



Laserform Information Services (LIS)

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LASERFORM UPDATE – LIS No 808 – 08 APRIL 2019

This bulletin contains information about Insolvency (Scotland), Court Funds Office, Immigration, Landlord and Tenant and Court forms.

This bulletin also contains information about forms which have received formatting enhancements.

In line with our procedure to ensure faster access to updated forms, you may have already installed some of these latest versions.

INSOLVENCY (SCOTLAND) – FOR IMMEDIATE USE

[The Insolvency \(Scotland\) \(Company Voluntary Arrangement and Administration\) Rules 2018](#) and [The Insolvency \(Scotland\) \(Receivership and Winding Up\) Rules 2018](#) came into force on 06 April 2019 and replace [The Insolvency \(Scotland\) Rules 1986](#) and their numerous subsequent amendments.

Companies House now prescribe a number of insolvency forms based on the new rules. These forms are either new or replace old versions.

We have withdrawn all forms that are no longer compliant with the rules to avoid accidental use. Additional forms based on the 2019 rules will be added to the Laserform Library depending on customer feedback. If you would like to request that new forms be added to the range please contact laserformfeedback@oneadvanced.com

		New/ Updated	Version	Date
<input type="checkbox"/>	AM01(Scot) Notice of administrator's appointment (rule 3.27(4))	REPLACES	700000	4/19
		2.4B(Scot)		
<input type="checkbox"/>	AM01(Scot)(C1) AM01(Scot) continuation sheet - Notice of administrator's appointment	REPLACES	700000	4/19
		2.10B(Scot)		
<input type="checkbox"/>	AM02(Scot) Notice of statement of affairs in administration (rule 3.32(2))	REPLACES	700000	4/19
		2.15B(Scot)		
<input type="checkbox"/>	AM03(Scot) Notice of administrator's proposals (rule 3.35)	NEW	700000	4/19

<input type="checkbox"/>	AM04(Scot)	Notice of extension of time to deliver administrator's proposals (rule 3.37(2))	NEW	700000	4/19
<input type="checkbox"/>	AM05(Scot)	Notice of extension of time to seek approval of administrator's proposals (rule 3.40(1))	NEW	700000	4/19
<input type="checkbox"/>	AM06(Scot)	Notice of approval of administrator's proposals (rule 3.38(5))	REPLACES 2.16BZ (Scot)	700000	4/19
<input type="checkbox"/>	AM07(Scot)	Notice of creditor's decision on administrator's proposals (rule 3.41(1))	REPLACES 2.18B(Scot)	700000	4/19
<input type="checkbox"/>	AM08(Scot)	Notice of revision of administrator's proposals (rule 3.42(6))	NEW	700000	4/19
<input type="checkbox"/>	AM09(Scot)	Notice of result of creditors' decision on revised administrator's proposals (rule 3.43(1))	REPLACES 2.18B(Scot)	700000	4/19
<input type="checkbox"/>	AM10(Scot)	Notice of administrator's progress report (rule 3.93(1))	NEW	700000	4/19
<input type="checkbox"/>	AM11(Scot)	Notice of appointment of replacement or additional administrator (rule 3.69(b))	REPLACES 2.31B(Scot)	700000	4/19
<input type="checkbox"/>	AM12(Scot)	Notice of Order limiting disclosure of statement of affairs or proposals in administration (rule 3.45(3))	NEW	700000	4/19
<input type="checkbox"/>	AM13(Scot)	Notice of discharge or variation of order limiting disclosure of statement of affairs or proposals in administration (rule 3.47(2))	NEW	700000	4/19
<input type="checkbox"/>	AM14(Scot)	Notice of an order to dispose of charged property in administration (rule 3.49(5)(b))	NEW	700000	4/19
<input type="checkbox"/>	AM15(Scot)	Notice of resignation of administrator (rule 3.64(1))	REPLACES 2.29B(Scot)	700000	4/19
<input type="checkbox"/>	AM16(Scot)	Notice of order removing administrator from office (rule 3.65(4)(b)(ii))	NEW	700000	4/19
<input type="checkbox"/>	AM17(Scot)	Notice of vacation of office when administrator ceases to be qualified to act (rule 3.66)	REPLACES 2.30B(Scot)	700000	4/19
<input type="checkbox"/>	AM18(Scot)	Notice of deceased administrator (rule 3.67(4))	NEW	700000	4/19
<input type="checkbox"/>	AM19(Scot)	Notice of administrator's appointment (rule 3.54(7))	REPLACES 2.22B(Scot)	700000	4/19
<input type="checkbox"/>	AM20(Scot)	Notice of automatic end of administration (rule 3.55(2))	REPLACES 2.21B(Scot)	700000	4/19
<input type="checkbox"/>	AM21(Scot)	Notice of end of administration (rule 3.56(1))	REPLACES 2.23B(Scot)	700000	4/19
<input type="checkbox"/>	AM22(Scot)	Notice of move from administration to creditors' voluntary liquidation (3.60(1))	REPLACES 2.25B(Scot)	700000	4/19
<input type="checkbox"/>	AM23(Scot)	Notice of move from administration to dissolution (rule 3.61(1))	REPLACES 2.26B(Scot)	700000	4/19
<input type="checkbox"/>	AM24(Scot)	Notice of court order in respect of date of dissolution (rule 3.61(6))	REPLACES 2.27B(Scot)	700000	4/19
<input type="checkbox"/>	AM25(Scot)	Notice of court order ending administration (Rule 3.59(a))	REPLACES 2.28B(Scot)	700000	4/19
<input type="checkbox"/>	COM1(Scot)	Notice of establishment of creditors' committee (administration) (rule 3.75(9))	REPLACES 4.6B(Scot)	700000	4/19
<input type="checkbox"/>	CVA1(Scot)	Notice of voluntary arrangement taking effect (rule 2.37(6))	REPLACES 1.1(Scot)	700000	4/19
<input type="checkbox"/>	CVA2(Scot)	Notice of order of revocation or suspension of voluntary arrangement (rule 2.39(6))	REPLACES 1.2(Scot)	700000	4/19
<input type="checkbox"/>	CVA3(Scot)	Notice of supervisor's progress report in voluntary arrangement	REPLACES 2.20B(Scot)	700000	4/19
<input type="checkbox"/>	CVA4(Scot)	Notice of termination or full implementation of voluntary arrangement (rule 2.43)	REPLACES 1.4(Scot)	700000	4/19
<input type="checkbox"/>	REC1(Scot)	Notice of receiver's report	REPLACES 2(Scot)	700000	4/19
<input type="checkbox"/>	REC3(Scot)	Notice of authorisation to dispose of secured property in receivership	REPLACES 3(Scot)	700000	4/19
<input type="checkbox"/>	VAM1(Scot)	Notice of commencement of moratorium (rule 2.14(4)(a))	REPLACES 1.11(Scot)	700000	4/19
<input type="checkbox"/>	VAM2(Scot)	Notice of continuation of moratorium (rule 2.15(2))	REPLACES 1.12(Scot)	700000	4/19
<input type="checkbox"/>	VAM3(Scot)	Notice of decision extending or further extending moratorium (rule 2.16(2))	REPLACES 1.12(Scot)	700000	4/19
<input type="checkbox"/>	VAM4(Scot)	Notice of court order extending or further extending or continuing or renewing a moratorium (rule 2.17)	REPLACES 1.12(Scot)	700000	4/19

<input type="checkbox"/>	VAM5(Scot)	Notice of withdrawal of nominee's consent to act (rule 2.20)	REPLACES	700000	4/19
<input type="checkbox"/>	VAM6(Scot)	Notice of appointment of a replacement nominee (rule 2.22(1))	REPLACES	700000	4/19
<input type="checkbox"/>	VAM7(Scot)	Notice of end of moratorium (rule 2.18(3)(b)(i))	REPLACES	700000	4/19
<input type="checkbox"/>	WU01(Scot)	Notice of court order in a winding-up (section 130 IA 1986)	NEW	700000	4/19
<input type="checkbox"/>	WU02(Scot)	Notice of order of appointment of provisional liquidator in a winding-up by the court (rule 5.5)	NEW	700000	4/19
<input type="checkbox"/>	WU03(Scot)	Notice of termination of appointment of provisional liquidator in a winding-up by the court (rule 5.10(5)(a))	NEW	700000	4/19
<input type="checkbox"/>	WU15(Scot)	Notice of final account prior to dissolution in a winding up by the court (rule 5.33(2)(d))	NEW	700000	4/19
<input type="checkbox"/>	WU16(Scot)	Notice of a court order for early dissolution in a winding up by the court (section 204(4) IA 1986)	NEW	700000	4/19
<input type="checkbox"/>	WU17(Scot)	Notice of a court order to defer dissolution in a winding up by the court (rule 205(6) IA 1986)	NEW	700000	4/19
<input type="checkbox"/>	WU18(Scot)	Notice of a court order staying or sisting proceedings in a winding up by the court (section 147(3) IA 1986)	NEW	700000	4/19
<input type="checkbox"/>	1.9(Scot)	Documents to be Submitted to Court to Obtain Moratorium	WITHDRAWN		
<input type="checkbox"/>	1.10(Scot)	Advertisement of coming into force or ending of moratorium (for Edinburgh Gazette and other advertising)	WITHDRAWN		
<input type="checkbox"/>	1.3(Scot)	Notice to Registrar of Companies of Supervisor's Abstract of Receipts and Payments	WITHDRAWN		
<input type="checkbox"/>	1.13(Scot)	Notice to Court of Extension or Further Extension of Moratorium	WITHDRAWN		
<input type="checkbox"/>	1.15(Scot)	Nominee's Notice to Court of End of Moratorium	WITHDRAWN		
<input type="checkbox"/>	1.17(Scot)	Notice to Court by Nominee of Withdrawal of Consent to Act	WITHDRAWN		
<input type="checkbox"/>	1.19(Scot)	Notice to Court of Appointment of Replacement Nominee	WITHDRAWN		
<input type="checkbox"/>	1.5(Scot)	Nominee's Statement of Opinion Pursuant to Paragraph 6(2) of Schedule A1 to the Insolvency Act 1986	WITHDRAWN		
<input type="checkbox"/>	1.6(Scot)	Statement of Affairs	WITHDRAWN		
<input type="checkbox"/>	1.7(Scot)	Statement of Eligibility for a Moratorium Pursuant to Paragraph 7(1)(R) of Schedule A1 to the Insolvency Act 1986	WITHDRAWN		
<input type="checkbox"/>	1.8(Scot)	Statement of Consent to Act by Nominee	WITHDRAWN		
<input type="checkbox"/>	2.1B(Scot)	Statement of Proposed Administrator	WITHDRAWN		
<input type="checkbox"/>	2.13B(Scot)	Statement of Affairs	WITHDRAWN		
<input type="checkbox"/>	2.14B(Scot)	Statement of Concurrence	WITHDRAWN		
<input type="checkbox"/>	2.16B(Scot)	Statement of Administrator's Proposals	WITHDRAWN		
<input type="checkbox"/>	2.17B(Scot)	Statement of Administrator's Revised Proposals	WITHDRAWN		
<input type="checkbox"/>	2.2B(Scot)	Notice of Petition for Administration Order	WITHDRAWN		
<input type="checkbox"/>	2.3B(Scot)	Notice of Dismissal of Petition for Administration Order	WITHDRAWN		
<input type="checkbox"/>	2.12B(Scot)	Notice Requiring Submission of a Statement of Affairs	WITHDRAWN		
<input type="checkbox"/>	2.19B(Scot)	Notice of Order to Deal with Secured Property	WITHDRAWN		
<input type="checkbox"/>	2.24B(Scot)	Notice of Court Order Ending Administration	WITHDRAWN		
<input type="checkbox"/>	2.32B(Scot)	Notice of Insufficient Property for distribution to unsecured creditors other than by virtue of s.176A(2)(a)	WITHDRAWN		
<input type="checkbox"/>	1(Scot)	Notice of Appointment of a Receiver by the Holder of a Floating Charge	WITHDRAWN		
<input type="checkbox"/>	3.4(Scot)	Notice of Authorisation to Dispose of Secured Property	WITHDRAWN		
<input type="checkbox"/>	3.5(Scot)	Notice of Receiver's Report	WITHDRAWN		
<input type="checkbox"/>	4.25(Scot)	Declaration of Solvency (Pursuant to section 89(3) of the Insolvency Act 1986)	WITHDRAWN		
<input type="checkbox"/>	4.1(Scot)	Statutory Demand for Payment of Debt	WITHDRAWN		
<input type="checkbox"/>	4.6(Scot)	Notice of Liquidator's Statement of Receipts and Payments	WITHDRAWN		
<input type="checkbox"/>	4.9(Scot)	Notice of Appointment of Liquidator	WITHDRAWN		
<input type="checkbox"/>	4.24(Scot)	Notice of Certificate that Creditors Have Been Paid in Full	WITHDRAWN		
<input type="checkbox"/>	4.32(Scot)	Notice to the Creditors of an Insolvent Company of the re-use of a Prohibited Name (Rule 4.80 of the Insolvency (Scotland) Rules 1986)	WITHDRAWN		
<input type="checkbox"/>	4.7(Scot)	Statement of Claim by Creditor	WITHDRAWN		

COURT FUNDS OFFICE – FOR IMMEDIATE USE

The Court Funds Office has updated the following forms to include a privacy notice. The forms are available in Laserform for immediate use.

		Version	Date
<input type="checkbox"/>	CFO100	Request for deposit	700023 4/19
<input type="checkbox"/>	CFO101	Deposit schedule	700006 4/19
<input type="checkbox"/>	CFO102	Request for deposit (Compulsory Purchase Act 1965)	700007 4/19
<input type="checkbox"/>	CFO103	Request for deposit (Trustee Act 1925 with affidavit or witness statement)	700005 4/19
<input type="checkbox"/>	CFO105	Request for deposit (Rentcharges Act 1977)	700006 4/19
<input type="checkbox"/>	CFO106	Request for deposit (Life Assurance Companies Act 1896)	700005 4/19
<input type="checkbox"/>	CFO200	Payment schedule	700010 4/19
<input type="checkbox"/>	CFO201	Request for payment out of money in court to satisfy a Part 36 offer	700006 4/19
<input type="checkbox"/>	CFO202	Notice of consent for payment out of monies in court	700005 4/19
<input type="checkbox"/>	CFO205	Request for payment to payee's bank	700007 4/19
<input type="checkbox"/>	CFO207	Request for payment due to creditor	700005 4/19
<input type="checkbox"/>	CFO208	Request for payment due to security holder	700005 4/19
<input type="checkbox"/>	CFO209	Declaration proving representation	700006 4/19
<input type="checkbox"/>	CFO210	Declaration of nearest of kin	700006 4/19
<input type="checkbox"/>	CFO211	Transfer of a fund	700004 4/19
<input type="checkbox"/>	CFO212	Request for investment decision	700008 4/19
<input type="checkbox"/>	CFO301	Declaration of change of name	700008 4/19
<input type="checkbox"/>	CFO320	Management of a child's fund (Pre-Investment hearing)	700007 4/19
<input type="checkbox"/>	CFO320PB	Management of a protected beneficiary's fund (where the award is £10,000 or more but less than £50,000) (Pre-Investment hearing)	700004 4/19
<input type="checkbox"/>	CFO403	Information sheet for litigation friend (Background information on the Special Account and Equity Index Tracker fund to accompany form CFO320)	700003 4/19
<input type="checkbox"/>	CFOA	Authority to access the Court Funds Office account	700006 4/19
<input type="checkbox"/>	CFOFE1	Request for payment of funeral expenses	700007 4/19
<input type="checkbox"/>	CFOIHT1	Request for payment of inheritance tax	700007 4/19
<input type="checkbox"/>	CFOL	Request for deposit (Court of Protection)	700005 4/19
<input type="checkbox"/>	CFOP	Payment request	700005 4/19
<input type="checkbox"/>	CFOPB	Payment request (Professional deputies only)	700006 4/19
<input type="checkbox"/>	CFOPG	Authority to pay gifts or make charitable donations	700006 4/19
<input type="checkbox"/>	CFOR	Regular payment request	700006 4/19
<input type="checkbox"/>	CFOSLDG2	Deposit of securities into court	700006 4/19
<input type="checkbox"/>	CFOSST1	Sale or transfer of securities	700006 4/19
<input type="checkbox"/>	CFOWS	Witness statement supporting an application for payment out of funds held in the unclaimed balances account at the Court Funds Office	700005 4/19

COURT – FOR IMMEDIATE USE

HMCTS has updated the following form which is now available in Laserform for immediate use.

		Version	Date
<input type="checkbox"/>	N245	Application for Suspension of a Warrant and/or Variation of an Order	700005 4/19

IMMIGRATION – FOR IMMEDIATE USE

The Home Office has updated the following form for immediate use. In line with Rule 34Y of the Immigration Rules, *where an application is made no more than 21 days after the date on which a form is specified (within the meaning of paragraph 34) and on a form that was specified immediately prior to the date of the new specification, the application is deemed to have been made on the specified form (and is therefore not to be treated as invalid by reason only of being made on the “wrong” form).*

Forms that must now be completed online have been withdrawn from Laserform to avoid accidental use.

Version Date

<input type="checkbox"/>	ASF1	Asylum Support Application Form	700002	4/19
<input type="checkbox"/>	AN	Application for naturalisation as a British citizen	WITHDRAWN	
<input type="checkbox"/>	FLRAppdx1	Request for Fee Waiver in order to exercise ECHR rights, for use with FLR(FP) and FLR(O)	WITHDRAWN	
<input type="checkbox"/>	MN1	Application for registration of a child under 18 as a British Citizen	WITHDRAWN	
<input type="checkbox"/>	TD112	Application for a Home Office Travel Document and a Biometric Residence Permit (also referred to as a Biometric Immigration Document)	WITHDRAWN	

LANDLORD AND TENANT – FOR IMMEDIATE USE

HMCTS has updated the following forms which are now available in Laserform for immediate use.

		Version	Date
<input type="checkbox"/>	RPPTA	Application for permission to appeal a decision to the Upper Tribunal (Lands Chamber), Part 6 Tribunal Procedure (First-tier Tribunal) (Property Chamber) Rules 2013	700006 4/19
<input type="checkbox"/>	TSRR02	Application by Occupier or Local Housing Authority for a Rent Repayment Order (transitional provisions) Housing Act 2004, First-tier Tribunal Property Chamber (Residential Property)	700005 4/19

FORM ENHANCEMENT – FOR IMMEDIATE USE

The following form has been updated with minor formatting enhancements. The form content and date stamp remain the same.

		Version	Date
<input type="checkbox"/>	EX140	Record of examination (Individual)	700003 4/03



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