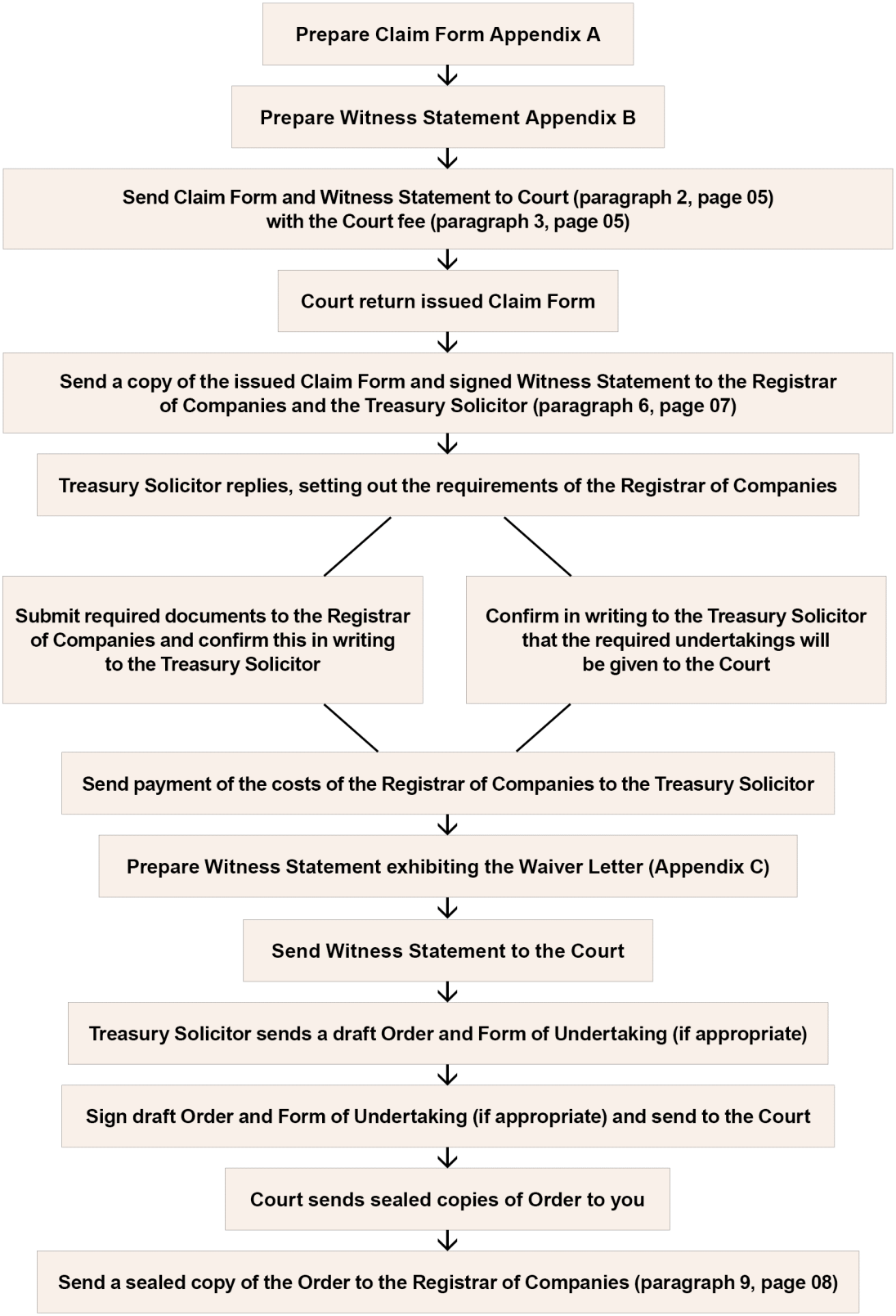
Prepare Claim Form Appendix A
Prepare Witness Statement Appendix B
Send Claim Form and Witness Statement to Court (paragraph 2, page 05) with the Court fee (paragraph 3, page 05)
Court return issued Claim Form
Send a copy of the issued Claim Form and signed Witness Statement to the Registrar of Companies and the Treasury Solicitor (paragraph 6, page 07)
Treasury Solicitor replies, setting out the requirements of the Registrar of Companies
Submit required documents to the Registrar of Companies and confirm this in writing to the Treasury Solicitor
Confirm in writing to the Treasury Solicitor that the required undertakings will be given to the Court
Send payment of the costs of the Registrar of Companies to the Treasury Solicitor
Prepare Witness Statement exhibiting the Waiver Letter (Appendix C)
Send Witness Statement to the Court
Treasury Solicitor sends a draft Order and Form of Undertaking (if appropriate)
Sign draft Order and Form of Undertaking (if appropriate) and send to the Court
Court sends sealed copies of Order to you
Send a sealed copy of the Order to the Registrar of Companies (paragraph 9, page 08)