



The Insolvency
Service

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DEAR INSOLVENCY PRACTITIONER Issue 88 – June 2019

*Message from Angela Crossley
Head of Insolvency Practitioner Regulation*

Dear Reader

Attached is the latest edition of Dear IP.

We have recently published our Annual Review of Insolvency Practitioner Regulation for 2018 which can be viewed [here](#).

Please also be aware that The Service is experiencing an extremely high volume of calls to the Redundancy Payments helpline and we appreciate there may be times when you are unable to contact us by telephone. Please accept our apologies for the continued inconvenience this may cause.

The best way for you to contact us is by email. To help us to prioritise your email please enter IP: Update needed in the subject line. We will escalate all emails we receive with this subject line and deal with them as a priority.

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35) The Insolvency (Scotland) (CVA and Administration) Rules 2018 and the Insolvency (Scotland) (Receivership and Winding Up) Rules 2018

The above legislation was implemented on 6 April 2019.

Insolvency practitioners are reminded that the forms for filing information with the Registrar of Companies for Scotland can be found on the Companies House website. These forms must be used when filing statutory information with the Registrar.

The forms are designed around standard content, with the intention of making them clearer for presenters to fill in and to minimise rejections. To provide consistency, the new forms have been included in Registrar's Rules, alongside the England and Wales versions.

The Accountant in Bankruptcy (AiB) has confirmed that it will accept Companies House forms, where there is a requirement to file with both Companies House and AIB, as the statutory forms must be delivered to the registrar. Insolvency practitioners do not need to complete separate forms for both offices. This is set out on the Companies House and AiB websites.

General queries may be sent to enquiries@companieshouse.gov.uk

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64) Uploading RP14a forms: supplementary guidance

This guidance is being issued to help correct some common issues where insolvency practitioners receive an error message when trying to upload an RP14a form. This information can also be found on [Gov.uk](https://www.gov.uk)

1. Check the upload guidance

Make sure you've followed all the steps in the [upload guidance](#).

2. Check the file size

The file size must be less than 10MB. If your file is bigger than this, you need to separate it into smaller files so it can be uploaded.

3. Check there's a case reference on every line

A case reference must always be included. Please check there are no spaces before or after the case reference. The employer name and case reference must be entered on each line of the spreadsheet.

4. Check there's a valid National Insurance number for all entries

All entries must include a valid National Insurance number. Temporary or dummy National Insurance numbers will not be accepted and will cause the upload to fail.

5. Check there are no empty or blank rows

If there are empty or blank rows at the end of the file, the upload will fail. To remove any empty records:

1. Highlight the blank row.
2. Right click.
3. Delete the row.

6. Check there are no more than 2 decimal places in each cell

No cell can have a numerical value with more than 2 decimal places. You might need to select each cell individually to make sure figures do not have more than 2 decimal places, as it's not always visible.

This includes the following fields:

In the RP14:	The share holder percentage field
In the RP14a:	The basic pay per week
	The arrears of pay owed
	The number of days holiday owed

7. Check all numerical fields contain numbers only

Only numbers can be put in the numerical fields. If you include any special characters, like £, or any text, the upload will fail.

8. Check date fields are formatted correctly

Date fields should be formatted as DD/MM/YYYY. If you do not know the date and the field is not mandatory, it should be left blank.

9. Check drop down boxes have not been overtyped

When entering data into a cell with a drop down box, only select one of the options provided. If you type over the options, the upload will fail.

10. Check no data is entered after the smart tag

Do not enter any data after the blue smart tag on the spreadsheet as this will not be uploaded and will be lost.

If you follow this guidance and your document will still not upload, please contact the [Insolvency Practitioner Helpdesk](#)

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9) Placing Gazette notices: what's changing?

As an authorised notice placer, insolvency practitioners can place insolvency notices in [The Gazette](#) via email, post, fax, web form or XML.

What's changing?

From 30 June, insolvency practitioners will no longer be able to submit notices via gazettesubmissions.co.uk.

Instead, practitioners will only be able to place notices via www.thegazette.co.uk either directly online by web form or XML, or offline, using The Gazette's typesetting service by email, post or fax.

When practitioners place a notice via web form or XML, they'll be able to submit directly to the system and control the upload, timing, payment and withdrawal of notices before they are published.

How do I place an insolvency notice via web form?

Once you are ready to place a notice online, [register](#) as an authorised notice placer or [sign in](#), and go to 'Place a notice' from the 'My Gazette' dropdown. You'll then be able to complete the appropriate web form.

Which notices can I place via web form?

The following insolvency web forms are available for web form submission:

(London, Edinburgh and Belfast)

Winding up by the court:

- Petitions to wind up (companies) ([notice 2450](#))
- Petitions to wind up (partnerships) ([notice 2451](#))

Creditors' voluntary winding up:

- Resolutions for winding up ([notice 2441](#))
- Meetings of creditors ([notice 2442](#))
- Appointment of liquidators ([notice 2443](#))
- Notices to creditors ([notice 2446](#))

(London and Belfast only)

Personal insolvency:

- Notice of intended and final dividends ([notice 2509](#) and [2510](#))

(London only)

Creditors' voluntary winding up:

- Deemed consent ([notice 2447](#))

Find out the [cost of placing a notice](#), and read the [guide on how to submit and publish notices](#).

What's staying the same?

You'll still be able to place notices by email, post, fax, web form or XML, and The Gazette [customer services team](#) will still be available to assist you with placing notices, or for any queries.

All that's changed is that from 30 June, you will no longer be able to submit notices via gazettesubmissions.co.uk.

Where can I find out more?

Go to [place an insolvency notice](#) for more information, and you can contact customer.services@thegazette.co.uk, or call +44 (0)333 200 2434, 8am to 6pm, Monday to Friday.

www.thegazette.co.uk

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