|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Court title |  | | |  |
| Court case number |  | | |  |
| Registered name of Company |  | | |  |
| Former registered names |  | | | \*Registered names in the past 12 months |
| Trading names or styles |  | | | \*Other name/ style (not being registered name) |
| Registered number |  | | |  |
| Registered office |  | | |  |
| Principal trading address |  | | | \*If address is different to the registered office |
| Date of appointment |  | | |  |
| Place of Creditors’ Meeting |  | | |  |
| Date of Creditors’ Meeting |  | | |  |
| Time of Creditors’ Meeting |  | | |  |
| Purpose of Meeting |  | | |  |
| Place where proofs and proxies must be delivered |  | | |  |
| Who convened the Meeting? |  | | |  |
| Has the meeting been convened on the request of one or more of the creditors? | Yes / No\*  \*delete as applicable |  |  | If yes, the following text will be added to the advert in accordance with Rule 5.13(2)(b):  [The meeting has been convened at the request of one or more creditors under section 246E of the Insolvency Act 1986]\* |
| Name, IP number, firm and address of Office Holder 1 | (IP No.      ), | | |  |
| Name, IP number, firm and address of Office Holder 2 | (IP No.      ), | | |  |
| Name, IP number, firm and address of Office Holder 3 | (IP No.      ), | | |  |
| E-mail address or telephone number for contact | Email -      , Telephone - | | |  |
| Alternative person to contact with enquiries about the case |  | | |  |
| Standard Advert Wording | NOTICE IS HEREBY GIVEN that a meeting of creditors is to take place at Place\_of\_Creditors’\_Meeting on Date\_of\_Creditors’\_Meeting at Time\_of\_Creditors’\_Meeting, for the purpose of {MeetingPurpose}.  Those attending must deliver proxies and statements of claim and documentary evidence of debt (if not already delivered) in order to be entitled to vote either at the meeting or before the meeting to {Place where claims and proxies must be delivered}.  The convener of the meeting is {Convenor\_of\_the\_Decision\_Procedure}.  **[Rule 5.13(2)(b) paragraph to appear here if appropriate]** | | | |
| Where is this notice to be published? | The Edinburgh Gazette  (if additional publicity required give details here) | | |  |