
	* The proxy holder is only to vote as directed, that is they have no discretion.

## **Voting instructions for resolutions**

Mark with an 'X' if the proxy holder is to vote for the resolution	1. Resolution to remove the official receiver as trustee of the bankrupt's estate
Complete if you want to nominate or vote for a specific person as trustee	2. If the official receiver is to be replaced in office, for the appointment of  (name of nominee)
	of
	(address of nominee and name of their company/practice) as trustee.
Please mark with an 'X' to confirm	In the event of the person named in paragraph 2 above withdrawing or being eliminated from any vote, the proxy holder may vote or abstain in any further ballot at their discretion
Any other resolutions which the proxy-holder is to propose or vote in favour of or against should be set out in numbered paragraphs in the space provided below paragraph 1. If more room is required, use additional sheets clearly identified, including full case details.	3 (details of other resolution)
	4
	(details of other resolution)
	5
	(details of other resolution)
	Signed Date
	Name in CAPITAL LETTERS
Only to be completed if the creditor has not signed in person	Relationship to creditor

Note: This form can be authenticated for submission by email by entering your name in block capitals and sending the form as an attachment from an email address which clearly identified you or has been notified to the office holder. If completing on behalf of a company, please state your relationship to the company.