



## ADMINISTRATOR FOR INSOLVENT COMPANIES

Email : LegalAdvocacy@mail.com

01562 915 916

**Appointment Authorisation Document**  
**Issued by the Officers of the named company**  
**as it is Insolvent, and therefore to proceed as Administrator.**

Following the Minutes of the special meeting taken for my/ our Ltd Company as identified below :

**Declaration :**

The Officers of the Company as of todays document date, have voted in favour of appointing :

The Administrator for Insolvent Companies / Sir Adrian Roberts. By a unanimous decision have agreed on all points in that meeting as Minuted.

It sets out the reason for appointment and consent to sign this authorisation document with a recognition that it is illegal to trade or carry on the business of the company as the company is insolvent.

Furthermore the appointment confirms that no illegal or criminal intent or action has caused the insolvency and that full disclosure will be adhered to at all times.

Ltd Company :	
Trading Name if different :	
Company Number :	IMPORTANT Company Authorisation Code :
Company Registered Office :	
Officer 1 of the Company :	Officer 2 of the Company :
Officer 3 of the Company ::	Officer 4 of the Company :
Number of Shareholders :	Value of Ordinary Shares issued £
Distribution of Shares to whom :	
Distribution of Shares to whom :	
Company Email & Contact Numbers :	

I / we have completed these three (3) pages of pertinent information in order to aid the process, and preparing a list of Creditors that need to be advised without delay as to our financial position. The assets owned by the Company will now be under the control of the Administrator to deal, sell ,control.

I / we confirm that it has been pointed out to me / us that any letters, documents, writs or similar from any creditor, Government department, Bank or similar must not be dealt with by me / us but simply passed to us. This includes any creditor attempting conversation with me / us must cease and referred to the public information on Companies House Cardiff where the Registered Office is shown.

The Administrator shall deal with all aspects of our company from now on. I / we understand that the Registered office will be re-established at another address and be replaced at Companies House in due course, also that the current Officers of the Company will be removed in due course.

Yours sincerely,

\_\_\_\_\_  
Signed by the Authorised officer of the named company

\_\_\_\_\_  
Name in capitals

Administrator for Insolvent Companies is a legal pre Liquidation process & negotiating solution where strike off leading to dissolution may be the practical way forward.  
This may negate our associate Insolvency Practitioner being appointed.

Administrator for Insolvent Companies. Legal & Corporate Post.. Suite 47. Second Floor. Hagley nr Stourbridge. DY9 OGY

Legal Overview : RobertsMasonandTemplar.com

**Disclose the Bank & Debit / Credit Cards held by the Company**

Bank

Sort Code

Account No

Account Name

Branch

Post Code

Other Accounts

Bank Loan active

Mobile

Does any Director have a company loan account

Does the company operate a Pension fund or arrangement

\*

We the Administration Team advise the Bank as to what is happening to the company

\*

**Applicant Company to ensure**

To provide the VAT registration number here

To cancel any VAT registration if capable

To cancel any company NI registration

To cancel any Insurances for the company

To advise any employees what is happening following our appointment  
We shall officially write to these employees

To advise us of each employee Name &amp; Address. NI. Start Date, Leaving Date.

Following our appointment you are required to inform the Administrator with a list of**Creditors****Debtors to the Company****Full list of Assets****Properties****Deposits**

owned by the Company including vehicles

owned by the companies

paid out by the company

**Gas Reading****Electricity Reading****Water**

Who is the supplier &amp; Account Number

Who is the supplier &amp; Account Number

Who is the supplier &amp; Account Number



## Private Information not for disclosure to anyone

Name
Home Address
Post Code
County

Email
Land Line
Mobile

Describe the Company Occupation
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Do you need to save the Company / Trading name, Email address, telephone numbers. There will be a fee payable in order to arrange this.
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<b>Specific notes :</b>
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- |  |
|--|
| <p><b>A</b> If there is a current Bounce Back Loan, how much was originally applied for and what is outstanding now.</p> <p>£ _____ £ _____ Ref : _____</p> <p><b>B</b> Has any Director signed any Personal Guarantees if yes with whom and for what amount.</p> <p>£ _____ To whom : _____</p> <p><b>C</b> Does any person or company hold a debenture over the company assets.</p> <p>Yes / No _____ Who _____</p> <p><b>D</b> Does the Sherriff or Bailiff Company hold a Control Order over the company assets.</p> <p>Yes / No _____ Who _____</p> |
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WHAT YOU NEED TO DO IN RESPONSE

**Photograph these 3 documents and send to : 07737 091 242 by : MESSAGE OR What's App**

NEXT

**Post these 3 original documents to :**

Administrator for Insolvent Companies.  
Legal & Corporate Post.  
Suite 47. Second Floor.  
Hagley  
DY9 OGY

Sending

Obtain Free confirmation of Posting receipt by the post office  
& keep if you so require, or just 1st class post.