



Royal Court of Jersey
Viscount's Department

COMPANIES (GENERAL PROVISIONS) (JERSEY) ORDER 2002

Complaint Form

Explanatory note:

The Viscount has powers, under Article 8 of the Companies (General Provisions) (Jersey) Order 2002, to carry out an investigation into the conduct of liquidators and administrators in certain circumstances, including where a complaint has been made.

The Viscount will first consider whether a complaint is trivial, frivolous or vexatious, or in bad faith. The Viscount may decline to investigate a complaint where that is the case, or where the complaint has already been dealt with by the liquidator or administrator or comprehensively investigated by a professional body.

If an investigation is appropriate, the details of any complaint will be shared with the liquidator(s) or administrator(s) and the liquidator(s) or administrator(s) will be given an opportunity to respond. The response would be shared with the complainant and it would be at that point that the Viscount would have a better understanding as to the extent and gravity of the complaint and whether a justifiable grievance exists to form the basis of a formal investigation.

Please complete this form as fully as you can. If you do not have the information requested, leave the relevant section blank.

Please send the completed form to the Viscount's Department by email or post to:

Email: liquidators@courts.je

Post:

Liquidator and Administrator complaints
Insolvency and Delegate Team
Viscount's Department
Morier House
Halkett Place
St Helier
Jersey JE1 1DD

The Viscount's Department is a registered data controller. Further information about our privacy policy can be found here: [Viscount's privacy notice](#). 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. 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@oicjersey.org.

1. Your Details (the person making the complaint)

Title	Mr / Mrs / Miss / Ms / Other _____
Full Name	
Address	
Telephone	
Mobile	
Email	
What is your connection to the Insolvency Practitioner (e.g. director of the company under administration, creditor of company under administration, etc.)	

2. Details of the entity under administration

Name	
Trading as	
Address	

3. Details of the Liquidator(s) or Administrator(s) about whose conduct you wish to make complaint

Full name of Liquidator/Administrator	
Business Address	
Telephone	
Mobile	
Email	

Full name of second Liquidator/Administrator (if applicable)	
Business Address	
Telephone	
Mobile	
Email	

4. Complaint

Please explain as fully as you can what your complaint is and provide supporting documentation where appropriate.

Please continue on a separate sheet if necessary.

5. Declaration

I (we) acknowledge that the Viscount may process the information I have provided in this form and any documentation provided or collected in relation to this complaint to fulfil the Department's functions. This may include sharing the information with the liquidator(s) or administrator(s) for the purposes of enabling them to respond to this complaint and with other persons for the purposes of investigating the complaint.

Please sign the form before you send it to us:

Signed _____

Name(s) _____

Date _____

<u>Case Number:</u> <u>(Office use only)</u>
