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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 |
| Place of Creditors Meeting |  |  |
| Date of Creditors Meeting |  |  |
| Time of Creditors Meeting |  |  |
| Place where proofs and proxies must be delivered |  |  |
| Deadline for proofs and proxies | 16:00 on the business day before the meeting | \*Amend if required |
| Name, IP number, firm and address of Nominated Liquidator 1 | (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, pursuant to Section 98 of the Insolvency Act 1986, that a Meeting of creditors of the above named company will be held at {Meeting Location} on {Meeting Date} at {Meeting Time} for the purposes provided for in Sections 99 to 101 of the said Act.  Any creditor entitled to attend and vote at this meeting is entitled to do so either in person or by proxy. Completed proxy forms must be lodged at {Address for Proofs and Proxies}, no later than {Deadline}.  [EITHER]  **A list of the names and addresses of the Company's creditors will be available for inspection free of charge, at {Address}, during the two business days immediately preceding the date of the meeting.**  [OR]  **{IP Name} (IP No xxxx) of {Firm Name}, {Firm Address} is qualified to act as an insolvency practitioner and will, during the period before the meeting, furnish creditors free of charge with such information concerning the affairs of the company as they may reasonably require.** | |
| Where is this notice to be published? | **The Edinburgh Gazette**  **(if additional publicity required give details here)** |  |