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STATUTORY INSTRUMENTS

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**2016 No. 1024**

**The Insolvency (England and Wales) Rules 2016**

**PART 1**

**SCOPE, INTERPRETATION, TIME AND RULES ABOUT DOCUMENTS**

**CHAPTER 6**

Standard contents of documents to be delivered to the registrar of companies

**Standard contents of all documents**

**1.21.**—(1) A document to be delivered to the registrar of companies must—

- (a) identify the company;
- (b) state—
  - (i) the nature of the document,
  - (ii) the section of the Act, the paragraph of Schedule A1 or B1 or the rule under which the document is delivered,
  - (iii) the date of the document,
  - (iv) the name and address of the person delivering the document, and
  - (v) the capacity in which that person is acting in relation to the company; and
- (c) be authenticated by the person delivering the document.

(2) Where the person delivering the document is the office-holder, the address may be omitted if it has previously been notified to the registrar of companies in the proceedings and is unchanged.