

SCHEDULE 4

Service of documents

Service of winding-up petitions

2.—(1) A winding-up petition must be served at a company's registered office by handing it to a person at that address who—

- (a) at the time of service acknowledges being a director, other officer or employee of the company;
- (b) is, to the best of the knowledge and belief of the person serving the petition, a director, other officer or employee of the company; or
- (c) acknowledges being authorised to accept service of documents on the company's behalf.

(2) However if there is no one of the kind mentioned in sub-paragraph (1) at the registered office, the petition may be served by depositing it at or about the registered office in such a way that it is likely to come to the notice of a person attending the office.

(3) Sub-paragraph (4) applies if—

- (a) for any reason it is not practicable to serve a petition at a company's registered office;
- (b) the company has no registered office; or
- (c) the company is an unregistered company.

(4) Where this paragraph applies the petition may be served—

- (a) by leaving it at the company's last known principal place of business in England and Wales in such a way that it is likely to come to the attention of a person attending there; or
- (b) on the secretary or a director, manager or principal officer of the company, wherever that person may be found.