

Guidelines for completion of Form 600 – Notice of Appointment of Liquidator - Voluntary Winding Up (Members or Creditors)

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 \(Scotland\).](#)

G FORM No. 600
600

CHFP000
 Please do not write in this margin

Notice of appointment of liquidator in voluntary winding up (Members or Creditors)
 Pursuant to section 109 of the Companies Act 2006

To the Registrar of Companies (Address overleaf)
 Name of company
 * insert full name of company

Nature of Business

I / We give notice that I / we have been appointed liquidator(s) of the company on [Date]
 The appointment was by [the company] [the creditors];
 Type of liquidation [Members] [Creditors];

Name of Liquidator
 Office holder number
 Address
 Signature
 Date

Name of Liquidator
 Office holder number
 Address
 Signature
 Date

Presenter's name address and reference (if any):
 Time Critical Reference

For official use (02/00)
 General Section
 Post room

Guidance Callouts:

- Please enter the full company name and number, as shown on either:**
 - Certificate of Incorporation
 - Change of Name Certificate (if applicable).
- Please enter the nature of business.**
- Please indicate who made the appointment. (Delete as appropriate)**
- Please enter name, office holder number and address of liquidator.**
- Please enter appointment date of liquidator.**
- Please indicate type of liquidation. (Delete as appropriate)**
- Has the form been signed and dated?**
- 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.
- ❑ **Nature of Business**
Has the nature of business been given?
- ❑ **Liquidator's Appointment Date**
Has the liquidator's appointment date been given?
- ❑ **Appointment Made By**
Have you indicated who made the appointment? You must delete [the company][the directors] as appropriate.
- ❑ **Type of Liquidation**
Has the type of liquidation been given? You must delete [Members][Creditors] as appropriate.
- ❑ **Name of Liquidator**
Has the name of the liquidator been given?
- ❑ **Office Holder Number**
Has the office holder number been given?
- ❑ **Address**
Has the address of the Liquidator been given?
- ❑ **Signature and Date**
Has the form been signed and dated by the appropriate person(s)?

All enquiries please call Companies House Contact Centre 0303 1234 500

□ **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.