|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |  | | |  |
| How creditors can access the virtual meeting |  | | | \*Please insert meeting access details |
| Place where proofs and proxies must be delivered |  | | |  |
| Deadline for proofs | 4pm on the business day before the meeting | | | \*Amend if required |
| 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, under what section of the Act? | Section | If yes, the following text will be added to the advert in accordance with Rule 15.13(2):  [The meeting has been convened at the request of one or more creditors under section {SectionOfAct} 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 virtual meeting of creditors is to be held at on {Date\_of\_Creditors\_Meeting} at {Time\_of\_Creditors\_Meeting} for the purpose of {Meeting\_Purpose}.  Creditors can access the virtual meeting as follows: {Necessary\_Information\_To\_Access\_Meeting}  In order to be entitled to vote creditors must deliver proofs to {Place\_where\_proofs\_and\_proxies\_must\_be\_delivered} by 4pm on the business day before the meeting.  The convener of the meeting is {Who\_convened\_the\_meeting}  **[Rule 15.13(2)(b) paragraph to appear here if appropriate]**  **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). | | | |
| Where is this notice to be published? | **The Edinburgh Gazette**  **(if additional publicity required give details here)** | | |  |