
The following documents are enclosed:

- 1. SD 1: Government form
- 2. SD 1: Net Lawman version
- 3. Example letters

General notes:

Read this first:

1.	References to the "Act" are to the Insolvency Act 1986 and a reference to a section is a • • • • • • • • • • • • • • • • • •
2.	References to the "Rules" are to the Insolvency (England and Wales) Rules 2016 and a reference to a rule is **** ****** *********************
3.	Here we supply this form to you in ■ ■ ■ ■ ■ ■ ■ :
	SD 1: government form in Word format.
	• Net Lawman version. best used by printing out and ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
4.	You need to use only one of them! Use whichever you \blacksquare
5.	Both are as effective in law as each other, it is simply a choice \blacksquare
6.	After filling a form you need to staple together all the pages of a form and serve them by recorded delivery post. Service must be on the company at its registered office. You can obtain the registered office address free from Companies House website. It is
7.	It is a good idea to keep a photo copy ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ .
8.	If the debtor pays, you can withdraw the demand without formality or registration by sending a letter. We have provided templates of example letters at the end.

Statutory Demand form – SD1 under Rule 7.3 Gov form

Rule 7.3 **SD 1**

Statutory Demand

Warning

- This is an important document. This demand must be dealt with within 21 days after its service upon the company or a winding-up
- Please read the demand and notes carefully.

Notes for Creditor The person making this	Section 1 – DEMAND
demand must	To [Insert details of Debtor Company]
complete the whole of sections 1, 2 (including Part B if	Name:(The Company) [If registered, insert its registered name; if unregistered, ■ ■ ■ ■ ■ ■ ■]
applicable) and 3 and the authentication (■	Registered No. (if any): [If incorporated in England and Wales under the Companies Act 2006 or a previous
	Companies = = = , = = = = = =]
The details given in Section 1 must	Address:
comply with rule 1.6 of the Insolvency (England and Wales)	[If registered, insert its registered office; if unregistered, the postal address of • • • • • •
■ ■ ■ 2016 (■ ■ ■ 2016). The Details of Debt	[Or, if the Debtor Company was incorporated outside the UK = = = = = = = = = = = = = = = = = =
(Section 2) must include all the	Country or territory in which incorporated:
relevant the matters listed in the margin	Registered No. (if any):
notes at Section 2. These should be set out in the order given	No. (if any) under which registered under Part 34 = = = = = = = 2006 : *[delete if not applicable]
unless the person completing the	This demand is made under [section 123(1)(a)][section 222(1)(a)][*] of the Insolvency Act 1986 [* = = = = = = = = = = = = = = = = = =
	Name:
The creditor must give	[If a registered company, insert its registered name; if unregistered, its name; if an individual,
details of an individual with whom	Registered No. (if any):
the Company can communicate about ■	[If a company incorporated in England and Wales under the Companies Act 2006 or a previous Companies ■ ■ ■ , ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■]
■■■■3. The authentication must	Address:
comply with rule 1.5 of the IR 2016. If signatory of the demand is a solicitor	[If a registered company, insert its registered office; if unregistered, the postal address of any principal place of business; if an individual, his = = = = = = = = = = = = = = = = = = =
or other agent of the	Or, if the Creditor is a company incorporated outside the UK = = = = = = = = = = =
creditor the	Or, if the Greation is a company incorporated outside the OK
	Country or territory in which incorporated:
	Registered No. (if any):
	No. (if any) under which registered under Part 34 = = = = = = = 2006 : *[delete if not applicable]
	The creditor claims that the Company owes the sum $\blacksquare \blacksquare \blacksquare \pounds$, full details of which are set out in section $2 \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare$.

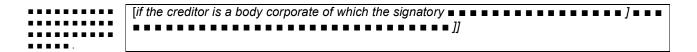
Section 2 A. Details of Debt

These details must include the following information:

(a) the amount of the debt as at the **********************************	information:	
the debt (or if is there is no consideration the way in which it arose); the date on **** (c) if the demand is founded on a judgment or order of a court, *** (d) if the reditor is entitled to the debt by way of assignment, a statement to that effect and that the details of the relevant assignment(s) are given in *** (e) if the sums demanded include (i) any charge by way of interest not previously notified to the company as included in its liability and/or (ii) any other charge accruing due from time to time, each such charge must be separately identified (if calimed) with the amount or rate of the charge and the grounds upon which payment is **** *** *** *** *** *** ***	as at the	
founded on a judgment or order of a court,	the debt (or if is there is no consideration the way in which it arose); the date on	
(d) if the creditor is entitled to the debt by way of assignment, a statement to that effect and that the details of the relevant assignment(s) are given in **********************************	founded on a judgment or	
entitled to the debt by way of assignment, a statement to that effect and that the details of the relevant assignment(s) are given in *** *** *** *** *** *** *** *** ***	;	
(e) if the sums demanded include (i) any charge by way of interest not previously notified to the company as included in its liability and/or (ii) any other charge accruing due from time to time, each such charge must be separately identified (if claimed) with the amount or rate of the charge and the grounds upon which payment is	entitled to the debt by way of assignment, a statement to that effect and that the details of the relevant assignment(s) are given in	
(e) if the sums demanded include (i) any charge by way of interest not previously notified to the company as included in its liability and/or (ii) any other charge accruing due from time to time, each such charge must be separately identified (if claimed) with the amount or rate of the charge and the grounds upon which payment is		
	(e) if the sums demanded include (i) any charge by way of interest not previously notified to the company as included in its liability and/or (ii) any other charge accruing due from time to time, each such charge must be separately identified (if claimed) with the amount or rate of the charge and the grounds upon which	
	•••.	

	Name	Date(s) of Assignment
Original creditor		
Assignees		

after which the the debt and the	nust pay the above debt within 21 days of service creditor may present a winding-up petition unlest creditor agrees	ss the Company offers security for
The individual	or individuals to whom any communication	
Name Address Electronic addres Telephone Numb Reference	ss	
How to compl	y with a statutory demand	
details of which ar	ishes to avoid a winding-up petition being presented the set out on page 2 of this notice, within ndividual (or one of the individuals) named in Part A	A above immediately
	sputes the demand in whole or in part it should con	act • • • • • • (• • • • • • • • •
REMEMBER!	The Company has only 21 days after the date of service or The Company has the right to make an applica	
Insert the name of the court (hearing centre) to , , , , , , , , , , , , , , , , , ,	(*) The court to which	•••••
Note: The demand must be dated, and	Authentication	
authenticated either by the creditor, or a	Signature of individual:	
person authorised to make the	Name:	
demand on the creditor's behalf. A	(Block Letters)	
demand which	Date:	
	Address:	
	Telephone number: Ref:	
	[I, the above-signed, ••••••••••••••••••••••••••••••••••••	
	I am authorised to make	[]
	My position in/relationship ■ ■ ■ ■ ■ ■ ■ ■ ■ ■	[]



Statutory Demand form – SD1 under Rule 7.3

Net Lawman version

Statutory Demand

under section 123(1)(a) or 222(1)(= = =) = = = = = = = = = = = = 1986 (= = = 7 . 3)
Warning
• This is an important document. This demand must be dealt with within 21 days after its
Please read the demand and notes carefully.
Section 1 Demand
To:
Registered No:
Address:
[For overseas company]
Country or territory in which incorporated:
Registration No.
(Under which registered under • • • 34 • • • • • • • • 2006)
This demand is made under [section 123(1)(a)] [section 222(1)(= = =)] = = = = = 1986 = = = = = = = = = = = = = = = = = = =
Name:
Registered No:
Address:
[For overseas company]
Country or territory in which incorporated:
Registration No.
(Under which registered under • • • 34 • • • • • • • 2006)

Section 2 Details of Debt

(Th	ese particulars must include:	
	the date or dates ■ ■ ■ ■ ■ ■ ■ ■	;
	the consideration for the debt, that is w	hat was given or received in ■ ■ ■ , (
_	the amount due at ■ ■ ■ ■ ■ ■ ■ ■	 .)
Exaı ■ ■	mple text no 1, to be	
1.	On 15 th December 20xx, the debtor age = 123456, = = = = = = = = = = = = = = = = = = =	reed in writing to buy a yacht, •••• •• •• •• •• •• •• •• •• •• •• ••
2.	The sale included all of the fixtures fitting) • • • • • • • • • • • • • • • • • •	ngs and = = = = = = (= = = = =
3.	The price was payable immediately and	d
4.	At the date of sale the boat was moore 500 • • • • • • • • • • • • • • • • • •	d at a mooring in Cowes, Isle ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ £ 3 ,
5.	It was agreed that the debtor should paramooring	
6.	The debtor paid the sum of £18,500 ■ 000 ■ ■ ■ ■ ■ ■ ■ .	•••.••£10,
7.	Six months has elapsed since the date moored on the creditor's mooring. According to the second since the date moored on the creditor's mooring.	
8.	The creditor now therefore demands:	
	The balance of the sale ■ ■ ■	£ 10,000
	The cost of the mooring	£1,750

Alternative example text No 2:

1.	The debtor is an insurer and insured the factory at 44 London Road, \blacksquare \blacksquare \blacksquare , \blacksquare
2.	It was a term of the policy that any payment under
3.	Following a fire at the factory, $\blacksquare \blacksquare \blacksquare$
4.	On 18 th October 20xx, the debtor agreed to \blacksquare
5.	The agreement was confirmed in a manuscript note \blacksquare
6.	The debtor has failed to make the payment after ••••••••••••••••••••••••••••••••••••
7.	The creditor now therefore demands the \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \pounds 43 , 000 .
	ly indicate that you are continuing ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■

Alternative example text No 3:

- 1. The creditor = = = = = = = = = = = = = = = [= = =].
- 3. The debtor has failed to make payment.

4. There is an — — — — — — — — — — — — — — — — — —
5. The creditor • • • • • • • • • • • • • • • • • • •
Part B: For completion if the creditor is entitled to the debt by way of assignment
Original creditor name:
Date of assignment:
Assignee(s) name:
Section 3
The Company must pay the above debt within 21 days of service of
The individual or • • • • • • • • • • • • • • • • • •
Name
Address
Electronic address
Telephone Number
Reference
How to = = = = = = = = = = = = = = = = = =
If the company wishes to avoid a winding up petition being presented it must pay the
• inform the individual (or one of

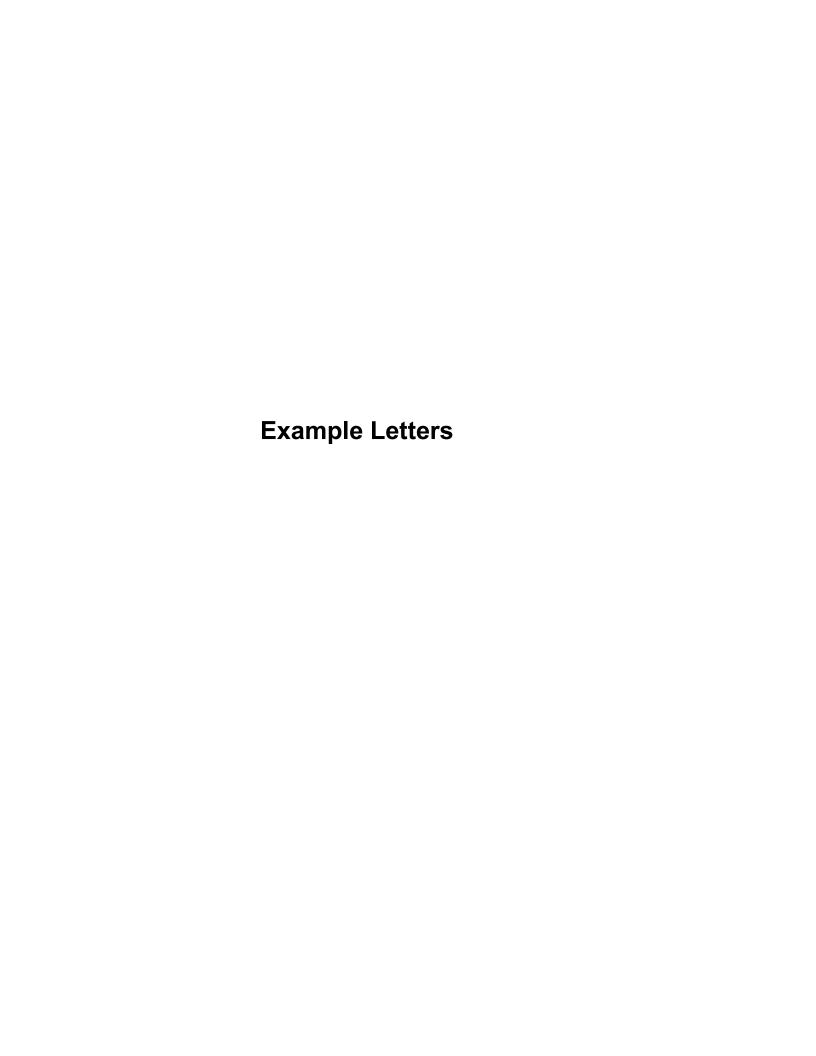
• inform the individual (or one of • • • • • • • • • • • • • • • • • •
If the company disputes the demand • • • • • • • • • • • • • • • • • • •
Remember: From the date of service on a serv
Authentication
Signature of individual:
Name:
(Block Letters)
Date:
Address:
Telephone number:
Ref:
I am = = = = = = = = = = = = = = = = = =
My position = = = / = = = = = = = = = = = [= = =]
[if the creditor is = = = = = = = = = = = = = = = = = =

Explanatory notes

Numbering refers to the section in the form

Section	on 1	
So far	as 🔳 🗖	
Regist Regist	ration itered o	company number ffice of the company ddress of the creditor
		company
Section	on 2	
1.		he example
2.	The pa	articulars must include:
	2.1.	the •••••;
	2.2.	the consideration for the debt, ••••••••••••••••••••••••••••••••••••
	2.3.	the amount \blacksquare
3.		st on the debt may be included in the demand, even if the amount of
	•••	
4.	■ ■ ■ Any of	ther charge, such as storage or maintenance charges, ■ ■ ■ ■ ■ ■ ■
		••••••••

5.	In either case the amount claimed must be a second
6.	If the creditor holds any security the amount of debt should be the sum the
7.	If you are entitled to
Section	on 3
Leave	it as is.
	atutory requirement to give a statement that the company must pay the
	so need to provide = = = = = = = = = = = = (= = = = = =
	ntication
■ ■ ■ ■	emand must be dated , ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
	and which is authenticated by a person other than the creditor must state requirement under 1.5
	1 ■ ■ 2016.



Example letter = = = = = = = = (= = = = = = = = =) = = = =
Pick and choose paragraphs and change the style to,, .
Be careful how you = = = = = = = = = = = = = = = = = = =
Your letterhead
To:
The Secretary,
[Name of company]
[Registered office address]
[By recorded delivery]
Dear Sir
Notice to claim for a declaration of bankruptcy
According to [my/our] records, you have not = = = [= = = / = = =] = = = [= =
£[===].
The payment due date • • • • • • [• • • • / • • • •] • • • • • • • • • •
[I/We] cannot = = = = = = = = = = = = . [= = = / = = =] = = = = = = .
Please read it immediately. By issuing
[I/We] would like you to know that [I/we] = = = = = = = = = = = = = = = = = = =

Of course, [I/= = =] = = = = = = = = = = = = = = = =
If you have difficulty in finding the money at once, [■ ■ ■ ■ ■ ■] ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
Any proposal will • • • • • • • • • • • • • • • • • •

Yours faithfully,

Your letterhead

То:
The Secretary,
[Name of company]
[Registered office address]
Dear Sir
Withdrawal = = = = = = = = = = = = = = = = = = =
[!/= = =] = = = = = = = = = = = = = = = =
].
[I/We] = = = = = = = = = = = = = = = = = = =
OR .
[I/We] = = = = = = = = = = = = £[= = =] = = = = = =
Yours faithfully,