

## Notice Requiring Preparation and Submission of Statement of Affairs

Section 276(1)  
Rule 201

Company Number

Name of Company

(a) *Insert full name of  
company*

(a)

(b) *Insert full name,  
address and insolvency  
practitioner licence  
number of office holder*

(b)

(c) *Delete as applicable*

(d) *Insert date by which  
statement must be  
submitted*

am [one of]<sup>(c)</sup> the [joint] administrator(s) / administrative receiver(s) / liquidator(s) ]<sup>(c)</sup> of the above company. In accordance with my powers under The Insolvency Act 2003 I require you to prepare and submit to me a statement of affairs of the company by <sup>(d)</sup> .

(e) *Insert names and  
addresses*

A similar notice has been or is being sent to each of the following persons:

(e)

(f) *State capacity or delete  
if not applicable*

Section 282 of The Insolvency Act 2003 places duty on you [as ..... of the company]<sup>(f)</sup> to provide me, as office holder, with information and attend upon me if required. I have to warn you that failure to submit the statement of affairs as required by this notice, or to cooperate with me under section 282 of The Insolvency Act 2003, may make you liable to a fine and, for continued contravention, to a daily default fine.

Furthermore, under section 263 of The Insolvency Act 2003, a failure by a director or other person to comply with an obligation imposed on him under the Act is a matter that may be taken into account by the Court in determining whether a person is unfit to be an officer of or to be involved in the management or winding up of a company. Unfit conduct may result in a disqualification order being made by the Court.

A form for the preparation of the statement of affairs is enclosed.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please print name  
\_\_\_\_\_