



Royal Court of Jersey Viscount's Department

Application for registration as an Approved Liquidator and Administrator in Jersey

This form should be completed by an individual (the **Applicant**) wishing to act as a liquidator and/or administrator of a Jersey company pursuant to Chapters 3 to 5 of Part 21 and/or Part 20B of the Companies (Jersey) Law 1991 (“**CJL**”).

1. All questions must be answered fully.
2. The questionnaire should be completed, signed and sent electronically to the Viscount, with all supporting documents and any additional information as requested, at: liquidators@courts.je (marked FAO: Senior Manager, Insolvency Team).
3. The Viscount reserves the right to request such further information in respect of the Applicant as the Viscount thinks fit under their general powers.
4. All applicants must satisfy the criteria for appointment as a liquidator and/or administrator contained in Article 7 of the Companies (General Provisions) (Jersey) Order 2002 as amended by the Companies (General Provisions) (Amendment No. 6) (Jersey) Order 2022 and the Companies (Jersey) Amendment No. 2 Law 2026
5. If you are accepted for registration, you will be required to pay a registration fee of £800 within 30 days of acceptance and the Viscount will notify you of payment details.

Applicant's Details

1. Your name:

Your date of birth:

2. Are you (please complete as appropriate):

Status	Name of firm
An employee of a firm?	
A partner or shareholder (or equivalent) of a firm (having more than one partner or shareholder)?	
A sole practitioner?	

3. Your home address:

Are you ordinarily resident in Jersey? Yes/No

Your business/firm address:

Your business email address:

Your business phone/mobile number:

May we contact you by email? Yes/No

4. Your professional qualifications:

5. Do you hold a current practicing certificate? Yes/No

By whom is it issued?

When does it expire?

6. Are you currently licensed in the United Kingdom to act as an insolvency practitioner by a recognised professional body under the Insolvency Act 1986?

Yes/No

If Yes:

By which professional body are you licensed:

When was your licence issued?

When does it expire?

What is your licence number?

Is your licence: full/partial

Has any issuing/licensing body ever refused to renew your licence? Yes/No (If Yes, please provide details)

Has your licence ever been withdrawn? Yes/No (If Yes, please provide details)

Are there any matters relating to your current or any previous licence that ought to be drawn to the Viscount's attention? Yes/No (If Yes, please provide details)

7. Are you a member of any other professional or regulatory bodies (e.g. Institute of Chartered Accountants, Association of Chartered Certified Accountants)? (Please list below)

When did you first become a member of this body?

When does your membership expire?

What is your licence/registration number (if applicable)?

Is your membership: full /partial

Has any professional body ever refused to renew your registration? Yes/No (If Yes, please provide details)

Has your membership ever been withdrawn? Yes/No (If Yes, please provide details)

8. Please include your CV, describing your full employment history and your insolvency, administration and restructuring experience, in Jersey or elsewhere, in the last three years. If this experience is not apparent from your CV, please complete the table in Appendix 1.

9. What services do you provide or intend to provide?

Services as an Approved Liquidator and/or Administrator	
Other services (please list)	

10. Do you have in place a general bond of £750,000?

Yes/No

If Yes, please provide evidence of the bond.

If No, please explain.

Fit and proper

11. Please answer the following questions (which apply in Jersey or elsewhere). If the answer to any question is Yes, please provide details on a separate sheet.
- (i) Have you ever been bankrupt or subject to any insolvency proceedings? Yes/No
 - (ii) Have you ever had a finding made against you by any professional body of which you are a member? Yes/No
 - (iii) Have you ever been removed for misconduct from the office of liquidator, trustee, administrative receiver, nominee of a voluntary arrangement or administrator (or any analogous role)? Yes/No
 - (iv) Have you ever been disqualified from accepting appointment as a company director or as an office holder in any insolvency proceedings? Yes/No
 - (v) Have you ever, in relation to the conduct of insolvencies as an office holder, been found to have knowingly or wilfully infringed the requirements of any applicable insolvency law or companies law requirements? Yes/No
 - (vi) Have you been charged with or convicted of an indictable offence? Yes/No
 - (vii) Have you ever been the subject of successful claim for negligence or breach of contract in respect of the provision of insolvency-related services (or otherwise)? Yes/No

Have you read and do you accept the Jersey Statements of Insolvency Practice? (see: <https://www.aries-ci.org/JIPS>) Yes/No

Referees

12. Please provide the names and addresses of two referees who will confirm that you are suitably experienced and a fit and proper person to be registered as an approved liquidator and administrator:

	Referee 1	Referee 2
Name		
Occupation/Position		
Business Address		
Business Email		
Business phone		

Details of your Firm

- 13 Please describe the services provided by the firm in which you are a partner, director or employee?

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14. Please describe the Firm's Professional Indemnity Insurance Cover effected in respect of the services as an Approved Liquidator and Administrator provided or to be provided by you:

Name of insurer	
Sum insured	
Excess	
Please confirm that the policy is presently in force	

15. What supervision arrangements exist within the firm for your provision of services as an Approved Liquidator and Administrator?

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16. Please provide details of the arrangements that exist within the firm for the handling and segregation of the assets of insolvent estates and for accounting for the proceeds.

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Declaration

I hereby apply for registration as an approved liquidator and administrator in Jersey.

I declare that:

- the information contained in this form is true to the best of my knowledge, information and belief;
- I know of no reason why I should not be considered to be a fit and proper person to be an approved liquidator and administrator;
- Before accepting any appointment I will obtain a specific bond of between £5000 and £5,000,000 (as appropriate to the nature of the appointment) as required by Article 7(3)(c) of the Companies (General Provisions) (Jersey) Order 2002 as amended; and
- I accept and agree that the Viscount may communicate with any recognised body or authority having an interest in the conduct of insolvency proceedings (whether in Jersey or elsewhere) information that appears to be relevant to the discharge by that body or authority of its powers under the legislation applicable in its jurisdiction.

Signature:

Name:

Date:

Data protection: Using your personal information

As a 'controller' under the Data Protection (Jersey) Law 2018 we process and hold your information in order to provide public services and meet our statutory obligations. We may not be able to provide you with a service unless we have enough information or your permission to use that information. Below, we explain what we collect; how we will use your information; and what your rights are.		
We have collected your personal details (including your name; address, contact details; and DOB) and we do this in order to carry out the service you have requested; to monitor and improve our performance; to ensure that we meet our legal obligations; to process financial transactions; to allow the statistical analysis of data so we can plan the provision of services; and to protect individuals from harm or injury.	We will endeavour to keep your information accurate and up to date and not keep it for longer than is necessary. Please see our published retention schedules for more detail about how long we retain your information. We will not pass any personal data on to anyone outside of the States of Jersey, other than those who either process information on our behalf, or because of a legal requirement, and we will only do so, where possible, after we have ensured that sufficient steps have been taken by the recipient to protect your personal data. We do not process your information overseas using web services that are hosted outside the European Economic Area. At no time will your information be passed to organisations for marketing or sales purposes or for any commercial use without your prior express consent.	You can ask us: to stop processing your information; to correct or amend your information; for a copy of the information we hold about you. You can also: request that the processing of your personal data is restricted; and withdraw your consent to the processing of your information. You can complain to us about the way your information is being used by contacting us at viscount@courts.je alternatively you can complain to the Information Commissioner by emailing enquiries@jerseyoic.org .