

STATUTORY INSTRUMENTS

**2016 No. 1024**

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

**PART 1**

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

**CHAPTER 3**

**Form and content of documents**

**Information required to identify persons and proceedings etc.**

**1.6.**—(1) Where the Act or these Rules require a document to identify, or to contain identification details in respect of, a person or proceedings, or to provide contact details for an office-holder, the information set out in the table must be given.

(2) Where a requirement relates to a proposed office-holder, the information set out in the table in respect of an office-holder must be given with any necessary adaptations.

Bankrupt	(a) full name; and (b) residential address (subject to any order for limited disclosure made under Part 20).
Company where it is the subject of the proceedings	In the case of a registered company— (c) the registered name; (d) for a company incorporated in England and Wales under the Companies Act or a previous Companies Act, its registered number; (e) for a company incorporated outside the United Kingdom— (i) the country or territory in which it is incorporated, (ii) the number, if any, under which it is registered, and (iii) the number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act.  In the case of an unregistered company— (f) its name; and (g) the postal address of any principal place of business.

Company other than one which is the subject of the proceedings	<p>In the case of a registered company—</p> <ul style="list-style-type: none"> <li>(h) the registered name;</li> <li>(i) for a company incorporated in any part of the United Kingdom under the Companies Act or a previous Companies Act, its registered number;</li> <li>(j) for a company incorporated outside the United Kingdom— <ul style="list-style-type: none"> <li>(i) the country or territory in which it is incorporated,</li> <li>(ii) the number, if any, under which it is registered; and</li> </ul> </li> <li>(k) the number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act;</li> <li>(l) In the case of an unregistered company— <ul style="list-style-type: none"> <li>(i) its name, and</li> <li>(ii) the postal address of any principal place of business.</li> </ul> </li> </ul>
Debtor	<ul style="list-style-type: none"> <li>(m) full name; and</li> <li>(n) residential address (subject to any order for limited disclosure made under Part 20).</li> </ul>
Office-holder	<ul style="list-style-type: none"> <li>(o) the name of the office-holder; and</li> <li>(p) the nature of the appointment held by the office-holder.</li> </ul>
Contact details for an office-holder	<ul style="list-style-type: none"> <li>(q) a postal address for the office-holder; and</li> <li>(r) either an email address, or a telephone number, through which the office-holder may be contacted.</li> </ul>
Proceedings	<ul style="list-style-type: none"> <li>(s) for proceedings relating to a company, the information identifying the company;</li> <li>(t) for proceedings relating to an individual, the full name of the bankrupt or debtor;</li> <li>(u) the full name of the court or hearing centre in which the proceedings are, or are to be, conducted or where documents relating to the proceedings have been or will be filed; and, if applicable,</li> <li>(v) any number assigned to those proceedings by the court, the hearing centre or the adjudicator.</li> </ul>