



NOTICE OF MEETING OF CREDITORS

Bankruptcy Act 1966

Details of regulated debtor(s)

Name of regulated debtor 1

Administration number

Name of regulated debtor 2

Administration number

Meeting details

Notice is given of a meeting of creditors of the above named regulated debtor(s), to be held at:
(location)

(on date)

(at time)

The purpose of the meeting is to: (check appropriate box)

- consider a proposed composition or scheme of arrangement (section 73)
- consider a proposed personal insolvency agreement (Part X)
- consider the variation or termination of a composition, scheme of arrangement or personal insolvency agreement (sections 74A, 221A, 222B)
- other – provide details (eg consider approval of trustee remuneration; consider replacement of trustee)

Entitlement to vote:

1. Only a creditor (or the creditor's proxy or attorney) is entitled to vote at the meeting. A form for appointing a proxy is attached to this notice. If you wish to be represented at the meeting by an attorney, you must arrange for the power of attorney to be produced to the trustee(s) at or before the meeting.
2. To be entitled to vote, you must give to the trustee(s), at or before the meeting, a statement regarding your claim. A statement of claim form is attached to this notice.
3. Each creditor is entitled to vote and has one vote. The value of your claim will be taken into account if a poll is taken at the meeting. If your claim is based on a debt that has been assigned to you, the value of your claim for voting purposes is the amount you paid to purchase the debt.
4. If you are a secured creditor, you are not entitled to vote unless the debt, or the total amount of the debts, owed to you exceeds the amount estimated by you in the statement of claim to be the value of the security.

Electronic facilities

There are facilities for participating in this meeting by electronic means No Yes

If yes, arrangements for using the facilities are

Requirements for participation by electronic means

If you wish, or a proxy or attorney appointed by you wishes, to participate in the meeting using the facilities referred to above, you or your proxy or attorney must give to the trustee(s), not later than the second last business day before the day on which the meeting is to be held, a written statement setting out:

- your name and the name of your proxy or attorney (if any)
- an address to which notices to you, or to your proxy or attorney, may be sent, and
- a method by which you, or your proxy or attorney, may be contacted for the purposes of the meeting.

Attachments

Attached to this notice is: *(check appropriate box(es))*

- A form for appointing a proxy
- A statement of claim form
- A copy of the regulated debtor's statement of affairs
- A copy of the report of the trustee(s) and declaration made under section 189A of the Bankruptcy Act
- A copy of the statement prepared by the trustee(s) under section 189B of the Bankruptcy Act
- A copy of the regulated debtor's proposed composition or scheme of arrangement and the report of the trustee(s) regarding the proposed composition or scheme of arrangement
- A declaration by the trustee(s) nominated to be the new trustee(s) regarding relationships with the regulated debtor, as required by section 75-265 of the Insolvency Practice Rules

Other (please list)

Trustee details

Name(s) of trustee(s)

Business address

Postcode

Phone number

Fax number

Email address

Agenda

Trustee to insert applicable agenda items from section 75-55 of the Insolvency Practice Rules. Additional detail may be included.

The agenda for the meeting is: