Statutory demand forms: service on individual

The following documents are enclosed:

- 1. SD 2: Government form
- 2. SD 2: 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
2.	References to the "Rules" are to the Insolvency (England and Wales) Rules 2016 and a reference to
3.	Here we supply this form to •••••••:
	3.1. SD 2: government form in Word format.
	3.2. Net Lawman version.
4.	You need to use only one of them! Use ■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■
5.	Both are as effective in law as each other, it is simply I I I I I I I I I I I I I I I I I I
6.	After filling a form you need to staple together all the pages of a After filling a form you need to staple together all the pages of a After filling a form you need to staple together all the pages of a After filling a form you need to staple together all the pages of a After filling a form you need to staple together all the pages of a After filling a form you need to staple together all the pages of a After filling a form you need to staple together all the pages of a After filling a form you need to staple together all the pages of a After filling a form you need to staple together all the pages of a After filling a form you need to staple together all the pages of a After filling a form you need to staple together all the pages of a After filling a form you need to staple together all the pages of a After filling a fill the pages of a After fill the After fill the pages of a After fill the pages of a After f
7.	It is a good idea to keep a
8.	If the debtor pays, you can withdraw the demand without formality or registration by sending a letter. We have provided templates of example ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■

Statutory Demand form – SD2 under Rule 10.1 Gov form

e 10.1	Statutory Demand under Section 268(1)(a) of the Insolvency Act 1986
m SD 2	
es for Creditor If the Creditor is entitled to the debt by way of assignment, details of the original creditor and any 3. If the amount of debt includes interest not previously notified to the company as included in its liability, details should be given,	 Warning This is an important document. You should refer to the notes below entitled "How to "." If you wish to have this demand set aside you must make application to do "." If you do not apply to set aside within 18 days or otherwise deal with this demand as set out in the notes within 21 days after its service on "." Please read the demand and notes very carefully. If you are in doubt about your position you should seek advice immediately "."
including the grounds	Address
Any other charge accruing due from time to time may be claimed. The amount or rate of the charge must be	This demand is served on you Name Address
In either case the	The creditor claims that you owe the sum of £, full particulars of which are set out on page 2, and that it is \blacksquare
amount claimed must be limited to that which has accrued ■	The creditor demands that you pay the above debt or secure or The creditor making this demand is a Minister of the Crown or a Government Department and it is intended to present a bankruptcy petition in the [The creditor making this demand is a Minister of the Crown or a Government Department and it is intended to present a bankruptcy petition in the [The creditor making this demand is a Minister of the Crown or a Government Department and it is intended to present a bankruptcy petition in the [The creditor making this demand is a Minister of the Crown or a Government Department and it is intended to present a bankruptcy petition in the [The creditor making this demand is a Minister of the Crown or a Government Department and it is intended to present a bankruptcy petition in the [The creditor making this demand is a Minister of the Crown or a Government Department and it is intended to present a bankruptcy petition in the [The creditor making this demand is a Minister of the Crown or a Government Department and it is intended to present a bankruptcy petition in the [The creditor making this demand is a Minister of the Crown or a Government Department and it is intended to present a bankruptcy petition in the [The creditor making this demand is a Minister of the Crown or a Government Department and it is intended to present a bankruptcy petition in the [The creditor making this demand is a Minister of the Crown or a Government Department and the Crown or a Government Department Departm
If signatory of the demand is a solicitor or other agent of the	Signature of individual
creditor the	Name -
	BLOCK LETTERS Date
	*Position with or relationship to creditor

creditor himself	* I am authorised to make this demand ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ .
	N.B. The person making this demand must complete the whole of pages 1, 2 and parts = = = , = = = = = = = (= = = = =) = = = = = 3
This is the address to which the court or the creditor will	Address
••••••	Tel. No Ref

Details of Debt

(These	deta	ails ı	must	inc	lude	(a)) wh	en t	he	deb	t wa	s ir	ncur	red,	(b)) ■ 1	•	• •		•	 •	•	 •	- 1	■ (
						-							-				-				 •)		 •	(■	•)
													•				•			.)						

Note: If there is insufficient space,			
Part A			
Appropriate Court for Setting Aside	e Demand		
• • • • 10 . 11 . • • • • • •	lvency Rules 2016 states that the a		
(address)			
Any application by you ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■		•••••	
Part B			
The individual or individuals to ■ ■ ■ ■ ■ / ■ ■ ■ ■ :	•••••	•••••	
Name			
(BLOCK LETTERS)			
Address			
Telephone Number			
Reference			
Part C			
For completion if the			
	Name	Date(s) of Assignment	
Original Creditor			
Assignees			
How to comply with a ■ ■ ■ ■ ■ ■		(18	

:				
	e individual (or one of the		• • • • • • • • • • • • • • • • • • • •	
 Inform th 	a individual (or one of the			
	■■■.			
If you dispute ■ ■		• • • • • • • • • • • • • • • • • • • •	•••••	:
 Contact t 	he individual (■ ■ ■ ■ ■)	
satisfactory ■ ■ ■	at you have grounds to h			
,		18		• • • • • •
		• • • • • • • • • • • • • • • • • • • •	•••••	
Any application	to set aside the deman	d should be made	within 18 days f	rom the da
				• • • • • •
REMEMBER! Fro	om = = = = = = =			
		/o		
(a) you have only 18 day			
	a) you have only 18 day a a a a a a a a a a b) you have only 21 a a			

Statutory Demand form – SD2 under Rule 10.1

Net Lawman version

Statutory	Deman	d
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under section 268(1)(= = =) = = = = = = = = = = 1986 . = = = = = =
Payable Immediately
Warning to debtor
This is an important document. You should This is a state of the important document. You should This is a state of the important document. You should be a s
• If you wish to have this Demand • • • • • • • • • • • • • • • • • • •
• If you do not apply to set aside within 18 days or otherwise deal
• Please read the Demand and notes carefully. If
Demand
To:
Address:
This demand is \blacksquare
Name:
Address:
£,£
•,•••••

Signature of creditor or agent:

Dated this day of 20xx
This demand is made through me / us:
Name:
Address:
Tel. no: Our reference:
Details of Debt
(These particulars must include:

,,,
)
1.
• • • • • • • • • £ 28 , 500 .
3.

Name (BLOCK LETTERS)

4.		.,
5.	£ 3,500	
6.		00 = = = = = = = =
	■■■■■£10,000■■■■■■■.	
7.		,
8.	The creditor now therefore demands:	£ 10,000
		£1,750
	■■■	11,750
		, , , , , ,
Alter	rnative example text No 2:	
Alter		
1.		
	44	
1.	44 • • • • • • • • • • • • • 7GH , • • • • • • • • • • • • • • • • • •	
 1. 2. 3. 	44	
1.	44 • • • • • • • • • • • • • • 7GH , • • • • • • • • • • • • • • • • • •	
 1. 2. 3. 	44 • • • • • • • • • • • • • • • • • •	

	 £43,000.
•	
Altern	ative example text No 3:
1.].
2.	
3.	The debtor has failed to make payment.
OR	
4.	
5.	
	A: Appropriate Court for Setting Aside Demand
	10.4(4) = = = 10.48 = = = = = = = = = 2016 = = = = =
. 11 . ı	
][====][=========]
(addre	ess)
	•••••••••••

	ing this demand may be addressed
Name:	
Address:	
Telephone:	Reference:
Part C: For completion by way of assignment	if the creditor is entitled to the debt
Original creditor name:	
Date of assignment:	
Assignee(s) name:	
How to comply with a S - you have only 18 days	
	2 1 , 1 , 1 ,
• • • • • • • • • • • • • • • • • • • •	
	•

40					
•••••	•••••		•••••	• • • • • • • • •	■ ■ .
	•••••	•••••	• • • • • • • •		
	(a) ■ ■ ■ ■		. . 18 		
	(b) ■ ■ ■ ■		1 = 21 = = = =		
	••••	• • • • • • •			

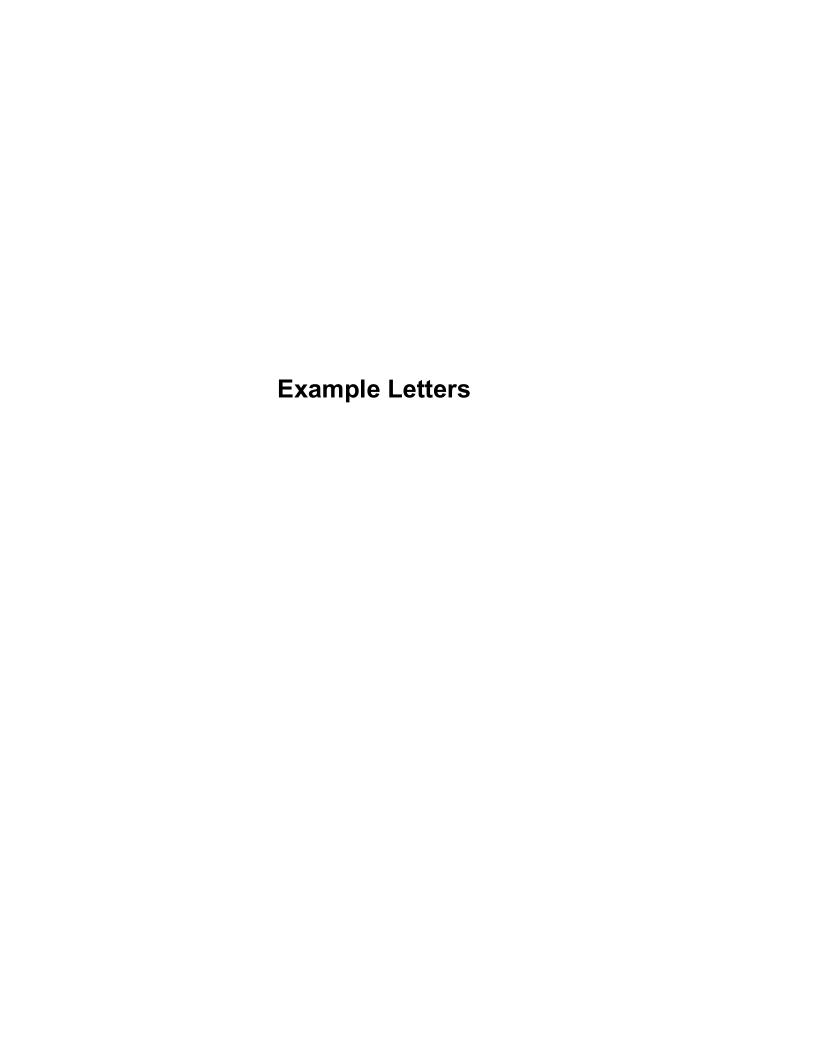
Explanatory notes

Numbering refers to the section headings in the form

Dema	nd					
So far ■ ■ ■		olicable you need to provide full particulars of the ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■				
		the form must be completed accurately. It may be completed by a her agent if you wish.				
		of this form are laid down (broadly) in the Insolvency Act 1986. Do not of the black text.				
Detail	s of th	e debt				
1.		the example text provided in the form should be replaced by the creditor's				
2.	The pa	articulars must include:				
	2.1.	the date or dates when the debt ■ ■ ■ ■ ■ ■ ■ ;				
	2.2.	the consideration for the debt, that is what was given or received in exchange, (or if there is no •••••••••••••••••••••••••••••••••••				
	2.3.	the amount due as at the date of \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare .				
3.	Interest on the debt may be included in the demand, even if the amount of interest has not previously been notified to the debtor. Full details of the grounds upon which interest is charged and a calculation of the amount should be shown separately from the principal debt. Because a charge of interest may constitute • • • • • • • • • • • • • • • • • • •					
4.	Any other charge, such as storage or maintenance charges, accruing due from time to time may be claimed. The amount or rate of the charge must be identified and					
5.		er case the amount claimed must be limited to that which has accrued the date of the demand. No account may be • • • • • • • • • • • • • • • • • •				

6.	If the creditor holds any security the amount of debt should be the sum the creditor is prepared to regard as unsecured for the purposes of this demand. Brief details of the total debt should be included and the nature of the security and the value put upon
Part	: A
	Here you need to insert the debtor's local County Court. Ignore the reference to the High Court, which is for government creditors only. Before you insert it, it is a good idea to telephone the court to make sure they
Part	: C
If yo	u are entitled to the debt by way of assignment, you need to fill in ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
How	to comply with the statutory demand.
Leav	ve it as is.

End of notes



Example letter to debtor enclosing statutory demand.
Pick and choose paragraphs and change the style to your own. It is a good idea to indicate • • • • • • • • • • • • • • • • • • •
Be careful how you word any threat to publicise the = = = = = = = = = = = = = = = = = = =
Your letterhead
To:
[Debtor name]
[Debtor address]
[By recorded delivery]
Dear Sir
Notice to claim for a declaration of bankruptcy
According to [my/our] records, you have not paid [me/us] for [the work [l/we] = = = = = = = = = = = = = = = = = = =
The payment due date by which [I/we] \blacksquare
[I/We] cannot wait for payment any longer. [
Please read it immediately. By issuing this demand [I am/
[I/we] would like you to know that [I/we] = = = = = = = = = = = = = = = = = = =
Of course, [I/w w w]
If you have difficulty in finding the money at once, [

Any proposal will

For the sake		 	 			•	 -			I	= !	
	_											

Yours faithfully

Example	• • •	
	Your letterhea	ad
To:		
[Name]		
[Address]		
[By recorded delivery]		
Dear Sir		
Withdrawal = = = = = = = = = = = = = = = = = = =		
[I/=]		
[I/We] = = = = = = = = = = = = = = = = = = =		•
OR		
[I/We] = = = = = = = = = = = £[= = =] = = = = .		
Yours faithfully,		
i oui s iaiti iuity,		