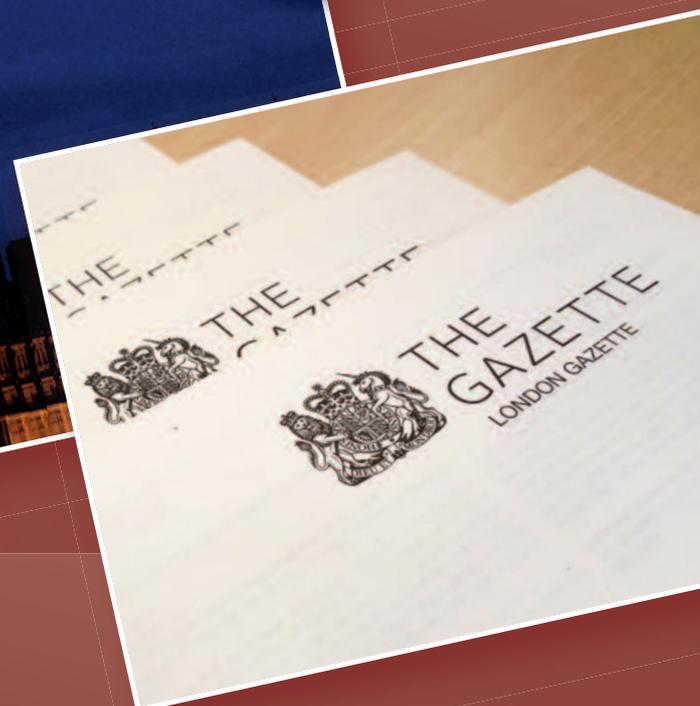


# Insolvency (England and Wales) Statutory Advertising Guide 2017

Including  
full details of  
changes introduced  
by the Insolvency  
(England and Wales)  
Rules 2016 and related  
changes to the  
Insolvency Act  
1986



April 2017  
Edition 2

COURTS   
ADVERTISING

This guide has been prepared by Courts Advertising for insolvency practitioners, to explain the changes introduced to statutory advertising requirements by the Insolvency (England and Wales) Rules 2016 and related changes to the Insolvency Act 1986 that took effect from 6 April 2017.

## Contents

<b>Introduction</b>	<b>3</b>		
<b>How we'll help you</b>	<b>4</b>		
<ul style="list-style-type: none"> <li>• Statutory Advertising Guide</li> <li>• Updates on specific issues</li> <li>• New advertising forms</li> <li>• Notices checked for accuracy and compliance</li> </ul>			
<b>Legislative changes</b>	<b>5</b>		
<ul style="list-style-type: none"> <li>• Note on terminology</li> <li>• Commencement date</li> <li>• LLPs and special regimes</li> <li>• Transitional provisions</li> <li>• Geographical extent</li> <li>• Key differences in the New Rules</li> <li>• Errors and planned amendments</li> </ul>			
<b>General advertisement changes</b>	<b>7</b>		
<ul style="list-style-type: none"> <li>• Modernised language</li> <li>• Meetings and Decision Procedures</li> <li>• Small debts</li> <li>• Standard Contents</li> <li>• Civil Procedure Rules in relation to dates</li> <li>• Re-use of prohibited name</li> <li>• Notice of intended dividend</li> <li>• Rule and Section numbers</li> <li>• Proofs and proxies</li> </ul>			
<b>Specific advertisement changes</b>	<b>9</b>		
<ul style="list-style-type: none"> <li>• CVA Moratorium</li> <li>• Administration</li> <li>• Administrative Receivership</li> <li>• Members' Voluntary Liquidation</li> <li>• Creditors' Voluntary Liquidation</li> <li>• Provisional Liquidation</li> <li>• Compulsory Liquidation</li> <li>• Bankruptcy</li> </ul>			
<b>Decision Making</b>	<b>10</b>		
<ul style="list-style-type: none"> <li>• Methods of Decision Making</li> <li>• Gazetting and advertising</li> <li>• Notice of Decision Procedure by advertisement only</li> <li>• Physical Meeting threshold</li> </ul>			
<b>FAQs</b>	<b>11</b>		
<b>Forms</b>	<b>12</b>		
<b>About Courts Advertising</b>	<b>14</b>		
<ul style="list-style-type: none"> <li>• Key people</li> <li>• History of Courts Advertising</li> <li>• Our service</li> </ul>			
<b>How to submit notices</b>	<b>15</b>		
<ul style="list-style-type: none"> <li>• Sending notices</li> <li>• Acknowledgement and publication</li> <li>• Deadlines for the Gazettes</li> <li>• Advertising in newspapers and elsewhere</li> <li>• Business for sale advertising</li> <li>• Further information</li> </ul>			

### Revision history

**Edition 1**  
(published 16 March 2017)  
initial edition

**Edition 1A**  
(published 20 March 2017)  
added section with details of the exclusion of LLPs and special regimes from New Rules; revised section 'Geographical extent' in relation to Scotland; clarified Opt-Out details

**Edition 2**  
(published 7 April 2017)  
revised section 'Gazetting and advertising' to make clear that Voluntary Arrangement meetings do not require Gazetting; revised chapters 'Legislative changes', 'General advertisement changes' and 'Specific advertisement changes' to take account of further legislation and correction slip issued in March; revised list of forms to reflect changes in decision making form numbers; other minor changes

### Insolvency (England and Wales) Statutory Advertising Guide 2017

Edition 2, published April 2017

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**Important note:** We have made every endeavour to ensure the information shown in this guide is correct, based on the new legislation as made. However, although we've checked carefully through the Rules and the amendments to the Act there may be something that we've missed, or some aspect of the legislation that

we've misinterpreted. Please do not place reliance on this document for legal purposes, and you should seek independent advice if necessary.

If you spot anything that you believe we should look at again please do contact Ewan Clydesdale on 01268 494140 or e-mail [ewan@courts-advertising.co.uk](mailto:ewan@courts-advertising.co.uk), and we'll issue a correction or update if required. A change log of revisions made in each edition is shown above.

**A further edition of this guide will be published if necessary, highlighting any changes made from this edition, and will be available for download from our website at [www.courts-advertising.co.uk](http://www.courts-advertising.co.uk)**

## Introduction



On 6 April 2017 the new Insolvency Rules (and associated changes to the Act) came into force in England and Wales, replacing the old secondary legislation dating back to 1986 – introducing a number of changes to insolvency law.

Courts Advertising is a specialist statutory advertising agency, established in 1991, handling Gazette and newspaper statutory advertising for many insolvency firms – large and small – across the country and worldwide.

We offer you a fast, efficient and knowledgeable service to save you time and money, and one that is easier than dealing direct with publishers.

Our aim is to work with you as a genuine partner, and we've thoroughly read through the New Rules to produce this comprehensive guide to how the legislative changes will affect advertising requirements, and we have put together a full set of statutory advertising forms.

**If you don't already use Courts Advertising please do give me a call today on 01268 494140 or e-mail [greg@courts-advertising.co.uk](mailto:greg@courts-advertising.co.uk) for a no-obligation discussion to save your time and money and ensure compliance with the New Rules from day one.**

*Greg Andrews, Director*

## How we'll help you

At Courts Advertising we pride ourselves on understanding statutory requirements and keeping our clients informed.

We've researched the new legislation and written this guide for insolvency practitioners and their staff, to explain what effect the major, minor and more subtle changes will have on the advertising requirements, and how we will help you with the transition.

Many of our clients have been with us since we started, and the whole ethos of our business is based on giving expert advice and working with you to ensure your advertising is accurate and compliant.

For more information on our staff, history and services please see pages 14 and 15.

### Statutory Advertising Guide

This is an updated edition of our guide summarising the changes that affect the advertising requirements.

The first edition was based on the legislation as made in late 2016. This second edition takes into account the various additional instruments and correction slip published in March 2017, which collectively correct some of the problems and errors in the new legislation. This edition also incorporates some minor changes from the first edition to clarify and incorporate some additional information.

We will issue an updated edition of the guide when there are any further changes to the legislation in prospect, or if any of the content requires updating for any other reason.

### Updates on specific issues

We'll send e-mail updates on specific issues related to the New Rules as and when necessary.

### New advertising forms

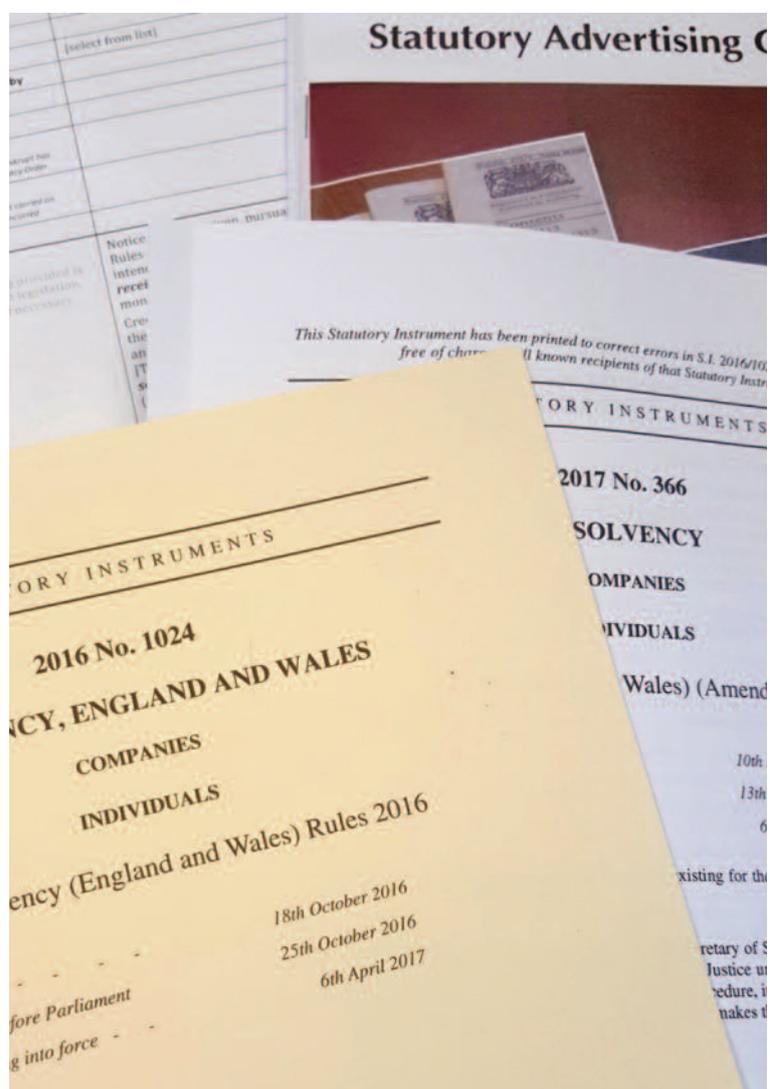
We offer our clients the optional use of a full set of forms for all advertisements that may be required under the New Rules.

These forms take into account all of the changes in procedures, requirements and language introduced in the New Rules, and are available free of charge.

However, there's no requirement to use our forms, and we're happy to accept notices in any other format or wording – whatever you find to be the most convenient way of working.

### Notices checked for accuracy and compliance

All notices sent to us are both proof-read and checked for compliance before publication – if we spot anything that we want to check with you we'll get in touch promptly.



## Legislative changes

Note: Throughout this document we've used certain terminology as defined below.

**New Rules:** refers to the *Insolvency (England and Wales) Rules 2016 (SI 2016/1024)*, including changes made by the *Insolvency (England and Wales) (Amendment) Rules 2017 (SI 2017/366)*, the associated changes made to the Act, and additional legislation referred to below and the correction slip issued in March 2017 – effectively meaning the insolvency legislation as it applies from 6 April 2017 in England and Wales (but see 'LLPs and special insolvency regimes' below for exceptions).

**Old Rules:** refers to the *Insolvency Rules 1986 (SI 1986/1925)* including the various amendment rules made to those over the years, and the Act including the effects of previous amendments – effectively meaning the insolvency legislation as it applied until 5 April 2017 in England and Wales.

### Commencement date

The changes all **came into force on 6 April 2017**.

The main change is the complete replacement of the Insolvency Rules 1986 (and all of the subsequent amendments made to those rules) by a new consolidated single set of rules – the *Insolvency (England and Wales) Rules 2016* (although see below for details of amendment rules and errors).

These New Rules have been completely restructured into 'common parts' with the intention of avoiding repetition and making them easier to understand – for instance, Part 3 relates to Administration, Part 6 to Creditors' Voluntary Liquidation, Part 15 to Decision Making and Part 16 to Proxies.

As well as the general reorganisation of the rules, a substantial number of changes to the procedures are included to tie in with certain provisions that were contained in the *Small Business, Enterprise and Employment Act 2015* (relating to decision-making processes) and in the *Deregulation Act 2015* (relating to bankruptcy cases) and which now come into force, making amendments to the *Insolvency Act 1986* as applied in England and Wales.

### LLPs and special regimes

A complication is that the Old Rules in their entirety (including the Act as it stood before these changes) will continue to apply for the time being to cases that are Limited Liability Partnerships, or that are dealt with by special insolvency regimes, as detailed in Rule 3 of the *Insolvency (England and Wales) Rules 2016 (Consequential Amendments and Savings) Rules*

2017 (SI 2017/369) and Regulation 4 of the *Deregulation Act 2015 and Small Business, Enterprise and Employment Act 2015 (Consequential Amendments) (Savings) Regulations 2017 (SI 2017/540)* (these regulations also detail the necessary revisions to the *Insolvent Partnerships Order 1994* and *Administration of Insolvent Estates of Deceased Persons Order 1986*).

### Transitional provisions

Unlike many previous changes to the Insolvency Rules, these New Rules apply in full to old cases, as well as new cases, with immediate effect – apart from in a very limited number of circumstances where transitional provisions apply (see Schedule 2 of the Insolvency (England and Wales) Rules 2016 for full details).

As far as advertising is concerned, the transitional provisions will mean that:

- in relation to **meetings of creditors**, any meeting that is being held as a result of a notice issued before 6 April, or as a result of a requisition or request made before that date, must still be held generally in accordance with the Old Rules and must be Gazetted in the usual way – even if the meeting is being held on or after 6 April
- in relation to **final meetings**, any final meeting that is being held as a result of a final report being sent before 6 April, or in an MVL has been called before 6 April, must still be held generally in accordance with the Old Rules and must be Gazetted in the usual way – even if the meeting is being held on or after 6 April.

### Geographical extent

The new secondary legislation (the Insolvency (England and Wales) Rules 2016) applies only in England and Wales, and the changes being made to the Insolvency Act also apply only in England and Wales at this stage.

New legislation to replace or amend the Insolvency (Scotland) Rules 1986 would be required at a future date to be able to implement the changes to the Act as it applies to Scotland. These changes to the Scottish legislation are not likely to occur until 2018 at the earliest, and we will keep you updated on any progress with these.

The primary legislation in Northern Ireland is the Insolvency (Northern Ireland) Order 1989 (as amended) which has a number of differences from the Insolvency Act that applies in the rest of the United Kingdom, and entirely separate secondary legislation also applies. As a result, the changes being implemented in England and Wales do not have any corresponding effect in Northern Ireland.

## Key differences in the New Rules

There are a variety of changes introduced in April, and below is a simple summary of the main points – although the general consensus seems to be that the implications of many of the alterations are not as simple or as obvious as might be expected:

- **Decision Making** – a physical meeting of creditors will no longer be the default way of making a decision, and instead the IP has a number of ‘Decision Making’ options depending on the nature of the matter which requires a decision to be made. A physical meeting of creditors will be held only if a certain proportion of creditors requests it – see page 10 for full details
- **Final Meetings** are abolished in all situations where they currently exist – Members’ Voluntary Liquidation (Section 94), Creditors’ Voluntary Liquidation (Section 106), Compulsory Liquidation (Section 146) and Bankruptcy (Section 331). Instead of holding a Final Meeting there is a reporting requirement written into each of the amended sections of the Act above. There is no requirement to advertise either the sending of the report or the closure of the case
- **Electronic communication** between the IP and a creditor will be automatically allowed if the debtor already corresponded with the creditor in that way
- **Forms** – the standard forms that were prescribed in the Old Rules for various notices and documents are being abolished. Instead the New Rules define the items of content that must be included in each of the notices or documents that must be issued
- **Publishing information on websites** – most insolvency documents can now be published on a website (instead of being sent to creditors) without the need to get a Court Order
- **Modernised language** – some of the language used in the rules has been changed – such as using the word ‘must’ instead of ‘shall’, ‘deliver’ instead of ‘send’ and so on (with certain exceptions). The way the concept of ‘delivering’ documents to creditors instead of ‘sending’ them has been worded appears to have some interesting complications for calculating the dates on which, for example, a report has been delivered to creditors
- **Opt-outs** – a creditor may opt out of receiving most correspondence on the progress of a case (with some exceptions, including notices of intended dividend, a change of Office Holder or their details) by responding accordingly to the explanation of the opting out procedure that the Office Holder’s initial communication with creditors must contain

- **‘Small debts’** – when declaring a dividend, the Office Holder has discretion to treat creditors whose debt is a ‘small debt’, defined as not exceeding £1,000, as having proved (for the purposes of receiving a dividend only) without requiring the creditor to submit a proof.

## Errors and planned amendments

The Insolvency Service’s plan was to consolidate all the existing secondary legislation into one new instrument (initially at least, until the inevitable need for some amendments to be made a year or two down the line).

However, a significant number of errors have been discovered in the New Rules – meaning that the Insolvency (England and Wales) (Amendment) Rules 2017 were made on 10 March to amend the main rules before they came into force. Following these, a correction slip to the main rules was issued on 24 March and a correction slip to the amendment rules on 17 March.

In relation to advertising provisions we have identified errors (or possible errors) in relation to the following rules, and once we have a clear indication from the Insolvency Service on how these rules are to be interpreted, or any further correction slips or amendment rules are issued, we will issue an update:

- **Rule 3.37** has an incorrect reference in paragraph 4, where it states “... is taken to comply with paragraph (1)(b) if ...”. The Insolvency Service has confirmed that this should refer instead to paragraph “(2)(b)” and that they are looking at how to amend this
- **Rules 14.28-14.30** have an anomaly which appears to not apply a statutory time limit to the publication of a notice of intended dividend in the Gazette. The Old Rules required the notice to be published at least 21 days prior to the proving date – we have asked the Insolvency Service for clarification

The errors that we had previously identified and commented on relating to Rules 1.17, 7.25 and 22.4 have been dealt with in the correction slip dated 24 March.

Interesting discussions of various other errors or issues with the practical application of the New Rules can be found on the Insolvency Service’s blog at [theinsolvencyrules2016.wordpress.com](http://theinsolvencyrules2016.wordpress.com) (bearing in mind that some of the issues mentioned have been dealt with since the comments were made).

## General advertisement changes

This section details the changes that will generally apply to all published advertisements, or those that cover more than one insolvency procedure.

*This chapter should be read in conjunction with 'Specific advertisement changes' on page 9.*

**Note: we will ensure that all the necessary changes are incorporated in our own standard wordings and forms, so this section is primarily of interest if you wish to amend your own templates.**

### Modernised language

Check the wording of the New Rules, compare to the Old Rules and old template wordings, and consider if advertisements need to be amended where necessary to match the revised language used in the New Rules – for example:

- “Chairman” being replaced with “Chair”
- “shall” being replaced with “must”
- “send”, “notify”, “lodge” or “give” being (mostly) replaced with “deliver”

Note that the changes don't necessarily apply to all occurrences of these words, so a detailed comparison of individual notices and rules is required to ensure revisions are made in the correct context.

### Meetings and Decision Procedures

References in advertisements to meetings (along the lines of ‘appointed by a meeting’ or ‘creditors may request a meeting’) should be amended as necessary to refer to ‘decision’, or to the specific decision procedure or deemed consent procedure, as appropriate.

### Small debts

The Office Holder may decide in a particular case that creditors with a ‘small debt’ (where the total amount owed to the creditor does not exceed £1,000) are not required to prove their debts for the purposes of receiving a dividend. If this applies in a case it may be advisable to add a note to a notice of intended dividend to avoid confusion.

### Standard contents

A minor change to the ‘standard content’ requirements requires the inclusion of the principal trading address (if any) in a Bankruptcy case in Gazette and non-Gazette notices.

In non-Gazette notices Court details are now to be included, as is the principal trading address of a company.

As the standard content requirements, and the New Rules generally, apply to all cases (rather than only to new cases from April 2010 onwards as in the Old Rules), the standard content information must now be included in all published notices, regardless of when the case commenced.

### Civil Procedure Rules in relation to dates

The Civil Procedure Rules 1998 (as amended) are applied generally to the New Rules, including the provision of Rule 2.9(2) that dates by which an act must be done are to be expressed as calendar dates wherever practicable.

### Re-use of prohibited name

The former Form 4.73 from the Old Rules is no longer prescribed for this notice, and the replacement rule in the New Rules requires more explanatory text and information to be included than in the previous form.

We have produced a form aimed at directors who are in the situation of needing to publish such a notice, available on request, and are happy to take enquiries from them to arrange publication of the Gazette notice if you wish to refer them to us.

### **Notice of intended dividend**

As noted in the chapter 'Legislative changes' the arrangement of the New Rules applying to this notice does not appear to require that in the published advertisement the proving date be not less than 21 days from the date of the notice, nor to state in the notice that the dividend will be declared within two months from the last date for proving. We await an answer from the Insolvency Service on this issue.

Also bear in mind the amendment suggested in relation to 'small debts' earlier in this chapter.

### **Rule and Section numbers**

Naturally any of the rule numbers mentioned in advertisements drafted under the Old Rules will need to be changed to reflect those in the New Rules. References to Act section numbers should also be amended if necessary.

Alternatively these rule/section references can be deleted from the advertisements, but if doing so please bear in mind the context in which the notices are published in the London Gazette and ensure that sufficient information is included in the notice that a creditor or other interested party will be able to understand what it relates to.

### **Proofs and proxies**

Take into account any changed deadlines and different procedures in the New Rules for delivering proofs and proxies, and amend advertisements related to Decision Procedures (along with any other notices specifying a deadline for these).

Also bear in mind that the New Rules do not use the word 'lodge', instead using 'deliver' in relation to proofs and proxies – it is advisable to ensure the wording of notices matches the language used in the New Rules.

## Specific advertisement changes

This section details the changes that will apply only to a specific published advertisement.

*This chapter should be read in conjunction with 'General advertisement changes' on page 7.*

**Note: we will ensure that all the necessary changes are incorporated in our own standard wordings and forms, so this section is primarily of interest if you wish to amend your own templates.**

### CVA Moratorium

No specific changes affecting advertising requirements compared to the Old Rules.

### Administration

**Appointment of Replacement Administrator or Additional Administrator** – these notices should be advertised in the same way as the original appointment, clearly identifying the Replacement or Additional Administrator (as appropriate), but with the exclusion of the nature of business of the company.

**Additional options for advertising notices to members** – instead of delivering individual notices to members, the Administrator is given the option to advertise in the following circumstances (in addition to similar options carried over from the Old Rules):

- **Notice to members of extension of time for delivery of proposals**
- **Notice to members of extension of time to seek approval of proposals**
- **Notice to members of order regarding limited disclosure of statement of proposals**

### Administrative Receivership

**Meetings of creditors** – no requirement to advertise a meeting in Administrative Receivership.

### Members' Voluntary Liquidation

**Appointment of Liquidator** – the New Rules (see the header note to Chapter 4 of Part 1) specifically refer to using the prescribed Form 600a from 1987, as required by Section 109 of the Insolvency Act 1986, and not applying Rules 1.10-1.12.

The effect of this is to mean that the principal trading address of the company, the contact details of the Office Holder (and any alternative contact) would not be included, and that all previous names of a company

would be included rather than just those used in the twelve months prior to the commencement of the proceedings.

This curious situation has been checked with the Insolvency Service and they have confirmed it is the case.

### Creditors' Voluntary Liquidation

**Appointment of Liquidator** – the same issue detailed above in the MVL section applies to the use of Form 600a unamended in a CVL as well (and a footnote to this effect is included in Rule 6.23).

**Move from Administration to Creditors' Voluntary Liquidation under Paragraph 83** – the requirement under Section 109 to Gazette the notice of appointment of liquidator remains as before. The issue mentioned in previous editions of the guide, relating to the potentially confusing wording of Rule 6.1 (caused by the heading of Rule 6.23), has been dealt with in the correction slip dated 24 March.

### Provisional Liquidation

No specific changes affecting advertising requirements compared to the Old Rules.

### Compulsory Liquidation

#### **Winding-up Petition when presented by office-holder**

– there is no automatic requirement to advertise a notice of the presentation and hearing of the petition, although the Court may direct it – there is however a requirement to Gazette if the petition is dismissed. The defective wording referred to in earlier editions has been corrected.

#### **Winding-up Petition when presented by contributory**

– there is no automatic requirement to advertise a notice of the presentation and hearing of the petition, although the Court may direct it, nor is there a requirement to Gazette if the petition is dismissed. The defective wording referred to in earlier editions has been corrected.

### Bankruptcy

No specific changes affecting advertising requirements compared to the Old Rules.

## Decision Making

Possibly the most significant change in the New Rules is the removal of the Physical Meeting as the default way to make a decision. In place of the default requirement for a Physical Meeting, the Office Holder must now use one of a number of methods of Decision Making – one of the prescribed Decision Procedures, or the Deemed Consent procedure.

Some of the ways of making a decision are not permitted in certain circumstances, as detailed in the Act and/or Rules – for instance, Deemed Consent may not be used for a decision on the remuneration of an Office Holder.

### Methods of Decision Making

Under the New Rules, in most circumstances a decision may be made by any one of these methods:

- **Deemed Consent**
- **Correspondence**
- **Electronic Voting**
- **Virtual Meeting**
- **Physical Meeting**
- **any other method** allowing equal participation

### Gazetting and advertising

The Gazetting and advertising requirements for Decision Making in Administration, CVL, Compulsory Liquidation and Bankruptcy cases under Rule 15.13 are shown below. As in the Old Rules, meetings in Voluntary Arrangements do not require Gazetting:

- **Meetings (both Virtual and Physical)** must be Gazetted, and the convener may advertise them elsewhere if they see a reason to do so (in the same way as under the Old Rules)
- **other Decision Procedures or Deemed Consent** may be Gazetted

A notice that is Gazetted or advertised must conform to specified content requirements, and be Gazetted

before or as soon as reasonably practicable after notice of the meeting is delivered.

### Notice of decision procedure by advertisement only

Separately to the statutory requirement under Rule 15.13, there is a provision in Rule 15.12 that allows for the Court to order that notice of a decision procedure is to be given by advertisement only, and not by individual notice to the persons concerned.

The Court will take into account the balance of the cost of advertising against the cost of giving individual notices, the amount of assets available and the interests of the stakeholders.

A notice published in this situation must contain a significant amount of additional content depending on the circumstances. If this situation arises in a case you are dealing with please contact us to discuss the options for advertising and the likely cost of doing so.

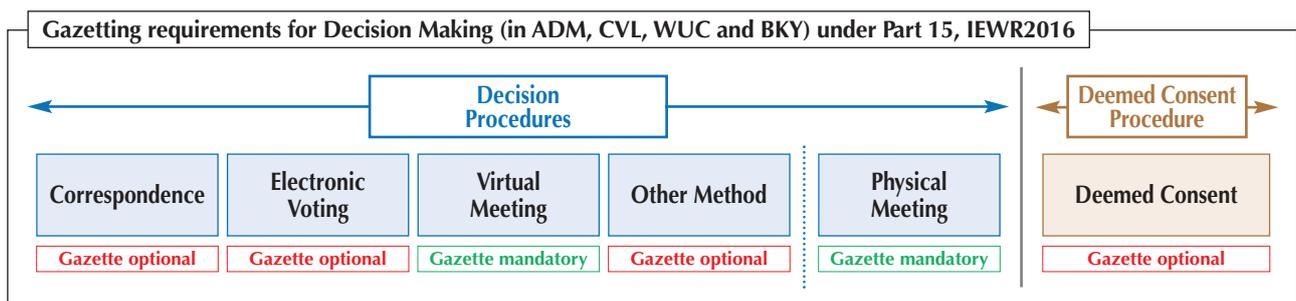
### Physical Meeting threshold

As a general principle, a Physical Meeting must be (and can only be) convened if a certain number or value of creditors specifically request it – one or more of:

- **10% in value of the creditors**
- **10% in number of the creditors**
- **10 individual creditors**

So, for example, if a company owes £250,000 to 150 creditors then a request by a single creditor who is owed £30,000 would pass the threshold, as would a request by 10 individual creditors each owed £60 – referred to as the 10/10/10 rule in shorthand.

One different situation is at the start of a CVL under Section 100 and Rule 6.14 where if the Deemed Consent proposal sent by the Liquidator is rejected by the creditors in the prescribed way (objections from 10% or more in value) then a Physical Meeting must automatically be convened, rather than any other Decision Procedure be used.



## FAQs

We have been asked (or are expecting to be asked) a few questions more frequently than others.

More detailed answers to many of these questions will be found elsewhere in the guide, but hopefully this summary will be helpful.

### Do I advertise a meeting being held after 6 April?

**Yes.** If the meeting was called before 6 April (under the Old Rules) it must be Gazetted, and if it was called on or after 6 April (under the New Rules) it is still Gazetted regardless of whether it is a traditional physical meeting or a new virtual meeting.

See the transitional provisions section in the chapter 'Legislative changes' on page 5 for full details.

### Why does a Gazetted appointment of liquidator notice in an MVL or CVL not now include the principal trading address, office holder contact details and alternative contact?

**Because the New Rules specifically refer to using Form 600a as prescribed.** See the relevant sections for an MVL and CVL in the chapter 'Specific advertisement changes' on page 9 for full details.

### Must all previous names of a company be included in a Gazette notice of appointment of liquidator in an MVL or CVL?

**To be safe, yes.** The wording of the prescribed Form 600a (see previous question) states "Previous name(s) of company (if any)", and a strict interpretation of that would suggest including all previous names, regardless of whether they were changed six months, five years or twenty years ago.

All other notices only require the inclusion of former registered names used in the twelve months prior to the commencement of the insolvency proceedings, as prescribed by Rule 1.12(1)(c).

### Do I advertise a virtual meeting, or only a physical meeting, or both types of meeting?

**Both.** Rule 1.2 defines the term 'meeting' as being either a physical meeting or a virtual meeting unless the contrary intention is given. Rule 15.13 refers simply to a meeting, without any distinction between the different types of meeting. There is however no need to advertise a meeting in a Voluntary Arrangement.

### How are LLPs dealt with after 6 April 2017?

**As if nothing had changed.** Because the Old Rules continue to apply to these and special insolvency regimes (for the moment, until further legislative changes are confirmed), the traditional meetings and final meetings continue to be held and Gazetted as before. See the chapter 'Legislative changes' on page 5 for full details.

## Forms

As mentioned earlier we have a full set of advertisement forms available for use by our clients, free of charge, covering all of the notices that you are likely to need to place under the New Rules.

The forms are similar to those we previously issued under the Old Rules – produced in Microsoft Word format, with space for mail merge fields being left so that you can code them to automatically merge with data from IPS or Vision Blue.

If you would like to discuss having the forms pre-coded for IPS or Vision Blue please contact us.

The wordings in our forms are produced to a standard format including all the information required by the legislation. Obviously we can't account for all situations in a simple form, and you are able to amend this wording to your own personal preference or to take account of different circumstances for any particular case.

**There is no obligation for you to use our forms – we're happy to accept notices in the format that is most convenient for you. This might mean that you use our forms for some notices, while keeping your own templates for others.**

We have released the forms shown in the list below, which we think will cover all of the notices that you would normally need to place. If you have any suggestions for additional forms, or comments on the list, please let us know.

These forms should not be used for cases outside of England and Wales – the legislation in Scotland and Northern Ireland differs in various respects, so the wordings and the legislative provisions quoted in most of the forms will not apply elsewhere.

We do have a number of templates and wordings for advertisements in Scotland and Northern Ireland (and various other jurisdictions). If you have any cases outside England and Wales that you would like to discuss advertising for please contact Ewan Clydesdale.

*Note: As the New Rules do not apply at this stage to LLP cases our old forms should continue to be used instead for these – please contact us to obtain them.*

### CVA Moratorium

Notice/Event	Form Code
Coming into force of Moratorium	CVA11
End of Moratorium	CVA19

### Administration

Notice/Event	Form Code
Appointment of Administrator	ADM11
Appointment of Replacement Administrator	ADM12
Appointment of Additional Administrator	ADM13
Decision making – by physical meeting	ADM15PM
Decision making – by virtual meeting	ADM15VM
Decision making - by correspondence	ADM16CS
Decision making - by electronic voting	ADM16EV
Decision making - by deemed consent	ADM17DC
Notice to Members of Proposals	ADM19
Notice to Members of Revised Proposals	ADM20
Notice to members of extension of time for delivery of proposals	ADM21
Notice to members of extension of time to seek approval of proposals	ADM22
Notice to members of order regarding limited disclosure of statement of proposals	ADM23
Notice to Creditors to Submit Claims	ADM25
Notice of Intended Dividend	ADM26
Order disapplying the requirement to set aside the Prescribed Part	ADM28
End of Administration	ADM29

### Administrative Receivership

Notice/Event	Form Code
Appointment of Administrative Receiver	ADR11
Report to Unsecured Creditors	ADR14
Order disapplying the requirement to set aside the Prescribed Part	ADR18

## Forms (continued)

### Members' Voluntary Liquidation

<i>Notice/Event</i>	<i>Form Code</i>
Resolution to Wind-up	MVL11
Appointment of Liquidator (Form 600a)	MVL12
Notice to Creditors to Submit Claims	MVL14
Notice of Intended Distribution	MVL16
<b>Decision making – only when converting to CVL because of insolvency</b>	
Decision making – by physical meeting	MVL17PM
Decision making – by virtual meeting	MVL17VM
Decision making – by correspondence	MVL18CS
Decision making – by electronic voting	MVL18EV
Decision making – by deemed consent	MVL19DC

### Creditors' Voluntary Liquidation

<i>Notice/Event</i>	<i>Form Code</i>
Resolution to Wind-up	CVL11
Appointment of Liquidator (Form 600a)	CVL12
Decision making – by physical meeting ( <b>only</b> for Section 100 appointment of liquidator)	CVL17PM
Decision making – by virtual meeting ( <b>only</b> for Section 100 appointment of liquidator)	CVL17VM
Decision making – by deemed consent ( <b>only</b> for Section 100 appointment of liquidator)	CVL19DC
Notice to Creditors to Submit Claims	CVL20
Decision making – by physical meeting ( <b>not</b> for Section 100 appointment of liquidator)	CVL21PM
Decision making – by virtual meeting ( <b>not</b> for Section 100 appointment of liquidator)	CVL21VM
Decision making - by correspondence	CVL22CS
Decision making - by electronic voting	CVL22EV
Decision making - by deemed consent ( <b>not</b> for Section 100 appointment of liquidator)	CVL23DC
Notice of Intended Dividend	CVL26
Order disapplying the requirement to set aside the Prescribed Part	CVL28

### Provisional Liquidation

<i>Notice/Event</i>	<i>Form Code</i>
Appointment of Provisional Liquidator	PVL11
Termination of Appointment of Provisional Liquidator	PVL19

### Compulsory Liquidation

<i>Notice/Event</i>	<i>Form Code</i>
Appointment of Liquidator (by Decision of Creditors)	CPL11
Appointment of Liquidator (by Secretary of State)	CPL12
Appointment of Liquidator (by the Court)	CPL13
Decision making – by physical meeting	CPL21PM
Decision making – by virtual meeting	CPL21VM
Decision making - by correspondence	CPL22CS
Decision making - by electronic voting	CPL22EV
Decision making - by deemed consent	CPL23DC
Notice to Creditors to Submit Claims	CPL25
Notice of Intended Dividend	CPL26
Order disapplying the requirement to set aside the Prescribed Part	CPL28

### Bankruptcy

<i>Notice/Event</i>	<i>Form Code</i>
Appointment of Trustee (by Decision of Creditors)	BKY11
Appointment of Trustee (by Secretary of State)	BKY12
Appointment of Trustee (by the Court)	BKY13
Decision making – by physical meeting	BKY21PM
Decision making – by virtual meeting	BKY21VM
Decision making - by correspondence	BKY22CS
Decision making - by electronic voting	BKY22EV
Decision making - by deemed consent	BKY23DC
Notice to Creditors to Submit Claims	BKY25
Notice of Intended Dividend	BKY26

## About Courts Advertising

We are a specialist legal and public notices advertising agency, handling insolvency, licensing, probate and other notices for professional firms and government organisations.

Being dedicated to this type of advertising means that our focus is 100% on statutory advertising and ensuring compliance with all the legislative requirements applicable.

We have by far the most knowledgeable and experienced management team in the business – Bob, Greg and Ewan have on aggregate been dealing with statutory notices for 99 years.

With our knowledge and understanding we have developed our own bespoke computer systems and procedures, and employ and train dedicated staff.

### Key people

#### Bob Andrews

Handling statutory notices since 1962, Bob is the longest serving agent in the business and has developed Courts Advertising into a company that is hugely respected in the field for service, accuracy and speed. His – and the company's – business philosophy remains the same: "Get it right, on time, every time."



#### Greg Andrews

With the firm for almost twenty years, and with that experience behind him he is taking over the full management of the Company and expanding into new sectors. Greg enjoys working with our clients (and potential new clients) to ensure their statutory advertising is compliant, accurate and cost-effective.



#### Ewan Clydesdale

Joined Courts Advertising in 2012, and has now worked in statutory advertising for 27 years. Ewan strengthens the Company's position as the leading specialist agency, with a particular emphasis on analysis of legislative changes and compliance with statutory requirements, including researching and writing this guide.



### History of Courts Advertising

We were established in 1991 by Bob Andrews, to specialise in statutory advertising for insolvency practitioners, solicitors, parliamentary agents, accountants, government bodies and similar.

As well as handling notices in the London, Edinburgh and Belfast Gazettes for insolvency practitioners throughout the UK, we also handle newspaper, magazine and other advertising of legal and public notices wherever necessary for our clients across the UK and worldwide.

Our business has grown organically through a combination of good service, attention to detail and fair pricing.

### Our service

If you currently use our services you will be aware of the benefits we give you:

- formal **acknowledgement** of your instructions within two hours of receipt
- **checking** notices for accuracy and compliance, and discussing any queries with you
- provision of **standard forms** for all insolvency advertisements in England and Wales, along with advice and wordings for notices elsewhere in the UK and across the world
- supply of **proof of publication** for every notice, along with clear itemised invoices stating the case name, notice type and date of publication, and no confusing surcharges or handling fees
- **advice and information** on any aspect of advertising
- prompt, efficient and friendly **expert service** from an experienced and dedicated team of staff.

If you're not currently a client then please do get in touch with Greg, Ewan or Bob for a no-obligation informal discussion.

We genuinely believe our service and knowledge is second to none, and we'll be pleased to guide you through the changes – chances are we can save your time and money and give you a better service than you currently receive!

## How to submit notices

We offer a credit account on 30 day payment terms to all insolvency practitioners. There are no formalities required to set up an account – just give us a quick call or e-mail if you have any questions.

### Sending notices

We recommend e-mailing or faxing instructions to us to avoid any postal delay.

- **E-mail:** [notices@courts-advertising.co.uk](mailto:notices@courts-advertising.co.uk)
- **Fax:** 01268 544358

Either way, we will send you an acknowledgement of your instructions within two hours – please contact us immediately if you do not receive this.

We'll provide you with compliant forms or wording for all statutory advertisements, and will always get in touch if we have any concerns about a notice.

### Acknowledgement and publication

We always scrutinise your instructions and notices on receipt to ensure they are compliant with all legislative requirements. If we have any questions, want to check something, or want to make a suggestion we will contact you by return.

We will book the notices for publication in the earliest available issues, and will e-mail our detailed acknowledgement to you confirming the publications used and the dates of appearance within two hours.

On the day of publication we check to make sure the notices have appeared correctly. We send copies of the published notices with our invoice on our standard credit terms.

We keep archive records of all notices published, so if you ever need copies – for example, when a compliance review is taking place – we can send these to you promptly.

### Deadlines for the Gazettes

**The London Gazette** is published daily, Monday to Friday, and we normally need to receive your instructions by 10.30am two working days prior to publication. If a notice needs to be published more quickly this can be arranged on request.

**The Edinburgh Gazette** is published twice a week, on Tuesday and Friday, and we need to receive your instructions by 3pm two working days prior to publication (by 3pm Friday for Tuesday's Gazette, and by 3pm Wednesday for Friday's Gazette).

**The Belfast Gazette** is published once a week, normally on Friday, and we need to receive your instructions by 12 noon one working day prior to publication (by 12 noon Thursday for publication on Friday).

Publication of the Gazettes varies around public holiday periods – for 2017 the changes to dates are:

- **London Gazette** will not publish on Friday 14 April, Monday 17 April, Monday 1 May, Monday 29 May, Monday 28 August, Monday 25 December or Tuesday 26 December 2017, or Monday 1 January 2018.
- **Edinburgh Gazette** will not publish on Friday 14 April or Tuesday 26 December 2017
- **Belfast Gazette** will publish on Thursday 13 April instead of Friday 14 April 2017.

Deadlines around the public holiday periods will vary, and please contact us for more information.

### Advertising in newspapers and elsewhere

We also handle notices for national, local and regional newspapers and magazines throughout the UK and worldwide.

Newspaper deadlines vary, but they are typically 12 noon two working days prior to publication for regional and national daily newspapers, and three or four working days prior to publication for most weekly newspapers.

Please contact us if you would like any advice, information or circulation figures, or to check deadlines and prices for specific advertisements.

### Business for sale advertising

If you are looking to market a business, or to invite offers, please contact us to discuss advertising the sale – we can recommend a range of options to suit your timescale and budget.

### Further information

For more information on our services please contact Greg Andrews, Ewan Clydesdale or Bob Andrews at Courts Advertising on 01268 494140 or e-mail [greg@courts-advertising.co.uk](mailto:greg@courts-advertising.co.uk).

## Why use Courts Advertising?

- ✓ Single point of contact for Gazettes, newspapers and other publications
- ✓ Specialist advice from expert and knowledgeable staff
- ✓ Forms and advertisement wordings available free of charge
- ✓ Prompt and efficient service with immediate acknowledgement of your instructions
- ✓ In-house typesetting and proof-reading to avoid errors and reduce costs
- ✓ Copies of all published notices automatically sent to you after publication
- ✓ Credit account with itemised invoices, and no surcharges or hidden extra fees

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Ewan Clydesdale or Bob Andrews at  
Courts Advertising on 01268 494140 or  
e-mail [greg@courts-advertising.co.uk](mailto:greg@courts-advertising.co.uk)

**COURTS**   
ADVERTISING

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