

# Application to dissolve an insolvent SCIO: application form and guidance notes

## Introduction

A SCIO can only be dissolved by making an application to OSCR for the SCIO to be removed from the Scottish Charity Register and dissolved. Once a SCIO is dissolved, it will cease to exist and there is no provision for restoring it to the Register at any future point.

This application form and its guidance notes apply if you are applying to dissolve a SCIO which is **insolvent**, having outstanding debts of at least £1,500 and which is unable to pay its debts as they become due.

There is currently no provision to dissolve an insolvent SCIO which has outstanding debts of less than £1,500. Insolvent SCIOs which are in that position are urged to seek independent advice and, if possible, to come to an agreement with their creditors to settle their outstanding debts. This may allow the SCIO to apply for a solvent dissolution.

The dissolution of an insolvent SCIO involves two main steps; the sequestration of the estate of the SCIO, then the removal of the SCIO from the Scottish Charity Register. Sequestration is the Scottish legal term for bankruptcy and is the process for the recovery of unpaid or overdue debts.

While OSCR deals with the initial application to dissolve and then the removal of the SCIO from the Register at the end of the process, the decision on whether the SCIO shall be sequestrated and the processing of the sequestration are dealt with by the Accountant in Bankruptcy (AiB).

AiB is an Agency of the Scottish Government which supervises the process of insolvency in Scotland and which, in some instances, acts as Trustee in Bankruptcy. In the case of an insolvent SCIO which applies to OSCR to be dissolved, AiB will always act as the Trustee in Bankruptcy; the SCIO is not permitted to nominate its own choice of trustee.

## Process for dissolving an insolvent SCIO

When OSCR receives your completed application and required documents, it will publish the Notice of Application for Dissolution submitted with the application on its website within 14 days. If any elements of the application are incomplete, OSCR will advise you which documents are still required and delay publication until after they have been received.

The Notice of Application for Dissolution will remain on OSCR's website until the sequestration of the SCIO is awarded or refused; the decision on the sequestration is likely to be made within approximately 4 to 6 weeks of the Notice being published.

Within 14 days of having published the Notice of Application for Dissolution on its website, OSCR will pass the application to AiB to make a decision on whether the SCIO shall be sequestrated.

**At the same time, OSCR will notify you it has made the referral and advise you to pay the debtor application fee direct to AiB. The fee is currently £150 and must be paid to AiB within 21 days of AiB receiving the application from OSCR. If the fee has not been paid within this timescale, AiB must refuse the application to award sequestration.**

AiB, on receipt of the fee, will then assess your application to determine if the SCIO is insolvent with outstanding debts of at least £1,500. If it is satisfied this is the case, AiB will award sequestration of the SCIO's estate and notify OSCR and the SCIO of its decision. OSCR will in turn publish the award of sequestration on its website and remove the Notice of Application for Dissolution. Details of the sequestration will also be entered into AiB's Register of Insolvencies which can be accessed at [www.aib.gov.uk](http://www.aib.gov.uk).

The sequestration process will take a minimum of 15 months to complete, although it may take considerably longer depending on the number or type of assets the SCIO holds, and depending on how easily the Trustee in Bankruptcy can access the information he or she requires.

Once the sequestration of the estate is complete, AiB will transfer any surplus assets to the body named in the resolution of the SCIO's members. AiB will then notify OSCR that the sequestration is complete; OSCR will then remove the SCIO from the Register and the SCIO will therefore be dissolved.



# Step-by-step guidance to completing your application form

This is an application to the Accountant in Bankruptcy to sequestrate the estate of the SCIO and to OSCR to subsequently dissolve the SCIO by removing it from the Scottish Charity Register.

These notes will take you in order through the questions in the application form and explain what information we are looking for and, in some cases, what we will consider when we assess your response.

## Q1. Charity registration details

Please enter the name and Scottish Charity Number of the SCIO which is applying for consent to dissolve.



## Q2. Consent from other regulators

Please tell us if you are registered with any other regulators or other bodies, and if you require consent from them in relation to the proposed winding up or dissolution.



# Application to dissolve an insolvent SCIO

Regulations 4, 5 and 6 of the Scottish Charitable Incorporated Organisations (Removal from Register and Dissolution) Regulations 2011

Please read our guidance publication, '[SCIOs: A Guide](#)', when completing this application. We've put together [4 top tips](#) to help you get the process right. Please complete all sections of this form, including the appendices and the annexe form 25.

## Q1. Charity registration details

SCIO name

Scottish Charity Number

## Q2. Consent from other regulators

Regulator name	Reference number	Consent required? (Please tick)

### Q3. Grant funding

Please tell us if you are obliged to return any of the SCIO's assets (as detailed in Appendix 3) to a grant-giving body under the terms of the funding agreement. If so, please list these assets and provide details of the body to which they must be returned. We will pass this information on to the Accountant in Bankruptcy to be considered during the process of sequestration.



### Q4. Proposed recipient of surplus assets

Before you apply to dissolve an insolvent SCIO, you must pass a resolution of your members agreeing to the sequestration and subsequent dissolution of the SCIO. This resolution must also state the name of the body or bodies which your members want to receive any surplus assets of the SCIO in the event that there are any remaining after all of the SCIO's debts and liabilities are settled.

In this section, you should name the body or bodies which are specified in the resolution as the proposed recipient of any surplus assets. The recipient(s) must have purposes which are the same as, or which closely resemble, those set out in the SCIO's constitution. In order to ensure that your proposal meets this condition, you should also provide us with either a copy of the recipient body's constitution or a statement of its purposes.

Please note that you must not transfer any assets to this body; the transfer will be completed by AiB **only** if there are any surplus assets remaining after the sequestration is complete.



### Q5. Storage of accounting records

Section 44(2) of the Charities and Trustee Investment (Scotland) Act 2005 states that proper accounting records must be preserved by the charity for 6 years from the end of the financial year to which they relate. We therefore ask you to confirm the name and address of the person or organisation who will store these accounting records.



**Q3. Grant funding**

**Q4. Proposed recipient of surplus assets**

**Q5. Storage of accounting records**

Name

Address

Postcode

## Q6. Information relevant to the application



Please use this section to tell us about any relevant information which is not contained elsewhere within the application.

Appendix 3 to the application, the Application of the SCIO to Accountant in Bankruptcy for Sequestration of the Estate of the SCIO, contains most of the detail about the application, including the contact person's name and address and the details of the SCIO's outstanding liabilities.



**Q6. Information relevant to the application**

## Q7. Signature and data protection statement



The SCIO's trustees must authorise one of the trustees to sign the application form and data protection statement on behalf of the other trustees.

**Please see checklist below and ensure that all the required appendices and documents are attached to the application. Failing to do so could delay the processing of the application.**

### Checklist

Have you:

- completed all sections of the application form, including appendices 1, 2, 3, 4 and annexe form 25? ☐
- enclosed a copy of a resolution of your SCIO's members that states, (subject to this application meeting the legal requirements): ☐
  - the SCIO's estate will be sequestrated
  - any surplus assets will be transferred to another named body or bodies whose purposes are the same as or which closely resemble those of your SCIO
  - the SCIO will be removed from the Scottish Charity Register and therefore dissolved?
- ensured that the resolution was: ☐
  - passed by a two-thirds majority of the members voting at the meeting
  - certified by either two-thirds of the charity trustees or one of the charity trustees on behalf of all, if so authorised
  - passed no more than 21 days before the date of this application

### **Please see Appendix 4 for a template for this Resolution**

- enclosed an up to date copy of your SCIO's constitution? ☐
- enclosed a copy of the constitution of the body or bodies to which any surplus assets of your SCIO should be transferred? ☐
- enclosed a copy of your SCIO's register of charity trustees? ☐

Please scan and email the completed documentation to [info@oscr.org.uk](mailto:info@oscr.org.uk) or post to: OSCR, 2nd Floor, Quadrant House, 9 Riverside Drive, Dundee, DD1 4NY.

**We will issue acknowledgement of your application within 14 days of receipt. We will not be able to progress the application until all the required documents requested below are submitted to OSCR.**

## Q6. Signature and data protection statement

### Data protection

OSCR is a registered data controller in terms of the Data Protection Act 1998. Any information you give us will be held securely and in accordance with the rules on data protection. OSCR processes information only in accordance with its statutory regulatory functions under the Charities and Trustee Investment (Scotland) Act 2005, and to inform research into the charity sector in Scotland. Information may be shared with other regulatory bodies including HMRC, and selected information will appear on the Scottish Charity Register. Further information about data protection is available on the OSCR website.

### Declaration

**You may be committing an offence if you give an answer that you know is untrue or misleading.**

I certify that the information entered in this form is correct to the best of my knowledge.

I confirm that the information entered has been approved by the charity trustees and I am authorised to submit this information.

Signed by one of the  
trustees on behalf of all

Print name

Date

D	D	M	M	Y	Y	Y	Y
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## Appendix 1 – Declaration of insolvency of SCIO



This is the formal declaration by the charity trustees that the SCIO is insolvent, having outstanding debts of at least £1,500.

The declaration must be signed by either:

- at least two-thirds of the total number of charity trustees, or
- one charity trustee on behalf of the other charity trustees, if they have authorised him/her to do so.

## Appendix 1

### DECLARATION OF INSOLVENCY OF SCIO

(Form to be sent to OSCR)

Name of SCIO.....

Principal Office of SCIO.....

We the charity trustees of the above named SCIO hereby affirm that as of this date the SCIO is insolvent, having outstanding debts of at least £1500.

Name of charity trustee:-----

Signature of charity trustee:-----

Name of charity trustee:-----

Signature of charity trustee:-----

Name of charity trustee:-----

Signature of charity trustee:-----

Name of charity trustee:-----

Signature of charity trustee:-----

Name of charity trustee:-----

Signature of charity trustee:-----

Name of charity trustee:-----

Signature of charity trustee:-----

Name of charity trustee:-----

Signature of charity trustee:-----

Date:-----

**\*Please note that this form must be signed by at least two thirds of the charity trustees of the SCIO or by one trustee only if authorised to sign on behalf of the other trustees.**

**Please now send the completed form and other accompanying documents to OSCR.**

## Appendix 2 – Notice of application for dissolution of insolvent SCIO

This notice will be published on OSCR's website within 14 days of your complete application being received by OSCR and will remain there until AiB makes a decision to award or refuse your application for sequestration of the estate of the SCIO.



## Appendix 2

### Notice of application for dissolution of insolvent SCIO (To be sent to OSCR)

Name of SCIO.....

Principal Office of SCIO.....

Notice is hereby given by the above noted SCIO that, being insolvent, it has applied to OSCR for consent to its being sequestrated, removed from the Register and dissolved.

**Please now send the completed form and other accompanying documents to OSCR**

### **Appendix 3 – Application of the SCIO to Accountant in Bankruptcy for sequestration of the estate of the SCIO**



This application (including the annexe) contains all of the information required by AiB to make a decision on your application for sequestration of the SCIO's estate, including the contact person's name and address and the details of the SCIO's assets and liabilities.

You must complete the application fully in black ink and using capital letters. The annexe contains guidance notes throughout to help you to complete each question.



## Appendix 3

Application of SCIO to Accountant in Bankruptcy  
for Sequestration of Estate of SCIO  
in terms of Regulation 4 of  
the Scottish Charitable Incorporated Organisations  
(Removal from Register and Dissolution) Regulations 2011  
(Form to be sent to OSCR)

Please complete this form clearly in **BLACK INK** using **CAPITAL LETTERS**.

### **WARNING**

You may be committing a criminal offence if you deliberately do not disclose all relevant information or if you deliberately make a false statement when completing the form.

1.	Name of SCIO	
2.	Principal Office of SCIO	
	Town	
	County	
	Postcode	
3.	Contact telephone number for SCIO (including STD code)	
	SCIO's e-mail address	
4.	Contact Person's Title: (Mr/ Mrs/ etc)	
	Surname	
	First and middle names	
5.	Home address: (house name, street etc)	

Town	
County	
Postcode	
6. Telephone (including STD code)	
Mobile	
e-mail address	
7. Your relationship to the SCIO, e.g. Secretary, Chief Executive, Chair-person of Charity Trustees.	
8. Previous addresses in last 3 years: (building name, street etc)	
Town	
County	
Postcode	
9. Other address where the SCIO has obtained credit. (building name, street etc)	
Town	
County	
Postcode	
10 Names and Addresses of Charity Trustees of SCIO	
Name of Charity Trustee	
Address of Charity Trustee	
Name of Charity Trustee	

Address of Charity Trustee

Name of Charity Trustee

Address of Charity Trustee

Name of Charity Trustee

Address of Charity Trustee

Name of Charity Trustee

Address of Charity Trustee

Name of Charity Trustee

Address of Charity Trustee

Name of Charity Trustee

Address of Charity Trustee

Yes No

11. Has the SCIO ever had a business address or traded anywhere outside of Scotland? If “yes” please provide details.

<input type="checkbox"/>	<input type="checkbox"/>
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Yes No

12. Has the SCIO been subject to any insolvency proceedings in any country outside of Scotland? If “yes” please provide details.

<input type="checkbox"/>	<input type="checkbox"/>
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13. Please list outstanding debts of the SCIO which must total at least £1500.

Debtor Name.....Amount due..... Date debt was due.....

Debtor Address.....

Debtor Name.....Amount due..... Date debt was due.....

Debtor Address.....

Debtor Name.....Amount due.....Date debt was due.....

Debtor Address.....

Debtor Name.....Amount due.....Date debt was due.....

Debtor Address.....

Debtor Name.....Amount due.....Date debt was due.....

Debtor Address.....

Debtor Name.....Amount due.....Date debt was due.....

Debtor Address.....

Total debts .....\*

**\*Please note outstanding debts must be due and payable.**

**Signature of Charity Trustees of SCIO\***

**We, the charity trustees of the SCIO, certify that the information supplied on this application including annexed Form 25 of Statement of Assets and Liabilities of the entity SCIO, as prescribed for a body corporate in terms of Regulation 14(1)(c) of the Bankruptcy (Scotland) Regulations 1985, is true, complete and accurate to the best of our knowledge and belief.**

Name of charity trustee:-----

Signature of charity trustee:-----

Name of charity trustee:-----

Signature of charity trustee:-----

Name of charity trustee:-----

Signature of charity trustee:-----

Name of charity trustee:-----

Signature of charity trustee:-----

Name of charity trustee:-----

Signature of charity trustee:-----

Date:-----

**\*Please note that this form must be signed by at least two thirds of the charity trustees of the SCIO or by one trustee only if authorised to sign on behalf of the other trustees.**

**Please now send the completed form and Annexe to OSCR**

## Appendix 4 – Resolution to dissolve an insolvent SCIO

This template can be used for the members' resolution which is required in order to dissolve a SCIO.



The resolution must have been:

- passed by a two-thirds majority of the members voting at the meeting
- certified by either two-thirds of the charity trustees or by one of the charity trustees on behalf of all, if so authorised
- passed no more than 21 days prior to the date of this application

## Resolution to dissolve an insolvent Scottish Charitable Incorporated Organisation (SCIO)

### Scottish Charitable Incorporated Organisations (Removal from Register and Dissolution) Regulations 2011

<b>Name of SCIO</b>	
<b>Scottish Charity Number</b>	
<b>Date resolution was passed<sup>1</sup></b>	

Members of the above named SCIO have resolved that, subject to OSCR being satisfied that the application for dissolution of the insolvent SCIO meets the requirements of the above named Regulations:

- the SCIO's estate will be sequestrated;
- in the event of the SCIO having any surplus assets after settlement of all outstanding debts and liabilities, the surplus assets will be transferred to ***[you must provide the name of a body/bodies which has/have purposes which are the same or which resemble closely the purposes of the SCIO set out in its constitution, even where the charity does not have any assets];***

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and

- the SCIO will be removed from the Scottish Charity Register and dissolved.

The resolution was passed by at least two-thirds of those members of the SCIO who voted (including those voting by proxy or by post, if voting that way is permitted by the constitution) by either:

- (a) Voting at a general meeting on ***[insert date of meeting – no more than 21 days before the date of this application];***

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or

- (b) Voting otherwise than at a general meeting (where this is permitted by the constitution) ***[insert date of meeting - no more than 21 days before the date of this application];***

**Certified by<sup>2</sup>:**

<b>Name of charity trustee</b>	<b>Signature of charity trustee</b>	<b>Date</b>

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<sup>1</sup> If the resolution was passed at a general meeting, insert the date of that meeting. If it was passed otherwise than at a general meeting, insert the date on which the last member voted on the resolution. An application to OSCR to Dissolve an Insolvent SCIO must be submitted within 21 days of the date of the resolution.

<sup>2</sup> This resolution must be certified by at least two-thirds of the charity trustees of the SCIO or by one trustee only if authorised to sign on behalf of the other charity trustees.

## Form 25

**Bankruptcy (Scotland) Act 2016 Section 8(3)**

**You may be committing a criminal offence if you deliberately do not disclose all relevant information or if you deliberately make a false statement when completing the forms in this pack.**

<b>Insert Name of Entity</b>	
<b>Insert Address of Entity</b>	
<b>Town</b>	
<b>County</b>	
<b>Postcode</b>	
<b>Insert Contact Name</b>	
<b>Insert Contact Address</b>	
<b>Town</b>	
<b>County</b>	
<b>Postcode</b>	



**The information on this page will help you complete the questions on following page.**

**It may be useful to read it question by question as you go along.**

**Q1.** Tick „yes“ if the entity is receiving any income.

If you answered „yes“, complete the table giving details of any income the entity receives, grants, lottery money, money from trusts etc.

Enter the address from where this income comes, the frequency of the payments such as weekly, monthly, fortnightly etc, and the amount the entity receives.

**Q2.** Tick „yes“ if you are a licensee (licence holder) under the licensing legislation, the Licensing (Scotland) Act 2005. This includes a Premises or Personal licence. Also tick „yes“ if you are involved in the licensed trade for example, if you own a pub but there is a tenant and the tenant has a licence.

**Q3.** Tick „yes“ if the entity owns a motor vehicle. „Motor vehicle“ includes: car; van; motorbike; moped and truck.

If you tick „yes“, state whether the motor vehicle is provided under a Hire Purchase agreement, lease, credit or other finance agreement.

Provide details of all motor vehicles the entity owns.

**You must enclose a copy of the Hire Purchase, finance or credit agreement with your form.**

**Q3a.** Provide details of what the motor vehicle is used for.

The information on the previous page will help you complete this page.

1. Is the entity currently receiving any income? Yes ☐ No ☐

If „yes“ enter details of any income received:

Type of other income	Name & address of income source	Frequency	Gross amount £

2. Do you currently hold a premises or personal licence under the Licensing (Scotland) Act 2005 or are you involved in the licensed trade?  
Yes ☐ No ☐

3. Does the entity own a motor vehicle? Yes ☐ No ☐

If „yes“, is the motor vehicle provided under Hire Purchase (HP) or other finance or credit agreement?

Yes ☐ No ☐

Provide details of every motor vehicle owned:

Make and model of vehicle	Actual Mileage	Registration number	Estimated value £	HP or Finance Company details

You **must** enclose a copy of any agreement with this form.

- 3a. If the entity owns a motor vehicle, provide details of what it is used for.

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**The information on this page will help you complete the questions on following page.**

**It may be useful to read it question by question as you go along.**

**Q4a.** Tick „yes“ if any of the entity’s possessions, such as electrical goods, mobile phones, fruit machines, furniture etc., are subject to hire purchase or credit agreement.

**You must enclose a copy of the hire purchase or credit agreement.**

**Q4b.** Does the entity have any possessions, which are not subject to a hire purchase or credit agreement, such as satellite equipment, caravans, boats, video recording equipment, tools, fixtures and fittings, electrical goods, paintings, sports equipment, etc.?

The information on the previous page will help you complete this page.

**4a.** Are any of the entity's possessions, other than any motor vehicle detailed above, subject to a hire purchase or credit agreement?

Yes ☐ No ☐

If „yes“ enter details of these possessions and the agreements below:

Hire Purchase or Finance company details	Possession Description	Date purchased	Term of agreement	Estimated value £

**You must enclose a copy of the hire purchase or credit agreement.**

**4b.** Does the entity have any possessions, which are not subject to a hire purchase or credit agreement?

Yes ☐ No ☐

If „yes“ enter details of items below:

Possession Description	Date purchased	Estimated value £

**The information on this page will help you complete the questions on following page.**

**It may be useful to read it question by question as you go along.**

**Q5.** Tick „yes“ if the entity has any bank or building society account(s), either in Scotland or any other country. This includes current accounts and savings accounts.

If you answered „yes“, complete the table giving details of all the entity's bank and/or building society accounts, including any accounts held in trust.

Enter the name of the bank and/or building society branch, the name of the account(s), the account number(s), sort code, and the balance of the account.

**Continue on a separate sheet if necessary**

**Q6.** Tick „yes“ if the entity has any post office, credit union or other type of accounts.

If you answered „yes“, complete the table giving details of all post office, credit union or other accounts which are in the entity's name, including accounts held in trust.

Enter the name and address of the post office, credit union or other establishment where the account was opened, the name of the account(s), the account number(s), sort code, and the balance of the account.

**Continue on a separate sheet if necessary.**

The information on the previous page will help you complete this page.

5. Does the entity have any bank or building society account(s)?  
Yes ☐ No ☐

If „yes“ enter details of all bank and building society accounts.

Name and address of bank/building society	Name(s) of account (s)	Account number	Sort code	Balance £

Continue on a separate sheet if necessary

6. Does the entity have any post office, credit union or other type of account(s)?  
Yes ☐ No ☐

If „yes“ enter details of all post office, credit union or other accounts.

Name and address of post office/credit union etc	Name(s) of account(s)	Account number	Sort code	Balance £

Continue on a separate sheet if necessary

**The information on this page will help you complete the questions on following page.**

**It may be useful to read it question by question as you go along.**

**Q7.** Tick „yes“ if the entity has any assurance policies, endowment policies or savings plans, for example an ISA.

If you answered „yes“, complete the table giving details of the assurance policies, endowment policies and savings plans. Also provide details of the sum assured and an estimate of the surrender value.

**Q8.** Tick „yes“ if the entity has any investments, such as stocks, shares, bonds, saving certificates or Premium Bonds.

If you answered „yes“, complete the table giving details of the investments. Also provide an estimate of their surrender value.

The information on the previous page will help you complete this page.

7. Does the entity have any assurance policies or endowment policies or savings plans?

Yes ☐ No ☐

If „yes“ enter details of all the policies and savings plans:

Type of policy/plan	Name & address of company	Reference number	Sum Assured £	Estimated surrender value £

8. Does the entity have any investments, such as stocks, shares, bonds, saving certificates or Premium Bonds?

Yes ☐ No ☐

If „yes“ enter details of all the investments:

Type of investment	Name & address of company	Reference number	Estimated surrender value £



**The information on this page will help you complete the questions on following page.**

**It may be useful to read it question by question as you go along.**

**Q9a.** Tick „yes if the entity rents the property it does business from.

If „yes“ complete the table with the details of the property the entity rents, including the name and address of the property owner or landlord, name on the tenancy agreement and date of tenancy agreement.

**Q9b.** Tick „yes if the entity owns the property it does business from.

**Q9c.** Tick „yes if the entity owns property jointly with another person/entity.  
If „yes“ provide the names and, if different, address(es) of the joint owner(s).

**Q9d.** Provide details of any mortgage or secured loan.

This will include the name and address of the mortgage or secured lender, the mortgage or loan reference number, the date the loan was obtained the amount borrowed and an estimate of what is currently outstanding to the secured lender.

**Q9e.** Tick „yes if the mortgage and/or secured loan is in jointnames.

The information on the previous page will help you complete this page.

**9a.** Does the entity rent the property where it does business from?

Yes ☐ No ☐

If „yes“ complete details:

Name & address of property owner or landlord	Name on rental/tenancy agreement	Date of rental/ tenancy agreement

**Enclose a copy of your rental or tenancy agreement or letter from your landlord.**

**9b.** Does the entity own the property where it does business from?

Yes ☐ No ☐

**9c.** If the entity owns property, is the property in joint names?

Yes ☐ No ☐

If „yes“ provide the names, and if different, the address(es) of the joint owner(s).

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**9d.** Provide details of any mortgage or secured loan.

Name and address of Mortgage Company/Lender	Mortgage account no./Lender reference no.	Date loan was obtained	Amount borrowed £	Estimated amount still owed £

**9e.** Is the mortgage and/or secured loan in joint names?

Yes ☐ No ☐

**The information on this page will help you complete the questions on the following pages.**

**It may be useful to read it question by question as you go along.**

**Q10a.** Tick „yes if the entity owns any other properties. This includes any property within Scotland or elsewhere.

If „yes“ provide details and the address(es) of properties the entity owns, either wholly or jointly. Also detail the property type which includes land, timeshares, or any other property, including business or agricultural property.

Provide the name and address of any joint owners.

**Q10b.** Provide details of any mortgage or secured loan against the other properties.

**Q10c.** Tick „yes if the mortgage and/or secured loan for the other properties is in joint names.

Provide the names and, if different, address(es) of the joint owner(s).

**Continue on a separate sheet for all other properties the entity owns, providing details of addresses and any mortgages or secured loans.**

**Q11.** Tick „yes“ if the entity has previously owned any property or land in any country outside Scotland in the last 5 years.

Property includes all or any part of a house, land, timeshare or any other property, including business or agricultural property. This includes property which is solely or jointly owned with another person or organisation.

Provide details, stating address, type of property and dates property owned from and to.

**The information on the previous page will help you complete this page.**

**10a.** Does the entity own, either wholly or jointly any other properties, within Scotland or elsewhere?

Yes ☐ No ☐

If „yes“ provide details and the address(es) of properties.

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**10b.** Provide details of any mortgage or secured loan against the properties

<b>Name and address of Mortgage Company/Lender</b>	<b>Mortgage Account no./Lender Reference no.</b>	<b>Date loan was obtained</b>	<b>Amount borrowed £</b>	<b>Estimated amount still owed £</b>

**10c.** Is the mortgage and/or secured loan in joint names?

Yes ☐ No ☐

If „yes“ provide the names, and if different, the address(es) of the joint owner(s).

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**Continue on a separate sheet for all other properties the entity owns, providing details of addresses and any mortgages or secured loans.**

**11.** Has the entity previously owned any property or land in any country outside Scotland in the last 5 years?

Yes ☐ No ☐

If „yes“ state:

address

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The information on this page will help you complete the questions on the following page.

It may be useful to read it question by question as you go along.

**Q12.** Provide details of **all** the entity's unsecured debts, for example, loans, credit card, catalogue accounts, unpaid council tax, overdrafts, rent arrears, utility bills and any debts due to individuals. **DO NOT** include any mortgage or secured debts in this table.

Please provide details of the type of debt, the name and address of the company or person the entity owes the money to, any account or reference number, the date the debt was obtained and the amount owed.

Please provide as much detail as possible with up-to-date amounts owed.

type of property or land

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dates property or land owned

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The information on the previous page will help you complete this page.

**12.** Provide details of **all** the entity's unsecured debts

Type of debt	Name & address of creditor	Account/reference number	Approximate date credit obtained	Amount owed £
			<b>TOTAL</b>	<b>£</b>

Once OSCR are satisfied the application meets the requirements of the Scottish Charitable Incorporated Organisations (Removal from Register and Dissolution) Regulations 2011, they will pass your completed application to the Accountant in Bankruptcy. At this stage you will be contacted by OSCR and advised to send the appropriate fee for determination of a debtor application as laid down in the Bankruptcy Fees (Scotland) Regulations 1993 to the Accountant in Bankruptcy.