

The Insolvency Act 2003

## REPORT ON DIRECTORS' CONDUCT

Section 271

**A report provided under Section 271 of the Insolvency Act, 2003, is confidential. The officeholder submitting such a report should not disclose the contents to any person other than the Official Receiver.**

Form 271

Company Number

To: The Official Receiver  
P.O. Box 418  
Road Town, Tortola  
British Virgin Islands

(1) *Name of Company  
(Please include  
details of all  
registered names  
and trading styles of  
the company used in  
the last two years.)*

(1)

(2) *Current registered  
office address*

(2)

(3) *Current (or last)  
registered agent (if  
applicable)*

(3)

(4) *Name of office-holder*

(4)

(5) *Licence Number*

(5)

(6) *Name of the firm and  
contact information of  
the office-holder*

(6)

- (7) *Type of insolvency proceedings (Administrative Receivership, Administration, Liquidation). Please provide a copy of the appointment document.*

(7)
  
- (8) *Date of appointment*

(8)
  
- (9) *Name of the member of staff with day-to-day responsibility for this matter*

(9)
  
- (10) *Principal trading address*

(10)
  
- (11) *Nature of the company's business*

(11)
  
- (12) *When did the company commence its trading operations? (Please state the month and year)*

(12)
  
- (13) *Details of any other insolvency office-holder in relation to the company (Stating type of appointment, name(s) of office-holder(s), date of appointment)*

(13)

**14. Please complete a box for;**

- a. Any person who appears to you to be, or have been, a director (as defined in Section 6 of the Insolvency Act, 2003), voluntary liquidator or receiver of the company whose conduct, either taken alone or taken together with his conduct as a director, voluntary liquidator or receiver of any other company, makes him unfit to be concerned in the promotion, formation or management of companies or in their liquidation or dissolution. Details of the conduct leading you to this view should be set out in the answer to question 16; and**
- b. Any other person who appears to you to have been a director of the company on the date you were appointed, or at any time in the three years before that date.**

**ADDITIONAL BOXES MAY BE COPIED AND COMPLETED AS REQUIRED**

<p>A. FULL NAME (Include other known names. If director is a company, state company name, registration number and country of incorporation):</p> <p>B. DATE OF BIRTH:</p> <p>C. CURRENT OR LAST KNOWN ADDRESS:</p> <p>D. COUNTRY OF RESIDENCE:</p> <p>E. OCCUPATION, TRADE OR PROFESSION:</p> <p>F. BRIEFLY, WHAT WERE THE DIRECTOR'S DUTIES IN THE COMPANY?:</p> <p>G. IS THIS A PERSON WHOSE CONDUCT MAKES IT APPEAR TO YOU THAT HE IS UNFIT (as described in 14a above)?:      Yes <input type="checkbox"/>          No <input type="checkbox"/> <b>If yes, please provide details in question 16.</b></p> <p>H. PERIOD AS DIRECTOR: FROM:                                  TO:</p>
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- A. FULL NAME (Include other known names. If director is a company, state company name, registration number and country of incorporation):
- B. DATE OF BIRTH:
- C. CURRENT OR LAST KNOWN ADDRESS:
- D. COUNTRY OF RESIDENCE:
- E. OCCUPATION, TRADE OR PROFESSION:
- F. BRIEFLY, WHAT WERE THE DIRECTOR'S DUTIES IN THE COMPANY?:
- G. IS THIS A PERSON WHOSE CONDUCT MAKES IT APPEAR TO YOU THAT HE IS UNFIT (as described in 14a above)?:      Yes       No   
**If yes, please provide details in question 16.**
- H. PERIOD AS DIRECTOR: FROM:                      TO:

- A. FULL NAME (Include other known names. If director is a company, state company name, registration number and country of incorporation):
- B. DATE OF BIRTH:
- C. CURRENT OR LAST KNOWN ADDRESS:
- D. COUNTRY OF RESIDENCE:
- E. OCCUPATION, TRADE OR PROFESSION:
- F. BRIEFLY, WHAT WERE THE DIRECTOR'S DUTIES IN THE COMPANY?:
- G. IS THIS A PERSON WHOSE CONDUCT MAKES IT APPEAR TO YOU THAT HE IS UNFIT (as described in 14a above)?:      Yes       No   
**If yes, please provide details in question 16.**
- H. PERIOD AS DIRECTOR: FROM:                      TO:



15. Please provide details of any other company with which the director(s) in respect of whom you have answered “yes” at question 14(G) may have had an involvement, which you consider may be relevant to the consideration of his (their) conduct, together with any previous insolvencies of which you are aware:

<b>Name of director</b>	<b>Company name, registration number &amp; country of incorporation</b>	<b>Relevant information</b>

16. Please provide details of unfit conduct. Particular regard should be given to the matters referred to in Sections 262(1) and 263 of the Insolvency Act, 2003.

<b>Details of unfit conduct and nature of supporting evidence</b>	<b>Name(s) of director(s)</b>



<b>Details of unfit conduct and nature of supporting evidence</b>	<b>Name(s) of director(s)</b>

17. Are there any other matters that may be taken into account? (for example, ill health, personal guarantees, individual voluntary arrangement, bankruptcy, etc.)

**Please attach the following documents to your report.**

- |   |   |
|---|---|
| <input type="checkbox"/> Appointment document                   | <input type="checkbox"/> Audited accounts, unaudited accounts or management accounts covering the two year period prior to insolvency |
| <input type="checkbox"/> Directors' Statement of affairs        |   |
| <input type="checkbox"/> Reports to creditors                   | <input type="checkbox"/> Any other document you consider to be of assistance  |
| <input type="checkbox"/> Memorandum and Articles of Association |   |

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**DECLARATION**

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I confirm that my answers to all the above questions (including any additional information attached to this report) are to the best of my knowledge and belief true and complete.

\_\_\_\_\_  
Name of office-holder

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please send the completed form to;

The Official Receiver  
P.O. Box 418  
Road Town, Tortola  
British Virgin Islands