**IVA INDEX OF DOCUMENTS – March 2024**

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| 0002 | Periodic case review sheet |
| 0003 | Practice fee recovery sheet pro forma |
| 0004 | Bond calculation sheet (with if formulae) |
| 0005 | Bond review sheet (with if formulae) |
| 0006 | Provision of Services Regulations summary sheet |
| 0007 | SIP 9 Guidance Notes for creditors April 2021 |
| 0008 | Proof of delivery certificate |
| 0009 | Website review checklist |
| 0010 | Record of decision to instruct professional advisors |
| 0011 | Periodic ethics review checklist |
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| 0304 | Standard authority |
| 0305 | Letter summarising SIP 3.1 interview |
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| 0402 | PCIVA standard terms and conditions 2021 |
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| 0404 | IVA protocol 2021 simplified proposal  |
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|  | *Non- protocol*  |
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| 0411 | Non-protocol IVA standard proposal – sole appointment |
| 0412 | R3 IVA Standard Terms v4 January 2018 |
|  |  |
|  | *Common documents* |
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| 0421 | Letter to spouse/partner re property and/or income to be included in arrangement |
| 0422 | Standard front sheet |
| 0423 | Proposal assistance confirmation |
| 0424 | SIP 3.1 considerations – Preparation of proposal |
| 0425 | Proposal draft review form |
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| 0430 | Nominee’s consent to act (no interim order) |
| 0431 | Distributions summary for debtor |
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| **050** | **Drafting the Nominee’s report** |
| 0500 | Nominee’s report  |
| 0501 | SIP 3.1 considerations – Nominee |
| 0502 | Nominee’s report draft review form |
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| **060** | **Interim Order Application by Practice** |
|  | *Preparing Interim Order* |
| 0600 | Interim Order application |
| 0601 | Nominee’s consent to act (interim order) |
| 0602 | Witness statement with exhibit sheets |
| 0603 | Letter to debtor with draft proposal |
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|  |  |
|  | *Interim Order Hearing* |
| 0610 | Letter to petitioning creditor prior to interim order hearing |
| 0611 | Letter to trustee in bankruptcy prior to interim order hearing |
| 0612 | Letter to official receiver prior to interim order hearing |
| 0613 | Letter to debtor prior to interim order hearing |
|  |  |
|  | *Actions post Interim Order Hearing* |
| 0620 | Letter to petitioning creditor with interim order |
| 0621 | Letter to trustee in bankruptcy with interim order |
| 0622 | Letter to official receiver with interim order |
| 0623 | Letter to debtor with interim order and final proposal |
|  |  |
|  | *Interim Order Extension (i.e. non-concertina order case)* |
| 0630 | Letter to court with proposal and nominee’s report |
| 0631 | Letter to petitioning creditor pre interim order extension hearing |
| 0632 | Letter to trustee in bankruptcy pre interim order extension hearing |
| 0633 | Letter to official receiver pre interim order extension hearing |
| 0634 | Letter to debtor pre interim order extension hearing |
|  |  |
|  | *Actions post Interim Order Extension (i.e. non-concertina order case)* |
| 0640 | Letter to petitioning creditor with extended interim order |
| 0641 | Letter to trustee in bankruptcy with extended interim order |
| 0642 | Letter to official receiver with extended interim order |
| 0643 | Letter to debtor with extended interim order |
|  |  |
| **070** | **Decision Procedure - Interim Order** |
|  |  |
|  | *Common documents* |
| 0700 | Information to creditors on opting out |
| 0701 | Authority to communicate electronically |
| 0702 | Notice to use website to deliver documents |
| 0703 | Claim form |
| 0704 | Proxy for approval meeting |
| 0705 | Notice to creditor in EC Member State to claim |
| 0706 | Attendance register  |
|  |  |
|  | *Virtual meeting* |
| 0710 | Notice of virtual meeting  |
| 0711 | Letter to creditors with notice of virtual meeting |
| 0712 | Letter to debtor with the proposal pack |
| 0713 | Letter to OR with notice of virtual meeting |
| 0714 | Letter to Trustee with notice of virtual meeting |
|  |  |
|  | *Physical meeting* |
| 0720 | Notice of physical meeting |
| 0721 | Letter to creditors with notice of physical meeting |
| 0722 | Letter to debtor with notice of physical meeting |
| 0723 | Letter to OR with notice of physical meeting |
| 0724 | Letter to Trustee with notice of physical meeting |
|  |  |
|  | *Adjourned meeting* |
| 0730 | Chair’s report and minute – meeting adjourned |
| 0731 | Letter to Debtor – meeting adjourned |
| 0732 | Letter to creditors – meeting adjourned |
| 0733 | Letter to Trustee– meeting adjourned |
| 0734 | Letter to OR – meeting adjourned |
| 0735 | Letter to Court – meeting adjourned |
|  |  |
|  | *Modifications* |
| 0740 | Modifications for signature by debtor |
|  |  |
|  | *Approved* |
| 0750 | Chair’s report and minute – proposal approved |
| 0751 | Protocol optional chair’s report – proposal approved |
|  |  |
|  | *Rejected* |
| 0760 | Chair’s report and minute – proposal rejected |
| 0761 | Notice of rejection of proposal  |
| 0762 | Letter to debtor – proposal rejected |
| 0763 | Letter to creditors – proposal rejected |
| 0764 | Letter to Trustee – proposal rejected |
| 0765 | Letter to OR – proposal rejected |
| 0766 | Letter to Court – proposal rejected |
|  |  |
|  | *Withdrawn*  |
| 0770 | Chair’s report and minute – proposal withdrawn |
| 0771 | Notice of withdrawal of proposal  |
| 0772 | Letter to Debtor – proposal withdrawn  |
| 0773 | Letter to creditors – proposal withdrawn no meeting to be held |
| 0774 | Letter to Trustee – proposal withdrawn no meeting to be held |
| 0775 | Letter to OR – proposal withdrawn no meeting to be held |
| 0776 | Letter to Debtor – after meeting when proposal withdrawn |
| 0777 | Letter to creditors – after meeting when proposal withdrawn |
| 0778 | Letter to Trustee – after meeting when proposal withdrawn |
| 0779 | Letter to OR – after meeting when proposal withdrawn |
| 0780 | Letter to Court – after meeting when proposal withdrawn |
|  |  |
| **080** | **Decision Procedure - No Interim Order** |
|  | *Common documents* |
| 0800 | Information to creditors on opting out |
| 0801 | Authority to communicate electronically |
| 0802 | Notice to use website to deliver documents |
| 0803 | Claim form |
| 0804 | Proxy for approval meeting |
| 0805 | Notice to creditor in EC Member State to claim |
| 0806 | Attendance register  |
|  |  |
|  | *Virtual meeting* |
| 0810 | Notice of virtual meeting  |
| 0811 | Letter to creditors with notice of virtual meeting |
| 0812 | Letter to debtor with the proposal pack |
| 0813 | Letter to OR with notice of virtual meeting |
| 0814 | Letter to Trustee with notice of virtual meeting |
|  |  |
|  | *Physical meeting* |
| 0820 | Notice of physical meeting |
| 0821 | Letter to creditors with notice of physical meeting |
| 0822 | Letter to debtor with notice of physical meeting |
| 0823 | Letter to OR with notice of physical meeting |
| 0824 | Letter to Trustee with notice of physical meeting |
|  |  |
|  | *Adjourned meeting* |
| 0830 | Chair’s report and minute – meeting adjourned |
| 0831 | Letter to Debtor – meeting adjourned |
| 0832 | Letter to creditors – meeting adjourned |
| 0833 | Letter to Trustee– meeting adjourned |
| 0834 | Letter to OR – meeting adjourned |
|  |  |
|  | *Modifications* |
| 0840 | Modifications for signature by debtor |
|  |  |
|  | *Approved* |
| 0850 | Chair’s report and minute – proposal approved |
| 0851 | Protocol optional chair’s report – proposal approved |
|  |  |
|  | *Rejected* |
| 0860 | Chair’s report and minute – proposal rejected |
| 0861 | Notice of rejection of proposal  |
| 0862 | Letter to debtor – proposal rejected |
| 0863 | Letter to creditors – proposal rejected |
| 0864 | Letter to Trustee – proposal rejected |
| 0865 | Letter to OR – proposal rejected |
|  |  |
|  | *Withdrawn*  |
| 0870 | Chair’s report and minute – proposal withdrawn |
| 0871 | Notice of withdrawal of proposal  |
| 0872 | Letter to Debtor – proposal withdrawn  |
| 0873 | Letter to creditors – proposal withdrawn no meeting to be held |
| 0874 | Letter to Trustee – proposal withdrawn no meeting to be held |
| 0875 | Letter to OR – proposal withdrawn no meeting to be held |
| 0876 | Letter to Debtor – after meeting when proposal withdrawn |
| 0877 | Letter to creditors – after meeting when proposal withdrawn |
| 0878 | Letter to Trustee – after meeting when proposal withdrawn |
| 0879 | Letter to OR – after meeting when proposal withdrawn |

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| **SUPERVISION** |  |
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| **090** | **Reconciling Modifications** |
|  | There are no documents in this folder |
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| **100** | **Actions on Approval** |
| 1000 | Notice of result of consideration of proposal |
| 1001 | Letter to Debtor |
| 1002 | Letter to creditors |
| 1003 | Letter to Trustee |
| 1004 | Letter to OR |
| 1005 | Letter to Insolvency Service with Registration |
| 1006 | Letter to HMRC |
| 1007 | Letter to Court where an IO |
|  |  |
| **110** | **Contribution monitoring, arrears and breach** |
| 1100 | Letter to debtor – Arrears first chaser |
| 1101 | Letter to debtor – Arrears second chaser |
| 1102 | Letter to debtor – Arrears third chaser |
| 1103 | Letter to debtor – Arrears fourth chaser |
| 1104 | Letter to debtor – Arrears fourth chaser Non protocol |
| 1105 | Notice of Breach  |
| 1106 | Letter to debtor – Breach - arrears |
| 1107 | Letter to debtor – Breach – arrears (Non protocol) |
| 1108 | Letter to debtor – Breach - general |
| 1109 | Letter to debtor – Breach – general (Non protocol) |
| 1110 | Letter to debtor – breach resolved - arrears |
| 1111 | Letter to debtor – breach resolved – general |
| 1112 | Letter to debtor – Breach final warning |
| 1113 | Letter to debtor – Breach final warning Non protocol |
| 1114 | Letter to debtor – request to terminate |
| 1115 | Letter to debtor – request to terminate Non protocol |
|  |  |
| **120** | **Income and Expenditure reviews** |
| 1200 | SIP 3.1 considerations – supervisor |
| 1201 | Contact details sheet |
| 1202 | Income and Expenditure Form |
| 1203 | Letter to Debtor – I and E request |
| 1204 | Letter to Debtor – I and E 1st chaser |
| 1205 | Letter to Debtor – I and E 2nd chaser |
| 1206 | Letter to Debtor – payments unchanged |
| 1207 | Letter to Debtor – payments increased |
| 1208 | Windfall Form |
| 1209 | Letter to Debtor – nothing due  |
| 1210 | Letter to Debtor - additional funds due |
|  |  |
| **130** | **Annual progress reports** |
| 1300 | Annual Report IVA |
| 1301 | Protocol optional annual report |
| 1302 | Letter to creditors with annual report |
| 1303 | Letter to debtor with annual report |
|  |  |
| **140** | **Variation of the Arrangement** |
|  |  |
|  | *Debtor information gathering* |
| 1400 | SIP 3.1 considerations - variation |
| 1401 | I&E Review for variation |
| 1402 | Letter to debtor – further info needed to draft variation |
| 1403 | Letter to debtor – variation report for approval |
| 1404 | Letter to debtor – 1st chaser  |
| 1405 | Letter to debtor – 2nd chaser  |
|  |  |
|  | *Report* |
| 1410 | Variation report  |
| 1411 | Protocol optional variation report |
|  |  |
|  | *Common documents* |
| 1420 | Variation meeting proxy form |
| 1421 | Variation meeting attendance register |
| 1422 | Variation proxy schedule |
| 1423 | Protocol optional variation meeting chair’s report |
|  |  |
|  | *Virtual meeting* |
| 1430 | Notice of variation virtual meeting |
| 1431 | Letter to creditors – variation virtual meeting notice and report |
| 1432 | Letter to debtor – variation virtual meeting notice and report |
| 1433 | Letter to court – Interim Order variation report |
|  |  |
|  | *Physical meeting* |
| 1440 | Notice of physical variation meeting |
| 1441 | Letter to creditors re physical variation meeting |
| 1442 | Letter to debtor re physical variation meeting |
|  |  |
|  | *Adjourned* |
| 1450 | Chair’s report and minute – variation adjourned |
| 1451 | Letter to debtor – variation adjourned |
| 1452 | Letter to creditors – variation adjourned |
| 1453 | Letter to court – Interim Order variation adjourned |
|  |  |
|  | *Approved* |
| 1460 | Chair’s report and minute – variation approved |
| 1461 | Letter to debtor – variation approved |
| 1462 | Letter to creditors - variation approved |
| 1463 | Letter to court – Interim Order variation approved |
|  |  |
|  | *Rejected* |
| 1470 | Chair’s report and minute – variation rejected |
| 1471 | Letter to debtor – variation rejected |
| 1472 | Letter to creditors – variation rejected |
| 1473 | Letter to court – Interim Order variation rejected |
|  |  |
|  | *Withdrawn* |
| 1480 | Letter to debtor – variation withdrawn |
| 1481 | Letter to creditors – variation withdrawn |
| 1482 | Letter to court – Interim Order variation withdrawn |
|  |  |
|  | *Extension of arrangement* |
| 1490 | Extension notice |
| 1491 | Letter to debtor with extension notice  |
| 1492 | Letter to creditors with extension notice  |
| 1493 | Letter to court – Interim Order arrangement extended |
|  |  |
| **15** | **Dividends** |
|  | *Preferential dividend* |
| 1500 | Notice of preferential dividend |
| 1501 | Letter to preferential creditor with notice of dividend  |
|  |  |
|  | *Common documents* |
| 1510 | Letter to creditor requesting information to support claim |
| 1511 | Letter to creditor rejecting claim |
| 1512 | Notice of dividend |
| 1513 | Letter to creditors enclosing notice of dividend |
| 1514 | Letter to creditors enclosing notice of payment of statutory interest |
|  |  |
|  | *Non-protocol Dividends* |
| 1520 | Notice of intended dividend |
| 1521 | Letter to creditors enclosing notice of intended dividend |
|  |  |
| **CLOSING PROCEDURES** |  |
|  |  |
| **16** | **Termination of the Arrangement** |
|  |  |
|  | *Debtor* |
| 1600 | SIP 3.1 considerations - variation |
| 1601 | I&E Review for variation |
| 1602 | Letter to debtor – further info needed to draft variation or termination report |
| 1603 | Letter to debtor – variation or termination report for approval |
| 1604 | Letter to debtor – 1st chaser  |
| 1605 | Letter to debtor – 2nd chaser  |
|  |  |
|  | *Vary or terminate report* |
| 1610 | Vary or terminate report |
| 1611 | Protocol optional variation report |
|  |  |
|  | *Terminate only report* |
| 1620 | Termination only report |
|  |  |
|  | *Common documents* |
| 1630 | Proxy form - terminate |
| 1631 | Proxy form – vary or terminate |
| 1632 | Attendance register |
| 1633 | Proxy schedule - terminate |
| 1634 | Proxy schedule – vary or terminate |
|  |  |
|  | *Virtual meeting* |
| 1640 | Notice of virtual meeting - terminate |
| 1641 | Notice of virtual meeting – vary or terminate |
| 1642 | Letter to creditors – virtual meeting notice and report |
| 1643 | Letter to debtor – virtual meeting notice and report |
| 1644 | Letter to court – Interim Order meeting notice |
|  |  |
|  | *Physical meeting* |
| 1650 | Notice of physical meeting - terminate |
| 1651 | Notice of physical meeting – vary or terminate |
| 1652 | Letter to creditors re physical meeting |
| 1653 | Letter to debtor re physical meeting |
|  |  |
|  | *Adjourned* |
| 1660 | Chair’s report and minute – meeting adjourned |
| 1661 | Letter to debtor – meeting adjourned |
| 1662 | Letter to creditors – meeting adjourned |
| 1663 | Letter to court – Interim Order meeting adjourned |
|  |  |
|  | *Variation Approved* |
| 1670 | Chair’s report and minute – variation approved |
| 1671 | Letter to debtor – variation approved |
| 1672 | Letter to creditors - variation approved |
| 1673 | Letter to court – Interim Order variation approved |
|  |  |
|  | *Variation withdrawn* |
| 1680 | Letter to debtor – variation withdrawn |
| 1681 | Letter to creditors – variation withdrawn |
|  |  |
|  | *Certificate of Termination* |
| 1690 | Chair’s report and minute – meeting agreed to terminate arrangement |
| 1691 | Letter to debtor - meeting agreed to terminate arrangement |
| 1692 | Letter to creditors – meeting agreed to terminate arrangement |
| 1693 | Notice of termination |
| 1694 | Report on termination |
| 1695 | Letter to debtor – termination certificate and report |
| 1696 | Letter to creditors – termination certificate and report |
| 1697 | Letter to SoS – termination certificate and report |
| 1698 | Letter to court – Interim Order termination certificate and report |

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| **17** | **Implementation of the Arrangement** |
| 1700 | Letter to creditors - substantial compliance |
| 1701 | Letter to creditors - objection to substantial compliance |
| 1702 | Letter to debtor - objection to substantial compliance |
| 1703 | Notice of full implementation |
| 1704 | Report on implementation |
| 1705 | Protocol optional implementation report |
| 1706 | Letter to debtor - implementation certificate and report |
| 1707 | Letter to creditors - implementation certificate and report |
| 1708 | Letter to SoS - implementation certificate and report |
| 1709 | Letter to court – Interim Order implementation certificate and report. |