|  |  |  |
| --- | --- | --- |
| 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 |        |  |
| Address to which Members should write |        |  |
| 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 the {AdministratorWording} {UndertakeWording} to provide a copy of the statement of proposals for achieving the purpose of administration free of charge to any member of the company who applies in writing to {Address\_to\_which\_Members\_should\_write}.  |
| Where is this notice to be published? | **The Edinburgh Gazette****(if additional publicity required give details here)** | \*to “be advertised in such manner as the administrator thinks fit”. |