

## Rule 16.2

### The Insolvency Act 1986

## Specific Proxy (administration)

**In the matter of ABC Limited**

**and**

**in the matter of the Insolvency Act 1986**

#### Notes to help completion of the form

Please give full name and address for communication

Please insert name of person (who must be 18 or over) or "chair of the meeting" or "convener of the decision". If you wish to provide for alternative proxy-holders in the circumstances that your first choice is unable to attend please state the names of the alternatives as well

Please delete words in brackets if the proxy-holder is only to vote as directed i.e. he has no discretion

IF you wish to instruct your proxy-holder to vote in a specific way, indicate FOR/AGAINST here AND strike through the words in brackets above. IF you wish your proxy holder to exercise their discretion at the meeting, do NOT strike through the words in brackets above. Where you wish your proxy-holder to vote in a specific way for certain decisions, please ensure that you have marked FOR/AGAINST appropriately in relation to those decisions.

Votes on the following decisions will only be used if a Creditors' Committee is not formed

Please delete as appropriate\*

Name of creditor \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of proxy-holder

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

You MUST insert the name of the creditor here.

IF the creditor is a company or limited liability partnership, insert the full legal entity name and the normal address for correspondence.

IF you are an individual (eg a former employee), insert your name and address here.

You MUST specify at least one individual to represent you at the meeting.

You MAY nominate the chair of the meeting to be your proxy-holder (eg if you do not wish to attend in person). The chair of the meeting will be one of the Joint Administrators or a duly authorised member of their staff.

I appoint the above person to be my/the creditor's proxy-holder at the meeting of creditors to be held on Day Month Year, or at any adjournment of that meeting. The proxy-holder is to propose or vote as instructed below (and in respect of any decision for which no specific instruction is given, may vote or abstain at his/her discretion).

Voting instructions for decisions:

#### Proposed decision

That the Joint Administrators' Proposals/~~Revised Proposals\*~~ be approved.

**FOR/AGAINST\***

#### Proposed decision

That the Joint Administrators' remuneration be drawn on the basis of time properly given by them and the various grades of their staff in attending to matters arising in the administration in accordance with the fee estimate and charge-out rates, as set out in the Statement of Proposals. This will include work undertaken in respect of, but not limited to, tax, VAT, and employee advice from Interpath Advisory in-house specialists.

**FOR/AGAINST\***

## Rule 16.2

**NOTE – only include if a Creditors' Committee has not yet been formed**

If you wish your proxyholder to vote on whether a Creditors' Committee should be formed, please indicate Yes/No. Remember if you stated that you would like a Creditors' Committee to be formed, please ensure that you also read the guidance linked to below.

Please delete as appropriate\*

If you stated that you would like a Creditors' Committee to be formed please also provide any nominations for membership

If you vote 'Yes' for the formation of a Creditors' Committee, ensure that you insert the name of the person you want to act on the committee, and the party they are representing, in this section.

**This form must be signed**

This **MUST** be completed with the signature, name of signatory and date.

Only to be completed if the creditor has not signed in person

Please confirm if you would like a Creditors' Committee to be formed.

**Please note, that by selecting 'Yes', you are acknowledging that the party you nominate below may become a member of the Committee. Before making your decision, please read the following guide to Creditors' Committees which sets out the role and responsibilities involved:**

<https://www.r3.org.uk/technical-library/england-wales/technical-guidance/creditor-guides/more/29111/page/1/liquidation-creditors-committees-and-commissioners/>

**Yes/No\***

For the appointment of

of

representing

as a member of the Creditors' Committee

Such nominations for membership can only be accepted if we are satisfied as to the creditors' eligibility under Rule 17.4.

**Signature**

**Dated**

**Name in CAPITAL LETTERS**

**Position with creditor or relationship to creditor or other authority for signature**

This **MUST** be completed, eg A SMITH, Director, UNLESS you are an individual