

Affidavit of service of administration Application

Name of Company

Company number

In the _____
[full name of court]

Court case number

(a) Insert full name and address of person making affidavit

I, (a) _____

*Delete as applicable

*the applicant / acting on behalf of the applicant
state on oath:

(b) Insert the address stated in the application to be the company's registered office

1. That I did on _____ day the _____ day of _____ 20____, serve the above-named company with a copy of the administration application duly sealed with the seal of the court and its supporting documents by leaving the same at the registered office of the said company at (b)

OR by posting the same on _____ day the _____ day of _____ 20____, by ordinary post first class mail in an envelope duly pre-paid and properly addressed to the said company at its registered office at (b)

(c) Insert name

2. That I did on _____ day the _____ day of _____ 20____, serve (c) _____ a person who has appointed or is [or may be] entitled to appoint an administrative receiver of the said company with a copy of the administration application duly sealed with the seal of the court and its supporting documents by leaving the same at his proper address at (d)

(d) Insert address where served

OR by posting the same on _____ day the _____ day of _____ 20____, by ordinary post first class mail in an envelope duly pre-paid and properly addressed to the said (c) _____ at (d)

3. That I did on _____ day the _____ day of _____ 20____,

serve (c) _____ the administrative receiver of the said company with a copy of the administration application duly sealed with the seal of the court and its supporting documents by leaving the same at his proper address at (d) _____

OR by posting the same on _____ day the _____ day of _____ 20 , by ordinary post first class mail in an envelope duly pre-paid and properly addressed

to the said (c) _____

at (d) _____

4. That I did on _____ day the _____ day of _____ 20 ,

serve (c) _____ a holder of a qualifying floating charge being entitled to appoint an administrator of the said company under paragraph 14 of Schedule B1 to the Insolvency Act 1986 with a copy of the administration application duly sealed with the seal of the court and its supporting documents by leaving the same at his proper address at

(d) _____

OR by posting the same on _____ day the _____ day of _____ 20 , by ordinary post first class mail in an envelope duly pre-paid and properly addressed

to the said (c) _____

at (d) _____

5. That I did on _____ day the _____ day of _____ 20 ,

serve (c) _____ who has presented a petition to wind up the said company with a copy of the administration application duly sealed with the seal of the court and its supporting documents by leaving the same at his proper address at (d) _____

OR by posting the same on _____ day the _____ day of _____ 20 , by ordinary post first class mail in an envelope duly pre-paid and properly addressed

to the said (c) _____

at (d) _____

6. That I did on _____ day the _____ day of _____ 20 ,

serve (c) _____ the provisional liquidator of the said company with a copy of the administration application duly sealed with the seal of the court and its supporting

documents by leaving the same at his proper address at (d)

OR by posting the same on ____ day the _____ day of _____ 20 ,
by ordinary post first class mail in an envelope duly pre-paid and properly addressed

to the said (c)

at (d) _____

7. That I did on _____ day the _____ day of _____ 20 ,

serve (c) _____ the member State liquidator of the said company with a copy
of the administration application duly sealed with the seal of the court and its supporting documents
by leaving the same at his proper address at (d) _____

OR by posting the same on ____ day the _____ day of _____ 20 ,
by ordinary post first class mail in an envelope duly pre-paid and properly addressed to the said

(c) _____ at (d) _____

8. That I did on _____ day the _____ day of _____ 20 ,

serve (c) _____ the person proposed to be the administrator of the said
company with a copy of the administration application duly sealed with the seal of the court and its
supporting documents by leaving the same at his proper address at (d)

OR by posting the same on ____ day the _____ day of _____ 20 ,
by ordinary post first class mail in an envelope duly pre-paid and properly addressed

to the said (c) _____

at (d) _____

9. That I did on _____ day the _____ day of _____ 20 ,

serve (c) _____ the supervisor of the company voluntary arrangement
with a copy of the administration application duly sealed with the seal of the court and its supporting
documents by leaving the same at his proper address at (d) _____

OR by posting the same on ____ day the _____ day of _____ 20 ,
by ordinary post first class mail in an envelope duly pre-paid and properly addressed

to the said (c) _____

at (d) _____

A sealed copy of the application and its supporting documents are now produced to me marked "A".

SWORN _____