**NOTICE OF DECISION(S) BEING SOUGHT BY CORRESPONDENCE  
(A DECISION PROCEDURE)**

Pursuant to Section 246ZE of the Insolvency Act 1986 and Rule 15.8 of Part 15 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 as decisions to be made by the Company’s creditors by correspondence:

1. *That creditors are prepared to consider funding the costs of the action as outlined in the Liquidator’s letter dated [Date].*
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.*

**ENSURING YOUR VOTES ON THE PROPOSED DECISIONS ARE COUNTED**

In order for votes on the Proposed Decisions to be counted, a creditor must have delivered the **Voting Form** accompanying this Notice, together with a proof in respect of their claim (unless already submitted) to the Liquidator (**the Convener**), whose contact details are below, on or before [Insert the agreed Decision Date] (**the Decision Date**), failing which their votes will be disregarded.

**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.

**Liquidation committee – nominations**

In relation to the proposed decision set out above concerning the formation of a committee, any nominations for membership of the committee must be received by the Convener on or before the Decision Date 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 Voting Form accompanying this notice.

**Creditors with a small debt**

Please note that an office-holder may, depending on the particular circumstances of the case, decide to treat a ‘small debt’ of the Company (*meaning a debt not exceeding £1,000 inclusive of VAT*), as having been proved, without the creditor having to submit a proof in respect of their claim.  Where this is intended, notice will be given by the office-holder to the affected creditors.  Please note that a creditor who has received such a notice, must still deliver a proof in respect of their claim (unless a proof has already been submitted) by no later than the Decision Date if 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 Voting Form, together with a proof in respect of their claim (unless a proof 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 Decision. Such a request must be made in writing to the Convener within five business days from [Insert delivery date of this notice]. To enable the Convener to determine whether a threshold has been met, please also provide a proof with any request (unless already submitted).

**Contact details**

Documents required to be delivered to the Convener pursuant to this notice can be sent by post to [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**