2. FORMS

The Companies (Forms) Order, 1948

1948 No. 1518

Made - - - - 1st July, 1948

The Board of Trade in pursuance of the powers conferred on them by the Companies Act, 1948 (hereinafter called " the Act "), and of all other powers in that behalf enabling them hereby prescribe as follows:— 11 & 12 Geo. 6. c. 38.

1. The Companies (Forms) Order, 1929(a), as amended(b) (hereinafter called " the Principal Order "), shall have effect as if there were added to the Schedule thereto the forms set out in the Schedule to this Order.

2. The abstract showing receipts and payments required to be sent by a receiver to the registrar of companies and others in accordance with subsection (2) of section 372 of the Act shall be sent in the Form 57 set out in the Schedule to the Principal Order.

3. Forms Nos. 9, 39B, 44, 44A, 49, 54A, 90 and 13F set out in that Schedule shall cease to have effect.

4. This Order may be cited as the Companies (Forms) Order, 1948.

Dated this 1st day of July, 1948.

E. H. Marker,
An Authorised Officer of the
Board of Trade.

(a) S.R. & O. 1929 (No. 823) p. 142.

(b) S.R. & O. 1929 (No. 1103) p. 206 and S.R. & O. 1930 (No. 279) p. 288.

SCHEDULE

No. of Company... .....

Form No. 9

The Companies Act, 1948

A Companies Registration Fee Stamp of 5s. must be impressed here.

PARTICULARS OF DIRECTORS AND SECRETARIES

(Pursuant to Section 200)

Name of Company..... *Limited*

Presented by.....

PARTICULARS OF THE PERSONS WHO ARE DIRECTORS* OF THE COMPANY AT THE DATE OF THIS RETURN

Name (In the case of an individual, present Christian name† or names and surname. In the case of a corporation, the corporate name)	Any former Christian name or names and surname‡	Nationality	Usual residential address (In the case of a corporation, the registered or principal office)	Business occupation and particulars of other directorships§	Date of birth‖

PARTICULARS OF THE PERSON WHO IS THE SECRETARY OF THE COMPANY AT THE DATE OF THIS RETURN

Name (In the case of an individual, present Christian name or names and surname.† In the case of a corporation or a Scottish firm, the corporate or firm name) ¶	Any former Christian name or names and surname‡	Usual residential address (In the case of a corporation or a Scottish firm, the registered or principal office)

Date.....19...

Signed .....

(*State whether Director or Secretary*).

NOTES

* "*Director*" includes any person who occupies the position of a director by whatsoever name called, and any person in accordance with whose directions or instructions the directors of the company are accustomed to act.

† "*Christian name*" includes a forename, and "*surname*" in the case of a peer or person usually known by a title different from his surname, means that title.

‡ "*Former Christian name*" and "*former surname*" do not include—

(*a*) in the case of a peer or a person usually known by a British title different from his surname, the name by which he was known previous to the adoption of or succession to the title; or

(*b*) in the case of any person, a former Christian name or surname where that name or surname was changed or disused before the person bearing the name attained the age of eighteen years or has been changed or disused for a period of not less than twenty years; or

(*c*) in the case of a married woman the name or surname by which she was known previous to the marriage.

§ *Directorships.* The names of all bodies corporate incorporated in Great Britain of which the director is also a director should be given, except bodies corporate of which the company making the return is the wholly-owned subsidiary or bodies corporate which are the wholly-owned subsidiaries either of the company, or of another company of which the company is the wholly-owned subsidiary. A body corporate is deemed to be the wholly-owned subsidiary of another if it has no members except that other and that other's wholly-owned subsidiaries and its or their nominees. If the space provided in the form is insufficient, particulars of other directorships should be listed on a separate statement attached to this form.

‖ *Dates of birth* need only be given in the case of a company which is subject to Section 185 of the Companies Act, 1948, namely, a company which is not a private company or which, being a private company, is the subsidiary of a body corporate incorporated in the United Kingdom which is neither a private company nor a company registered under the law relating to companies for the time being in force in Northern Ireland and having provisions in its constitution which would, if it had been registered in Great Britain, entitle it to rank as a private company.

¶ Where all the partners in a firm are *joint secretaries*, the name and principal office of the firm may be stated.

No. of Company.....

Form No. 9A

The Companies Act, 1948

A Companies Registration Fee Stamp of 5s. must be impressed here.

NOTIFICATION OF CHANGE OF DIRECTORS OR SECRETARY OR IN THEIR PARTICULARS
(Pursuant to Section 200)

Name of Company..... *Limited.*

Presented by.....

Notification of Change of Directors or Secretary or in their particulars

To the Registrar of Companies.

.....Limited hereby notifies you in accordance with Section 200 of the Companies Act, 1948, that :—

(Here specify nature and date of change. If change consists of the appointment of a new Director or Secretary fill in particulars below.)

Particulars of New Director* or Secretary (Columns 1, 2 and 4 *only* need be completed for a Secretary)

1. Name (In the case of an individual, present Christian name† or names and surname. In the case of a corporation, the corporate name) ¶	2. Any former Christian name or names and surname‡	3. Nationality	4. Usual residential address (In the case of a corporation, the registered or principal office)	5. Business occupation and particulars of other directorships§	6. Date of birth‖

Date.....19 *Signature*.....

(*State whether Director or Secretary*)

NOTES

* "*Director*" includes any person who occupies the position of a director by whatsoever name called, and any person in accordance with whose directions or instructions the directors of the company are accustomed to act.

† "*Christian name*" includes a forename, and "*surname*" in the case of a peer or person usually known by a title different from his surname, means that title.

‡ "*Former Christian name*" and "*former surname*" do not include—

(*a*) in the case of a peer or a person usually known by a British title different from his surname, the name by which he was known previous to the adoption of or succession to the title ; or

(*b*) in the case of any person, a former Christian name or surname where that name or surname was changed or disused before the person bearing the name attained the age of eighteen years or has been changed or disused for a period of not less than twenty years ; or

(*c*) in the case of a married woman the name or surname by which she was known previous to the marriage.

§ *Directorships.*—The names of all bodies corporate incorporated in Great Britain of which the director is also a director should be given, except bodies corporate of which the company making the return is the wholly-owned subsidiary or bodies corporate which are the wholly-owned subsidiaries either of the company, or of another company of which the company is the wholly-owned subsidiary. A body corporate is deemed to be the wholly-owned subsidiary of another if it has no members except that other and that other's wholly-owned subsidiaries and its or their nominees. If the space provided in the form is insufficient, particulars of other directorships should be listed on a separate statement attached to this form.

‖ *Dates of birth* need only be given in the case of a company which is subject to Section 185 of the Companies Act, 1948, namely, a company which is not a private company or which, being a private company, is the subsidiary of a body corporate incorporated in the United Kingdom which is neither a private company nor a company registered under the law relating to companies for the time being in force in Northern Ireland and having provisions in its constitution which would, if it had been registered in Great Britain, entitle it to rank as a private company.

¶ Where all the partners in a firm are *joint secretaries*, the name and principal office of the firm may be stated.

No. of Company.....

Form No. 39B

The Companies Act, 1948

A 5s. Companies Registration Fee Stamp must be impressed here.

MEMBERS' VOLUNTARY WINDING UP

DECLARATION OF SOLVENCY, EMBODYING A STATEMENT OF ASSETS AND LIABILITIES

(Pursuant to Section 283)

Name of Company ..... *Limited.*

Presented by.....

DECLARATION OF SOLVENCY

Delete as necessary.

We.....of.....being $\frac{\text{all the}}{\text{the majority of the}}$ directors of..... Limited, do solemnly and sincerely declare that we have made a full enquiry into the affairs of this company, and that, having so done, we have formed the opinion that this company will be able to pay its debts in full within a period of.....* months, from the commencement of the winding up, and we append a statement of the company's assets and liabilities as at.....19... being the latest practicable date before the making of this declaration. And we make this solemn declaration, conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act, 1835.

* Insert a period of months not exceeding 12.

Declared at.....the.....day of.....one thousand nine hundred and .....

before me.

Delete as necessary.

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

Statement as at.....19... showing Assets at estimated realisable values and Liabilities expected to rank

Assets and Liabilities			Estimated to realise or to rank for payment (to nearest £)
ASSETS :—			£
Balance at Bank			
Cash in Hand			
Marketable Securities			
Bills Receivable...			
Trade Debtors			
Loans and Advances			
Unpaid Calls			
Stock in Trade			
Work in Progress			
....			
....			
....			
Freehold Property			
Leasehold Property			
Plant and Machinery			
Furniture, Fittings, Utensils, etc.			
Patents, Trade Marks, etc.			
Investments other than marketable securities			
Other property, viz. :—			
....			
....			
Estimated realisable value of Assets ...		£	
LIABILITIES :—			
Secured on specific assets, viz. :—		£	
....			
Secured by Floating Charge(s)			
Estimated Cost of Liquidation and other expenses including interest accruing until payment of debts in full			
Unsecured Creditors (amounts estimated to rank for payment) :—	£		
Trade Accounts			
Bills Payable			
Accrued Expenses ...			
Other Liabilities :—			
....			
....			
Contingent Liabilities :—			
....			
....			
Estimated Surplus after paying Debts in full ...		£	

Remarks :

No. of Company..... Form No. 44

The Companies Act, 1948

A 5s. Companies Registration Fee Stamp must be impressed here.

DECLARATION THAT THE CONDITIONS OF SECTION 109 (1) (*a*), (*b*) AND (*c*) OF THE COMPANIES ACT, 1948, HAVE BEEN COMPLIED WITH

(Pursuant to Section 109 (1) (*d*))

(To be used by a company which issued a prospectus on or with reference to its formation.)

Name of Company ..... *Limited.*

Presented by.....

I,.....of.....being (a).....

of.....Limited, do solemnly and sincerely declare :—

That the amount of the share capital of the company offered to the public for subscription is £.....

That the amount stated in the prospectus as the minimum amount which in the opinion of the directors must be raised by the issue of share capital in order to provide for the matters specified in paragraph 4 of Part I of the Fourth Schedule to the Companies Act, 1948, is £.....

That shares held subject to the payment of the whole amount thereof in cash have been allotted to the amount of £.....

* Delete words not applicable.

* That every director of the company has paid to the company on each of the shares taken or contracted to be taken by him and for which he is liable to pay in cash a proportion equal to the proportion payable on application and allotment on the shares offered for public subscription,* except the following director(s) namely ..... who has/have not taken or contracted to take any shares for which he is/they are liable to pay in cash.

* That no director of the company has taken or contracted to take any shares for which he is liable to pay in cash.

That no money is or may become liable to be repaid to applicants for any shares or debentures which have been offered for public subscription by reason of any failure to apply for or to obtain permission for the shares or debentures to be dealt in on any stock exchange.

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.

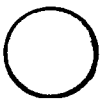
Declared at.....the.....day of.....one thousand nine hundred and ..... before me.

Commissioner for Oaths (b).

(a) " the secretary " or " a director ".
(b) or Notary Public or Justice of the Peace.

No. of Company..... ..... Form No. 44A

The Companies Act, 1948



A 5s. Companies Registration Fee Stamp must be impressed here.

DECLARATION THAT THE PROVISIONS OF SECTION 109 (2) (*b*) OF THE COMPANIES ACT, 1948, HAVE BEEN COMPLIED WITH

(Pursuant to Section 109 (2) (*c*))

(To be used by a company which has delivered to the Registrar of Companies a statement in lieu of prospectus)

Name of Company ..... *Limited.*

Presented by .....

I ..... of .....being

(a)..... of .....

Limited, do solemnly and sincerely declare :—

* That every director of the company has paid to the company on each of the shares taken or contracted to be taken by him and for which he is liable to pay in cash, a proportion equal to the proportion payable on application and allotment on the shares payable in cash,* except the following directors namely ..... who has/have not taken or contracted to take any shares for which he is/they are liable to pay in cash.

* Delete words not applicable.

* That no director of the company has taken or contracted to take any shares for which he is liable to pay in cash.

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.....the.....day of .....One thousand nine hundred and ..... before me

A Commissioner for Oaths(b)

(a) " the secretary " or " a director ".
(b) or Notary Public or Justice of the Peace.

No. of Company..... Form No. 49

The Companies Act, 1948

(No Revenue stamp duty chargeable).

DECLARATION VERIFYING MEMORANDUM OF SATISFACTION OF A REGISTERED MORTGAGE OR CHARGE

(Pursuant to Section 100)

Name of Company..... *Limited.*

Presented by.....

We....., of.....
a director of.....Limited, and.....
.....of .....
the secretary thereof do solemnly and sincerely declare that the particulars contained in the Memorandum of Satisfaction annexed hereto are true to the best of our knowledge, information and belief. And we 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.....the.....day of.....one thousand nine hundred and .....before me.

A Commissioner for Oaths.(a)

MEMORANDUM OF COMPLETE SATISFACTION OF MORTGAGE OR CHARGE

A 5s. Companies Registration Fee Stamp must be impressed here.

.....Limited hereby gives notice that the registered charge being (b).....of which particulars were registered with the Registrar of Companies on the(c).....day of..... 19..., was fully satisfied on the.....day of.....19..., the debt for which the charge was given having been paid or satisfied.

In witness whereof the common seal of the company was hereunto affixed the .....day of....., 19....

Directors

Secretary

(a) or Notary Public or Justice of the Peace.

(b) A description of the instrument(s) creating or evidencing the charge, e.g., " Mortgage ", " Charge ", " Debenture ", etc., with the date thereof should be given. If the registered charge was a " Series of Debentures " or " Debenture Stock ", the words " authorized by resolution," together with the date of the resolution should be added.

(c) The date of registration may be confirmed from the Certificate of Registration and (except in the case of a series of debentures) from the registration stamp affixed to the instrument(s) registered.

No. of Company..... Form No. 49A

The Companies Act, 1948

(No Revenue stamp duty chargeable).

DECLARATION VERIFYING MEMORANDUM RELATING TO A REGISTERED MORTGAGE OR CHARGE

(Pursuant to Section 100)

Name of Company.....*Limited.*

Presented by.....

We....., of .....
a director of.....Limited,
and.....
of.....the secretary thereof do solemnly and sincerely declare that the particulars contained in the Memorandum annexed hereto are true to the best of our knowledge, information and belief. And we 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.....the.....day of.....one thousand nine hundred and .....before me.

A Commissioner for Oaths.(a)

MEMORANDUM OF

(1) PARTIAL PAYMENT OR SATISFACTION OF MORTGAGE OR CHARGE
(2) RELEASE OF PART OF PROPERTY OR UNDERTAKING FROM MORTGAGE OR CHARGE

A 5s. Companies Registration Fee Stamp must be impressed here.

.....Limited hereby gives notice that the registered charge being (b).....of which particulars were registered with the Registrar of Companies on the(c).....day of ....., 19..., was satisfied on the.....day of ....., 19..., to the extent of

1. the debt for which the charge was given having been partly paid or satisfied and

2. part of the property or undertaking charged having been released from the charge.

Delete 1 or 2 as necessary.

Short particulars of the property or undertaking no longer charged :—

Delete if necessary.

In witness whereof the common seal of the company was hereunto affixed the.....day of....., 19....

Directors

Secretary

(a) or Notary Public or Justice of the Peace.

(b) A description of the instrument(s) creating or evidencing the charge e.g., " Mortgage ", " Charge ", " Debenture ", etc., with the date thereof should be given. If the registered charge was a " Series of Debentures " or " Debenture Stock ", the words " authorized by resolution ", together with the date of the resolution, should be added.

(c) The date of registration may be confirmed from the Certificate of Registration and (except in the case of a series of debentures) from the registration stamp affixed to the instrument(s) registered.

No. of Company..... Form No. 49B

The Companies Act, 1948

(No Revenue stamp duty chargeable).

DECLARATION VERIFYING MEMORANDUM RELATING TO A REGISTERED MORTGAGE OR CHARGE

(Pursuant to Section 100)

Name of Company.....*Limited.*

Presented by.....

We....., of.....
a director of.....Limited, and
.....of .....
the secretary thereof do solemnly and sincerely declare that the particulars contained in the Memorandum annexed hereto are true to the best of our knowledge, information and belief. And we 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.....the.....day of.....one thousand nine hundred and .....before me.

A Commissioner for Oaths.(a)

MEMORANDUM OF FACT THAT PART OF PROPERTY OR UNDERTAKING MORTGAGED OR CHARGED HAS CEASED TO FORM PART OF PROPERTY OR UNDERTAKING OF COMPANY

A 5s. Companies Registration Fee Stamp must be impressed here.

.....Limited hereby gives notice that on the..... day of.....19..., part of the property or undertaking secured by the registered charge being (b).....of which particulars were registered with the Registrar of Companies on the(c).....day of ....., 19..., ceased to form part of the company's property or undertaking.

Short particulars of such property :—

In witness whereof the common seal of the company was hereunto affixed the .....day of....., 19....

Directors

Secretary

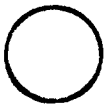
(a) or Notary Public or Justice of the Peace.

(b) A description of the instrument(s) creating or evidencing the charge, e.g., "Mortgage", "Charge", "Debenture", etc., with the date thereof should be given. If the registered charge was a "Series of Debentures" or "Debenture Stock", the words "authorized by resolution," together with the date of the resolution should be added.

(c) The date of registration may be confirmed from the Certificate of Registration and (except in the case of a series of debentures) from the registration stamp affixed to the instrument(s) registered.

No. of Company..... Form No. 101

The Companies Act, 1948



A 5s. Companies Registration Fee Stamp must be impressed here.

NOTICE OF APPLICATION MADE TO THE COURT FOR AN ALTERATION MADE IN THE PROVISIONS OF THE MEMORANDUM OF THE COMPANY BY RESOLUTION TO BE CANCELLED

(Pursuant to Section 5 (7))

Name of Company.....*Limited.*

Presented by.....

To the Registrar of Companies.

.....Limited hereby gives you notice, pursuant to subsection (7) of Section 5 of the Companies Act, 1948, that an application was made to the Court under that section for the cancellation of the alteration made to the provisions of the memorandum of the company by a special resolution dated the.....day of.....19..., of which a copy was forwarded to you on the.....day of.....19....

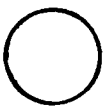
Signature.....

(*State whether Director or Secretary*)

Dated the.....day of.....19....

No. of Company..... Form No. 102

The Companies Act, 1948



A 5s. Companies Registration Fee Stamp must be impressed here.

NOTICE OF PLACE WHERE A REGISTER OF HOLDERS OF DEBENTURES OR A DUPLICATE THEREOF IS KEPT OR OF ANY CHANGE IN THAT PLACE

(Pursuant to Section 86 (3))

Name of Company.....*Limited.*

Presented by.....

To the Registrar of Companies.

.....Limited hereby gives you notice, in accordance with subsection (3) of Section 86 of the Companies Act, 1948, that a register of holders of debentures of the company is kept at.....

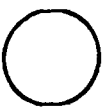
Signature.....

(*State whether Director or Secretary*

Dated the.....day of.....19....

No. of Company..... Form No. 103

The Companies Act, 1948



A 5s. Companies Registration Fee Stamp must be impressed here.

NOTICE OF PLACE WHERE REGISTER OF MEMBERS IS KEPT OR OF ANY CHANGE IN THAT PLACE

(Pursuant to Section 110 (3))

Name of Company.....*Limited.*

Presented by.....

To the Registrar of Companies

.....Limited hereby gives you notice, in accordance with subsection (3) of Section 110 of the Companies Act, 1948, that the register of members of the company is kept at.....

Signature.....
(*State whether Director or Secretary*)

Dated the.....day of.....19....

Form No. 104

The Companies Act, 1948

NOTICE TO NON-ASSENTING SHAREHOLDERS

(Pursuant to Section 209 (2))

re (a).....Limited (hereinafter called " the transferor company ")

NOTICE by (b).....Limited (hereinafter called " the transferee company ").

To (c) .....

Whereas a scheme or contract involving the transfer of the (d)..... shares in the transferor company to the transferee company was up to the..... day of.....19... being a date within four months of the making of the offer in that behalf by the transferee company approved by the holders of not less than nine tenths in value of those shares (other than shares already held at the date of the offer by or by a nominee for the transferee company or its subsidiary), and

Whereas in pursuance of that scheme or contract (e).....shares were on the.....day of.....19..., transferred to the transferee company or to its nominee.

Now therefore the transferee company in pursuance of Section 209 (2) of the Companies Act, 1948, hereby gives you notice that those shares together with such other shares in the transferor company as were held by or by a nominee for the transferee company or its subsidiary on the said date comprise or include nine tenths in value of the (d).....shares in the transferor company.

And further take notice that you may within three months from the giving of this notice give notice that you require the transferee company to acquire your holding of (d).....shares in the transferor company, and that if you give such notice the transferee company shall be entitled and bound to acquire those shares on the terms on which under the said scheme or contract the shares of the approving shareholders were transferred to it, or on such other terms as may be agreed or as the Court on the application of either the transferee company or yourself/yourselves think fit.

(*Signature*).....
for (b).....
(*State whether Director or Secretary*)

DATED this.....day of.....19....

(a) Name of transferor company.
(b) Name of transferee company.
(c) Name(s) and address(es) of non-assenting shareholder(s).
(d) If the offer is limited to a certain class or classes of shareholders state description of that class or those classes.
(e) State amount of shares transferred.

Form No. 105

The Companies Act, 1948

NOTICE TO TRANSFEREE COMPANY BY NON-ASSENTING SHAREHOLDER

(Pursuant to Section 209 (2))

re (a).....Limited

Notice by (b).....

To (c).....Limited

Whereas on the.....day of.....19..., (c).....gave notice to me/us that on the .....day of.....19..., by reason of the (d) .....shares in (a).....having that day been transferred to the said (c).....or its nominee in pursuance of a scheme or contract approved in accordance with the provisions of section 209 (1) of the Companies Act, 1948, those shares together with other shares in (a)..... held by or by a nominee for the said (c)..... or its subsidiary at that date comprised or included nine-tenths in value of the said (d)..... shares

Now I/we the said.....being the holder(s) of (e)..... shares in (a).....hereby give notice in accordance with the provisions of sub-section (2) of section 209 of the Companies Act, 1948, to the said (c).....that I/we require it to acquire the said shares held by me/us.

DATED this.....day of.....19....

Signature.....

NOTES

1. Strike out " I " or " we ", " me " or " us " as the case may be.
2. If the shares are not acquired on the terms on which, under the scheme or contract, the shares of the approving shareholders were transferred, or on agreed terms, either party may apply to the Court to fix the terms.

(a) Name of transferor company.
(b) Name of non-assenting shareholder.
(c) Name of transferee company.
(d) If the offer is limited to a certain class or classes of shareholders insert description of that class.
(e) State the number and description of shares held by the non-assenting shareholder.

Form No. 106

The Companies Act, 1948

FORM OF STATEMENT OF ASSETS AND LIABILITIES

To be submitted to a Meeting of Creditors pursuant to Section 288 of the Companies Act, 1948, by the Liquidator in a Members' Voluntary Winding-up if he is of the opinion that the Company is unable to pay its debts in full *within the period stated in the Declaration of Solvency*, viz.,.....* months from the commencement of the Winding-up.

* Insert period shown in the Declaration of Solvency.

.....Limited (in Liquidation)

Statement as at.....19... showing Assets at estimated realisable values and Liabilities expected to rank.....

(Date of Commencement of Winding-up.....19...)

Liquidator's Remarks

In particular the liquidator should draw attention to any item where after taking his receipts and payments into account there is a substantial difference between his estimate and the directors' estimate in the statement annexed to the Declaration of Solvency.

.....LIMITED. (IN LIQUIDATION)

STATEMENT AS AT 19 SHOWING ASSETS AT ESTIMATED REALISABLE VALUES AND LIABILITIES EXPECTED TO RANK.

(DATE OF COMMENCEMENT OF WINDING-UP : 19)

	Estimated Realisable Values £
ASSETS NOT SPECIFICALLY PLEDGED :	
Balance at Bank	
Cash in Hand	
Marketable securities	
Bills Receivable	
Trade Debtors	
Loans and Advances	
Unpaid Calls	
Stock in Trade	
Work in Progress	
....	
....	
Freehold Property	
Leasehold Property	
Plant and Machinery	
Furniture, Fittings, Utensils, etc.	
Patents, Trade Marks, etc.	
Investments other than marketable securities	
Other property, viz. :—	
....	
....	

ASSETS SPECIFICALLY PLEDGED	(*a*) Estimated realisable values	(*b*) Due to secured creditors	(*c*) Deficiency ranking as unsecured (see next page)	Surplus carried to last column
	£	£	£	£
Freehold property ...				
....				
....				
	£	£	£	£

Estimated surplus from Assets specifically pledged ... ...

ESTIMATED TOTAL ASSETS AVAILABLE FOR PREFERENTIAL CREDITORS, DEBENTURE HOLDERS SECURED BY A FLOATING CHARGE, AND UNSECURED CREDITORS* (carried forward to next page) ... ...£

SUMMARY OF GROSS ASSETS	(*d*) £
Gross realisable value of assets specifically pledged	
Other Assets	
GROSS ASSETS ... ...£	

ESTIMATED TOTAL ASSETS AVAILABLE FOR PREFERENTIAL CREDITORS, DEBENTURE HOLDERS SECURED BY A FLOATING CHARGE, AND UNSECURED CREDITORS* (brought forward from preceding page). £

(e) Gross Liabilities £	LIABILITIES (to be deducted from surplus or added to deficiency as the case may be)	£
	SECURED CREDITORS to extent to which claims are estimated to be covered by Assets specifically pledged (item (a) or (b) on preceding page whichever is the less). [Insert in "Gross Liabilities" column only.]	
	PREFERENTIAL CREDITORS	
	Estimated balance of assets available for Debenture Holders secured by a floating charge and Unsecured Creditors* ... ...£	
	DEBENTURE HOLDERS secured by a floating charge ...	
	Estimated SURPLUS/DEFICIENCY as regards Debenture Holders* ... ...£	
	UNSECURED CREDITORS :—	£
	Estimated unsecured balance of claims of Creditors partly secured on specific assets, brought from preceding page (c).	
	Trade Accounts	
	Bills Payable...	
	Outstanding Expenses	
	....	
	....	
	Contingent Liabilities (State nature) :—	
	....	
	ESTIMATED SURPLUS/DEFICIENCY AS REGARDS CREDITORS being the difference between :	£
£	GROSS ASSETS (d) ... ... and GROSS LIABILITIES (e)	
	ISSUED AND CALLED-UP CAPITAL	£
	.....preference shares of.....each	
	.....called-up	
	.....ordinary shares of.....each	
	.....called-up	
	.....	
	.....	
	ESTIMATED SURPLUS/DEFICIENCY AS REGARDS MEMBERS*	£

*NOTES

(1) (f) There is no unpaid capital liable to be called up *or* (g) The nominal amount of capital liable to be called up is £ estimated to produce £ which is/is not charged in favour of Debenture Holders — Strike out (f) or (g).

(2) The estimates are subject to costs of the winding-up and to any surplus or deficiency on trading pending realisation of Assets.

No. of Company..... **The Companies Act, 1948** Form No. 107

LIQUIDATOR'S STATEMENT OF ACCOUNT (MEMBERS' OR CREDITORS' VOLUNTARY WINDING-UP)

(Pursuant to Sections 290 and 300)

Statement showing how the winding-up has been conducted and the property of the company has been disposed of.

Name of Company.....*Limited (in liquidation)*

Presented by.....

* Delete as necessary.

LIQUIDATOR'S STATEMENT OF ACCOUNT ([MEMBERS] *[CREDITORS] VOLUNTARY WINDING-UP)

Statement showing how the winding-up has been conducted and the property of the company has been disposed of.

From.....19..... (Commencement of Winding-up) to.....19..... (Close of Winding-up)

	Statement of Assets and Liabilities	Receipts				Payments		
	£	£	s.	d.		£	s.	d.
Receipts—					Costs of Solicitor to Liquidator			
Cash at Bank					Other law costs			
Cash in Hand					Liquidator's remuneration :— £ s. d.			
Marketable Securities					Where applicable: ...% on £ realised			
Sundry Debtors					...% on £ distributed			
Stock in Trade					By whom fixed			
Work in Progress					Auctioneers' and valuers' charges			
Freehold property					Costs of possession and maintenance of estate ...			
Leasehold property					Costs of notices in Gazette and local papers ...			
Plant and machinery					Incidental Outlay			
Furniture, fittings, utensils, etc. ...								
Patents, trade marks, etc. ...								
Investments other than marketable securities					Total costs and charges ... ... £			
Surplus from securities					£ s. d.			
Unpaid calls at commencement of winding-up					(i) Debenture holders :—			
Amounts received from calls on contributories made in the winding-up					Payment of £ per £ debenture			
					Payment of £ per £ debenture			

Receipts per trading account ...
Other property viz. —
.....
.....

£

£

Less :—
Payments to redeem securities ...
Costs of execution ... ...
Payments per trading account ...

Net realisations ... ... £

£

Payment of £ per £ debenture ... ...

	£	s.	d.
(ii) *Creditors* :—			
.....* Preferential			
.....* Unsecured :—			
Dividend(s) of ...s. ...d. in £ on £.....			

(The estimate of amount expected to rank for dividend was £).

(iii) Returns to contributories :—

	£	s.	d.
.....s.....d. per £.....			
.....† share			
.....s.....d. per £.....			
.....† share			
.....s.....d. per £.....			
.....† share			

Balance ...

£

(1) Assets, including..... shown in the statement of assets and liabilities and estimated to be of the value of £..... have proved to be unrealisable.

(2) State amount paid into the Companies Liquidation Account in respect of :
(*a*) unclaimed dividends payable to creditors in the winding-up ... ... £
(*b*) other unclaimed distributions in the winding-up ... ... £
(*c*) moneys held by the company in trust in respect of dividends or other sums due before the commencement of the winding-up to any person as a member of the company ... ... £

(3) Add here any special remarks the Liquidator thinks desirable :—

Dated this day of 19.....

(Signature of liquidator(s))
(address).

* State number. Preferential creditors need not be separately shown if all creditors have been paid in full.
† State nominal value and class of share.

Form No. 108

The Companies Act, 1948

NOTICE OF APPOINTMENT OF RECEIVER OR MANAGER

(Pursuant to Section 372 (1) (a))

To (a).....

.....

I.....of.....hereby give notice that :—

(b) Under an Order of the (c).....
dated the.....day of.....19..... in the matter of (d) .....

I was appointed (e).....of (f).....
.....of the property of your company.

(b) On the .....day of.....19..... I was appointed (e).....of (g).....
of the property of your company under the powers contained in an instrument dated (h).....

Signature.....

Dated the.....day of.....19.....

(a) Name of company.
(b) of these two paragraphs strike out that which does not apply.
(c) Name of Court making Order.
(d) Short title of action.
(e) " Receiver " or " Manager " or " Receiver and Manager " as the case may be.
(f) Short recital from the Order of the property over which appointed.
(g) Short description of the property over which appointed.
(h) Describe fully the instrument under which the appointment is made.

No. of Company..... Form No. 109

The Companies Act, 1948

STATEMENT AS TO THE AFFAIRS OF*.....LIMITED

*Insert full name of Company

Submitted in pursuance of Section 372 (1) (*b*) of the Companies Act, 1948

IN THE MATTER OF A DEBENTURE (SERIES OF DEBENTURES) REGISTERED.....19...

Statement as at the.....day of.....19... the date of the appointment of the Receiver.

I .....of.....
do solemnly and sincerely declare that the statement made overleaf and the several lists hereunto annexed marked.....are to the best of my knowledge and belief a full, true and complete statement as to the affairs of the above named company on the.....day of..... 19... the date of the appointment of the Receiver.

Declared at .....
this.....day of.....19...
Before me.....
A Commissioner of Oaths.
} *Signature*.....

The Commissioner is particularly requested, before accepting the Declaration, to ascertain that the full name, address, and description of the Declarant are stated, and to initial all crossings-out or other alterations on the printed form. A deficiency in the Declaration in any of the above respects will entail its refusal, and will necessitate its being re-declared.

NOTE.—The several lists annexed are not exhibits to the Declaration.

No. of Company..... Form No. 109A

The Companies Act, 1948

STATEMENT AS TO THE AFFAIRS OF*.....LIMITED

*Insert full name of Company.

Submitted in pursuance of Section 372 (1) (*b*) of the Companies Act, 1948

IN THE HIGH COURT OF JUSTICE
Chancery Division

IN THE MATTER OF†.....

†Insert title of action.

Statement as at the.....day of.....19..., the date of the appointment of the Receiver.

I .....of.....
make oath and say that the statement made overleaf and the several lists hereunto annexed marked.....are to the best of my knowledge and belief a full, true and complete statement as to the affairs of the above named company, on the.....day of.....19..., the date of the appointment of the Receiver.

Sworn at .....
this.....day of.....19...
Before me.....
A Commissioner of Oaths.
} *Signature*.....

The Commissioner is particularly requested, before swearing the Affidavit, to ascertain that the full name, address and description of the Deponent are stated, and to initial any crossings-out or other alterations in the printed form. A deficiency in the Affidavit in any of the above respects will entail its refusal by the Court, and will necessitate its being re-sworn.

NOTE.—The several lists annexed are not exhibits to the Affidavit.

STATEMENT OF
TO BE ANNEXED TO

STATEMENT AS TO THE AFFAIRS OF
..... LIMITED
ON THE ..... 19..., THE DATE OF THE APPOINTMENT OF THE RECEIVER,
SHOWING ASSETS AT ESTIMATED REALISABLE VALUES AND LIABILITIES
EXPECTED TO RANK.

	Estimated Realisable Values £
ASSETS NOT SPECIFICALLY PLEDGED (as per List "A")	
Balance at Bank	
Cash in Hand	
Marketable Securities	
Bills Receivable	
Trade Debtors	
Loans and Advances	
Unpaid Calls	
Stock in Trade	
Work in Progress	
....	
....	
Freehold Property	
Leasehold Property	
Plant and Machinery	
Furniture, Fittings, Utensils, etc.	
Patents, Trade Marks, etc.	
Investments other than marketable securities	
Other property, viz. :—	
....	
....	

ASSETS SPECIFICALLY PLEDGED (as per List "B")	(a) Estimated Realisable Values	(b) Due to Secured Creditors	(c) Deficiency ranking as Unsecured (see next page)	Surplus carried to last column
	£	£	£	£
Freehold Property ...				
....				
....				
	£	£	£	£

Estimated surplus from Assets specifically pledged ... ... _____

ESTIMATED TOTAL ASSETS AVAILABLE FOR PREFERENTIAL CREDITORS, DEBENTURE HOLDERS SECURED BY A FLOATING CHARGE, AND UNSECURED CREDITORS* (carried forward to next page) ... ...£

SUMMARY OF GROSS ASSETS	(d) £
Gross realisable value of assets specifically pledged	
Other Assets	
GROSS ASSETS ... ...£	

AFFAIRS AND LISTS

FORMS 109 AND 109A

(e) Gross Liabilities £	LIABILITIES (to be deducted from surplus or added to deficiency as the case may be)	£
	ESTIMATED TOTAL ASSETS AVAILABLE FOR PREFERENTIAL CREDITORS, DEBENTURE HOLDERS SECURED BY A FLOATING CHARGE, AND UNSECURED CREDITORS* (brought forward from preceding page).	£
	SECURED CREDITORS (as per List "B") to extent to which claims are estimated to be covered by Assets specifically pledged (item (a) or (b) on preceding page, whichever is the less) ... ... [Insert in "Gross Liabilities" column only.]	———
	PREFERENTIAL CREDITORS (as per List "C")	
	Estimated balance of assets available for Debenture Holders secured by a floating charge, and Unsecured Creditors* ... ...£	
	DEBENTURE HOLDERS secured by a floating charge (as per List "D")	
	Estimated SURPLUS/DEFICIENCY as regards Debenture Holders* ... ...£	
	UNSECURED CREDITORS (as per List "E"):— Estimated unsecured balance of claims of Creditors partly secured on specific assets, brought from preceding page (c). £	
	Trade Accounts	
	Bills Payable...	
	Outstanding Expenses	
	....	
	....	
	Contingent Liabilities (State nature):—	
	....	
	ESTIMATED SURPLUS/DEFICIENCY AS REGARDS CREDITORS* being difference between: GROSS ASSETS (d) ... ... £	
£	and GROSS LIABILITIES (e)	
	ISSUED AND CALLED-UP CAPITAL £	
	.....preference shares of.....each	
	.....called-up	
	.....ordinary shares of.....each	
	.....called-up	
	.....	
	.....	
	ESTIMATED SURPLUS/DEFICIENCY AS REGARDS MEMBERS* (as per List "F") £	

*NOTES

(1) (f) There is no unpaid capital liable to be called-up *or*

(g) The nominal amount of unpaid capital liable to be called-up is £ estimated to produce £ which is/is not charged in favour of Debenture Holders

Strike out (f) or (g).

(2) The estimates are subject to costs of the Receivership and to any surplus or deficiency on trading pending realisation of the Assets.

Statement of affairs
List "A"

List "A"—Assets not Specifically Pledged

Full particulars of every description of property not specifically pledged and not included in any other list are to be set forth in this list

	Full statement and nature of property	Book value	Estimated to produce
State name of bankers	Balance at bank		
	Cash in hand		
	Marketable securities, viz. :—		
	Bills receivable (as per Schedule I)		
	Trade debtors (as per Schedule II)		
	Loans and advances, viz. :—		
	Unpaid calls (as per Schedule III)		
State nature	Stock in Trade		
State nature	Work in progress...		
	Freehold property, viz. :—		
	Leasehold property, viz. :—		
	Plant and machinery, viz. :—		
	Furniture, fittings, utensils, etc.		
	Patents, trade marks, etc., viz. :—		
	Investments other than marketable securities, viz. :—		
	Other property, viz. :—		

Signature Dated 19 .

Schedule I.—Bills of Exchange, Promissory Notes, &c., on Hand available as Assets

Statement of Affairs
Schedule I to List "A"

The Names to be arranged in alphabetical order and numbered consecutively

No.	Name of Acceptor of Bill or Note	Address, &c.	Amount of Bill or Note £	s.	d.	Date when due	Estimated to produce £	s.	d.	Particulars of any property held as security for payment of Bill or Note

Signature

Dated 19 .

Schedule II—Trade Debtors

Statement of Affairs
Schedule II to List
"A"

The names to be arranged in alphabetical order and numbered consecutively.

Note :—If the debtor to the company is also a creditor, but for a less amount than his indebtedness, the gross amount due to the company and the amount of the contra account should be shown in the third column, and the balance only be inserted under the heading "Amount of Debt" thus :— £ s. d.

Due to company ... ...
Less : Contra account ... ...

No such claim should be included in List "E"

No.	Name	Residence and Occupation	Amount of Debt: Good £	s.	d.	Doubtful £	s.	d.	Bad £	s.	d.	Folio of Ledger or other book where particulars to be found	When contracted: Month	Year	Estimated to produce £	s.	d.	Particulars of any securities held for debt

Signature

Dated 19 .

SCHEDULE III—UNPAID CALLS

Statement of Affairs
Schedule III to list "A" The names to be arranged in alphabetical order and numbered consecutively

Consecutive No.	No. in share register	Name of Shareholder	Address	No. of shares held	Amount of call per share unpaid			Total amount due			Estimated to realize		
					£	s.	d.	£	s.	d.	£	s.	d.

Signature Dated 19 .

LIST "B"—ASSETS SPECIFICALLY PLEDGED AND CREDITORS FULLY OR PARTLY SECURED (NOT INCLUDING DEBENTURE HOLDERS SECURED BY A FLOATING CHARGE)

Statement of Affairs
List "B"

The names of the secured creditors are to be shown against the assets on which their claims are secured, numbered consecutively, and arranged in alphabetical order as far as possible

Particulars of assets specifically pledged	Date when security given	Estimated value of security			No.	Name of Creditor	Address and occupation	Amount of debt			Date when contracted		Consideration	Balance of debt unsecured carried to List "E"			Estimated surplus from security		
											Month	Year							
		£	s.	d.				£	s.	d.				£	s.	d.	£	s.	d.

Signature Dated 19 .

List "C"—Preferential Creditors for Rates, Taxes, Salaries, Wages and Otherwise

Statement of Affairs
List "C"

The names to be arranged in alphabetical order and numbered consecutively

No.	Name of Creditor	Address and Occupation	Nature of Claim	Period during which claim accrued due	Date when due	Amount of Claim £	Amount of Claim s.	Amount of Claim d.	Amount payable in full £	Amount payable in full s.	Amount payable in full d.	Balance not preferential carried to List "E" £	Balance not preferential carried to List "E" s.	Balance not preferential carried to List "E" d.

Signature Dated 19 .

List "D"—List of Debenture Holders Secured by a Floating Charge

Statement of Affairs
List "D"

The names to be arranged in alphabetical order and numbered consecutively

Separate Lists must be furnished of holders of each issue of Debentures, should more than one issue have been made

No.	Name of Holder	Address	Amount £	Amount s.	Amount d.	Description of assets over which security extends

Signature Dated 19 .

List "E"—Unsecured Creditors

Statement of Affairs
List "E"

The names to be arranged in alphabetical order and numbered consecutively

Notes.—1. When there is a contra account against the creditor, less than his claim against the company, the amount of the creditor's claim and the amount of the contra account should be shown in the third column and the balance only be inserted under the heading "Amount of Debt" thus :—

	£	s.	d.
Total amount of claim			
Less: Contra account			

No such set-off should be included in Schedule I attached to List "A".

2. The particulars of any Bills of Exchange and Promissory Notes held by a creditor should be inserted immediately below the name and address of such creditor.

No.	Name	Address and Occupation	Amount of Debt			Date when contracted		Consideration
			£	s.	d.	Month	Year	
	Unsecured balance of creditors partly secured—brought from List "B"							
	Balance not preferential of preferential creditors—brought from List "C"							

Signature

Dated 19 .

List " F "—Deficiency or Surplus Account

The period covered by this Account must commence on a date not less than three years before the appointment of the Receiver or, if the company has not been incorporated for the whole of that period, the date of formation of the company, unless the Receiver otherwise agrees.

	£
Items Contributing to Deficiency (or Reducing Surplus):	
1. Excess (if any) of Capital and Liabilities over Assets on the .. ..19... as shown by Balance Sheet (copy annexed)	
2. Net dividends and bonuses declared during the period from .....19... to the date of the Statement	
3. Net trading losses (after charging items shown in note below) for the same period	
4. Losses other than trading losses written off or for which provision has been made in the books during the same period (give particulars or annex schedule)	
5. Estimated losses now written off or for which provision has been made for the purpose of preparing the Statement (give particulars or annex schedule)	
6. Other items contributing to Deficiency or reducing Surplus:	

	£	£
Items Reducing Deficiency (or Contributing to Surplus):		
7. Excess (if any) of Assets over Capital and Liabilities on the .....19... as shown on the Balance Sheet (copy annexed)		
8. Net trading profits (after charging items shown in note below) for the period from the .....19... to the date of the Statement		
9. Profits and income other than trading profits during the same period (give particulars or annex schedule) ...		
10. Other items reducing Deficiency or contributing to Surplus:		
Deficiency/Surplus as shown by Statement		£

Note as to Net Trading Profits and Losses:

Particulars are to be inserted here (so far as applicable) of the items mentioned below, which are to be taken into account in arriving at the amount of net trading profits or losses shown in this Account :—

	£
Provisions for depreciation, renewals, or diminution in value of fixed assets	
Charges for United Kingdom income tax and other United Kingdom taxation on profits	
Interest on debentures and other fixed loans	
Payments to directors made by the company and required by law to be disclosed in the accounts	
Exceptional or non-recurring expenditure:	
Less :—Exceptional or non-recurring receipts :—	
Balance, being other trading profits or losses	
Net trading profits or losses as shown in Deficiency or Surplus Account above	£

Signature Dated 19 .

Statement of Affairs
List " G "

List " G "

In substitution for such of the lists " A " to " F " as will have to be returned blank

List	Particulars as per Front Sheet	Remarks Where no particulars are entered on any one or more of the Lists " A " to " F " the word " Nil " should be inserted in this column opposite the particular List or Lists thus left blank.
A	Assets not specifically pledged	
B	Assets specifically pledged and creditors fully or partly secured (not including debenture holders secured by a floating charge).	
C	Preferential creditors for Rates, Taxes, Salaries, Wages and otherwise	
D	Debenture holders secured by floating charge	
E	Unsecured creditors	
F	Deficiency or Surplus Account	

Signature Dated 19 .