

Appendix

Forms

Form 1

[rule 7]

Form of Summons (*General*)

(*Title*)

Let ^(a)
attend at
on the day of 19 , at o'clock in the
noon on the hearing of an application of ^(b)
for an order that ^(c)

(a) Name of
Respondent.

Dated the day of , 19 .

(b) Name and
description of
applicant.

This summons was taken out by
of
Solicitors for
To

(c) State object of
application.

NOTE—If you do not attend, either in person or by your solicitor, at the time and place above-mentioned, such order will be made, and proceedings taken as the court may think just and expedient.

(L.N. 50 of 1964)

Form 1A

[rule 3B]

Statutory Demand under Section 178(1)(a) or 327(4)(a) of the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32)

(*Title*)

Warning

- This is an important document. This statutory demand **must** be dealt with within 3 weeks after its service on the company. If you do not, a winding-up order may be made in respect of the company. Please read this statutory demand and the notes carefully.
- If the company has any doubt about its position, the company should seek advice **immediately** from a solicitor.
- Please also see the Notes for Creditor.

Demand	Notes for Creditor
To (<i>the company</i>) Address This statutory demand is served on the company by the creditor	1. If the creditor is entitled to the debt by way of assignment, then, in addition to the date of incurrence of the debt, details of the original creditor and any intermediary assignees should be

—
Name

Address

The creditor claims that the company owes the following debt—

When incurred (See Note 1)	Description of debt (See Notes 2, 3 & 5)	Amount due as at the date of this statutory demand (See Note 4)

Amount of Debt \$

The creditor demands that the company do pay the above debt or secure or compound for it to the creditor's satisfaction.

Signature

Name (BLOCK LETTERS)

Date

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

* Position with or relationship to creditor

given in Part B, including the date of each assignment to each of the assignees.

2. The amount of the debt, and the consideration for the debt (or if there is no such consideration, the way in which the debt arises) should be given.

If the amount of the debt includes interest not previously notified to the company as a liability of the company, details should be given,

3. including the grounds on which the interest is charged.

4. If the amount of the debt includes interest, the amount of interest must be shown separately.

5. Any other charge accruing from time to time may be claimed. The amount or rate of the charge must be identified and the grounds on which it is claimed must be stated.

6. The amount of the debt claimed must be limited to that which has accrued due as at the date of this statutory demand.

7. If a signatory is a solicitor or an agent of the creditor, the name of the firm of the solicitor or the name of the agent should be given.

Address

Tel. No.

Ref. No.

NB The person making this statutory demand must complete the whole of this statutory demand and Parts A and B.

* Delete if signed by the creditor.

Part A

The person or persons* whom the company may contact regarding this statutory demand is/are—

Name

Address

Tel. No.

* The person or persons must be an individual or individuals.

Part B

For completion if the creditor is entitled to the debt by way of assignment

	Name	Date of Assignment
Original creditor		
Assignees		

How to comply with a statutory demand

If the company wishes to avoid a winding-up petition being presented against it to the court, it must pay the debt set out in this statutory demand within 3 weeks after the service of this statutory demand on the company. Alternatively, the company can attempt to come to a settlement with the creditor. To do this, the company should—

- immediately inform the person or persons (or one of the persons) named in Part A that it is willing and able to offer security for the debt to the creditor's satisfaction; or
- immediately inform the person or persons (or one of the persons) named in Part A that it is willing and able to compound for the debt to the creditor's satisfaction.

If the company disputes this statutory demand in whole or in part, it should—

- immediately contact the person or persons (or one of the persons) named in Part A; or
- institute any legal proceedings that it thinks fit to respond to this statutory demand (for example, applying to the court for an injunction to restrain the creditor from presenting a winding-up petition or from advertising it).

Remember: The company has only 3 weeks after service of this statutory demand to pay the debt. After the expiry of the 3-week period, the creditor may present a winding-up petition against the company.

(14 of 2016 s. 173)

Form 2

[rule 22]

Petition

(Title)

To the High Court of Hong Kong.

The humble petition of ^(a)

showeth as follows—

(a) Insert full name, title, etc., of petitioner.

1. The Company, Limited (hereinafter called the company), was in the month of , incorporated under the *Companies Ordinance 1865 (1 of 1865)/*Companies Ordinance 1911 (58 of 1911)/*Companies Ordinance (Cap. 32)/*Companies Ordinance (Cap. 622).
(*delete the inapplicable words)

2. The registered office of the company is at ^(b)

(b) State the full address of the registered office so as sufficiently to show where it is situate.

3. The share capital of the company is divided into shares. The amount of the capital paid up or credited as paid up is \$

4. The objects for which the company was established are as follows—

To

and other objects set forth in the articles of association thereof.

[Here set out in paragraphs the facts on which the petitioner relies, and conclude as follows]:—

Your petitioner therefore humbly prays as follows—

(1) That the Company, Limited, may be wound up by the court under the provisions of the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32).

(2) Or that such other order may be made in the premises as shall be just.

NOTE—(d) It is intended to serve this petition on.

(d) This note will be unnecessary if the Company is petitioner.

(L.N. 201 of 1984; 25 of 1998 s. 2; 28 of 2012 ss. 912 & 920; E.R. 1 of 2014; E.R. 1 of 2015; E.R. 6 of 2020)

Form 3

[rule 22]

Petition by Unpaid Creditor on Simple Contract

(Title)

Paragraphs 1, 2, 3, and 4 as in Form 2.

5. The company is indebted to your petitioner in the sum of \$ for ^(a)

6. Your petitioner has made application to the company for payment of his debt, but the company has failed and neglected to pay the same or any part thereof.

7. The company is [insolvent and] unable to pay its debts.

8. In the circumstances it is just and equitable that the company should be wound up.

Your petitioner, therefore, &c. [as in Form 2].

(a) State consideration for the debt, with particulars so as to establish that the debt claimed is due.

Form 3A

(Repealed 28 of 2012 ss. 912 & 920)

Form 4

[rule 24]

Advertisement of Petition

(Title)

Notice is hereby given that a petition for the winding up of the above-named company by the High Court of Hong Kong was, on the _____ day of _____, 19____, presented to the said court by the said company [*or, as the case may be*]. And that said petition is directed to be heard before the court at _____ .m.

on the _____ day of _____, 19____; and any creditor or contributory of the said company desirous to support or oppose the making of an order on the said petition may appear at the time of hearing by himself or his counsel for that purpose; and a copy of the petition will be furnished to any creditor or contributory of the said company requiring the same by the undersigned on payment of the regulated charge for the same.

Signed ^(b)

[Name] ^(c)

[Address] ^(c)

(b) To be signed by the solicitor to the petitioner or by the petitioner if he has no solicitor.

(c) The name and address of the petitioner and the solicitor, if any, to the petitioner should be stated.

NOTE—Any person who intends to appear on the hearing of the said petition must serve on or send by post to the above-named, notice in writing of his intention so to do. The notice must state the name and address of the person, or, if a firm, the name and address of the firm, and must be signed by the person or firm, or his or their solicitor (if any), and must be served, or if posted, must be sent by post in sufficient time to reach the above-named not later than 6 o'clock in the afternoon of the _____ of 19____.

(L.N. 201 of 1984; 25 of 1998 s. 2; 46 of 2000 s. 40)

Form 4A
(Repealed 28 of 2012 ss. 912 & 920)

Form 5

[rule 25]

Affidavit of Service of Petition on Members, Officers, or Servants, &c.

(Title)

In the matter of a petition dated

I, _____, of _____, make oath and say—

1. *[In the case of service of petition on a company by leaving it with a member, officer, or servant at the registered office, or if no registered office at the principal or last known principal place of business of the company.]*

That I did on _____ day, the _____ day of _____, 19____, serve the above-named company with the above-mentioned petition by delivering to and leaving with [name and description] a member (or officer) (or servant) of the said company a copy of the above-mentioned petition, duly sealed with the seal of the court, at [office or place of business as aforesaid], before the hour of _____ in the noon.

2. *[In the case of no member, officer, or servant of the company being found at the registered office or place of business.]*

That I did on _____ day, the _____ day of _____, 19____, having failed to find any member, officer, or servant of the above-named company at [here state registered office or place of business], leave there a copy of the above-mentioned petition, duly sealed with the seal of the court, before the hour of _____ in the _____ noon [add with whom such sealed copy was left, or where, e.g. affixed to door of offices, or placed in letter box, or otherwise].

3. *[In the case of directions by the court as to the member, or members, officer, or servant of the company to be served.]*

That I did on _____ day, the _____ day of _____, 19____, serve [name or names and description] with a copy of the above-mentioned petition, duly sealed with the seal of the court, by delivering the same personally to the said _____, at [place] before the hour of _____ in the _____ noon.

4. The said petition is now produced and shown to me, marked “A”.

Sworn at, &c.

Affidavit of Service of Petition on Liquidator

(Title)

In the matter of a petition, dated _____, for winding up the above company [by] *or* [under the supervision of] the court [*as the case may be*].

I, _____, of _____, make oath and say—

That I did on _____ day, the _____ day of _____, 19____, serve [*name and description*] the liquidator of the above-named company, with a copy of the above-mentioned petition, duly sealed with seal of the court, by delivering the same personally to the said _____ at [*place*], before the hour of _____ in the _____ noon.

The said petition is now produced and shown to me, marked “A”.

Sworn at, &c.

Form 7

[rule 26]

Affidavit Verifying Petition

(Title)

I, *A.B.*, of &c., make oath and say, that such of the statements in the petition now produced and shown to me, and marked with the letter “A”, as relate to ^(a) my own acts and deeds are true, and such of the said statements as relate to the acts and deeds of any other person or persons I believe to be true.

(a) If the petition is by a firm, insert “the acts and deeds of my said firm”.

Sworn, &c.

Form 8

[rule 26]

Affidavit Verifying Petition of a Limited Company

(Title)

I, *A.B.*, of, &c., make oath and say as follows—

1. I am (a director) (the company secretary) of

Company, Limited, the petitioner in the above matter, and am duly authorized by the said petitioner to make this affidavit on its behalf.

2. That such of the statements in the petition now produced and shown to me marked with the letter “A”, as relate to the acts and deeds of the said petitioner or to my own acts and deeds, are true, and such of the statements in the said petition as relate to the acts and deeds of any other corporation, person or persons, I believe to be true.

Sworn, &c.

(28 of 2012 ss. 912 & 920)

Form 9

[rule 28]

Order Appointing a Provisional Liquidator after Presentation of Petition, and before
Order to Wind Up

the day of , 20 .

(Title)

Upon the application, &c., and upon reading, &c., the court doth hereby appoint the Official Receiver (or as may be) to be provisional liquidator of the above-named company. And the court doth hereby limit and restrict the powers of the said provisional liquidator to the following acts, that is to say [*describe the acts which the provisional liquidator is to be authorized to do and the property of which he is to take possession*].

*Note—As the Official Receiver or provisional liquidator (**interviewer**) may require, it is the duty of a person who is or may be liable to make the statement of affairs of the company, or a supplementary affidavit in relation to that statement, to attend on the interviewer according to the day, time and place the interviewer appoints and to give the interviewer all information that the interviewer requires.*

(46 of 2000 s. 40; 28 of 2012 ss. 912 & 920; 14 of 2016 s. 173)

Form 10

[rule 30]

Notice of Intention to Appear on Petition

(Title)

Take notice that *A.B.*, of ^(a) a creditor for \$ of (or contributory holding ^(b) shares in) the above company intends to appear on the hearing of the petition advertised to be heard on the day of , 19 , and to support (*or* oppose) such petition.

(a) State full name, or if a firm, the name of the firm and address.

(b) State number and class of shares held.

(c) To be signed by the person or his solicitor or agent.

(Signed) ^(c)

[Address]

To

Form 11

[rule 31]

List of Parties Attending the Hearing of a Petition

(Title)

The following are the names of those who have given notice of their intention to attend the hearing of the petition herein, on the day of , 19 .

Name	Address	Name and address of solicitor of party who has given notice	Creditors. Amount of debt	Contributories. Number of shares	Opposing	Supporting

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Form 12

[rule 34]

Notification to Official Receiver of Winding-up Order

(Title)

To the Official Receiver

(Address)

Order pronounced this day by

[or, as the case may be] for winding up the under-mentioned company under the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32).

Name of company	Registered office of company	Petitioner's solicitor	Date of presentation of petition

(28 of 2012 ss. 912 & 920; E.R. 6 of 2020)

Form 13

[rule 34]

Notification to Official Receiver of Order Pronounced for Appointment of Provisional Liquidator prior to Winding-up Order being Made

(Title)

To the Official Receiver

(Address)

Order pronounced this day by
[or, as the case may be] for the appointment of the Official Receiver (or, as the case may be, the name, address and description of the person appointed) as provisional liquidator prior to any winding-up order being made.

Name of company	Registered office of company	Petitioner's solicitor	Date of presentation of petition

Form 14

[rule 35]

Order for Winding Up by the Court

day of , 20 .

(Title)

Upon the petition of the above-named company (or *A.B.*, of &c., a creditor (or contributory) of the above-named company), on the day of , 20 , preferred unto the court, and upon hearing for the petitioner, and for and upon reading the said petition, an affidavit of (the said petitioner), filed, &c., verifying the said petition, an affidavit of L.M., filed the day of , 20 , the *Gazette* of the day of , 20 , the newspaper of the day of (enter any other papers), each containing an advertisement of the said petition (enter any other evidence), this court doth order that the said company be wound up by this court under the provisions of the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32).

And it is ordered that the costs of of the said petition be taxed and paid out of the assets of the said company.

Note—As the Official Receiver, provisional liquidator or liquidator (interviewer) may require, it is the duty of a person who is or may be liable to make the statement of affairs of the company, or a supplementary affidavit in relation to that statement, to attend on the interviewer according to the day, time and place the interviewer appoints and to give the interviewer all information that the interviewer requires.

(L.N. 201 of 1984; 46 of 2000 s. 40; 28 of 2012 ss. 912 & 920; 14 of 2016 s. 173; E.R. 6 of 2020)

Form 15

(Repealed L.N. 201 of 1984)

Form 16

[rule 36(1)]

Notice of Order to Wind Up (for Newspaper)

COMPANIES (WINDING UP AND MISCELLANEOUS PROVISIONS) ORDINANCE

(Cap. 32)

In the matter of _____, Limited.
Winding-up order made _____, 19_____.
Date and place of first meetings—

Creditors _____, 19_____, at _____
Contributories _____, 19_____, at _____

*Official Receiver and
Provisional Liquidator*

(28 of 2012 ss. 912 & 920; E.R. 6 of 2020)

Form 17

[rule 38]

Affidavit by Special Manager Verifying Account

(Title)

I, _____, of _____ make oath and say as follows—

1. The account hereunto annexed, marked with the letter “A”, produced and shown to me at the time of swearing this my affidavit, and purporting to be my account as special manager of the estate or business of the above-named company, contains a true account of all and every sums and sum of money received by me or by any other person or persons by my order or to my knowledge or belief for my use on account or in respect of the said estate or business.

2. The several sums of money mentioned in the said account hereby verified to have been paid or allowed have been actually and truly so paid and allowed for the several purposes in the said account mentioned.

3. The said account is just and true in all and every items and particulars therein

contained, according to the best of my knowledge and belief.

Sworn, &c.

(L.N. 587 of 1995)

Form 18

[rule 109]

Notice to Creditors of First Meeting

(Title)

(Under the order for winding up the above-named company, dated the day of , 20 .)

Notice is hereby given that the first meeting of creditors in the above matter will be held at on the day of 20 , at o'clock in the noon.

To entitle you to vote thereat your proof must be lodged with me not later than o'clock on the day of , 20 .

Forms of proof and of general and special proxies are enclosed herewith. Proxies to be used at the meeting must be lodged with me not later than o'clock on the day of , 20 .

Address

(The company's statement of affairs ^(a)

) (a) Here insert "has not been lodged" or "has been lodged, and summary of the statement of affairs and any supplementary affidavit in relation to that statement is enclosed".

Note

At the first meetings of the creditors and contributories they may amongst other things—

1. *By resolution determine whether or not an application is to be made to the court to appoint a liquidator in place of the provisional liquidator.*

2. *By resolution determine whether or not an application shall be made to the court for the appointment of a committee of inspection to act with the liquidator, and who are to be the members of the committee if appointed.*

(46 of 2000 s. 40; 14 of 2016 s. 173)

Form 19

[rule 109]

Notice to Contributories of First Meeting

(Title)

Notice is hereby given that the first meeting of the contributories in the above matter will be held at on the day of , 20 , at o'clock in the noon.

Forms of general and special proxies are enclosed herewith. Proxies to be used at the meeting must be lodged with me not later than o'clock on the day of , 20 .

Dated this day of , 20 .

Address

(The company's statement of affairs ^(a)

). (a) Here insert "has not been lodged" or "has been lodged, and summary of the statement of affairs and any supplementary affidavit in relation to that statement is enclosed".

Note

At the first meetings of creditors and contributories they may amongst other things

—
1. *By resolution determine whether or not an application shall be made to the court to appoint a liquidator in place of the provisional liquidator.*

2. *By resolution determine whether or not an application shall be made to the court for the appointment of a committee of inspection to act with the liquidator, and who are to be the members of the committee if appointed.*

(46 of 2000 s. 40; 14 of 2016 s. 173)

Form 20

[rule 110]

Notice to Directors and Officers of Company to Attend First Meeting of Creditors or
Contributories

(Title)

Take notice that the first meeting of creditors [or contributories] will be held on
the _____ day of _____, 19____, at
o'clock at ^(a)_____ and that you are required to attend thereat, and give
such information as the meeting may require.

Dated this _____ day of _____, 19____.

(a) Here insert place
where meeting will
be held.

To ^(b)_____

(b) Insert name of
person required to
attend.

NOTE—The failure of any director or officer to attend will be reported to the court.

(46 of 2000 s. 40)

Form 21

[rule 123(2)]

Memorandum of Proceedings at Adjourned First Meeting

(No quorum)

(Title)

Before at on the day
of , 19 , at o'clock.

Memorandum—The adjourned meeting of ^(a) in the
above matter was held at the time and place above-mentioned; but it appearing that
there was not a quorum of ^(a) qualified to vote present or
represented, no resolution was passed, and the meeting was not further adjourned.

(a) Insert “creditors” or
“contributories”, as the
case may be.

Chairman

Form 22

[rule 130]

List of Creditors^(a) Present to be Used at Every Meeting

(a) “or contributories”.

(Title)

Meeting held at this day of , 19 .

Number	Names of creditors ^(a) present or represented	Amount of proof ^(b)	
		\$	¢
1			
2			
3			
4			
5			
6			
7			
7	Total number of creditors ^(a) present or represented.		

(b) In case of
contributories insert
“number of shares” and
“number of votes
according to the
regulations of the
company”.

Form 23
Rule 39 of the Companies (Winding-up) Rules (Cap. 32 sub. leg. H)

**IN THE HIGH COURT OF HONG KONG
COMPANIES (WINDING-UP) NO. _____ of 19 ____**

In the matter of _____
and

In the matter of the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32).

STATEMENT OF AFFAIRS on the _____ day of _____ 19 ____, the date of the Winding-up Order (or such other date as the liquidator has for special reasons directed).

Notes

- (1) Please complete this Statement of Affairs and such of the attached lists A, B, C, D, E, F, G, H, I and J as are applicable. If there is a dispute about any amount due to or by the wound-up company please specify this in the relevant list and supply details in a separate schedule which should be signed and attached as part of the Statement of Affairs.
- (2) Please do not insert figures in the shaded areas.

I—AS REGARDS CREDITORS

List Reference	Particulars	Amount \$	Amount \$
	ASSETS		
A	(1) Various assets		
B	(2) Debts due to the company		
C	(3) Excess value of assets pledged as security to creditors fully secured		
D	(4) Unpaid calls		
	(5) Total Assets , i.e. total of items (1) to (4) above		
	LIABILITIES		
E	(6) Claims and amounts due to employees and Government departments		
F	(7) Debenture holders		
	(8) Subtotal , i.e. total of items (6) and (7) above		
C	(9) Secured creditors (net of security)—i.e. after deducting the		

		amount of the security		
G	(10)	Unsecured creditors and other liabilities		
H	(11)	Contingent liabilities		
	(12)	Subtotal , i.e. total of items (9) to (11) above		
	(13)	Total Liabilities , i.e. total of items (8) and (12) above		
	(14)	Estimated surplus/(deficiency) subject to cost of liquidation carried forward to item (15) on page 2 , i.e. total assets as in item (5) less total liabilities as in item (13).	\$	

Page 2

II—AS REGARDS CONTRIBUTORIES

List Reference	Particulars	Amount \$	Amount \$
	(15) Estimated surplus/(deficiency) brought forward from page 1		
	CAPITAL ISSUED AND ALLOTTED, viz:—		
	(16) Ordinary Shares of \$ _____ each at nominal value (only applicable to shares with nominal value)		
I	(17) No. of Ordinary Shares issued as fully paid _____ (specify no. of shares)		
I	(18) No. of Ordinary Shares issued as partially paid, i.e. amount called up for _____ shares at (specify no. of shares) \$ _____ per share		
	(19) Total for ordinary share capital fully paid and called up , i.e. total of items (17) and (18) above		
I	(20) Any other type of shares or capital issued (give particulars) _____ _____ _____		
	(21) Subtotal for item (20)		
	(22) Total of items (19) and (21) above		
	(23) TOTAL SURPLUS/(DEFICIENCY) AS PER ITEM (15) OF THE DEFICIENCY ACCOUNT IN LIST J i.e. item (15) less item (22)	\$	

AFFIDAVIT OR AFFIRMATION

Notes: (1) The Commissioner is particularly requested, before swearing the Affidavit or making the Affirmation, to ascertain that the full name, address and description of the Deponent are stated, and to initial all crossings-out or other alterations on the printed form. A deficiency in the

Affidavit/Affirmation in any of the above respects will entail its refusal by the court, and will necessitate it being re-sworn/re-affirmed.

(2) Where the liquidator has directed any date other than the date of the winding-up order, substitute such other date.

(3) An asterisk (*) signifies that the inapplicable words should be deleted.

I/We, _____, of _____
 * make oath and say _____ that the foregoing Statement and the several Lists
 *solemnly and sincerely affirm
 hereunto annexed marked _____ are, to the best of my/our knowledge and belief, a full, true, and
 complete statement of affairs of the above-named Company, on the _____ day of
 _____ 19_____, the date of the Winding-up Order (see Note 2).

*Sworn at/*Affirmed at _____ in Hong Kong.
 this _____ day of _____ 19_____.

Before me.

A Commissioner, etc.

 (Signature)

LIST A VARIOUS ASSETS

Full particulars of every description of assets not included in any other lists should be specified in this list. If the space allotted to items (a) to (h) below is not adequate, please provide the requisite information by attaching additional schedule(s) and completing item (j) below.

Particulars		Estimated to produce \$
(a)	Cash at bank _____ (Please specify the name(s) of the bank(s) and all account numbers) _____	_____ _____ _____
(b)	Cash in hand _____	_____
(c)	Stock in trade _____ Cost \$	_____
(d)	Plant and machinery _____ Cost \$	_____
(e)	Investment in stocks or _____ Cost \$	_____

shares, etc.		
(Please provide details)		

(f)	Land and buildings	Cost \$	
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(g)	Security held by the		
	company in respect of		
	loans granted to others		
	(Please provide details)		

(h)	Any other assets		
	(Please provide details)		

(i)	Total (show the total under "Assets" on page 1 of the Statement of Affairs)	\$	
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(j)	* additional schedule(s) are attached/*No additional schedule(s)
	(specify no.)
	are attached.

Dated this day of 19 . (Signature)

(*delete the inapplicable words)

LIST B

DEBTS DUE TO THE COMPANY

Show the total of column (vi) of \$ under “Assets” on page 1 of the Statement of Affairs

(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)
No.	Name of debtor	Address	Amount of debt \$	Date when contracted	Estimated to produce \$	Folio of ledger or other book where particulars to be found	Nature of debt and particulars of any securities held for debt
1.							
2.							

3.							
4.							
5.							
6.							
7.							
8.							
9.							

10.							
11.							
12.							
13.							
14.							
15.							

Dated this day of 19 .

(Signature)

- Notes:
- (1) If the company is also indebted to any of the above-mentioned debtor(s), please specify in column (iii) both the amount of the company's debt due to the debtor and the amount due from the debtor. The net amount due to the company by the debtor should be inserted in columns (iv) and (vi). If, however, the amount owed by the company to the "debtor" is greater than the amount that the debtor owes the company, do not insert any amount in this list but use **List G** for the purpose.
 - (2) To substantiate the amount of debt, copies of the relevant source documents should be attached.

LIST B (CONTINUED)

DEBTS DUE TO THE COMPANY

(i) No.	(ii) Name of debtor	(iii) Address	(iv) Amount of debt	(v) Date when contracted	(vi) Estimated to produce	(vii) Folio of ledger or other book where particulars to	(viii) Nature of debt and particulars of any securities held for
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[illegible]

[illegible]

Dated this day of 19 .

(Signature)

LIST C

SECURED CREDITORS (either fully or partly secured but excluding debenture holders for whom List F should be used) /**EXCESS VALUE OF ASSETS PLEDGED AS
SECURITY TO CREDITORS**

(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)
-----	------	-------	------	-----	------	-------	--------	------	-----

[illegible]

11.									
12.									
13.									
14.									
15.									
Total amount owed to creditors, i.e. total of column (iv)				Total value of security, i.e. total of column (viii)					
Show the total of column (ix) under “Assets” at item (3) on page 1 of the Statement of Affairs									

Show the total of column (x) under “Liabilities” at item (9) on page 1 of the Statement of Affairs

--	--	--	--	--	--

Dated this day of 19 .

(Signature)

Note:

If the amount due to the fully-secured creditor (as stated in column (iv) above) is the same as the estimated value of security (as stated in column (viii) above), please specify a “Nil” amount in columns (ix) and (x). If any estimated surplus from security as reflected in column (ix) above is further pledged to any other creditor as partial security, that surplus should be deleted from column (ix) and shown in column (viii) for that other creditor instead. Such surplus should then be deducted from the relevant amount due to that other creditor before extending the amount to either column (ix) or (x), whichever is appropriate.

LIST D

UNPAID CALLS (i.e. amount called up but not yet paid by the shareholder)

(i) No.	(ii) No. in share	(iii) Name of Shareholder	(iv) Address	(v) No. of shares	(vi) Amount of call per share	(vii) Total amount due i.e. (vi)	(viii) Estimated to realize
------------	----------------------	------------------------------	-----------------	----------------------	----------------------------------	-------------------------------------	--------------------------------

	register			held	unpaid \$	multiplied by (v) \$	\$
1.							
2.							
3.							
4.							

5.							
6.							
7.							
8.							
9.							
10.							
11.							

12.							
13.							
14.							
15.							

Totals (show the total of column (viii) under “Assets” on page 1 of the Statement of Affairs)

\$

Dated this

day of

19

(Signature)

LIST E

CLAIMS AND AMOUNTS DUE TO EMPLOYEES AND GOVERNMENT DEPARTMENTS (e.g. Wages, Rates, Taxes, etc.)

(i) No.	(ii) Name of creditor or claimant	(iii) Address	(iv) Nature of	(v) Period during which claim	(vi) Due date for	(vii) Amount of claim
------------	--------------------------------------	------------------	-------------------	----------------------------------	----------------------	--------------------------

			claim	accrued	payment	\$
1.						
2.						
3.						
4.						
5.						

6.						
7.						
8.						
9.						
10.						
11.						
12.						

13.						
14.						
15.						
Show the total of column (vii) under “Liabilities” on page 1 of the Statement of Affairs						\$

Dated this day of 19 .

(Signature)

LIST F

DEBENTURE HOLDERS (excluding Secured Creditors for whom List C should be used)

Should there be more than one issue of debentures, separate list must be provided of holders of each issue of debenture.

(i) No.	(ii) Date of debenture	(iii) Name of debenture holder	(iv) Address	(v) Amount \$	(vi) Description of assets over which security extends
1.					
2.					

3.					
4.					
5.					
6.					
7.					
8.					
9.					

10.					
11.					
12.					
13.					
14.					
15.					

Show the total of column (v) under “Liabilities” on page 1 of the Statement of Affairs	\$		
--	----	--	--

Dated this day of 19 . (Signature)

LIST G

UNSECURED CREDITORS AND OTHER LIABILITIES

Show the total of column (iv) of \$ under “Liabilities” on page 1 of the Statement of Affairs

(i) No.	(ii) Name of creditor or claimant	(iii) Address	(iv) Amount \$	(v) Date when contracted	(vi) Consideration and the nature of liability
1.					
2.					

3.					
4.					
5.					
6.					
7.					
8.					
9.					

10.					
11.					
12.					
13.					
14.					
15.					

Dated this day of 19 .

(Signature)

Notes:

- (1) If any creditor is also indebted to the company, please specify in column (iii) both the amount due to the creditor and the amount owed by the creditor. The net amount due by the company to the creditors should be inserted in column (iv). If however, the amount owed to the company by the “creditor” is more than the amount that the company owes the creditor, do not insert any amount in this list but use **List B** for the purpose.

- (2) The particulars of any bills of exchange and promissory notes held by a creditor should be inserted immediately below the name of such creditor.
- (3) The names of any creditors who are also contributories, or alleged to be contributories, of the company must be shown separately and described as such at the end of the list.

LIST G (CONTINUED)

UNSECURED CREDITORS AND OTHER LIABILITIES

(i) No.	(ii) Name of creditor or	(iii) Address	(iv) Amount	(v) Date when	(vi) Consideration and the nature of liability
------------	-----------------------------	------------------	----------------	------------------	---

[illegible]

[illegible]

[illegible]

--	--	--	--	--	--

--	--	--	--	--	--

--	--	--	--	--	--

--	--	--	--	--	--

--	--	--	--	--	--

LIST H

CONTINGENT LIABILITIES

(i) No.	(ii) Name of creditor or claimant	(iii) Address	(iv) Amount	(v) Date when	(vi) Consideration and the nature of liability
------------	--------------------------------------	------------------	----------------	------------------	---

			\$	contracted	
1.					
2.					
3.					
4.					
5.					

6.					
7.					
8.					
9.					
10.					
11.					
12.					

13.					
14.					
15.					
Show the total of column (iv) under “Liabilities” on page 1 of the Statement of Affairs			\$		

Dated this

day of

19

.

(Signature)

LIST I

LIST OF SHAREHOLDERS

Type of Shares —* Ordinary Shares of \$ ____ each at nominal value (only applicable to shares with nominal value)

(*delete whichever —* Preference Shares of \$ ____ each at ____ % nominal value (only applicable to shares with nominal value)

is inapplicable) —* Others (please specify) _____

(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)
No.	No. in share register	Name of shareholder	Address	No. of shares held	Amount per share fully paid/called up	Total amount i.e. (vi) multiplied by (v)	Total amount not called up (if any)

					\$	Fully paid \$	Called up \$	\$
1.								
2.								
3.								
4.								

5.								
6.								
7.								
8.								
9.								
10.								
11.								

12.									
13.									
14.									
15.									
Totals (show the totals of column (vii) under “Capital Issued and Allotted” on page 2 of the Statement of Affairs)							\$		

Dated this day of 19 .

(Signature)

Note: Separate list(s) should be used to provide a list of shareholders for each type of share capital, i.e. use separate list(s) for ordinary shareholders, preference shareholders, etc.

LIST J

DEFICIENCY ACCOUNT

		\$
(1) Excess/(Deficiency) of Assets over Capital and Liabilities as per the company's latest audited balance sheet as at (This and the previous balance sheet to be annexed or handed to Official Receiver)		
(2) Gross profit (loss) arising from carrying on business from the date mentioned in (1) above or date of incorporation (whichever is the later) to date of winding-up order (as per Trading Account annexed)		
(3) Receipts, if any, during the same period as per item (2) from the following sources (see note):—		
	\$	
(a) Interest on loans		
(b) Interest on deposits		
(c) Other receipts (please specify)		
(d) Amounts paid on shares issued and subsequently forfeited (as per list annexed)		
(4) Subtotal of items (3)(a) to (3)(d) above		
(5) Total of items (1), (2) and (4)		

LESS

(6) Expenditure incurred and payments, if any, during the same period as per item (2):—

	(i) Amount paid \$	(ii) Amount outstanding at date of winding-up order \$	(iii) Total i.e. (i) + (ii) \$
(a) Salaries			
(b) Wages not charged in Trading Account			
(c) Rent			
(d) Rates and taxes			
(e) Legal costs			
(f) Commission			
(g) Interest on loans			
(h) Interest on debentures			

(i)	Miscellaneous expenditure (as per details annexed)			
(j)	Directors' fees			
(k)	Dividends declared during same period			
(7)	Subtotal of items (6)(a) to (6)(k) above			
(8)	Amount carried forward to item (9) on next page, i.e. item (5) less item (7)		\$	

LIST J

DEFICIENCY ACCOUNT (CONTINUED)

		\$
(9) Amount brought forward from previous page		
(10) Losses and depreciation, if any, written off in the company's books during the same period as per item (2) (see note):—		
(a) Bad debts	\$	
(b) Losses on investments		
(c) Depreciation of property		
(d) Preliminary expenses written off		
(e) Others (please specify)		
(11) Subtotal of items (10)(a) to (10)(e) above		
(12) Losses and depreciation not written off in company's books, now written off in the Statement of Affairs (see note):—		
(a) Bad debts	\$	
(b) Losses on investments		
(c) Depreciation of property		
(d) Preliminary expenses written off		
(e) Others (please specify)		
(13) Subtotal of items (12)(a) to (12)(e) above		
(14) Total of items (11) and (13)		
(15) SURPLUS/(DEFICIENCY) AS PER ITEM (23) IN PART II OF THE STATEMENT OF AFFAIRS i.e. item (9) less item (14)		\$

Note: Where particulars are numerous they should be inserted in a separate schedule.

Dated this day of 19 .

(Signature)

(L.N. 24 of 1995; 25 of 1998 s. 2; 46 of 2000 s. 40; 28 of 2012 ss. 912 & 920 and E.R. 1 of 2014; E.R. 6 of 2020)

Report of Result of Meeting of Creditors or Contributories

In the matter, &c.

I, *A.B.*, the Official Receiver of the court [*or as the case may be*] chairman of a meeting of the creditors [*or contributories*] of the above-named company summoned by advertisement [*or notice*] dated the

day of , 19 , and held on the day of 19 , at , in the , do hereby report to the court the result of such meeting as follows—

The said meeting was attended, either personally or by proxy, by creditors whose proofs of debt against the said company were admitted for voting purposes, amounting in the whole to the value of \$ [or by contributories, holding in the whole shares in the said company, and entitled respectively by the regulations of the company to the number of votes hereinafter mentioned].

The question submitted to the said meeting was, whether the creditors [*or contributories*] of the said company wished that [*here state proposal submitted to the meeting*].

The said meeting was unanimously of opinion that the said proposal should [or should not] be adopted; [or the result of the voting upon such question was as follows:]

(a)

(a) Here set out the majorities by which the respective resolutions were carried.

Resolutions at meetings	Voting on resolutions					
	For			Against		
	No.	Amount		No.	Amount	
(State the substance of any resolutions passed and give names of committee of inspection (if any), and amount of their proofs if creditors or shares if contributories).						
CREDITORS—						
	No.	Shares	Votes	No.	Shares	Votes
CONTRIBUTORIES—						

Dated this day of , 19 .

(Signed) *H.T.*

Chairman

Form 25

[rule 45]

Order Appointing Liquidator

(Title)

the day of .

Upon the application of the provisional liquidator of the above-named company, by summons dated

and upon hearing the applicant in person and upon reading the order to wind up the said company dated , and the reports of the provisional liquidator of the results of the meetings of creditors and contributories made to the court and respectively dated the ^(a) [and the affidavit of

as to the fitness of the liquidator hereinafter named filed]. It is ordered that

(a) To be inserted only if such affidavit is required.

of
be appointed liquidator of the above-named company.

^(b) It is also ordered that the following persons be appointed a committee of inspection to act with the said liquidator, namely—

^(b) To be struck out if no committee of inspection appointed.

And it is ordered that the said liquidator do within 7 days from the date of this order give security to the satisfaction of the provisional liquidator as provided by the Companies (Winding-up) Rules (Cap. 32 sub. leg. H).

And notice of this order is to be gazetted and advertised in the ^(c).

^(c) State name of newspaper (if any).

(L.N. 286 of 1997; 46 of 2000 s. 40; E.R. 1 of 2014)

Form 26

[rule 47]

Certificate that Liquidator or Special Manager has Given Security

(Title)

This is to certify that *A.B.*, of _____, who was on the _____ day of _____, 19____, appointed liquidator [*or* special manager] of the above-named company, has duly given security to the satisfaction of the Official Receiver.

Dated this _____ day of _____, 19____.

(Signed)

J.S.

Official Receiver

Form 27

[rule 45]

Advertisement of Appointment of Liquidator

In the matter of _____, Limited.

By order of the _____, dated the _____ day of _____ 19____
Mr. _____ of _____
has been appointed liquidator of the above-named company with [or without] a committee of inspection.

Dated this _____ day of _____, 19____.

Form 28

(Repealed 28 of 2003 s. 126)

Order Directing Public Examination

(Title)

[On reading the reports of the [Official Receiver/liquidator]* in the above matter, dated respectively the day of , 20 , and the day of , 20 /On the application of the [Official Receiver/liquidator]* on the day of , 20 in the above matter]*, and :

It is ordered that the persons whose names and addresses are set out in the Schedule do attend before the court, on a day and at a place to be appointed, and be publicly examined as to—

- (a) the promotion, formation or management of the above-named company;
- (b) the conduct of the business and affairs of the company; and
- (c) their conduct or dealings in relation to the company.

* *Delete where not applicable.*

THE SCHEDULE REFERRED TO

Name	Address	Connexion with the company

(46 of 2000 s. 40; 14 of 2016 s. 173)

Order Appointing Time for Public Examination

(Title)

Whereas by the order of this court dated the day of , 20 ,
[state name and address of person to be examined] was directed to attend before the court and be publicly examined:

On the application of the [Official Receiver/liquidator]* in the above matter, it is ordered that the public examination of the above-named be held on the day of , 20 , at [a.m./p.m.]*, at
[state place to be attended at].

And it is ordered that the above-named do attend before the court according to the above-mentioned day, time and place and at any adjournment of the examination.

* Delete where not applicable.

(14 of 2016 s. 173)

[rule 54]

(Title)

Official Receiver/liquidator*

(14 of 2016 s. 173)

Form 32

[rule 60]

Application for Appointment of Shorthand Writer to Take down Notes of Public
Examination and Order thereon

(Title)

Ex parte the Official Receiver or liquidator, as the case may be.

I, _____ the Official Receiver or liquidator, as the case may be, herein, do hereby, pursuant to rule 60 of the Companies (Winding-up) Rules (Cap. 32 sub. leg. H), apply to the court for an order for the appointment of _____ of _____ to take down in shorthand the notes of examination of _____ at their public examination, the costs of taking such notes, and of making a transcript thereof, to be paid in accordance with rule 60.

Dated this _____ day of _____, 19____.

Official Receiver or liquidator, as the case may be

Before

Upon the application of the Official Receiver or liquidator, as the case may be, the court hereby appoints _____ of _____ to take down in shorthand the notes of examination of the persons mentioned in the above application at their public examination, or at any adjournment thereof pursuant to rule 60 of the Companies (Winding-up) Rules (Cap. 32 sub. leg. H), the costs of taking such notes, and of making a transcript thereof, to be paid in accordance with rule 60.

Dated this _____ day of _____, 19____.

(46 of 2000 s. 40; E.R. 1 of 2014)

Form 33

[rule 60]

Declaration by Shorthand Writer

(Title)

Before

I, _____, of _____, the shorthand writer appointed by this court to take down the examination of _____, do solemnly and sincerely declare that I will truly and faithfully take down the questions and answers put to and given by the said _____ in this matter, and will deliver true and faithful transcripts thereof as the

court may direct.

Dated this day of , 19 .

[Declared before me at the time and place
above-mentioned.]

Form 34

[rule 57]

Notes of Public Examination where a Shorthand Writer is Appointed

(Title)

Public examination of ^(a)

Before

at the court

this day of 19 .

*(a) Mr.
an officer [or as
the case may be] of
the above-named
company.*

The above-named , being sworn and examined at the time and place
above-mentioned, upon the several questions following being put and propounded to
him, gave the several answers thereto respectively following each question, that is say:

—

A.

These are the notes of the public examination referred to in the memorandum of
public examination of , taken before me this day of 19 .

Notes of Public Examination where a
Shorthand Writer is not Appointed

(Title)

Public examination of ^(a)

Before

at the court

Dated this day of 19 .

*(a) Mr. an
officer [or as
the case may
be] of the
above-named
company.*

The above-named , being sworn and examined at the time and place
above-mentioned, upon his oath saith as follows—

A.

These are the notes of the public examination referred to in the memorandum of
public examination of , taken before me this day of 19
.

Form 36

[rule
61]

Report to the Court where Person Examined Refuses to Answer to Satisfaction of
Registrar or Officer

(Title)

At the examination of ^(a) held before me this day ^{(a) e.g. A.B., a person ordered to attend for examination.}
of , 19 , the following question was [allowed by me to be]
put to the said [].
Q. ^(b) ^{(b) Here state question.}
The ^(c) refused to answer the said question. ^{(c) Witness.}
(or) The ^(c) answered the said question as follows:—
A. ^(d) ^{(d) Here insert answers (if any).}
I thereupon named the day of
, 19 , at as the time and place for such [refusal to] answer to be
reported to the Hon. Mr. Justice
[or His Honour Mr. Justice
].

Dated this day of , 19 .

Registrar

[or as the case may be]

Form 37

(Repealed 14 of 2016 s. 173)

Form 38

[rule 56]

Warrant against Person who Fails to Attend Examination

(Title)

To the bailiff of our said court, and to each and all the police officers of Hong Kong and to the Commissioner of Correctional Services.

WHEREAS by an order of this court, made on the
day of , 20 , ^(a) ^{(a) Name of person required to attend.}
was ordered to attend before the court, on a day and at a place to be
appointed, and be publicly examined.

AND WHEREAS by evidence taken upon oath, it hath been made to appear to the

satisfaction of the court that the

day of , 20 , at a.m./p.m. at the High Court of Hong Kong was appointed as the day, time and place for holding the said examination, and that notice of the said order and of the said day, time and place so appointed was duly served upon the said ^(a)

(AND WHEREAS the said ^(a) did without good cause fail to attend on the said day of , 20 , for the purpose of being examined, according to the requirements of the said order of this court made on the day of , 20 , directing him so to attend.)

(or, and that the said ^(a) has absconded (or, and that there is good reason to believe that the said ^(a) is about to abscond) with a view to avoiding examination under the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32)).

THESE ARE THEREFORE to require you the said bailiff and police officers to take the said ^(a) and to deliver him to the Commissioner of Correctional Services, and you the said Commissioner of Correctional Services to receive the said ^(a) and him safely keep in prison until such time as this Court may order.

Dated the day of , 20 .

Registrar

(L.N. 201 of 1984; 28 of 2012 ss. 912 & 920; 14 of 2016 s. 173; E.R. 6 of 2020)

Form 38A

[rule 56]

Order for Warrant of Arrest of Person who has Failed to Attend Public Examination

(Title)

Upon the application of S.W. the Official Receiver or Liquidator of the above-named company, as the case may be by summons dated the _____ day of _____, 20____, and upon hearing the applicant in person and upon reading the order to wind up the said company dated _____ the order dated and the affidavit of C.D. filed and the exhibits therein referred to and by which said affidavit it has been made to appear to the court that by the said order dated _____ A.B. was directed to attend before the court, on a day and at a place to be appointed, and be publicly examined as to the matters referred to in the said order and that the day of, at a.m./p.m. at the High Court of Hong Kong, were appointed as the day, time and place for holding the said examination and it has also been duly proved by the said affidavit of C.D. that the said order dated the and the notice to attend such examination on the at a.m./p.m. respectively had been duly served upon the said A.B. and it appearing that the said A.B. without good cause failed to attend on the in pursuance of the said order of the (date). IT IS ORDERED that a warrant do issue for the arrest of the said A.B.

Dated the _____ day of _____, 20____.

Registrar

(25 of 1998 s. 2; 46 of 2000 s. 40; 14 of 2016 s. 173)

Form 38B

[rule 58B(1)]

Order under Section 286B of the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32)

(Title)

[On the application of the [Official Receiver/provisional liquidator/liquidator]* on the day of _____, 20____ in the above matter:]#

It is ordered that

[state name and address of person to be examined] do attend before the court [on a day and at a place to be appointed/on the _____ day of _____, 20____, at [a.m./p.m.]*, at [state place to be attended at]]*, and at any adjournment of the examination, and be examined as to the promotion, formation, trade, dealings, affairs or property of the above-named company. And the above-named _____ is required to produce the documents mentioned in the Schedule, and all other books and papers in the custody or power of the above-named _____ that are in any way relating to the company or the promotion, formation, trade, dealings, affairs or property of the company.

[Revise the heading and paragraphs above as appropriate for any other requirements, e.g. submission of

affidavits.]

Dated this day of , 20 .

* Delete where not applicable.

[#] Delete if no application made.

Note to the above-named —Notice is hereby given that if you fail, without lawful impediment, to attend before the court according to the above-mentioned day, time and place, or at any adjournment of the examination, the court may, by warrant, cause you to be apprehended and brought before the court. In addition, if you commit perjury during your examination, you will be liable on conviction to a fine and imprisonment for 7 years.

The Schedule above referred to

(14 of 2016 s. 173)

Form 38C

[rule 58B(3)(a)]

Notice to Attend Examination under Section 286C of the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32)

(Title)

Whereas by an order of the court, made on the _____ day of _____, 20____ in the above matter, it was ordered that you, _____, should attend before the court [on a day and at a place to be appointed/on the _____ day of _____, 20____, at _____ [a.m./p.m.]*, at [state place to be attended at]]*, and at any adjournment of the examination, and be examined as to the promotion, formation, trade, dealings, affairs or property of the above-named company:

[And whereas the _____ day of _____, 20____, at _____ [a.m./p.m.]*, at
[state place to be attended at] has been appointed as the day, time and place for holding the examination:]"

Notice is hereby given that you are required to attend before the court according to the above-mentioned day, time and place, and at any adjournment of the examination.

And take notice that if you fail, without lawful impediment, to attend before the court according to the above-mentioned day, time and place, or at any adjournment of the examination, the court may, by warrant, cause you to be apprehended and brought before the court. In addition, if you commit perjury during your examination, you will be liable on conviction to a fine and imprisonment for 7 years.

Dated this day of , 20 .

To

Official Receiver/provisional liquidator/liquidator*

* Delete where not applicable.

[#] Delete if day, time and place already specified above.

(14 of 2016 s. 173)

Disclaimer

(Title)

Pursuant to an order for the court dated the
day of , 19 ,

I, the liquidator of the above-named company, hereby
disclaim all interest in the lease dated the day of , 19 ,
whereby the premises ^(a) were demised to at a rent of \$
per annum for a term of . Notice of this disclaimer has been given to

(a) Insert
description of the
property
disclaimed.

Dated this day of , 19 .

Liquidator

Notice of Disclaimer of Lease

(Title)

Take notice that, pursuant to an order of the court dated the _____ day of _____, 20____, I, _____, the liquidator of the above-named company, by writing under my hand bearing date the _____ day of _____, 20____, disclaimed all interest in the lease dated the _____ day of _____, 20____, whereby the premises ^(a) were demised to _____ at a rent of \$ _____ per annum for a term of _____

The above-mentioned disclaimer has been filed at the office of the Registrar at the High Court of Hong Kong and notice thereof filed in the Land Registry.

(a) Insert description of the property disclaimed.

Dated this _____ day of _____, 20____.

Liquidator

To

(address)

(8 of 1993 s. 30; 14 of 2016 s. 173)

Form 41

[rule 67]

Notice by Liquidator Requiring Payment of Money or Delivery of Books, &c.,
Liquidator

(Title)

Take notice that I, the undersigned ^(a)
have been appointed liquidator of the above-named company, and that
you, the under-mentioned ^(b)
, are required, within days after service hereof, to pay to me [*or*
deliver, convey, surrender, or transfer to or into my hands] as
liquidator of the said company at my office, situate at ^(c) &c., the sum
of \$, being the amount of debt appearing to be due from you on your account
with the said company [*or any sum or balance, books, papers, estate or effects*], [*or*
specifically describe the property] now being in your hands, and to which the said
company is entitled [*or otherwise as the case may be*].

(a) Name of
liquidator.

(b) Name of person
to whom notice is
addressed.

(c) Address of
liquidator's office.

Dated this day of , 19 .

(Signed)

Liquidator

To ^(b)

(Address)

Form 42

[rule 69(2)]

Provisional List of Contributories

(Title)

The following is a list of members of the above-named company liable to be included in the list of contributories of the company, made by me from the books and papers of the company, together with their respective addresses and the number of shares [*or extent of interest*] to be attributed to each and the amount called up and the amount paid up in respect of such shares (or interest) so far as I have been able to make out or ascertain the same.

In the first part of the list, the persons who are contributories in their own right are identified.

In the second part of the list, the persons who are contributories as being representatives of, or liable for the debts of, others are identified.

FIRST PART—CONTRIBUTORIES IN THEIR OWN RIGHT

No. in List	Name	Address	Description	Number of shares [or extent of interest]	Amount called up (a)	Amount paid up (a)
					\$	\$

SECOND PART—CONTRIBUTORIES AS BEING REPRESENTATIVES OF, OR LIABLE FOR THE
DEBTS OF, OTHERS

No. in List	Name	Address	Description	In what character included	Number of shares [or extent of interest]	Amount called up (a)	Amount paid up (a)
						\$	\$

(a) At date of commencement of winding up.

(14 of 2016 s. 173)

Form 43

[rule 69(4)]

Notice of Provisional List of Contributors

(Title)

Take notice that—

- (a) I, _____, the liquidator of the above-named company, have made a provisional list of contributories of the company pursuant to the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32) and the rules made under it;

- (b) you are included in the provisional list; and
- (c) the character in which and the number of shares [*or* extent of interest] for which you are included, and the amount called up and the amount paid up in respect of such shares (or interest), are stated below.

And further take notice that—

- (a) I will settle the list of contributories of the company based on the provisional list;
- (b) you will be included in the settled list unless, on considering an objection or otherwise, I decide to exclude you from the list when settling it; and
- (c) in relation to any shares (or interest) not fully paid up, your inclusion in the settled list may result in the unpaid capital being called.

If you object to your inclusion in the settled list of contributories of the company, you must inform me, the liquidator of the company, of your objection in writing within 21 days from the date of service of this notice on you.

Dated this day of , 20 .

Liquidator

To Mr. *A.B.* [and to Mr. *C.D.*, }
his solicitor].

No. in List	Name	Address	Description	In what character included	Number of shares [<i>or</i> extent of interest]	Amount called up (<i>a</i>)	Amount paid up (<i>a</i>)
						\$	\$

(*a*) At date of commencement of winding up.

(28 of 2012 ss. 912 & 920; 14 of 2016 s. 173)

Affidavit of Service of Notices of Provisional List of Contributories

(Title)

I, _____ [state
name and description of deponent], make oath and say as follows—

1. That—

- (a) On the _____ day of _____, 20____, I did, in the manner mentioned below, serve on each person whose name, address and description appear in the second, third and fourth columns respectively of the provisional list of contributories of the company made by the liquidator on the _____ day of _____, 20____, and now on the file of proceedings of the company, a notice in the form annexed to this affidavit, marked “A”.
- (b) In the tabular form at the foot of each of such notices respectively there had been inserted the number in such list, name, address, description, in what character and for what number of shares [*or* extent of interest] included, and the amount called up and the amount paid up at the date of the commencement of the winding up in respect of such shares (or interest), of the person on whom the notice was served, in the same words and figures as those particulars are set out in the provisional list.

2. That I served the notices on each of the persons included in the provisional list by duly addressing the notices to the persons according to their respective names and addresses appearing in the provisional list and placing the notices prepaid into the post office at _____ before _____ a.m./p.m. on the _____ day of _____, 20____.

Sworn, &c.

(14 of 2016 s. 173)

Certificate of Liquidator of Final Settlement of the
List of Contributories

(Title)

Pursuant to the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32) and the rules made under it, I, the undersigned, being the liquidator of the above-named company, hereby certify as follows—

1. That I am satisfied by the affidavit of _____ [*state name and description of deponent*], now on the file of proceedings of the company that a notice of provisional list of contributories has been duly served on each of the persons included in the provisional list of contributories of the company, dated the _____ day of _____, 20____, informing the person on whom the notice was served—

- (a) that the person was included in the provisional list in the character, and for the number of shares [*or* extent of interest], stated in it and of the amount called up and the amount paid up in respect of such shares (or interest);

- (b) that I would settle the list of contributories of the company based on the provisional list;
- (c) that the person would be included in the settled list unless, on considering an objection or otherwise, I decide to exclude the person from the list when settling it;
- (d) that in relation to any shares (or interest) not fully paid up, the inclusion of the person in the settled list may result in the unpaid capital being called; and
- (e) that if the person objected to the inclusion of the person in the settled list, the person must inform me, the liquidator of the company, of the person's objection in writing within 21 days from the date of service of the notice on the person (*objection period*).

2. That no objection to the notices has been received by me within the objection periods.

[or 2. That objection to the notices has been received by me within the objection periods and that

- (a) for each of the notices objected to—
 - (i) I have determined the objection; and
 - (ii) a notice of my determination has been given to the person objecting; and
- (b) for each of the other notices, the objection period has expired.]

3. That I have finally settled the list of contributories of the company, and the result of the final settlement, so far as the list has been settled, up to the date of this certificate, is as follows—

- (a) The persons whose names are set out in the second column of the First Schedule have been included in the settled list of contributories as contributories of the company in respect of the number of shares [*or extent of interest*] set out opposite to the names of such contributories respectively in that Schedule. In particular—
 - (i) I have, in the first part of that Schedule, identified the persons who are contributories in their own right; and
 - (ii) I have, in the second part of that Schedule, identified the persons who are contributories as being representatives of, or liable for the debts of, others.
- (b) The persons whose names are set out in the second column of the Second Schedule, and were included in the provisional list of contributories of the company, have been excluded from the settled list of contributories.
- (c) The date when each of such persons was included in or excluded from the settled list of contributories are set out opposite to the name of that person in the sixth column of the first part of the First Schedule, the seventh column of the second part of that Schedule and the seventh column of the Second Schedule respectively.
- (d) The amount called up at the date of the commencement of the winding up, and the amount paid up at that date, in respect of the shares (or interest) of each of such persons are set out opposite to the name of that person in the seventh and eighth columns of the first part of the First Schedule and the eighth and ninth columns of the second part of that Schedule respectively.

Dated this day of , 20 .

In the matter of Limited.

The FIRST SCHEDULE above referred to

FIRST PART—CONTRIBUTORIES IN THEIR OWN RIGHT

No. in List	Name	Address	Description	Number of shares [<i>or</i> extent of interest]	Date when included in the List	Amount called up	Amount paid up
						\$	\$

In the matter of

Limited.

SECOND PART—CONTRIBUTORIES AS BEING REPRESENTATIVES OF, OR LIABLE FOR THE DEBTS OF, OTHERS

No. in List	Name	Address	Description	In what character included	Number of shares [<i>or</i> extent of interest]	Date when included in the List	Amount called up	Amount paid up
							\$	\$

In the matter of

Limited.

The SECOND SCHEDULE above referred to

No. in List	Name	Address	Description	In what character proposed to be included	Number of shares [<i>or</i> extent of interest]	Date when excluded from the List

(28 of 2012 ss. 912 & 920; 14 of 2016 s. 173)

Form 46

[rule 71(3)]

Notice to Contributory of Final Settlement of List of Contributories and that the
Contributory is Included

(Title)

Take notice that I, _____, the liquidator of the above-named company, have, by certificate, dated the _____ day of _____, 20____, under my hand, finally settled the list of contributories of the company pursuant to the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32) and the rules made under it, and that you are included in the settled list. The character in which, and the number of shares [*or* extent of interest] for which, you are included, and the amount called up and the amount paid up in respect of such shares (or interest), are stated below.

Any application by you for excluding yourself from the list of contributories, or for a variation of the list of contributories, must be made by you to the court by summons within 21 days from the date of service of this notice on you, or any further period as the court may extend or allow. No such application will otherwise be entertained.

The settled list may be inspected by you at the Registry of the High Court of Hong Kong during the opening hours of the Registry.

Dated this _____ day of _____, 20____.

(Signed)

Liquidator

to Mr.
[or to Mr.
his solicitor].

}

No. in List	Name	Address	Description	In what character included	Number of shares [<i>or</i> extent of interest]	Amount called up (a)	Amount paid up (a)
						\$	\$

(a) At date of commencement of winding up.

(14 of 2016 s. 173)

Supplemental List of Contributories

(Title)

1. The following is a supplemental list of persons who, since making the list of contributories of the above-named company, dated the _____ day of _____, 20____

, I have ascertained are, or have been, holders of shares in [*or* members of] the company, and to the best of my judgment are contributories of the company.

2. The supplemental list contains the names of such persons together with their respective addresses and the number of shares [*or* extent of interest] and the amount called up at the commencement of the winding up and the amount paid at such date in respect of the shares (or interest) to be attributed to each.

3. In the first part of the list, the persons who are contributories in their own right are identified.

4. In the second part of the list, the persons who are contributories as being representatives of, or liable for the debts of, others are identified.

[The supplemental list is to be made in the same form as the original list.]

(14 of 2016 s. 173)

Affidavit of Service of Notices to Contributories

(Title)

I, [state
name and description of deponent], make oath and say as follows—

1. That—

- (a) On the day of , 20 , I did, in the manner mentioned below, serve on each person whose name, address, and description appear in the second, third, and fourth columns respectively of the First Schedule to the list of contributories of the company finally settled by the liquidator on the day of , 20 , and now on the file of proceedings of the company, a notice in the form annexed to this affidavit, marked “A”.
- (b) In the tabular form at the foot of each of such notices respectively there had been inserted the number in such list, name, address, description, in what character and for what number of shares [*or* extent of interest] included, and the amount called up and the amount paid up at the date of the commencement of the winding up in respect of such shares (or interest), of the person on whom the notice was served, in the same words and figures as those particulars are set out in the above-mentioned Schedule.

2. That I served the notices on each of the persons included in the list of contributories by duly addressing the notices to the persons according to their respective names and addresses appearing in the above-mentioned Schedule and placing the notices prepaid into the post office at
 before a.m./p.m. on the day of , 20 .

Sworn, &c.

(14 of 2016 s. 173)

Order on Application to Vary List of Contributories

(Title)

Upon the application of *W.N.*, by summons dated the day of , 20 , for an order that the list of contributories of the company and the liquidator's certificate finally settling the same be varied by excluding the applicant [*or as the case may be*], and upon hearing, &c., and upon reading &c., it is ordered, that the list of contributories of the company and the liquidator's certificate finally settling the same be varied by excluding the said *W.N.* from the said list of contributories, or by including the said *W.N.* as a contributory in the said list for shares, [*or as the case may be*] [*or the court does not think fit to make any order on the said application, except that the said W.N. do pay to the liquidator of the said company his costs of this application, to be taxed in case the parties differ*].

(14 of 2016 s. 173)

Form 50

[rule 74(a)]

Notice to Each Member of Committee of
Inspection of Meeting for Sanction to Proposed Call

(Title)

Take notice that a meeting of the committee of inspection of the above company will be held at _____ on the ^(a) _____ day of _____, 19____, at _____ o'clock in the _____ noon, for the purpose of considering and obtaining the sanction of the committee to a call of \$ _____ per share proposed to be made by the liquidator on the contributories.

(a) To be a date not less than seven days from the date when the notice will in course of post reach the person to whom it is addressed.

Annexed hereto is a statement showing the necessity for the proposed call and the amount required.

Dated this _____ day of _____, 19____.

(Signed)

Liquidator

STATEMENT

1. The amount due in respect of proofs admitted against the company, and the estimated amount of the costs, charges, and expenses of the winding up, form in the aggregate the sum of \$ _____ or thereabouts.

2. The assets of the company are estimated to realize the sum of \$ _____. There are no other assets, except the amount due from certain of the contributories to the company, and in my opinion it will not be possible to realize in respect of the said amounts more than \$ _____.

3. The list of contributories has been duly settled, and persons have been settled on the list in respect of the total number of _____ shares.

4. For the purpose of satisfying the several debts and liabilities of the company, and of paying the costs, charges, and expenses, of the winding up, I estimate that a sum of \$ _____ will be required in addition to the amount of the company's assets hereinbefore mentioned.

5. In order to provide the said sum of \$ _____ it is necessary to make a call on the contributories, and having regard to the probability that some of them will partly or wholly fail to pay the amount of the call, I estimate that for the purpose of realizing the amount required it is necessary that a call of \$ _____ per share should be made.

(Annex tabular statement showing amounts of debts, costs, &c., and of assets.)

Form 51

[rule 74(b)]

Advertisement of Meeting of Committee of Inspection to Sanction Proposed Call

(Title)

Notice is hereby given that the undersigned liquidator of the above-named company proposes that a call should be made “on all the contributories of the said company”, *or, as the case may be*, of \$ _____ per share, and that he has summoned a meeting of the committee of inspection of the company, to be held at _____ on the _____ day of _____, 19____, at _____ o’clock in the _____ noon, to obtain their sanction to the proposed call.

Each contributory may attend the meeting, and be heard or make any communication in writing to the liquidator or the members of the committee of inspection in reference to the intended call.

A statement showing the necessity of the proposed call and the purpose for which it is intended may be obtained on application to the liquidator at his office at ^(a).

(a) Insert address.

Dated this _____ day of _____, 19____.

Liquidator

Form 52

[rule 74(d)]

Resolution of Committee of Inspection Sanctioning Call

(Title)

Resolved, that a call of \$ _____ per share be made by the liquidator on all the contributories of the company [*or, as the case may be*].

(Signed)

Members of the Committee
of Inspection

Dated this _____ day of _____, 19____.

Form 53

[rule 77]

Notice of Call Sanctioned by Committee of Inspection to be Sent to Contributory

(Title)

Take notice that the committee of inspection in the winding up of this company have sanctioned a call of _____ per share on all the contributories of the company.

The amount due from you in respect of the call is the sum of \$ _____. This sum should be paid by you direct to me at my office ^(a) _____ on or before the _____ day of _____, 19 _____. (a) Insert address.

Dated this _____ day of _____, 19 ____.

To Mr. _____

Liquidator

NOTE—If you do not pay the sum due from you by the date mentioned interest will be claimed on such sum at the rate of 8 per cent per annum from the said date until payment.

Summons for Leave to Make a Call

(Title)

Let the several persons whose names and addresses are set forth in the second column of the schedule hereto, being contributories of the above-named company, as shown in the third column of the said schedule, attend at

on the day of , 19 , at o'clock in the noon, on the hearing of an application on the part of the [Official Receiver and] liquidator of the company for an order that he may be at liberty to make a call to the amount of per share on all the contributories [*or as the case may be*] of the said company.

Dated the day of , 19 .

This summons was taken out by of Solicitors for the [Official Receiver and] liquidator.

To

NOTE—If you do not attend either in person or by your solicitor, at the time and place above-mentioned, such order will be made and proceedings taken as the court may think just and expedient.

SCHEDULE

Number on List	Name and address	In what character included

Affidavit of Liquidator in Support of Proposal for Call

(Title)

I, of, &c., the liquidator of the above-named company, make oath

and say as follows—

1. I have in the schedule now produced and shown to me, and marked with the letter “A”, set forth a statement showing the amount due in respect of the debts proved and admitted against the said company, and the estimated amount of the costs, charges, and expenses of and incidental to the winding up the affairs thereof, and which several amounts form in the aggregate the sum of \$ _____ or thereabouts.

2. I have also in the said schedule set forth a statement of the assets in hand belonging to the said company, amounting to the sum of \$ _____ and no more. There are no other assets belonging to the said company, except the amounts due from certain of the contributories of the said company, and, to the best of my information and belief, it will be impossible to realize in respect of the said amounts more than the sum of \$ _____ or thereabouts.

3. _____ persons have been settled by me on the list of contributories of the said company in respect of the total number of _____ shares.

4. For the purpose of satisfying the several debts and liabilities of the said company and of paying the costs, charges, and expenses of and incidental to the winding up the affairs thereof, I believe the sum of \$ _____ will be required in addition to the amount of the assets of the said company mentioned in the said Schedule A, and the said sum of \$ _____.

5. In order to provide the said sum of \$ _____, it is necessary to make a call upon the several persons who have been settled on the list of contributories as before-mentioned, and, having regard to the probability that some of such contributories will partly or wholly fail to pay the amount of such call, I believe that, for the purpose of realizing the amount required as before-mentioned, it is necessary that a call of \$ _____ per share should be made.

Sworn, &c.

Form 56

[rule 75]

Advertisement of Application for Leave to Make a Call

In the matter of

Notice is hereby given that the court has appointed _____ the day of _____ 20____, at _____ a.m./p.m. at the High Court of Hong Kong, to hear an application for leave to make a call on all the contributories of the said company [*or as the case may be*] and that the liquidator of the said company proposes that such call shall be for \$ _____ per share. All persons interested are entitled to attend at such day, hour, and place, to offer objection to such call.

Dated this _____ day of _____, 20____.

Liquidator

(25 of 1998 s. 2; 14 of 2016 s. 173)

The day of 19 .

Order Giving Leave to Make a Call

The day of 19 .

(Title)

Upon the application of the [Official Receiver and] liquidator of the above-named company, the order to wind up the above-named company, the list of contributories of the said company and the liquidator's certificate of the final settlement of the same, and the affidavit of the said [Official Receiver and] liquidator, filed the day of 19 , and the exhibit marked "A" therein referred to, and an affidavit of filed the day of 19 .

It is ordered that leave be given to the [Official Receiver and] liquidator to make a call of \$ per share on all the contributories of the said company ^(a).

(a) Or as the case may be.

And it is ordered that each such contributory do on or before the day of 19 , pay to the [Official Receiver and] liquidator of the company, the amount which will be due from him or her in respect of such call.

Form 58

[rule 76]

Document Making a Call

(Title)

I, _____ the [Official Receiver and] liquidator of the above-named company, in pursuance of ^(a) _____ made (or passed) this _____ day of _____, 19____, hereby make a call of _____ per share on all the contributories of the company, which sum is to be paid at my office ^(b) _____ on the _____ day of 19____.

(a) An order of court, or resolution of the committee of inspection.

(b) Insert address.

Dated this _____ day of _____, 19____.

(L.N. 587 of 1995)

Form 59

[rule 77]

Notice to be Served with the Order Sanctioning a Call

(Title)

The amount due from you, *A.B.*, in respect of the call made pursuant to leave given by the above [*or within*] order is the sum of \$ _____, which sum is to be paid by you to me as the liquidator of the said company at my office, ^(a) _____.

(a) Insert address.

In default of payment interest at the rate of 8 *per cent per annum* will be charged upon the amount unpaid from the _____ day of _____ until payment.

Dated this _____ day of _____, 19____.

To Mr. *A.B.*

Liquidator

Form 60

[rule 78]

Affidavit in Support of Application for Order for Payment of Call

(Title)

I, _____ of, &c., the liquidator of the above-named company, make oath and say as follows:—

1. None of the contributories of the said company, whose names are set forth in the schedule hereto annexed, marked “A”, have paid or caused to be paid the sums set opposite their respective names in the said schedule, which sums are the amounts now due from them respectively under the call of _____ per share, duly made under the

Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32) dated the day of

19 .

2. The respective amount or sums set opposite the names of such contributories respectively in such schedule are the true amounts due and owing by such contributories respectively in respect of the said call.

A

THE SCHEDULE ABOVE REFERRED TO

No. on List	Name	Address	Description	In what character included	Amount due	
					\$	¢

Sworn, &c.

NOTE—In addition to the above affidavit, an affidavit of the service of the application for the call will be required in cases in which the committee of inspection of the court has authorized a call to be made.

(28 of 2012 ss. 912 & 920; E.R. 6 of 2020)

Form 61

[rule 78]

Order for Payment of Call Due from a Contributory

The day of , 19 .

(Title)

Upon the application of the liquidator of the above-named company, and upon reading an affidavit of

filed the day of , 19 , and an affidavit of the liquidator filed the day of , 19 , it is ordered that *C.D.*, of, &c., [*or E.F.*, of, &c., the legal personal representative of *L.M.*, late of, &c., deceased], one of the contributories of the said company [*or; if against several contributories*, the several persons named in the second column of the schedule to this order, being respectively contributories of the said company], do, on or before the day of , 19 , or within 4 days after service of this order, pay to *A.B.*, the liquidator of the said company at his office, ^(a)

, the sum of \$ [if against a legal personal representative add, out of the assets of the said *L.M.* deceased, in his hands as such legal personal representative as aforesaid, to be administered in due course of administration, if the said *E.F.* has in his hands so much to be administered, *or; if against several contributories*, the several sums of money set opposite to the respective names in the sixth column of the said schedule hereto], such sum [*or sums*] being the amount [*or amounts*] due

(a) Insert address.

from the said *C.D.* [*or L.M.*], [*or the said several persons respectively*], in
respect of the call of \$ per share duly made, dated the
day of , 19 .

And it is ordered that the said several persons do within the like period and at the place aforesaid pay to the said *A.B.*, as such liquidator as aforesaid, interest at the rate of 8 *per cent per annum* on the amounts specified in the sixth column of the said schedule from day of to the date of payment.

And it is ordered that the said several persons do within the like period and at the place aforesaid pay to the said *A.B.*, as such liquidator as aforesaid, the several sums set opposite their respective names in the seventh column of the said schedule, such sums being the proportion of the applicant's costs of the said application payable by such several persons respectively.

[Add appropriate paragraphs as to amounts payable by legal personal representatives, if any.]

THE SCHEDULE REFERRED TO IN THE FOREGOING ORDER

No. on List	Name	Address	Description	In what character included	Amount due	
					\$	¢

NOTE—The copy for service of the above order must be endorsed as follows—

“If you, the undermentioned A.B., neglect to obey this order by the time mentioned therein you will be liable to process of execution, for the purpose of compelling you to obey the same.”

(L.N. 286 of 1997)

Affidavit of Service of Order for Payment of Call

(Title)

I, *F.B.*, of, &c., make oath and say as follows—

1. I did on the day of 19 , personally serve *G.F.*, of
, &c., with an order made in this matter by this court, dated the day of
, 19 , whereby it was ordered [*set out the order*] by delivering to and leaving with,
the said *G.F.*, at , a true copy of the said order, and at the same
time producing and showing unto him, the said *G.F.*, the said original order.

2. There was endorsed on the said copy when so served the following words,
that is to say, "*If you, the undermentioned G.F., neglect to obey this order by the time
mentioned therein, you will be liable to process of execution for the purpose
of compelling you to obey the same*".

Sworn, &c.

Form 63A

[rule 80]

Proof of Debt—General Form

IN THE HIGH COURT OF HONG KONG

COMPANIES WINDING-UP No. of 19

Except in the case of claims for wages or salary, where the debt proved for exceeds \$250 a fee of \$15 must be paid hereon otherwise the proof cannot be admitted.

IN THE MATTER of the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32)

and

IN THE MATTER of

Date of Winding-up Order

1	Name of creditor	
2	Address of creditor	
3	Total amount of claim, including any outstanding uncapitalised interest as at the date of the winding-up order	(Analysis of claim can be supplied on separate sheet signed by creditor or person authorized to act on his behalf) \$
4	Details of any documents by reference to which the debt can be substantiated [Note: Either the originals or copies of documentary evidence should be submitted. Bills of exchange or other negotiable securities must be produced before the proof can be admitted. The Official Receiver or liquidator may call for any document or evidence to substantiate the claim at his discretion.]	
5	If total amount above includes outstanding uncapitalised interest please state amount	
6	Particulars of how and when debt incurred	
7	Particulars of any security held, the value of the security, and the date it was given	
8	<p>I hereby declare that the particulars set out in this Proof of Debt are, to the best of my knowledge and belief, true and correct.</p> <p>Signature of creditor or person authorized to act on his behalf _____</p> <p>Name in BLOCK LETTERS _____</p> <p>Position with or relation to creditor and means of knowledge of the matters declared herein _____</p>	

Warning: A person convicted of making a false statement in respect of a proof of debt shall be liable to a fine at level 6 and imprisonment for 6 months. (sections 349 and 351)

Admitted to vote for

\$

Date

Official Receiver/Provisional Liquidator

Admitted preferentially for

\$

Date

Liquidator

Admitted non-preferentially for

\$

Date

Liquidator

To be returned to the provisional liquidator or, if a liquidator has been appointed, to the liquidator.

Note: The proof cannot be admitted for voting at the first meeting unless it is properly completed and lodged with the liquidator not later than 24 hours before the time specified in the notice convening the meeting.

(L.N. 225 of 1992; L.N. 306 of 1996; 25 of 1998 s. 2; 46 of 2000 s. 40; 28 of 2012 ss. 912 & 920; E.R. 1 of 2014)

Affidavit of Debt

IN THE HIGH COURT OF HONG KONG

COMPANIES WINDING-UP No. of 19

IN THE MATTER of the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32)

and

IN THE MATTER of

I, ^(a) _____,
 of _____,
 make oath and say—
 (1) ^(b) That I am ^(c) _____
 of the under-mentioned creditor, and that I am duly authorized by ^(d) _____
 to make this affidavit, and that it is within my own knowledge that the debt
 hereinafter deposed to was incurred and that such debt, to the best of my
 knowledge and belief, still remains unpaid and unsatisfied.

(2) That the above-named company was, at the date of the order for
 winding up the same, viz., the _____ day of _____ 19____,
^(e) _____, and still is justly and truly indebted to
 _____ in the sum of dollars _____ as shown in the proof of debt exhibited
 hereto marked “A”.

(a) Fill in full name, address
 and occupation of deponent.

(b) If proof made by creditor
 personally strike out clause
 (1).

(c) State capacity, e.g.
 director, company secretary,
 solicitor, etc.

(d) State full name and
 address of creditor.

(e) Insert “me” or in case of a
 firm “me and C.D. and E.F.,
 my co-partners trading as”,
 or, if by clerk or agent etc.
 insert name, address and
 description of principal.

Debt.....\$ _____ : _____

Sworn at _____ } [Deponent’s
 this _____ day of _____ 19____ Signature.]

Before me,

[Notary Public/
 Commissioner for Oaths/
 other authorized person†]

† Delete as appropriate.

Warning: A person convicted of making a false statement in respect of a proof of debt shall be liable to
 a fine at level 6 and imprisonment for 6 months. (sections 349 and 351)

To be returned to the provisional liquidator or, if a liquidator has been appointed, to the liquidator.

(L.N. 225 of 1992; L.N. 306 of 1996; 47 of 1997 s. 10; 25 of 1998 s. 2; 46 of 2000 s. 40; 28 of 2012 ss.
 912 & 920; E.R. 1 of 2014)

Form 64

[rule 90]

Proof of Debt of Workmen

(Title)

I ^(a) of ^(b)
make an oath and say:
1. That the above-named company was on the
day of 19 , and still is justly and truly indebted to the
several persons whose names, addresses, and descriptions appear in the schedule
endorsed hereon in sums severally set against their names in the sixth column of such
schedule for wages due to them respectively as workmen or others in the employ of the
company in respect of services rendered by them respectively to the company during
such periods as are set out against their respective names in the fifth column of such
schedule, for which said sums, or any part thereof, I say that they have not, nor hath any
of them had or received any manner of satisfaction or security whatsoever.

(a) Fill in full
name, address, and
occupation of
deponent.

(b) On behalf of
the workmen and
others employed
by the above-
named company.

Sworn at }
in Hong Kong
this day of
19 Deponent's Signature.

Before me

SCHEDULE referred to on the other side

1	2	3	4	5	6	
No.	Full name of workman	Address	Description	Period over which wages due	Amount due	
					\$	¢

Signature of Deponent.

(L.N. 201 of 1984)

Notice of Rejection of Proof of Debt

(Title)

Take notice, that, as [Official Receiver and] liquidator of the above-named company, I have this day rejected your claim against the company ^(a) [to the extent of \$] on the following grounds—

(a) If proof wholly rejected strike out works underlined.

And further take notice that subject to the power of the court to extend the time, no application to reverse or vary my decision in rejecting your proof will be entertained after the expiration of ^(b) days from this date.

(b) 21 days or 7 days as the case may be.

Dated this day of , 19 .

Signature

Address

To

[Official Receiver and] Liquidator

List of Proofs to be Filed under Rules 101

(Title)

I hereby certify that the following is a correct list of all proofs tendered to me in the above matter during the past month.

Dated this day of , 19 .

Liquidator

Name of creditor	Proofs tendered				
	Amount of proofs		Whether admitted, rejected, or standing over for further consideration	If admitted, amount	
	\$	¢		\$	¢

--	--	--	--	--	--

Form 67

[rule 142(1)]

Notice to Creditors of Intention to declare Dividend

(Title)

A ^(a) dividend is intended to be declared in the above matter. You are mentioned in the statement of affairs or a supplementary affidavit in relation to that statement, but you have not yet proved your debt.

*(a) Insert here
“first” or “second”,
or “final”, or as
the case may be.*

If you do not prove your debt by the day of
20 , you will be excluded from this dividend.

Dated this day of , 20 .

Liquidator

To

[Address]

(14 of 2016 s. 173)

[rule 142(5)]

Companies Liquidation Account.
Ledger Folio

No.

(Signature)

Liquinator

To the Official Receiver.

[illegible]

119

Form 69

[rule 142(5)]

Certified List of Proofs Filed under Rule 142(5) Companies (Winding-up) Rules (Cap.
32 sub. leg. H), Special Bank Case

(Title)

I hereby certify that the following list has been compared with the proofs filed,
and that the names of the creditors and the amounts for which the proofs are admitted
are correctly stated.

(Signature)

Dated the day of , 19 .

I hereby certify that a dividend of *per cent* has been declared, and that the
creditors whose names are set forth below are entitled to the amounts set opposite their
respective names.

Liquidator

Dated this day of , 19 .

To the Official Receiver.

Surname	Christian name	Amount of proof		Amount of dividend	
		\$	¢	\$	¢

(E.R. 1 of 2014)

Form 70

[rule 142(1)]

Notice to Persons Claiming to be Creditors of Intention to Declare Final Dividend

(Title)

Take notice that a final dividend is intended to be declared in the above matter,
and that if you do not establish your claim to the satisfaction of the court on or before
the day of , 19 , or such later day as the court may fix,
your claim will be expunged, and I shall proceed to make a final dividend without
regard to such claim.

Dated this day of , 19 .

Liquidator

To X. Y.

[Address]

Form 71

[rule 142(3)]

Notice of Dividend

Dividend cheques are cancelled at the expiration of 6 months from date of issue and money orders at the expiration of 12 months from date of issue.

[Please bring this Dividend Notice with you.]

(Title)

Dividend of _____ per cent

[Address]

[Date]

Notice is hereby given that a _____ dividend of _____ per cent has been declared in this matter, and that the same may be received at my office, as above, on _____ the _____ day of _____, 19____, or on any subsequent between, the hours of _____ and _____.

Upon applying for payment **this notice must be produced entire**, together with any bills of exchange, promissory notes or other negotiable securities held by you. If you desire the dividend to be paid to some other person you can sign and lodge with the liquidator an authority in the prescribed Form 72. Otherwise if you do not attend personally you must fill up and sign the subjoined forms of *RECEIPT* and *AUTHORITY TO DELIVER*, when a cheque or money order payable to your order will be delivered in accordance with the *AUTHORITY*.

To

(Signed)

Liquidator

NOTE—The receipt or authority should, in the case of a firm, be signed in the firm's name, or in the case of a limited company by an officer of the company, so described.

RECEIPT

Received of _____ in this matter the sum
of dollars _____ and cents _____,
being the amount payable to me/us in respect of the
dividend of _____ per cent on my/our claim against this
company.

Payee's Signature

\$ _____

AUTHORITY FOR DELIVERY ^(a)

SIR,

Please deliver *to me/us by post, at my/our risk or* to the Bearer ^(b), _____, a
specimen of whose signature is appended hereunder, the cheque or money order for the
dividend payable to me/us in this matter.

.....
Specimen signature of Bearer

.....
Payee's signature

To the [Official Receiver and] Liquidator.

Date

19

Notes: (a) *This is an authority only to deliver the cheque or money order, NOT to make it payable to
another person.*

(b) *Strike out words inapplicable. If not to be sent by post strike out words in italics and
insert the name of the person who is to receive the cheque or money order.*

(L.N. 50 of 1964)

Form 72

[rule 142(7)]

Authority of Liquidator to Pay Dividends to Another Person

(Title)

To the [Official Receiver and] Liquidator.

SIR,

I/We hereby authorize and request you to pay to M
of

(a specimen of whose signature is given below), all dividends as they are declared in the
above-named matter, and which may become due and payable to me/us in respect of the
proof of debt for the sum of \$ _____, against the above-named company, made [by
Mr. _____] on my/our behalf.

And I/we further request that the cheque or cheques drawn in respect of such
dividends may be made payable to the order of the said M _____ whose receipt
shall be sufficient authority to you for the issue of such cheque or cheques in his name.

It is understood that this authority is to remain in force until revoked by me/us in
writing.

Witness to the signature

of

Witness to the signature

of

Date

Specimen of signature of person appointed as above.

Witness to the signature

of

Witness to the signature of person appointed as above.

Form 73

[rule 143]

Notice of Return to Contributories

Cheques are cancelled at the expiration of 6 months from date of issue, and money orders at the expiration of 12 months from month of issue.

[Please bring this notice with you.]

(Title)

Return of \$ _____ per share.

[Address]

[Date]

Notice is hereby given that a _____ return of
_____ per share has been declared in this matter, and that the same may be
received at my office, as above, on _____ the _____ day of _____, 19____
, or on any subsequent day, except Saturday, between the hours of _____

Upon applying for payment **this notice must be produced entire**, together with the share certificate. If you do not attend personally you must forward the share certificate and fill up and sign the subjoined forms of RECEIPT and AUTHORITY TO DELIVER, when a cheque or money order payable to your order will be delivered in accordance with the AUTHORITY.

(Signed)

Liquidator

NOTE—The receipt should be signed by the contributory personally, or in the case of joint contributories by each, and in the case of a limited company by an officer of the company, so described.

RECEIPT

No.

19

Received of the
of dollars
being the amount payable to

in this matter the sum
and cents
in respect of the

return of per share held by in this company.
Contributory's signature

\$ _____

AUTHORITY FOR DELIVERY

SIR,

PLEASE deliver to

*(Insert the name of the person who is to receive the cheque or money order,
or the words "me/us by post," at "my/our risk", if you wish it sent to you in
that way.)*

the cheque or money order for the return payable to me/us in this matter.

Contributory's signature

To the [Official Receiver and] Liquidator.

[rule 143]

In the matter of No. of 19 .

	Number in settled List
	Name of contributory as in settled List
	Address
	Number of shares held as per settled List
₹	Total called-up value
₹	Total paid-up value
₹	Arrears of calls at date of return
₹	Previous return of capital appropriated by liquidator for arrears of calls
₹	Amount of return payable at per share
₹	Net return payable
	Date and particulars of transfer of interest or other variation in List

(a) Where the articles provide that the amount divisible among the members or any class of the members shall be divisible in proportion to the amount paid up or which ought to have been paid up at the date of winding up, or contain any other provision which will necessitate further information before a return can be made, columns should be added showing the amount called up and the amount paid up at such date in respect of shares then held by such members or class of members or such other facts as may be requisite.

[rule 114]

(Title)

Agenda

(a)

(a) [Here insert purpose for which meeting called.]

Dated this day of , 19 .

(Signed) ^(b)

(b) "Liquidator" or "Official Receiver".

Forms of general and special proxies are enclosed herewith. Proxies to be used at the meeting must be lodged not later than _____ o'clock on the _____ day of _____

, 19 .

Form 76

[rule 115]

Affidavit of Postage of Notices of Meeting

(Title)

I, _____ a ^(a), make oath and say as follows:—

(a) State the description of the deponent.

1. That I did on the _____ day of _____, 20____, send to each creditor mentioned in the company's statement of affairs or a supplementary affidavit in relation to that statement [*or* to each contributory mentioned in the register of members of the company] a notice of the time and the place of the ^(b) _____ in the form hereunto annexed marked "A".

2. That the notices for creditors were addressed to the said creditors respectively, according to their respective names and addresses appearing in the statement of affairs of the company or a supplementary affidavit in relation to that statement or the last known addresses of such creditors.

(b) Insert here "general" or "adjourned general" or "first" meeting of creditors [*or* contributories *as the case may be*].

3. That the notices for contributories were addressed to the contributories respectively according to their respective names and registered or last known addresses appearing in the register of the company.

4. That I sent the said notices by putting the same prepaid into the post office at before the hour of _____ o'clock in the _____ noon on the said day.

Sworn, &c.

(14 of 2016 s. 173)

Form 77

[rule 115]

Certificate of Postage of Notices (General)

(Title)

I, _____ a clerk in the office _____ of the Official Receiver, hereby certify—

1. That I did on the _____ day of _____, 20____, send to ^(a) _____ a notice of the time and the place of the first meeting, or ^(b) _____ in the form hereunto annexed marked "A".

(a) Each creditor mentioned in the statement of affairs or a supplementary affidavit in relation to that statement, or each contributory mentioned in the register of members of the company, *or as the case may be*.

[Paragraphs 2, 3 and 4 as in last preceding form.]

Signature

Dated this _____ day of _____, 20____.

(b) "A general meeting", *or* "adjourned general meeting", *or as the case may be*.

(14 of 2016 s. 173)

Form 78

[rule 122]

Memorandum of Adjournment of Meeting

(Title)

Before at on the
day of , 19 , at o'clock.

Memorandum.—The ^(a) meeting of ^(b) in the
above matter was held at the time and place above-mentioned; but it appearing that ^(c)
the meeting was adjourned until the
day of , 19 , at o'clock in the noon, then to
be held at the same place.

(a) "First" or as the case may be.

(b) Insert "creditors" or "contributories" as the case may be.

(c) Here state reason for adjournment.

Chairman

Authority to Deputy to Act as Chairman of Meeting and Use Proxies

(Title)

I, _____ the Official Receiver [*or* the liquidator] do hereby nominate
Mr. _____ of _____
to be chairman of the meeting of creditors [*or* contributories] in the above
matter, appointed to be held at _____ on the _____ day of _____, 19____
, [and I depute him ^(a) _____ to attend such meeting and use, on my behalf, any
proxy or proxies held by me in this matter].

(a) Where
authority given by
the Official
Receiver. *Here*
insert "being a
person under my
official control".

Dated this _____ day of _____, 19____.

Official Receiver,
or Liquidator

Form 80

[rule 132]

General Proxy

(Title)

I/We,

of

,

a creditor (or contributory) hereby appoint (1)

to be my/our general proxy to vote at the meeting of creditors (or contributories) to be held in the above matter on the day of , , or at any adjournment hereof.

Dated this day of , .

(Signed) (2)

Notes—(1) The person appointed general proxy may be the Official Receiver, the liquidator, or such other person as the creditor (or contributory) may approve, and the proxy form when signed must be lodged by the time and at the address named for that purpose in the notice convening the meeting at which it is to be used.

(2) If a firm, sign the firm's trading title, and add "by A.B., a partner in the said firm". If the appointor is a corporation, then the form of proxy must be under its common seal or under the hand of some officer duly authorized in that behalf, and the fact that the officer is so authorized must be stated.

In a voluntary winding up the liquidator or if there is no liquidator the chairman of a meeting may but the Official Receiver may not be appointed proxy. The proxy form will be altered accordingly.

(L.N. 286 of 1997)

Form 81

[rule 132]

Special Proxy

(Title)

I/We,

of

(a) Here insert the word "for" or the word "against" as the case may require, and specify the particular resolution.

a creditor (or contributory), hereby appoint (1)

as my/our proxy at the meeting of creditors (or contributories) to be held on the day of , , or at any adjournment thereof, to vote (a) the resolution numbered in the .

Dated this day of , .

(Signed) (2)

Notes—(1) The person appointed proxy may be the Official Receiver, the

liquidator, or such other person as the creditor (or contributory) may approve, and the proxy form when signed must be lodged by the time and at the address named for that purpose in the notice convening the meeting at which it is to be used. A creditor (or contributory) may give a special proxy to any person to vote at any specified meeting or adjournment thereof on all or any of the following matters—

- (a) *for or against the appointment or continuance in office of any specified person as liquidator or as member of the committee of inspection;*
- (b) *on all questions relating to any matter, other than those above referred to, arising at a specified meeting or adjournment thereof.*

(2) If a firm, sign the firm's trading title, and add "by A.B., a partner in the said firm". If the appointor is a corporation, then the form of proxy must be under its common seal or under the hand of some officer duly authorized in that behalf, and the fact that the officer is so authorized must be stated.

In a voluntary winding up the liquidator or if there is no liquidator the chairman of a meeting may but the Official Receiver may not be appointed proxy. The proxy form will be altered accordingly.

(L.N. 286 of 1997)

Forms 82-83

(Repealed 30 of 1999 s. 44)

Forms 84-85

(Repealed L.N. 247 of 1994)

Form 86

[rule 161]

Certificate by Committee of Inspection as to Audit of Liquidator's Accounts

(Title)

We, the undersigned, members of the committee of inspection in the winding up of the above-named company, hereby certify that we have examined the foregoing account with the vouchers, and that to the best of our knowledge and belief the said account contains a full, true, and complete account of the liquidator's receipts and payments.

Dated this day of , 19 .

} Committee of Inspection.

Form 87
(Repealed L.N. 247 of 1994)

Liquidator's Trading Account under Section 203

(Title)

G.H. the liquidator of the above-named company in account with the estate.

RECEIPTS

PAYMENTS

Dr.

Cr.

Date				Date			

Liquidator
(Date)

We have examined this account with the vouchers and find the same correct, and we are of opinion the expenditure has been proper.

Dated this day of , 19 .

Committee of Inspection
[or member of the Committee of Inspection]

Form 89

(Repealed L.N. 247 of 1994)

Request to Deliver Bill for Taxation

(Title)

I hereby request that you will, within days of this date, or such further time as the court may allow, deliver to me for taxation by the proper officer your bill of costs [or charges] as ^(a) failing which, I shall, in pursuance of the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32) and rules proceed to declare and distribute a dividend without regard to any claim which you may have against the assets of the company, and your claim against the assets of the

(a) Here state
nature of
employment.

company will be liable to be forfeited.

Dated this day of , 19 .

(28 of 2012 ss. 912 & 920; E.R. 6 of 2020)

Form 91

[rule 174]

Certificate of Taxation

(Title)

I hereby certify that I have taxed the bill of costs [*or charges*] [*or expenses*] of Mr. *C.D.* [*here state capacity in which employed or engaged*] [*where necessary add* “pursuant to an order of the court dated the day of , 19 ”], and have allowed the same at the sum of \$ [*where necessary add* “which sum is to be paid to the said *C.D.* by as directed by the said order”].

Dated this day of , 19 .

Registrar

\$

Statement of Receipts and Payments and General
Directions as to Statements

(Name of company)

(1) Every statement must be on sheets 210×297 mm in size.

Size of sheets.

(2) Every statement must contain a detailed account of all the liquidator's realizations and disbursements in respect of the company. The statement of realizations should contain a record of all receipts derived from assets existing at the date of the winding-up order or resolution and subsequently realized, including balance in bank, book debts and calls collected, property sold, &c.; and the account of disbursements should contain all payments for costs and charges, or to creditors, or contributories. Where property has been realized, the gross proceeds of sale must be entered under realizations, and the necessary payments incidental to sales must be entered as disbursements. These accounts should not contain payments into the companies liquidation account (except unclaimed dividend—*see* para. 5) or payments into or out of bank, or temporary investments by the liquidator, or the proceeds of such investments when realized, which should be shown separately—

Form and contents
of statement.

(a) by means of the bank pass book;

(b) by a separate detailed statement of moneys invested by the liquidator, and investments realized.

Interest allowed or charged by the bank, bank commission, &c., and profit or loss upon the realization of temporary investments, should, however, be inserted in the accounts of realizations or disbursements, as the case may be. Each receipt and payment must be entered in the account in such a manner as sufficiently to explain its nature. The receipts and payments must severally be added up at the foot of each sheet, *and the totals carried forward from one account to another without any intermediate balance, so that the gross totals shall represent the total amounts received and paid by the liquidator respectively.*

(3) When the liquidator carries on a business, a trading account must be forwarded as a distinct account, and the totals of receipts and payments on the trading account must alone be set out in the statement.

Trading account.

(4) When dividends or instalments of compositions are paid to creditors, or a return of surplus assets is made to contributories, the total amount of each dividend, or instalment of composition, or return to contributories, actually paid, must be entered in the statement of disbursements as one sum; and the liquidator must forward separate accounts showing in lists the amount of the claim of each creditor, and the amount of dividend or composition payable to each creditor, and of surplus assets payable to each contributory, distinguishing in each list the dividends or instalments of composition and shares of surplus assets actually paid and those remaining unclaimed. Each list must be on sheets 210×297 mm in size.

Dividends, etc.

(5) When unclaimed dividends, instalments of compositions or returns of surplus assets are paid into the companies liquidation account, the total amount so paid in should be entered in the statement of disbursements as one sum.

(6) Credit should not be taken in the statement of disbursements for any amount in respect of liquidator's remuneration unless it has been duly allowed by resolution of the committee of inspection or of the creditors or of the company in general meeting, or by order of court as the case may require.

LIQUIDATOR'S STATEMENT OF ACCOUNT

Pursuant to section 284 of the Companies (Winding Up and Miscellaneous Provisions)
Ordinance (Cap. 32)

Name of company.

Nature of proceedings (whether wound up by the
court, or under the supervision of the court, or }
voluntarily).

Date of commencement of winding up.

Date of which statement is brought down.

Name and address of liquidator.

LIQUIDATOR'S STATEMENT OF ACCOUNT PURSUANT TO SECTION 284 OF THE COMPANIES (WINDING UP AND MISCELLANEOUS PROVISIONS) ORDINANCE (Cap. 32)

REALIZATIONS					DISBURSEMENTS				
Date	Of whom received	Nature of assets realized	Amount		Date	Of whom paid	Nature of disburse-ments	Amount	
		<i>Brought forward</i>	\$	¢			<i>Brought forward</i>	\$	¢
			*						
		<i>Carried forward</i>					<i>Carried forward</i>		

* NOTE— No balance should be shown on this account, but only the total realizations and disbursements, which should be carried forward to the next account.

ANALYSIS OF BALANCE

		\$	¢
Total realizations			
” disbursements			
	Balance	\$	¢
		\$	

The Balance is made up as follows—

1.	Cash in hands of liquidator	\$	¢
2.	Total payments into Bank, including balance at date of commencement of winding up (<i>as per Bank Book</i>)		
	Total withdrawals from Bank		
	Balance at Bank		
3.	Amount in companies liquidation account	\$	¢
4.	Amounts invested by liquidator		
	Less amounts realized from same		
	Balance		
	Total balance as shown above	\$	

Note—Full details of investments should be given in a separate statement.

Note—The liquidator shall also state—

(1)	The amount of the estimated assets and liabilities at the date of the commencement of the winding up.	} Assets (after deducting amounts charged to secured creditors and debenture holders)..... \$	
		secured creditors	\$
		Liabilities { debenture holders	\$
		unsecured creditors	\$
(2)	The total amount of the capital paid up at the date of the commencement of the winding up.	} Paid up in cash	\$
		Issued as paid up otherwise than for cash	\$
(3)	The general description and estimated value of outstanding assets (if any).	}	
(4)	The causes which delay the termination of the winding up.	}	
(5)	The period within which the winding up may probably be completed.	}	

(L.N. 397 of 1984; L.N. 247 of 1994; 28 of 2012 ss. 912 & 920; E.R. 6 of 2020)

Form 93

[rule 185]

Affidavit Verifying Statement of Liquidator's
Account under Section 284

(Name of company)

I, _____,
of _____,
the liquidator of the above-named company, make oath and say-That **the account hereunto annexed marked "B", contains a full and true account of my receipts and payments in the winding up of the above-named company, from the _____ day of 19____, to the _____ day of 19____, inclusive, *and that I have not, nor has any other person by my order or for my use during such period, received or paid any moneys on account of the said company, *other than and except the items mentioned and specified in the said account.*

I further say that the particulars given in the annexed Form 92, marked "B", with respect to the proceedings in and position of the liquidation, are true to the best of my knowledge and belief.

}

Sworn at

* NOTE—If no receipts or payments, strike out the words in italics.

(L.N. 247 of 1994)

Form 94

[rules 181 and 185]

Liquidator's Trading Account under Section 284

(Name of company)

Insert here the
name of the
company.

Insert here the
name of the
liquidator.

the liquidator of the above-named company in account with the estate.

This account is required in duplicate in addition to Form 92.

RECEIPTS

PAYMENTS

Dr.				Cr.			
Date				Date			

--	--	--	--	--	--	--

Date

Liquidator

Form 95

[rules 181 and 185]

List of Dividends or Composition

(Name of company)

I hereby certify that a dividend (or composition) of _____ per cent was declared payable on and after the _____ day of _____, 19____, and that the creditors whose names are set forth below are entitled to the amounts set opposite their respective names, and have been paid such amounts except in the cases specified as unclaimed.

Liquidator

Dated the _____ day of _____, 19____.

To the Official Receiver.

Surname	Christian name	Amount of proof		Amount of dividend (or composition)			
				Paid		Unclaimed	
		\$	¢	\$	¢	\$	¢

This List is required in duplicate.

Form 96

[rules 181 and 185]

List of Amounts Paid or Payable to Contributories

(Name of company)

I hereby certify that a return of surplus assets was declared payable to contributories on and after the _____ day of _____, 19____, at the rate of _____ per share, and that the contributories whose names are set forth below are entitled to the

amounts set opposite their respective names, and have been paid such amounts except in the cases specified as unclaimed.

Liquidator

Dated the day of , 19 .

To the Official Receiver.

[illegible]

This List is required in duplicate.

Form 97

[rule 184]

Affidavit Verifying Account of Unclaimed and Undistributed Funds

(Title)

I, _____ of _____ make oath and say that the particulars entered in the statement hereunto annexed, marked “A”, are correct, and truly set forth all money in my hands or under my control, representing unclaimed or undistributed assets of the above company, and that the amount due by me to the companies liquidation account in respect of unclaimed dividends and undistributed funds is \$ _____

Signature

Sworn, &c.

Form 98

[rule 189]

Notice to Creditors and Contributories of Intention to Apply for Release

(Title)

Take notice that I, the undersigned liquidator of the above-named company, intend to apply to the court for my release, and further take notice that any objection you may have to the granting of my release must be notified to the court within 21 days of the date hereof.

A summary of my receipts and payments as liquidator is hereto annexed.

Dated this _____ day of _____, 20____.

Liquidator

To

Note—Section 205(3) of the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32), enacts that “An order of the court releasing the liquidator shall discharge him from all liability in respect of any act done or default made by him in the administration of the affairs of the company, or otherwise in relation to his conduct as liquidator, but any such order—

- (a) *does not prevent the exercise of the court’s powers under section 276; and*
- (b) *may be revoked on proof that it was obtained by fraud or by suppression or concealment of any material fact.”*

(28 of 2012 ss. 912 & 920; 14 of 2016 s. 173; E.R. 6 of 2020)

[rule 189]

(Title)

Dated this day of , 19 .

(L.N. 50 of 1964)

[rule 189]

(Title)

 C_r

	Estimated to produce as per company's statement of affairs and	Re-ceipts		By court fees (including stationery, printing, and postages in respect of contributories, creditors, and debtors, and fee for audit)	Pay-ments	
		\$	¢		\$	¢
					\$	¢

		any supplementa ry affidavit in relation to that statement							
		\$	¢			\$	¢		
To total receipts from date of winding-up order, viz.— (State particulars under the several headings specified in the statement of affairs.)									
Receipts	per trading account								
Other receipts									
Total									
Less—		\$	¢						
Payments	to redeem securities								
Costs of execution.....									
Payments	per trading account.....								
Net realizations			\$						
Amounts received from calls on contributories made by the liquidator			\$						
		\$							
				Law costs of petition					
				Law costs of solicitor to liquidator					
				Other law costs					
				Liquidator's remuneration, viz.—					
				per cent on \$					
				assets realized					
				per cent on \$					
				assets distributed dividend					
				Shorthand writer's charges					
				Special manager's charges					
				Person appointed to assist in preparation of statement of affairs or supplementary affidavit.....					
				Auctioneer's charges as taxed					
				Other taxed costs					
				Costs of possession and maintenance of estate					
				Costs of notices in Gazette and local papers					
				Incidental outlay.....					
				Total costs and charges		\$			
				Creditors, viz.—		\$	¢		
				(a) Preferential					
				(a) Unsecured: dividend of \$					
				per cent					
				The estimate of amount expected to rank for					
				Amount returned to contributories					
				Balance					
						\$			

Assets not yet realized, including calls, estimated to produce \$

(Add here any special remarks the liquidator thinks desirable).

Creditors can obtain any further information by inquiry at the office of the liquidator.

Dated this day of , 20 .

(Signature of Liquidator)

(Address)

(14 of 2016 s. 173)

Form 101

[rule 201]

Register of Winding-up Orders to be Kept in the Court

Number of Winding-up Order	Number of Petition	Date of Petition	Date of Winding-up Order	Dates of Public Examinations (if any)	Liquidator

Form 102

[rule 201]

Register of Petitions to be kept in the Court

No. of Petition	Name of Company	Address of registered office	Description of Company	Date of Petition	Petitioner	Date of Winding-up Order

Form 103

[rule 202]

Notices for Gazette

(1) NOTICE OF WINDING-UP ORDER

(rule 36(1)(c))

Name of company	Address of registered office
Number of matter	Date of order
Date of presentation of petition*	

(* Where it is known that a voluntary winding up preceded the presentation of the petition, the date of the resolution for voluntary winding up should also be given)

(2) NOTICE OF FIRST MEETING

(rule 107)

Name of company	Address of registered office
Number of matter	Creditors, Date
Hour	Place
Hour	Place
	Contributories, Date

(3) NOTICE OF PUBLIC EXAMINATION

(rule 55(1))

Name of company	Address of registered office
Number of matter	Date fixed for examination
Names of persons to be examined	Hour
Place	

(4) NOTICE OF INTENDED DIVIDEND

(rule 142(1))

Name of company	Address of registered office
Number of matter	Last day for receiving proofs
Name of liquidator	Address

(5) NOTICE OF DIVIDEND

(rule 142(3))

Name of company	Address of registered office
Number of matter	Amount <i>per cent</i>
First and final or otherwise	When payable
Where payable	

(6) NOTICE OF RETURN TO CONTRIBUTORIES

(rule 143)

Name of company	Address of registered office
Number of matter	Amount per share
First and final or otherwise	When payable
Where payable	

(7) NOTICE OF APPOINTMENT OF LIQUIDATOR

(rule 45(5))

Name of company	Address of registered office
Number of matter	Liquidator's name
Address	Date of appointment

(8) NOTICE OF REMOVAL OF LIQUIDATOR

(rule 45(7))

Name of company	Address of registered office
Number of matter	Liquidator's name
Liquidator's address	Date of removal

(9) NOTICE OF RELEASE OF LIQUIDATOR

(rule 189(2))

Name of company	Address of registered office
Number of matter	Liquidator's name
Liquidator's address	Date of release

(14 of 2016 s. 173)

Form 104

[rule 203]

Memorandum of Advertisement or Gazetting

(Title)

Name of paper	Date of issue	Date of filing	Nature of order, &c.

(Signed)

Form 105

[rule 183(4) and section
285(1)]

Certificate of Receipt for Money Paid into Companies Liquidation Account

(Title)

This is to certify that Mr. _____, liquidator of the above-named company has this day paid into the companies liquidation account through me the sum of _____ representing unclaimed or undistributed assets of the above-named company or money held by the company in trust in respect of dividends or other sums due to members of the company.

Dated this _____ day of _____, 19____.

Official Receiver

(L.N. 201 of 1984)