

**THE REGISTRAR'S CORONAVIRUS EASEMENTS (UPLOAD SERVICE) RULES 2020**  
**(Volume 1B of the Registrar's Rules)**

Date made: 23 July 2020

Date in force: 23 July 2020

**Chapter 1**  
**Introductory provisions**

1. Commencement
2. Status
3. Definitions and general interpretation
4. Application of these rules

**Chapter 2**  
**The upload service: general provisions**

5. Using the upload service
6. Communications

**Chapter 3**  
**Form of document**

7. Pro forma documents
8. Free text documents
9. Package filings

**Chapter 4**  
**Authentication**

10. Authentication

**Chapter 5**  
**Delivery and receipt**

11. Manner of delivery
12. Receipt

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**SCHEDULES**

Schedule 1 - Provisions conferring powers exercised in making these rules

Schedule 2 - Defined terms used in this Volume of the rules and their meanings

Schedule 3 - Table specifying the documents that may be delivered to the registrar using the upload service

Schedule 4 – Table specifying the documents to be delivered in the form of a pro-forma and where the pro-forma is to be found

Schedule 5 – Table specifying the documents that must be sent as a package filing

Schedule 6 – Filings that must be authenticated by digital code.

## Schedule 7 – Persons entitled to authenticate a document

The registrar of companies makes the following rules in exercise of the powers conferred by the enactments specified in Schedule 1.

### **Chapter 1** **Introductory provisions**

#### **Commencement**

1. These rules come into force on 23 July 2020 (the “commencement date”).

#### **Status**

2.(1) These rules shall be known as the Registrar’s Coronavirus Easements (Upload Service) Rules 2020.  
(2) These rules are in addition to any other rules made by the Registrar under the powers conferred by the enactments specified in Schedule 1.

#### **Definitions and general interpretation**

3.(1) Defined terms used in these rules and their meanings are contained in Schedule 2.  
(2) Unless the context otherwise requires-  
    (a) references to sections are to sections of the Companies Act 2006;  
    (b) a reference to a “rule” or “rules” is a reference to these Registrar’s Coronavirus Easements (Upload Service) Rules 2020 and a reference to a numbered rule or Schedule is to the rule or Schedule so numbered in these rules;  
    (c) references to delivering a document include submitting or sending it;  
    (d) a reference to an Act includes a reference to any subordinate legislation made under that Act;  
    (e) words in the singular include the plural and vice versa.  
(3) Subject to rule 3.(4), material or information referred to in these rules as being specified, described, accessible or available on or through the website is included in and forms part of these rules.  
(4) Material or information referred to in these rules as being “from time to time” specified, described, accessible or available on or through the website does not form part of these rules.

#### **Application of these rules**

4.(1) These rules apply to documents delivered to the registrar in electronic form using the upload service on or after the commencement date and shall be construed accordingly.  
(2) The documents that may be delivered to the registrar using the upload service, and the entities in respect of which each document may be delivered, are specified in column 1, and the corresponding part of column 2, of the table in Schedule 3. The entities in respect of which documents may be filed using the upload service are collectively referred to in these rules as “companies (or other bodies)”.  
(3) The legislative provision under which each document is delivered is specified in column 3 of the table in Schedule 3.  
(4) Any restriction on the circumstances in which a document may be delivered is specified in column 4 of the table in Schedule 3.

### **Chapter 2** **The upload service: general provisions**

#### **Using the upload service**

5.(1) To deliver a document using the upload service in respect of a company (or other body) the presenter must:  
    (a) have access to the internet;

- (b) have an email address;
- (c) be a registered user of CHS (information about the registration process is available on the website from time to time);
- (d) be able to convert the document into a compatible PDF file;
- (e) in the case of a fee-bearing document be in possession of a payment reference code (see rule 11(1)(a)); and
- (f) be or act under the authority of an authorised person.

### **Communications**

- 6.(1) This rule does not apply to certificates issued by the registrar.
- (2) Communications from the registrar relating to or arising from the delivery of a document using the upload service shall be sent by email to the email address associated with the CHS account used to deliver the document.

## **Chapter 3**

### **Form of document**

#### **Pro forma documents**

- 7.(1) A document that is not a free text document must be in the form of a pro forma. The table in Schedule 4 specifies which documents are required to be in the form of a pro forma and where the pro forma is to be found.
- (2) The presenter must complete the required data input fields in the pro forma.
- (3) The completed pro forma must be converted into a compatible PDF file.

#### **Free text documents**

- 8.(1) A free text document must be converted into a compatible PDF file.

#### **Package filings**

- 9. (1) Column 1 of the table in Schedule 5 specifies if a document must be delivered as part of a package filing and Column 2 of that table identifies the other documents required to be sent in that package.
- (2) Unless otherwise specified in column 3 of the table in Schedule 5 the presenter must complete and convert each document comprised in the package filing into a separate compatible PDF file.

## **Chapter 4**

### **Authentication**

#### **Authentication**

- 10.(1) The presenter must by way of authentication provide the Registrar with the name and registered number of the company (or other body) to which the document(s) being delivered relate.
- (2) Where the presenter wishes to use the upload service to deliver a document identified in column 1 of the table in Schedule 6, the presenter must by way of authentication provide the Register with the digital code for the company (or other body) to which the document relates. Column 2 of the table in Schedule 6 specifies the type of digital code required in each circumstance. Information about how to obtain digital codes is available on the website from time to time.
- (3) Every digital code provided by way of authentication of a document will be indelibly linked to and retained as part of that document.
- (4) Unless otherwise set out in these rules, a person who authenticates a document must belong to, or be specifically authorised by a person who belongs to, a category or class of person specified by the registrar in Schedule 7 as being permitted to authenticate that document.

## **Chapter 5**

### **Delivery and receipt**

#### **Delivery**

11.(1) To deliver a document or package filing to the registrar in respect of a company (or other body) the presenter must:

- (a) whilst logged onto CHS, access the upload service and, in the case of a fee-bearing document, tender payment of the fee so as to obtain a payment reference code;
- (b) complete such data input fields as may be required in respect of the document(s) to be delivered; and
- (c) upload the presenter's locally saved copy of the document by clicking the "attach" radio button and, in the case of a package filing, the presenter must repeat this process in respect of each document in the package before the document can be delivered.

(2) The document is delivered when the presenter clicks on the "send" or "submit" radio button.

#### **Receipt**

12.(1) A document delivered using the upload service is received when it is given an automatically generated time and date stamp by the registrar's computer systems.

**Schedule 1- Provisions conferring powers exercised in making these rules**

Section 1068(1) to (4)

Section 1071(2)

Section 1111(1)

Section 1115(1)

Section 1117

Section 26 of the Welsh Language Act 1993

## **Schedule 2 - Defined terms used in this Volume of the rules and their meanings (rule 4.(1))**

“API” means application programming interface;

“authentication code” means a confidential code agreed by the company (or other body) and the registrar;

“authorised person” means a person authorised in law to deliver a document or to cause a document to be delivered to the registrar;

“CHS” means the registrar’s on-line API gateway service of that name (also known as “Companies House Service”);

“CIC” means a community interest company within the meaning of section 26 of the CIC Act;

“CIC Act” means the Companies (Audit, Investigations and Community Enterprise) Act 2004;

“commencement date” is specified in rule 1;

“company” has the meaning given to it in section 1;

“compatible PDF file” means a file in portable document format up to a maximum of 4MB in size that when rendered into a human readable image gives the appearance of an A4 sized document completed in black ink.

“data input field” means-

- (a) a box or similarly delineated area visible in human readable form the purpose of which is to capture information; together with
- (b) the descriptor text associated with the box the purpose of which is to signify the nature of the information required to be input into the box;

“digital codes” means authentication codes, lender authentication codes, presenter authentication codes, personal authentication codes, temporary identification numbers, temporary authentication codes and digital signatures as the case may require;

“document” means information required to be or authorised to be delivered to the registrar under an enactment;

“fee” means a fee payable to the registrar by virtue of regulations or determinations made under s1063;

“fee-bearing document” means a document for which a fee is payable in respect of its receipt;

“free text document” means a document that, if delivered to the registrar in paper form, would not be required to be delivered using a pro forma;

“limited partnership” or “LP” means a limited partnership within the meaning of s4 of the Limited Partnerships Act 1907 and, for the avoidance of doubt, includes private fund limited partnerships;

“LLP” means a body corporate incorporated as a limited liability partnership under the LLP Act;

“LLP Act” means the Limited Liability Partnerships Act 2000;

“LLP Regulations” means the Limited Liability (Application of Companies Act 2006) Regulations 2009<sup>1</sup>;

“overseas company” has the meaning set out in s1044 of the Act;

“package filing” means two or more documents that must be delivered together to the registrar;

“payment reference code” means the code generated by Gov.UK pay (or such other payment service to which the upload service is linked from time to time) to confirm the receipt of a fee;

“presenter” means a person using the upload service to deliver a document to the registrar;

“pro forma” means a blank template specified in legislation or by the registrar in rules to be used for delivering a document to the registrar in paper form;

“registrar” has the meaning given in section 1060(3);

“SE” means a European Public-Limited Liability Company (or Societas Europaea) which is within the meaning of the SE EC Regulation and which is registered in the UK;

“SE EC Regulation” means the Council Regulation 2157/2001/EC of 8 October 2001 on the Statute for a European Company;

“section 1040 company” means any of the following companies- (a) a company authorised by section 1040 of the 2006 Act to register under that section or a company registered under that section, (b) a company registered under section 680 of the Companies Act 1985, or (c) a company registered under Article 629 of the Companies (Northern Ireland) Order 1986<sup>12</sup>;

“SLP” has the meaning given to “Scottish limited partnership” in regulation 3(2)(a) of the Scottish Partnerships PSC Regulations;

“SQP” has the meaning given to “Scottish qualifying partnership” in regulation 3(2)(b) of the Scottish Partnerships PSC Regulations;

“unregistered company” means a body to which section 1043 of the 2006 Act applies.

“upload service” means the registrar’s electronic filing service whereby a document in the form of a compatible PDF file can be delivered to the registrar by uploading it through CHS;

“website” means –

- (a) [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk); and
- (b) [www.gov.uk](http://www.gov.uk) and any websites or web pages relating to Companies House which are accessed through [www.gov.uk](http://www.gov.uk);

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<sup>1</sup> SI 2009/1804

**Schedule 3 - Table specifying the documents that may be delivered to the registrar using the upload service**

<b>Name of Document:</b>	<b>Entities who can file:</b>	<b>Legislative provision:</b>	<b>Restrictions:</b>
<b>Change of Constitution</b>			
CC01 – Notice of restriction on the company's articles	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Capital	Section 23 of the Companies Act 2006	
CC02 – Notice of removal of restriction on the company's articles	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Capital	Section 23 of the Companies Act 2006	
CC04 – Statement of company's objects	Private Unlimited, Private Limited, Public Limited Private Limited by Guarantee / No Share Capital	Section 31 of the Companies Act 2006	The amendment to the objects takes effect on registration of the CC04. Within 15 days of this date, the company must send a copy of the amended articles.
CC05 – Change of constitution by enactment	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Capital	Section 34 of the Companies Act 2006	If changed by special enactment, a copy of enactment must accompany CC05. If the enactment amends the articles, or a resolution, a copy of the amended resolution or articles must also accompany the form.
CC06 – Change of constitution by order of court or other authority	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Capital,	Section 35 of the Companies Act 2006	Copy of order must accompany CC06. If the court order amends the articles, or a resolution, a copy of the amended resolution or articles must also accompany the form.
<b>Articles and Resolutions</b>			
Resolution of alteration of Articles of Association	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Capital	Section 21 of the Companies Act 2006	Resolutions should be filed within 15 days of them being passed.



Resolution of adoption of Articles of Association	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Capital	Section 21 of the Companies Act 2006	Resolutions should be filed within 15 days of them being passed.
Resolution of exemption from the Appointing of Auditors	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Capital, Societas Europea	Sections 477, 479A or 480 of the Companies Act 2006	Resolutions should be filed within 15 days of them being passed.
Resolution of increasing authorised share capital	Private Limited, Public Limited, Societas Europea	Companies Act 1985	Resolutions should be filed within 15 days of them being passed.
Resolution of decreasing authorised share capital	Private Limited, Public Limited, Societas Europea	Companies Act 1985	Resolutions should be filed within 15 days of them being passed.
Resolution of reduction in issued share capital	Private Limited, Public Limited, Societas Europea	Section 641 of the Companies Act 2006	Resolutions should be filed within 15 days of them being passed.
Resolution of financial assistance for the acquisition of shares	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Capital, Societas Europea	Companies Act 1985	Resolutions should be filed within 15 days of them being passed.
Resolution of authority to purchase own shares out of capital	Private Limited	Section 713, 714, 715, 716 of the Companies Act 2006	Resolutions should be filed within 15 days of them being passed.
Resolution of authority to purchase a number of shares	Private Limited, Public Limited, Societas Europea	Section 693 and 701 of the companies Act 2006	Resolutions should be filed within 15 days of them being passed.
Resolution of allotment of securities	Private Unlimited, Private Limited, Public Limited, Societas Europea	Sections 549, 551 and 559 of the Companies Act 2006	Resolutions should be filed within 15 days of them being passed.
Resolution of removal of pre-emption rights	Private Unlimited, Private Limited, Public Limited, Societas Europea	Sections 570, 571, 572 and 573 of the Companies Act 2006	Resolutions should be filed within 15 days of them being passed.
Resolution of varying share rights or name	Private Unlimited, Private Limited, Public Limited, Societas Europea	Sections 334 and 630 of the Companies Act 2006	Resolutions should be filed within 15 days of them being passed.
Resolution of redemption of redeemable shares	Private Unlimited, Private Limited, Public Limited, Societas Europea	Section 685 of the Companies Act 2006	Resolutions should be filed within 15 days of them being passed.

Resolution to redenominate shares	Private Limited, Public Limited, Societas Europea	Section 622 of the Companies Act 2006	Resolutions should be filed within 15 days of them being passed.
Resolution to reduce share capital on re-denomination	Private Limited, Public Limited, Societas Europea	Section 626 of the Companies Act 2006	Resolutions should be filed within 15 days of them being passed.
ELRES S80a	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Capital, Societas Europea	Companies Act 1985	
ELRES S366a	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Capital, Societas Europea	Companies Act 1985	
ELRES S252	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Capital, Societas Europea	Companies Act 1985	
ELRES S386	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Capital, Societas Europea	Companies Act 1985	
ELRES S369(4)	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Capital, Societas Europea	Companies Act 1985	
<b>Scottish Partnerships</b>			
SQP2 - Give notice of a change of details for a Scottish qualifying partnership	Scottish Qualifying Partnership	Regulation 7 of The Scottish Partnerships (Register of People with Significant Control) Regulations 2017	The notice should be filed within the period of 14 days beginning with the day on which the Scottish qualifying partnership becomes aware of the change.
SQP3 - Give notice of ceasing to be a Scottish qualifying partnership	Scottish Qualifying Partnership	Regulation 8 of the Scottish Partnerships (Register of People with Significant Control) Regulations 2017	The notice should be filed within the period of 14 days beginning with the day it ceases to be a Scottish qualifying partnership.

			If the partnership has been dissolved, the notice must be filed by the former partners.
SQP PSC01 - Give notice of an individual person with significant control (PSC) of a Scottish qualifying partnership	Scottish Qualifying Partnership	Regulation 19 of the Scottish Partnerships (Register of People with Significant control) Regulations 2017	The information should be filed with Companies House within 14 days of the day on which all the required particulars of the registrable person are first confirmed.
SQP PSC02 - Give notice of relevant legal entity (RLE) with significant control of a Scottish qualifying partnership	Scottish Qualifying Partnership	Regulation 19 of the Scottish Partnerships (Register of People with Significant control) Regulations 2017	The information should be filed with Companies House within 14 days of the day on which the eligible Scottish partnership has first obtained all the required particulars of the entity.
SQP PSC03 - Give notice of other registrable person (ORP) with significant control of a Scottish qualifying partnership	Scottish Qualifying Partnership	Regulation 19 of the Scottish Partnerships (Register of People with Significant control) Regulations 2017	The information should be filed with Companies House within 14 days of the day on which all the required particulars of the registrable person are first confirmed.
SQP PSC04 - Give notice to change details of a person with significant control of a Scottish qualifying partnership	Scottish Qualifying Partnership	Regulation 20 of the Scottish Partnerships (Register of People with Significant control) Regulations 2017	Updates to the information should be filed with Companies House within 14 days beginning with the day on which all the changes to the required particulars and the date are confirmed to the eligible Scottish partnership.
SQP PSC05 - Change details of a relevant legal entity (RLE) with significant control of a Scottish qualifying partnership	Scottish Qualifying Partnership	Regulation 20 of the Scottish Partnerships (Register of People with Significant control) Regulations 2017	Updates to the information should be filed with Companies House within the period of 14 days beginning with the day on which the eligible Scottish

			partnership first has details of all of those changes and that date.
SQP PSC06 - Change details of other registrable person (ORP) with significant control of a Scottish qualifying partnership	Scottish Qualifying Partnership	Regulation 20 of the Scottish Partnerships (Register of People with Significant control) Regulations 2017	Updates to the SQP's PSC information should be filed with Companies House within 14 days beginning with the day on which all the changes to the required particulars and the date are confirmed to the eligible Scottish partnership
SQP PSC07 - Give notice ceasing to be an individual person with significant control (PSC), relevant legal entity (RLE), or other registrable person (ORP) of a Scottish qualifying partnership	Scottish Qualifying Partnership	Regulation 20 of the Scottish Partnerships (Register of People with Significant control) Regulations 2017	Updates to the SQP's PSC information should be filed with Companies House beginning with the day on which all the changes to the required particulars and the date are confirmed to the eligible Scottish partnership or on which the eligible Scottish partnership first has details of all of those changes and that date
SQP PSC08 - Give notice of PSC statements for a Scottish qualifying partnership	Scottish Qualifying Partnership	Regulations 23, 24, 25, 26, 27, 28 and 30 of The Scottish Partnerships (Register of People with Significant Control) Regulations 2017	
SQP PSC09 - Give notice of update to people with significant control (PSC) statements for an SQP	Scottish Qualifying Partnership	Regulations 29, 30 and 31 of The Scottish Partnerships (Register of People with Significant Control) Regulations 2017	
SLP PSC01 - Give notice of individual person with significant	Scottish Limited Partnership	Regulation 19 of the Scottish Partnerships (Register of People with Significant	The information should be filed with Companies House within 14 days of the

control of a Scottish limited partnership		control) Regulations 2017	day on which all the required particulars of the registrable person are first confirmed
SLP PSC02 - Give notice of relevant legal entity (RLE) with significant control of a Scottish limited partnership	Scottish Limited Partnership	Regulation 19 of the Scottish Partnerships (Register of People with Significant control) Regulations 2017	The information should be filed with Companies House within 14 days of the day on which the eligible Scottish partnership has first obtained all the required particulars of the entity.
SLP PSC03 - Give notice of other registrable person (ORP) with significant control of a Scottish limited partnership	Scottish Limited Partnership	Regulation 19 of the Scottish Partnerships (Register of People with Significant control) Regulations 2017	The information should be filed with Companies House within 14 days of the day on which all the required particulars of the registrable person are first confirmed.
SLP PSC04 - Change details of an individual person with significant control (PSC) of a Scottish limited partnership	Scottish Limited Partnership	Regulation 20 of the Scottish Partnerships (Register of People with Significant control) Regulations 2017	Updates to the PSC information should be filed with Companies House within 14 days of beginning with the day on which all the changes to the required particulars and the date are confirmed to the eligible Scottish partnership
SLP PSC05 - Change details of a relevant legal entity (RLE) with significant control of a Scottish limited partnership	Scottish Limited Partnership	Regulation 20 of the Scottish Partnerships (Register of People with Significant control) Regulations 2017	Updates to the information should be filed with Companies House within the period of 14 days beginning with the day on which the eligible Scottish partnership first has details of all of those changes and that date
SLP PSC06 - Change details of other registrable person (ORP) with significant control of a Scottish limited partnership	Scottish Limited Partnership	Regulation 20 of the Scottish Partnerships (Register of People with Significant control) Regulations 2017	Updates to the information should be filed with Companies House within 14 days beginning with the day on which all the

			changes to the required particulars and the date are confirmed to the eligible Scottish partnership
SLP PSC07 - Give notice ceasing to be an individual person with significant control (PSC), relevant legal entity (RLE), or other registrable person (ORP) of a Scottish limited partnership	Scottish Limited Partnership	Regulation 20 of the Scottish Partnerships (Register of People with Significant control) Regulations 2017	Updates to the information should be filed with Companies House beginning with the day on which all the changes to the required particulars and the date are confirmed to the eligible Scottish partnership or on which the eligible Scottish partnership first has details of all of those changes and that date.
SLP PSC08 - Notify of a PSC statements for a Scottish limited partnership	Scottish Limited Partnership	Regulations 23, 24, 25, 26, 27, 28 and 30 of the Scottish Partnerships (Register of People with Significant control) Regulations 2017	
SLP PSC09 - Give notice of update to people with significant control (PSC) statements for an SLP	Scottish Limited Partnership	Regulations 29, 30 and 31 of The Scottish Partnerships (Register of People with Significant Control) Regulations 2017	
<b>Insolvency</b>			
2.12B - Give notice of administrator's appointment	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rule 2.27 of the Insolvency Act 1986	
2.30B - Notice of automatic end of administration	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rule 2.111 of the Insolvency Act 1986	

2.32B - Notice of end of administration	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rule 2.113 of the Insolvency Act 1986	
2.33B - Give notice of court ending administration	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rule 2.116 of the Insolvency Act 1986	
2.34B - Notice of move from administration to creditors voluntary liquidation	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rule 2.117a of the Insolvency Act 1986	
2.35B - Notice of move from administration to dissolution	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rule 2.118 of the Insolvency Act 1986	
3.10 - Administrative receiver's report	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Section 48(1) of the Insolvency Act 1986 and Rule 3.8(3) of the Insolvency Rules 1986	
4.15A - Give notice of appointment of provisional liquidator	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rule 4.26 of the Insolvency Act 1986	
4.31 Give notice of appointment of liquidator	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rule 4.106A of the Insolvency Act 1986	

4.43 - Give notice of the final meeting of creditors	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Section 172(8) of the Insolvency Act 1986	
4.70 - Declaration of solvency	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Section 172(8) of the Insolvency Act 1986	
4.71 - Give notice of final meeting in a members' voluntary winding up	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Section 94 of the Insolvency Act 1986	
F14 - Notice of a winding up order	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	The Insolvency Rules (Northern Ireland) 1991 number 364 books Volume 1 to 5	
AM01 - Give notice of administrator's appointment	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rule 3.27 of the Insolvency (England & Wales) Rules 2016 & paragraph 46(4) of Schedule B1 to the Insolvency Act 1986	
AM21 - Give notice of end of administration	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rule 3.55 of the Insolvency (England & Wales) Rules 2016	
AM22 - Give notice of a move from administration to creditors' voluntary liquidation	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rule 3.60 of the Insolvency (England & Wales) Rules 2016 & Paragraph 83(3) of Schedule B1 to the Insolvency Act 1986	
AM23 - Give notice of move from	Private Unlimited, Private Limited, Public	Rule 3.61(1) of the Insolvency (England &	



administration to dissolution	Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Wales) Rules 2016 & Paragraph 84(8) of Schedule B1 of the Insolvency Act 1986	
AM25 - Give notice of court order ending administration	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rule 3.59 of the Insolvency (England & Wales) Rules 2016	
CVA1 - Give notice of voluntary arrangement taking effect	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rule 2.40 of the Insolvency (England & Wales) Rules 2016 and Section 6 of, or paragraph 38 of Schedule A1, to the Insolvency Act 1986	
L IQ01 - Give notice of statutory declaration of solvency	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	In accordance with Section 89 of the Insolvency Act 1986.	
LIQ02 - Give notice of statement of affairs	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rules 6.2, 6.3 & 6.5 of the Insolvency (England & Wales) Rules 2016 and Sections 95 & 99 of the Insolvency Act 1986	
LIQ13 - Give notice of final account prior to dissolution in MVL	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rule 5.10 of the Insolvency (England & Wales) Rules 2016 & Section 94(3) of the Insolvency Act 1986	
LIQ14 - Give notice of final account prior to dissolution in CVL	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rule 6.28 of the Insolvency (England & Wales) Rules 2016 and Section 106(3) of the Insolvency Act 1986	
LRESEX - Special resolution to wind up	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee	The Insolvency Rules (Northern Ireland) 1991 number	

	/ No Share Societas Europea, Limited Liability Partnership	364 books Volume 1 to 5	
LRESSP - Extraordinary resolution to wind up	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	The Insolvency Rules (Northern Ireland) 1991 number 364 books Volume 1 to 5	
REC1 - Notice of administrative receiver's report	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rule 4.13(1) of the Insolvency (England & Wales) Rules 2016 and Section 48 of the Insolvency Act 1986	
VAM1 - Give notice of the commencement of moratorium	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rule 2.15 of the Insolvency (England & Wales) Rules 2016 and paragraph 10(1) of Schedule A1 to the Insolvency Act 1986	
VAM7 - Give notice of the end of moratorium	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rule 2.19 of the Insolvency (England & Wales) Rules 2016 and paragraph 11(1) of Schedule A1 to the Insolvency Act 1986	
WU01 - Notice of court order in a winding up	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rule 7.22 of the Insolvency (England & Wales) Rules 2016 and Section 130(1) of the Insolvency Act 1986	
WU02 Notice of order of appointment of provisional liquidator in a winding-up by the court	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rule 7.35 of the Insolvency (England & Wales) Rules 2016	
WU04 - Give notice of the appointment of liquidator in a winding-up by the court	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas	Rule 7.59 of the Insolvency (England & Wales) Rules 2016	

	Europea, Limited Liability Partnership		
WU15 - Give notice of the final account prior to dissolution	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rule 7.71 of the Insolvency (England & Wales) Rules 2016 & Section 146(4) of the Insolvency Act 1986	
600 - Appoint liquidator in voluntary winding up	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Section 109 of the Insolvency Act 1986	
RM01 - Notice of appointment of receiver or manager	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Section 859K of the Companies Act 2006	
RM02 - Notice of ceasing to act as receiver or manager	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Section 859K of the Companies Act 2006	
COCOMP - Order of court to wind up	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	The Insolvency Rules (Northern Ireland) 1991 number 364 books Volume 1 to 5	
COLIQ - Deferment of dissolution	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	The Insolvency Rules (Northern Ireland) 1991 number 364 books Volume 1 to 5	
<b>Insolvency – Scotland</b>			
2.11B(Scot) - Notice of appointment of Administrative Receiver, Receiver or Manager	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas	Paragraph 46 of Schedule B1 to the Insolvency Act 1986 and Rule 2.19 of the Insolvency (Scotland) Rules 1986	

	Europea, Limited Liability Partnership		
2.23B(Scot) - Notice of end of administration	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Paragraph 80(2) of Schedule B1 to the Insolvency Act 1986 and Rule 2.45(1)(a) of the Insolvency (Scotland) Rules 1986	
2.24B(Scot) - Notice of administrative receiver's report	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Paragraph 79 or 81 of Schedule B1 to the Insolvency Act 1986 and Rule 2.45(1)(b) of the Insolvency (Scotland) Rules 1986	
2.25B(Scot) - Notice of move from administration to creditors' voluntary liquidation	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Paragraph 83(3) of Schedule B1 to the Insolvency Act 1986 and Rule 2.47 of the Insolvency (Scotland) Rules 1986	
2.26B(Scot) - Notice of move from administration to dissolution	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Paragraph 84(1) of Schedule B1 to the Insolvency Act 1986 and Rule 2.48(1) of the Insolvency (Scotland) Rules 1986	
2.27B(Scot) - Notice of court order in respect of date of dissolution	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Paragraph 84(8) of Schedule B1 to the Insolvency Act 1986 and Rule 2.48(4) of the Insolvency (Scotland) Rules 1986	
4.17(Scot) - Notice of final account prior to dissolution in a winding up by the court	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Section 171(6) and 172(8) of the Insolvency Act 1986 and Rule 4.31(4) of the Insolvency (Scotland) Rules 1986	
4.2(Scot) - Notice of court order in a winding-up (& Court Order attachment)	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Pursuant to section 130 of the Insolvency Act 1986	

4.26(Scot) - Notice of court order staying/sisting proceedings in a winding up in MVL or CVL	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Pursuant to section 94 and 106 of the Insolvency Act 1986	
4.27(Scot) - Notice of court order staying or sisting proceedings in a winding up by the court	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Pursuant to sections 112(3) and 147(3) of the Insolvency Act 1986	
4.28(Scot) - Notice of court order for early dissolution in a winding up by the court	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Pursuant to section 204(6) or 205(6) of the Insolvency Act 1986 and Rule 4.77 of the Insolvency (Scotland) Rules 1986	
AM01(Scot) - Give notice of administrator's appointment for a Scottish company	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rule 3.27(4) of the Insolvency (Scotland) (Company Voluntary Arrangements and Administration) Rules 2018 & paragraph 46(4) of Schedule B1 to the Insolvency Act 1986	
AM20(Scot) - Give notice of automatic end of administration for a Scottish company	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rule 3.55(2) of the Insolvency (Scotland) (Company Voluntary Arrangements and Administration) Rules 2018 and Paragraph 76 of Schedule B1 to the Insolvency Act 1986	
AM21(Scot) - Give notice of end of administration for a Scottish company	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rule 3.56(1) of the Insolvency (Scotland) (Company Voluntary Arrangements and Administration) Rules 2018 & Paragraph 80(2) of Schedule B1 to the Insolvency Act 1986	
AM22(Scot) - Move a Scottish company	Private Unlimited, Private Limited, Public Limited, Private	Rule 3.60(1) of the Insolvency (Scotland) (Company Voluntary	

from administration to dissolution	Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Arrangements and Administration) Rules 2018 & Paragraph 83(3) of Schedule B1 to the Insolvency Act 1986	
AM24(Scot) - Give notice of a court order in respect of date of dissolution	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rule 3.61(6) of the Insolvency (Scotland) (Company Voluntary Arrangements and Administration) Rules 2018 & Paragraph 84(8) of Schedule B1 to the Insolvency Act 1986	
AM25(Scot) - Give notice of court order ending administration	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rule 3.59(a) of the Insolvency (Scotland) (Company Voluntary Arrangements and Administration) Rules 2018 and Paragraph 79 or 81 of Schedule B1 to the Insolvency Act 1986	
LIQ04(Scot) - Give notice of order deferring the date of dissolution for a Scottish company	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Section 201(4) of the Insolvency Act 1986	
LIQ13(Scot) - Final account prior to dissolution in MVL for a Scottish company	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rule 3.12 (2)(b) of the Insolvency (Scotland) (Receivership and Winding Up) Rules 2018 & Section 94(3) of the Insolvency Act 1986	
LIQ15(Scot) - Give notice of a court order staying or sisting proceedings in a CVL or MVL winding up	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Section 112(3) of the Insolvency Act 1986	
REC1(Scot) - Notice of administrative receiver's report	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas	Section 67(1) of the Insolvency Act 1986	

	Europea, Limited Liability Partnership		
RM01(Scot) - Notice of appointment of Administrative Receiver, Receiver or Manager	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Sections 53(1) & 54(3) of the Insolvency Act 1986 and Rules 2.2 & 2.4 of The Insolvency (Scotland) (Receivership and Winding up) Rules 2018	
VAM1(Scot) - Give notice of the commencement of moratorium for a Scottish company	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rule 2.14(4)(a) of the Insolvency (Scotland) (Company Voluntary Arrangements and Administration) Rules 2018 and Paragraph 10(1) of Schedule A1 to the Insolvency Act 1986	
VAM7(Scot) - Give notice of the end of moratorium for a Scottish company	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rule 2.18(3)(b)(i) of the Insolvency (Scotland) (Company Voluntary Arrangements and Administration) Rules 2018 and Paragraph 11(1) of Schedule A1 to the Insolvency Act 1986	
VAM8(Scot) - Give notice of disposal of charged property during a moratorium for a Scottish company	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rule 2.19 of the Insolvency (Scotland) (Company Voluntary Arrangements and Administration) Rules 2018 and Paragraph 20(8) of Schedule 1 to the Insolvency Act 1986	
WU01(Scot) - Give notice of a court order in a winding up for a Scottish company	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Section 130 of the Insolvency Act 1986	
WU02(Scot) - Give notice of order of appointment of a provisional liquidator for a Scottish company	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas	Rule 5.5 of the Insolvency (Scotland) (Receivership and Winding up) Rules 2018	

	Europea, Limited Liability Partnership		
WU15(Scot) - Give notice of the final account prior to the dissolution of a Scottish company	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Rule 5.33(2)(d) of the Insolvency (Scotland) (Receivership and Winding up) Rules 2018 & Section 146(4) of the Insolvency Act 1986	
WU16(Scot) - Early dissolution of a Scottish company in a winding up by the court	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Section 204(4) of the Insolvency Act 1986	
WU17(Scot) - Defer the dissolution of a Scottish company in a winding up by the court	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Section 205(6) of the Insolvency Act 1986	
WU18(Scot) - Give notice of a court order staying or sisting proceedings in a winding up order by the court	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Section 147(3) of the Insolvency Act 1986	
Form 1 (Scot) - Notice of appointment of Administrative Receiver, Receiver or Manager	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Section 53(1) of the Insolvency Act 1986 and Regulation 3 of the Receivers (Scotland) Regulations 1986	
Form 3.5(Scot) - Notice of administrative receiver's report	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	Pursuant to section 67(1) of the Insolvency Act 1986	
<b>Insolvency – Northern Ireland</b>			
2.12B(NI) - Notice of administrator's appointment	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas	The Insolvency Rules (Northern Ireland) 1991 number 364 books Volume 1 to 5	



	Europea, Limited Liability Partnership		
2.33B(NI) - Notice of court order ending administration	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	The Insolvency Rules (Northern Ireland)1991 number 364 books Volume 1 to 5	
4.19(NI) - Statement of Affairs Voluntary Liquidation	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	The Insolvency Rules (Northern Ireland)1991 number 364 books Volume 1 to 5	
4.20(NI) - Statement of Affairs Creditors Voluntary Wind Up	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	The Insolvency Rules (Northern Ireland)1991 number 364 books Volume 1 to 5	
4.21(NI) - Statement of Affairs	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	The Insolvency Rules (Northern Ireland)1991 number 364 books Volume 1 to 5	
4.44(NI) - Notice of Final Meeting of Creditors	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	The Insolvency Rules (Northern Ireland)1991 number 364 books Volume 1 to 5	
4.71(NI) - Declaration of Solvency	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	The Insolvency Rules (Northern Ireland)1991 number 364 books Volume 1 to 5	
4.72(NI) - Return of final meeting in a members voluntary winding up	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	The Insolvency Rules (Northern Ireland)1991 number 364 books Volume 1 to 5	

4.73(NI) - Return of final meeting in a creditors' voluntary winding-up	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	The Insolvency Rules (Northern Ireland)1991 number 364 books Volume 1 to 5	
LRESC (NI)) - Creditors Voluntary Liquidation Resolution	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	The Insolvency Rules (Northern Ireland)1991 number 364 books Volume 1 to 5	
LRESM (NI)) - Members Voluntary Liquidation Resolution	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	The Insolvency Rules (Northern Ireland)1991 number 364 books Volume 1 to 5	
VL1 - Notice of appointment of liquidator voluntary winding-up (members or creditors)	Private Unlimited, Private Limited, Public Limited, Private Limited by Guarantee / No Share Societas Europea, Limited Liability Partnership	The Insolvency Rules (Northern Ireland)1991 number 364 books Volume 1 to 5	

**Schedule 4 – Table specifying the documents to be delivered in the form of a pro-forma and where the pro-forma is to be found**

<b>Name of Document:</b>	<b>Pro-forma specified in:</b>
<b>Change of Constitution</b>	
CC01 – Notice of restriction on the company’s articles	Registrar’s Paper Rules
CC02 – Notice of removal of restriction on the company’s articles	Registrar’s Paper Rules
CC04 – Statement of company’s objects	Registrar’s Paper Rules
CC05 – Change of constitution by enactment	Registrar’s Paper Rules
CC06 – Change of constitution by order of court or other authority	Registrar’s Paper Rules
<b>Scottish Partnerships</b>	
SQP2 - Give notice of a change of details for a Scottish qualifying partnership	Registrar’s Paper Rules
SQP3 - Give notice of ceasing to be a Scottish qualifying partnership	Registrar’s Paper Rules
SQP PSC01 - Give notice of an individual person with significant control (PSC) of a Scottish qualifying partnership	Registrar’s Paper Rules
SQP PSC02 - Give notice of relevant legal entity (RLE) with significant control of a Scottish qualifying partnership	Registrar’s Paper Rules
SQP PSC03 give notice of other registrable person (ORP) with significant control of a Scottish qualifying partnership	Registrar’s Paper Rules
SQP PSC04 Give notice to change details of a person with significant control of a Scottish qualifying partnership	Registrar’s Paper Rules
SQP PSC05 Change details of a relevant legal entity (RLE) with significant control of a Scottish qualifying partnership	Registrar’s Paper Rules
SQP PSC06 Change details of other registrable person (ORP) with significant control of a Scottish qualifying partnership	Registrar’s Paper Rules
SQP PSC07 Give notice ceasing to be an individual person with significant control (PSC), relevant legal entity (RLE), or other registrable person (ORP) of a Scottish qualifying partnership	Registrar’s Paper Rules
SQP PSC08 Give notice of PSC statements for a Scottish qualifying partnership	Registrar’s Paper Rules
SQP PSC09 Give notice of update to people with significant control (PSC) statements for an SQP	Registrar’s Paper Rules
SLP PSC01 Give notice of individual person with significant control of a Scottish limited partnership	Registrar’s Paper Rules
SLP PSC02 Give notice of relevant legal entity (RLE) with significant control of a Scottish limited partnership	Registrar’s Paper Rules
SLP PSC03 Give notice of other registrable person (ORP) with significant control of a Scottish limited partnership	Registrar’s Paper Rules
SLP PSC04 Change details of an individual person with significant control (PSC) of a Scottish limited partnership	Registrar’s Paper Rules
SLP PSC05 Change details of a relevant legal entity (RLE) with significant control of a Scottish limited partnership	Registrar’s Paper Rules
SLP PSC06 change details of other registrable person (ORP) with significant control of a Scottish limited partnership	Registrar’s Paper Rules
SLP PSC07 Give notice ceasing to be an individual person with significant control (PSC), relevant legal entity (RLE), or other registrable person (ORP) of a Scottish limited partnership	Registrar’s Paper Rules

SLP PSC08 Notify of a PSC statements for a Scottish limited partnership	Registrar's Paper Rules
SLP PSC09 Give notice of update to people with significant control (PSC) statements for an SLP	Registrar's Paper Rules
<b>Insolvency</b>	
2.12B - Give notice of administrator's appointment	Registrar's paper rules
2.30B - Notice of automatic end of administration	Registrar's paper rules
2.32B - Notice of end of administration	Registrar's paper rules
2.33B - Give notice of court ending administration	Registrar's paper rules
2.34B - Notice of move from administration to creditors voluntary liquidation	Registrar's paper rules
2.35B - Notice of move from administration to dissolution	Registrar's paper rules
3.10 - Administrative receiver's report	Registrar's paper rules
4.15A - Give notice of appointment of provisional liquidator	Registrar's paper rules
4.31 - Give notice of appointment	Registrar's paper rules
4.43 - Give notice of the final meeting of creditors	Registrar's paper rules
4.70 - Declaration of solvency	
4.71 - Give notice of final meeting in a members' voluntary winding up	Registrar's paper rules
F14 - Notice of a winding up order	The Insolvency Rules (Northern Ireland)1991 number 364 books Volume 1 to 5
AM01 - Give notice of administrator's appointment	Registrar's paper rules
AM21 - Give notice of end of administration	Registrar's paper rulesC
AM22 - Give notice of a move from administration to creditors' voluntary liquidation	Registrar's paper rules
AM23 - Give notice of move from administration to dissolution	Registrar's paper rules
AM25 - Give notice of court order ending administration	Registrar's paper rules
CVA1 - Give notice of voluntary arrangement taking effect	Registrar's paper rules
LIQ01 - Give notice of statutory declaration of solvency	Registrar's paper rules
LIQ02 - Give notice of statement of affairs	Registrar's paper rules
LIQ13 - Give notice of final account prior to dissolution in MVL	Registrar's paper rules
LIQ14 - Give notice of final account prior to dissolution in CVL	Registrar's paper rules
LRESEX - Special resolution to wind up	The Insolvency Rules (Northern Ireland)1991 number 364 books Volume 1 to 5
LRESSP - Extraordinary resolution to wind up	The Insolvency Rules (Northern Ireland)1991 number 364 books Volume 1 to 5
REC1 - Notice of administrative receiver's report	Registrar's paper rules
VAM1 - Give notice of the commencement of moratorium	Registrar's paper rules
VAM7 - Give notice of the end of moratorium	Registrar's paper rules
WU01 - Notice of court order in a winding up	Registrar's paper rules
WU02 Notice of order of appointment of provisional liquidator in a winding-up by the court	Registrar's paper rules
WU04 - Give notice of the appointment of liquidator in a winding-up by the court	Registrar's paper rules

WU15 - Give notice of the final account prior to dissolution	Registrar's paper rules
600 - Appoint liquidator in voluntary winding up for the Gazette	Registrar's paper rules
RM01 - Notice of appointment of receiver or manager	Registrar's paper rules
RM02 - Notice of ceasing to act as receiver or manager	Registrar's paper rules
COCOMP - Order of court to wind up	The Insolvency Rules (Northern Ireland)1991 number 364 books Volume 1 to 5
COLIQ - Deferment of dissolution	The Insolvency Rules (Northern Ireland)1991 number 364 books Volume 1 to 5
<b>Insolvency – Scotland</b>	
2.11B(Scot) - Notice of appointment of Administrative Receiver, Receiver or Manager	Insolvency Service
2.23B(Scot) - Notice of end of administration	Insolvency Service
2.24B(Scot) - Notice of administrative receiver's report	Insolvency Service
2.25B(Scot) - Notice of move from administration to creditors' voluntary liquidation	Insolvency Service
2.26B(Scot) - Notice of move from administration to dissolution	Insolvency Service
2.27B(Scot) - Notice of court order in respect of date of dissolution	Insolvency Service
4.17(Scot) - Notice of final account prior to dissolution in a winding up by the court	Accountant in Bankruptcy
4.2(Scot) - Notice of court order in a winding-up (& Court Order attachment)	Accountant in Bankruptcy
4.26(Scot) - Return of Final Meeting in a Voluntary Winding Up	Accountant in Bankruptcy
4.27(Scot) - Notice of court order staying or sisting proceedings in a winding up by the court	Accountant in Bankruptcy
4.28(Scot) - Notice of court order for early dissolution in a winding up by the court	Accountant in Bankruptcy
AM01(Scot) - Give notice of administrator's appointment for a Scottish company	Registrar's paper rules
AM20(Scot) - Give notice of automatic end of administration for a Scottish company	Registrar's paper rules
AM21(Scot) - Give notice of end of administration for a Scottish company	Registrar's paper rules
AM22(Scot) - Move a Scottish company from administration to dissolution	Registrar's paper rules
AM24(Scot) - Give notice of a court order in respect of date of dissolution	Registrar's paper rules
AM25(Scot) - Give notice of court order ending administration	Registrar's paper rules
LIQ04(Scot) - Give notice of order deferring the date of dissolution for a Scottish company	Registrar's paper rules
LIQ13(Scot) - Final account prior to dissolution in MVL for a Scottish company	Registrar's paper rules
LIQ15(Scot) - Give notice of a court order staying or sisting proceedings in a CVL or MVL winding up	Registrar's paper rules
REC1(Scot) - Notice of administrative receiver's report	Registrar's paper rules

RM01(Scot) - Notice of appointment of Administrative Receiver, Receiver or Manager	Registrar's paper rules
VAM1(Scot) - Give notice of the commencement of moratorium for a Scottish company	Registrar's paper rules
VAM7(Scot) - Give notice of the end of moratorium for a Scottish company	Registrar's paper rules
VAM8(Scot) - Give notice of disposal of charged property during a moratorium for a Scottish company	Registrar's paper rules
WU01(Scot) - Give notice of a court order in a winding up for a Scottish company	Registrar's paper rules
WU02(Scot) - Give notice of order of appointment of a provisional liquidator for a Scottish company	Registrar's paper rules
WU15(Scot) - Give notice of the final account prior to the dissolution of a Scottish company	Registrar's paper rules
WU16(Scot) - Early dissolution of a Scottish company in a winding up by the court	Registrar's paper rules
WU17(Scot) - Defer the dissolution of a Scottish company in a winding up by the court	Registrar's paper rules
WU18(Scot) - Give notice of a court order staying or sisting proceedings in a winding up order by the court	Registrar's paper rules
Form 1 (Scot) - Notice of appointment of Administrative Receiver, Receiver or Manager	Accountant in Bankruptcy
Form 3.5(Scot) - Notice of administrative receiver's report	Accountant in Bankruptcy
<b>Insolvency – Northern Ireland</b>	
2.12B(NI) - Notice of administrator's appointment	The Insolvency Rules (Northern Ireland)1991 number 364 books Volume 1 to 5
2.33B(NI) - Notice of court order ending administration	The Insolvency Rules (Northern Ireland)1991 number 364 books Volume 1 to 5
4.19(NI) - Statement of Affairs Voluntary Liquidation	The Insolvency Rules (Northern Ireland)1991 number 364 books Volume 1 to 5
4.20(NI) - Statement of Affairs Creditors Voluntary Wind Up	The Insolvency Rules (Northern Ireland)1991 number 364 books Volume 1 to 5
4.21(NI) - Statement of Affairs	The Insolvency Rules (Northern Ireland)1991 number 364 books Volume 1 to 5
4.44(NI) - Notice of Final Meeting of Creditors	The Insolvency Rules (Northern Ireland)1991 number 364 books Volume 1 to 5
4.71(NI) - Declaration of Solvency	The Insolvency Rules (Northern Ireland)1991

	number 364 books Volume 1 to 5
4.72(NI) - Return of final meeting in a members voluntary winding up	The Insolvency Rules (Northern Ireland)1991 number 364 books Volume 1 to 5
4.73(NI) - Return of final meeting in a creditors' voluntary winding-up	The Insolvency Rules (Northern Ireland)1991 number 364 books Volume 1 to 5
LRESC (NI)) - Creditors Voluntary Liquidation Resolution	The Insolvency Rules (Northern Ireland)1991 number 364 books Volume 1 to 5
LRESM (NI)) - Members Voluntary Liquidation Resolution	The Insolvency Rules (Northern Ireland)1991 number 364 books Volume 1 to 5
VL1 - Notice of appointment of liquidator voluntary winding-up (members or creditors)	The Insolvency Rules (Northern Ireland)1991 number 364 books Volume 1 to 5

**Schedule 5 – Table specifying the documents that must be sent as a package filing**

<b>Name of Document:</b>	<b>Documents to be sent as a package:</b>	<b>Exceptions under Rule 9(2):</b>
<b>Change of Constitution</b>		
CC05	If changed by special enactment, a copy of enactment must accompany CC05. If the enactment amends the articles, or a resolution, a copy of the amended resolution must also accompany the form.	
CC06	Copy of order must accompany CC06. If the court order amends the articles, or a resolution, a copy of the amended resolution must also accompany the form.	
<b>Insolvency</b>		
2.30B(CH) Notice of automatic end of administration	Copy of the final progress report	
2.32B(CH) Notice of end of administration	Copy of the final progress report	
2.33B Notice of court order ending administration	Copy of the court order Copy of the final progress report	
2.35B Notice of move from administration to dissolution	Copy of the final progress report	
4.70 Declaration of Solvency	Statement of assets and liabilities	
4.71 Return of final meeting in a members' voluntary winding up	Account of filing meeting	
AM21 Notice of end of administration	Copy of the final progress report	
AM22 Notice of move from administration to creditors' voluntary liquidation	Copy of the final progress report	
AM23 Notice of move from administration to dissolution	Copy of the final progress report	
AM25 Notice of court order ending administration	Copy of the court order Copy of the final progress report	
CVA1 Notice of voluntary arrangement taking effect	Copy of the report of consideration of the proposal	
LIQ01 Notice of Statutory Declaration of Solvency (MVL)	Declaration of solvency Statement of assets and liabilities	
LIQ02 Notice of statement of affairs by Liquidator (conversion from MVL to CVL)	Statement of affairs by the liquidator under section 95(1A) of the Insolvency Act 1986 Statement of affairs by a director under section 99(1) of the Insolvency Act 1986 Statement of concurrence	



LIQ13 Notice of final account prior to dissolution in MVL	Copy of the final account of the winding up	
LIQ14 Notice of final account prior to dissolution in CVL	Copy of the final account	
REC1 Notice of administrative receiver's report & report as an attachment	Report Statement of affairs Any statement of concurrence	
WU02 Notice of order of appointment of provisional liquidator in a winding-up by the court	Copy of the court order	
WU15 Notice of final account prior to dissolution in a winding up by the court	Final account	
<b>Insolvency - Scotland</b>		
2.11B(Scot) - Notice of appointment of Administrative Receiver, Receiver or Manager	Copy of the administration order / notice of appointment	
2.23B(Scot) - Notice of end of administration	Copy of the final progress report	
2.24B(Scot) - Notice of administrative receiver's report	Copy of the final progress report	
2.25B(Scot) - Notice of move from administration to creditors' voluntary liquidation	Copy of the final progress report	
2.26B(Scot) - Notice of move from administration to dissolution	Copy of the final progress report	
2.27B(Scot) - Notice of court order in respect of date of dissolution	Copy of the court order	
4.17(Scot) - Notice of final account prior to dissolution in a winding up by the court	Copy of the final report	
4.2(Scot) - Notice of court order in a winding-up (& Court Order attachment)	Copy of the court order	
4.26(Scot) - Return of Final Meeting in a Voluntary Winding Up	Account of the final meeting	
4.27(Scot) - Notice of court order staying or sisting proceedings in a winding up by the court	Copy of the court order	
4.28(Scot) - Notice of court order for early dissolution in a winding up by the court	Copy of the court order	
AM20 (Scot) Notice of automatic end of administration	Copy of the final progress report	

AM21 (Scot) Notice of end of administration	Copy of the final progress report	
AM22 (Scot) Notice of move from administration to creditors' voluntary liquidation	Copy of the final progress report	
AM24 (Scot) Notice of court order in respect of date of dissolution	Copy of the court order	
AM25 (Scot) Notice of court order ending administration	Copy of the court order Copy of the final progress report	
LIQ04 (Scot) Notice of order deferring the date of dissolution in MVL or CVL	Copy of the court order	
LIQ13 (Scot) Notice of final account prior to dissolution in MVL	Copy of the final account of the winding up	
LIQ15 (Scot) Notice of a court order staying or sisting proceedings in a CVL or MVL winding up	Copy of the court order	
REC1 (Scot) Notice of receiver's report	Report Statement of affairs	
RM01 (Scot) Notice of appointment of a receiver	Copy of the court order Certified copy of the instrument and written docquet	
VAM8 (Scot) Notice of disposal of charged property during a moratorium	Copy of the court order	
WU01 (Scot) Notice of a court order in a winding-up	Copy of the court order	
WU02 (Scot) Notice of order of appointment of provisional liquidator in a winding-up by the court	Copy of the court order	
WU15 (Scot) Notice of final account prior to dissolution in a winding up by the court	Final account	
WU16 (Scot) Notice of a court order for early dissolution in a winding up by the court	Copy of the court order	
WU17 (Scot) Notice of a court order to defer dissolution in a winding up by the court	Copy of the court order	
WU18 (Scot) Notice of a court order staying or sisting proceedings in a winding up by the court	Copy of the court order	
Form 1 (Scot) - Notice of appointment of Administrative Receiver, Receiver or Manager	A certified copy of the instrument of appointment	

Form 3.5(Scot) - Notice of administrative receiver's report	Copy of my/our report to creditors and a summary of the statement of affairs of the company	
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**Schedule 6 – Filings that must be authenticated by digital code.**

<b>Name of Document:</b>	<b>Type of digital code:</b>
<b>Change of Constitution</b>	
CC01 – Notice of restriction on the company's articles	Company Authentication Code
CC02 – Notice of removal of restriction on the company's articles	Company Authentication Code
CC04 – Statement of company's objects	Company Authentication Code
CC05 – Change of constitution by enactment	Company Authentication Code
CC06 – Change of constitution by order of court or other authority	Company Authentication Code
<b>Articles and Resolutions</b>	
Resolution of alteration of Articles of Association	Company Authentication Code
Resolution of adoption of Articles of Association	Company Authentication Code
Resolution of exemption from the Appointing of Auditors	Company Authentication Code
Resolution of increasing authorised share capital	Company Authentication Code
Resolution of decreasing authorised share capital	Company Authentication Code
Resolution of reduction in issued share capital	Company Authentication Code
Resolution of financial assistance for the acquisition of shares	Company Authentication Code
Resolution of authority to purchase own shares out of capital	Company Authentication Code
Resolution of authority to purchase a number of shares	Company Authentication Code
Resolution of allotment of securities	Company Authentication Code
Resolution of removal of pre-emption rights	Company Authentication Code
Resolution of varying share rights or name	Company Authentication Code
Resolution of redemption of redeemable shares	Company Authentication Code
Resolution to redenominate shares	Company Authentication Code
Resolution to reduce share capital on re-denomination	Company Authentication Code
ELRES S80a	Company Authentication Code
ELRES S366a	Company Authentication Code
ELRES S252	Company Authentication Code
ELRES S386	Company Authentication Code
ELRES S369(4)	Company Authentication Code

**Schedule 7 – Persons entitled to authenticate a document**

<b>Name of Document:</b>	<b>Persons entitled to authenticate:</b>
<b>Change of Constitution</b>	
CC01 – Notice of restriction on the company's articles	Director, Secretary, Person Authorised, Liquidator, Administrator, Administrative

	Receiver, Receiver, Receiver Manager, Charity Commission receiver and manager, CIC manager, Judicial factor
CC02 – Notice of removal of restriction on the company's articles	Director, Secretary, Person Authorised, Liquidator, Administrator, Administrative Receiver, Receiver, Receiver Manager, Charity Commission receiver and manager, CIC manager, Judicial factor
CC04 – Statement of company's objects	Director, Secretary, Person Authorised, Liquidator, Administrator, Administrative Receiver, Receiver, Receiver Manager, Charity Commission receiver and manager, CIC manager, Judicial factor
CC05 – Change of constitution by enactment	Director, Secretary, Person Authorised, Liquidator, Administrator, Administrative Receiver, Receiver, Receiver Manager, Charity Commission receiver and manager, CIC manager, Judicial factor
CC06 – Change of constitution by order of court or other authority	Director, Secretary, Person Authorised, Liquidator, Administrator, Administrative Receiver, Receiver, Receiver Manager, Charity Commission receiver and manager, CIC manager, Judicial factor
<b>Insolvency</b>	
2.12B - Give notice of administrator's appointment	Licensed insolvency practitioners or Official Receiver
2.30B - Notice of automatic end of administration	Licensed insolvency practitioners or Official Receiver
2.32B - Notice of end of administration	Licensed insolvency practitioners or Official Receiver
2.33B - Give notice of court ending administration	Licensed insolvency practitioners or Official Receiver
2.34B - Notice of move from administration to creditors voluntary liquidation	Licensed insolvency practitioners or Official Receiver
2.35B - Notice of move from administration to dissolution	Licensed insolvency practitioners or Official Receiver
3.10 - Administrative receiver's report	Licensed insolvency practitioners or Official Receiver
4.15A - Give notice of appointment of provisional liquidator	Licensed insolvency practitioners or Official Receiver
4.31 Give notice of appointment of liquidator	Licensed insolvency practitioners or Official Receiver
4.43 - Give notice of the final meeting of creditors	Licensed insolvency practitioners or Official Receiver
4.70 - Declaration of solvency	Licensed insolvency practitioners or Official Receiver
4.71 - Give notice of final meeting in a members' voluntary winding up	Licensed insolvency practitioners or Official Receiver
F14 - Notice of a winding up order	Licensed insolvency practitioners or Official Receiver

AM01 - Give notice of administrator's appointment	Licenced insolvency practitioners or Official Receiver
AM21 - Give notice of end of administration	Licenced insolvency practitioners or Official Receiver
AM22 - Give notice of a move from administration to creditors' voluntary liquidation	Licenced insolvency practitioners or Official Receiver
AM23 - Give notice of move from administration to dissolution	Licenced insolvency practitioners or Official Receiver
AM25 - Give notice of court order ending administration	Licenced insolvency practitioners or Official Receiver
CVA1 - Give notice of voluntary arrangement taking effect	Licenced insolvency practitioners or Official Receiver
L IQ01 - Give notice of statutory declaration of solvency	Licenced insolvency practitioners or Official Receiver
LIQ02 - Give notice of statement of affairs	Licenced insolvency practitioners or Official Receiver
LIQ13 - Give notice of final account prior to dissolution in MVL	Licenced insolvency practitioners or Official Receiver
LIQ14 - Give notice of final account prior to dissolution in CVL	Licenced insolvency practitioners or Official Receiver
LRESEX - Special resolution to wind up	Licenced insolvency practitioners or Official Receiver
LRESSP - Extraordinary resolution to wind up	Licenced insolvency practitioners or Official Receiver
REC1 - Notice of administrative receiver's report	Licenced insolvency practitioners or Official Receiver
VAM1 - Give notice of the commencement of moratorium	Licenced insolvency practitioners or Official Receiver
VAM7 - Give notice of the end of moratorium	Licenced insolvency practitioners or Official Receiver
WU01 - Notice of court order in a winding up	Licenced insolvency practitioners or Official Receiver
WU02 Notice of order of appointment of provisional liquidator in a winding-up by the court	Licenced insolvency practitioners or Official Receiver
WU04 - Give notice of the appointment of liquidator in a winding-up by the court	Licenced insolvency practitioners or Official Receiver
WU15 - Give notice of the final account prior to dissolution	Licenced insolvency practitioners or Official Receiver
600 - Appoint liquidator in voluntary winding up	Licenced insolvency practitioners or Official Receiver
RM01 - Notice of appointment of receiver or manager	Licenced insolvency practitioners or Official Receiver, Solicitor, Bank or Building Society
RM02 - Notice of ceasing to act as receiver or manager	Licenced insolvency practitioners or Official Receiver
COCOMP - Order of court to wind up	Licenced insolvency practitioners or Official Receiver
COLIQ - Deferment of dissolution	Licenced insolvency practitioners or Official Receiver

<b>Insolvency - Scotland</b>	
2.11B(Scot) - Notice of appointment of Administrative Receiver, Receiver or Manager	Licenced insolvency practitioners
2.23B(Scot) - Notice of end of administration	Licenced insolvency practitioners
2.24B(Scot) - Notice of administrative receiver's report	Licenced insolvency practitioners
2.25B(Scot) - Notice of move from administration to creditors' voluntary liquidation	Licenced insolvency practitioners
2.26B(Scot) - Notice of move from administration to dissolution	Licenced insolvency practitioners
2.27B(Scot) - Notice of court order in respect of date of dissolution	Licenced insolvency practitioners
4.17(Scot) - Notice of final account prior to dissolution in a winding up by the court	Licenced insolvency practitioners
4.2(Scot) - Notice of court order in a winding-up (& Court Order attachment)	Licenced insolvency practitioners
4.26(Scot) - Notice of court order staying/sisting proceedings in a winding up in MVL or CVL	Licenced insolvency practitioners
4.27(Scot) - Notice of court order staying or sisting proceedings in a winding up by the court	Licenced insolvency practitioners
4.28(Scot) - Notice of court order for early dissolution in a winding up by the court	Licenced insolvency practitioners
AM01(Scot) - Give notice of administrator's appointment for a Scottish company	Licenced insolvency practitioners
AM20(Scot) - Give notice of automatic end of administration for a Scottish company	Licenced insolvency practitioners
AM21(Scot) - Give notice of end of administration for a Scottish company	Licenced insolvency practitioners
AM22(Scot) - Move a Scottish company from administration to dissolution	Licenced insolvency practitioners
AM24(Scot) - Give notice of a court order in respect of date of dissolution	Licenced insolvency practitioners
AM25(Scot) - Give notice of court order ending administration	Licenced insolvency practitioners
LIQ04(Scot) - Give notice of order deferring the date of dissolution for a Scottish company	Licenced insolvency practitioners
LIQ13(Scot) - Final account prior to dissolution in MVL for a Scottish company	Licenced insolvency practitioners
LIQ15(Scot) - Give notice of a court order staying or sisting proceedings in a CVL or MVL winding up	Licenced insolvency practitioners
REC1(Scot) - Notice of administrative receiver's report	Licenced insolvency practitioners
RM01(Scot) - Notice of appointment of Administrative Receiver, Receiver or Manager	Licenced insolvency practitioners, Solicitor, Bank or Building Society
VAM1(Scot) - Give notice of the commencement of moratorium for a Scottish company	Licenced insolvency practitioners

VAM7(Scot) - Give notice of the end of moratorium for a Scottish company	Licenced insolvency practitioners
VAM8(Scot) - Give notice of disposal of charged property during a moratorium for a Scottish company	Licenced insolvency practitioners
WU01(Scot) - Give notice of a court order in a winding up for a Scottish company	Licenced insolvency practitioners
WU02(Scot) - Give notice of order of appointment of a provisional liquidator for a Scottish company	Licenced insolvency practitioners
WU15(Scot) - Give notice of the final account prior to the dissolution of a Scottish company	Licenced insolvency practitioners
WU16(Scot) - Early dissolution of a Scottish company in a winding up by the court	Licenced insolvency practitioners
WU17(Scot) - Defer the dissolution of a Scottish company in a winding up by the court	Licenced insolvency practitioners
WU18(Scot) - Give notice of a court order staying or sisting proceedings in a winding up order by the court	Licenced insolvency practitioners
Form 1 (Scot) - Notice of appointment of Administrative Receiver, Receiver or Manager	Licenced insolvency practitioners
Form 3.5(Scot) - Notice of administrative receiver's report	Licenced insolvency practitioners
<b>Insolvency – Northern Ireland</b>	
2.12B(NI) - Notice of administrator's appointment	Licenced insolvency practitioners or Official Receiver
2.33B(NI) - Notice of court order ending administration	Licenced insolvency practitioners or Official Receiver
4.19(NI) - Statement of Affairs Voluntary Liquidation	Licenced insolvency practitioners or Official Receiver
4.20(NI) - Statement of Affairs Creditors Voluntary Wind Up	Licenced insolvency practitioners or Official Receiver
4.21(NI) - Statement of Affairs	Licenced insolvency practitioners or Official Receiver
4.44(NI) - Notice of Final Meeting of Creditors	Licenced insolvency practitioners or Official Receiver
4.71(NI) - Declaration of Solvency	Licenced insolvency practitioners or Official Receiver
4.72(NI) - Return of final meeting in a members voluntary winding up	Licenced insolvency practitioners or Official Receiver
4.73(NI) - Return of final meeting in a creditors' voluntary winding-up	Licenced insolvency practitioners or Official Receiver
LRESC (NI)) - Creditors Voluntary Liquidation Resolution	Licenced insolvency practitioners or Official Receiver
LRESM (NI)) - Members Voluntary Liquidation Resolution	Licenced insolvency practitioners or Official Receiver
VL1 - Notice of appointment of liquidator voluntary winding-up (members or creditors)	Licenced insolvency practitioners or Official Receiver