

# Notice of appointment of an administrator by holder of qualifying floating charge

(For use in pursuance of Rule 2.19 of the Insolvency Rules 1986)

Name of Company	Company number
In the  <div style="text-align: right;">[full name of court]</div>	<i>For court use only</i> Court case number

(a) Name and address of holder of qualifying floating charge

1. (a) \_\_\_\_\_  
\_\_\_\_\_ (“the appointor”)

(b) Give name(s) and address(es) of administrator(s)

gives notice that (b) \_\_\_\_\_

is / are hereby appointed as administrator(s) of

(c) Insert name and address of registered office of company

(c) \_\_\_\_\_ (“the company”)

\*Delete as applicable

(i) I consent to act as administrator; (ii) I am of the opinion that the purpose of administration is reasonably likely to be achieved; (iii) I \*have / have not had any prior professional relationship with the company \*and I have provided a summary of any prior professional relationship(s) with the company to the appointor; and (iv) I certify that I am authorised under the provisions of Part XIII of the Insolvency Act 1986 to act as an insolvency practitioner  
(I.P. No(s): \_\_\_\_\_ )

\*Where joint administrators are appointed each administrator must sign

\* \_\_\_\_\_ Signed by administrator(s)

\_\_\_\_\_

\_\_\_\_\_

2. The appointor is the holder of the following qualifying floating charge:

(d) Give details of charge relied on, date registered and (if any) financial limit

(d) \_\_\_\_\_  
\_\_\_\_\_

3. The above charge is enforceable at the date of this appointment.

4. † [The appointor has given at least two business days' written notice to the holder of any prior qualifying floating charge(s), and a copy of that notice, \*(which was filed at \_\_\_\_\_ court on \_\_\_\_\_ (date)) is in the appointor's possession.]

**OR**

† [all the holders of any prior qualifying floating charges have consented in writing to the making of this appointment, copies of which are in the appointor's possession.]

**OR**

† [there are no prior qualifying floating charges.]

\*Delete as applicable

5. The company \*is / is not, at the date of this notice, the subject of insolvency proceedings;

(e) Give details of any current or outstanding insolvency proceedings

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

\*Delete as applicable

6. The company \*is / is not \*an insurance undertaking / a credit institution / an investment undertaking providing services involving the holding of funds or securities for third parties / or a collective investment undertaking under Article 1.2 of the EC Regulation.

(f) Insert whether main or territorial proceedings

7. It is considered that the EC Regulation \*will / will not apply. If it does apply, these proceedings will be (f) \_\_\_\_\_ proceedings as defined in Article 3 of the EC Regulation (Reasons are set out in a statement in the possession of the appointor)

8. This appointment is in accordance with Schedule B1 to the Insolvency Act 1986.

9. Where there are joint administrators, a statement for the purposes of paragraph 100(2) of Schedule B1 to the Insolvency Act 1986 is in the possession of the appointor.

10. All documents in support identified at paragraphs 1, 4, 7 and 9, the fax transmission report and the statement of reasons for out of hours filing will be delivered to the court on the next day that the court is open.

(g) Insert full name and address of person making declaration

11. I (g) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If signing on behalf of appointor indicate capacity, e.g. director / solicitor).

do solemnly and sincerely declare that the information provided in this notice is, to the best of my knowledge and belief, true, and that the appointor has in his possession all documents and information needed to support his appointment,

**AND I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.**

Declared at \_\_\_\_\_

Signed \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_ 20

before me \_\_\_\_\_

A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor.

**Endorsement to be completed by court**

The fax transmission report indicates that this notice was filed at court

(h) \_\_\_\_\_

This notice with supporting documents was delivered to the court

(j) \_\_\_\_\_

(h) Insert date and time shown  
on fax transmission report

(j) Insert date notice and  
documents delivered to court