

Guidelines for completion of Form 405(1) – Notice of appointment of Receiver or Manager

We have written these guidance instructions to help you to complete this form. Simply follow the guidelines and then use the checklist after completing the form.

- Failure to provide the correct information requested **may result in your form being returned to you** for amendment.
- Registered Insolvency Practitioners **must** complete Forms 405(1), 405(2) and 600.

[Click here for further information in the guidance booklets GBW1 - Liquidation and Insolvency](#) and [GBW1 \(S\) - Liquidation and Insolvency \(Scotland\)](#).

The image shows Form 405(1) with several blue callout boxes containing instructions and red arrows pointing to specific fields on the form. The form includes a large 'M' logo, the number '405(1)', and various sections for company information, receiver/manager details, and appointment details.

Callout 1: Please enter the full company name and number, as shown on either:

- Certificate of Incorporation
- Change of Name Certificate (if applicable)

Callout 2: Please enter the full name and address of chargee.

Callout 3: Delete receiver/manager/ receiver and manager as appropriate.

Callout 4: Please enter the full name and address of the receiver or manager

Callout 5: Please enter a description and the full date of instrument under which appointment was made. (State whether debenture secured by floating charge).

Callout 6: Has the form been signed and dated?

Callout 7: Please enter the name of the Court making the order and the full date on which the appointment was made.

Callout 8: It will help us if you give your contact details here.

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- **When you complete our forms, or send us any documents**, please remember that they will be electronically scanned. We therefore recommend that you complete the form in:
 - Black type, or, if possible
 - Hand-written block capitals

The full requirements of section 706 of the Companies Act relating to form legibility and clarity are set out in **Chapter 5** of [GBA1 - Directors and Secretaries \(click here\)](#).

- **Have you taken a copy of the completed document?**
We retain all acceptable documents sent to Companies House.
- **Once the form has been completed it may be posted or hand-delivered to any of our offices.**

[Click here for further information Companies House Postal addresses](#) and [Delivery of Documents to Companies House](#).

- [Click here to access Forms Online](#).

Company Name and Number

Has the company name and number been given in full? You may confirm these details by calling our Contact Centre or by visiting our website.

Chargee Details

Has the full name and address of the chargee been given?

Receiver / Manager Details

Has the full name and address of the receiver or manager been given? You must delete [receiver][manager][receiver and manager] as appropriate.

Appointment Made By

Has the name of the Court making the order been given?

Appointment Date

Has the full date on which the appointment was made been given?

Instrument

Has a description and full date of the instrument under which the appointment was made been given?

Debenture

Has whether the debenture is secured by a floating charge been stated?

Signature and Date

Has the form been signed and dated by the appropriate person?

Presenter's Details

Has the presenter's name and address been given? Please complete this box so the presenter can be contacted in the event of a query.