|  |  |  |
| --- | --- | --- |
| 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 |
| Place of Creditors Meeting |  |  |
| Date of Creditors Meeting |  |  |
| Time of Creditors Meeting |  |  |
| Purpose of Meeting |  |  |
| Who convened the 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 |
| 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 8.13(2):  [The meeting has been convened at the 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} are convening a meeting of creditors to be held at {Place\_of\_Creditors\_Meeting} on {Date\_of\_Creditors\_Meeting} at {Time\_of\_Creditors\_Meeting}, for the purpose of deciding on the nomination of a liquidator.  The convener of the meeting is {Convenor\_Of\_Meeting}  [INSERT RULE 8.13(2) STATEMENT IF APPLICABLE]  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. | |
| Where is this notice to be published? | **The Edinburgh Gazette**  **(if additional publicity required give details here)** |  |