

# Notice of appointment of an administrator by company or director(s)

(Where a notice of intention to appoint has been issued)

Pursuant to paragraphs 22 and 29 of Schedule B1 to the Insolvency Act 1986 and Rule 2.16 of the Insolvency (Scotland) Rules 1986

Name of Company	Company number
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(a) Name and address of holder of registered office of the company

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

\*Delete as applicable

\*the company/directors of the company (“the appointor”) hereby appoints

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

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

as administrator(s) of the company.

2. The amount of the company’s share capital paid up or credited as paid up is £ \_\_\_\_\_

\*Delete as applicable

3. The statement(s) of the proposed administrator(s) \*is/are attached.

4. The appointor is entitled to make an appointment under paragraph 22 of Schedule B1 to the Insolvency Act 1986.

5. The appointment is in accordance with Schedule B1 to the Insolvency Act 1986.

\*Delete as applicable

6. 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/a collective investment undertaking under Article 1.2 of the EC Regulation.

(c) State whether main, secondary or territorial proceedings

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

8. Where there are joint administrators, a statement for the purposes of paragraph 100(2) of Schedule B1 to the Insolvency Act 1986 is attached.

9. The appointor has given at least five business days’ written notice of the intention to appoint in accordance with paragraph 26(1) of Schedule B1 to the Insolvency Act 1986 and a copy of that notice was lodged in \_\_\_\_\_ (court) on

(d) Insert date

(d) \_\_\_\_\_

(e) Insert name and address of person making declaration

10. I(e) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If making the declaration on behalf of appointor indicate capacity e.g. director/solicitor)

do solemnly and sincerely declare that—

- (i) the information provided in this notice; and
- (ii) the statement made and information given in the notice of intention to appoint,

are, and remain, to the best of my knowledge and belief, true,

**AND I making this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.**

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

Signed \_\_\_\_\_

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

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

A Notary Public or Justice of the Peace or Solicitor

**Endorsement to be completed by the court**

(f) Insert date and time

This notice was lodged on (f) \_\_\_\_\_

