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| **Registered name of Company** |  |
| **Registered number** |  |
| **Former registered name** *Include any former name under which the Company was registered in the 12 months prior to resolution to wind up* |  |
| **Trading names or styles** *Include any under which either the Company carried on business or debts owed to a creditor were incurred* |  |
| **Registered office** |  |
| **Principal trading address** |  |

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| **Text of notice**  **Note: The standard wording provided is compliant with the relevant legislation, but please make changes if necessary** | Notice is hereby given that the following resolutions were passed on ***[Date of Resolutions]***, as a special resolution and an ordinary resolution respectively:  “That the company be wound up voluntarily”; and  “That ***[Names of Liquidators/Joint Liquidators]*** be appointed as [Liquidator]/[Joint Liquidators] for the purposes of such voluntary winding up.” |

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| **Name of Company Director, Secretary etc signing the notice** *Please state full name and office held* | , |
| **Names, IP numbers, firm names and addresses of Liquidators** | (IP number      ) of        (IP number      ) of |
| **Date of appointment of Liquidators** |  |
| **Contact information for Liquidators** *Either an e-mail address or telephone number* |  |
| **Optional alternative contact name** |  |