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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 creditors of the Company are required, on or before ***[Date by which creditors should submit their claims]***, to prove their debts by delivering their proofs (in the format specified in Rule 14.4 of the Insolvency (England and Wales) Rules 2016) to the [Liquidator]/[Joint Liquidators] at ***[Address to which creditors should submit their claims]***.  If so required by notice from the [Liquidator]/[Joint Liquidators], creditors must produce any document or other evidence which the [Liquidator considers]/[Joint Liquidators consider] is necessary to substantiate the whole or any part of a claim. |

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| **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** |  |