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| ***Note****: this form should not be used for the initial appointment of a Liquidator under Section 100 of the Insolvency Act 1986 – for a virtual meeting convened in that situation use form* ***CVL17VM*** *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 [Liquidator]/[Joint Liquidators]\* of the above-named Company (the ‘convener(s)’) [is]/[are]\* seeking a decision from creditors on ***[description of matter(s) on which decision is sought]*** by way of a virtual meeting. |
| **Requisitioned decision (Rule 15.18)?**  ***Delete this sentence if not applicable – see note 1*** | [This follows a request for a requisitioned decision from one or more creditors under Section ***[number]*** of the Insolvency Act 1986.]\* |
| **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 [Liquidator]/[Joint Liquidators]\* using the details below. |
| **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. A continuing proxy must be delivered to the [Liquidator]/[Joint Liquidators]\* and may be exercised at any meeting which begins after the proxy is delivered. 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). A creditor who has opted out from receiving notices may nevertheless vote if the creditor provides a proof of debt in the requisite time frame. Proofs may be delivered to ***[address for delivery of proofs]***. |
| **Any additional text**  ***Include any additional text that you wish to add*** |  |

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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** |  |
| **Note 1** *In accordance with Rule 15.13(2)(b) the text referred to should only be included if a request has been made by a creditor for a requisitioned decision under a specific section of the Act – such as under section 171(2)(b) for the removal of a Liquidator, section 298(4)(c) for the removal of a Trustee in Bankruptcy or paragraph 52(2) to the Administrator for a decision to be made. It is not to be included where a creditor has requested that a decision be made by way of a physical meeting under section 246ZE(3) or section 379ZA(3) – see the header note in Rule 15.18 for clarification.* | |