Action		Completed						
		Corporate Insolvency				Personal Insolvency		
		Liquidation	Company Voluntary Arrangement	Administration	Administrative Receivership	Bankruptcy	Individual Voluntary Arrangement	Debt Relief Order
If you **HAVE** received notification from an IP or OR that you are a creditor in an insolvency	Read the notification							
	Check the notification for any errors							
	Contact the IP or OR to correct any errors							
If you HAVE NOT received notification from an IP or OR but think you may be a creditor in an insolvency	Check the Gazette or Individual Insolvency Register for the contact details of the relevant OR or IP							
	Contact the IP or OR to make them aware you may have a claim							
	Read information provided by the IP or OR							
	Check the information provided for errors							
	Inform the IP or OR of any errors							
Receive and read the administrator's proposals								
If proposals haven't been received, contact the administrator								
Receive and read company's/debtor's proposals from the IP explaining how the case is to be dealt with								
If proposals haven't been received, contact the IP or OR								
Request a proof of debt form from the insolvency practitioner (IP) or Official Receiver (OR) (if not received)								
Put together evidence of your claim and any information you think the OR or IP should know about the insolvent company or individual. You might need things like copies of invoices, receipts, or copies of financial statements								
Return the proof of debt form to the IP or OR along with copies of supporting documents								
Receive and read notice from the IP or OR that a creditors' meeting will take place								
Confirm with the IP or OR that you will attend the creditors' meeting								
If you believe the insolvent individual or company has significant assets to be distributed to creditors and the case has not yet been passed to an IP by the OR, you should contact the OR (or make a proposal at a creditors' meeting)								
one, write to the IP or OR to request one (you will need the support of 10% of creditors, by value)								
Receive a proxy form from the IP or OR								
Complete and return proxy form to the IP or OR (if you wish to appoint a proxy)								
Prepare questions to ask the insolvent individual or company's directors at a creditors' meeting if one is being held								
Attend the creditors' meeting								
Has a creditors' committee been formed?								
If you would prefer to receive repayments electronically, inform the IP or OR and provide bank details								
Receive and read a SIP16 report (if a pre-pack)								
Receive a progress report (or annual report) from the IP or OR								
Receive a final report from the IP or OR								
Receive notice of a final creditors' meeting								
Attend final creditors' meeting								
Receive dividend, if applicable								