

Subsidiary Legislation made under ss.1 and 491.

## **Notice of Specified Forms**

**LN.2014/202**

*Commencement*

**1.11.2014**

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*In exercise of the powers conferred upon him by sections 1 and 491 of the Insolvency Act 2011 and by the Insolvency Rules 2014, the Minister has specified the forms in the Annex to this Notice and has appointed the 1st day of November 2014 as the day that they shall come into force.*

Sections 1 and 491 of the Insolvency Act 2011

Insolvency Rules 2014

ANNEX

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.1

APPLICATION FOR ADMINISTRATION ORDER

Section 56  
Rule 32

In The Supreme Court of Gibraltar

For Court use only	Case number:
<b>Name of company</b>	
<input type="text"/>	
<b>Company number</b>	<b>Date of incorporation</b>
<input type="text"/>	<input type="text"/>
<b>Name and address of applicant (list all creditors where joint creditors' application)</b>	
<input type="text"/>	
<b>Name(s) and address(es) of insolvency practitioners proposed for appointment as administrator</b>	
<input type="text"/>	
<b>IP licence number(s)</b>	<input type="text"/>
<b>Status of applicant (select one box only)</b>	<input type="radio"/> Company <input type="radio"/> Directors <input type="radio"/> Creditor(s) <input type="radio"/> Holder of qualifying floating charge <input type="radio"/> Supervisor of arrangement <input type="radio"/> Commission <input type="radio"/> Liquidator
<b>If applicant is the holder of a floating charge, provide details of charge</b>	<input type="text"/>
<b>Address of registered office of company</b>	
<input type="text"/>	
<b>Nominal capital</b>	<b>Paid up capital</b>
<input type="text"/>	<input type="text"/>
<b>Principle business of company</b>	
<input type="text"/>	

Form A.1

Select as appropriate

- The EC Insolvency Regulation applies, and these proceedings are:
  - main proceedings
  - secondary proceedings
  - territorial proceedings
- The EC Insolvency Regulation does not apply

Form A.1

*Only the holder of a  
qualifying floating charge  
can leave this box  
unticked*

The applicant believes the company is insolvent or likely to become insolvent.

*An administration order  
cannot be made against a  
bank*

The company is not a bank

*Applicant's address for  
service*

The following documents are attached:

- A written statement of consent and eligibility signed by the proposed administrator
- An affidavit in support

The applicant requests that:

1. The Court make an administration order in respect of the above company
2. The above-named insolvency practitioner is appointed as administrator of the company

*Enter any  
ancillary  
order  
sought*

3.

OR

4. The Court makes such other order as it considers appropriate

Signed .....

Applicant/Applicant's solicitor

Name of person signing .....

Position held by person signing .....

Date .....

Form A.1

Endorsement to be completed by the court	
This application having been presented to the court on _____	will
be heard at 277 Main Street, Gibraltar on	
(Date) _____	at
(Time) _____	hours
(or as soon thereafter as the application can be heard)	
The solicitor for the applicant is:—	
Name _____	
Address _____	
_____	
Telephone No: _____	
Reference _____	
[Whose Agents are:—	
Name _____	
Address _____	
_____	
Telephone No: _____	
Reference _____	

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.2

**ADMINISTRATOR'S STATEMENT OF CONSENT AND  
ELIGIBILITY TO ACT**

Section 50(3)

Company name

Company number

Name and address of  
proposed administrator

IP licence number

1. I certify that I am a licenced insolvency practitioner within the meaning of the Insolvency Act 2011
2. I consent to act as the administrator of the above-named company.
3. This consent supports:
  - An application to Court for the appointment of administrator
  - A notice of appointment of administrator by the holder of a qualifying floating charge

Name of person making  
application for  
administration order or  
making appointment

Date of application or  
appointment

4. I am of the opinion that the purpose of the administration is reasonably likely to be achieved

Form A.2

5. I am an eligible insolvency practitioner in relation to the company and

I have not had a prior professional relationship with the company

OR

A summary of any prior professional relationship with the company is attached

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.3

**ADMINISTRATION ORDER**

Section 59  
Rule 38

**In the Supreme Court of Gibraltar**

*Case number*

*Name of company*

*Company number*

UPON THE APPLICATION OF

*Full name and address of applicant*

*Insert date*

presented to the Court in respect of the above company on \_\_\_\_\_

and upon hearing:

*Insert names of any other parties, including the company, appearing and by whom represented*

and upon reading the evidence

IT IS ORDERED that, during the period for which this Order is in force, the business, assets and affairs of the company shall be managed by the administrator(s)

AND it is ordered that

*Full names and addresses of administrator(s)*



Form A.3

Be appointed as administrator(s) of the company

And the Court being satisfied on the evidence before it that

*Delete as appropriate*

- (i) the EC Insolvency Regulation \* does/does not apply; and
- (ii) that these proceedings are \*main/secondary/territorial proceedings as defined in Article 3 of the Regulation

AND it is ordered that

*Insert particulars of any further Order made by the Court*

AND it is ordered that the costs of the application

*Insert terms of order for costs*

The appointment of the administrator(s) shall take effect

Date

*Insert date and time (not earlier than date of order)*

Time

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.4

**NOTICE OF APPOINTMENT OF ADMINISTRATOR BY THE COURT**

Section 61(b)(ii)

To: **The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar**

Company name

Company number

I/we

Name(s) of  
administrator(s)

IP licence number(s)

of

Address(es)

1. Give notice that I was/we were appointed administrator(s) of the company named above  
by Court order dated \_\_\_\_\_, a copy of which is attached.

2. The appointment took effect

- on the date of the Court order  
 on \_\_\_\_\_

Signed \_\_\_\_\_  
Administrator

Name \_\_\_\_\_

Form A.4

Date \_\_\_\_\_

Contact details  
(Phone/e-mail)

\_\_\_\_\_

Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.5

**NOTICE OF INTENTION TO APPOINT AN ADMINISTRATOR BY  
HOLDER OF QUALIFYING FLOATING CHARGE**

Section 49(1)

<i>Company name</i>	<input type="text"/>
<i>Company number</i>	<input type="text"/>
<i>Registered office of company</i>	<input type="text"/>
<i>Name and address of qualifying floating charge holder</i>	<input type="text"/>
	<p>1. The above-named, being the holder of a qualifying floating charge ("the appointer"), gives notice that that it is the appointer's intention to appoint the following licensed insolvency practitioner as administrator of the above company in accordance with section 48(1) of the Insolvency Act 2013:</p>
<i>Name and address of proposed administrators</i>	<input type="text"/>
<i>IP licence number</i>	<input type="text"/>
	<p>2. The appointer is the holder of the following qualifying floating charge, which is now enforceable:</p>
<i>Details of charge, including date registered and financial limit (if any)</i>	<input type="text"/>

Form A.5

3. This notice is given to the following person(s) who is/are each believed to be holder(s) of prior qualifying floating charge(s) in respect of the company's property:

*Names of holder(s) of prior qualifying floating charge(s) together with details of charge(s) held.*

4. At the date of this notice:

- The company is subject to insolvency proceedings
- The company is not subject to insolvency proceedings

*If the company is subject to insolvency proceedings, provide details.*

5. It is considered that:

- The EC Insolvency Regulation applies, and these proceedings are:
  - main proceedings
  - secondary proceedings
  - territorial proceedings
- The EC Insolvency Regulation does not apply

*Select one tick box only*

6. The company is not a bank

Signed \_\_\_\_\_

Name of person signing \_\_\_\_\_

Capacity of person signing \_\_\_\_\_

Date \_\_\_\_\_

*Address for responding  
to this notice*

**ENDORSEMENT OF CONSENT OF FLOATING CHARGE HOLDER  
TO APPOINTMENT OF ADMINISTRATOR**

If, having read this notice, you have no objection to the making of this appointment you can indicate your consent either by completing the details in the box below and returning a copy of this notice as soon as possible, and within two business days from receipt of this notice, to the appointer at the address set out above.

If your consent has not been given within two business days the appointer may make the appointment notwithstanding that you have not replied.

*Name and  
address of  
floating charge  
holder  
consenting*

The above-named, being the holder of a qualifying floating charge, consents to the appointment of the administrator(s) in accordance with the details specified in this notice.

Signed \_\_\_\_\_

Name of person signing \_\_\_\_\_

Capacity of person signing \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.6

**NOTICE TO COURT OF APPOINTMENT OF AN  
ADMINISTRATOR BY HOLDER OF QUALIFYING FLOATING  
CHARGE**

Section 48(1)  
Rule 29

**In The Supreme Court of Gibraltar**

For Court use only	Case number:
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*Name of company*

*Company number*

*Name and address of  
qualifying floating charge  
holder*

1. The above-named, being the holder of a qualifying floating charge ("the appointer"), gives notice that the following licensed insolvency practitioner(s) is/are appointed as administrator(s) of the above-named company in accordance with section 48(1) of the Insolvency Act 2011:

*Name and address of  
administrators*

*IP licence number*

2. The appointer is the holder of a qualifying floating charge (the details of which are set out below) and that the charge:

- is enforceable at the date of this appointment; and
- entitles the appointer to appoint an administrative receiver on the date of this appointment

*Details of charge,  
including date registered  
and financial limit (if any)*

3. The appointment is in accordance with sections 48 and 49 of the Insolvency Act 2013

4. The appointer confirms:

The appointer has given at least 2 business days' written notice to the holder of any prior qualifying floating charge(s) and copies of all such notices given are attached to this notice of appointment

**OR**

All the holders of prior qualifying floating charges have consented in writing to the making of this appointment and copies of all such written consents are attached to this notice of appointment

**OR**

There are no prior qualifying floating charges

5. At the date of this notice:

The company is subject to insolvency proceedings

The company is not subject to insolvency proceedings

*If the company is subject  
to insolvency provide  
details*

6. It is considered that:

The EC Insolvency Regulation applies, and these proceedings are:

main proceedings

secondary proceedings

territorial proceedings

The EC Insolvency Regulation does not apply

*Select one tick box only*

7. The company is not a bank.



# Insolvency

2011-26

## Notice of Specified Forms

2014/202

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Form A.6

8. A written statement of consent and eligibility to act signed by the proposed administrator is attached.

9. I \_\_\_\_\_

of \_\_\_\_\_

do solemnly and sincerely declare that the information provided in this notice is, to the best of my knowledge and belief, true,

AND I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act, 1835.

Declared at \_\_\_\_\_

Signed \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Before me \_\_\_\_\_

Commissioner for Oaths or Notary Public

*Full name and address  
and, if appropriate,  
capacity of person  
making statutory  
declaration*

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### Endorsement to be completed by the court

This notice and attached documents were filed

(Date) \_\_\_\_\_

(Time) \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.7

**NOTICE TO COURT OF APPOINTMENT OF AN  
ADMINISTRATOR BY HOLDER OF QUALIFYING FLOATING  
CHARGE (OUT OF HOURS FILING)**

Section 48(1)  
Rule 30

**In the Supreme Court of Gibraltar**

For Court use only	Case number:
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Name of company

Company number

Name and address of  
qualifying floating charge  
holder

1. The above-named, being the holder of a qualifying floating charge ("the appointer"), gives notice that the following licensed insolvency practitioner(s) is/are appointed as administrator(s) of the above-named company in accordance with section 48(1) of the Insolvency Act 2013:

Name and address of  
proposed administrators

2. The appointer is the holder of a qualifying floating charge (the details of which are set out below) and that the charge:
- is enforceable at the date of this appointment; and
  - entitles the appointer to appoint an administrative receiver on the date of this appointment

Form A.7

*Details of charge,  
including date registered  
and financial limit (if any)*

3. The appointment is in accordance with sections 48 and 49 of the Insolvency Act 2013

4. The appointer confirms:

The appointer has given at least 2 business days' written notice to the holder of any prior qualifying floating charge(s) and copies of all such notices given are attached to this notice of appointment

OR

All the holders of prior qualifying floating charges have consented in writing to the making of this appointment and copies of all such written consents are attached to this notice of appointment

OR

There are no prior qualifying floating charges

5. At the date of this notice:

The company is subject to insolvency proceedings

The company is not subject to insolvency proceedings

*If the company is subject  
to insolvency provide  
details*

6. It is considered that:

The EC Insolvency Regulation applies, and these proceedings are:

main proceedings

secondary proceedings

territorial proceedings

The EC Insolvency Regulation does not apply

*Select one tick box only*

7. The company is not a bank.

Form A.7

- 8. A written statement of consent and eligibility to act signed by the proposed administrator is attached.
- 9. All documents required to be filed in support of this notice, including evidence of electronic submission and a statement justifying out of hours filing complying with Rule 30(4), will be delivered to the Court on the next day that the Court is open

10. I \_\_\_\_\_  
of \_\_\_\_\_

do solemnly and sincerely declare that that the information provided in this notice is, to the best of my knowledge and belief, true,

AND I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act, 1835.

Declared at \_\_\_\_\_

Signed \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Before me \_\_\_\_\_

Commissioner for Oaths or Notary Public

*Full name and address  
and, if appropriate,  
capacity of person  
making statutory  
declaration*

Form A.7

**Consent of proposed administrator**

1. I consent to act as administrator of the above-named company
2. I am of the opinion that the purpose of the administration is reasonably likely to be achieved
3. I am an eligible insolvency practitioner in relation to the company and
  - I have not had a prior professional relationship with the company
  - OR
  - I have provided a summary of any prior professional relationship with the company to the appointer

IP licence number (s): \_\_\_\_\_

Signed: \_\_\_\_\_

\_\_\_\_\_

Note: All joint administrators must sign

**Endorsement to be completed by the court**

This notice was filed in electronic form on

(Date) \_\_\_\_\_

(Time) \_\_\_\_\_

This notice, with supporting documents, was delivered to the Court on

(Date) \_\_\_\_\_

(Time) \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.8

**NOTICE OF APPOINTMENT OF ADMINISTRATOR BY HOLDER  
OF FLOATING CHARGE**

Section 52(2)

*Company name*

*Company number*

*Name(s) and address(es)  
of administrator(s)*

*IP licence number(s)*

1. I/we, the above-named, give notice that I was/we were appointed administrator(s) of the above company on

*Date*

Signed \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.9

**NOTICE OF APPOINTMENT OF ADMINISTRATOR BY HOLDER  
OF FLOATING CHARGE**

Section 52(2)

**Company name**

**Company number**

**Name(s) and address(es)  
of administrator(s)**

**IP licence number(s)**

**1.** I/we, the above-named, give notice that I was/we were appointed administrator(s) of the above company on

**Date**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.10

**NOTICE OF ADMINISTRATOR'S APPOINTMENT**

Section 52(2)

Company name

Company number

Name(s) and address(es)  
of administrator(s)

IP licence number(s)

1. I/we, the above-named, give notice that I was/we were appointed administrator(s) of the above company on

Date

Signed \_\_\_\_\_

Date \_\_\_\_\_



The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.10(A)

### NOTICE OF A MEETING OF CREDITORS ADMINISTRATION

Section 80(1)

Company name

Company number

Name(s) and address(es)  
of administrator(s)

IP licence number

1. Notice is hereby given by the administrator(s) of the above company ("the company") that a meeting of creditors of the company is to be held at the place and on the date and times specified below

Place where creditors'  
meeting to be held

Date and time of  
creditors' meeting

2. The meeting is

- An initial creditors' meeting called by the administrator under section 80(1) of the Insolvency Act 2011
- An initial creditors' meeting requested under section 80(4) of the Act
- To consider modifications to my/our proposals under section 84(1) of the Act
- A further creditors meeting called or requisitioned under section 85 of the Act
- A meeting called pursuant to an order of the Court made under section 93 of the Act
- A meeting called pursuant to an order of the Court made under section 94 of the Act
- A meeting of creditors called pursuant to my/our general powers under section 71(2)(c) of the Act

3. As administrator(s), I/we invite you to attend the above meeting

4. A copy of the report with my/our proposals/modified proposals is attached

5. A proxy form is enclosed which should be completed and returned to me by the date of the meeting if you cannot attend and wish to be represented

**2011-26**

# Insolvency

**2014/202**

## Notice of Specified Forms

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Form A.10(A)

In order to be entitled to vote at the meeting, Rule 286 of the Insolvency Rules 2013 requires you to give to me, not later than 12.00 hours on the business day before the day fixed for the meeting, details in writing of your claim

Signed \_\_\_\_\_

Name of administrator(s) \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.11

### NOTICE TO ATTEND MEETING OF CREDITORS ADMINISTRATION

Section 81

Company name

Company number

Name(s) and address(es)  
of administrator(s)

1. Notice is hereby given by the administrator(s) of the above company ("the company") to

Set out full name of  
person required by this  
notice to attend  
creditors' meeting and  
state capacity in which  
attendance is required,  
i.e., director, officer,  
former director or former  
officer

that a meeting of the creditors of the above company to be held at the place and on the date  
and times specified below.

Place where creditors'  
meeting to be held

Date and time of  
creditors' meeting

2. The meeting is

An initial creditors' meeting called by the administrator under section 80(1) of the  
Insolvency Act 2011

OR

An initial creditors' meeting requested under section 80(4) of the Insolvency Act 2011

3. As administrator(s), I/we require you to attend the above meeting

4. A copy of the proposals is attached

**2011-26**

**Insolvency**

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**Notice of Specified Forms**

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Form A.11

Signed \_\_\_\_\_

Name of administrator \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.12

**CREDITOR'S REQUEST FOR A MEETING OF CREDITORS  
(ADMINISTRATION)**

Section 85(2)  
Rule 47 & 280

Company name

Company number

To:

Name(s) and address(es)  
of administrators

Name and address of  
creditor making request

1. Pursuant to section 85(2) of the Insolvency Act 2011, I request you to call a meeting of the creditors of the above company

Insert details of claim 2. My claim in the administration is

3. The following creditors concur with my request for a meeting and I attach copies of their written confirmation of concurrence:

Insert full names and  
addresses of creditors  
concurring with request  
(if any) and their claims  
in the administration

Form A.12

4. The creditors supporting the calling of a creditors' meeting comprise at least 10% in value of the creditors of the company

5. The purpose of the meeting is:

*Set out details of the purpose of the meeting*

I understand that I will be required to deposit with you such sum as you may determine to be appropriate by way of security for the expenses of summoning and holding the meeting

Signed \_\_\_\_\_

Name \_\_\_\_\_

Capacity (if applicable) \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.13

**STATEMENT OF ADMINISTRATOR'S PROPOSALS OR REVISED PROPOSALS**

Section 80(1)(d)

To: **The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar**

Company name

Company number

Name(s) and address(es)  
of administrator(s)

IP licence number

1. I/we, as administrator(s) of the above company, attach:

- a copy of my/our proposals/revised proposals in respect of the administration of the above company; and
- a copy of the notice calling a meeting of creditors to consider the proposals/revised proposals

The notice, together with a copy of these proposals/revised proposals, was sent to all known creditors on \_\_\_\_\_

2. This notice relates to:

- My/our original proposals  
 My/our revised proposals

**2011-26**  
**2014/202**

**Insolvency**  
**Notice of Specified Forms**

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Form A.13

Signed \_\_\_\_\_

Date \_\_\_\_\_

Contact details  
(Phone/e-mail)

\_\_\_\_\_  
\_\_\_\_\_  
**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission**



The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.14

**NOTICE TO CREDITORS OF RESULT OF MEETING OF CREDITORS  
(ADMINISTRATION)**

Section 82(3)(a)

To: **The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar**

Company name

Company number

Name(s) and address(es)  
of administrator(s)

IP licence number

1. I/we, the above-named administrator(s), give notice that
- a meeting of creditors
  - an adjourned meeting of creditors
- of the above company was held at the p[lace and on the date specified below

Place of meeting

Date of meeting

2. At the meeting
- Proposals/revised proposals were approved
  - Proposals/revised proposals were modified and approved
  - The proposals were rejected
  - The meeting was adjourned
  - Other resolutions were passed

**2011-26**  
**2014/202**

**Insolvency**  
**Notice of Specified Forms**

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Form A.14

*State modifications if  
modified proposals were  
approved*

*Date of adjourned  
meeting, if applicable*

*Details of other  
resolutions approved (if  
any)*

3. A creditors' committee

- was formed  
 was not formed

Signed \_\_\_\_\_

*Administrator/Joint administrators*

Date \_\_\_\_\_

*Contact details  
(Phone/e-mail)*

**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission**

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.15

**NOTICE TO COURT OF RESULT OF MEETING OF CREDITORS OF  
COMPANY IN ADMINISTRATION**

Section 82(3)(a)

To: The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

**In the Supreme Court of Gibraltar**

*Company name*

*Company number*  *Court case Number*

*Name(s) and address(es) of administrator(s)*

*IP licence number*

1. I/we, the above-named administrator(s), give notice that

a meeting of creditors

an adjourned meeting of creditors

of the above company was held at the place and on the date specified below

*Place of meeting*

*Date of meeting*

2. At the meeting
- Proposals/revised proposals were approved
  - Proposals/revised proposals were modified and approved
  - The proposals were rejected
  - The meeting was adjourned

Form A.15

Other resolutions were passed

*State modifications if modified proposals were approved*

*Date of adjourned meeting, if applicable*

*Details of other resolutions approved (if any)*

3. A creditors' committee

was formed

was not formed

Signed \_\_\_\_\_  
Administrator/Joint administrators

Date \_\_\_\_\_

Contact details  
(Phone/e-mail)

**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission**

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.16

**ADMINISTRATOR'S REVISED PROPOSALS**

Section 84

Company name	<input type="text"/>
Company number	<input type="text"/>
Name(s) and address(es) of administrator(s)	<input type="text"/>
IP licence number	<input type="text"/>

I/we, as administrator(s) of the above company, attach as a schedule to this form, a copy of my/our revised proposals in respect of the above company.

A copy of these revised proposals was sent to all known creditors on \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.17

**ADMINISTRATOR'S PROGRESS REPORT**

Section 87(3)(a)

To:  
The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name(s) and address(es)  
of administrator(s)

IP licence number(s)

I/we, the above-named administrator(s), attach a progress report for the period:

From

To

Dates

Signed \_\_\_\_\_

Date \_\_\_\_\_

Contact details  
(Phone/e-mail)

**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission**

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.1B

**ADMINISTRATOR'S PROGRESS REPORT**

Section 87

Company name

Company number

Name(s) and address(es) of administrator(s)

IP licence number(s)

To: Each Member of the Creditors' Committee

I/we, the above-named administrator(s), attach a progress report for the period:

From  To

Signed \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.19

**NOTICE TO COURT WITH ADMINISTRATOR'S PROGRESS  
REPORT**

Section 87

**In the Supreme Court of Gibraltar**

Company name

Company number

Court case number

Name(s) and address(es)  
of administrator(s)

IP licence number(s)

To: Each Member of the Creditors' Committee

I/we, the above-named administrator(s), attach a progress report for the period:

From

To

Signed \_\_\_\_\_

Date \_\_\_\_\_



The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.20

**NOTICE OF ORDER TO DEAL WITH CHARGED ASSETS**

Section 75(5)(b)

To:  
The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name(s) and address(es)  
of administrator(s)

IP licence number(s)

1. I/we, as administrator(s) of the above company, obtained an order on the date specified below for the disposal of:

- charged assets
- assets in the possession of the company that were supplied to it under a hire purchase, conditional sale or chattel leasing agreement

Date of order

2. Give notice that I was/we were appointed administrator(s) of the company named above by Court order dated

Signed \_\_\_\_\_  
Administrator/Joint administrators

Date \_\_\_\_\_

Contact details  
(Phone/e-mail) \_\_\_\_\_

Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.21

**NOTICE OF ORDER TO DISPOSE OF PERISHABLE ASSETS**

Section 68

To:  
The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name and address of  
director/secretary giving  
notice

Specify whether giving  
notice as a director or  
the secretary of the  
company

1. I give notice that on \_\_\_\_\_ an order was made permitting  
the company to dispose of certain perishable assets
2. A sealed copy of the Order is attached

Signed \_\_\_\_\_

Name (printed) \_\_\_\_\_

Date \_\_\_\_\_

Form A.21

Address

Contact details  
(Phone/e-mail)

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.22

**NOTICE OF INTENTION TO RESIGN AS ADMINISTRATOR**

Section 88(2)  
Rule 51

Company name

Company number

Name and address of  
resigning administrator

IP licence number(s)

1. I, the above-named administrator, give notice that:

I intend to resign as administrator with effect from the date specified below

**OR**

I intend to apply to the Court for leave to resign as administrator on the date specified below

Date

2. I am:

The sole administrator of the company

One of the joint administrators of the company

Signed \_\_\_\_\_

*Date (which must be at least 7 days before the administrator intends to resign or applies to the Court)*

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.23

**NOTICE TO COURT OF RESIGNATION BY ADMINISTRATOR**

Rule 51(3)

**In the Supreme Court of Gibraltar**

*Company name*

*Company number*  *Court case number*

*Name and address of resigning administrator*

*Name of applicant/appointer*

*Date of appointment*

1. I, the above-named administrator, give notice that:
- I resign as administrator of the company with effect from the date specified below
  - OR
  - the Court gave for leave to resign as administrator and I resign with effect from the date specified below

*Date resignation takes effect*

2. I am:
- The sole administrator of the company
  - One of the joint administrators of the company

Signed \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.24

**NOTICE OF RESIGNATION BY ADMINISTRATOR**

Rule 51(3)

To:  
The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name and address of  
administrator

Insert name of appointer  
or applicant for Court  
order

As:

- applicant  
 holder of a qualifying floating charge

Date of appointment

1. I, the above-named administrator, give notice that:

- I resign as administrator of the company with effect from the date specified below

**OR**

- the Court gave for leave to resign as administrator and I resign with effect from the date specified below

Date resignation takes  
effect

Form A.24

2. I am:

- The sole administrator of the company
- One of the joint administrators of the company

Signed \_\_\_\_\_  
*Administrator*

Date \_\_\_\_\_

Contact details  
(Phone/e-mail)

\_\_\_\_\_  
\_\_\_\_\_  
**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission**

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.25

**NOTICE OF APPOINTMENT OF ADDITIONAL/REPLACEMENT  
ADMINISTRATOR**

Section 89

To: **The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar**

Company name

Company number

Name and address of  
person giving notice

Name and address of  
replacement or  
additional administrator

IP licence number

1. Notice is hereby given that the above-named person has been appointed as:

- the administrator  
 one of the administrators

of the above company, by

Name and address of  
appointer or applicant  
for Court order

The appointment is:



# Insolvency

**2011-26**

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**2014/202**

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Form A.25

- a replacement administrator
- an additional administrator

Signed \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A 25A

**NOTICE OF VACATION OF OFFICE BY ADMINISTRATOR**

Section 88

To:  
The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name and address of  
person giving notice

1. Notice is hereby given by the above-named person that:

Name and address of  
administrator

who was appointed

- administrator  
 one of the joint administrators

of the above company on \_\_\_\_\_ has vacated office because:

- he died on \_\_\_\_\_  
 he was removed from office by order of the Court, a copy of which is attached  
 he ceased to be an eligible insolvency practitioner in relation to the company

# Insolvency

**2011-26**

## Notice of Specified Forms

**2014/202**

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Form A.25A

Signed \_\_\_\_\_

Date \_\_\_\_\_

Contact details  
(Phone/e-mail)

\_\_\_\_\_  
Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.26

**NOTICE TO COURT OF COMPLETION OF ADMINISTRATION**

Rule 59(1)

**In the Supreme Court of Gibraltar**

Case number

Name of company

Company number

Name and address of  
administrator(s)

Date of appointment

Name and address of  
appointer

1. I/we the above-named administrator(s) of the company, having been appointed on the date and by the appointer set out above, report that I/we consider that the purpose of the administration has been sufficiently achieved in relation to the company
2. I/we attach a copy of the final progress report
3. I/we have sent a copy of this notice to the Registrar of Companies

Signed  
Administrator/Joint  
administrators

\_\_\_\_\_

Form A.26

<b>Endorsement to be completed by the court</b>
This notice and the attached documents were filed
(Date) _____
(Time) _____

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.27

**NOTICE OF COMPLETION OF ADMINISTRATION**

Rule 59(1)

To:  
The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

<i>Name of company</i>	<input type="text"/>		
<i>Company number</i>	<input type="text"/>	<i>Court case number</i>	<input type="text"/>
<i>Name(s) and address(es) of administrator(s)</i>	<input type="text"/>		
<i>Date of appointment</i>	<input type="text"/>		
<i>Name and address of appointer</i>	<input type="text"/>		

1. I/we the above-named administrator(s) of the company, having been appointed on the date and by the appointer set out above, give notice that I/we consider that the purpose of the administration has been sufficiently achieved in relation to the company
2. I/we attach a copy of the final progress report

Signed

\_\_\_\_\_  
*Administrator/joint administrators*

*Contact details  
(Phone/e-mail)*

\_\_\_\_\_  
**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission**

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.28

**NOTICE OF COURT ORDER ENDING ADMINISTRATION**

Section 57(1)

To: The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name(s) and address(es)  
of administrator(s)

Insert name of appointer  
or applicant for Court  
order

- As:
- applicant
  - holder of a qualifying floating charge

Date of appointment

1. I/we the above-named administrator(s) of the company, having been appointed on the date and by the appointer set out above/Court on the application of the applicant set out above, give notice that the Court has discharged the administration order with effect from \_\_\_\_\_.

**2011-26**  
**2014/202**

**Insolvency**  
**Notice of Specified Forms**

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Form A.2B

Signed

\_\_\_\_\_  
*Administrator/joint administrators*

Contact details  
(Phone/e-mail)

\_\_\_\_\_  
**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission**



The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.29

**APPOINTMENT OF LIQUIDATOR ON DISCHARGE OF  
ADMINISTRATION ORDER**

Section 63

To: **The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar**

Company name

Company number

Name(s) and address(es)  
of administrator(s)

IP licence number(s)

Insert name of appointer  
or applicant for Court  
order

As:

- applicant  
 holder of a qualifying floating charge

Date of appointment

1. I/we the above-named administrator(s) of the company, having been appointed on the date and by the appointer set out above/the Court on the application of the applicant set out above, give notice that the Court has discharged the administration order with effect from \_\_\_\_\_.
2. The Court has ordered that the following person(s) be appointed liquidator(s) of the company:

**2011-26**  
**2014/202**

**Insolvency**  
**Notice of Specified Forms**

---

Form A.29

Name(s) and address(es)  
of liquidator(s)

IP licence number(s)

3. I/we attach a copy of the Court order and the final progress report.

Signed \_\_\_\_\_

Administrator/Joint administrators

Contact details  
(Phone/e-mail)

\_\_\_\_\_

**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission**

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.30

**DISSOLUTION OF COMPANY ON DISCHARGE OF  
ADMINISTRATION ORDER**

Section 63

To: **The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar**

Company name

Company number

Name(s) and address(es)  
of administrator(s)

IP licence number(s)

Insert name of appointer  
or applicant for Court  
order

As:

- applicant
- holder of a qualifying floating charge

Date of appointment

1. I/we the above-named administrator(s) of the company, having been appointed on the date and by the appointer set out above/the Court on the application of the applicant set out above, give notice that the Court has discharged the administration order with effect from \_\_\_\_\_
2. The Court has ordered that the company be dissolved with effect from \_\_\_\_\_

**2011-26**  
**2014/202**

**Insolvency**  
**Notice of Specified Forms**

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Form A.30

3. I/we attach a copy of the Court order and the final progress report.

Signed \_\_\_\_\_  
*Administrator/joint administrator*

Contact details  
(Phone/e-mail)

\_\_\_\_\_

Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission.

The Insolvency Act 2011  
The Insolvency Rules 2014

Form CVA.1

**STATEMENT OF CONSENT AND ELIGIBILITY TO ACT**

Section 485(1)(b)  
Rule 315

Company name

Company number

Name and address of  
interim  
supervisor/supervisor

IP licence number

1. I certify that I am a licenced insolvency practitioner within the meaning of the Insolvency Act 2011
2. I consent to act as:  
 interim supervisor of the above company  
 supervisor of the above company
3. I am an eligible insolvency practitioner in relation to the company

Signed

\_\_\_\_\_  
Proposed interim supervisor/supervisor

Date

\_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form CVA.2

**STATEMENT OF CONSENT AND ELIGIBILITY TO ACT**

Section 485(1)(b)  
Rule 315

*Company name*

*Company number*

*Name and address of  
interim  
supervisor/supervisor*

*IP licence number*

1. I certify that I am a licenced insolvency practitioner within the meaning of the Insolvency Act 2011
2. I consent to act as:  
 interim supervisor of the above company  
 supervisor of the above company
3. I am an eligible insolvency practitioner in relation to the company

Signed

\_\_\_\_\_  
*Proposed interim supervisor/supervisor*

Date

\_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form CVA.3

**INTERIM SUPERVISOR'S STATEMENT OF OPINION ON  
PROPOSAL**

Rule 13

Company name

Company number

Name and address of  
Interim supervisor

IP licence number

In my opinion:

1. The arrangement proposed
  - has a reasonable prospect of being implemented
  - does not have a reasonable prospect of being implemented
2. The company
  - is insolvent or likely to become insolvent
  - is not insolvent or likely to become insolvent

Number 2 to be omitted  
or deleted if company in  
liquidation or  
administration

Signed

\_\_\_\_\_  
Interim supervisor

Date

\_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form CVA.4

**NOTICE OF OUTCOME OF CREDITORS' MEETING**

Section 28(2)

To:  
The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name and address of  
chairman of creditors'  
meeting

Date(s) of creditors'  
meeting

As the chairman of the creditors' meeting held on the above date in accordance with section 23 of the Insolvency Act 2011, I attach a copy of my report of the meeting(s).

Signature

\_\_\_\_\_

Chairman

Date

\_\_\_\_\_

Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission



The Insolvency Act 2011  
The Insolvency Rules 2014

Form CVA.5

**NOTICE OF APPOINTMENT OF SUPERVISOR**

Section 29(a)

To:  
The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name(s) and address(es)  
of supervisor(s)

IP licence number

I/we give notice that I/we have been appointed as supervisor(s) of the above company and  
that the appointment took effect on \_\_\_\_\_

Date appointment of  
interim supervisor took  
effect

Signature

\_\_\_\_\_  
Supervisor(s)

Date

\_\_\_\_\_  
Date

Contact details  
(Phone/e-mail)

**Note:** If the company is an authorised person, within the meaning of the Insolvency Act, a  
copy of this notice must be provided to the Financial Services Commission

The Insolvency Act 2011  
The Insolvency Rules 2014

Form CVA.6

**SUPERVISOR'S PROGRESS REPORT AND ACCOUNTS**

Section 33(3)(a)

To:  
The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name(s) and address(es) of supervisor(s)

IP licence number(s)

1. I/we, as supervisor(s) of the above company, attach a progress report and accounts for the period:

From  To

2. The report and accounts are:

a periodic report and accounts

a final report and accounts

Signature: \_\_\_\_\_

Supervisor(s) \_\_\_\_\_

Date

Contact details (Phone/e-mail)

# Insolvency

**2011-26**

## Notice of Specified Forms

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The Insolvency Act 2011  
The Insolvency Rules 2014

Form CVA.6

**Note:** If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission

The Insolvency Act 2011  
The Insolvency Rules 2014

Form CVA.7

**NOTICE OF ORDER BY COURT APPOINTING SUPERVISOR OR  
INTERIM SUPERVISOR**

Section 39  
Rule 24

To: **The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar**

Company name

Company number

Name(s) and address(es)  
of interim  
supervisor(s)/supervisor(s)  
appointed by Court

I/we give notice that by order of the Court made under section 39 on

Insert date

\_\_\_\_\_ I was/we were appointed

- interim supervisor(s)  
 supervisor(s)

of the above company

The appointment was made:

- in substitution for the previously appointed supervisor/interim supervisor)  
 to fill a vacancy

I/we attach a sealed copy of the Order

# Insolvency

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## Notice of Specified Forms

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Form CVA.7

Signature

\_\_\_\_\_  
*Interim supervisor(s) / supervisor(s)*

Date

Contact details  
*(Phone/e-mail)*

**Note:** If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission

The Insolvency Act 2011  
The Insolvency Rules 2014

Form CVA.8

**NOTICE OF COMPLETION OR TERMINATION OF COMPANY  
VOLUNTARY ARRANGEMENT**

Section 34(1)(a)

To:  
The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name(s) and address(es)  
of supervisor(s)

IP licence number

Date voluntary  
arrangement took effect

1. I/we, as supervisor(s) of the above company, give notice that the voluntary arrangement has
- been completed
  - terminated

Signed

Supervisors

Date

Form CVA.8

Contact details  
(Phone/e-mail)

Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission

The Insolvency Act 2011  
The Insolvency Rules 2014

Form CVA.9

**NOTICE OF ORDER OF REVOCATION OR SUSPENSION OF  
VOLUNTARY ARRANGEMENT**

Section 41  
Rule 26(7)

To: **The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar**

Company name

Company number

Name(s) and address(es)  
of supervisor(s)

Date voluntary  
arrangement took effect

1. I/we, as supervisor(s) of the above company, enclose a sealed copy of the order of  
the Court dated \_\_\_\_\_

Insert dates

- revoking  
 suspending

the voluntary arrangement with effect from \_\_\_\_\_

Signature

\_\_\_\_\_  
Supervisor(s)

Date

Contact details  
(Phone/e-mail)

**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a  
copy of this notice must be provided to the Financial Services Commission**



The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.1

**STATEMENT OF CONSENT AND ELIGIBILITY TO ACT PROPOSED  
LIQUIDATOR (MEMBERS' APPOINTMENT)**

Section 147(1)(c), 485(1)(b)

*Company name*

*Company number*

*Name and address of proposed liquidator*

*IP licence Number*

1. I, the above-named, certify that I am a licenced insolvency practitioner within the meaning of the Insolvency Act 2011
2. I consent to act as the liquidator of the above-named company, if appointed by the members of the company
3. I am an eligible insolvency practitioner in relation to the company

Signed \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.2

**CERTIFICATE OF APPOINTMENT OF LIQUIDATOR BY  
CREDITORS**

Section 179(6)  
Rule 103(3)

Company name

Company number

Court case number (if  
applicable)

This is to certify that at a meeting of the creditors of the above company held on

\_\_\_\_\_ the following person(s), having provided (a)

statement(s) of consent and eligibility, was appointed liquidator(s) of the company

Name and address of  
liquidator

IP licence number

Signed \_\_\_\_\_

Chairman of meeting

Print name \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L3

**STATEMENT OF CONSENT AND ELIGIBILITY PROPOSED  
LIQUIDATOR (COURT APPOINTMENT)**

Section 485(1)(b)

**In the Supreme Court of Gibraltar**

*Company name*

*Company number*

For Court use only

*Name and address of  
proposed liquidator*

*IP licence Number*

1. I, the above-named, certify that I am a licenced insolvency practitioner within the meaning of the Insolvency Act 2011
2. I consent to act as the liquidator/provisional liquidator of the above-named company, if appointed by the Court
3. I am an eligible insolvency practitioner in relation to the company

Signed \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.4

**APPLICATION FOR APPOINTMENT OF LIQUIDATOR**

Section 149-153  
Rule 81

**In the Supreme Court of Gibraltar**

For Court use only	Case number:
--------------------	--------------

Name of company

Company number

Date of incorporation

Full name of applicant

Status of applicant (select one box only)

*An application by a director may only be made with the leave of the Court.*

*An application by a member shall be made using the appropriate form*

Company

Administrator of company

Creditor

Administrative receiver of company

Directors

Supervisor of arrangement

A director

A liquidator (EC Insolvency Regulation)

The Minister

Temporary administrator (EC Insolvency Regulation)

The Commission

Address of registered office of company

Nominal capital

Paid up capital

Principle business of company

Form L4

*Select as appropriate  
Select one tick box only*

The EC Insolvency Regulation applies, and these proceedings are:

- main proceedings
- secondary proceedings
- territorial proceedings

The EC Insolvency Regulation does not apply

*Set out grounds for  
appointment of liquidator*

An eligible insolvency practitioner is proposed as liquidator of the company

No eligible insolvency practitioner is proposed as liquidator of the company

*Where eligible insolvency  
practitioner proposed as  
liquidator*

Name of proposed liquidator: \_\_\_\_\_

Address of proposed liquidator: \_\_\_\_\_

\_\_\_\_\_

IP Licence number of proposed liquidator: \_\_\_\_\_

To the best of the applicant's knowledge and belief, the proposed liquidator is eligible to act as an insolvency practitioner in relation to the company

*If applicant relies on  
failure of company to  
comply with statutory  
demand, insert date of  
service of demand*

*Applicant's address for  
service*

Form L4

The following documents are attached:

- An affidavit in support
- Where a liquidator is proposed, a written statement of consent and eligibility to act.

The applicant applies for:

1. The appointment of a liquidator under the provisions of the Insolvency Act 2011

**OR**

2. The Court makes such other order as it considers appropriate

It is intended to serve this application on:

*Insert the company (unless the application is made by the company) and any other person intended to be served*

Signed \_\_\_\_\_  
Applicant/Applicant's solicitor

Name of person signing \_\_\_\_\_

Position held by person signing \_\_\_\_\_

Date \_\_\_\_\_

Form L4

**Endorsement to be completed by the court**

This application having been presented to the court on \_\_\_\_\_ will  
be heard at \_\_\_\_\_  
\_\_\_\_\_ on  
(Date) \_\_\_\_\_ at  
(Time) \_\_\_\_\_ hours  
(or as soon thereafter as the application can be heard)

The solicitor to the applicant is:—

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_

Reference \_\_\_\_\_

[Whose Agents are:—

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.5

**APPLICATION FOR APPOINTMENT OF LIQUIDATOR  
BY MEMBER**

Section 149-153  
Rule 94

**In the Supreme Court of Gibraltar**

	For Court use only	Case number:
--	--------------------	--------------

*Name of company*

*Company number*  *Date of incorporation*

*Full name of applicant*  
(as a member of the company)

*Address of registered office of company*

*Nominal capital*  *Paid up capital*

*Principle business of company*

*Select as appropriate*  
*Select one tick box only*

The EC Insolvency Regulation applies, and these proceedings are:

- main proceedings
- secondary proceedings
- territorial proceedings

The EC Insolvency Regulation does not apply

*Set out grounds for appointment of liquidator*



# Insolvency

2011-26

## Notice of Specified Forms

2014/202

Form L.5

Address of registered  
office of company

Nominal capital

Paid up capital

Principle business of  
company

Select as appropriate  
Select one tick box only

- The EC Insolvency Regulation applies, and these proceedings are:
- main proceedings
  - secondary proceedings
  - territorial proceedings
- The EC Insolvency Regulation does not apply

Set out grounds for  
appointment of liquidator

- An eligible insolvency practitioner is proposed as liquidator of the company
- No eligible insolvency practitioner is proposed as liquidator of the company

Name of proposed liquidator: \_\_\_\_\_

Address of proposed liquidator: \_\_\_\_\_

Where eligible insolvency  
practitioner proposed as  
liquidator

\_\_\_\_\_

IP Licence number of proposed liquidator: \_\_\_\_\_

To the best of the applicant's knowledge and belief, the proposed liquidator is eligible to act as an insolvency practitioner in relation to the company

Applicant's address for  
service

Form L5

The following documents are attached:

- An affidavit in support
- Where a liquidator is proposed, a written statement of consent and eligibility to act

The applicant applies for:

1. The appointment of a liquidator under the provisions of the Insolvency Act 2011

**OR**

2. The Court makes such other order as it considers appropriate

It is intended to serve this application on:

*Insert the company and  
any other person  
intended to be served*

Signed .....

Applicant/Applicant's solicitor

Name of person  
signing

Position held by person  
signing

Date

Form L5

Endorsement to be completed by the court	
This application having been presented to the court on _____	will
be heard at _____	
_____	on
(Date) _____	at
(Time) _____	hours
(or as soon thereafter as the application can be heard)	
The solicitor to the applicant is:—	
Name _____	
Address _____	
_____	
Telephone No: _____	
Reference _____	
[Whose Agents are:—	
Name _____	
Address _____	
_____	
Telephone No: _____	

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.6

**ORDER FOR LEAVE TO WITHDRAW APPLICATION FOR  
APPOINTMENT OF LIQUIDATOR**

Section 154

**In the Supreme Court of Gibraltar**

*Case number*

*Name of company*

*Company number*

Application for appointment of liquidator filed on \_\_\_\_\_

Upon the application of

*Name and address of  
applicant*

And upon reading

And upon hearing

And the Court being satisfied that the application has not been advertised, that no notices of intention to appear on the application have been received by the applicant and that the company consents to the order

The applicant is granted leave to withdraw the application

*Insert any further terms  
of the order*

*Dated*

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.7

**ADVERTISEMENT OF APPLICATION TO APPOINT A  
LIQUIDATOR**

**In the Supreme Court of Gibraltar**

*Name of company*

[Redacted box]

*Company number*

[Redacted box]

*Registered office of  
company*

[Redacted box]

An application to appoint a liquidator of the above company was filed with the Supreme  
Court on \_\_\_\_\_ by:

*Name and address of  
applicant*

[Redacted box]

*If application is of  
creditor or member  
Insert: 'Claiming to be a  
creditor/member of the  
company'  
Otherwise leave blank*

The application will be heard at 277 Main Street, Gibraltar on:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

or so soon thereafter as the application can be heard

*Insert the date which  
should be the business  
day before the day set for  
the hearing*

Any person intending to appear on the hearing of the application (whether to support or  
oppose it) must give notice of intention to do so to the applicant or his/its solicitor in  
accordance with Rule 88 by 16.00 hours on \_\_\_\_\_

**2011-26**

**Insolvency**

**2014/202**

**Notice of Specified Forms**

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Form L.7

*Where applicable insert  
name and address of  
solicitor*

The applicant's solicitor is
Date _____

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.8

**CERTIFICATE OF COMPLIANCE WITH RULES**

Rule 88

**In the Supreme Court of Gibraltar**

Case number

Name of company

I certify that the application for the appointment of a liquidator of the above company,  
which will be heard on \_\_\_\_\_

(a) was served in accordance with the provisions of Rule 83 on

\_\_\_\_\_ ; and

(b) [was advertised in accordance with the provisions of section 155 of the Act and rule

87 on \_\_\_\_\_ or [was advertised as directed by the Court]

and that no further notice of the application will be given

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

**Note:** A copy of the form and content of any notice must be filed with this certificate

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.9

**NOTICE OF INTENTION TO APPEAR ON APPLICATION FOR  
APPOINTMENT OF LIQUIDATOR**

Rule 88

**In the Supreme Court of Gibraltar**

Case number

Name of company

Application for appointment of a liquidator of the above company made on

\_\_\_\_\_

Take notice that:

*Insert full name, address  
and contact details*

who is:

*Insert number of shares*

- A creditor of the company for £ \_\_\_\_\_
- A member of the company holding \_\_\_\_\_ shares in the company

intends to appear on the application to:

- Support the application
- Oppose the application

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_



Form L.9

Position with or  
relationship to  
Creditor/member

If creditor or  
member's solicitor or  
other agent provide  
name and address of  
firm

To:

Insert name(s) and  
address(es) of  
applicant(s) or  
applicant(s) solicitor

Contact details  
(Phone/e-mail)

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.9A

**ORDER FOR APPOINTMENT OF LIQUIDATOR FOLLOWING  
DISCHARGE OF ADMINISTRATION ORDER**

Section 63  
Rule 57

**In the Supreme Court of Gibraltar**

*Case number*

*Name of company*

*Company number*

UPON THE APPLICATION OF the administrator(s) of the above company

*Name and address of  
administrator(s)*

appointed on \_\_\_\_\_

presented to the Court in respect of the above company on \_\_\_\_\_

and upon reading the evidence

IT IS ORDERED that

*Name(s) and address(es)  
of liquidator(s) (which  
may be the Official  
Receiver)*

# Insolvency

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## Notice of Specified Forms

2014/202

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Form L 9A

having filed (a) written statement(s) of consent and eligibility, be appointed as liquidator(s)  
of \_\_\_\_\_ under section 63 of the Insolvency Act  
2011

And the Court being satisfied on the evidence before it that

- Delete as appropriate*
- (i) the EC Insolvency Regulation \*does/does not apply; and
  - (ii) that these proceedings are \*main/secondary/territorial proceedings as defined in Article 3 of the Regulation

*Set out any other order(s)  
made*

Dated: \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.10

**LIST OF PERSONS INTENDING TO APPEAR ON HEARING OF  
APPLICATION TO APPOINT A LIQUIDATOR**

Rule 89

**In the Supreme Court of Gibraltar**

*Case number*

*Name of company*

Application for appointment of a liquidator of the above company made on

\_\_\_\_\_

The following persons have given notice that they intend to appear on the hearing of the  
above-mentioned application on \_\_\_\_\_

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# Insolvency

**2011-26**

## Notice of Specified Forms

**2014/202**

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Form L10

Name and Address	Name and Address of Solicitors (if any)	Amount owed to creditor £	Number of shares held by member	Whether supporting or opposing application

2

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.11

**ORDER FOR APPOINTMENT OF LIQUIDATOR**

Section 160

**In the Supreme Court of Gibraltar**

*Case number*

*Name of company*

*Company number*

UPON THE APPLICATION OF

*Full name and address of applicant*

presented to the Court in respect of the above company on

*Insert date*

and upon reading the evidence

IT IS ORDERED that

*Name(s) and address(es) of liquidator(s) (which may be the Official Receiver)*

having filed (a) written statement(s) of consent and eligibility, be appointed as liquidator(s)

of \_\_\_\_\_ under section 160 of the Insolvency

Act 2011

Form L 11

And the Court being satisfied on the evidence before it that

*Delete as appropriate*

- (i) the EC Insolvency Regulation \*does/does not apply; and
- (ii) that these proceedings are \*main/secondary/territorial proceedings as defined in Article 3 of the Regulation

AND it is ordered that the costs of

*Insert names of all persons to be awarded their costs*

of the application be payable out of the assets of the company

*Insert any terms concerning costs*

Dated: \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.13

**NOTICE BY COURT OF APPOINTMENT OF LIQUIDATOR**

Rule 93

**In the Supreme Court of Gibraltar**

*Case number*

*Name of company*

*Company number*

To:

*Name and address of liquidator(s)*

*\* Delete as appropriate* By order of the Court made \_\_\_\_\_, you have been appointed as the  
*\*liquidator/joint liquidators of the above company under the Insolvency Act 2011*

*Insert registered office of company*

*Name, address and contact details of the applicant's solicitors*

*Date of application*



The Insolvency Act 2011  
The Insolvency Rules 2014

Form L14

**NOTICE OF APPOINTMENT OF LIQUIDATOR  
UNDER SECTION 146 OR 160**

Section 169

To: **The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar**

Company name

Company number

IP licence number (unless  
Official Receiver)

Name(s) and address(es)  
of liquidator(s)

I/we give notice that I/we have been appointed as liquidator(s) of the above company on

- By the members of the company under section 146 of the Insolvency Act 2011
- By the Court under section 160 of the Act

Signed \_\_\_\_\_  
Liquidator(s)

Date \_\_\_\_\_

**2011-26**  
**2014/202**

**Insolvency**  
**Notice of Specified Forms**

---

Form L14

Contact details  
(Phone/e-mail)

\_\_\_\_\_  
\_\_\_\_\_  
**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission**

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.15

**ORDER FOR APPOINTMENT OF PROVISIONAL LIQUIDATOR**

Section 161(3)  
Rule 97

**In the Supreme Court of Gibraltar**

Case number

Name of company

Company number

UPON THE APPLICATION OF

Full name and address of  
applicant

and upon hearing

Names of all persons  
heard

And upon reading the application for the appointment of a liquidator and

Insert any affidavits and  
other documents  
presented to the Court

Form L15

And the Court being satisfied on the evidence before it that

*Delete as appropriate*

- (i) the EC Insolvency Regulation \*does/does not apply; and
- (ii) that these proceedings are \*main/secondary/territorial proceedings as defined in Article 3 of the Regulation

It is ordered that \*[upon the sum of £ \_\_\_\_\_ being deposited by the applicant with the Court] \*[the applicant securing the sum of £ \_\_\_\_\_ as set out below], the following person is appointed as provisional liquidator of the above company

*Delete the words in brackets, as appropriate*

*Name and address of provisional liquidator (which may be the Official Receiver)*

*If security is to be provided, set out details*

And it is ordered:

*Specify functions of provisional liquidator in relation to the company's affairs and assets*

Dated: \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.16

**NOTICE OF APPOINTMENT OF PROVISIONAL LIQUIDATOR**

Section 161

To: The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

**In the Supreme Court of Gibraltar**

Company name

Company number

Court case number

Name(s) and address(es)  
of provisional liquidator(s)

IP licence number  
(unless Official Receiver)

I/we give notice that on \_\_\_\_\_ I was/we were appointed as  
provisional liquidator(s) of the above company by Court order dated

\_\_\_\_\_

Signed \_\_\_\_\_  
Provisional Liquidator(s)

Date \_\_\_\_\_

**2011-26**  
**2014/202**

**Insolvency**  
**Notice of Specified Forms**

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Form L.16

Contact details  
(Phone/e-mail)

Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.17

**NOTICE OF TERMINATION OF APPOINTMENT OF  
PROVISIONAL LIQUIDATOR**

Section 178  
Rule 101

To:  
The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name and address of  
person filing notice

Name of liquidator  
removed from office

1. I attach a copy of an order of the Court dated \_\_\_\_\_ removing the  
above-named as liquidator of the above company

2. I am filing this notice as:

- A liquidator remaining in office
- A liquidator appointed by the Court in the place of the removed liquidator
- Official Receiver

Signed \_\_\_\_\_

Liquidator/Official Receiver

**2011-26**  
**2014/202**

**Insolvency**  
**Notice of Specified Forms**

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Form L.17

Date \_\_\_\_\_

Contact details  
(Phone/e-mail)

\_\_\_\_\_  
\_\_\_\_\_  
**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission**



The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.18

**NOTICE OF TERMINATION OF APPOINTMENT OF  
PROVISIONAL LIQUIDATOR**

Section 164

To: The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name(s) and address(es)  
of provisional  
liquidator(s)

I/we give notice that on \_\_\_\_\_ my/our appointment(s) as provisional  
liquidator was/were terminated:

- By order of the Court under section 164(1) of the Insolvency Act 2011 ("the Act")
- On the appointment of a liquidator by the Court
- On the Court granting leave to withdraw the application under section 154 of the Act

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a  
copy of this notice must be provided to the Financial Services Commission**

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.19

**NOTICE OF APPOINTMENT OF ADDITIONAL OR REPLACEMENT  
LIQUIDATOR**

Section 180

To: **The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar**

Company name

Company number

Name(s) and address(es)  
of appointed liquidator(s)

IP licence number (unless  
Official Receiver)

1. I/we give notice that on \_\_\_\_\_ I was/we were appointed as  
 Additional liquidator(s) of the above company  
 Replacement liquidator(s) of the above company
2. The appointment was made  
 By the members of the company  
 By the Court under section 180 of the Act

Signed \_\_\_\_\_  
Additional/replacement liquidator(s)

Date \_\_\_\_\_

Form L.19

Contact details  
(Phone/e-mail)

Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission

**2011-26**  
**2014/202**

**Insolvency**  
**Notice of Specified Forms**

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The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.20

**NOTICE OF APPOINTMENT OF LIQUIDATOR FOR  
ADVERTISEMENT**

*Specify any name with  
which the company has  
been registered in the 12  
months prior to date of  
appointment*

*Specify any name under  
which the company has  
traded at any time in the  
12 months prior to the  
date of appointment*

*\*Delete as appropriate*

Company name _____
Company number _____
Former company name(s) _____ _____
Trading names _____ _____
Nature of business _____
Date of appointment _____
Appointment made by *the members under section 146 of the Insolvency Act 2011/*the Court under section 160 of the Insolvency Act 2011
Name of liquidator(s) _____ _____
IP Licence Number(s) _____ _____
Address(es) of liquidators _____ _____ _____
<b>Note:</b> The appointment must be advertised in a newspaper published and circulating in Gibraltar and in such other newspaper or newspapers (if any) that the liquidator considers most appropriate for ensuring that the application comes to the attention of the creditors of the company.

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L20A

**NOTICE OF APPOINTMENT OF REPLACEMENT LIQUIDATOR  
FOR ADVERTISEMENT**

Company name _____
Company number _____
Date of appointment _____
Appointment made to replace a liquidator who has ceased to hold office
Name of liquidator who has ceased to hold office _____
_____
Name of new liquidator _____
IP Licence Number (new liquidator) _____
Address of new liquidator _____
_____
_____
<b>Note:</b> The appointment must be advertised in a newspaper published and circulating in Gibraltar and in such other newspaper or newspapers (if any) that the liquidator considers most appropriate for ensuring that the application comes to the attention of the creditors of the company.

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.21

**NOTICE OF A MEETING OF CREDITORS**

Section 170(1)

Company name

Company number

Name(s) and address(es)  
of liquidator(s)

IP licence Number(s)

TO: The Creditors of the above company ("the company")

Insert whether  
appointment by  
members or the Court

1. I/we hereby give you notice that I/we were appointed liquidator(s) of the company on \_\_\_\_\_ by the \_\_\_\_\_

2. The first meeting of creditors of the company is to be held at the place and on the date and times specified below

Place where creditors'  
meeting to be held

Date

Time

3. As liquidator(s), I/we invite you to attend the above meeting

4. A proxy form is enclosed which should be completed and returned to me by the date of the meeting if you cannot attend and wish to be represented

In order to be entitled to vote at the meeting, Rule 286 of the Insolvency Rules 2013 requires you to give to me, not later than 12.00 hours on the business day before the day fixed for the meeting, details in writing of your claim

# Insolvency

**2011-26**

## Notice of Specified Forms

**2014/202**

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Form L.21

Signed \_\_\_\_\_

Name of liquidator(s) \_\_\_\_\_

Date \_\_\_\_\_

**2011-26**  
**2014/202**

**Insolvency**  
**Notice of Specified Forms**

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The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.22

**ADVERTISEMENT OF FIRST MEETING OF CREDITORS OF  
COMPANY IN LIQUIDATION**

<i>Liquidator(s) name(s)</i>	<input type="text"/>
<i>IP licence number</i>	<input type="text"/>
<i>Company name</i>	<input type="text"/>
<i>Company number</i>	<input type="text"/>
	The first meeting of creditors of the company will be held at the place and on the date and time set out below
<i>Address</i>	<input type="text"/>
<i>Date</i>	<input type="text"/>
<i>Time</i>	<input type="text"/>



The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.23

**NOTICE OF DISPENSATION OF CREDITORS' MEETING**

Section 174

Company name

Company number

Name(s) and address(es)  
of liquidator(s)

IP licence Number(s)

TO: The Creditors of the above company ("the company")

Insert whether  
appointment by  
members or the Court

1. I was/we were appointed liquidator(s) of the company on \_\_\_\_\_  
by the \_\_\_\_\_

2. I/we give you notice that I/we do not consider it necessary to call a first meeting of  
creditors for the reasons set out below

Set out reasons for  
decision not to call  
meeting

3. A meeting of creditors will not be called unless 10% in value of the creditors give written  
notice to me/us, within 10 days of receiving this notice, that they require a meeting to be  
called

**2011-26**

**Insolvency**

**2014/202**

**Notice of Specified Forms**

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Form L.23

Signed \_\_\_\_\_

Name of liquidator(s) \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

L24

**REQUEST BY CREDITOR FOR A MEETING OF CREDITORS  
(LIQUIDATION)**

Section 220(1)(a)  
Rule 280

Company name

Company number

To:

Name(s) and address(es)  
of liquidators

Name and address of  
creditor making request

1. Pursuant to section 220(1)(a) of the Insolvency Act 2011, I request you to call a meeting of the creditors of the above company
2. My claim in the liquidation is \_\_\_\_\_
3. The following creditors concur with my request for a meeting and I attach copies of their written confirmation of concurrence:

Insert full names and  
addresses of creditors  
concurring with request  
(if any) and their claims  
in the liquidation

**2011-26**  
**2014/202**

**Insolvency**  
**Notice of Specified Forms**

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The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.24

4. The creditors supporting the calling of a creditors' meeting comprise at least 10% in value of the creditors of the company
5. The purpose of the meeting is:

*Set out details of the purpose of the meeting*

I understand that I will be required to deposit with you such sum as you may determine to be appropriate by way of security for the expenses of summoning and holding the meeting

Signed \_\_\_\_\_

Name \_\_\_\_\_

Capacity (if applicable) \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

L25

**NOTICE OF LIQUIDATOR TO OFFICIAL RECEIVER CONCERNING  
ASSETS ON APPLICATION TO REMOVE LIQUIDATOR**

Rule 101(4)

Company name

Company number

Name and address of liquidator

IP licence number

TO: The Official Receiver

1. An application was made to Court for my removal under section 178 of the Insolvency Act 2011 on \_\_\_\_\_

*A statement complying with rule 101(4) must be attached, even if it states that no assets have been realised, applied, distributed or dealt with*

2. As required by rule 101(4) of the Insolvency Rules, I attach a statement providing details of the extent to which I have realised, applied, distributed or otherwise dealt with the assets of the above company, or any of them

Signed \_\_\_\_\_

Name of liquidator(s) \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.26

**NOTICE OF LIQUIDATOR'S RESIGNATION TO OFFICIAL  
RECEIVER AND STATEMENT CONCERNING DEALINGS WITH  
ASSETS**

Section 179(2)  
Rule 101(4), 102

Company name

Company number

Name and address of  
liquidator

IP licence Number

TO: The Official Receiver

Insert whether  
appointment by  
members of Court

1. I hereby give you notice that I resigned as liquidator of the above company on  
\_\_\_\_\_ on the grounds that I am no longer eligible to act

2. As required by rule 102(1) of the Insolvency Rules, I attach a statement providing details of  
the extent to which I have realised, applied, distributed or otherwise dealt with the assets  
of the above company, or any of them

A statement complying  
with rule 101(4) must  
be attached, even if it  
states that no assets  
have been realised,  
applied, distributed or  
dealt with

Form L.26

Signed \_\_\_\_\_

Name of liquidator(s) \_\_\_\_\_

Date \_\_\_\_\_

<b>Endorsement of Official Receiver</b>
This notice was received:
Date: _____
Time: _____

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.27

**NOTICE TO CREDITORS OF LIQUIDATOR'S RESIGNATION  
(INELIGIBILITY TO ACT)**

Section 179(2)

Company name	<input type="text"/>
Company number	<input type="text"/>
Name(s) and address of liquidator	<input type="text"/>
IP licence Number(s)	<input type="text"/>

TO: The Creditors of the company

*The resignation of a liquidator takes effect from the date that notice is received by the Official Receiver, as endorsed on the notice*

1. I hereby give you notice that I resigned as liquidator of the above company on \_\_\_\_\_ on the grounds that I am no longer eligible to act as an insolvency practitioner in relation to the company
2. My resignation is effective from \_\_\_\_\_

Signed \_\_\_\_\_

Name of liquidator \_\_\_\_\_

Date \_\_\_\_\_



The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.28

**NOTICE OF A MEETING OF CREDITORS TO CONSIDER  
LIQUIDATOR'S RESIGNATION**

Section 179(5)  
Rule 103

*Court case number (if applicable)*

*Name of company*

*Company number*

*Name and address of liquidator*

*IP licence number*

Date of appointment \_\_\_\_\_

Appointed by \_\_\_\_\_

To: The Creditors of the above company ("the company")

1. I hereby give you notice that I intend to resign as liquidator of the company on the grounds set out below

*Insert grounds for resignation*

2. A meeting of creditors of the company is to be held at the place and on the date and times specified below for the purpose of accepting my resignation

Form L 28

*Place where creditors' meeting to be held*

*Date and time of creditors' meeting*

Date

Time

3. You are invited to attend the above meeting
4. I attach an account of my administration of the liquidation, including a summary of the receipts and payments
5. A proxy form is enclosed which should be completed and returned to me by the date of the meeting if you cannot attend and wish to be represented.

In order to be entitled to vote at the meeting, Rule 286 of the Insolvency Rules 2013 requires you to give to me, not later than 12.00 hours on the business day before the day fixed for the meeting, details in writing of your claim

Signed \_\_\_\_\_

Name of liquidator \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.29

**NOTICE TO OFFICIAL RECEIVER OF CREDITORS' MEETING  
TO CONSIDER LIQUIDATOR'S RESIGNATION**

Section 179(5)  
Rule 101(4), 103(2)

Name of company

Company number

Name and address of  
liquidator

IP licence number

To: The Official Receiver

1. I hereby give you notice that I have called a meeting of creditors on \_\_\_\_\_  
to accept my resignation as liquidator of the above  
company.

*A statement complying  
with rule 101(4) must be  
attached, even if it  
states that no assets  
have been realised,  
applied, distributed or  
dealt with*

2. I attach:  
(i) a copy of the notice to creditors  
(ii) a copy of the account of my administration of the liquidation, including a summary of receipts and payments  
(iii) a statement providing details of the extent to which I have realised, applied, distributed or otherwise dealt with the assets of the above company, or any of them

Signature \_\_\_\_\_

Name of liquidator(s) \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.30

**NOTICE TO COURT OF CREDITORS' MEETING TO CONSIDER  
LIQUIDATOR'S RESIGNATION**

Section 179(5)  
Rule 103(2)

**In the Supreme Court of Gibraltar**

Court case number:

Company name

Company number

UPON THE APPLICATION OF

Name and address of  
liquidator

1. I report that I have called a meeting of creditors on \_\_\_\_\_ to  
accept my resignation as liquidator of the above company

2. I attach:

- (i) a copy of the notice to creditors
- (ii) a copy of the account of my administration of the liquidation, including a summary of receipts and payments

Form L30

Signed \_\_\_\_\_

Name of liquidator(s)

\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.31

**NOTICE TO OFFICIAL RECEIVER OF OUTCOME OF CREDITORS'  
MEETING (RESIGNATION OF LIQUIDATOR)**

Section 179(6)  
Rule 103(3)

Company name

Company number

Name and address of  
resigning liquidator

This is to certify that at a meeting of the creditors of the above company held on

\_\_\_\_\_ the following resolution was passed

Select one or both

- That the liquidator's resignation be accepted
- That a new liquidator be appointed

*A copy of the resolution  
must be attached and a  
certificate of  
appointment must be  
attached if a replacement  
liquidator was appointed*

The following are attached

- A copy of the resolution
- A certificate of appointment for the replacement liquidator

Signed \_\_\_\_\_

*Chairman of meeting*

Name of chairman \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.32

**NOTICE OF LIQUIDATOR'S RESIGNATION TO OFFICIAL  
RECEIVER FOLLOWING CREDITORS' MEETING**

Rule 103(4)

*Company name*

*Company number*

*Name and address of liquidator*

*IP licence Number*

TO: The Official Receiver

I hereby give you notice that my resignation as liquidator of the above company was  
accepted by the company's creditors at a meeting held on \_\_\_\_\_  
and that I have resigned as liquidator

Signed \_\_\_\_\_

Name of liquidator(s) \_\_\_\_\_

Date \_\_\_\_\_

Endorsement of Official Receiver	
This notice was received:	
Date	_____
Time:	_____

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.33

**NOTICE TO COURT OF LIQUIDATOR'S RESIGNATION ON  
ACCEPTANCE BY CREDITORS' MEETING**

Rule 103(3)

**In the Supreme Court of Gibraltar**

Court case number:

*Company name*

*Company number*

*Name and address of  
liquidator*

As liquidator of the above company, I report that my resignation as liquidator of the above  
company was accepted by the creditors of the company at a meeting held on  
\_\_\_\_\_ and I have resigned as liquidator of the company

Signed \_\_\_\_\_

Name of liquidator(s) \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_



The Insolvency Act 2011  
The Insolvency Rules 2014

Form L34

**COURT ORDER GIVING LIQUIDATOR LEAVE TO RESIGN**

Section 179(7)  
Rule 104

**In the Supreme Court of Gibraltar**

Case number:

Name of company

Company number

UPON THE APPLICATION OF

Name and address of applicant

AND upon hearing

Set out any persons who appeared at hearing

AND upon reading the evidence

IT IS ORDERED that

Name and address of liquidator

be granted leave to resign as liquidator of the above company

set out any other order made

**2011-26**

**Insolvency**

**2014/202**

**Notice of Specified Forms**

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Form L34

Dated: \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.35

**NOTICE TO COURT OF LIQUIDATOR'S RESIGNATION**

Section 179(7)  
Rule 104

**In the Supreme Court of Gibraltar**

Case number:

Company name

Company number

Name and address of liquidator

I report that, pursuant to an order of the Court dated \_\_\_\_\_ granting me  
leave to resign, I hereby resign as liquidator of the company

Signed \_\_\_\_\_

Name of liquidator(s) \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.36

**COURT ORDER REMOVING LIQUIDATOR FROM OFFICE**

Section 178  
Rule 101

**In the Supreme Court of Gibraltar**

Case number:

Name of company

Company number

UPON THE APPLICATION OF

Name and address of  
applicant

AND upon hearing

Set out any persons who  
appeared at hearing

AND upon reading the evidence

IT IS ORDERED that

Name and address of  
liquidator

be removed from the office of liquidator of the above company

# Insolvency

**2011-26**

## Notice of Specified Forms

**2014/202**

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Form L36

*Set out any other order  
made*

Dated: \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L37

**NOTICE TO OFFICIAL RECEIVER OF DEATH OF LIQUIDATOR**

Section 105

Company name

Company number

Name and address of liquidator

IP licence Number

TO: The Official Receiver

1. I give notice that the above-named, who was the liquidator of the above company, died on \_\_\_\_\_
2. This notice is given by me as:
  - Personal representative of the deceased liquidator
  - A partner in the firm of which the deceased liquidator was partner giving notice under rule 105(2)
  - A person giving notice by producing the death certificate under rule 105(3)

Signed \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L 38

**NOTICE OF DEATH OF LIQUIDATOR**

Section 105

To: **The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar**

<i>Company name</i>	
<i>Company number</i>	
<i>Name and address of deceased liquidator</i>	
<i>Name and address of person giving notice of death of liquidator</i>	

1. I give notice that the above-named, who was the liquidator of the above company, died on \_\_\_\_\_
2. This notice is given by me as:
  - Personal representative of the deceased liquidator
  - A partner in the firm of which the deceased liquidator was partner giving notice under rule 105(2)
  - A person giving notice by producing the death certificate under rule 105(3)

Signed \_\_\_\_\_

**2011-26**

**Insolvency**

**2014/202**

**Notice of Specified Forms**

---

Form L 38

Print name \_\_\_\_\_

Date \_\_\_\_\_

**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission**



The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.39

**NOTICE OF RESIGNATION OF LIQUIDATOR  
(INELIGIBILITY TO ACT)**

Section 179(2)  
Rule 102

To: **The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar**

Company name

Company number

Name and address of resigned liquidator

IP licence number(s)

*The resignation of a liquidator takes effect from the date that notice is received by the Official Receiver, as endorsed on the notice*

1. I give notice that I resigned as liquidator of the above company on the grounds that I am no longer eligible to act as an insolvency practitioner in relation to the company
2. A copy of my notice of resignation endorsed by the Official Receiver with the date of receipt is attached
3. My resignation is effective from \_\_\_\_\_

Signed \_\_\_\_\_  
Liquidator

Date \_\_\_\_\_

**2011-26**  
**2014/202**

**Insolvency**  
**Notice of Specified Forms**

---

Form L.39

Contact details  
(Phone/e-mail)

Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L40

**NOTICE OF COURT ORDER GIVING LEAVE FOR  
LIQUIDATOR TO RESIGN**

Section 179(7)

To: The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name and address of  
liquidator

IP licence number

As liquidator of the above company I attach a copy of an order of the Court dated \_\_\_\_\_ granting me leave to resign

Signed \_\_\_\_\_  
Liquidator

Date \_\_\_\_\_

**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission**

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.41

**NOTICE OF SETTLEMENT OF LIST OF MEMBERS**

Section 184  
Rule 108

To: The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name(s) and address(es)  
of liquidator(s)

1. I/we have settled a list of members of the above company which is attached

Signed \_\_\_\_\_  
Liquidator(s)

Print name

Print name \_\_\_\_\_

Contact details  
(Phone/e-mail)

\_\_\_\_\_

**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission**

# Insolvency

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## Notice of Specified Forms

2014/202

Form L41

Class	Nominal value per share	Issue price per share	Total number of shares issued	Total number of shares called up	Total number of shares paid up

Signature \_\_\_\_\_

Date \_\_\_\_\_

2

Form L41

### LIST OF MEMBERS

Class	Name and address of member	Class of Member*	Number of shares held	Number of shares called up	Number of shares paid up

\*For example: shareholder, member of a company limited by guarantee, member of an unlimited company, etc.

Signature \_\_\_\_\_

Date \_\_\_\_\_

3

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.42

**NOTICE OF DISCLAIMER**

Section 209  
Rule 119

To: The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name and address of  
liquidators

I/we, as liquidator(s) of the above company, attach a copy of a signed notice of disclaimer

Signed \_\_\_\_\_

Date \_\_\_\_\_

Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L43

**NOTICE OF DISCLAIMER**

Section 209 and 210  
Rule 120

Company name

Company number

**PART 1**

Name and address of  
liquidator(s)

I/we, as liquidator(s) of the above company, disclaim all the company's interest in the following property:

Insert full details of  
property disclaimed

Signed

Liquidator(s)

Date

Contact details  
(Phone/e-mail)

**PART 2**

To:

*Insert name and address  
of every person required  
to be sent a copy of the  
notice by section 209(3)  
and 210(2) of the  
Insolvency Act 2011 (the  
Act) and rule 120 of the  
Insolvency Rules 2013  
(the Rules)*

This is a copy notice of disclaimer signed by the liquidator(s) of the above company on

\_\_\_\_\_

The attention of recipients is drawn to sections 209 to 216 of the Act and rules 119 – 124 of the Rules

**Note:**

1. Part 1 is to be completed by the liquidator(s)  
Part 2 is to be completed by or on behalf of the liquidator(s) when sending out copy notices under the Act or the Rules
2. Where the property consists of land or buildings, the nature of the interest should also be stated, e.g., freehold/leasehold



The Insolvency Act 2011  
The Insolvency Rules 2014

Form L44

**NOTICE OF DISCLAIMER**

Section 201  
Rule 111, 112

Company name

Company number

Date of appointment of liquidator

1	Name of Creditor	
2	Address of Creditor	
3	Total amount of claim as at the date of appointment of liquidator	£
4	If total amount above includes outstanding uncapitalised interest, state amount	£
5	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts set out in the Insolvency Rules, 2013	Category
		Amount(s) claimed as preferential £
6	Particulars of how and when debt incurred	
7	Details of any documents by reference to which the debt can be substantiated [Note: the liquidator may call for any document or evidence to substantiate the claim at his discretion]	

**2011-26**

# Insolvency

**2014/202**

## Notice of Specified Forms

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Form L.44

<b>8</b>	Particulars of any security held, the date it was given and the value of the security	
<b>9</b>	Details of any reservation of title claimed in respect of goods supplied to which the claim relates.	
<b>10</b>	Signature of creditor or person authorised to act on his behalf	
	Name in BLOCK LETTERS	
	Position with or in relation to creditor	
	Address	

Form L44

**Admitted to vote for**

£ \_\_\_\_\_

Date \_\_\_\_\_

Liquidator \_\_\_\_\_

**Admitted preferentially for**

£ \_\_\_\_\_

Date \_\_\_\_\_

Liquidator \_\_\_\_\_

**Admitted non-preferentially for**

£ \_\_\_\_\_

Date \_\_\_\_\_

Liquidator \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.45

**NOTICE TO ELECT**

Section 211  
Rule 122

Company name

Company number

Name and address of  
person giving liquidator  
notice to elect

Name and address of  
liquidator(s)

To: The liquidator of the above company

I, being a person interested in property or whose rights would be effected by the disclaimer of property (specified below) require the liquidator to decide, within 28 days of the date of service of this notice, whether or not the liquidator will disclaim the property and to notify me of the decision

Insert full details of  
property to which this  
notice relates

Signed \_\_\_\_\_

Name (printed) \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.46

**CLAIM FORM**

Section 201  
Rule 111, 112

Company name

Company number

Date of appointment of liquidator

1	Name of Creditor	
2	Address of Creditor	
3	Total amount of claim as at the date of appointment of liquidator	£
4	If total amount above includes outstanding uncapitalised interest, state amount	£
5	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts set out in the Insolvency Rules, 2013	Category
		Amount(s) claimed as preferential £
6	Particulars of how and when debt incurred	
7	Details of any documents by reference to which the debt can be substantiated [Note: the liquidator may call for any document or evidence to substantiate the claim at his discretion]	

**2011-26**

# Insolvency

**2014/202**

## Notice of Specified Forms

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Form L.46

<b>8</b>	Particulars of any security held, the date it was given and the value of the security	
<b>9</b>	Details of any reservation of title claimed in respect of goods supplied to which the claim relates.	
<b>10</b>	Signature of creditor or person authorised to act on his behalf	
	Name in BLOCK LETTERS	
	Position with or in relation to creditor	
	Address	

Form L.46

**Admitted to vote for**

£ \_\_\_\_\_

Date \_\_\_\_\_

Liquidator \_\_\_\_\_

**Admitted preferentially for**

£ \_\_\_\_\_

Date \_\_\_\_\_

Liquidator \_\_\_\_\_

**Admitted non-preferentially for**

£ \_\_\_\_\_

Date \_\_\_\_\_

Liquidator \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form 8.1

**STATEMENT OF AFFAIRS IN A COMPANY VOLUNTARY  
ARRANGEMENT, ADMINISTRATION, ADMINISTRATIVE  
RECEIVERSHIP OR LIQUIDATION AND AFFIDAVIT OF  
VERIFICATION**

Section 17(1)(c), 77, 131, 217 and 236  
Rule 6, 41, 45, 131-135

STATEMENT OF AFFAIRS OF

Company name	<input type="text"/>	Case number	<input type="text"/>
Company number	<input type="text"/>	Date of incorporation	<input type="text"/>
Registered office of company	<input type="text"/>		

This affidavit must be sworn or affirmed before a notary public or a commissioner for oaths, after the statement of affairs has been completed.

I

Name and occupation  
of person making  
statement of affairs

Of

Address

Date

Make Oath and say that the statement of affairs exhibited hereto and marked "A" and "B" is to the best of my knowledge and belief a full, true and complete statement as to the assets and liabilities of the above company as at \_\_\_\_\_ and a full, true and complete list of its creditors and the securities that they hold.



# Insolvency

**2011-26**

## Notice of Specified Forms

**2014/202**

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Form B.1

Sworn at \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Before me \_\_\_\_\_

A notary public or commissioner for oaths

Form B.1

**A – Summary of Assets**

Assets	Book Value £	Estimated to Realise £
Assets subject to fixed charge:		
Assets subject to floating charge:		
Uncharged assets:		
Estimated total assets available for preferential creditors		

Signature \_\_\_\_\_ Date \_\_\_\_\_

Form B.1

**A1 – Summary of Liabilities**

		Estimated to realise £
Estimated total assets available for preferential creditors (carried from page A)	£	£
<b>Liabilities</b>		
Preferential creditors:-		
Estimated deficiency/surplus as regards preferential creditors		£
Estimated prescribed part of net property where applicable (to carry forward)	£	
Estimated total assets available for floating charge holders	£	
Debts secured by floating charges	£	
Estimated deficiency/surplus of assets after floating charges		£
Estimated prescribed part of net property where applicable (brought down)	£	
<b>Total assets available to unsecured creditors</b>		£
Unsecured non-preferential claims (excluding any shortfall to floating charge holders)	£	
Estimated deficiency/surplus as regards non-preferential creditors (excluding any shortfall to floating charge holders)		
Shortfall to floating charge holders (brought down)	£	

**2011-26**

# Insolvency

**2014/202**

## Notice of Specified Forms

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Estimated deficiency/surplus as regards creditors	Form B.1
Issued and called up capital	€
Estimated total deficiency/surplus as regards members	€
<hr/>	
Signature _____	Date _____

# Insolvency

2011-26

## Notice of Specified Forms

2014/202

Form 8.1

### COMPANY CREDITORS

**Note:** You must include all creditors and identify all creditors under hire-purchase, chattel leasing or conditional sale agreements and customers claiming amounts paid in advance of the supply of goods or services and creditors claiming retention of title over property in the company's possession.

Name of creditor or Claimant	Address (with postcode)	Amount of debt £	Details of any security held by creditor	Date security given	Value of security £

Signature \_\_\_\_\_ Date \_\_\_\_\_

Form 3.4

### COMPANY SHAREHOLDERS

Name of Shareholder	Address (with postcode)	No. of shares held	Nominal Value	Details of Shares held

TOTALS

**2011-26**

**Insolvency**

**2014/202**

**Notice of Specified Forms**

---

Form 3.4

Signature \_\_\_\_\_ Date \_\_\_\_\_

8

The Insolvency Act 2011  
The Insolvency Rules 2014

Form B.2

**AFFIDAVIT OF CONCURRENCE IN A COMPANY VOLUNTARY  
ARRANGEMENT, ADMINISTRATION, ADMINISTRATIVE  
RECEIVERSHIP OR LIQUIDATION**

Section 237  
Rule 134

AFFIDAVIT OF CONCURRENCE

Company name  Case number (if applicable)

Company number  Date of incorporation

Registered office of company

This affidavit must be sworn or affirmed before a notary public or a commissioner for oaths, after the statement of affairs has been completed.

With regards to the Statement of Affairs of the above company of

Insert registered office

made on \_\_\_\_\_ by

Insert full name and address of person who made the statement of affairs being concurred with

Name and occupation of person swearing affidavit of concurrence

Form B.2

Of

Address

Make Oath and say that

I concur with Statement of Affairs of the above company referred to above and, to the best of my knowledge and belief, the facts stated in the statement of affairs are a full, true and complete statement as to the assets and liabilities of the above company as at \_\_\_\_\_ and a full, true and complete list of its creditors and the securities that they hold

Insert date

**OR**

I concur with the Statement of Affairs of the above company subject to the qualifications set out below and, subject to the qualifications, to the best of my knowledge and belief, the facts stated in the statement of affairs are a full, true and complete statement as to the assets and liabilities of the above company as at \_\_\_\_\_ and a full, true and complete list of its creditors and the securities that they hold

Insert date

*List all matters in the Statement of Affairs that you do not agree or which you consider erroneous or misleading or matters to which you have no direct knowledge and indicate the reason for the qualifications*

Sworn at \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Before me \_\_\_\_\_

A notary public or commissioner for oaths



The Insolvency Act 2011  
The Insolvency Rules 2014

Form 8.3

**NOTICE OF STATEMENT OF AFFAIRS**

Rule 135

To:  
The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number  Case number (if applicable)

Name(s) and address(es) of office holder(s)

I/we attach a copy of:

- Tick all boxes that apply
- the Statement(s) of Affairs
  - the affidavit(s) of concurrence
  - a copy of the Court order limiting disclosure in respect of the Statement of Affairs
- in respect of the above company

Signed \_\_\_\_\_

Date \_\_\_\_\_

State office held by office holder \_\_\_\_\_

Contact details (Phone/e-mail) \_\_\_\_\_

**Note:** If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission

The Insolvency Act 2011  
The Insolvency Rules 2014

Form 13.1

**STATEMENT OF ASSETS & LIABILITIES IN AN INDIVIDUAL  
VOLUNTARY ARRANGEMENT OR BANKRUPTCY AND AFFIDAVIT  
OF VERIFICATION**

Section 283(1), 399  
Rule 152, 242-244

STATEMENT OF ASSETS AND LIABILITIES OF

Name of individual

Case number (if  
applicable)

Address of individual

This affidavit must be sworn or affirmed before a notary public or a commissioner for oaths,  
after the statement of affairs has been completed.

I

Name and occupation  
of individual

Of

Address

Make Oath and say that the statement of affairs exhibited hereto and marked "A" and "B" is to  
the best of my knowledge and belief a full, true and complete statement as to my assets and  
liabilities as at \_\_\_\_\_ and a full, true and complete list of my creditors and  
the securities that they hold.

Date

# Insolvency

**2011-26**

## Notice of Specified Forms

**2014/202**

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Form 13.1

Sworn at \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Before me \_\_\_\_\_

A notary public or commissioner for oaths

The Insolvency Act 2011  
The Insolvency Rules 2014

Form 17.1

**CERTIFICATE OF CONSTITUTION OF CREDITORS'  
COMMITTEE**

Section 455(1)

Name of company

Company number

Case Number

Name(s) and address(es)  
of office holder(s)  
completing the form

Type of office holder, i.e.  
administrator, liquidator  
appointed by the Court or  
bankruptcy trustee

1. I/we certify that a creditors' committee of the above company has been established and that the membership is as follows:

Insert full name and  
address of each member  
of the committee

3. The appointment is in accordance with sections 48 and 49 of the Insolvency Act 2013

4. The appointer confirms:

- is the first certificate issued by me/us  
 amends a certificate issued by me/us on \_\_\_\_\_

Signed \_\_\_\_\_

Type of office holder \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form 17.2

**CERTIFICATE OF CONSTITUTION OF CREDITORS'  
COMMITTEE**

Section 455(1)

*Name of company*

*Company number*

*Name(s) and address(es) of office holder(s) completing the form*

*Type of office holder, i.e. administrative receiver or liquidator not appointed by the Court*

1. I/we certify that a creditors' committee of the above company has been established and that the membership is as follows:

*Insert full name and address of each member of the committee*

2. The certificate:

- is the first certificate issued by me/us
- amends a certificate issued by me/us on \_\_\_\_\_

Signed \_\_\_\_\_

Type of office holder \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form 17.3

**CERTIFICATE OF CONSTITUTION OF CREDITORS'  
COMMITTEE (TO REGISTRAR)**

455(1), 460(3)

Name of company

Company number

Court case number

Name(s) and address(es)  
of office holder(s)  
completing the form

Type of office holder, i.e.  
administrator, liquidator  
appointed by the Court or  
bankruptcy trustee

1. I/we certify that a creditors' committee of the above company has been established and that the membership is as follows:

Insert full name and  
address of each member  
of the committee

Signed \_\_\_\_\_

Type of office holder \_\_\_\_\_

Date \_\_\_\_\_

Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission

The Insolvency Act 2011  
The Insolvency Rules 2014

Form 17.4

**CERTIFICATE OF CONSTITUTION OF CREDITORS' COMMITTEE  
(TO REGISTRAR)**

Section 455(1), 460(3)

Company name

Company number

Name(s) and address(es)  
of office holder(s)  
completing the form

Type of office holder, i.e.  
administrative receiver or  
liquidator not appointed  
by the Court

I/we certify that a creditors' committee of the above company was established on

\_\_\_\_\_ and that the membership is as follows:

Insert full name and  
address of each member  
of the committee

Signed \_\_\_\_\_

Type of office holder \_\_\_\_\_

Date \_\_\_\_\_

**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission**

The Insolvency Act 2011  
The Insolvency Rules 2014

Form 17.5

**REPORT OF CHANGE OF MEMBERSHIP OF CREDITORS'  
COMMITTEE (TO REGISTRAR)**

Section 455(1), 460(3)

Company name

Company number

Case Number

Name(s) and address(es)  
of office holder(s)  
completing the form

Type of office holder, i.e.  
administrator, liquidator  
appointed by the Court or  
bankruptcy trustee

I/we report that the membership of the creditors' committee of the above company has  
changed and that the membership is now as follows:

Insert full name and  
address of each member  
of the committee

Signed \_\_\_\_\_

Type of office holder \_\_\_\_\_

Date \_\_\_\_\_

**Note:** If the company is an authorised person, within the meaning of the Insolvency Act, a  
copy of this notice must be provided to the Financial Services Commission



The Insolvency Act 2011  
The Insolvency Rules 2014

Form 17.6

**REPORT OF CHANGE OF MEMBERSHIP OF CREDITORS'  
COMMITTEE (TO REGISTRAR)**

Section 455(1), 460(3)

Company name

Company number

Name(s) and address(es)  
of office holder(s)  
completing the form

Type of office holder, i.e.  
administrative receiver or  
liquidator not appointed  
by the Court

I/we report that the membership of the creditors' committee of the above company has  
changed and that the membership is now as follows:

Insert full name and  
address of each member  
of the committee

Signed \_\_\_\_\_

Type of office holder \_\_\_\_\_

Date \_\_\_\_\_

**Note:** If the company is an authorised person, within the meaning of the Insolvency Act, a  
copy of this notice must be provided to the Financial Services Commission

The Insolvency Act 2011  
The Insolvency Rules 2014

Form G.1

**STATUTORY DEMAND UNDER SECTION 141 OF THE  
INSOLVENCY ACT (COMPANY)**

Section 141  
Rule 75

**WARNING**

This is an important document. This demand, must be dealt with within 21 days after its service on the company or a liquidator could be appointed for the company and the company placed into liquidation under the Insolvency Act 2011 ("the Act")

Please read the demand and notes carefully

**Demand:**

To: Name: \_\_\_\_\_ ("the company")

Address \_\_\_\_\_  
\_\_\_\_\_

1. This demand is served on you by the creditor:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

2. The creditor claims that the company owes the creditor the sum of £ \_\_\_\_\_, full particulars of which are set out in the Schedule.

3. The creditor demands that the company pay the debt in full, or to secure or compound for the debt to the reasonable satisfaction of the creditor, within 21 days of the date of service of this demand on the company.

4. This demand is a statutory demand issued under the Insolvency Act and if this demand is not complied with, the creditor may make application to the Court for the appointment of a liquidator of the company.

Form G.1

5. Section 142 of the Act provides that a company served with a statutory demand may apply to the Court for an order setting it aside. An application to set the demand aside must be made within 21 days of the date of service of this demand in you. The Court does not have the power to extend this period.

6. An application to set this demand aside must be supported by an affidavit complying with rule 78(1) of the Insolvency Rules 2013.

7. The address for service on the creditor of any application to set this demand aside is:

Address: \_\_\_\_\_

\_\_\_\_\_

8. The following is the name, address and contact details of one or more individuals with whom the debtor you may communicate with a view to securing or compounding for the debt to the satisfaction of the creditor:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact details: \_\_\_\_\_

(Insert details of any other individuals below)

\_\_\_\_\_

Signed: \_\_\_\_\_

Name of person signing: \_\_\_\_\_

Address of person signing: \_\_\_\_\_

\_\_\_\_\_

Telephone number for communication concerning this demand: \_\_\_\_\_

\*Position with, or relationship to, creditor: \_\_\_\_\_

\*If signed by solicitor or agent of creditor, name of firm: \_\_\_\_\_

\* I am authorized to make this demand on the creditor's behalf

\_\_\_\_\_  
\* Delete if signed by creditor

**2011-26**  
**2014/202**

**Insolvency**  
**Notice of Specified Forms**

---

Form G.1

**Schedule**

Note:

1. These particulars must include (a) when the debt was incurred, (b) the consideration for the debt (or if there is no consideration the way in which it arose) and (c) the amount due as at the date of this demand).
2. If the amount claimed includes a charge by way of interest not previously notified to the company as included in its liability, or any other charge accruing from time to time, the amount or rate of the charge must be separately identified and the grounds on which payment is claimed stated. Where this paragraph applies, the amount claimed must be limited to the amount that has accrued at the date of this demand.

**Particulars of Debt**

The Insolvency Act 2011  
The Insolvency Rules 2014

Form G.2

**STATUTORY DEMAND UNDER SECTION 141 OF THE  
INSOLVENCY ACT (INDIVIDUAL)**

Section 141  
Rule 75

<p><b>WARNING</b></p> <p>This is an important document. This demand, must be dealt with within 21 days after its service on you or a bankruptcy order could be made against you under the Insolvency Act 2011 ("the Act") and your property and goods taken away from you.</p> <p>Please read the demand and notes carefully. If you are in any doubt about your position you should seek advice <b>immediately</b> from a solicitor or a licensed insolvency practitioner.</p>
---

**Demand:**

To: Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

1. This demand is served on you by the creditor:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

2. The creditor claims that you owe the creditor the sum of £ \_\_\_\_\_, full particulars of which are set out in the Schedule.

3. The creditor demands that you pay the debt in full, or to secure or compound for the debt to the reasonable satisfaction of the creditor, within 21 days of the date of service of this demand on you.

4. This demand is a statutory demand issued under the Insolvency Act and if this demand is not complied with, the creditor may make application to the Court for a bankruptcy order against you.

Form G.2

5. Section 142 of the Act provides that a person served with a statutory demand may apply to the Court for an order setting it aside. An application to set the demand aside must be made within 21 days of the date of service on you. The Court does not have the power to extend this period.
6. An application to set this demand aside must be supported by an affidavit complying with rule 78(1) of the Insolvency Rules 2013.

7. The address for service on the creditor of any application to set this demand aside is:

Address: \_\_\_\_\_  
\_\_\_\_\_

8. The following is the name, address and contact details of one or more individuals with whom you may communicate with a view to securing or compounding for the debt to the satisfaction of the creditor:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact details: \_\_\_\_\_

(Insert details of any other individuals below)  
\_\_\_\_\_

Signed: \_\_\_\_\_

Name of person signing: \_\_\_\_\_

Address of person signing: \_\_\_\_\_  
\_\_\_\_\_

Telephone number for communication concerning this demand: \_\_\_\_\_

\*Position with, or relationship to, creditor: \_\_\_\_\_

\*If signed by solicitor or agent of creditor, name of firm: \_\_\_\_\_

\* I am authorized to make this demand on the creditor's behalf

\_\_\_\_\_  
*\* Delete if signed by creditor*

Form G.2

**Schedule**

Note:

1. These particulars must include (a) when the debt was incurred, (b) the consideration for the debt (or if there is no consideration the way in which it arose) and (c) the amount due as at the date of this demand).
2. If the amount claimed includes a charge by way of interest not previously notified to the company as included in its liability, or any other charge accruing from time to time, the amount or rate of the charge must be separately identified and the grounds on which payment is claimed stated. Where this paragraph applies, the amount claimed must be limited to the amount that has accrued at the date of this demand.

**Particulars of Debt**

**2011-26**

# Insolvency

**2014/202**

## Notice of Specified Forms

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**A – Summary of Assets**

Assets	Book Value (state currency)	Estimated to Realise (state currency)
Assets specifically pledged (show the amount claimed against each asset or group of assets separately, not exceeding the "estimated to realise" value)		
Assets not specifically pledged:		
Estimated total assets available for preferential creditors		



A – Summary of Assets

Signature \_\_\_\_\_

Date \_\_\_\_\_



# Insolvency

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## Notice of Specified Forms

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### B – Creditors

Note: You must identify creditors under hire-purchase, chattel leasing or conditional sale agreements and customers claiming amounts paid in advance of the supply of goods or services and creditors claiming retention of title over property in the company's possession.

Name of creditor or claimant	Address	Amount of debt (state currency)	Details of any security held by creditor	Date security given	Value of security (state currency)

Signature \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form R.1

**NOTICE OF APPOINTMENT OF RECEIVER**

Section 101(1)(b)  
Rule 67

To: **The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar**

Company name	<input type="text"/>
Company number	<input type="text"/>
Address of registered office of company	<input type="text"/>
Name and address of receiver	<input type="text"/>
IP licence number (if any)	<input type="text"/>
The appointer (Name of person by whom appointment was made)	<input type="text"/>

1. I give notice that on \_\_\_\_\_ I was appointed by the appointer named above as receiver of the assets of the company described below

2. I have been appointed:

Select one of the boxes, if applicable

- To act jointly with another receiver  
 In place of a receiver who has vacated office

Form R.1

3. My appointment

- Is as an administrative receiver
- Is not as administrative receiver

4. The details of the instrument conferring the power under which my appointment was made, and the assets of the company in respect of which I am appointed are set out below:

*Date of instrument*

*Brief description  
Instrument conferring  
power under which  
appointment was made*

*Brief description of assets  
of company in respect of  
which receiver appointed*

5. The nature of the business of the company is as follows:

*Brief description of  
nature of business of  
company*

Signature \_\_\_\_\_

*Receiver/administrative receiver*

Date \_\_\_\_\_

*Contact details  
(Phone/e-mail)*

**Note:** If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission

The Insolvency Act 2011  
The Insolvency Rules 2014

Form R.2

**NOTICE OF APPOINTMENT OF RECEIVER**

Section 101(1)(a) & (2)(b)  
Rule 67

To: The company  
The creditors of the company

Company name

Company number

*If the receiver has been appointed administrative receiver, specify any name with which the company has been registered in the 12 months prior to the date of appointment*

*If the receiver has been appointed administrative receiver, specify any name under which the company has traded at any time in the 12 months prior to the date of appointment*

Address of registered office of company

Name and address of receiver

IP licence number

The appointer

Name of person by whom appointment was made

Form R.2

1. I give notice that on \_\_\_\_\_ I was appointed by the appointer named \_\_\_\_\_ above as receiver of the assets of the company described below

Select one of the boxes, if applicable

2. I have been appointed:  
 To act jointly with another receiver  
 In place of a receiver who has vacated office

3. My appointment  
 Is as an administrative receiver  
 Is not as administrative receiver

4. The details of the instrument conferring the power under which my appointment was made, and the assets of the company in respect of which I am appointed are set out below:

Date of instrument

Brief description of instrument conferring power under which appointment was made

Brief description of assets of company in respect of which receiver appointed

5. The nature of the business of the company is as follows:

Brief description of nature of business of company

**2011-26**  
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**Insolvency**  
**Notice of Specified Forms**

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Form R.2

Signed \_\_\_\_\_  
*Receiver/administrative receiver*

Date \_\_\_\_\_

Contact details  
*(Phone/e-mail)*



The Insolvency Act 2011  
The Insolvency Rules 2014

Form R.3

**NOTICE OF APPOINTMENT OF ADMINISTRATIVE RECEIVER  
FOR ADVERTISEMENT**

*Specify any name with  
which the company has  
been registered in the 12  
months prior to date of  
appointment*

*Specify any name under  
which the company has  
traded at any time in the  
12 months prior to the  
date of appointment*

Company name	_____
Company number	_____
Former company name(s)	_____ _____
Trading names	_____ _____
Nature of business	_____
Date of appointment	_____
Name of person by whom appointment was made	_____
Name of administrative receiver	_____
IP Licence Number	_____
Address of administrative receiver	_____ _____ _____

The Insolvency Act 2011  
The Insolvency Rules 2014

Form R.4

**NOTICE OF COURT ORDER TO DISPOSE OF CHARGED ASSETS**

Section 130

To:  
The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

*Company name*

*Company number*

*Name and address of  
administrative receiver*

As administrative receiver of the above company I give notice that on

\_\_\_\_\_ the Court made an order permitting the disposal of assets

which are subject to a security interest

A sealed copy of the order is attached

Signed \_\_\_\_\_

*Administrative receiver*

Date \_\_\_\_\_

**Note: If the company is an authorised person, within the meaning of the  
Insolvency Act, a copy of this notice must be provided to the Financial Services  
Commission**

The Insolvency Act 2011  
The Insolvency Rules 2014

Form R.5

**NOTICE REQUIRING SUBMISSION OF STATEMENT OF AFFAIRS**

Section 131

Company name

Company number

1. The administrative receiver(s) of the above company ("the company") require(s) a statement of affairs to be submitted by

Set out full name of person required by this notice to submit statement of affairs

as to the affairs of the company

2. A notice requiring submission of a statement of affairs has been, or is being, sent to each of the following persons:

Insert full name and address of each person that has been sent, or is being sent, a notice requiring submission of statement of affairs

Section 235(2) provides that a period of at least 18 days must be allowed from receipt of this notice

3. The statement of affairs must be submitted to the administrative receiver(s) at the address set out below on or before \_\_\_\_\_

Insert name of administrative receiver(s)

Insert address for submission of statement of affairs

**2011-26**  
**2014/202**

**Insolvency**  
**Notice of Specified Forms**

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Form R.5

Signed \_\_\_\_\_

Name of administrative receiver(s) \_\_\_\_\_

Date \_\_\_\_\_

**WARNING**

It is an offence under section 236(4) of the Insolvency Act 2011 to fail, without reasonable excuse, to submit a statement of affairs verified by affidavit to the administrative receiver on or before the date specified in this notice.

A person committing an offence under section 236(4) is liable, on summary conviction, to imprisonment for 6 months or a fine at level 4 on the standard scale, or both and on conviction on indictment to imprisonment for 2 years or a fine at level 5 on the standard scale, or both.

Section 240(1) of the Insolvency Act 2011 places a duty on you, as a person specified in section 240(2), to provide the administrative receiver with such information concerning the company as the administrative receiver requires, to attend on the administrative receiver if required and to be examined on oath or affirmation by the administrative receiver or a legal practitioner acting for the administrative receiver. Failure to comply with a notice issued under section 240, without reasonable excuse, is an offence for which the penalties are the same as those indicated above in relation to section 236(4).

Failure to submit a statement of affairs may also be taken into account by the Court when considering whether to make a disqualification order against a person.

Forms for the preparation of the statement of affairs are enclosed.

A person required to submit a statement of affairs may, instead, submit an affidavit of concurrence.

The costs and expenses of preparing a statement of affairs considered by the administrative receiver to be reasonable can be claimed against the company's assets.

The Insolvency Act 2011  
The Insolvency Rules 2014

Form R.6

**ADMINISTRATIVE RECEIVER'S REPORT**

Section 132  
Rule 69(1)

To: **The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar**

Company name

Company number

Name and address of  
administrative receiver(s)

I/we, as administrative receiver(s) of the above company attach a copy of my/our report  
complying with section 132(1) of the Act

Signed \_\_\_\_\_  
Administrative receiver

Date \_\_\_\_\_

**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a  
copy of this notice must be provided to the Financial Services Commission**

The Insolvency Act 2011  
The Insolvency Rules 2014

Form R.7

**ADMINISTRATIVE RECEIVER'S REPORT**

Section 132(3)

To:

Select as applicable

- The company
- The liquidator of the company (if it is in liquidation)
- The Commission (if the company is or at any time has been an authorised person)
- Each creditor of the company (unless a notice has been published in accordance with section 132(3)(b))

Company name

Company number

Name and address of  
administrative  
receiver(s)

I/we, as administrative receiver(s) of the above company attach a copy of my/our report complying with section 132(1) of the Act

Signed \_\_\_\_\_

Administrative receiver

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form R.8

**NOTICE OF ADMINISTRATIVE RECEIVER'S REPORT FOR  
ADVERTISEMENT**

Administrative receiver's name _____
Company name _____
Company number _____
A copy of the Administrative Receiver's Report prepared under section 130 of the Insolvency Act 2011 in respect of the above company may be obtained from, or inspected during normal office hours at, the following address
_____
_____
A meeting of all unsecured creditors of the company will be held at the place and on the date and time set out below
Address: _____
Date _____
Time _____
<b>Note: Creditors whose claims are wholly secured are not entitled to attend or be represented at the meeting</b>

The Insolvency Act 2011  
The Insolvency Rules 2014

Form R.9

**RECEIVERSHIP ACCOUNTS**

Section 118

To: The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name and address of  
receiver/administrative  
receiver

Indicate whether  
appointed as receiver or  
administrative receiver

- Receiver  
 Administrative receiver

Date of appointment

I/we, the above-named receiver/administrative administrator(s), attach my/our abstract or receipts and payments for the period:

From

To

Number of sheets  
attached

Signed \_\_\_\_\_

Receiver/administrative receiver



Form R.9

Date \_\_\_\_\_

Contact details  
(Phone/e-mail)

Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice together with the abstract must be provided to the Financial Services Commission

Form R.9

**Abstract**

<b>Receipts</b>		
Brought forward from previous abstract (if any)	£	p
Carried forward to *continuation sheet/next abstract		

<b>Payments</b>		
Brought forward from previous abstract (if any)	£	p
Carried forward to *continuation sheet/next abstract		

\*Delete as appropriate

The Insolvency Act 2011  
The Insolvency Rules 2014

Form R.10

**NOTICE OF VACATION OF OFFICE OF RECEIVER**

Section 103  
Rule 68

To:  
The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name and address of receiver vacating office

IP licence number (if any)

Appointed as  
 Receiver  
 Administrative receiver

1. I give notice that on \_\_\_\_\_ I vacated the office of receiver of the above named company for the following reasons

Insert brief explanation for vacation of office

Signed \_\_\_\_\_  
Receiver/administrative receiver

**2011-26**

**Insolvency**

**2014/202**

**Notice of Specified Forms**

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Form R.10

Date \_\_\_\_\_

**Note:** If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission

The Insolvency Act 2011  
The Insolvency Rules 2014

Form R.11

**NOTICE OF VACATION OF OFFICE OF RECEIVER**

Section 103  
Rule 68

To: The appointer  
The company  
Members of the creditors committee (if established)  
Creditors of the company (if no creditors' committee)

Company name

Company number

Name and address of  
receiver vacating office

IP licence number (if  
any)

Appointed as

- Receiver  
 Administrative receiver

I give notice that on \_\_\_\_\_ I vacated the office of receiver of the above  
company for the following reasons

Insert brief explanation  
for vacation of office

Signed \_\_\_\_\_

Receiver/administrative receiver

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form R.12

**NOTICE TO COURT OF VACATION OF OFFICE OF RECEIVER  
(INELIGIBLE TO ACT)**

Section 103  
Rule 68

**In the Supreme Court of Gibraltar**

Case number

Name of company

Company number

Name and address of  
receiver vacating office

IP licence number (if any)

Appointed as

- Receiver  
 Administrative receiver

I give notice that on \_\_\_\_\_ I vacated the office of receiver of the above  
company as I ceased to be eligible to act as receiver in accordance with section 99(1) of the  
Act.

I became ineligible to act because

Insert brief explanation  
for becoming ineligible to  
act

# Insolvency

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## Notice of Specified Forms

**2014/202**

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Form R.12

Signed \_\_\_\_\_  
*Receiver/administrative receiver*

Date \_\_\_\_\_

**2011-26**

**Insolvency**

**2014/202**

**Notice of Specified Forms**

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Form R.12

Endorsement to be completed by the court	
This notice was filed	
(Date)	_____
(Time)	_____



The Insolvency Act 2011  
The Insolvency Rules 2014

Form R.13

**NOTICE OF DEATH OF RECEIVER**

Rule 68

To: The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name and address of  
deceased receiver

The above-named receiver of the above company died on \_\_\_\_\_

Name, address and  
position of person signing  
on behalf of appointer

Signed \_\_\_\_\_

Date \_\_\_\_\_

Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission

The Insolvency Act 2011  
The Insolvency Rules 2014

Form R.14

**NOTICE OF RELEASE OF COURT APPOINTED RECEIVER**

Section 121

To:  
The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name and address of  
former receiver

Indicate whether  
appointed as receiver or  
administrative receiver

1. I was appointed as:

- Receiver  
 Administrative receiver

I give notice that on \_\_\_\_\_ the Court granted my release

- unconditionally  
 subject to the conditions listed below

Insert release conditions  
(if any)

Signed \_\_\_\_\_

Receiver/administrative receiver

Date \_\_\_\_\_

Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.1

**APPLICATION FOR ADMINISTRATION ORDER**

Section 56  
Rule 32

**In The Supreme Court of Gibraltar**

<b>For Court use only</b>	<b>Case number:</b>
<b>Name of company</b>	
<b>Company number</b>	<b>Date of incorporation</b>
<b>Name and address of applicant (list all creditors where joint creditors' application)</b>	
<b>Name(s) and address(es) of insolvency practitioners proposed for appointment as administrator</b>	
<b>IP licence number(s)</b>	
<b>Status of applicant (select one box only)</b>	<input type="radio"/> Company <input type="radio"/> Directors <input type="radio"/> Creditor(s) <input type="radio"/> Holder of qualifying floating charge <input type="radio"/> Supervisor of arrangement <input type="radio"/> Commission <input type="radio"/> Liquidator
<b>If applicant is the holder of a floating charge, provide details of charge</b>	
<b>Address of registered office of company</b>	
<b>Nominal capital</b>	<b>Paid up capital</b>
<b>Principle business of company</b>	

**2011-26**

# Insolvency

**2014/202**

## Notice of Specified Forms

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Form A.1

*Select as appropriate*

- The EC Insolvency Regulation applies, and these proceedings are:
  - main proceedings
  - secondary proceedings
  - territorial proceedings
- The EC Insolvency Regulation does not apply

Form A.1

*Only the holder of a qualifying floating charge can leave this box unticked*

The applicant believes the company is insolvent or likely to become insolvent.

*An administration order cannot be made against a bank*

The company is not a bank

Applicant's address for service

The following documents are attached:

- A written statement of consent and eligibility signed by the proposed administrator
- An affidavit in support

The applicant requests that:

1. The Court make an administration order in respect of the above company
2. The above-named insolvency practitioner is appointed as administrator of the company

*Enter any ancillary order sought*

3.

OR

4. The Court makes such other order as it considers appropriate

Signed .....

Applicant/Applicant's solicitor

Name of person signing .....

Position held by person signing .....

Date .....

**2011-26**  
**2014/202**

**Insolvency**  
**Notice of Specified Forms**

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Form A.1

<b>Endorsement to be completed by the court</b>	
This application having been presented to the court on _____	will
be heard at 277 Main Street, Gibraltar on	
(Date) _____	at
(Time) _____	hours
(or as soon thereafter as the application can be heard)	
The solicitor for the applicant is:—	
Name _____	
Address _____	
_____	
Telephone No: _____	
Reference _____	
[Whose Agents are:—	
Name _____	
Address _____	
_____	
Telephone No: _____	
Reference _____	

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.2

**ADMINISTRATOR'S STATEMENT OF CONSENT AND  
ELIGIBILITY TO ACT**

Section 50(3)

Company name

Company number

Name and address of  
proposed administrator

IP licence number

1. I certify that I am a licenced insolvency practitioner within the meaning of the Insolvency Act 2011
2. I consent to act as the administrator of the above-named company.
3. This consent supports:
  - An application to Court for the appointment of administrator
  - A notice of appointment of administrator by the holder of a qualifying floating charge

Name of person making  
application for  
administration order or  
making appointment

Date of application or  
appointment

4. I am of the opinion that the purpose of the administration is reasonably likely to be achieved

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# Insolvency

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## Notice of Specified Forms

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Form A.2

5. I am an eligible insolvency practitioner in relation to the company and

I have not had a prior professional relationship with the company

**OR**

A summary of any prior professional relationship with the company is attached

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_



The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.3

**ADMINISTRATION ORDER**

Section 59  
Rule 38

**In the Supreme Court of Gibraltar**

*Case number*

*Name of company*

*Company number*

UPON THE APPLICATION OF

*Full name and address of applicant*

*Insert date*

presented to the Court in respect of the above company on \_\_\_\_\_

and upon hearing:

*Insert names of any other parties, including the company, appearing and by whom represented*

and upon reading the evidence

IT IS ORDERED that, during the period for which this Order is in force, the business, assets and affairs of the company shall be managed by the administrator(s)

AND it is ordered that

*Full names and addresses of administrator(s)*

Form A.3

Be appointed as administrator(s) of the company

And the Court being satisfied on the evidence before it that

*Delete as appropriate*

- (i) the EC Insolvency Regulation \* does/does not apply; and
- (ii) that these proceedings are \*main/secondary/territorial proceedings as defined in Article 3 of the Regulation

AND it is ordered that

*Insert particulars of any further Order made by the Court*

AND it is ordered that the costs of the application

*Insert terms of order for costs*

The appointment of the administrator(s) shall take effect

Date

*Insert date and time (not earlier than date of order)*

Time

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.4

**NOTICE OF APPOINTMENT OF ADMINISTRATOR BY THE COURT**

Section 61(b)(ii)

To: **The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar**

Company name

Company number

I/we

Name(s) of administrator(s)

IP licence number(s)

of

Address(es)

1. Give notice that I was/we were appointed administrator(s) of the company named above  
by Court order dated \_\_\_\_\_, a copy of which is attached.

2. The appointment took effect

- on the date of the Court order
- on \_\_\_\_\_

Signed \_\_\_\_\_  
Administrator

Name \_\_\_\_\_

**2011-26**  
**2014/202**

**Insolvency**  
**Notice of Specified Forms**

---

Form A.4

Date \_\_\_\_\_

Contact details  
(Phone/e-mail)

\_\_\_\_\_

**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission**

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.5

**NOTICE OF INTENTION TO APPOINT AN ADMINISTRATOR BY  
HOLDER OF QUALIFYING FLOATING CHARGE**

Section 49(1)

<i>Company name</i>	<input type="text"/>
<i>Company number</i>	<input type="text"/>
<i>Registered office of company</i>	<input type="text"/>
<i>Name and address of qualifying floating charge holder</i>	<input type="text"/>
	<p>1. The above-named, being the holder of a qualifying floating charge ("the appointer"), gives notice that that it is the appointer's intention to appoint the following licensed insolvency practitioner as administrator of the above company in accordance with section 48(1) of the Insolvency Act 2013:</p>
<i>Name and address of proposed administrators</i>	<input type="text"/>
<i>IP licence number</i>	<input type="text"/>
	<p>2. The appointer is the holder of the following qualifying floating charge, which is now enforceable:</p>
<i>Details of charge, including date registered and financial limit (if any)</i>	<input type="text"/>

3. This notice is given to the following person(s) who is/are each believed to be holder(s) of prior qualifying floating charge(s) in respect of the company's property:

*Names of holder(s) of prior qualifying floating charge(s) together with details of charge(s) held.*

4. At the date of this notice:

- The company is subject to insolvency proceedings
- The company is not subject to insolvency proceedings

*If the company is subject to insolvency proceedings, provide details.*

5. It is considered that:

- The EC Insolvency Regulation applies, and these proceedings are:
  - main proceedings
  - secondary proceedings
  - territorial proceedings
- The EC Insolvency Regulation does not apply

*Select one tick box only*

6. The company is not a bank

Signed \_\_\_\_\_

Name of person signing \_\_\_\_\_

Capacity of person signing \_\_\_\_\_

Date \_\_\_\_\_

Form A.5

Address for responding  
to this notice

**ENDORSEMENT OF CONSENT OF FLOATING CHARGE HOLDER  
TO APPOINTMENT OF ADMINISTRATOR**

If, having read this notice, you have no objection to the making of this appointment you can indicate your consent either by completing the details in the box below and returning a copy of this notice as soon as possible, and within two business days from receipt of this notice, to the appointer at the address set out above.

If your consent has not been given within two business days the appointer may make the appointment notwithstanding that you have not replied.

Name and  
address of  
floating charge  
holder  
consenting

The above-named, being the holder of a qualifying floating charge, consents to the appointment of the administrator(s) in accordance with the details specified in this notice.

Signed \_\_\_\_\_

Name of person signing \_\_\_\_\_

Capacity of person signing \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.6

**NOTICE TO COURT OF APPOINTMENT OF AN  
ADMINISTRATOR BY HOLDER OF QUALIFYING FLOATING  
CHARGE**

Section 48(1)  
Rule 29

**In The Supreme Court of Gibraltar**

For Court use only	Case number:
--------------------	--------------

Name of company

Company number

Name and address of  
qualifying floating charge  
holder

1. The above-named, being the holder of a qualifying floating charge ("the appointer"), gives notice that the following licensed insolvency practitioner(s) is/are appointed as administrator(s) of the above-named company in accordance with section 48(1) of the Insolvency Act 2011:

Name and address of  
administrators

IP licence number

2. The appointer is the holder of a qualifying floating charge (the details of which are set out below) and that the charge:
- is enforceable at the date of this appointment; and
  - entitles the appointer to appoint an administrative receiver on the date of this appointment



# Insolvency

2011-26

## Notice of Specified Forms

2014/202

Form A.6

*Details of charge,  
including date registered  
and financial limit (if any)*

3. The appointment is in accordance with sections 48 and 49 of the Insolvency Act 2013

4. The appointer confirms:

The appointer has given at least 2 business days' written notice to the holder of any prior qualifying floating charge(s) and copies of all such notices given are attached to this notice of appointment

**OR**

All the holders of prior qualifying floating charges have consented in writing to the making of this appointment and copies of all such written consents are attached to this notice of appointment

**OR**

There are no prior qualifying floating charges

5. At the date of this notice:

The company is subject to insolvency proceedings

The company is not subject to insolvency proceedings

*If the company is subject  
to insolvency provide  
details*

6. It is considered that:

The EC Insolvency Regulation applies, and these proceedings are:

main proceedings

secondary proceedings

territorial proceedings

The EC Insolvency Regulation does not apply

*Select one tick box only*

7. The company is not a bank.

**2011-26**  
**2014/202**

**Insolvency**  
**Notice of Specified Forms**

---

Form A.6

8. A written statement of consent and eligibility to act signed by the proposed administrator is attached.

9. I \_\_\_\_\_  
of \_\_\_\_\_

do solemnly and sincerely declare that that the information provided in this notice is, to the best of my knowledge and belief, true,

AND I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act, 1835.

Declared at \_\_\_\_\_

Signed \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Before me \_\_\_\_\_

Commissioner for Oaths or Notary Public

*Full name and address  
and, if appropriate,  
capacity of person  
making statutory  
declaration*

---

**Endorsement to be completed by the court**

This notice and attached documents were filed

(Date) \_\_\_\_\_

(Time) \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.7

**NOTICE TO COURT OF APPOINTMENT OF AN  
ADMINISTRATOR BY HOLDER OF QUALIFYING FLOATING  
CHARGE (OUT OF HOURS FILING)**

Section 48(1)  
Rule 30

**In the Supreme Court of Gibraltar**

For Court use only	Case number:
--------------------	--------------

*Name of company*

*Company number*

*Name and address of  
qualifying floating charge  
holder*

1. The above-named, being the holder of a qualifying floating charge ("the appointer"), gives notice that the following licensed insolvency practitioner(s) is/are appointed as administrator(s) of the above-named company in accordance with section 48(1) of the Insolvency Act 2013:

*Name and address of  
proposed administrators*

2. The appointer is the holder of a qualifying floating charge (the details of which are set out below) and that the charge:

- is enforceable at the date of this appointment; and
- entitles the appointer to appoint an administrative receiver on the date of this appointment

**2011-26**  
**2014/202**

# Insolvency

## Notice of Specified Forms

---

Form A.7

*Details of charge,  
including date registered  
and financial limit (if any)*

3. The appointment is in accordance with sections 48 and 49 of the Insolvency Act 2013

4. The appointer confirms:

The appointer has given at least 2 business days' written notice to the holder of any prior qualifying floating charge(s) and copies of all such notices given are attached to this notice of appointment

OR

All the holders of prior qualifying floating charges have consented in writing to the making of this appointment and copies of all such written consents are attached to this notice of appointment

OR

There are no prior qualifying floating charges

5. At the date of this notice:

The company is subject to insolvency proceedings

The company is not subject to insolvency proceedings

*If the company is subject  
to insolvency provide  
details*

6. It is considered that:

The EC Insolvency Regulation applies, and these proceedings are:

main proceedings

secondary proceedings

territorial proceedings

The EC Insolvency Regulation does not apply

*Select one tick box only*

7. The company is not a bank.

Form A.7

- 8. A written statement of consent and eligibility to act signed by the proposed administrator is attached.
- 9. All documents required to be filed in support of this notice, including evidence of electronic submission and a statement justifying out of hours filing complying with Rule 30(4), will be delivered to the Court on the next day that the Court is open

10. I \_\_\_\_\_  
 of \_\_\_\_\_

do solemnly and sincerely declare that that the information provided in this notice is, to the best of my knowledge and belief, true,

AND I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act, 1835.

Declared at \_\_\_\_\_

Signed \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Before me \_\_\_\_\_

Commissioner for Oaths or Notary Public

*Full name and address  
 and, if appropriate,  
 capacity of person  
 making statutory  
 declaration*

**Consent of proposed administrator**

1. I consent to act as administrator of the above-named company
2. I am of the opinion that the purpose of the administration is reasonably likely to be achieved
3. I am an eligible insolvency practitioner in relation to the company and
  - I have not had a prior professional relationship with the company
  - OR
  - I have provided a summary of any prior professional relationship with the company to the appointer

IP licence number (s): \_\_\_\_\_

Signed: \_\_\_\_\_

\_\_\_\_\_

Note: All joint administrators must sign

**Endorsement to be completed by the court**

This notice was filed in electronic form on

(Date) \_\_\_\_\_

(Time) \_\_\_\_\_

This notice, with supporting documents, was delivered to the Court on

(Date) \_\_\_\_\_

(Time) \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.8

**NOTICE OF APPOINTMENT OF ADMINISTRATOR BY HOLDER  
OF FLOATING CHARGE**

Section 52(2)

**Company name**

**Company number**

**Name(s) and address(es)  
of administrator(s)**

**IP licence number(s)**

**1.** I/we, the above-named, give notice that I was/we were appointed administrator(s) of the above company on

**Date**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.9

**NOTICE OF APPOINTMENT OF ADMINISTRATOR BY HOLDER  
OF FLOATING CHARGE**

Section 52(2)

*Company name*

*Company number*

*Name(s) and address(es)  
of administrator(s)*

*IP licence number(s)*

1. I/we, the above-named, give notice that I was/we were appointed administrator(s) of the above company on

*Date*

Signed \_\_\_\_\_

Date \_\_\_\_\_



The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.10

**NOTICE OF ADMINISTRATOR'S APPOINTMENT**

Section 52(2)

Company name

Company number

Name(s) and address(es)  
of administrator(s)

IP licence number(s)

1. I/we, the above-named, give notice that I was/we were appointed administrator(s) of the above company on

Date

Signed \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.10(A)

**NOTICE OF A MEETING OF CREDITORS ADMINISTRATION**

Section 80(1)

Company name

Company number

Name(s) and address(es)  
of administrator(s)

IP licence number

1. Notice is hereby given by the administrator(s) of the above company ("the company") that a meeting of creditors of the company is to be held at the place and on the date and times specified below

Place where creditors'  
meeting to be held

Date and time of  
creditors' meeting

2. The meeting is

- An initial creditors' meeting called by the administrator under section 80(1) of the Insolvency Act 2011
- An initial creditors' meeting requested under section 80(4) of the Act
- To consider modifications to my/our proposals under section 84(1) of the Act
- A further creditors meeting called or requisitioned under section 85 of the Act
- A meeting called pursuant to an order of the Court made under section 93 of the Act
- A meeting called pursuant to an order of the Court made under section 94 of the Act
- A meeting of creditors called pursuant to my/our general powers under section 71(2)(c) of the Act

3. As administrator(s), I/we invite you to attend the above meeting

4. A copy of the report with my/our proposals/modified proposals is attached

5. A proxy form is enclosed which should be completed and returned to me by the date of the meeting if you cannot attend and wish to be represented

# Insolvency

**2011-26**

## Notice of Specified Forms

**2014/202**

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Form A.10(A)

In order to be entitled to vote at the meeting, Rule 286 of the Insolvency Rules 2013 requires you to give to me, not later than 12.00 hours on the business day before the day fixed for the meeting, details in writing of your claim

Signed \_\_\_\_\_

Name of administrator(s) \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.11

**NOTICE TO ATTEND MEETING OF CREDITORS  
ADMINISTRATION**

Section 81

Company name

Company number

Name(s) and address(es)  
of administrator(s)

1. Notice is hereby given by the administrator(s) of the above company ("the company") to

Set out full name of  
person required by this  
notice to attend  
creditors' meeting and  
state capacity in which  
attendance is required,  
i.e., director, officer,  
former director or former  
officer

that a meeting of the creditors of the above company to be held at the place and on the date  
and times specified below.

Place where creditors'  
meeting to be held

Date and time of  
creditors' meeting

2. The meeting is

An initial creditors' meeting called by the administrator under section 80(1) of the  
Insolvency Act 2011

OR

An initial creditors' meeting requested under section 80(4) of the Insolvency Act 2011

3. As administrator(s), I/we require you to attend the above meeting

4. A copy of the proposals is attached

# Insolvency

**2011-26**

## Notice of Specified Forms

**2014/202**

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Form A.11

Signed \_\_\_\_\_

Name of administrator \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.12

**CREDITOR'S REQUEST FOR A MEETING OF CREDITORS  
(ADMINISTRATION)**

Section 85(2)  
Rule 47 & 280

Company name

Company number

To:

Name(s) and address(es)  
of administrators

Name and address of  
creditor making request

1. Pursuant to section 85(2) of the Insolvency Act 2011, I request you to call a meeting of the creditors of the above company

Insert details of claim

2. My claim in the administration is \_\_\_\_\_

3. The following creditors concur with my request for a meeting and I attach copies of their written confirmation of concurrence:

Insert full names and  
addresses of creditors  
concurring with request  
(if any) and their claims  
in the administration

Form A.12

4. The creditors supporting the calling of a creditors' meeting comprise at least 10% in value of the creditors of the company

5. The purpose of the meeting is:

*Set out details of the purpose of the meeting*

I understand that I will be required to deposit with you such sum as you may determine to be appropriate by way of security for the expenses of summoning and holding the meeting

Signed \_\_\_\_\_

Name \_\_\_\_\_

Capacity (if applicable) \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.13

**STATEMENT OF ADMINISTRATOR'S PROPOSALS OR REVISED PROPOSALS**

Section 80(1)(d)

To: **The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar**

Company name

Company number

Name(s) and address(es)  
of administrator(s)

IP licence number

1. I/we, as administrator(s) of the above company, attach:

- a copy of my/our proposals/revised proposals in respect of the administration of the above company; and
- a copy of the notice calling a meeting of creditors to consider the proposals/revised proposals

The notice, together with a copy of these proposals/revised proposals, was sent to all known creditors on \_\_\_\_\_

2. This notice relates to:

- My/our original proposals  
 My/our revised proposals



# Insolvency

**2011-26**

## Notice of Specified Forms

**2014/202**

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Form A.13

Signed \_\_\_\_\_

Date \_\_\_\_\_

Contact details  
(Phone/e-mail)

\_\_\_\_\_  
\_\_\_\_\_  
**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission**

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.14

**NOTICE TO CREDITORS OF RESULT OF MEETING OF CREDITORS  
(ADMINISTRATION)**

Section 82(3)(a)

To:  
The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name(s) and address(es)  
of administrator(s)

IP licence number

1. I/we, the above-named administrator(s), give notice that
- a meeting of creditors
  - an adjourned meeting of creditors
- of the above company was held at the place and on the date specified below

Place of meeting

Date of meeting

2. At the meeting
- Proposals/revised proposals were approved
  - Proposals/revised proposals were modified and approved
  - The proposals were rejected
  - The meeting was adjourned
  - Other resolutions were passed

Form A.14

State modifications if modified proposals were approved

Date of adjourned meeting, if applicable

Details of other resolutions approved (if any)

3. A creditors' committee

- was formed
- was not formed

Signed \_\_\_\_\_

Administrator/Joint administrators

Date \_\_\_\_\_

Contact details (Phone/e-mail)

**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission**

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.15

**NOTICE TO COURT OF RESULT OF MEETING OF CREDITORS OF  
COMPANY IN ADMINISTRATION**

Section 82(3)(a)

To: The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

**In the Supreme Court of Gibraltar**

*Company name*

*Company number*  *Court case Number*

*Name(s) and address(es)  
of administrator(s)*

*IP licence number*

**1.** I/we, the above-named administrator(s), give notice that

a meeting of creditors

an adjourned meeting of creditors

of the above company was held at the place and on the date specified below

*Place of meeting*

*Date of meeting*

- 2.** At the meeting
- Proposals/revised proposals were approved
- Proposals/revised proposals were modified and approved
- The proposals were rejected
- The meeting was adjourned

Form A.15

Other resolutions were passed

*State modifications if modified proposals were approved*

*Date of adjourned meeting, if applicable*

*Details of other resolutions approved (if any)*

3. A creditors' committee

was formed

was not formed

Signed \_\_\_\_\_  
Administrator/Joint administrators

Date \_\_\_\_\_

*Contact details (Phone/e-mail)*

**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission**

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.16

**ADMINISTRATOR'S REVISED PROPOSALS**

Section 84

Company name	<input type="text"/>
Company number	<input type="text"/>
Name(s) and address(es) of administrator(s)	<input type="text"/>
IP licence number	<input type="text"/>

I/we, as administrator(s) of the above company, attach as a schedule to this form, a copy of my/our revised proposals in respect of the above company.

A copy of these revised proposals was sent to all known creditors on \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.17

**ADMINISTRATOR'S PROGRESS REPORT**

Section 87(3)(a)

To: The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name(s) and address(es) of administrator(s)

IP licence number(s)

I/we, the above-named administrator(s), attach a progress report for the period:

Dates From  To

Signed \_\_\_\_\_

Date \_\_\_\_\_

Contact details (Phone/e-mail) \_\_\_\_\_

Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission

**2011-26**  
**2014/202**

**Insolvency**  
**Notice of Specified Forms**

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The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.1B

**ADMINISTRATOR'S PROGRESS REPORT**

Section 87

*Company name*

*Company number*

*Name(s) and address(es)  
of administrator(s)*

*IP licence number(s)*

**To:** Each Member of the Creditors' Committee

I/we, the above-named administrator(s), attach a progress report for the period:

From  To

Signed \_\_\_\_\_

Date \_\_\_\_\_



The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.19

**NOTICE TO COURT WITH ADMINISTRATOR'S PROGRESS  
REPORT**

Section 87

**In the Supreme Court of Gibraltar**

Company name

Company number

Court case number

Name(s) and address(es)  
of administrator(s)

IP licence number(s)

To: Each Member of the Creditors' Committee

I/we, the above-named administrator(s), attach a progress report for the period:

From

To

Signed \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.20

**NOTICE OF ORDER TO DEAL WITH CHARGED ASSETS**

Section 75(5)(b)

To:  
The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name(s) and address(es)  
of administrator(s)

IP licence number(s)

1. I/we, as administrator(s) of the above company, obtained an order on the date specified below for the disposal of:

- charged assets
- assets in the possession of the company that were supplied to it under a hire purchase, conditional sale or chattel leasing agreement

Date of order

2. Give notice that I was/we were appointed administrator(s) of the company named above by Court order dated

Signed \_\_\_\_\_  
Administrator/Joint administrators

Date \_\_\_\_\_

Contact details  
(Phone/e-mail) \_\_\_\_\_

Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.21

**NOTICE OF ORDER TO DISPOSE OF PERISHABLE ASSETS**

Section 68

To: The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name and address of  
director/secretary giving  
notice

Specify whether giving  
notice as a director or  
the secretary of the  
company

1. I give notice that on \_\_\_\_\_ an order was made permitting the company to dispose of certain perishable assets
2. A sealed copy of the Order is attached

Signed \_\_\_\_\_

Name (printed) \_\_\_\_\_

Date \_\_\_\_\_

**2011-26**

**Insolvency**

**2014/202**

**Notice of Specified Forms**

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Form A.21

Address

Contact details  
(Phone/e-mail)

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.22

**NOTICE OF INTENTION TO RESIGN AS ADMINISTRATOR**

Section 88(2)  
Rule 51

Company name

Company number

Name and address of  
resigning administrator

IP licence number(s)

1. I, the above-named administrator, give notice that:

I intend to resign as administrator with effect from the date specified below

**OR**

I intend to apply to the Court for leave to resign as administrator on the date specified below

Date

2. I am:

The sole administrator of the company

One of the joint administrators of the company

Signed \_\_\_\_\_

*Date (which must be at least 7 days before the administrator intends to resign or applies to the Court)*

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.23

**NOTICE TO COURT OF RESIGNATION BY ADMINISTRATOR**

Rule 51(3)

**In the Supreme Court of Gibraltar**

<i>Company name</i>	<input type="text"/>		
<i>Company number</i>	<input type="text"/>	<i>Court case number</i>	<input type="text"/>
<i>Name and address of resigning administrator</i>	<input type="text"/>		
<i>Name of applicant/appointer</i>	<input type="text"/>		
<i>Date of appointment</i>	<input type="text"/>		

1. I, the above-named administrator, give notice that:

I resign as administrator of the company with effect from the date specified below

OR

the Court gave for leave to resign as administrator and I resign with effect from the date specified below

*Date resignation takes effect*

2. I am:

The sole administrator of the company

One of the joint administrators of the company

Signed \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.24

**NOTICE OF RESIGNATION BY ADMINISTRATOR**

Rule 51(3)

To: The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name and address of administrator

Insert name of appointer or applicant for Court order

As:  
 applicant  
 holder of a qualifying floating charge

Date of appointment

1. I, the above-named administrator, give notice that:  
 I resign as administrator of the company with effect from the date specified below  
**OR**  
 the Court gave for leave to resign as administrator and I resign with effect from the date specified below

Date resignation takes effect

**2011-26**  
**2014/202**

**Insolvency**  
**Notice of Specified Forms**

---

Form A.24

2. I am:

- The sole administrator of the company  
 One of the joint administrators of the company

Signed \_\_\_\_\_  
Administrator

Date \_\_\_\_\_

Contact details  
(Phone/e-mail)

\_\_\_\_\_  
\_\_\_\_\_  
**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission**



The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.25

**NOTICE OF APPOINTMENT OF ADDITIONAL/REPLACEMENT  
ADMINISTRATOR**

Section 89

To: **The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar**

*Company name*

*Company number*

*Name and address of person giving notice:*

*Name and address of replacement or additional administrator*

*IP licence number*

1. Notice is hereby given that the above-named person has been appointed as:

the administrator

one of the administrators

of the above company, by

*Name and address of appointer or applicant for Court order*

The appointment is:

**2011-26**

**Insolvency**

**2014/202**

**Notice of Specified Forms**

---

Form A.25

- a replacement administrator
- an additional administrator

Signed \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A 25A

**NOTICE OF VACATION OF OFFICE BY ADMINISTRATOR**

Section 88

To: The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name and address of  
person giving notice

1. Notice is hereby given by the above-named person that:

Name and address of  
administrator

who was appointed

- administrator
- one of the joint administrators

of the above company on \_\_\_\_\_ has vacated office because:

- he died on \_\_\_\_\_
- he was removed from office by order of the Court, a copy of which is attached
- he ceased to be an eligible insolvency practitioner in relation to the company

**2011-26**  
**2014/202**

**Insolvency**  
**Notice of Specified Forms**

---

Form A.25A

Signed \_\_\_\_\_

Date \_\_\_\_\_

Contact details  
(Phone/e-mail)

\_\_\_\_\_  
**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission**

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.26

**NOTICE TO COURT OF COMPLETION OF ADMINISTRATION**

Rule 59(1)

**In the Supreme Court of Gibraltar**

Case number

Name of company

Company number

Name and address of  
administrator(s)

Date of appointment

Name and address of  
appointer

1. I/we the above-named administrator(s) of the company, having been appointed on the date and by the appointer set out above, report that I/we consider that the purpose of the administration has been sufficiently achieved in relation to the company
2. I/we attach a copy of the final progress report
3. I/we have sent a copy of this notice to the Registrar of Companies

Signed  
Administrator/Joint  
administrators

\_\_\_\_\_

**2011-26**

**Insolvency**

**2014/202**

**Notice of Specified Forms**

---

Form A.26

<p style="text-align: center;"><b>Endorsement to be completed by the court</b></p> <p>This notice and the attached documents were filed</p> <p>(Date) _____</p> <p>(Time) _____</p>
---

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.27

**NOTICE OF COMPLETION OF ADMINISTRATION**

Rule 59(1)

To: The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Name of company

Company number  Court case number

Name(s) and address(es) of administrator(s)

Date of appointment

Name and address of appointer

1. I/we the above-named administrator(s) of the company, having been appointed on the date and by the appointer set out above, give notice that I/we consider that the purpose of the administration has been sufficiently achieved in relation to the company
2. I/we attach a copy of the final progress report

Signed

\_\_\_\_\_  
Administrator/joint administrators

Contact details  
(Phone/e-mail)

\_\_\_\_\_

**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission**

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.28

**NOTICE OF COURT ORDER ENDING ADMINISTRATION**

Section 57(1)

To:  
The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name(s) and address(es)  
of administrator(s)

Insert name of appointer  
or applicant for Court  
order

As:

- applicant  
 holder of a qualifying floating charge

Date of appointment

1. I/we the above-named administrator(s) of the company, having been appointed on the date and by the appointer set out above/Court on the application of the applicant set out above, give notice that the Court has discharged the administration order with effect from \_\_\_\_\_



Form A.2B

Signed

\_\_\_\_\_  
*Administrator/joint administrators*

Contact details  
*(Phone/e-mail)*

\_\_\_\_\_  
**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission**

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.29

**APPOINTMENT OF LIQUIDATOR ON DISCHARGE OF  
ADMINISTRATION ORDER**

Section 63

To: **The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar**

Company name

Company number

Name(s) and address(es)  
of administrator(s)

IP licence number(s)

Insert name of appointer  
or applicant for Court  
order

As:

- applicant  
 holder of a qualifying floating charge

Date of appointment

1. I/we the above-named administrator(s) of the company, having been appointed on the date and by the appointer set out above/the Court on the application of the applicant set out above, give notice that the Court has discharged the administration order with effect from \_\_\_\_\_.
2. The Court has ordered that the following person(s) be appointed liquidator(s) of the company:

Form A.29

Name(s) and address(es)  
of liquidator(s)

IP licence number(s)

3. I/we attach a copy of the Court order and the final progress report

Signed \_\_\_\_\_

Administrator/Joint administrators

Contact details  
(Phone/e-mail)

\_\_\_\_\_

**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission**

The Insolvency Act 2011  
The Insolvency Rules 2014

Form A.30

**DISSOLUTION OF COMPANY ON DISCHARGE OF  
ADMINISTRATION ORDER**

Section 63

To: **The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar**

Company name

Company number

Name(s) and address(es)  
of administrator(s)

IP licence number(s)

Insert name of appointer  
or applicant for Court  
order

As:

- applicant  
 holder of a qualifying floating charge

Date of appointment

1. I/we the above-named administrator(s) of the company, having been appointed on the date and by the appointer set out above/the Court on the application of the applicant set out above, give notice that the Court has discharged the administration order with effect from \_\_\_\_\_
2. The Court has ordered that the company be dissolved with effect from \_\_\_\_\_

Form A.30

3. I/we attach a copy of the Court order and the final progress report.

Signed \_\_\_\_\_  
*Administrator/joint administrator*

Contact details  
(Phone/e-mail)

\_\_\_\_\_

Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission.

The Insolvency Act 2011  
The Insolvency Rules 2014

Form CVA.1

**STATEMENT OF CONSENT AND ELIGIBILITY TO ACT**

Section 485(1)(b)  
Rule 315

*Company name*

*Company number*

*Name and address of  
interim  
supervisor/supervisor*

*IP licence number*

1. I certify that I am a licenced insolvency practitioner within the meaning of the Insolvency Act 2011
2. I consent to act as:
  - interim supervisor of the above company
  - supervisor of the above company
3. I am an eligible insolvency practitioner in relation to the company

Signed

\_\_\_\_\_  
*Proposed interim supervisor/supervisor*

Date

\_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form CVA.2

**STATEMENT OF CONSENT AND ELIGIBILITY TO ACT**

Section 485(1)(b)  
Rule 315

Company name

Company number

Name and address of  
interim  
supervisor/supervisor

IP licence number

1. I certify that I am a licenced insolvency practitioner within the meaning of the Insolvency Act 2011
2. I consent to act as:  
 interim supervisor of the above company  
 supervisor of the above company
3. I am an eligible insolvency practitioner in relation to the company

Signed

\_\_\_\_\_  
Proposed interim supervisor/supervisor

Date

\_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form CVA.3

**INTERIM SUPERVISOR'S STATEMENT OF OPINION ON  
PROPOSAL**

Rule 13

Company name

Company number

Name and address of  
interim supervisor

IP licence number

In my opinion:

1. The arrangement proposed
  - has a reasonable prospect of being implemented
  - does not have a reasonable prospect of being implemented
2. The company
  - is insolvent or likely to become insolvent
  - is not insolvent or likely to become insolvent

Number 2 to be omitted  
or deleted if company in  
liquidation or  
administration

Signed

\_\_\_\_\_  
Interim supervisor

Date

\_\_\_\_\_



The Insolvency Act 2011  
The Insolvency Rules 2014

Form CVA.4

**NOTICE OF OUTCOME OF CREDITORS' MEETING**

Section 28(2)

To:  
The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name and address of  
chairman of creditors'  
meeting

Date(s) of creditors'  
meeting

As the chairman of the creditors' meeting held on the above date in accordance with section 23 of the Insolvency Act 2011, I attach a copy of my report of the meeting(s).

Signature

\_\_\_\_\_  
Chairman

Date

\_\_\_\_\_

Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission

The Insolvency Act 2011  
The Insolvency Rules 2014

Form CVA.5

**NOTICE OF APPOINTMENT OF SUPERVISOR**

Section 29(a)

To:  
The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name(s) and address(es)  
of supervisor(s)

IP licence number

I/we give notice that I/we have been appointed as supervisor(s) of the above company and  
that the appointment took effect on \_\_\_\_\_

Date appointment of  
interim supervisor took  
effect

Signature

\_\_\_\_\_  
Supervisor(s)

Date

\_\_\_\_\_  
Date

Contact details  
(Phone/e-mail)

**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a  
copy of this notice must be provided to the Financial Services Commission**

The Insolvency Act 2011  
The Insolvency Rules 2014

Form CVA.6

**SUPERVISOR'S PROGRESS REPORT AND ACCOUNTS**

Section 33(3)(a)

To: The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name(s) and address(es) of supervisor(s)

IP licence number(s)

1. I/we, as supervisor(s) of the above company, attach a progress report and accounts for the period:

From  To

2. The report and accounts are:

a periodic report and accounts

a final report and accounts

Signature: \_\_\_\_\_

Supervisor(s) \_\_\_\_\_

Date

Contact details (Phone/e-mail)

**2011-26**

**Insolvency**

**2014/202**

**Notice of Specified Forms**

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The Insolvency Act 2011  
The Insolvency Rules 2014

Form CVA.6

**Note:** If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission

The Insolvency Act 2011  
The Insolvency Rules 2014

Form CVA.7

**NOTICE OF ORDER BY COURT APPOINTING SUPERVISOR OR  
INTERIM SUPERVISOR**

Section 39  
Rule 24

To: **The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar**

Company name

Company number

Name(s) and address(es)  
of interim  
supervisor(s)/supervisor(s)  
appointed by Court

I/we give notice that by order of the Court made under section 39 on

Insert date

\_\_\_\_\_ I was/we were appointed

- interim supervisor(s)
- supervisor(s)

of the above company

The appointment was made:

- in substitution for the previously appointed supervisor/interim supervisor)
- to fill a vacancy

I/we attach a sealed copy of the Order

**2011-26**  
**2014/202**

**Insolvency**  
**Notice of Specified Forms**

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Form CVA.7

Signature

\_\_\_\_\_  
*Interim supervisor(s) / supervisor(s)*

Date

Contact details  
*(Phone/e-mail)*

**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission**

The Insolvency Act 2011  
The Insolvency Rules 2014

Form CVA.8

**NOTICE OF COMPLETION OR TERMINATION OF COMPANY  
VOLUNTARY ARRANGEMENT**

Section 34(1)(a)

To: **The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar**

Company name

Company number

Name(s) and address(es)  
of supervisor(s)

IP licence number

Date voluntary  
arrangement took effect

1. I/we, as supervisor(s) of the above company, give notice that the voluntary arrangement has
- been completed
  - terminated

Signed

\_\_\_\_\_  
Supervisors

Date

**2011-26**  
**2014/202**

**Insolvency**  
**Notice of Specified Forms**

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Form CVA.8

Contact details  
(Phone/e-mail)

Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission



The Insolvency Act 2011  
The Insolvency Rules 2014

Form CVA.9

**NOTICE OF ORDER OF REVOCATION OR SUSPENSION OF  
VOLUNTARY ARRANGEMENT**

Section 41  
Rule 26(7)

To: **The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar**

*Company name*

*Company number*

*Name(s) and address(es) of supervisor(s)*

*Date voluntary arrangement took effect*

*Insert dates*

1. I/we, as supervisor(s) of the above company, enclose a sealed copy of the order of the Court dated \_\_\_\_\_

revoking

suspending

the voluntary arrangement with effect from \_\_\_\_\_

*Signature*

\_\_\_\_\_  
*Supervisor(s)*

*Date*

*Contact details (Phone/e-mail)*

**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission**

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.1

**STATEMENT OF CONSENT AND ELIGIBILITY TO ACT PROPOSED  
LIQUIDATOR (MEMBERS' APPOINTMENT)**

Section 147(1)(c), 485(1)(b)

*Company name*

*Company number*

*Name and address of proposed liquidator*

*IP licence Number*

1. I, the above-named, certify that I am a licenced insolvency practitioner within the meaning of the Insolvency Act 2011
2. I consent to act as the liquidator of the above-named company, if appointed by the members of the company
3. I am an eligible insolvency practitioner in relation to the company

Signed \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.2

**CERTIFICATE OF APPOINTMENT OF LIQUIDATOR BY  
CREDITORS**

Section 179(6)  
Rule 103(3)

Company name

Company number

Court case number (if applicable)

This is to certify that at a meeting of the creditors of the above company held on

\_\_\_\_\_ the following person(s), having provided (a)

statement(s) of consent and eligibility, was appointed liquidator(s) of the company

Name and address of liquidator

IP licence number

Signed \_\_\_\_\_  
Chairman of meeting

Print name \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L3

**STATEMENT OF CONSENT AND ELIGIBILITY PROPOSED  
LIQUIDATOR (COURT APPOINTMENT)**

Section 485(1)(b)

**In the Supreme Court of Gibraltar**

*Company name*

*Company number*

For Court use only

*Name and address of  
proposed liquidator*

*IP licence Number*

1. I, the above-named, certify that I am a licenced insolvency practitioner within the meaning of the Insolvency Act 2011
2. I consent to act as the liquidator/provisional liquidator of the above-named company, if appointed by the Court
3. I am an eligible insolvency practitioner in relation to the company

Signed \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.4

**APPLICATION FOR APPOINTMENT OF LIQUIDATOR**

Section 149-153  
Rule 81

**In the Supreme Court of Gibraltar**

<b>For Court use only</b>	<b>Case number:</b>
<b>Name of company</b>	
<b>Company number</b>	<b>Date of incorporation</b>
<b>Full name of applicant</b>	
<b>Status of applicant (select one box only)</b>	<input type="radio"/> Company <input type="radio"/> Administrator of company <input type="radio"/> Creditor <input type="radio"/> Administrative receiver of company <input type="radio"/> Directors <input type="radio"/> Supervisor of arrangement <input type="radio"/> A director <input type="radio"/> A liquidator (EC Insolvency Regulation) <input type="radio"/> The Minister <input type="radio"/> Temporary administrator (EC Insolvency Regulation) <input type="radio"/> The Commission
<b>Address of registered office of company</b>	
<b>Nominal capital</b>	<b>Paid up capital</b>
<b>Principle business of company</b>	

Form L4

*Select as appropriate*  
*Select one tick box only*

The EC Insolvency Regulation applies, and these proceedings are:

- main proceedings
- secondary proceedings
- territorial proceedings

The EC Insolvency Regulation does not apply

*Set out grounds for appointment of liquidator*

An eligible insolvency practitioner is proposed as liquidator of the company

No eligible insolvency practitioner is proposed as liquidator of the company

*Where eligible insolvency practitioner proposed as liquidator*

Name of proposed liquidator: \_\_\_\_\_

Address of proposed liquidator: \_\_\_\_\_

\_\_\_\_\_

IP Licence number of proposed liquidator: \_\_\_\_\_

To the best of the applicant's knowledge and belief, the proposed liquidator is eligible to act as an insolvency practitioner in relation to the company

*If applicant relies on failure of company to comply with statutory demand, insert date of service of demand*

*Applicant's address for service*

Form L4

The following documents are attached:

- An affidavit in support
- Where a liquidator is proposed, a written statement of consent and eligibility to act

The applicant applies for:

1. The appointment of a liquidator under the provisions of the Insolvency Act 2011

**OR**

2. The Court makes such other order as it considers appropriate

It is intended to serve this application on:

*Insert the company (unless the application is made by the company) and any other person intended to be served*

Signed \_\_\_\_\_  
Applicant/Applicant's solicitor

Name of person signing \_\_\_\_\_

Position held by person signing \_\_\_\_\_

Date \_\_\_\_\_

**2011-26**  
**2014/202**

**Insolvency**  
**Notice of Specified Forms**

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Form L4

<b>Endorsement to be completed by the court</b>	
This application having been presented to the court on _____ will	
be heard at _____	
_____ on	
(Date) _____	at
(Time) _____	hours
(or as soon thereafter as the application can be heard)	
The solicitor to the applicant is:—	
Name _____	
Address _____	
_____	
Telephone No: _____	
Reference _____	
[Whose Agents are:—	
Name _____	
Address _____	
_____	
Telephone No: _____	



The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.5

**APPLICATION FOR APPOINTMENT OF LIQUIDATOR  
BY MEMBER**

Section 149-153  
Rule 94

**In the Supreme Court of Gibraltar**

For Court use only	Case number:
--------------------	--------------

*Name of company*

*Company number*  *Date of incorporation*

*Full name of applicant*  
(as a member of the company)

*Address of registered office of company*

*Nominal capital*  *Paid up capital*

*Principle business of company*

- Select as appropriate*  
*Select one tick box only*
- The EC Insolvency Regulation applies, and these proceedings are:
    - main proceedings
    - secondary proceedings
    - territorial proceedings
  - The EC Insolvency Regulation does not apply

*Set out grounds for appointment of liquidator*

Form L.5

Address of registered  
office of company

Nominal capital

Paid up capital

Principle business of  
company

Select as appropriate  
Select one tick box only

- The EC Insolvency Regulation applies, and these proceedings are:
- main proceedings
  - secondary proceedings
  - territorial proceedings
- The EC Insolvency Regulation does not apply

Set out grounds for  
appointment of liquidator

- An eligible insolvency practitioner is proposed as liquidator of the company
- No eligible insolvency practitioner is proposed as liquidator of the company

Name of proposed liquidator: \_\_\_\_\_

Address of proposed liquidator: \_\_\_\_\_

Where eligible insolvency  
practitioner proposed as  
liquidator

\_\_\_\_\_

IP Licence number of proposed liquidator: \_\_\_\_\_

To the best of the applicant's knowledge and belief, the proposed liquidator is eligible to act as an insolvency practitioner in relation to the company

Applicant's address for  
service

Form L5

The following documents are attached:

- An affidavit in support
- Where a liquidator is proposed, a written statement of consent and eligibility to act

The applicant applies for:

1. The appointment of a liquidator under the provisions of the Insolvency Act 2011

**OR**

2. The Court makes such other order as it considers appropriate

It is intended to serve this application on:

*Insert the company and  
any other person  
intended to be served*

Signed .....

Applicant/Applicant's solicitor

Name of person signing

Position held by person signing

Date

**2011-26**  
**2014/202**

**Insolvency**  
**Notice of Specified Forms**

---

Form L5

<b>Endorsement to be completed by the court</b>	
This application having been presented to the court on _____ will	
be heard at _____	
_____ on	
(Date) _____	at
(Time) _____	hours
(or as soon thereafter as the application can be heard)	
The solicitor to the applicant is:—	
Name _____	
Address _____	
_____	
Telephone No: _____	
Reference _____	
[Whose Agents are:—	
Name _____	
Address _____	
_____	
Telephone No: _____	

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.6

**ORDER FOR LEAVE TO WITHDRAW APPLICATION FOR  
APPOINTMENT OF LIQUIDATOR**

Section 154

**In the Supreme Court of Gibraltar**

*Case number*

*Name of company*

*Company number*

Application for appointment of liquidator filed on \_\_\_\_\_

Upon the application of

*Name and address of  
applicant*

And upon reading

And upon hearing

And the Court being satisfied that the application has not been advertised, that no notices of intention to appear on the application have been received by the applicant and that the company consents to the order

The applicant is granted leave to withdraw the application

*Insert any further terms  
of the order*

*Dated*

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.7

**ADVERTISEMENT OF APPLICATION TO APPOINT A  
LIQUIDATOR**

**In the Supreme Court of Gibraltar**

*Name of company*

*Company number*

*Registered office of  
company*

An application to appoint a liquidator of the above company was filed with the Supreme  
Court on \_\_\_\_\_ by:

*Name and address of  
applicant*

*If application is of  
creditor or member  
Insert: 'Claiming to be a  
creditor/member of the  
company'  
Otherwise leave blank*

The application will be heard at 277 Main Street, Gibraltar on:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

or so soon thereafter as the application can be heard

*Insert the date which  
should be the business  
day before the day set for  
the hearing*

Any person intending to appear on the hearing of the application (whether to support or  
oppose it) must give notice of intention to do so to the applicant or his/its solicitor in  
accordance with Rule 88 by 16.00 hours on \_\_\_\_\_

Form L.7

*Where applicable insert  
name and address of  
solicitor*

The applicant's solicitor is	
Date	_____

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L8

**CERTIFICATE OF COMPLIANCE WITH RULES**

Rule 88

**In the Supreme Court of Gibraltar**

Case number

Name of company

I certify that the application for the appointment of a liquidator of the above company,  
which will be heard on \_\_\_\_\_

(a) was served in accordance with the provisions of Rule 83 on

\_\_\_\_\_ ; and

(b) [was advertised in accordance with the provisions of section 155 of the Act and rule

87 on \_\_\_\_\_ or [was advertised as directed by the Court]

and that no further notice of the application will be given

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

**Note:** A copy of the form and content of any notice must be filed with this certificate



The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.9

**NOTICE OF INTENTION TO APPEAR ON APPLICATION FOR  
APPOINTMENT OF LIQUIDATOR**

Rule 88

**In the Supreme Court of Gibraltar**

Case number

Name of company

Application for appointment of a liquidator of the above company made on

\_\_\_\_\_

Take notice that:

*Insert full name, address  
and contact details*

who is:

*Insert number of shares*

- A creditor of the company for £ \_\_\_\_\_
- A member of the company holding \_\_\_\_\_ shares in the company

intends to appear on the application to:

- Support the application
- Oppose the application

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

**2011-26**  
**2014/202**

**Insolvency**  
**Notice of Specified Forms**

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Form L.9

*Position with or  
relationship to  
Creditor/member*

*If creditor or  
member's solicitor or  
other agent provide  
name and address of  
firm*

To:

*Insert name(s) and  
address(es) of  
applicant(s) or  
applicant(s) solicitor*

*Contact details  
(Phone/e-mail)*

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.9A

**ORDER FOR APPOINTMENT OF LIQUIDATOR FOLLOWING  
DISCHARGE OF ADMINISTRATION ORDER**

Section 63  
Rule 57

**In the Supreme Court of Gibraltar**

Case number

Name of company

Company number

UPON THE APPLICATION OF the administrator(s) of the above company

Name and address of  
administrator(s)

appointed on \_\_\_\_\_

presented to the Court in respect of the above company on \_\_\_\_\_

and upon reading the evidence

IT IS ORDERED that

Name(s) and address(es)  
of liquidator(s) (which  
may be the Official  
Receiver)

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Form L 9A

having filed (a) written statement(s) of consent and eligibility, be appointed as liquidator(s)  
of \_\_\_\_\_ under section 63 of the Insolvency Act  
2011

And the Court being satisfied on the evidence before it that

- Delete as appropriate*
- (i) the EC Insolvency Regulation \*does/does not apply; and
  - (ii) that these proceedings are \*main/secondary/territorial proceedings as defined in Article 3 of the Regulation

*Set out any other order(s)  
made*

Dated: \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.10

**LIST OF PERSONS INTENDING TO APPEAR ON HEARING OF  
APPLICATION TO APPOINT A LIQUIDATOR**

Rule 89

**In the Supreme Court of Gibraltar**

Case number

Name of company

Application for appointment of a liquidator of the above company made on

\_\_\_\_\_

The following persons have given notice that they intend to appear on the hearing of the

above-mentioned application on \_\_\_\_\_

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## Notice of Specified Forms

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Form L10

Name and Address	Name and Address of Solicitors (if any)	Amount owed to creditor £	Number of shares held by member	Whether supporting or opposing application

2

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.11

**ORDER FOR APPOINTMENT OF LIQUIDATOR**

Section 160

**In the Supreme Court of Gibraltar**

*Case number*

*Name of company*

*Company number*

UPON THE APPLICATION OF

*Full name and address of applicant*

presented to the Court in respect of the above company on

*Insert date*

and upon reading the evidence

IT IS ORDERED that

*Name(s) and address(es) of liquidator(s) (which may be the Official Receiver)*

having filed (a) written statement(s) of consent and eligibility, be appointed as liquidator(s)

of \_\_\_\_\_ under section 160 of the Insolvency

Act 2011

Form L 11

And the Court being satisfied on the evidence before it that

*Delete as appropriate*

- (i) the EC Insolvency Regulation \*does/does not apply; and
- (ii) that these proceedings are \*main/secondary/territorial proceedings as defined in Article 3 of the Regulation

AND it is ordered that the costs of

*Insert names of all persons to be awarded their costs*

of the application be payable out of the assets of the company

*Insert any terms concerning costs*

Dated: \_\_\_\_\_



The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.13

**NOTICE BY COURT OF APPOINTMENT OF LIQUIDATOR**

Rule 93

**In the Supreme Court of Gibraltar**

*Case number*

*Name of company*

*Company number*

To:

*Name and address of liquidator(s)*

*\* Delete as appropriate* By order of the Court made \_\_\_\_\_, you have been appointed as the  
*\*liquidator/joint liquidators of the above company under the Insolvency Act 2011*

*Insert registered office of company*

*Name, address and contact details of the applicant's solicitors*

*Date of application*

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L14

**NOTICE OF APPOINTMENT OF LIQUIDATOR  
UNDER SECTION 146 OR 160**

Section 169

To: **The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar**

Company name

Company number

IP licence number (unless  
Official Receiver)

Name(s) and address(es)  
of liquidator(s)

I/we give notice that I/we have been appointed as liquidator(s) of the above company on

- By the members of the company under section 146 of the Insolvency Act 2011  
 By the Court under section 160 of the Act

Signed \_\_\_\_\_

Liquidator(s)

Date \_\_\_\_\_

Form L14

Contact details  
(Phone/e-mail)

\_\_\_\_\_  
\_\_\_\_\_  
**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission**

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.15

**ORDER FOR APPOINTMENT OF PROVISIONAL LIQUIDATOR**

Section 161(3)  
Rule 97

**In the Supreme Court of Gibraltar**

Case number

Name of company

Company number

UPON THE APPLICATION OF

Full name and address of  
applicant

and upon hearing

Names of all persons  
heard

And upon reading the application for the appointment of a liquidator and

Insert any affidavits and  
other documents  
presented to the Court

Form L15

And the Court being satisfied on the evidence before it that

Delete as appropriate

- (i) the EC Insolvency Regulation \*does/does not apply; and
- (ii) that these proceedings are \*main/secondary/territorial proceedings as defined in Article 3 of the Regulation

It is ordered that \*[upon the sum of £ \_\_\_\_\_ being deposited by the applicant with the Court] \*[the applicant securing the sum of £ \_\_\_\_\_ as set out below], the following person is appointed as provisional liquidator of the above company

Delete the words in brackets, as appropriate

Name and address of provisional liquidator (which may be the Official Receiver)

If security is to be provided, set out details

And it is ordered:

Specify functions of provisional liquidator in relation to the company's affairs and assets:

Dated: \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.16

**NOTICE OF APPOINTMENT OF PROVISIONAL LIQUIDATOR**

Section 161

To:  
The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

**In the Supreme Court of Gibraltar**

Company name	<input type="text"/>	
Company number	<input type="text"/>	Court case number <input type="text"/>
Name(s) and address(es) of provisional liquidator(s)	<input type="text"/>	
IP licence number (unless Official Receiver)	<input type="text"/>	

I/we give notice that on \_\_\_\_\_ I was/we were appointed as provisional liquidator(s) of the above company by Court order dated \_\_\_\_\_

Signed \_\_\_\_\_  
Provisional Liquidator(s)

Date \_\_\_\_\_

Form L.16

Contact details  
(Phone/e-mail)

\_\_\_\_\_

Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.17

**NOTICE OF TERMINATION OF APPOINTMENT OF  
PROVISIONAL LIQUIDATOR**

Section 178  
Rule 101

To:  
The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name and address of  
person filing notice

Name of liquidator  
removed from office

1. I attach a copy of an order of the Court dated \_\_\_\_\_ removing the  
above-named as liquidator of the above company

2. I am filing this notice as:

- A liquidator remaining in office  
 A liquidator appointed by the Court in the place of the removed liquidator  
 Official Receiver

Signed \_\_\_\_\_

Liquidator/Official Receiver



Form L.17

Date \_\_\_\_\_

Contact details  
(Phone/e-mail)

\_\_\_\_\_  
\_\_\_\_\_  
**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission**

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.18

**NOTICE OF TERMINATION OF APPOINTMENT OF  
PROVISIONAL LIQUIDATOR**

Section 164

To: The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name(s) and address(es)  
of provisional  
liquidator(s)

I/we give notice that on \_\_\_\_\_ my/our appointment(s) as provisional  
liquidator was/were terminated:

- By order of the Court under section 164(1) of the Insolvency Act 2011 ("the Act")
- On the appointment of a liquidator by the Court
- On the Court granting leave to withdraw the application under section 154 of the Act

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a  
copy of this notice must be provided to the Financial Services Commission**

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.19

**NOTICE OF APPOINTMENT OF ADDITIONAL OR REPLACEMENT  
LIQUIDATOR**

Section 180

To: **The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar**

Company name

Company number

Name(s) and address(es)  
of appointed liquidator(s)

IP licence number (unless  
Official Receiver)

1. I/we give notice that on \_\_\_\_\_ I was/we were appointed as
  - Additional liquidator(s) of the above company
  - Replacement liquidator(s) of the above company
2. The appointment was made
  - By the members of the company
  - By the Court under section 180 of the Act

Signed \_\_\_\_\_  
Additional/replacement liquidator(s)

Date \_\_\_\_\_

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Form L.19

Contact details  
(Phone/e-mail)

Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L20

**NOTICE OF APPOINTMENT OF LIQUIDATOR FOR  
ADVERTISEMENT**

	Company name _____
	Company number _____
<i>Specify any name with which the company has been registered in the 12 months prior to date of appointment</i>	Former company name(s) _____ _____
<i>Specify any name under which the company has traded at any time in the 12 months prior to the date of appointment</i>	Trading names _____ _____
	Nature of business _____
	Date of appointment _____
<i>*Delete as appropriate</i>	Appointment made by *the members under section 146 of the Insolvency Act 2011/*the Court under section 160 of the Insolvency Act 2011
	Name of liquidator(s) _____ _____
	IP Licence Number(s) _____ _____
	Address(es) of liquidators _____ _____ _____
	<b>Note:</b> The appointment must be advertised in a newspaper published and circulating in Gibraltar and in such other newspaper or newspapers (if any) that the liquidator considers most appropriate for ensuring that the application comes to the attention of the creditors of the company.

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The Insolvency Act 2011  
The Insolvency Rules 2014

Form L20A

**NOTICE OF APPOINTMENT OF REPLACEMENT LIQUIDATOR  
FOR ADVERTISEMENT**

Company name _____
Company number _____
Date of appointment _____
Appointment made to replace a liquidator who has ceased to hold office
Name of liquidator who has ceased to hold office _____
_____
Name of new liquidator _____
IP Licence Number (new liquidator) _____
Address of new liquidator _____
_____
_____
<b>Note:</b> The appointment must be advertised in a newspaper published and circulating in Gibraltar and in such other newspaper or newspapers (if any) that the liquidator considers most appropriate for ensuring that the application comes to the attention of the creditors of the company.

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.21

**NOTICE OF A MEETING OF CREDITORS**

Section 170(1)

*Company name*

*Company number*

*Name(s) and address(es) of liquidator(s)*

*IP licence Number(s)*

TO: The Creditors of the above company ("the company")

*Insert whether appointment by members or the Court*

1. I/we hereby give you notice that I/we were appointed liquidator(s) of the company on \_\_\_\_\_ by the \_\_\_\_\_

2. The first meeting of creditors of the company is to be held at the place and on the date and times specified below

*Place where creditors' meeting to be held*

Date  Time

- 3. As liquidator(s), I/we invite you to attend the above meeting
- 4. A proxy form is enclosed which should be completed and returned to me by the date of the meeting if you cannot attend and wish to be represented

In order to be entitled to vote at the meeting, Rule 286 of the Insolvency Rules 2013 requires you to give to me, not later than 12.00 hours on the business day before the day fixed for the meeting, details in writing of your claim

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**Insolvency**

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**Notice of Specified Forms**

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Form L.21

Signed \_\_\_\_\_

Name of liquidator(s) \_\_\_\_\_

Date \_\_\_\_\_



The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.22

**ADVERTISEMENT OF FIRST MEETING OF CREDITORS OF  
COMPANY IN LIQUIDATION**

<i>Liquidator(s) name(s)</i>	<input type="text"/>
<i>IP licence number</i>	<input type="text"/>
<i>Company name</i>	<input type="text"/>
<i>Company number</i>	<input type="text"/>
	The first meeting of creditors of the company will be held at the place and on the date and time set out below
<i>Address</i>	<input type="text"/>
<i>Date</i>	<input type="text"/>
<i>Time</i>	<input type="text"/>

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.23

**NOTICE OF DISPENSATION OF CREDITORS' MEETING**

Section 174

Company name

Company number

Name(s) and address(es)  
of liquidator(s)

IP licence Number(s)

TO: The Creditors of the above company ("the company")

Insert whether  
appointment by  
members or the Court

1. I was/we were appointed liquidator(s) of the company on \_\_\_\_\_  
by the \_\_\_\_\_

2. I/we give you notice that I/we do not consider it necessary to call a first meeting of  
creditors for the reasons set out below

Set out reasons for  
decision not to call  
meeting

3. A meeting of creditors will not be called unless 10% in value of the creditors give written  
notice to me/us, within 10 days of receiving this notice, that they require a meeting to be  
called

# Insolvency

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Form L.23

Signed \_\_\_\_\_

Name of liquidator(s) \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

L 24

**REQUEST BY CREDITOR FOR A MEETING OF CREDITORS  
(LIQUIDATION)**

Section 220(1)(a)  
Rule 280

Company name

Company number

To:

Name(s) and address(es)  
of liquidators

Name and address of  
creditor making request

1. Pursuant to section 220(1)(a) of the Insolvency Act 2011, I request you to call a meeting of the creditors of the above company
2. My claim in the liquidation is \_\_\_\_\_
3. The following creditors concur with my request for a meeting and I attach copies of their written confirmation of concurrence:

Insert full names and  
addresses of creditors  
concurring with request  
(if any) and their claims  
in the liquidation

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.24

4. The creditors supporting the calling of a creditors' meeting comprise at least 10% in value of the creditors of the company

5. The purpose of the meeting is:

*Set out details of the purpose of the meeting*

I understand that I will be required to deposit with you such sum as you may determine to be appropriate by way of security for the expenses of summoning and holding the meeting

Signed \_\_\_\_\_

Name \_\_\_\_\_

Capacity (if applicable) \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

L25

**NOTICE OF LIQUIDATOR TO OFFICIAL RECEIVER CONCERNING  
ASSETS ON APPLICATION TO REMOVE LIQUIDATOR**

Rule 101(4)

Company name

Company number

Name and address of liquidator

IP licence number

TO: The Official Receiver

1. An application was made to Court for my removal under section 178 of the Insolvency Act 2011 on \_\_\_\_\_

*A statement complying with rule 101(4) must be attached, even if it states that no assets have been realised, applied, distributed or dealt with*

2. As required by rule 101(4) of the Insolvency Rules, I attach a statement providing details of the extent to which I have realised, applied, distributed or otherwise dealt with the assets of the above company, or any of them

Signed \_\_\_\_\_

Name of liquidator(s) \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L26

**NOTICE OF LIQUIDATOR'S RESIGNATION TO OFFICIAL  
RECEIVER AND STATEMENT CONCERNING DEALINGS WITH  
ASSETS**

Section 179(2)  
Rule 101(4), 102

Company name

Company number

Name and address of  
liquidator

IP licence Number

TO: The Official Receiver

Insert whether  
appointment by  
members of Court

1. I hereby give you notice that I resigned as liquidator of the above company on \_\_\_\_\_ on the grounds that I am no longer eligible to act

2. As required by rule 102(1) of the Insolvency Rules, I attach a statement providing details of the extent to which I have realised, applied, distributed or otherwise dealt with the assets of the above company, or any of them

A statement complying  
with rule 101(4) must  
be attached, even if it  
states that no assets  
have been realised,  
applied, distributed or  
dealt with

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Form L.26

Signed \_\_\_\_\_

Name of liquidator(s) \_\_\_\_\_

Date \_\_\_\_\_

Endorsement of Official Receiver	
This notice was received:	
Date:	_____
Time:	_____



The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.27

**NOTICE TO CREDITORS OF LIQUIDATOR'S RESIGNATION  
(INELIGIBILITY TO ACT)**

Section 179(2)

Company name

Company number

Name(s) and address of liquidator

IP licence Number(s)

TO: The Creditors of the company

*The resignation of a liquidator takes effect from the date that notice is received by the Official Receiver, as endorsed on the notice*

1. I hereby give you notice that I resigned as liquidator of the above company on \_\_\_\_\_ on the grounds that I am no longer eligible to act as an insolvency practitioner in relation to the company

2. My resignation is effective from \_\_\_\_\_

Signed \_\_\_\_\_

Name of liquidator \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.28

**NOTICE OF A MEETING OF CREDITORS TO CONSIDER  
LIQUIDATOR'S RESIGNATION**

Section 179(5)  
Rule 103

*Court case number (if  
applicable)*

*Name of company*

*Company number*

*Name and address of  
liquidator*

*IP licence number*

Date of appointment \_\_\_\_\_

Appointed by \_\_\_\_\_

To: The Creditors of the above company ("the company")

1. I hereby give you notice that I intend to resign as liquidator of the company on the  
grounds set out below

*Insert grounds for  
resignation*

2. A meeting of creditors of the company is to be held at the place and on the date and  
times specified below for the purpose of accepting my resignation

Form L 28

*Place where creditors' meeting to be held*

*Date and time of creditors' meeting*

Date

Time

3. You are invited to attend the above meeting
4. I attach an account of my administration of the liquidation, including a summary of the receipts and payments
5. A proxy form is enclosed which should be completed and returned to me by the date of the meeting if you cannot attend and wish to be represented.

In order to be entitled to vote at the meeting, Rule 286 of the Insolvency Rules 2013 requires you to give to me, not later than 12.00 hours on the business day before the day fixed for the meeting, details in writing of your claim

Signed \_\_\_\_\_

Name of liquidator \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.29

**NOTICE TO OFFICIAL RECEIVER OF CREDITORS' MEETING  
TO CONSIDER LIQUIDATOR'S RESIGNATION**

Section 179(5)  
Rule 101(4), 103(2)

Name of company

Company number

Name and address of  
liquidator

IP licence number

To: The Official Receiver

1. I hereby give you notice that I have called a meeting of creditors on \_\_\_\_\_ to accept my resignation as liquidator of the above company.

2. I attach:

- (i) a copy of the notice to creditors
- (ii) a copy of the account of my administration of the liquidation, including a summary of receipts and payments
- (iii) a statement providing details of the extent to which I have realised, applied, distributed or otherwise dealt with the assets of the above company, or any of them

*A statement complying with rule 101(4) must be attached, even if it states that no assets have been realised, applied, distributed or dealt with*

Signature \_\_\_\_\_

Name of liquidator(s) \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.30

**NOTICE TO COURT OF CREDITORS' MEETING TO CONSIDER  
LIQUIDATOR'S RESIGNATION**

Section 179(5)  
Rule 103(2)

**In the Supreme Court of Gibraltar**

Court case number:

Company name

Company number

UPON THE APPLICATION OF

Name and address of liquidator

1. I report that I have called a meeting of creditors on \_\_\_\_\_ to  
accept my resignation as liquidator of the above company

2. I attach:

- (i) a copy of the notice to creditors
- (ii) a copy of the account of my administration of the liquidation, including a summary of receipts and payments

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**Notice of Specified Forms**

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Form L 30

Signed \_\_\_\_\_

Name of liquidator(s)

\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.31

**NOTICE TO OFFICIAL RECEIVER OF OUTCOME OF CREDITORS'  
MEETING (RESIGNATION OF LIQUIDATOR)**

Section 179(6)  
Rule 103(3)

Company name

Company number

Name and address of resigning liquidator

This is to certify that at a meeting of the creditors of the above company held on

\_\_\_\_\_ the following resolution was passed

Select one or both

- That the liquidator's resignation be accepted
- That a new liquidator be appointed

*A copy of the resolution must be attached and a certificate of appointment must be attached if a replacement liquidator was appointed*

The following are attached

- A copy of the resolution
- A certificate of appointment for the replacement liquidator

Signed \_\_\_\_\_  
*Chairman of meeting*

Name of chairman \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.32

**NOTICE OF LIQUIDATOR'S RESIGNATION TO OFFICIAL  
RECEIVER FOLLOWING CREDITORS' MEETING**

Rule 103(4)

Company name

Company number

Name and address of  
liquidator

IP licence Number

TO: The Official Receiver

I hereby give you notice that my resignation as liquidator of the above company was  
accepted by the company's creditors at a meeting held on \_\_\_\_\_  
and that I have resigned as liquidator

Signed \_\_\_\_\_

Name of liquidator(s) \_\_\_\_\_

Date \_\_\_\_\_

**Endorsement of Official Receiver**

This notice was received:

Date \_\_\_\_\_

Time: \_\_\_\_\_



The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.33

**NOTICE TO COURT OF LIQUIDATOR'S RESIGNATION ON  
ACCEPTANCE BY CREDITORS' MEETING**

Rule 103(3)

**In the Supreme Court of Gibraltar**

Court case number:

Company name

Company number

Name and address of liquidator

As liquidator of the above company, I report that my resignation as liquidator of the above company was accepted by the creditors of the company at a meeting held on \_\_\_\_\_ and I have resigned as liquidator of the company

Signed \_\_\_\_\_

Name of liquidator(s) \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.34

**COURT ORDER GIVING LIQUIDATOR LEAVE TO RESIGN**

Section 179(7)  
Rule 104

**In the Supreme Court of Gibraltar**

Case number:

Name of company

Company number

UPON THE APPLICATION OF

Name and address of applicant

AND upon hearing

Set out any persons who appeared at hearing

AND upon reading the evidence

IT IS ORDERED that

Name and address of liquidator

be granted leave to resign as liquidator of the above company

set out any other order made

Insolvency

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Form L34

Dated: \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.35

**NOTICE TO COURT OF LIQUIDATOR'S RESIGNATION**

Section 179(7)  
Rule 104

**In the Supreme Court of Gibraltar**

Case number:	
--------------	--

Company name

Company number

Name and address of  
liquidator

I report that, pursuant to an order of the Court dated \_\_\_\_\_ granting me  
leave to resign, I hereby resign as liquidator of the company

Signed \_\_\_\_\_

Name of liquidator(s) \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.36

**COURT ORDER REMOVING LIQUIDATOR FROM OFFICE**

Section 178  
Rule 101

**In the Supreme Court of Gibraltar**

Case number:	
--------------	--

*Name of company*

*Company number*

UPON THE APPLICATION OF

*Name and address of applicant*

AND upon hearing

*Set out any persons who appeared at hearing*

AND upon reading the evidence

IT IS ORDERED that

*Name and address of liquidator*

be removed from the office of liquidator of the above company

**2011-26**

**Insolvency**

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**Notice of Specified Forms**

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Form L36

*Set out any other order  
made*

Dated: \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L37

**NOTICE TO OFFICIAL RECEIVER OF DEATH OF LIQUIDATOR**

Section 105

Company name

Company number

Name and address of liquidator

IP licence Number

TO: The Official Receiver

1. I give notice that the above-named, who was the liquidator of the above company, died on \_\_\_\_\_
2. This notice is given by me as:
  - Personal representative of the deceased liquidator
  - A partner in the firm of which the deceased liquidator was partner giving notice under rule 105(2)
  - A person giving notice by producing the death certificate under rule 105(3)

Signed \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L 38

**NOTICE OF DEATH OF LIQUIDATOR**

Section 105

To:  
The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name and address of  
deceased liquidator

Name and address of  
person giving notice of  
death of liquidator

1. I give notice that the above-named, who was the liquidator of the above company, died on \_\_\_\_\_
2. This notice is given by me as:
  - Personal representative of the deceased liquidator
  - A partner in the firm of which the deceased liquidator was partner giving notice under rule 105(2)
  - A person giving notice by producing the death certificate under rule 105(3)

Signed \_\_\_\_\_



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Form L 38

Print name \_\_\_\_\_

Date \_\_\_\_\_

**Note:** If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.39

**NOTICE OF RESIGNATION OF LIQUIDATOR  
(INELIGIBILITY TO ACT)**

Section 179(2)  
Rule 102

To:  
The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name and address of  
resigned liquidator

IP licence number(s)

*The resignation of a  
liquidator takes effect  
from the date that notice  
is received by the Official  
Receiver, as endorsed on  
the notice*

1. I give notice that I resigned as liquidator of the above company on the grounds that I am no longer eligible to act as an insolvency practitioner in relation to the company
2. A copy of my notice of resignation endorsed by the Official Receiver with the date of receipt is attached
3. My resignation is effective from \_\_\_\_\_

Signed \_\_\_\_\_  
Liquidator

Date \_\_\_\_\_

Form L.39

Contact details  
(Phone/e-mail)

Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L40

**NOTICE OF COURT ORDER GIVING LEAVE FOR  
LIQUIDATOR TO RESIGN**

Section 179(7)

To: The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name and address of  
liquidator

IP licence number

As liquidator of the above company I attach a copy of an order of the Court dated  
\_\_\_\_\_ granting me leave to resign

Signed \_\_\_\_\_  
Liquidator

Date \_\_\_\_\_

**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a  
copy of this notice must be provided to the Financial Services Commission**

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.41

**NOTICE OF SETTLEMENT OF LIST OF MEMBERS**

Section 184  
Rule 108

To: The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name(s) and address(es)  
of liquidator(s)

1. I/we have settled a list of members of the above company which is attached

Signed \_\_\_\_\_  
Liquidator(s)

Print name

Print name \_\_\_\_\_

Contact details  
(Phone/e-mail)

\_\_\_\_\_

Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission

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Form L41

Class	Nominal value per share	Issue price per share	Total number of shares issued	Total number of shares called up	Total number of shares paid up

Signature \_\_\_\_\_

Date \_\_\_\_\_

2

Form L41

LIST OF MEMBERS

Class	Name and address of member	Class of Member*	Number of shares held	Number of shares called up	Number of shares paid up

\*For example: shareholder, member of a company limited by guarantee, member of an unlimited company, etc.

Signature \_\_\_\_\_

Date \_\_\_\_\_

3

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.42

**NOTICE OF DISCLAIMER**

Section 209  
Rule 119

To: The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name and address of  
liquidators

I/we, as liquidator(s) of the above company, attach a copy of a signed notice of disclaimer

Signed \_\_\_\_\_

Date \_\_\_\_\_

Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L43

**NOTICE OF DISCLAIMER**

Section 209 and 210  
Rule 120

Company name

Company number

**PART 1**

Name and address of  
liquidator(s)

I/we, as liquidator(s) of the above company, disclaim all the company's interest in the following property:

Insert full details of  
property disclaimed

Signed

\_\_\_\_\_

Liquidator(s)

Date

\_\_\_\_\_

Contact details  
(Phone/e-mail)

\_\_\_\_\_



Form L43

**PART 2**

To:

*Insert name and address of every person required to be sent a copy of the notice by section 209(3) and 210(2) of the Insolvency Act 2011 (the Act) and rule 120 of the Insolvency Rules 2013 (the Rules)*

This is a copy notice of disclaimer signed by the liquidator(s) of the above company on

The attention of recipients is drawn to sections 209 to 216 of the Act and rules 119 – 124 of the Rules

**Note:**

1. Part 1 is to be completed by the liquidator(s)  
Part 2 is to be completed by or on behalf of the liquidator(s) when sending out copy notices under the Act or the Rules
2. Where the property consists of land or buildings, the nature of the interest should also be stated, e.g., freehold/leasehold

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.44

**NOTICE OF DISCLAIMER**

Section 201  
Rule 111, 112

**Company name**

**Company number**

**Date of appointment of liquidator**

<b>1</b>	Name of Creditor	
<b>2</b>	Address of Creditor	
<b>3</b>	Total amount of claim as at the date of appointment of liquidator	£
<b>4</b>	If total amount above includes outstanding uncapitalised interest, state amount	£
<b>5</b>	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts set out in the Insolvency Rules, 2013	Category
		Amount(s) claimed as preferential £
<b>6</b>	Particulars of how and when debt incurred	
<b>7</b>	Details of any documents by reference to which the debt can be substantiated [Note: the liquidator may call for any document or evidence to substantiate the claim at his discretion]	

Form L.44

8	Particulars of any security held, the date it was given and the value of the security	
9	Details of any reservation of title claimed in respect of goods supplied to which the claim relates.	
	Signature of creditor or person authorised to act on his behalf	
	Name in BLOCK LETTERS	
10	Position with or in relation to creditor	
	Address	

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Form L.44

**Admitted to vote for**

£ \_\_\_\_\_

Date \_\_\_\_\_

Liquidator \_\_\_\_\_

**Admitted preferentially for**

£ \_\_\_\_\_

Date \_\_\_\_\_

Liquidator \_\_\_\_\_

**Admitted non-preferentially for**

£ \_\_\_\_\_

Date \_\_\_\_\_

Liquidator \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L45

**NOTICE TO ELECT**

Section 211  
Rule 122

Company name

Company number

Name and address of person giving liquidator notice to elect

Name and address of liquidator(s)

To: The liquidator of the above company

I, being a person interested in property or whose rights would be effected by the disclaimer of property (specified below) require the liquidator to decide, within 28 days of the date of service of this notice, whether or not the liquidator will disclaim the property and to notify me of the decision

Insert full details of property to which this notice relates

Signed \_\_\_\_\_

Name (printed) \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form L.46

**CLAIM FORM**

Section 201  
Rule 111, 112

**Company name**

**Company number**

**Date of appointment of liquidator**

<b>1</b>	Name of Creditor	
<b>2</b>	Address of Creditor	
<b>3</b>	Total amount of claim as at the date of appointment of liquidator	£
<b>4</b>	If total amount above includes outstanding uncapitalised interest, state amount	£
<b>5</b>	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts set out in the Insolvency Rules, 2013	Category
		Amount(s) claimed as preferential £
<b>6</b>	Particulars of how and when debt incurred	
<b>7</b>	Details of any documents by reference to which the debt can be substantiated [Note: the liquidator may call for any document or evidence to substantiate the claim at his discretion]	

Form L.46

8	Particulars of any security held, the date it was given and the value of the security	
9	Details of any reservation of title claimed in respect of goods supplied to which the claim relates.	
10	Signature of creditor or person authorised to act on his behalf	
	Name in BLOCK LETTERS	
	Position with or in relation to creditor	
	Address	

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Form L.46

**Admitted to vote for**

£ \_\_\_\_\_

Date \_\_\_\_\_

Liquidator \_\_\_\_\_

**Admitted preferentially for**

£ \_\_\_\_\_

Date \_\_\_\_\_

Liquidator \_\_\_\_\_

**Admitted non-preferentially for**

£ \_\_\_\_\_

Date \_\_\_\_\_

Liquidator \_\_\_\_\_



The Insolvency Act 2011  
The Insolvency Rules 2014

Form 8.1

**STATEMENT OF AFFAIRS IN A COMPANY VOLUNTARY  
ARRANGEMENT, ADMINISTRATION, ADMINISTRATIVE  
RECEIVERSHIP OR LIQUIDATION AND AFFIDAVIT OF  
VERIFICATION**

Section 17(1)(c), 77, 131, 217 and 236  
Rule 6, 41, 45, 131-135

STATEMENT OF AFFAIRS OF

Company name  Case number

Company number  Date of incorporation

Registered office of company

This affidavit must be sworn or affirmed before a notary public or a commissioner for oaths, after the statement of affairs has been completed.

I

Name and occupation of person making statement of affairs

Of

Address

Make Oath and say that the statement of affairs exhibited hereto and marked "A" and "B" is to the best of my knowledge and belief a full, true and complete statement as to the assets and liabilities of the above company as at \_\_\_\_\_ and a full, true and complete list of its creditors and the securities that they hold.

Date

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**Notice of Specified Forms**

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Form B.1

Sworn at \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Before me \_\_\_\_\_

A notary public or commissioner for oaths



**A1 – Summary of Liabilities**

		Estimated to realise £
Estimated total assets available for preferential creditors (carried from page A)	£	£
<b>Liabilities</b>		
Preferential creditors:-		
Estimated deficiency/surplus as regards preferential creditors		£
Estimated prescribed part of net property where applicable (to carry forward)	£	
Estimated total assets available for floating charge holders	£	
Debts secured by floating charges	£	
Estimated deficiency/surplus of assets after floating charges		£
Estimated prescribed part of net property where applicable (brought down)	£	
<b>Total assets available to unsecured creditors</b>		£
Unsecured non-preferential claims (excluding any shortfall to floating charge holders)	£	
Estimated deficiency/surplus as regards non-preferential creditors (excluding any shortfall to floating charge holders)		
Shortfall to floating charge holders (brought down)	£	

Estimated deficiency/surplus as regards creditors	Form B.1
Issued and called up capital	£
Estimated total deficiency/surplus as regards members	£
<hr/>	
Signature _____	Date _____



# Insolvency

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Form 3.4

Signature \_\_\_\_\_ Date \_\_\_\_\_

8

The Insolvency Act 2011  
The Insolvency Rules 2014

Form B.2

**AFFIDAVIT OF CONCURRENCE IN A COMPANY VOLUNTARY  
ARRANGEMENT, ADMINISTRATION, ADMINISTRATIVE  
RECEIVERSHIP OR LIQUIDATION**

Section 237  
Rule 134

AFFIDAVIT OF CONCURRENCE

Company name  Case number (if applicable)

Company number  Date of incorporation

Registered office of company

This affidavit must be sworn or affirmed before a notary public or a commissioner for oaths, after the statement of affairs has been completed.

With regards to the Statement of Affairs of the above company of

Insert registered office

made on \_\_\_\_\_ by

Insert full name and address of person who made the statement of affairs being concurred with

Name and occupation of person swearing affidavit of concurrence



Form B.2

Of

Address

[Empty box for address]

Make Oath and say that

I concur with Statement of Affairs of the above company referred to above and, to the best of my knowledge and belief, the facts stated in the statement of affairs are a full, true and complete statement as to the assets and liabilities of the above company as at \_\_\_\_\_ and a full, true and complete list of its creditors and the securities that they hold

Insert date

OR

I concur with the Statement of Affairs of the above company subject to the qualifications set out below and, subject to the qualifications, to the best of my knowledge and belief, the facts stated in the statement of affairs are a full, true and complete statement as to the assets and liabilities of the above company as at \_\_\_\_\_ and a full, true and complete list of its creditors and the securities that they hold

Insert date

List all matters in the Statement of Affairs that you do not agree or which you consider erroneous or misleading or matters to which you have no direct knowledge and indicate the reason for the qualifications

[Empty box for listing matters]

Sworn at \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Before me \_\_\_\_\_

A notary public or commissioner for oaths

The Insolvency Act 2011  
The Insolvency Rules 2014

Form 8.3

**NOTICE OF STATEMENT OF AFFAIRS**

Rule 135

To:  
The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name		
Company number	Case number (if applicable)	
Name(s) and address(es) of office holder(s)		

I/we attach a copy of:

- Tick all boxes that apply
- the Statement(s) of Affairs
  - the affidavit(s) of concurrence
  - a copy of the Court order limiting disclosure in respect of the Statement of Affairs
- in respect of the above company

Signed \_\_\_\_\_

Date \_\_\_\_\_

State office held by office holder \_\_\_\_\_

Contact details (Phone/e-mail) \_\_\_\_\_

Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission

The Insolvency Act 2011  
The Insolvency Rules 2014

Form 13.1

**STATEMENT OF ASSETS & LIABILITIES IN AN INDIVIDUAL  
VOLUNTARY ARRANGEMENT OR BANKRUPTCY AND AFFIDAVIT  
OF VERIFICATION**

Section 283(1), 399  
Rule 152, 242-244

STATEMENT OF ASSETS AND LIABILITIES OF

Name of individual

Case number (if applicable)

Address of individual

This affidavit must be sworn or affirmed before a notary public or a commissioner for oaths, after the statement of affairs has been completed.

I

Name and occupation of individual

Of

Address

Make Oath and say that the statement of affairs exhibited hereto and marked "A" and "B" is to the best of my knowledge and belief a full, true and complete statement as to my assets and liabilities as at \_\_\_\_\_ and a full, true and complete list of my creditors and the securities that they hold.

Date

**2011-26**

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**Notice of Specified Forms**

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Form 13.1

Sworn at \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Before me \_\_\_\_\_

A notary public or commissioner for oaths

The Insolvency Act 2011  
The Insolvency Rules 2014

Form 17.1

**CERTIFICATE OF CONSTITUTION OF CREDITORS'  
COMMITTEE**

Section 455(1)

*Name of company*

*Company number*  *Case Number*

*Name(s) and address(es) of office holder(s) completing the form*

*Type of office holder, i.e. administrator, liquidator appointed by the Court or bankruptcy trustee*

1. I/we certify that a creditors' committee of the above company has been established and that the membership is as follows:

*Insert full name and address of each member of the committee*

3. The appointment is in accordance with sections 48 and 49 of the Insolvency Act 2013

4. The appointer confirms:  
 is the first certificate issued by me/us  
 amends a certificate issued by me/us on \_\_\_\_\_

Signed \_\_\_\_\_

Type of office holder \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form 17.2

**CERTIFICATE OF CONSTITUTION OF CREDITORS'  
COMMITTEE**

Section 455(1)

Name of company

Company number

Name(s) and address(es)  
of office holder(s)  
completing the form

Type of office holder, i.e.  
administrative receiver or  
liquidator not appointed  
by the Court

1. I/we certify that a creditors' committee of the above company has been established and that the membership is as follows:

Insert full name and  
address of each member  
of the committee

2. The certificate:

- is the first certificate issued by me/us
- amends a certificate issued by me/us on \_\_\_\_\_

Signed \_\_\_\_\_

Type of office holder \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form 17.3

**CERTIFICATE OF CONSTITUTION OF CREDITORS'  
COMMITTEE (TO REGISTRAR)**

455(1), 460(3)

Name of company

Company number

Court case number

Name(s) and address(es)  
of office holder(s)  
completing the form

Type of office holder, i.e.  
administrator, liquidator  
appointed by the Court or  
bankruptcy trustee

1. I/we certify that a creditors' committee of the above company has been established and that the membership is as follows:

Insert full name and  
address of each member  
of the committee

Signed \_\_\_\_\_

Type of office holder \_\_\_\_\_

Date \_\_\_\_\_

Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission

The Insolvency Act 2011  
The Insolvency Rules 2014

Form 17.5

**REPORT OF CHANGE OF MEMBERSHIP OF CREDITORS'  
COMMITTEE (TO REGISTRAR)**

Section 455(1), 460(3)

<i>Company name</i>		
<i>Company number</i>	<i>Case Number</i>	
<i>Name(s) and address(es) of office holder(s) completing the form</i>		
<i>Type of office holder, i.e. administrator, liquidator appointed by the Court or bankruptcy trustee</i>		
<i>I/we report that the membership of the creditors' committee of the above company has changed and that the membership is now as follows:</i>		
<i>Insert full name and address of each member of the committee</i>		

Signed \_\_\_\_\_

Type of office holder \_\_\_\_\_

Date \_\_\_\_\_

**Note:** If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission



The Insolvency Act 2011  
The Insolvency Rules 2014

Form G.1

**STATUTORY DEMAND UNDER SECTION 141 OF THE  
INSOLVENCY ACT (COMPANY)**

Section 141  
Rule 75

<p><b>WARNING</b></p> <p>This is an important document. This demand, must be dealt with within 21 days after its service on the company or a liquidator could be appointed for the company and the company placed into liquidation under the Insolvency Act 2011 ("the Act")</p> <p>Please read the demand and notes carefully</p>
--

**Demand:**

To: Name: \_\_\_\_\_ ("the company")

Address \_\_\_\_\_  
\_\_\_\_\_

1. This demand is served on you by the creditor:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

2. The creditor claims that the company owes the creditor the sum of £ \_\_\_\_\_, full particulars of which are set out in the Schedule.

3. The creditor demands that the company pay the debt in full, or to secure or compound for the debt to the reasonable satisfaction of the creditor, within 21 days of the date of service of this demand on the company.

4. This demand is a statutory demand issued under the Insolvency Act and if this demand is not complied with, the creditor may make application to the Court for the appointment of a liquidator of the company.

Form G.1

5. Section 142 of the Act provides that a company served with a statutory demand may apply to the Court for an order setting it aside. An application to set the demand aside must be made within 21 days of the date of service of this demand in you. The Court does not have the power to extend this period.

6. An application to set this demand aside must be supported by an affidavit complying with rule 78(1) of the Insolvency Rules 2013.

7. The address for service on the creditor of any application to set this demand aside is:

Address: \_\_\_\_\_

\_\_\_\_\_

8. The following is the name, address and contact details of one or more individuals with whom the debtor you may communicate with a view to securing or compounding for the debt to the satisfaction of the creditor:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact details: \_\_\_\_\_

(Insert details of any other individuals below)

\_\_\_\_\_

Signed: \_\_\_\_\_

Name of person signing: \_\_\_\_\_

Address of person signing: \_\_\_\_\_

\_\_\_\_\_

Telephone number for communication concerning this demand: \_\_\_\_\_

\*Position with, or relationship to, creditor: \_\_\_\_\_

\*If signed by solicitor or agent of creditor, name of firm: \_\_\_\_\_

\* I am authorized to make this demand on the creditor's behalf

\_\_\_\_\_  
\* Delete if signed by creditor

Form G.1

**Schedule**

Note:

1. These particulars must include (a) when the debt was incurred, (b) the consideration for the debt (or if there is no consideration the way in which it arose) and (c) the amount due as at the date of this demand).
2. If the amount claimed includes a charge by way of interest not previously notified to the company as included in its liability, or any other charge accruing from time to time, the amount or rate of the charge must be separately identified and the grounds on which payment is claimed stated. Where this paragraph applies, the amount claimed must be limited to the amount that has accrued at the date of this demand.

**Particulars of Debt**

The Insolvency Act 2011  
The Insolvency Rules 2014

Form G.2

**STATUTORY DEMAND UNDER SECTION 141 OF THE  
INSOLVENCY ACT (INDIVIDUAL)**

Section 141  
Rule 75

**WARNING**

This is an important document. This demand, must be dealt with within 21 days after its service on you or a bankruptcy order could be made against you under the Insolvency Act 2011 ("the Act") and your property and goods taken away from you.

Please read the demand and notes carefully. If you are in any doubt about your position you should seek advice **immediately** from a solicitor or a licensed insolvency practitioner.

**Demand:**

To: Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

1. This demand is served on you by the creditor:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

2. The creditor claims that you owe the creditor the sum of £ \_\_\_\_\_, full particulars of which are set out in the Schedule.

3. The creditor demands that you pay the debt in full, or to secure or compound for the debt to the reasonable satisfaction of the creditor, within 21 days of the date of service of this demand on you.

4. This demand is a statutory demand issued under the Insolvency Act and if this demand is not complied with, the creditor may make application to the Court for a bankruptcy order against you.

Form G.2

- 5. Section 142 of the Act provides that a person served with a statutory demand may apply to the Court for an order setting it aside. An application to set the demand aside must be made within 21 days of the date of service on you. The Court does not have the power to extend this period.
- 6. An application to set this demand aside must be supported by an affidavit complying with rule 78(1) of the Insolvency Rules 2013.

- 7. The address for service on the creditor of any application to set this demand aside is:

Address: \_\_\_\_\_  
\_\_\_\_\_

- 8. The following is the name, address and contact details of one or more individuals with whom you may communicate with a view to securing or compounding for the debt to the satisfaction of the creditor:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact details: \_\_\_\_\_

(Insert details of any other individuals below)  
\_\_\_\_\_

Signed: \_\_\_\_\_

Name of person signing: \_\_\_\_\_

Address of person signing: \_\_\_\_\_  
\_\_\_\_\_

Telephone number for communication concerning this demand: \_\_\_\_\_

\*Position with, or relationship to, creditor: \_\_\_\_\_

\*If signed by solicitor or agent of creditor, name of firm: \_\_\_\_\_

\* I am authorized to make this demand on the creditor's behalf

\* Delete if signed by creditor

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Form G.2

**Schedule**

Note:

1. These particulars must include (a) when the debt was incurred, (b) the consideration for the debt (or if there is no consideration the way in which it arose) and (c) the amount due as at the date of this demand).
2. If the amount claimed includes a charge by way of interest not previously notified to the company as included in its liability, or any other charge accruing from time to time, the amount or rate of the charge must be separately identified and the grounds on which payment is claimed stated. Where this paragraph applies, the amount claimed must be limited to the amount that has accrued at the date of this demand.

**Particulars of Debt**

A – Summary of Assets

Assets	Book Value (state currency)	Estimated to Realise (state currency)
Assets specifically pledged (show the amount claimed against each asset or group of assets separately, not exceeding the "estimated to realise" value)		
Assets not specifically pledged:		
Estimated total assets available for preferential creditors		

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**A – Summary of Assets**

Signature \_\_\_\_\_

Date \_\_\_\_\_



A1 – Summary of Liabilities

	Book Value (state currency)	Estimated to Realise (state currency)
Estimated total assets (carried from page A)		
<b>Liabilities</b>		
Preferential creditors		
<b>Estimated deficiency/surplus of assets available after payment of preferential creditors</b>		
Debts secured by a floating charge		
<b>Estimated deficiency/surplus of assets available for other non-preferential creditors</b>		
Other non-preferential claims		
<b>Estimated deficiency/surplus as regards creditors</b>		

Signature \_\_\_\_\_

Date \_\_\_\_\_

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**B – Creditors**

Note: You must identify creditors under hire-purchase, chattel leasing or conditional sale agreements and customers claiming amounts paid in advance of the supply of goods or services and creditors claiming retention of title over property in the company's possession.

Name of creditor or claimant	Address	Amount of debt (state currency)	Details of any security held by creditor	Date security given	Value of security (state currency)

Signature \_\_\_\_\_

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form R.1

**NOTICE OF APPOINTMENT OF RECEIVER**

Section 101(1)(b)  
Rule 67

To: **The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar**

*Company name*

*Company number*

*Address of registered office of company*

*Name and address of receiver*

*IP licence number (if any)*

*The appointer  
(Name of person by whom appointment was made)*

1. I give notice that on \_\_\_\_\_ I was appointed by the appointer named above as receiver of the assets of the company described below

2. I have been appointed:

*Select one of the boxes, if applicable*

- To act jointly with another receiver
- In place of a receiver who has vacated office

Form R.1

3. My appointment

- Is as an administrative receiver  
 Is not as administrative receiver

4. The details of the instrument conferring the power under which my appointment was made, and the assets of the company in respect of which I am appointed are set out below:

*Date of instrument*

*Brief description  
Instrument conferring  
power under which  
appointment was made*

*Brief description of assets  
of company in respect of  
which receiver appointed*

5. The nature of the business of the company is as follows:

*Brief description of  
nature of business of  
company*

Signature \_\_\_\_\_

*Receiver/administrative receiver*

Date \_\_\_\_\_

*Contact details  
(Phone/e-mail)*

**Note:** If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission

The Insolvency Act 2011  
The Insolvency Rules 2014

Form R.2

**NOTICE OF APPOINTMENT OF RECEIVER**

Section 101(1)(a) & (2)(b)  
Rule 67

To: The company  
The creditors of the company

<b>Company name</b>	<input type="text"/>
<b>Company number</b>	<input type="text"/>
<i>If the receiver has been appointed administrative receiver, specify any name with which the company has been registered in the 12 months prior to the date of appointment</i>	<input type="text"/>
<i>If the receiver has been appointed administrative receiver, specify any name under which the company has traded at any time in the 12 months prior to the date of appointment</i>	<input type="text"/>
<b>Address of registered office of company</b>	<input type="text"/>
<b>Name and address of receiver</b>	<input type="text"/>
<b>IP licence number</b>	<input type="text"/>
<b>The appointer</b>	<input type="text"/>
<b>Name of person by whom appointment was made</b>	<input type="text"/>

1. I give notice that on \_\_\_\_\_ I was appointed by the appointer named \_\_\_\_\_  
above as receiver of the assets of the company described below

*Select one of the boxes,  
if applicable*

2. I have been appointed:  
 To act jointly with another receiver  
 In place of a receiver who has vacated office

3. My appointment  
 Is as an administrative receiver  
 Is not as administrative receiver

4. The details of the instrument conferring the power under which my appointment was made, and the assets of the company in respect of which I am appointed are set out below:

*Date of instrument*

*Brief description  
instrument conferring  
power under which  
appointment was made*

*Brief description of  
assets of company in  
respect of which  
receiver appointed*

5. The nature of the business of the company is as follows:

*Brief description of  
nature of business of  
company*

Form R.2

Signed \_\_\_\_\_  
*Receiver/administrative receiver*

Date \_\_\_\_\_

Contact details  
*(Phone/e-mail)*

The Insolvency Act 2011  
The Insolvency Rules 2014

Form R.3

**NOTICE OF APPOINTMENT OF ADMINISTRATIVE RECEIVER  
FOR ADVERTISEMENT**

*Specify any name with  
which the company has  
been registered in the 12  
months prior to date of  
appointment*

*Specify any name under  
which the company has  
traded at any time in the  
12 months prior to the  
date of appointment*

Company name	_____
Company number	_____
Former company name(s)	_____ _____
Trading names	_____ _____
Nature of business	_____
Date of appointment	_____
Name of person by whom appointment was made	_____
Name of administrative receiver	_____
IP Licence Number	_____
Address of administrative receiver	_____ _____ _____



The Insolvency Act 2011  
The Insolvency Rules 2014

Form R.4

**NOTICE OF COURT ORDER TO DISPOSE OF CHARGED ASSETS**

Section 130

To: The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name and address of  
administrative receiver

As administrative receiver of the above company I give notice that on

\_\_\_\_\_ the Court made an order permitting the disposal of assets

which are subject to a security interest

A sealed copy of the order is attached

Signed \_\_\_\_\_  
Administrative receiver

Date \_\_\_\_\_

**Note: If the company is an authorised person, within the meaning of the  
Insolvency Act, a copy of this notice must be provided to the Financial Services  
Commission**

The Insolvency Act 2011  
The Insolvency Rules 2014

Form R.5

**NOTICE REQUIRING SUBMISSION OF STATEMENT OF AFFAIRS**

Section 131

Company name

Company number

1. The administrative receiver(s) of the above company ("the company") require(s) a statement of affairs to be submitted by

Set out full name of person required by this notice to submit statement of affairs

as to the affairs of the company

2. A notice requiring submission of a statement of affairs has been, or is being, sent to each of the following persons:

Insert full name and address of each person that has been sent, or is being sent, a notice requiring submission of statement of affairs

Section 235(2) provides that a period of at least 18 days must be allowed from receipt of this notice

3. The statement of affairs must be submitted to the administrative receiver(s) at the address set out below on or before \_\_\_\_\_

Insert name of administrative receiver(s)

Insert address for submission of statement of affairs

Form R.5

Signed \_\_\_\_\_

Name of administrative receiver(s) \_\_\_\_\_

Date \_\_\_\_\_

**WARNING**

It is an offence under section 236(4) of the Insolvency Act 2011 to fail, without reasonable excuse, to submit a statement of affairs verified by affidavit to the administrative receiver on or before the date specified in this notice.

A person committing an offence under section 236(4) is liable, on summary conviction, to imprisonment for 6 months or a fine at level 4 on the standard scale, or both and on conviction on indictment to imprisonment for 2 years or a fine at level 5 on the standard scale, or both.

Section 240(1) of the Insolvency Act 2011 places a duty on you, as a person specified in section 240(2), to provide the administrative receiver with such information concerning the company as the administrative receiver requires, to attend on the administrative receiver if required and to be examined on oath or affirmation by the administrative receiver or a legal practitioner acting for the administrative receiver. Failure to comply with a notice issued under section 240, without reasonable excuse, is an offence for which the penalties are the same as those indicated above in relation to section 236(4).

Failure to submit a statement of affairs may also be taken into account by the Court when considering whether to make a disqualification order against a person.

Forms for the preparation of the statement of affairs are enclosed.

A person required to submit a statement of affairs may, instead, submit an affidavit of concurrence.

The costs and expenses of preparing a statement of affairs considered by the administrative receiver to be reasonable can be claimed against the company's assets.

The Insolvency Act 2011  
The Insolvency Rules 2014

Form R.6

**ADMINISTRATIVE RECEIVER'S REPORT**

Section 132  
Rule 69(1)

To: **The Registrar of Companies**  
**Companies House**  
**30 - 38 Main Street**  
**P.O. Box 848**  
**Gibraltar**

Company name

Company number

Name and address of  
administrative receiver(s)

I/we, as administrative receiver(s) of the above company attach a copy of my/our report  
complying with section 132(1) of the Act

Signed \_\_\_\_\_  
Administrative receiver

Date \_\_\_\_\_

**Note: If the company is an authorised person, within the meaning of the Insolvency Act, a  
copy of this notice must be provided to the Financial Services Commission**

The Insolvency Act 2011  
The Insolvency Rules 2014

Form R.7

**ADMINISTRATIVE RECEIVER'S REPORT**

Section 132(3)

To:

Select as applicable

- The company
- The liquidator of the company (if it is in liquidation)
- The Commission (if the company is or at any time has been an authorised person)
- Each creditor of the company (unless a notice has been published in accordance with section 132(3)(b))

Company name

Company number

Name and address of administrative receiver(s)

I/we, as administrative receiver(s) of the above company attach a copy of my/our report complying with section 132(1) of the Act

Signed \_\_\_\_\_  
Administrative receiver

Date \_\_\_\_\_

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The Insolvency Act 2011  
The Insolvency Rules 2014

Form R.8

**NOTICE OF ADMINISTRATIVE RECEIVER'S REPORT FOR  
ADVERTISEMENT**

Administrative receiver's name _____
Company name _____
Company number _____
A copy of the Administrative Receiver's Report prepared under section 130 of the Insolvency Act 2011 in respect of the above company may be obtained from, or inspected during normal office hours at, the following address
_____
_____
A meeting of all unsecured creditors of the company will be held at the place and on the date and time set out below
Address: _____
Date _____
Time _____
<b>Note: Creditors whose claims are wholly secured are not entitled to attend or be represented at the meeting</b>

The Insolvency Act 2011  
The Insolvency Rules 2014

Form R.9

**RECEIVERSHIP ACCOUNTS**

Section 118

To: The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name and address of receiver/administrative receiver

Indicate whether appointed as receiver or administrative receiver  
 Receiver  
 Administrative receiver

Date of appointment

I/we, the above-named receiver/administrative administrator(s), attach my/our abstract or receipts and payments for the period:

From  To

Number of sheets attached

Signed \_\_\_\_\_  
Receiver/administrative receiver

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Form R.9

Date \_\_\_\_\_

Contact details  
(Phone/e-mail)

Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice together with the abstract must be provided to the Financial Services Commission



Form R.9

**Abstract**

<b>Receipts</b>		
Brought forward from previous abstract (if any)	£	p
Carried forward to *continuation sheet/next abstract		

<b>Payments</b>		
Brought forward from previous abstract (if any)	£	p
Carried forward to *continuation sheet/next abstract		

\*Delete as appropriate

The Insolvency Act 2011  
The Insolvency Rules 2014

Form R.10

**NOTICE OF VACATION OF OFFICE OF RECEIVER**

Section 103  
Rule 68

To:  
The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name and address of receiver vacating office

IP licence number (if any)

Appointed as

- Receiver  
 Administrative receiver

1. I give notice that on \_\_\_\_\_ I vacated the office of receiver of the above named company for the following reasons

Insert brief explanation for vacation of office

Signed \_\_\_\_\_  
Receiver/administrative receiver

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Form R.10

Date \_\_\_\_\_

**Note:** If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission

The Insolvency Act 2011  
The Insolvency Rules 2014

Form R.11

**NOTICE OF VACATION OF OFFICE OF RECEIVER**

Section 103  
Rule 68

To: The appointer  
The company  
Members of the creditors committee (if established)  
Creditors of the company (if no creditors' committee)

Company name

Company number

Name and address of  
receiver vacating office

IP licence number (if  
any)

Appointed as

- Receiver  
 Administrative receiver

I give notice that on \_\_\_\_\_ I vacated the office of receiver of the above  
company for the following reasons

Insert brief explanation  
for vacation of office

Signed \_\_\_\_\_

Receiver/administrative receiver

Date \_\_\_\_\_

The Insolvency Act 2011  
The Insolvency Rules 2014

Form R.12

**NOTICE TO COURT OF VACATION OF OFFICE OF RECEIVER  
(INELIGIBLE TO ACT)**

Section 103  
Rule 68

**In the Supreme Court of Gibraltar**

*Case number*

*Name of company*

*Company number*

*Name and address of receiver vacating office*

*IP licence number (if any)*

Appointed as  
 Receiver  
 Administrative receiver

I give notice that on \_\_\_\_\_ I vacated the office of receiver of the above company as I ceased to be eligible to act as receiver in accordance with section 99(1) of the Act.

I became ineligible to act because

*Insert brief explanation for becoming ineligible to act*

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**Notice of Specified Forms**

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Form R.12

Signed \_\_\_\_\_  
*Receiver/administrative receiver*

Date \_\_\_\_\_

Form R.12

Endorsement to be completed by the court	
This notice was filed	
(Date)	_____
(Time)	_____

The Insolvency Act 2011  
The Insolvency Rules 2014

Form R.13

**NOTICE OF DEATH OF RECEIVER**

Rule 68

To:  
The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar

Company name

Company number

Name and address of  
deceased receiver

The above-named receiver of the above company died on \_\_\_\_\_

Name, address and  
position of person signing  
on behalf of appointer

Signed \_\_\_\_\_

Date \_\_\_\_\_

Note: If the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission



The Insolvency Act 2011  
The Insolvency Rules 2014

Form R.14

**NOTICE OF RELEASE OF COURT APPOINTED RECEIVER**

Section 121

To: **The Registrar of Companies  
Companies House  
30 - 38 Main Street  
P.O. Box 848  
Gibraltar**

Company name

Company number

Name and address of former receiver

Indicate whether appointed as receiver or administrative receiver

- 1. I was appointed as:
  - Receiver
  - Administrative receiver

I give notice that on \_\_\_\_\_ the Court granted my release

- unconditionally
- subject to the conditions listed below

Insert release conditions (if any)

Signed \_\_\_\_\_  
Receiver/administrative receiver

Date \_\_\_\_\_

Note: if the company is an authorised person, within the meaning of the Insolvency Act, a copy of this notice must be provided to the Financial Services Commission