|  |  |  |
| --- | --- | --- |
| 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 |  |  |
| Date of Creditors Meeting |  |  |
| Time of Creditors Meeting |  |  |
| Purpose of Meeting |  |  |
| Location of meeting |  |  |
| Place where proofs and proxies must be delivered |  |  |
| Deadline for proofs and proxies | 16:00 on the business day before the meeting | \*Amend if required |
| Who convened the meeting |  | \*Director/Administrator |
| Does the meeting result from a request of one or more creditors under section 246ZE | **Yes / No\*** | \*Delete as applicable – Rule 8.13(2)(b) if Yes the following will appear in the notice: “The meeting was summoned as a result from a request of one or more creditors under section 246ZE of The Insolvency Act 1986” |
| Name, IP number, firm and address of Nominated Liquidator 1 | (IP No.      ), |  |
| Name, IP number, firm and address of Nominated Liquidator 2 | (IP No.      ), |  |
| Name, IP number, firm and address of Nominated Liquidator 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 {Convenor\_Of\_Meeting} of the Company are convening a meeting of creditors to be held at {Location\_of\_Meeting} on {Date\_of\_Creditors\_Meeting} at {Time\_of\_Creditors\_Meeting}, for the purpose of deciding on the nomination of a liquidator.  The nominated liquidator is: {Nominated\_Liquidator\_Details}  In order to be entitled to vote creditors must deliver proxies and proofs to {Place\_where\_proofs\_and\_proxies\_must\_be\_delivered} by 16:00 on the business day before the meeting.  The convener of the meeting is {Convenor\_Of\_Meeting}  **NOTE:** the meeting may be suspended or adjourned by the chair of the meeting  (and must be adjourned if it is so resolved at the meeting).  {ENTER RULE 8.13(2)(b) LINE HERE IF APPLICABLE} | |
| Where is this notice to be published? | **The Edinburgh Gazette**  **(if additional publicity required give details here)** |  |
|  |  | |