

## SCHEDULE 4

### Service of documents

#### **Service of administration application (paragraph 12 of Schedule B1)**

**3.—**(1) An application to the court for an administration order must be served by delivering the documents as follows—

- (a) on the company at its registered office or if service at its registered office is not practicable at its last known principal place of business in England and Wales;
- (b) on any other person at that person's proper address.

(2) A person's proper address is any which he has previously notified as the address for service, but if the person has not notified such an address then the documents may be served at that person's usual or last known address.

(3) Paragraph (4) sets out the proper address for service for an authorised deposit-taker who—

- (a) has appointed, or is or may be entitled to appoint, an administrative receiver of the company; or
- (b) is, or may be, entitled to appoint an administrative receiver of the company under paragraph 14 of Schedule B1; and
- (c) has not notified an address for service.

(4) The proper address for service is—

- (a) that of an office of the authorised-deposit taker where the applicant knows the company maintains a bank account; or
- (b) where the applicant doesn't know of any such office, the registered office; or
- (c) if there is no such registered office the usual or last known address.