|  |  |  |
| --- | --- | --- |
| Court title |  |  |
| Court case number |  |  |
| 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 |  |  |
| Proposed Decision(s) |  |  |
| Convenor of the decision procedure |  |  |
| Deadline for proofs and votes |  |  |
| Place where proofs and votes must be delivered |  |  |
| 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 the decision by correspondence procedure is to be used to seek a decision from the creditors of the company on {Proposed\_Decision}.  In order to be entitled to vote creditors must deliver their proofs and votes to {Place\_where\_proofs\_and\_votes\_must\_be\_delivered} by no later than 23.59 hours on {Deadline\_for\_proofs\_and\_votes}.  The Convenor of the decision procedure is: {Convenor\_of\_the\_decision\_procedure} | |
| Where is this notice to be published? | **The London Gazette**  **(if additional publicity required give details here)** |  |