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| --- | --- | --- |
| Registered name of Company |       |  |
| Former registered names |       | \*Registered names in the past 12 months |
| Trading names or styles |       | \*Other name/ style (not being registered name) |
| Registered number |       |  |
| Registered office |       |  |
| Principal trading address |       | \*If address is different to the registered office |
| Date of appointment |       |  |
| Date of Creditors Meeting |       |  |
| Time of Creditors Meeting |       |  |
| Purpose of Meeting |       |  |
| How creditors can access the virtual meeting  |       | \*Please insert meeting access details |
| Place where proofs and proxies must be delivered |       |  |
| Deadline for proofs | 4pm on the business day before the meeting | \*Amend if required |
| Who convened the meeting? |       |  |
| Has the meeting been convened on the request of one or more of the creditors? | Yes / No\*\*delete as applicable | If yes, under what section of the Act? | Section       | If yes, the following text will be added to the advert in accordance with Rule 15.13(2):[The meeting has been convened at the request of one or more creditors under section {SectionOfAct} of the Insolvency Act 1986]\* |
| Name, IP number, firm and address of Office Holder 1 |       (IP No.      ),       |  |
| Name, IP number, firm and address of Office Holder 2 |       (IP No.      ),       |  |
| Name, IP number, firm and address of Office Holder 3 |       (IP No.      ),       |  |
| E-mail address or telephone number for contact | Email -      , Telephone -       |  |
| Alternative person to contact with enquiries about the case |       |  |
| Standard Advert Wording | NOTICE IS HEREBY GIVEN that a virtual meeting of creditors is to be held at on {Date\_of\_Creditors\_Meeting} at {Time\_of\_Creditors\_Meeting} for the purpose of {Meeting\_Purpose}.Creditors can access the virtual meeting as follows: {Necessary\_Information\_To\_Access\_Meeting}In order to be entitled to vote creditors must deliver proofs to {Place\_where\_proofs\_and\_proxies\_must\_be\_delivered} by 4pm on the business day before the meeting. The convener of the meeting is {Who\_convened\_the\_meeting}**[Rule 15.13(2)(b) paragraph to appear here if appropriate]****NOTE:** the meeting may be suspended or adjourned by the chair of the meeting(and must be adjourned if it is so resolved at the meeting). |
| Where is this notice to be published? | **The Edinburgh Gazette****(if additional publicity required give details here)** |  |