|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Court title |  | | |  |
| Court case number |  | | |  |
| Full name of Bankrupt |  | | |  |
| Any other names of Bankrupt |  | | | \*Other names which the Bankrupt has been known |
| Residential address of Bankrupt |  | | |  |
| Any other residential addresses of Bankrupt |  | | | \*Any other address at which the Bankrupt has resided in the period of 12 months before the  making of the bankruptcy order |
| Trading names or styles |  | | | \*Name or style (other than the Bankrupt’s own name) |
| Trading address of Bankrupt |  | | | \*Any principal trading address if different from the Bankrupt’s residential address |
| Date of birth of Bankrupt |  | | |  |
| Occupation of Bankrupt |  | | |  |
| Date of appointment |  | | |  |
| Purpose of Meeting |  | | |  |
| Place of Meeting |  | | |  |
| Date of Meeting |  | | |  |
| Time of Meeting |  | | |  |
| Place at which proxies and proofs must be lodged |  | | |  |
| Deadline for proofs and proxies | 16:00 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.      ), | | |  |
| 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 meeting of creditors is to be held at {Place\_of\_Meeting} on {Date\_of\_Meeting} at {Time\_of\_Meeting}, for the purpose of {Meeting\_Purpose}.  In order to be entitled to vote creditors must deliver proxies and proofs to {Place\_at\_which\_proxies\_and\_proofs\_must\_be\_lodged} by 16:00 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] | | | |
| Where is this notice to be published? | **The London Gazette**  **(if additional publicity required give details here)** | | |  |