## COMPANY NAME LIMITED

## Company Number - INSERT NUMBER

**THE COMPANIES ACT 2006 & THE INSOLVENCY ACT 1986**

## Registered office: INSERT ADDRESS

NOTICE IS HEREBY GIVEN that a General Meeting of the members of the Company will be held at Address on Date at Time for the purpose of passing the following resolutions.

Resolution number 1 is a special resolution, and any other resolutions are ordinary resolutions:

1 That the Company be wound up voluntarily.

2 That Name of Firm Name, be appointed liquidator of the Company for the purposes of the voluntary winding-up.

3 *[If joint appointment, include the following, otherwise delete it]* That the liquidators be authorised to act jointly and severally in the liquidation.

Date: Date

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Director

A member entitled to attend and vote can appoint a proxy to attend and vote instead. A proxy holder need not also be a member of the Company. Completed proxy forms must be lodged at the offices of Firm Name, Firm Address, not later than 12 noon on the business day prior to the members’ meeting.