Rule 7.3 SD 1

STATUTORY DEMAND

under section 123(1)(a) of the Insolvency Act 1986

WARNING

This is an important document. This demand must be dealt with within 21 days after its service upon the company or a winding-up order could be made in respect of the company.
Please read the demand and notes carefully.

SECTION 1 - DEMAND

To:
Name: Example Widgets Ltd (the Company)
Registered No.: 01234567
Address (registered office):
2 Example Road, York YO1 1BB

This demand is made under section 123(1)(a) of the Insolvency Act 1986 and is served on you by the creditor:
Name: Example Supplies Ltd
Registered No. (if any): _____
Address:
1 Sample Street, Leeds LS1 1AA

The creditor claims that the Company owes the sum of £6,100.00, full details of which are set out in section 2 of this Demand.

SAMPLE

SECTION 2

A. Details of Debt

Amount of the debt as at the date of this demand: £6,100.00

Consideration for the debt / how it arose:
Unpaid invoice 1001 for goods supplied on 1 August 2026.

Date the debt arose: 1 August 2026
Date payment was due: 1 September 2026

Interest or other charges claimed:
None claimed

B. [For completion if the creditor is entitled to the debt by way of assignment]

Name: _____ Date(s) of Assignment: _____
Name: _____ Date(s) of Assignment: _____

SECTION 3

Part A

The individual or individuals to whom any communication regarding this demand may be addressed is/are:
Name: Jane Example
Address:
1 Sample Street, Leeds LS1 1AA
Telephone number: 0113 000 0000
Email: jane@example.com
Reference: SAMPLE-001

SAMPLE

HOW TO COMPLY WITH A STATUTORY DEMAND

If the Company wishes to avoid a winding-up petition being presented it must pay the debt shown on page 1, details of which are set out on page 2 of this notice, within the period of 21 days after its service upon the Company. Alternatively, the Company can attempt to come to a settlement with the creditor. To do this an officer or representative of the Company should:

- inform the individual (or one of the individuals) named in Part A above immediately that it is willing and able to offer security for the debt to the creditor's satisfaction; or
- inform the individual (or one of the individuals) named in Part A immediately that it is willing and able to compound for the debt to the creditor's satisfaction.

If the Company disputes the demand in whole or in part it should contact the individual (or one of the individuals) named in Part A immediately.

REMEMBER! The Company has only 21 days after the date of service on it of this document before the creditor may present a winding-up petition.

NOTE: The Company has the right to make an application to the court for an injunction restraining the creditor from presenting a winding-up petition or from advertising it.
The court to which an application should be made is:
[Name and address of the court – entered by you]

AUTHENTICATION

Signature of individual: _____
Name (block letters): Jane Example
Date: 15 November 2026
Address:
1 Sample Street, Leeds LS1 1AA
Telephone number: 0113 000 0000 Ref: SAMPLE-001

[I, the above-signed, not being the creditor herein, state as follows:
I am authorised to make this demand on the creditor's behalf.
My position in/relationship to the creditor is Director]
[If the creditor is a body corporate of which the signatory is the sole member: I am the sole member of the creditor]

SAMPLE