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| [COMPANY NAME] LIMITED (the Company) – In Liquidation  RECORD OF DECISION PROCEDURE  Creditors of Company Name Limited were asked to consider the following decisions by correspondence by Date (the **Decision Date**):  *[Include only those decisions sought from creditors from this list and the outcome list below]* |  |
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1. That the unpaid pre-appointment costs of [IP Firm Name & Address] totalling £[Amount] + VAT and expenses be approved for payment.
2. That the basis of the Liquidator’s remuneration be fixed [insert either - as time costs (for an amount not exceeding £TOTAL FEE CAP) OR as a percentage of the value of the company's assets OR as a set amount of £Amount OR insert details of the combination of bases] as detailed in the fees estimate/information provided to creditors.
3. That the Liquidator be authorised to draw Category 2 expenses in accordance with his firm’s published tariff, provided to creditors.
4. Whether a liquidation committee should be established if sufficient creditors are willing to be members of a committee and if so, who the creditors’ wish to nominate for membership of the committee.

**Outcome**

1. The unpaid pre-appointment costs of [IP Firm Name & Address] totalling £[Amount] + VAT and expenses were approved for payment.
2. The basis of the Liquidator’s remuneration was fixed [insert either - as time costs (for an amount not exceeding £TOTAL FEE CAP) OR as a percentage of the value of the company's assets OR as a set amount of £Amount OR insert details of the combination of bases].
3. The Liquidator was authorised to draw Category 2 expenses in accordance with his firm’s published tariff.
4. Creditors decided to establish a liquidation committee. The names and addresses of those elected are as follows:

*[OR]*

Creditors made the decision not to establish a liquidation committee.

A schedule of the voting on each decision proposed is appended which forms part of this record.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | **[Name]** (Director / Liquidator) *[delete as applicable]*  Convener |