

# Notice requiring submission of a statement of affairs

Name of Company

Company number

In the \_\_\_\_\_  
[full name of court]

Court case number

The Administrator(s) require(s) a statement of affairs to be prepared and submitted by  
 (a) \_\_\_\_\_  
 as to the affairs of (b) \_\_\_\_\_ (“the company”).

(b) Insert full name of company

A notice requiring submission of a statement of affairs has been sent to each of the following persons (c)

(c) Insert full name and address of each person sent this notice

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The statement of affairs must be submitted within 11 days of receipt of this notice to  
 (d) \_\_\_\_\_ (“the administrator(s)”).

(d) Insert name of administrator(s)

at (e) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(e) Insert full address

Signed \_\_\_\_\_  
 Joint / Administrator(s)

Dated \_\_\_\_\_

**WARNING**

It is an offence under paragraph 48(4) of Schedule B1 to the Insolvency Act 1986 if you fail without reasonable excuse to comply with this requirement.

(f) Delete words in brackets if not applicable

Section 235 of the Insolvency Act 1986 places a duty on you (f) (as an officer of the company) to provide the administrator with information and attend upon him if required. I have to warn you that failure to submit the statement of affairs as required by this notice, or to co-operate with the administrator under section 235 of the Insolvency Act 1986, may make you liable to a fine and, for continued contravention, to a daily default fine.

Under paragraph 10 of Schedule 1 to the Company Directors Disqualification Act 1986 failure to submit a statement of affairs or to co-operate with the administrator under section 235 of the Insolvency Act 1986 are matters which 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 of a company. Unfit conduct may result in a disqualification under the Company Directors Disqualification Act 1986.

**Note:**

Forms for the preparation of the statement of affairs are enclosed. Under Rule 2.32 expenses incurred in making the statement of affairs which the administrator considers to be reasonable can be claimed out of the company’s assets.