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| ***Note****: this form should only be used for the initial appointment of a Liquidator under Section 100 of the Insolvency Act 1986 – for a virtual meeting convened in any other situation use form* ***CVL21VM*** *instead* | |
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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, pursuant to Rule 15.13 of the Insolvency (England and Wales) Rules 2016, that the [Director]/[Directors]\* of the above-named Company (the ‘convener(s)’) [is]/[are]\* seeking a decision from creditors on the nomination of [a Liquidator]/[Joint Liquidators]\* by way of a virtual meeting. A resolution to wind up the Company [is to be considered]/[was passed]\* on ***[date of resolution proposed or passed]***. Decisions regarding the [Liquidator’s]/[Joint Liquidators’] remuneration and the formation of a liquidation committee may also be sought at the meeting. |
| **Meeting details** | The meeting will be held as a virtual meeting by ***[method of virtual meeting, e.g. video conference]*** on ***[meeting date]*** at ***[meeting time]***. Details of how to access the virtual meeting are included in the notice delivered to creditors. If any creditor has not received this notice or requires further information please contact the nominated [Liquidator]/[Joint Liquidators]\* using the details below. |
| **Information to be supplied to creditors**  *See Rule 6.14(8)(c): Either* ***a place at which a list of creditors will be available for inspection*** *or* ***the name and address of an insolvency practitioner who will provide information about the company’s affairs*** *must be given – delete the section that does not apply* | ** Include this if appropriate (delete if not applicable)**  A list of the names and addresses of the company’s creditors will be available for inspection, free of charge, at ***[Inspection address]*** during business hours on ***[dates of the two business days prior to the meeting date]***.  ** or include this if appropriate (delete if not applicable)**  ***[Name of nominated Liquidator(s)]*** of ***[Address of nominated Liquidator(s)]*** [is a person]/[are persons]\* qualified to act as an insolvency practitioner in relation to the company who, during the period before the meeting date, will furnish creditors free of charge with such information concerning the Company’s affairs as they may reasonably require. |
| **Proxies** | A creditor may appoint a person as a proxy-holder to act as their representative and to speak, vote, abstain or propose resolutions at the meeting. A proxy for a specific meeting must be delivered to the chair before the meeting. Proxies may be delivered to ***[address for delivery of proxies]***. |
| **Proofs** | In order to be counted a creditor’s vote must be accompanied by a proof in respect of the creditor’s claim (unless it has already been given). A vote will be disregarded if a creditor’s proof in respect of their claim is not received by ***[4pm]*** on ***[business day before the meeting date]*** (unless the chair of the meeting is content to accept the proof later). Proofs may be delivered to ***[address for delivery of proofs]***. |
| **Statement of affairs**  *See Rule 6.14(8)(d): Include this if* ***the statement of affairs has not yet been sent to the creditors*** | ** Include this if appropriate (delete if not applicable)**  The [Director]/[Directors]\* of the Company, before the meeting date and before the end of the period of seven days beginning with the day after the day on which the company passed a resolution for winding up, [is]/[are]\* required by Section 99 of the Insolvency Act 1986: (i) to make out a statement in the prescribed form as to the affairs of the company, and (ii) send the statement to the Company’s creditors. |
| **Any additional text**  ***Include any additional text that you wish to add*** |  |

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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 nominated Liquidators** | (IP number      ) of        (IP number      ) of |
| **Contact information for nominated Liquidators** *Either an e-mail address or telephone number* |  |
| **Optional alternative contact name** |  |