**NOTICE OF DECISION(S) BEING SOUGHT AT A VIRTUAL MEETING   
(A DECISION PROCEDURE)**

Pursuant to S246ZE of the Insolvency Act 1986 and Rules 15.8 and 18.30 of the Insolvency (England and Wales) Rules 2016 (**the Rules**)

**[COMPANY NAME] LIMITED (**the **Company) - In Creditors’ Voluntary Liquidation**

**Registered Number - [Insert registered number]**

**THE PROPOSED DECISION(S)**

The following decisions are proposed by the Liquidator (the **Convener**) as decisions to be made by the Company’s creditors at a Virtual Meeting to be held at [Time] on [Date = the Decision Date] (the **Decision Date**).

1. *That the Liquidator’s revised fees estimate provided to creditors totalling £[Amount] be approved.*
2. *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.*

**Access details**

*[Outline the access details for the Virtual Meeting – R15.5 requires that the virtual meeting notice to contain any telephone number, access code or password required to access that meeting. Dear IP76 has indicated that the Insolvency Service considers it acceptable to issue a contact number or email address for creditors to contact to obtain such details. This latter approach may be favourable in terms of understanding which creditors are likely to be attending from their contact with the IP’s office to obtain access details. Consider maintaining an ‘attendance register’ of likely attendees from such contact but update as necessary, following receipt of a valid proxy form and POD*

*If there will be a cost implication to creditors for dialling into the virtual meeting, ensure information about this is provided]*

The Virtual Meeting may be suspended or adjourned by the chair of the meeting (and must be adjourned if it is so resolved at the meeting).

*[If the meeting will be recorded add the following, otherwise delete it]*

Please note that all Virtual Meetings of creditors will be recorded (video and/or audio) in order to establish and maintain records of the existence of relevant facts, or decisions that are taken at such meetings. By attending a meeting, you consent to being recorded, including possible recordings of your facial image. Where any recording of a meeting also entails the processing of personal data, such personal data shall be treated in accordance with data protection legislation.

**Entitlement to vote**

In order to be entitled to vote at the meeting (either in person or by proxy), creditors must have submitted a proof in respect of their claim to the Convener via the contact details below, by no later than 4pm on [Insert the date of the business day immediately before the meeting date].

Any creditor entitled to attend and vote at the meeting is entitled to do so either in person or by proxy and a form of proxy is enclosed with the letter accompanying this notice. If you cannot attend and wish to be represented at the meeting, a completed proxy form must be delivered to the Convener via the contact details below, prior to the meeting.

**Creditors’ committee – nominations**

Although creditors have not made the decision to establish a liquidation committee to date, I am required under insolvency legislation to invite creditors to decide whether one should be established each time I seek a decision from them. A decision on this matter is therefore included on the enclosed proxy form.

Any nominations for membership of the committee must be received by the Convener on or before the Virtual Meeting and will only be accepted if the Convener is satisfied as to the nominee’s eligibility to be a member of such committee under Rule 17.4 of the Rules. Please note that nominations for membership can be made on the proxy form itself which accompanies this notice.

Under Rule 17.4, a creditor is eligible to be a member of such a committee if the creditor has proved for a debt, the debt is not fully secured and the proof has not been wholly disallowed for voting purposes or wholly rejected for the purpose of distribution or dividend. Please note that a person cannot be a member as both a creditor and a contributory and whilst a body corporate may be a member of a creditors’ committee, it can only act through a representative appointed under Rule 17.17.

**Complaint in relation to conduct of the meeting**

Any person who claims to be an excluded person or attends the meeting and claims to have been adversely affected by the actual, apparent or claimed exclusion of another person, may make a complaint in accordance with Rule 15.38 of the Insolvency Rules. Such a complaint must be made by no later than 4pm on the business day following the meeting, or where the complainant has sought an indication under Rule 15.37, by no later than 4pm on the business day following the complainant receiving the indication.

**Appeal of Convener’s decision**

Pursuant to Rule 15.35 of the Rules, any creditor may apply to the court to appeal a decision of the Convener. However, an appeal must be made within 21 days of the Decision Date.

**Creditors with a small debt**

Any creditor whose debt is treated as a small debt (less than £1,000 inclusive of VAT) must still deliver a proof in respect of their claim with their proxy form should they wish to vote on the Proposed Decisions.

**Creditors who have opted out of receiving notices**

Any creditor who has opted out of receiving notices but still wishes to vote on the Proposed Decisions is entitled to do so. However, they must have delivered a completed proxy form, together with a proof in respect of their claim (unless one has already been submitted) to the Convener, whose contact details are below, by no later than the Decision Date, failing which their votes will be disregarded.

***Request for a physical meeting***

Insolvency legislation also provides that creditors who meet certain thresholds, namely 10% in value of creditors, 10% in number of creditors or 10 creditors, may require a physical meeting to be held to consider the Proposed Decisions. Such a request must be made in writing to the Convener before the Decision Date. To enable the Convener to determine whether a threshold has been met, please also provide a proof with any request.

***Contact details***

Documents required to be delivered to the Convener pursuant to this notice can be sent by post to the Liquidator at [IP Firm Name & Address] or alternatively by email to [IP email address]. Any person who requires further information may contact [Name] by telephone on [Telephone] or alternatively by e-mail at [Email address].

Dated:

Signed: …………………………………………..

**Liquidator** (the **Convener)**