##### Skeleton speech for s.100 meeting

**Aberdeen House Care Limited**

**Creditors Meeting -**

Good morning/afternoon ladies & gentlemen. It is now , the scheduled time to commence this meeting of creditors of Aberdeen House Care Limited.

**Introductions**

My name is Gareth David Wilcox. I am a licensed insolvency practitioner and a partner in Opus Restructuring LLP. On my left is [director name], a director of Aberdeen House Care Limited and the formal chairman of this meeting. has asked me to conduct the formalities of the meeting on his behalf.

On my right is [name of staff assisting] a member of my staff who has dealt with the day to day steps in preparing for this meeting.

My firm was first consulted by the directors on [date]. Prior to this neither myself nor my firm have had any previous professional or other relationship with the company or its directors.

**Statutory Compliance**

For the avoidance of doubt I am able to confirm that notice of the creditors’ meeting called in accordance with Section 100 of the Insolvency Act 1986 has been advertised in the London Gazette [and local newspapers] if necessary.

Copies of the notices as advertised are available at this meeting. Notices were sent to all known creditors of the company on [date]. I can confirm we have a quorum present.

At a meeting of shareholders held on [Insert date of shareholders meeting], I and External Joint Appointee were appointed Joint Liquidators.

The formal business of this meeting is:

1. Consideration by the creditors of the members’ nomination of External Joint Appointee and myself as joint liquidators.
2. The appointment of a Liquidation Committee if deemed appropriate.

**Procedures**

[if applicable: Before dealing with these matters I will read a statement which has been prepared by the director(s) and approved by them. The statement deals with any material transactions which have occurred since the SOA was delivered to creditors up to this meeting.] I will then open up the meeting to questions from the floor.

**Read Directors’ statement**

Present Statement of Affairs, emphasising that it has been prepared by the directors and signed by them as representing the assets and liabilities of the company.

**Present deficiency account**

**Questions**

I will now open up the meeting to questions. When putting your question will you please state your name and the creditor you represent to assist with minute taking.

**Vote**

*No alternative nomination as liquidator*

I have not been notified of any alternative nominations as liquidator. Does any creditor wish to nominate an alternative?

*If no response*

In the absence of any alternative nomination, I declare that the members’ nomination of myself and External Joint Appointee as liquidators is confirmed.

*If alternative nomination proposed*

Request creditor to produce a signed Consent to Act.

Proceed to vote, putting alternative nomination first. Vote to be determined by value of creditors claims, supported by VALID proxies submitted in accordance with the notice unless the creditor is present and is not a limited company.

Declare result by value of creditor support and express thanks for participation.

**Liquidation Committee**

Must consist of at least 3 and not more than 5 representatives. Up to creditors present to decide whether they wish to form a committee in order ‘to assist the liquidator in carrying out his duties’.

*If Liquidation Committee formed*

Note name of individual and the creditor they represent.

If more than 5 nominations let the creditors present decide by value of claim.

*If no Liquidation Committee formed*

As there is no liquidation committee, I need to obtain approval for certain resolutions from the creditors.

1. THAT the remuneration of the (joint) liquidator(s) be fixed on the basis of time properly spent by the (joint) liquidator(s) and his/their staff in attending to matters arising in the liquidation.  
   [ensure that creditors have sight of Creditors Guide to Liquidators Fees and FIRMS charge out rate policy]
2. THAT the liquidators be entitled to draw £[xxxx] plus VAT and outlays being fees incurred in preparing the statement of affairs and convening meetings of members and creditors.

**Closure**

Thank you ladies and gentlemen for your participation [and support. Would those members of the Liquidation Committee please stay behind for a short meeting]. I now declare the creditors’ meeting closed.