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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 correspondence. |
| **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** | A creditor’s vote by correspondence must be received by no later than 23.59 hours on ***[decision date]*** (the ‘decision date’). Details of how to cast a vote are included in the correspondence delivered to creditors. If any creditor has not received this correspondence or requires further information please contact the [Liquidator]/[Joint Liquidators]\* using the details below. |
| **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 creditor’s vote will be disregarded if their proof in respect of their claim is not received on or before the decision date. 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.* | |