

Rules under section 113

BANKRUPTCY RULES

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Commencement: 1st January 1957

PART I

PRELIMINARY

1. These rules may be cited as the Bankruptcy Rules. Citation
2. In these rules — Interpreta-
tion
 - “Court” means the Court as defined by the Act, and includes the Registrar when exercising the power of the Court pursuant to the Act or these rules;
 - “Court of Appeal” means any Court exercising appellate jurisdiction under the Act or these rules;
 - “creditor” includes a corporation, and a firm of creditors in partnership;
 - “debtor” includes any debtor proceeded against under the Act, whether adjudged bankrupt or not, and also includes a firm of debtors in partnership;
 - “Act” means the Bankruptcy Act;
 - “scheme” means scheme of arrangement pursuant to the Act;
 - “sealed” means sealed with seal of the Court;
 - “solicitor” includes an advocate and solicitor; and an advocate;
 - “taxing officer” includes the Registrar and also any officer or officers of the Court whose duty it is to tax costs;
 - “trustee” includes the trustee appointed under a composition or scheme of arrangement, and also includes the Official Receiver when acting as trustee.
3. The provisions of section 122 of the Act shall apply to these rules as if the words “these rules” were substituted for the words “this Act” in the first line of the said section. Computation
of time

Forms

4. (1) Subject to the provisions of paragraph (2), the forms in the Appendix where applicable, and where they are not applicable forms of the like character, with such variations as circumstances may require, shall be used. Where such forms are applicable any costs occasioned by Use of forms
in Appendix

[Subsidiary]

the use of any other or more prolix forms shall be borne by or disallowed to the party using the same, unless the Court otherwise directs.

(2) The Chief Justice may from time to time amend any form in the Appendix or prescribe any new form. Where the Chief Justice amends any form or prescribes any new form, such amended or new form shall be published in the *Gazette*.

PART II

GENERAL PROCEDURE

Court and Chambers

Matters to be
heard in
Court

5. The following matters and applications shall be heard and determined in open Court —

(a) petitions: Provided that a debtor's petition may be heard in Chambers if urgent, and if the judge so directs;

(b) applications to rescind a receiving order, or to annul an adjudication;

(c) the public examination of debtors;

(d) applications to approve a composition or scheme of arrangement;

(e) applications for orders of discharge;

(f) applications to set aside or avoid any settlement, conveyance, transfer, security or payment, or to declare for or against the title of the trustee to any property adversely claimed;

(g) applications for the committal of any person to prison for contempt;

(h) appeals against the rejection of a proof, or applications to expunge or reduce a proof, where the amount in dispute exceeds \$5,000;

(i) applications for the trial of issues of fact with assessors, and the trial of such issues;

[Subsidiary]

(j) any other matter which the Chief Justice may direct.

Any other matter or application may be heard and determined in Chambers unless the judge directs that it be heard and determined in open Court.

6. Subject to the provisions of the Act and these rules, any matter or application may, at any time, if the Judge thinks fit, be adjourned from Chambers to Court or from Court to Chambers; and if all the contending parties require any matter or application to be adjourned from Chambers to Court it shall be so adjourned.

Adjournment
from Cham-
bers to Court
and vice
versa

Proceedings

7. (1) Every proceeding in Court under the Act shall be dated, and shall be intitled "*In Bankruptcy*" and with the name of the matter to which it relates. Numbers and dates may be denoted by figures.

Proceedings
how intitled
Form 1

(2) All applications and orders shall be intitled *ex parte* the applicant.

(3) The first proceeding in every matter shall have a distinctive number assigned to it by the Official Receiver and all subsequent proceedings in the same matter shall bear the same number.

8. All proceedings of the Court shall remain on record in the Court, in the custody of the Official Receiver, so as to form a complete record of each matter, and they shall not be removed for any purpose, except for the use of the officers of the Court, or by special direction of the judge or Official Receiver, but they may at all reasonable times be inspected by the trustee, the debtor, and any creditor who has proved, or any person acting on behalf of the trustee, debtor, or creditor, and, by special direction of the Court, any other person.

Records of
the Court

9. All notices required by the Act or these rules shall be in writing, unless these rules otherwise provide or the Court in any particular case otherwise orders.

Notices to be
in writing

10. Where the Act orders a general meeting of creditors to be summoned under rule 6 of the Meetings of Creditors Rules it shall be summoned as the Court directs, and in default of any direction by the Court the Official Receiver, if a trustee other than the Official Receiver has been appointed, shall transmit a sealed copy of the order to the trustee; and the trustee (if any) or Official Receiver (if no trustee has been appointed) shall not less than 7 days before such meeting send a

Meetings
summoned
by Court
Form 39

[Subsidiary]

copy of the order to each creditor at the address given in his proof, or when he has not proved, the address given in the list of creditors by the debtor, or such other address as may be known to the trustee or Official Receiver.

Filing gazet-
ting etc.

11. (1) Whenever the *Gazette* contains any advertisement relating to any matter under the Act the Official Receiver shall file with the proceedings in the matter a copy of such advertisement.

(2) In the case of an advertisement in a local paper the Official Receiver shall in like manner file a copy of the advertisement appearing therein.

(3) For this purpose one copy of each local paper, in which any advertisement relating to any matter under the Act is inserted, shall be left with the Official Receiver by the person inserting the advertisement.

(4) The filed copy of such advertisement shall until the contrary is proved be evidence that it was duly inserted in the issue of the *Gazette* or paper mentioned.

Preparation of order

Preparation
of order
Forms 70, 78,
80, 85 to 92

12. If within one week from the making of an order of adjudication, order annulling adjudication or rescinding a receiving order, order on application to approve a composition or scheme, order annulling a composition or scheme, or order on application for discharge, such order has not been completed, it shall be the duty of the Official Receiver to prepare and complete such order:

Provided that if in any case the judge is of opinion that the provisions of this rule ought not to apply, he may so order:

And provided further that where an order of discharge is granted subject to the condition that judgment shall be entered against the bankrupt, nothing in this rule shall require the Official Receiver to prepare and complete the order until the bankrupt has given a consent to judgment being entered against him.

Security in Court

Security by
bond
Form 19

13. Except where these rules otherwise provide, where a person is required to give security such security shall be in the form of a bond with 2 sureties to the person proposed to be secured:

- Provided that the Court may direct that one surety shall suffice.
14. The bond shall be taken in a penal sum, which shall be not less than the sum for which security is to be given, and probable costs, unless the opposite party consents to it being taken for a less sum. Amount of bond
15. Where a person is required to give security he may in lieu thereof lodge in Court a sum equal to the sum in question in respect of which security is to be given and the probable costs of the trial of the question, together with a memorandum to be approved of by the Registrar and to be signed by such person, his advocate or agent, setting forth the conditions on which the money is deposited. Deposit in lieu of bond
16. The rules for the time being in force in the Court relating to payment into and out of Court of money lodged in Court by way of security for costs shall apply to money lodged in Court under these rules. Money lodged in Court
17. The security of a guarantee association or society approved by the Court or the opposite party may be given in lieu of a bond or a deposit. Security of guarantee society
18. In all cases where a person proposes to give a bond by way of security, he shall serve, by post or otherwise, on the opposite party and on the Registrar, notice of the proposed sureties, and the Registrar may give notice to both parties of the time and place at which he proposes that the bond shall be executed and may state in the notice that should the proposed obligee have any valid objection to make to the sureties or either of them, it must be made at that time. Notice of sureties Form 20
19. The sureties shall make an affidavit of their sufficiency unless the opposite party dispenses with such affidavit, and such sureties shall attend the Court to be cross-examined, if required. Justification by sureties Form 21
20. The bond shall be executed and attested in the presence of the Registrar or the Official Receiver. Execution of bond
21. Where a person makes a deposit of money in lieu of giving a bond the Registrar shall forthwith give notice to the person to whom the security is to be given of such deposit having been made. Notice of deposit

Exemption from stamp duty

22. For the purposes of section 125 of the Act, "bankruptcy" shall include any proceeding under the Act whether before or after adjudication, and whether an adjudication is made or not, and "bankrupt" shall include any debtor proceeded against under the Act. Application of section 125

[Subsidiary]

*Shorthand notes*Shorthand
notes, etc.
Forms 55 to
58

23. If the Court is in any case, and at any stage in the proceedings, of opinion that it would be desirable that a person (other than the person before whom the examination is taken) should be appointed to take down, in shorthand or otherwise, the evidence of the debtor, or of any witness examined at any public or private sitting or private meeting under the Act, it shall be competent for the Court to make such appointment; and every person so appointed shall be paid a sum not exceeding \$25 a day, and also a sum not exceeding \$2 per page or part thereof for any transcript of the evidence that may be required, and such sums shall be paid by the party at whose instance the appointment was made, or out of the estate, as may be directed by the Court. The shorthand writer (if any) attached to the Official Receiver's office shall be deemed to be duly appointed under this rule, and it shall not be necessary to make any application to make such appointment, and a general declaration by such shorthand writer adapted from Form 56 shall be deemed to apply to all cases in which notes, purporting to be such transcript and purporting to be signed by a shorthand writer duly appointed under this rule or by the shorthand writer attached to the Official Receiver's office, shall until the contrary is proved be sufficient evidence that the questions and answers set forth therein were so put and answered respectively:

Provided that if the person appointed under this rule to take down evidence is a public servant, the fees which become payable to him shall be paid forthwith by the person responsible for such fees to the Official Receiver for payment into the Treasury.

Discovery and examination under section 92

Discovery

24. Any party to any proceeding in Court may with the leave of the Court administer interrogatories to or obtain discovery of documents from any other party to such proceeding. Proceedings under this rule shall be regulated as nearly as may be by the provisions in any written law relating to civil procedure for the time being in force in relation to discovery and inspection. An application for leave under this rule may be made *ex parte*.

Examination
under
section 29.
Forms 112 to
114

25. Every application to the Court under section 29 of the Act shall be in writing and shall state shortly the grounds upon which the application is made. When the application is made by or on behalf of the trustee or the Official Receiver it need not be verified by affidavit.

Warrants, arrests, and commitments

26. A warrant of seizure, or a search warrant, or any other warrant issued under the provision of the Act, shall be addressed to such officer of the Court or to such public officer as the Registrar may direct.

To whom
warrants
addressed.
Forms 105,
108 to 110,
115

27. When a debtor is arrested under a warrant issued under section 27 of the Act he shall be given into the custody of the Superintendent of Prisons, who shall produce such debtor before the Court as it may from time to time direct, and shall safely keep him until such time as the Court otherwise orders; and any books, papers, moneys, goods and chattels in the possession of the debtor, which may be seized, shall forthwith be lodged with the Official Receiver or trustee, as the case may be.

Custody and
production of
debtor.
Form 110

28. (1) When a person is apprehended under a warrant issued under subsection (2) of section 29 of the Act the officer apprehending him shall forthwith bring him before the Court to the end that he may be examined, and if he cannot immediately be brought up for examination or examined the officer shall deliver him into the custody of the Superintendent of Prisons and the said Superintendent shall receive him into custody and shall produce him before the Court as it may from time to time direct or order, and subject to such direction or order shall safely keep him.

Execution of
warrant.
Form 115

(2) The officer executing a warrant issued under subsection (2) of section 29 of the Act shall forthwith, after apprehending the person named in the warrant report to the Court the apprehension or delivery into custody, as the case may be, and apply to the Court to appoint a day and time for the examination of the person so apprehended, and the Court shall thereupon appoint the earliest practicable day for the examination and shall issue its direction or order to the said Superintendent to produce him for examination at a place and time to be mentioned in such direction or order. Notice of any such appointment shall forthwith be given by the Registrar to the Official Receiver, trustee or other person who has applied for the examination or warrant.

Form 116

29. An application to the Court to commit any person for contempt of Court shall be supported by affidavit.

Application
to commit.
Forms 94 to
97

30. Subject to the provisions of the Act and these rules, upon the filing of an application to commit, the Court shall fix a time and place to hear the application, notice whereof shall be personally served on the person sought to be committed, not less than 3 days before the day fixed for the hearing of the application:

Notice and
hearing of ap-
plication.
Forms 98 to
100, 104

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Provided that in any case in which the Court may think fit, the Court may allow substituted service of the notice by advertisement or otherwise, or shorten the length of notice to be given.

Service of
petition, etc.

31. When the debtor is not in Brunei or cannot be found, the Court may order service on him of the petition, the receiving order or any other order made against him, or of any summons issued for his attendance, to be effected within such time and in such manner as it thinks fit.

Costs and taxation

Regulations
as to costs

32. The regulations as to costs contained in Part II of the Appendix shall, subject to these rules, apply to the taxation and allowance of costs and charges in all proceedings under the Act and these rules.

Solicitor's
costs in case
of petition by
debtor

33. The solicitor in the matter of a bankruptcy petition presented by the debtor against himself shall in his bill of costs give credit for such sum or security (if any) as he may have received from the debtor as a deposit on account of the costs and expenses to be incurred in and about the filing and prosecution of such petition; and the amount of any such deposit shall be noted by the taxing officer upon the allocatur issued for such costs.

Certificate of
employment

34. Before taxing the bill or charges of any solicitor, manager, accountant, auctioneer, broker or other person employed by the Official Receiver or trustee, the taxing officer shall require a certificate in writing, signed by the Official Receiver or trustee as the case may be, to be produced to him, setting forth whether any, and if so what, special terms of remuneration have been agreed to, and in the case of the bill of costs of a solicitor, a copy of the resolution or other authority sanctioning the employment.

Notice of
appointment

35. Every person whose bill or charges is or are to be taxed shall in all cases give not less than 4 days' notice of the appointment to tax the same to the Official Receiver and to the trustee (if any).

Lodgement
of bill

36. The bill or charges, if incurred prior to the appointment of a trustee, shall be lodged with the Official Receiver, and if incurred after the appointment of a trustee, shall be lodged with the trustee, 3 clear days before the application for the appointment to tax the same is made. The Official Receiver or the trustee, as the case may be, shall forthwith, on receiving notice of taxation, lodge such bill or charges with the taxing officer.

[Subsidiary]

37. Every person whose bill or charges is or are to be taxed shall, on the application of either the Official Receiver or the trustee, furnish a copy of his bill or charges so to be taxed. The Official Receiver shall call the attention of the trustee to any items which in his opinion ought to be disallowed or reduced and may attend or be represented on the taxation.

Copy of bill

38. Where any party to or person affected by any proceeding desires to make an application for an order that he be allowed his costs, or any part of them, incident to such proceeding, and such application is not made at the time of the proceeding —

Applications
for costs

(a) such party or person shall serve notice of his intended application on the Official Receiver, and if a trustee has been appointed, on the trustee;

(b) the Official Receiver and the trustee may appear on such application and object thereto; and

(c) no costs of or incident to such application shall be allowed to the applicant unless the Court is satisfied that the application could not have been made at the time of the proceeding.

39. Where at the instance of the Official Receiver a shorthand writer is appointed to take notes of the examination of the debtor at his public examination, the cost of such notes shall be deemed to be an expense incurred or authorized by the Official Receiver and shall be payable out of the estate of the bankrupt in the order of priority in which such expenses are payable under the provisions of section 37 of the Act.

Costs of shorthand notes

40. In any case in which, after a bankruptcy petition has been presented by a creditor against a debtor and before the hearing of such petition, the debtor files a petition and a receiving order is made on the petition of the debtor, unless in the opinion of the Court the estate has benefited thereby or there are special circumstances which make it just that such costs should be allowed, no costs shall be allowed to the debtor or his solicitor out of the estate.

Disallowance
of costs of
unnecessary
petition

41. In the case of a bankruptcy petition against a partnership the costs payable out of the estates incurred up to and inclusive of the receiving order shall be apportioned between the joint and separate estates in such proportions as the Official Receiver may in his discretion determine.

Apportionment of costs
in case of
partnership

[Subsidiary]

Costs out of
joint and
separate
estates

42. (1) Where the joint estate of any co-debtors is insufficient to defray any costs or charges properly incurred prior to the appointment of the trustee, the Official Receiver may pay or direct the trustee to pay such costs or charges out of the separate estates of such co-debtors, or one or more of them, in such proportions as in his discretion the Official Receiver may think fit. The Official Receiver may also, as in his discretion he may think fit, pay or direct the trustee to pay any costs or charges properly incurred, prior to the appointment of the trustee, for any separate estate out of the joint estate or out of any other separate estate, and any part of the costs or charges of the joint estate incurred prior to the appointment of the trustee which affects any separate estate out of that separate estate.

(2) Where the joint estate of any co-debtors is insufficient to defray any costs or charges properly incurred after the appointment of the trustee, the trustee, with such consent as is hereinafter mentioned, may pay such costs or charges out of the separate estates of such co-debtors, or one or more of them. The trustee, with the said consent, may also pay any costs or charges properly incurred for any separate estate, after his appointment, out of the joint estate, and any part of the costs or charges of the joint estate incurred after his appointment which affects any separate estate out of that separate estate. No payment under this rule shall be made out of a separate estate or joint estate by a trustee without the consent of the committee of inspection of the estate out of which the payment is intended to be made, or if such committee withhold or refuse their consent, without an order of the Court.

PART III

PROCEEDINGS IN BANKRUPTCY

Declaration of inability to pay debts

Form of dec-
laration.
Form 2

43. A declaration by a debtor of his inability to pay his debts shall be dated, signed and witnessed. The witness shall be a solicitor or the Official Receiver or Registrar.

Bankruptcy notice

Issue of
notice.
Forms 4, 5

44. A creditor desirous that a bankruptcy notice may be issued shall produce to the Registrar a sealed copy of the judgment or order on which the notice is founded and file the notice together with a request for issue. The creditor shall at the same time lodge with the Registrar 2 copies of the bankruptcy notice to be sealed and issued for service.

[Subsidiary]

45. (1) Every bankruptcy notice shall be indorsed with the name and place of business of the advocate actually suing out the same, or if no advocate be employed, with a memorandum that it is sued out by the creditor in person.

Indorsement of address, etc.

(2) There shall also be indorsed on every bankruptcy notice an intimation to the debtor that, if he has a counterclaim, set-off or cross demand which equals or exceeds the amount of the judgment debt and which he could not have set up in the action in which the judgment or order was obtained, he must within the time specified in the notice file an affidavit to that effect with the Registrar.

Form 8

(3) In the case of a notice served in Brunei the time shall be 3 days. In the case of a notice served elsewhere with the leave of the Court under section 3 of the Act, the Registrar when issuing the notice shall fix the time.

46. The filing of such affidavit shall operate as an application to set aside the bankruptcy notice and thereupon the Court shall fix a day for hearing the application, and not less than 3 days before the day so fixed the Registrar shall give notice thereof both to the debtor and the creditor and to their respective solicitors, if known. If the application cannot be heard until after the expiration of the time specified in the notice as the day on which the act of bankruptcy will be complete, the Court shall extend the time and no act of bankruptcy shall be deemed to have been committed under the notice until the application has been heard and determined.

Application to set aside. Form 8

47. Subject to the power of the Court to extend the time, a bankruptcy notice to be served in Brunei shall be served within one month from the issue thereof.

Duration of notice

48. A bankruptcy notice shall be served and service thereof shall be proved in the like manner as is by these rules prescribed for the service of a creditor's petition.

Service of notice. Forms 7, 15, 16

49. When the Court makes an order setting aside the bankruptcy notice it may at the same time declare that no act of bankruptcy has been committed by the debtor under such notice.

Setting aside notice. Form 9

Petitions

50. (1) Where a petition is presented by a debtor he shall, besides inserting therein his name and description and his address at the date when the petition is presented, further describe himself as lately residing

Description and address of debtor. Form 3

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or carrying on business at the address or several addresses, as the case may be, at which he has incurred debts and liabilities which at the date of the petition remain unpaid or unsatisfied.

(2) Where a petition is presented against a debtor who resides or carries on business at an address other than the address at which the debtor was residing or carrying on business at the time of contracting the debt or liability in respect of which the petition is presented, the petitioning creditor, in addition to stating in the petition the description of the debtor, as of his then present address and description, shall in the petition describe the debtor as lately residing or carrying on business when the debt or liability was incurred.

Attestation

51. Every bankruptcy petition shall be attested. If it be attested in Brunei the witness shall be a magistrate or the Official Receiver or the Registrar. If it be attested out of Brunei the witness shall be a judge or magistrate or a Brunei consul or vice-consul or a notary public.

Deposit by
petitioner

52. (1) Upon the presentation of a petition either by the debtor or by a creditor the petitioner shall deposit with the Official Receiver the sum of \$100, and such further sum (if any) as the Court may from time to time direct, to cover the fees and expenses to be incurred by the Official Receiver; and no petition shall be received unless the receipt of the Official Receiver for the deposit payable on the presentation of the petition is produced to the Registrar.

(2) The Official Receiver shall account for the money so deposited to the creditor or, as the case may be, to the debtor's estate, and any sum so paid by a petitioning creditor shall be repaid to such creditor (except and so far as such deposit may be required by reason of insufficiency of assets for the payment of the fees of and expenses incurred by the Official Receiver) out of the proceeds of the estate in the order of priority prescribed by section 37 of the Act.

Registration
of petition in
Land Office
or District
Land Office

53. When a petition is filed the Official Receiver may register a memorial of the petition in the Land Office or in any District Land Office against any property registered therein in the name of the debtor or in any alias of his or in his trading name, or in the name of any firm in which he has any share or interest, or in the name or names of any wife or concubine of the debtor. This provision shall so far as the nature of the case will admit apply in the case of any person carrying on business in a name or style other than this own.

[Subsidiary]

54. The Official Receiver may in either of the cases mentioned in rule 133 or 135 register a memorial of the petition in the Land Office or in any District Land Office against any property registered in the name or names of any partner or partners in the debtor firm or in any alias of his or theirs or in any trading name of his or theirs, or in the name of any firm in which he or they has or have any share or interest, or in the name or names of any wife or concubine of his or theirs respectively.

Registration of petition in Land Office or District Land Office against partner

Creditor's petition

55. A petitioning creditor who is resident out of the jurisdiction, or whose estate is vested in a trustee under any law relating to bankruptcy or against whom a petition is pending under the Act, or who has made default in payment of any costs ordered by any Court to be paid by him to the debtor, may be ordered to give security for costs to the debtor.

Security for costs

56. Every creditor's petition shall be verified by affidavit, and when it is filed there shall be lodged with it one copy to be sealed and issued to the petitioner.

Verification. Forms 10 to 12

57. When the petitioning creditor cannot himself verify all the statements contained in his petition he shall file in support of the petition the affidavit of some person who can depose to them.

Who to verify

58. Where a petition is presented by 2 or more creditors jointly it shall not be necessary for each creditor to depose to the truth of all the statements which are within his own knowledge; but it shall be sufficient that each statement in the petition is deposed to by someone within whose knowledge it is.

Joint petitioners

Service of creditor's petition

59. A creditor's petition may be served in the same manner as a writ of summons.

Service. Form 14

60. If a debtor against whom a bankruptcy petition has been filed dies before service thereof, the Court may order service to be offered on the personal representatives of the debtor or on the Probate Officer or on such other persons as the Court may think fit.

Death of debtor before service of petition

Interim receiver

61. Where an order is made appointing the Official Receiver to be interim receiver of the property of the debtor, such order shall state the

Form contents of order.

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Form 13 nature and, so far as it is known, the locality of the property of which the Official Receiver is ordered to take possession.

Deposit 62. Before any such order is made the person who has made the application therefor shall deposit with the Official Receiver the sum of \$100 towards the prescribed fee for the Official Receiver, and such further sum as the Court directs for the expenses which may be incurred by him.

Further deposit necessary. 63. If the sum of \$100, and such further sum so to be deposited for the expenses which may be incurred by the Official Receiver, proves to be insufficient the person on whose application the order has been made shall from time to time deposit with the Official Receiver such additional sum as the Court may, on the application of the Official Receiver, from time to time direct; and such sum shall be deposited within 48 hours after the making of a written request therefor. If such additional sum be not so deposited the order appointing the interim receiver may be discharged by the Court.

Repayment of deposit 64. If an order appointing an interim receiver is followed by a receiving order the deposits made by the creditor on whose application such interim receiver was appointed shall be repaid to him (except and so far as such deposits may be required by reason of insufficiency of assets for the payment of the fees chargeable and the expenses incurred by the interim receiver) out of the proceeds of the estate in the order of priority prescribed by section 37 of the Act.

Damages if petition dismissed 65. Where, after an order has been made appointing an interim receiver, the petition is dismissed, the Court shall, upon application to be made within 21 days from the date of the dismissal thereof, adjudicate with respect to any damages or claim thereto arising out of the appointment and shall make such order as the Court thinks fit; and such decision or order shall be final and conclusive between the parties.

Hearing of petition

Time of hearing 66. The Registrar shall after reference to the Official Receiver appoint the time and place at which the petition is to be heard and notice thereof shall be written on the petition and sealed copy, and where the petition has not been served the Registrar may, after such reference as aforesaid, from time to time alter the first day so appointed and appoint another day and hour.

Several respondents 67. Where there are more respondents than one to a petition the rules as to service shall be observed with respect to each respondent, but

where all the respondents have not been served the petition may be heard separately or collectively as to the respondent or such of the respondents as has or have been served, separately or collectively as to the respondents not then served according as service upon them is effected.

68. Where a debtor intends to show cause against a petition he shall file a notice with the Official Receiver specifying the grounds on which he intends to show cause, and shall post to the petitioning creditor or to his solicitor a copy of the notice, in each case 3 days before the day on which the petition is to be heard.

Debtor intending to show cause.
R169
Form 17

69. If the debtor does not appear at the hearing the Court may on hearing the petitioning creditor and the Official Receiver either dismiss the petition or make a receiving order on such proof of the statements in the petition and of the amount of assets and liabilities as the Court thinks sufficient.

Non-appearance of debtor.
Forms 23, 25, 26

70. On the hearing of the petition the amount of assets and liabilities, and in the case of a creditor's petition any matters which the debtor has given notice that he intends to dispute, shall be proved.

Hearing of petition

71. If any creditor neglects to appear on his petition no subsequent petition against the same debtor or debtors, or any of them, either alone or jointly with any other person, shall without the leave of the Court be presented by the same creditor in respect of the same act of bankruptcy.

Non-appearance of creditor

72. No application to withdraw a petition shall be heard except upon proof that notice of the intended application and a copy of the affidavits in support thereof have been duly served upon the Official Receiver not less than 7 days before the day named in the notice for hearing the application.

Application to withdraw petition.

Receiving order, etc.

73. When a receiving order or order of adjudication is made the Official Receiver may register a memorial of such receiving order or order of adjudication in the Land Office or in any District Land Office against any property registered therein in the name of the debtor or in any alias of his or in his trading name, or in the name of any firm in which he has any share or interest, or in the name or names of any wife or concubine of the debtor.

Registration of receiving order or order of adjudication in Land Office or District Land Office

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Registration of receiving order or order of adjudication in Land Office, or District Land Office against partners

74. Where a receiving order or order of adjudication is made against a firm the Official Receiver may register a memorial thereof in the Land Office or in any District Land Office against any property registered in the name of any partner or partners in the debtor firm or in any alias of his or theirs or in any trading name of his or theirs, or in the name of any firm in which he or they has or have any share or interest, or in the name or names of any wife or concubine of such partner or partners.

Service of receiving order. Forms 25, 26

75. The Official Receiver shall cause a sealed copy of a receiving order and an adjudication order to be served on the debtor.

Receiving order on bankruptcy notice

76. A receiving order shall not be made against a debtor on a petition in which the act of bankruptcy alleged is non-compliance with a bankruptcy notice within the appointed time, where such debtor has applied to set aside such notice until after the hearing of the application, or where the notice has been set aside, or during a stay of the proceedings thereon; but in such case the petition shall be adjourned or dismissed as the Court may think fit.

Stay of proceedings

77. There may be included in a receiving order an order staying any action or proceedings against the debtor or staying proceedings generally.

Advertisement. Form 27

78. Where a receiving order is made the Official Receiver shall forthwith send notice thereof to the *Gazette* and to such local newspaper or newspapers as he may think fit.

Costs of petition etc.

79. (1) The costs of all proceedings under the Act, down to and including the making of a receiving order, shall be borne by the party prosecuting the same unless the Court orders that the debtor shall pay the whole or any part of them, or in the case of a receiving order being made on a debtor's petition while a creditor's petition against such debtor is pending, that they shall be paid out of the estate. When a receiving order is made on a creditor's petition the costs of the petitioning creditor, including the costs of the bankruptcy notice, if any, sued out by him, shall be taxed and be payable out of the estate.

(2) When the proceeds of the estate are not sufficient for the payment of any costs properly incurred by the Official Receiver in excess of the deposit between the making of a receiving order and the conclusion of the first meeting of creditors, the Court may order such costs to be paid by the party prosecuting the proceedings.

[Subsidiary]

80. (1) An application to the Court to rescind a receiving order or to stay proceedings thereunder, or to annul an adjudication, made by any person other than the Official Receiver, shall not be heard except upon proof that notice of the intended application and a copy of the affidavits in support thereof have been duly served upon the Official Receiver. Notice of any such application shall be served on the Official Receiver not less than seven days before the day named in the notice for hearing the application. Pending the hearing of the application the Court may make an interim order staying such of the proceedings as it thinks fit.

Application to rescind order, to stay proceedings thereunder or to annul adjudication. Forms 18, 19, 79

(2) In any case in which any such application is made by the Official Receiver, 4 days' notice thereof and a copy of any report in support thereof shall be served on the debtor and the petitioning creditor (if any):

Application by Official Receiver

Provided that where such service is found to be impracticable by reason that the debtor or the petitioning creditor is out of Brunei or cannot be found at his usual or last known address or place of business no objection shall be taken to the application on the ground of such service not having been effected.

(3) Where an application is made to the Court to rescind a receiving order or annul an order of adjudication, the Official Receiver shall make and file 4 days before the day appointed for hearing the application a report as to the debtor's conduct and affairs, including a report as to his conduct during the proceedings, and the Court on the hearing of the application shall hear and consider such report and such further evidence as may be adduced by any party, and any objections which may be made by or on behalf of the trustee (if any) or any creditor whom the Court may order to be served with notice of the application or may permit to appear thereon. For the purposes of the application the report shall until the contrary is proved be evidence of the statements therein contained.

Report by Official Receiver on application to rescind receiving order or annul adjudication

(4) For the purposes of this rule "creditor" includes all creditors mentioned in the debtor's statement of affairs or who have notified to the Official Receiver or trustee that they have or at the date of the receiving order had claims against the debtor.

Statement of affairs

81. The statement of affairs shall be made out in duplicate, and one copy shall be verified. The Official Receiver shall file in Court the verified statement of affairs submitted to him by the debtor.

How made out. Form 28

[Subsidiary]

Extension of time 82. Where any debtor requires any extension of the time for the filing by him of his statement of affairs, he shall apply to the Official Receiver who may, if he thinks fit, give a written certificate extending such time, which certificate shall be filed and shall render an application to the Court under section 18 of the Act unnecessary.

Public examination

Adjournments *sine die* 83. Where the Court is of opinion that a debtor is failing to disclose his affairs or where the debtor has failed to attend the public examination or any adjournment thereof or where the debtor has not complied with any order of the Court in relation to his accounts, conduct, dealings and property and no good cause is shown by him for such failure, the Court may forthwith commit the debtor for contempt of Court or may adjourn the public examination *sine die*, and may make such further or other order as the Court thinks fit.

Application to proceed 84. The Court may on the application either of the Official Receiver or of the debtor appoint a day for proceeding with a public examination which has been adjourned *sine die*.

Proceeding after adjournment *sine die* 85. Where an examination has been adjourned *sine die* and the debtor desires to have a day appointed for proceeding with his public examination, the expense of gazetting, advertising and giving notice to creditors of the day to be appointed for proceeding with such examination shall, unless the Official Receiver or trustee, as the case may be, consents to the costs being paid out of the estate, be at the cost of the debtor, who shall, before any day is appointed for proceeding with the public examination, deposit with Official Receiver such sum as the Official Receiver may think sufficient to defray the expense aforesaid. The balance of the deposit after defraying the expense aforesaid shall be returned to the debtor.

Notice of proceeding after adjournment *sine die*. Form 54 86. In any case in which a public examination has been adjourned *sine die* and the Court afterwards makes an order for proceeding with such public examination, notice to creditors of the time and place appointed for proceeding with such public examination shall be sent by the Official Receiver, and notice shall also be inserted in the *Gazette* and in the local paper (if any) in which the notice of the first holding of the public examination was inserted, 7 days before the day appointed.

Public examination of debtor who is a lunatic, etc. Forms 60, 61 87. (1) An application for an order dispensing with the public examination of a debtor or directing that the debtor be examined in some manner or at some place other than is usual, on the ground that the debtor is a lunatic or suffers from mental or physical affliction or disabil-

ity rendering him unfit to attend a public examination, may be made by the Official Receiver or by any person who has been appointed by any Court having jurisdiction so to do to manage the affairs of or represent the debtor, or by any relative or friend of the debtor who may appear to the Court to be a proper person to make the application.

(2) Where the application is made by the Official Receiver it may be made *ex parte* and the evidence in support of the application may be given by a report of the Official Receiver to the Court, the contents of which report shall, until the contrary is proved, be received as evidence of the matters therein stated.

(3) Where the application is made by some person other than the Official Receiver it shall be made by motion, of which notice shall be given to the Official Receiver and trustee (if any), and shall, except in the case of a lunatic so found by inquisition, be supported by an affidavit of a duly registered medical practitioner as to the physical and mental condition of the debtor.

(4) Where the order is made on the application of the Official Receiver the expense of holding the examination shall be deemed to be an expense incurred by the Official Receiver within the meaning of section 37 of the Act. Where the application is made by any other person he shall, before any order is made on the application, deposit with the Official Receiver such sum as the Official Receiver may certify to be necessary for the expenses of the examination.

Discharge

88. (1) A bankrupt intending to apply for his discharge shall file an application for a day to be fixed for the hearing and when a day for the hearing has been fixed the Official Receiver shall forthwith send notice thereof to the *Gazette* and to one local newspaper.

Application
Forms 81 to
84

(2) Notice of the day appointed for the hearing of the debtor's application for discharge shall be sent by the Official Receiver to each creditor not less than 14 days before the day so appointed.

89. Without prejudice to the provisions of section 98 of the Act, an appeal to the Court of Appeal shall lie at the instance of the Official Receiver from any order of the Court made upon an application for the rescission of a receiving order, and at the instance of the Official Receiver or of the trustee (if any) from any order of the Court made upon an application for discharge or for annulment of adjudication.

Appeals

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Report of Official Receiver

90. In every case of an application by a bankrupt for his discharge the report of the Official Receiver shall be filed not less than 7 days before the time fixed for hearing the application.

Evidence in answer to report

91. Where a bankrupt intends to dispute any statement with regard to his conduct and affairs contained in the Official Receiver's report, he shall, not less than 3 days before the hearing of the application for discharge, give notice in writing to the Official Receiver, specifying the statements in the report which he proposes at the hearing to dispute. Any creditor who intends to oppose the discharge of a bankrupt on grounds other than those mentioned in the Official Receiver's report shall give notice of the intended opposition, stating the grounds thereof, to the Official Receiver and to the bankrupt not less than 3 days before the hearing of the application.

Costs of application

92. A bankrupt shall not be entitled to have any of the costs of or incidental to his application for his discharge allowed to him out of his estate.

Orders conditional on consent to judgment. Forms 90 to 92

93. (1) Where a Court grants an order of discharge conditionally upon the bankrupt consenting to judgment being entered against him by the Official Receiver or trustee for the balance or any part of the balance of the debts provable under the bankruptcy which is not satisfied at the date of his discharge, the order of discharge shall not be signed, completed or delivered out until the bankrupt has given the required consent.

(2) If the bankrupt does not give the required consent within one month of the making of the conditional order the Court may, on the application of the Official Receiver or trustee, revoke the order or make such other order as the Court may think fit.

Order. Forms 85 to 89

94. The order of the Court made on an application for discharge shall bear the date of and take effect from the day on which it is made; but such order shall not be delivered out or gazetted until after the expiration of the time allowed for appeal, or if an appeal be entered, until after the decision of the Court of Appeal thereon.

Gazetting order

95. When the time for appeal has expired or, as the case may be, when the appeal has been decided by the Court of Appeal the Official Receiver shall forthwith gazette the order; and advertise it in one local newspaper.

[Subsidiary]

96. (1) An application by the Official Receiver or trustee for leave to issue execution on a judgment entered pursuant to a conditional order of discharge shall be in writing and shall state shortly the grounds on which the application is made. When the application is lodged the Registrar shall fix a day for the hearing.

Execution on judgment in case of conditional discharge

(2) The Official Receiver or trustee shall give notice of the application to the debtor not less than 4 days before the day appointed for the hearing and shall at the same time furnish him with a copy of the application. Such notice may be shortened or dispensed with on sufficient grounds, one of which shall be the probability of the debtor absconding.

97. Where a bankrupt is discharged subject to the condition that judgment shall be entered against him, or subject to any other condition as to his future earnings or after-acquired property, it shall be his duty, until such judgment or condition is satisfied, from time to time to give the Official Receiver such information as he may require with respect to his earnings and after-acquired property and income, and not less than once a year to file in the Court a statement showing the particulars of any property or income he may have acquired subsequent to his discharge.

Accounts of after-acquired property

98. Any statement of after-acquired property or income filed by a bankrupt whose discharge has been granted subject to conditions shall be verified by affidavit, and the Official Receiver or trustee may require the bankrupt to attend before the Court to be examined on oath with reference to the statements contained in such affidavit or as to his earnings, income, after-acquired property or dealings. Where a bankrupt neglects to file such affidavit or to attend the Court for examination when required so to do, or properly to answer all such questions as the Court may put or allow to be put to him, the Court may, on the application of the Official Receiver or trustee, rescind the order of discharge, commit the bankrupt for contempt of Court or make such other order as it may see fit.

Verification of statements of after-acquired property. Form 93

99. Where after the expiration of 2 years from the date of any order made upon a bankrupt's application for a discharge, the bankrupt applies to the Court to modify the terms of the order on the ground that there is no reasonable probability of his being in a position to comply with the terms of such order, he shall give 14 days' notice of the day fixed for hearing the application to the Official Receiver and to all his creditors.

Application for modification of order

[Subsidiary]

Meetings of creditors

Notice to debtor of first meeting. Forms 29, 35, 39

100. The Official Receiver shall give 3 days' notice to the debtor of the time and place appointed for the first meeting of creditors. The notice may be either delivered to him personally or sent to him by prepaid letter post as may be convenient. It shall nevertheless be the duty of the debtor to attend such first meeting although the notice is not sent to or does not reach him.

Notice of first meeting. Forms 30

101. The Official Receiver shall fix the day for the first meeting, and shall forthwith gazette and advertise the same in one local newspaper if he considers such advertisement desirable. The Official Receiver shall also give notice to the creditors.

Notice of other meetings. Forms 31, 32, 43, 44

102. The notices of subsequent meetings shall be issued to creditors by the Official Receiver or trustee. Where no special time is prescribed the notices shall be sent off not less than 3 days before the day appointed for the meeting.

Non-reception of notice by creditor

103. Where a meeting of creditors is called by notice the proceedings had and resolutions passed at such meeting shall, unless the Court otherwise orders, be valid notwithstanding that some creditors have not received the notice summoning the meeting.

Notice to Official Receiver of creditors' meetings.

104. Where a trustee summons a meeting of creditors he shall send to the Official Receiver a copy of the notice convening the meeting.

Proof of notice. Forms 33, 34, 41, 42

105. A certificate by the Official Receiver or other officer of the Court or by the clerk of any such person, or an affidavit by the trustee or his solicitor or the clerk of either of such persons, that the notice of any meeting of creditors or sitting of the Court has been duly posted, shall be sufficient evidence of such notice having been duly sent to the person to whom the same was addressed.

Cost of creditors' meetings

106. Where on the request of creditors the Official Receiver or trustee calls a meeting of creditors, the cost of summoning such meeting, including all disbursements for printing, stationery, postage and the hire of a room for the meeting (if necessary), shall be calculated at the following rates for each creditor to whom notice is required to be sent —

(a) where the assets do not exceed \$1,000 at the rate of 30 cents per creditor for the first 20 creditors and 15 cents per creditor for any number of creditors after the first 20; and

(b) where the assets exceed \$1,000 at the rate of 30 cents per creditor for any number of creditors.

107. Where a meeting of creditors is adjourned the adjourned meeting shall be held at the same place as the original place of meeting unless in the resolution for adjournment another place is specified.

Adjournment.
Form 37

108. In calculating a quorum of creditors present at a meeting those persons only who are entitled to vote at the meeting shall be reckoned.

Quorum

Proof of debts

109. An affidavit of proof of debt may be sworn or declared before the Official Receiver or any person authorized to administer oaths or take statutory declarations.

Swearing of proof.
Forms 46, 47

110. In any case in which it appears from the debtor's statement of affairs that there are numerous claims for wages by workmen or others employed by the debtor, it shall be sufficient if one proof for all such claims is made either by the debtor or by his foreman or some other person on behalf of all such creditors. Such proof shall have annexed thereto, as forming part thereof, a schedule setting forth the names of the workmen or others and the amounts severally due to them. Any proof made in compliance with this rule shall have the same effect as if separate proofs had been made by each of the said workmen or others.

Workmen's wages.
Form 48

111. Where a creditor seeks to prove in respect of a bill of exchange, promissory note, or other negotiable instrument or security on which the debtor is liable, such bill of exchange, note, instrument or security must, subject to any special order of the Court made to the contrary, be produced to the Official Receiver, chairman of a meeting or trustee, as the case may be, before the proof can be admitted either by voting or for dividend.

Production of bills of exchange and promissory notes

112. A proof intended to be used at the first meeting of creditors shall be lodged with the Official Receiver not later than 24 hours before the time appointed for the meeting. A proof intended to be used at an adjournment of the first meeting (if not lodged in time for the first meeting) must be lodged not less than 24 hours before the time appointed for the adjourned meeting.

Time for lodging proofs

113. Where a trustee is appointed in any matter all proofs of debts that have been received by the Official Receiver shall be handed over to the trustee but the Official Receiver shall first make a list of such proofs and take a receipt thereon from the trustee for such proofs.

Transmission of proofs to trustee.

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Time for admission or rejection of proofs by Official Receiver.
Form 49

114. The Official Receiver, as trustee, not later than 21 days from the latest date specified in the notice of his intention to declare a dividend as the time within which such proofs must be lodged, shall either admit or reject wholly or in part every proof lodged with him or require further evidence in support thereof.

Time for admission or rejection of proof by trustee.
Form 49

115. The trustee, other than the Official Receiver, within 28 days after receiving a proof which has not previously been dealt with by the Official Receiver shall, in writing, either admit or reject it wholly or in part or require further evidence in support thereof:

Provided that where the trustee has given notice of his intention to declare a dividend he shall, within 21 days after the date mentioned in such notice as the latest date up to which proofs must be lodged, examine and in writing admit or reject every proof which has not been already admitted or rejected and give notice of his decision rejecting a proof wholly or in part to the creditor affected thereby.

Notice of admission of proof

116. Where a creditor's proof has been admitted the notice of dividend shall be sufficient notification to such creditor of such admission.

Appeal from rejection of proof

117. No application to reverse or vary the decision of the Official Receiver or trustee in rejecting a proof shall be entertained after the expiration of 21 days from the date of the decision complained of.

Costs of appeals from decisions as to proofs

118. The Official Receiver shall in no case be personally liable for costs in relation to an appeal from his decision rejecting any proof wholly or in part.

Proxies and voting letters

Filing of proxies.
Forms 50, 51

119. A proxy shall be lodged with the Official Receiver or trustee not later than 24 hours before the time appointed for the meeting or adjourned meeting at which it is to be used.

Signature of proxy

120. A proxy given by a creditor shall be deemed to be sufficiently executed if it is signed by any person in the employ of the creditor having a general authority to sign for such creditor, or by the authorized agent of such creditor if resident abroad. Such authority shall be in writing and shall be produced to the Official Receiver if required.

Filling in when creditor blind, etc.

121. The proxy of a creditor blind or incapable of writing may be accepted if such creditor has attached his signature or mark thereto in the presence of a witness, who shall add to his signature his description and residence:

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Provided that all insertions in the proxy are in the handwriting of the witness and such witness has certified at the foot of the proxy that all such insertions have been made by him at the request of the creditor and in his presence before he attached his signature or mark.

122. No person shall be appointed a general or special proxy who is a minor. Minors not to be proxies

Dividends

123. (1) Not more than 4 months before declaring a dividend, the trustee shall gazette notice of his intention to do so and at the same time give notice to such of the creditors mentioned in the bankrupt's statement of affairs as have not proved their debts. Such notice shall specify the latest date up to which proofs shall be lodged, which shall be not less than 14 days from the date of such notice. Notice of intended dividend. Forms 138, 139, 141

(2) Where any creditor, after the date mentioned in the notice of intention to declare a dividend as the latest date upon which proofs may be lodged, appeals against the decision of the Official Receiver or trustee rejecting a proof, such appeal shall be commenced, and notice thereof given to the Official Receiver or trustee, within 7 days from the date of the notice of the decision against which the appeal is made, and the Official Receiver or trustee shall in such case make provision for the dividend upon such proof and the probable costs of such appeal in the event of the proof being admitted. Where no appeal has been commenced within the time specified in this rule the trustee shall exclude all proofs which have been rejected from participation in the dividend.

(3) Immediately after the expiration of the time fixed by this rule for appealing against the decision of the trustee, he shall proceed to declare a dividend and gazette the same and shall also send a notice of dividend to each creditor whose proof has been admitted.

(4) If it becomes necessary, in the opinion of the trustee and the committee of inspection, to postpone the declaration of the dividend beyond the prescribed limit of 4 months, the trustee shall gazette a fresh notice of his intention to declare a dividend; but it shall not be necessary for such trustee to give a fresh notice to such of the creditors mentioned in the bankrupt's statement of affairs as have not proved their debts. In all other respects the same procedure shall follow the fresh notice as would have followed the original notice.

124. Subject to the provisions of any written law relating to bills of exchange, and subject to the power of the Court in any other case on special grounds to order production to be dispensed with, every bill of Production of bills, notes, etc.

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exchange, promissory note or other negotiable instrument or security upon which proof has been made shall be exhibited to the trustee before payment of dividend thereon, and the amount of dividend paid shall be indorsed on the instrument.

Dividend may be sent by post

125. The amount of the dividend may at the request and risk of the creditor be transmitted to him by post.

Payment of dividends to a nominee

126. If a person to whom dividends are payable desires that they shall be paid to some other person he may lodge with the trustee a request to that effect which shall be a sufficient authority for payment of the dividend to the person therein named.

Registration of general assignments of book debts

Form of register.
Form 117

127. (1) The Registrar shall keep a register for the purpose of section 48 of the Act, and shall on request and on the filing of a duly attested copy of an assignment of existing or future book debts or any class thereof from a person engaged in any trade or business to any other person, and production of the original thereof, and deposit of a certified translation thereof in such language as the Registrar may direct. The register shall contain the name, residence and occupation of the persons by whom and to whom the assignment was made and given, and the other particulars shown in the form prescribed under these rules, and all such assignments registered in each year shall be numbered consecutively according to the respective dates of the registration.

(2) The Registrar shall also keep an index of the names of the assignors under such assignments. Such index shall be arranged in divisions corresponding with the letters of the alphabet, so that all assignors whose surnames begin with the same letter, and no others, shall be comprised in one division but the arrangement within each such division need not be alphabetical.

(3) The fees mentioned in the Appendix and such other fees as may be prescribed shall be paid to the Registrar.

Appropriation of pay, salary, pensions, etc.

Notice of bankrupt of application.
Forms 118, 119

128. When a trustee intends to apply to the Court for an appropriation order under section 56 of the Act, he shall give to the bankrupt notice of his intention so to do. Such notice shall specify the time and place fixed for hearing the application, and shall state that the bankrupt is at liberty to show cause against such order being made.

129. Where an order has been made for the payment by a bankrupt, or by his employer for the time being, of a portion of his income or salary (including any bonus or commission payable to him) the bankrupt may, upon his ceasing to receive a salary or income of the amount he received when the order was made, apply to the Court to rescind the order or to reduce the amount ordered to be paid by him to the trustee. And in the case of any increase in the amount of such salary or income (inclusive of any bonus or commission as aforesaid) the Official Receiver or trustee may in like manner apply to the Court to increase the amount ordered to be paid by the debtor to the trustee.

Review of
order

Disclaimer of lease

130. (1) A lease may be disclaimed without the leave of the Court in any of the following cases —

Disclaimer of
lease.
Forms 123 to
130

(a) where the bankrupt has not sublet the demised premises or any part thereof or created a mortgage or charge upon the lease, and —

- (i) the rent reserved or the value of the property leased, as ascertained by the assessment, is less than \$1,800 per annum; or
- (ii) the trustee serves the lessor with notice of his intention to disclaim, and the lessor does not within 7 days after the receipt of such notice give notice to the trustee requiring the matter to be brought before the Court;

(b) where the bankrupt has sublet the demised premises or created a mortgage or charge upon the lease, and the trustee serves the lessor and the sub-lessee or the mortgagees with notice of his intention to disclaim, and neither the lessor nor the sub-lessee or the mortgagees or any of them, within 14 days after the receipt of such notice, require or requires the matter to be brought before the Court.

(2) Except as provided by this rule, the disclaimer of a lease without the leave of the Court shall be void.

(3) Where a trustee disclaims a lease he shall forthwith file the disclaimer with the proceedings in the Court and shall also, if the lease is registered, register a memorial of such disclaimer in the Land Office or in any District Land Office; and the disclaimer shall contain particulars of the interest disclaimed and a statement of the persons to whom notice of the disclaimer has been given. Until the disclaimer is so filed, or, as

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the case may be, filed and registered, by the trustee, the disclaimer shall be inoperative.

(4) Where, in pursuance of notice by the trustee of his intention to disclaim a lease, the lessor, sub-lessee, or mortgagee requires the trustee to apply to the Court for leave to disclaim, the costs of the lessor, sub-lessee, or mortgagee shall not be allowed out of the estate of the bankrupt except in cases in which the Court is satisfied that such application was necessary in order to do justice between the parties.

(5) A disclaimer made without leave of the Court under this rule shall not be void or otherwise affected on the ground only that the notice required by this rule has not been given to some person who claims to be interested in the demised property.

(6) Where any person claims to be interested in any part of the property of the bankrupt burdened with onerous covenants, he shall, at the request of the Official Receiver or trustee, furnish a statement of the interest so claimed by him.

Proceedings by company or co-partnership

Public officer
or agent of
company,
etc.

131. A bankruptcy petition against or bankruptcy notice to any debtor to any company or co-partnership duly authorized to sue and be sued in the name of a public officer or agent of such company or co-partnership may be presented by or sued out by such public officer or agent as the nominal petitioner for and on behalf of such company or co-partnership, on such public officer or agent filing an affidavit stating that he is such public officer or agent and that he is authorized to present or sue out such petition or bankruptcy notice.

Proceedings by or against firm

Attestation
of firm's sign-
ature.

132. Where any notice, declaration, petition or other document requiring attestation is signed by a firm of creditors or debtors in the firm name, the partner signing for the firm shall add also his own signature e.g. "*Puteh & Co. by Bakar bin Ali, a partner in the said firm.*"

Debtor's
petition by
firm.

133. Where a firm of debtors file a declaration of inability to pay their debts or a bankruptcy petition the same shall contain the names in full of the individual partners, and if such declaration or petition is signed in the firm name the declaration or petition shall be accompanied by an affidavit made by the partner who signs the declaration or petition, showing that all the partners concur in the filing of the same:

Provided that the Court may dispense with proof of the concurrence of any partner if it has been impracticable to obtain his concurrence in time.

134. A creditor's petition in the firm's name may be presented by any partner of the firm, or in the absence of all the partners from Brunei, by any person having the control or management of the business of the firm.

Creditor's
petition by
firm

135. Where a petition is filed against a firm the petitioning creditor, or if the petitioning creditor is a firm then one of the partners therein, shall state on affidavit the names and addresses of all the partners in the debtor firm to the best of his information and belief.

Creditor's
petition
against firm

136. In cases of partnership the debtors shall submit a statement of their partnership affairs and each debtor shall submit a statement of his separate affairs.

Statement of
affairs

137. Where a receiving order is made against a firm the joint and separate creditors shall collectively be convened to the first meeting of creditors.

First meeting

138. The joint creditors, and each set of separate creditors, may severally accept compositions or schemes of arrangement. So far as circumstances allow, a proposal accepted by joint creditors may be approved in the prescribed manner, notwithstanding that the proposals or proposal of some or one of the debtors made to their or his separate creditors may not be accepted.

Acceptance
of composi-
tion, etc., by
joint and
separate cre-
ditors

139. Where proposals for compositions or schemes are made by a firm, and by the partners therein individually, the proposal made to the joint creditors shall be considered and voted upon by them apart from every set of separate creditors; and the proposal made to each separate set of creditors shall be considered and voted upon by such separate set of creditors apart from all other creditors. Such proposals may vary in character and amount. Where a composition or scheme is approved the receiving order shall be discharged only so far as it relates to the estate the creditors of which have accepted the composition or scheme.

Voting on
composition

140. On the adjudication in bankruptcy of a partnership the trustee appointed by the joint creditors, or by the Court under subsection (4) of section 23 or subsection (3) of section 81 of the Act, as the case may be, shall be the trustee of the separate estates. Each set of separate creditors may appoint its own committee of inspection; but if any set of separate creditors does not appoint a separate committee, the committee (if any)

Adjudica-
tion, trustee

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appointed by the joint creditors shall be deemed to have been appointed also by such separate creditors.

Separate firms

141. If any 2 or more of the members of a partnership constitute a separate and independent firm, the creditors of such last-mentioned firm shall be deemed to be a separate set of creditors and to be on the same footing as the separate creditors of any individual member of the firm. And where any surplus arises upon the administration of the assets of such separate or independent firm the same shall be carried over to the separate estates of the partners in such separate and independent firm according to their respective rights therein.

Lunatics

Lunatics

142. (1) Where it appears to the Court that any debtor or creditor or other person who may be affected by any proceeding under the Act or any rules made thereunder is a lunatic not so found by inquisition (hereinafter called the lunatic), the Court may appoint such person as it may think fit to appear for, represent or act for and in the name of the lunatic, either generally or in and for the purpose of any particular application or proceeding or the exercise of any particular rights or powers which under the Act and any rules made thereunder the lunatic might have exercised if he had been of sound mind. The appointment may be made by the Court either on an application made as hereinafter mentioned or, if the Court thinks fit so to do, with any previous application.

(2) An application to the Court to make an appointment under this rule may be made by any person who has been duly appointed by the Court to manage the affairs or property of or to represent the lunatic, or by any relative or friend of the lunatic who may appear to the Court to be a proper person to make the application, or by the Official Receiver.

(3) The application may be made *ex parte* and without notice, but in any case in which the Court thinks it desirable the Court may require such notice of the application as it thinks necessary to be given to the Official Receiver or trustee (if any) or to the petitioning creditor or to the person alleged to be a lunatic, or to any other person, and for that purpose may adjourn the hearing of the application.

(4) Where the application is made by some person other than the Official Receiver it shall be supported by an affidavit of a duly registered medical practitioner as to the physical and mental condition of the lunatic. Where the application is made by the Official Receiver it may be

supported by a report of the Official Receiver, the contents of which shall be received until the contrary is proved evidence of the facts therein stated.

(5) When a person has been appointed under this rule any notice under the Act and any rules made thereunder served on or given to such person shall have the same effect as if the notice had been served on or given to the lunatic.

Administration of estates of deceased insolvents

143. A creditor's petition, and a petition by the legal personal representative of the deceased, under section 112 of the Act shall be verified by affidavit. Verification of petition. Forms 134, 135

144. The provisions of rule 52 as to deposits, on presentation of a petition shall apply to petitions presented by a creditor or by a legal personal representative under section 112 of the Act. Deposit

145. Where an administration order under section 112 of the Act is made, such order shall be gazetted and advertised in the same manner in all aspects as an order of adjudication is gazetted and advertised. Gazetting. Form 136

146. (1) The petition shall, unless the Court otherwise directs, be served on each executor who has proved the will or, as the case may be, on each person who has taken out letters of administration or, if there is no personal representative in Brunei, on the Probate Officer. The Court may also, if the Court thinks fit, order the petition to be served on any other person. Service.

(2) Service shall be proved in the same way as in the case of an ordinary creditor's petition, and the petition shall be heard in the like manner.

(3) Where any executor or administrator or the Probate Officer, as the case may be, intends to show cause against the petition he shall file with the Official Receiver a notice specifying the grounds on which he intends to show cause and shall transmit by post to the petitioning creditor, or to his solicitor, a copy of the notice, in each case 3 days before the day on which the petition is to be heard.

147. (1) When an administration order under section 112 of the Act has been made it shall be the duty of the executor or legal personal representative of the deceased debtor, or of the Probate Officer to lodge with the Official Receiver forthwith (in duplicate) an account of the Duties of executor, etc.

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dealings with, and administration of (if any), the deceased's estate by such executor or legal personal representative or by the Probate Officer, and such executor or legal personal representative or the Probate Officer shall also furnish forthwith in duplicate a list of the creditors and a statement of the assets and liabilities and such other particulars of the affairs of the deceased as may be required by the Official Receiver. Every account, list and statement to be made under this rule shall be made and verified as nearly as may be in accordance with the practice for the time being of the original jurisdiction of the Court.

(2) The expense of preparing, making, verifying and lodging any account, list and statement under this rule shall, after being taxed, be allowed out of the estate, upon production of the necessary allocatur.

Meetings of creditors, trustees, etc.

148. In proceedings under an order for the administration of the estate of a person dying insolvent, where a meeting of creditors is summoned for the appointment of a trustee —

(a) the provisions of the Meetings of Creditors Rules relating to the mode of summoning a meeting of creditors, and to the persons entitled to a vote at a meeting; and

(b) the provisions of these rules which refer to creditors, meetings of creditors, trustees and committees of inspection;

shall, so far as applicable, apply as if the proceedings were under a receiving order and order of adjudication.

PART IV

OFFICIAL RECEIVER, TRUSTEES, SPECIAL MANAGERS,
SECURITY BY TRUSTEE OR SPECIAL MANAGER,
GAZETTING, ACCOUNTS AND AUDIT, UNCLAIMED FUNDS

Official Receivers

Duties as to debtor's statement of affairs. Form 28

149. (1) As soon as the Official Receiver has been appointed to the receivership of an estate he shall furnish the debtor with a form for the preparation of his statement of affairs.

(2) The Official Receiver or some person deputed by him shall also forthwith hold a personal interview with the debtor for the purpose of investigating his affairs.

(3) It shall be the duty of the debtor to attend at such times and places as the Official Receiver may appoint.

150. Subject to any general or special directions which the Court may give, the Official Receiver, while in the possession of the property of a debtor, may make him such allowance out of his property for the support of himself and his family as may be just. In fixing the amount of such allowance the assistance rendered by the debtor in the management of his business or affairs may be taken into account.

Subsistence allowance to debtor

151. Whenever, under the powers given by section 78 of the Act, the Official Receiver employs any person to assist the debtor in the preparation of his statement of affairs he shall report the matter to the Court and specify the remuneration to be allowed to such person.

Special report as to person employed to assist debtor

152. Where the Official Receiver holds any proxies but cannot conveniently attend any meeting of creditors at which such proxy or proxies might be used, he may depute some person under his official control, by writing under his hand, to attend such meeting and use proxies on his behalf and in such manner as he may direct.

Use of proxies by deputy

153. In any case of sudden emergency or where there is no Official Receiver or Deputy Official Receiver capable of acting, any act or thing required or authorized to be done by the Official Receiver may be done by the Registrar.

Registrar to act in sudden emergency

154. When the Official Receiver appoints a special manager he may at any time remove him if his employment seems unnecessary or unprofitable to the estate, and he shall remove him if so required by a special resolution of the creditors.

Removal of special manager

155. Applications by the Official Receiver to the Court may be made personally, and without notice or other formality; but the Court may in the case order that an application may be renewed in a formal manner and that such notice thereof be given to any person likely to be affected thereby as the Court may direct.

Mode of application to Court

156. Where for the purposes of any application to the Court by the Official Receiver for directions, or on his opposing a receiving order or an order for adjudication, or on his applying to adjudge a debtor bankrupt, or to rescind a receiving order, or to annul an adjudication order, or for leave to disclaim a lease, or for an extension of time to apply for leave to disclaim a lease, or for an order to take criminal proceedings against a bankrupt, or to commit a bankrupt, it is necessary that evidence be given by him in support of such opposition or application, such

Evidence on application by Official Receiver

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evidence may be given by a report of the Official Receiver to the Court and need not be given by affidavit, and any such report of the Official Receiver to the Court shall be received by the Court until the contrary is proved as evidence of the matters reported upon.

Application
for directions

157. In any case of doubt or difficulty or in any matter not provided for by the Act or any rules made thereunder relating to any proceedings in Court the Official Receiver may apply to the Court for directions.

Accounting
by Official
Receiver

158. (1) Where a composition or scheme is sanctioned by the Court the Official Receiver shall account to the debtor or, as the case may be, to the trustee under composition or scheme.

(2) Where a debtor is adjudged bankrupt and a trustee is appointed, the Official Receiver shall account to the trustee in the bankruptcy.

(3) The provisions of this Part as to trustees and their accounts shall not apply to the Official Receiver when acting as trustee, but he shall account in such manner as is provided by the Act or as the Court may from time to time direct.

Accounts of
debtor

159. The debtor shall on the request of the Official Receiver furnish him with all such accounts and particulars as he may require. If the debtor fails to comply with the requirements of this rule the Official Receiver shall report such failure to the Court and the Court shall take such action on such report as the Court may think just.

Liability for
costs, ex-
penses and
damages

160. The following provisions shall apply to every case in which proceedings are taken by action, motion or in any other manner against the Official Receiver in respect of anything done or default made by him when acting, or in good faith and reasonable belief that he is acting, in pursuance of the Act or in execution of the powers given to the Official Receiver by the Act —

(a) Subject to the provisions of paragraphs (b) to (e), the costs, damages and expenses which the Official Receiver may have to pay, or to which he may be put under such proceedings, shall be paid out of the estate of the debtor and not personally.

(b) As soon as any such proceedings are commenced it shall be the duty of the Official Receiver to report the same to the Minister, who shall determine whether or not such proceedings shall be resisted or defended.

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(c) The Official Receiver shall not, unless the Court otherwise orders, be entitled to be paid out of the estate any costs or expenses which he may have to pay or bear in consequence of resisting or defending any such proceedings, unless the Minister has determined that such proceedings shall be resisted or defended.

(d) The Official Receiver shall, if necessary, apply to the Court for any reasonable adjournment of any motion or other summary proceedings before the Court pending the determination of the Minister upon the question whether such motion or proceedings shall be resisted or defended. And the Court may grant an adjournment upon such terms as it thinks fit.

(e) If such proceedings are commenced before the appointment of a trustee by the creditors or before the approval of a composition or scheme, the Official Receiver may, before putting the trustee appointed by the creditors or in the case of a composition the debtor himself into possession of the debtor's property, retain the whole or some part of the debtor's estate according as the Minister shall in each case direct, to meet the damages, costs or expenses which the Official Receiver may have to pay or bear in consequence of the said proceedings. If such proceedings are commenced after the appointment of a trustee by the creditors or after the approval of a composition or scheme, the Official Receiver shall forthwith give notice of such proceedings to the trustee or other person in whom the estate of the debtor may be vested (including where necessary the debtor himself) and the estate of the debtor shall, as from the date of such notice, be deemed to be charged with the payment of the said damages, costs and expenses.

Outside trustees

161. On the appointment of a trustee, notice of his appointment shall forthwith be gazetted by the Official Receiver. Notice of the appointment shall if he considers it necessary be inserted by the Official Receiver in a local paper. The expense of such gazetting and notice shall be borne by the estate.

Notice of
appointment

162. It shall be a sufficient reason for refusing to approve the appointment of a person as trustee that in my other proceedings under the Act such person has either been removed under subsection (2) of section 96

Grounds for
refusing to
appoint

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of the Act from the office of trustee or has failed or neglected, without good cause shown by him, to render his accounts for audit for 2 months after the date by which the same should have been rendered.

Removal for failing to keep up or increase security

163. Where a trustee or special manager has given security in the prescribed manner but fails to keep up such security or, if called upon to do so, to increase such security, the Court may remove him from his office.

Removal by Court.

164. Where a trustee is removed by the Court the order removing him shall at once be filed with the proceedings in the matter and shall also be gazetted by the Official Receiver.

Notices of resignation.

165. A trustee intending to resign his office shall call a meeting of creditors to consider whether his resignation shall be accepted or not, and shall give not less than 7 days' notice of the meeting to the Official Receiver.

Limit of remuneration

166. Except as provided by the Act or any rules made thereunder, no trustee shall be entitled to receive out of the estate any remuneration for services rendered to the estate except the remuneration to which under the Act and such rules he is entitled as trustee.

Trustee carrying on business.
Forms 147 to 149

167. (1) Where the trustee or special manager carries on the business of the debtor he shall keep a distinct account of the trading and shall incorporate in the cash book the total weekly amount of the receipts and payments on such trading account.

(2) The trading account shall from time to time, and not less than once in 3 months, be verified by affidavit and the trustee shall thereupon submit such account to the committee of inspection (if any), or such member thereof as may be appointed by the committee for that purpose, who shall examine and certify the same.

Application for release.
Forms 137, 152, 153

168. A trustee before making application to the Court for his release shall give notice of his intention so to do to the Official Receiver, to all the creditors of the debtor who have proved their debts and to the debtor, and shall send with such notice a summary of his receipts and payments as trustee:

Provided that where such application is made upon the trustee ceasing to act by reason of a composition having been approved under section 25 of the Act, such notice and summary shall be sent to the debtor only.

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169. Where the Court has granted to a trustee his release a notice of the order granting such release shall be gazetted. The fees shall be charged to the estate. Gazetting of release
170. The release of a trustee shall not take effect unless and until he has duly delivered over all the books, papers, documents and accounts which by these rules he is required to deliver over on his release. Delivery of books, etc., on release of trustee
171. Where one fourth in value of the creditors desire that a general meeting of the creditors may be summoned to consider the propriety of removing the trustee such meeting may be summoned by a member of the committee of inspection, or by the Official Receiver, on the deposit of a sum sufficient to defray the expenses of summoning such meeting. Meeting to consider removal of trustee
172. The trustee shall forthwith pay all moneys received by him as trustee to the credit of the bank account in the name of the debtor's estate opened by him in pursuance of the provisions of subsection (1) of section 91 of the Act. All payments out shall be made by cheque payable to order, and every cheque shall have marked or written on the face of it the name of the estate and shall be signed by the trustee. Every cheque shall be countersigned in cases where there is a committee of inspection by at least one member of the committee and by such other person, if any, as the creditors or committee of inspection may appoint. Bank account
173. Where a trustee applies to the Court for directions in any matter he shall file an application, and the Court shall then hear the application, or fix a day for hearing it, and direct the trustee to apply by motion. Application for directions. Forms 131, 132
174. Any creditor who has proved his debt may apply to the trustee for a copy of the accounts (or any part thereof) relating to the estate as shown by the cash book up to date, and on paying for the same at the rate of \$2 per page or part thereof he shall be entitled to have such copy accordingly. Creditor may obtain copy of trustee's accounts
175. Where in pursuance of section 88 of the Act the Official Receiver or trustee is required to transmit to creditors a statement of the accounts, the cost of furnishing and transmitting such statement shall be calculated at the rate of \$2 per page or part thereof for each statement. Statements of accounts to be furnished to creditors. Form 150
176. Neither the trustee nor any member of the committee of inspection of an estate shall, while acting as trustee or member of such committee, except by leave of the Court, either directly or indirectly, by himself or any partner, clerk, agent or servant, become purchaser of any part of the estate. Any such purchase made contrary to the provisions of Purchase of part of estate by trustee or committee forbidden

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this rule may be set aside by the Court on the application of the Official Receiver or any creditor or the debtor.

Dealings with
estate by
trustee and
committee of
inspection

177. (1) Where the trustee carries on the business of the debtor he shall not without the express sanction of the Court purchase goods for the carrying on of such business from his employer (if any) or from any person whose connexion with the trustee is of such a nature as would result in the trustee obtaining any portion of the profit (if any) out of the transaction.

(2) No member of a committee of inspection of an estate shall, except under and with the sanction of the Court, directly or indirectly, by himself or any employer, partner, clerk, agent or servant, be entitled to derive any profit from any transaction arising out of the bankruptcy or to receive out of the estate any payment for services rendered by him in connexion with the administration of the estate or for any goods supplied by him to the trustee for or on account of the estate. If it appears to the Court that any profits or payment has been made contrary to the provisions of this rule it may disallow such payment or recover such profit, as the case may be, on the audit of the trustee's account.

(3) Where the sanction of the Court under this rule to a payment to a member of a committee of inspection for services rendered by him in connexion with the administration of the estate is obtained, the order of the Court shall specify the nature of the services and shall only be given where the service performed is of a special nature. No payment shall under any circumstances be allowed to a member of a committee for services rendered by him in the discharge of the duties attaching to his office as a member of such committee.

(4) The cost of obtaining such sanction as aforesaid shall be borne by the person in whose interest it is obtained and shall not be payable out of the debtor's estate.

Discharge of
costs, etc.,
before estate
handed over
to trustee

178. (1) Where a debtor is adjudged bankrupt and a trustee is appointed the Official Receiver shall forthwith put the trustee into possession of all property of the bankrupt of which the Official Receiver may be possessed: Provided that such trustee has, before the estate is handed over to him by the Official Receiver, discharged any balance due to the Official Receiver on account of fees, costs and charges properly incurred by him and payable under the Act, and on account of all advances properly made by him in respect of the estate, together with interest on such advances at the rate of 8 *per cent per annum*, and has discharged or undertaken to discharge all guarantees which have been

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given by the Official Receiver for the benefit of the estate; and the trustee shall pay all fees, costs and charges of the Official Receiver which may not have been discharged by the trustee before being put into possession of the property of the bankrupt and whether incurred before or after he has been put into such possession.

(2) The Official Receiver shall be deemed to have a lien upon the estate until such balance has been paid and such guarantees and other liabilities have been discharged.

(3) It shall be the duty of the Official Receiver, if so requested by the trustee, to communicate to the trustee all such information respecting the bankrupt and his estate and affairs as may be necessary or conducive to the due discharge of the duties of the trustee.

179. Where the Official Receiver is of opinion that any act done by a trustee or any resolution passed by a committee of inspection should be brought to the notice of the creditors, for the purpose of being reviewed or otherwise, the Official Receiver may summon a meeting of creditors accordingly to consider the same, and the expense of summoning such meeting shall be paid by the trustee out of any available assets under his control.

Meetings of creditors to consider conduct of trustee

Special manager

180. Where a special manager is appointed he shall be paid such remuneration as is provided by the scale of allowances contained in Table C of Part III of the Appendix.

Remuneration of special manager

181. Every special manager shall account to the Official Receiver and such special manager's accounts shall be verified by affidavit in the prescribed form and, when approved by the Official Receiver, the totals of the receipts and payments shall be added to the Official Receiver's accounts.

Accounts. Form 151

Security by trustee or special manager

182. In the case of a trustee or special manager the following rules as to security shall be observed —

Standing security to Registrar

(a) the security shall be given to the Registrar;

(b) it shall not be necessary that security be given in each separate matter; but security may be given either specially in a particular matter or generally to be available for any matter

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in which the person giving security may be appointed either as trustee or special manager; and

(c) the Official Receiver shall fix the amount and nature of such security and may from time to time, as he thinks fit, either increase or diminish the amount of special or general security which any person has given.

Gazetting

Gazetting notices

183. All notices requiring publication in the *Gazette* shall be gazetted by the Official Receiver or trustee as the case may be.

Re-gazetting

184. Where any receiving order is amended, and also in any case in which any matter which has been gazetted has been amended or altered or in which a matter has been wrongly or inaccurately gazetted, the Official Receiver or trustee shall re-gazette such order or matter with the necessary amendments and alterations in the prescribed form, at the expense of the estate.

Gazetting annulment of order already gazetted

185. Where an order which has been gazetted is annulled, revoked or rescinded, notice of the order of annulment, revocation or rescission shall be published in the *Gazette*. When the order is annulled, revoked or rescinded on the application of the Official Receiver or of the trustee the fee for gazetting shall be paid out of the estate but in any other case such fee shall be paid by the party making the application.

Accounts and audit

Record of minutes, etc.

186. The Official Receiver until a trustee is appointed, and thereafter the trustee, shall keep a record of all minutes, all proceedings had and resolutions passed at any meeting of creditors or of the committee of inspection, and all such matters as may be necessary to give a correct view of his administration of the estate, but he shall not be bound to insert in the record any document of a confidential nature (such as the opinion of counsel on any matter affecting the interest of the creditors) nor need he exhibit such document to any person other than a member of the committee of inspection.

Cash book

187. The Official Receiver until a trustee is appointed, and thereafter the trustee, shall keep a book to be called the "Cash Book" in which he shall (subject to the provisions of these rules as to trading accounts) enter the receipts and payments made by him.

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188. The trustee shall submit the said record and cash book, together with any other requisite books and vouchers, to the committee of inspection (if any) when required, and not less than once every 3 months. Books to be submitted to committee of inspection
189. The committee of inspection shall not less than once every 3 months audit the cash book and certify therein under their hands the day on which the said book was audited. Audit of cash book.
Form 145
190. (1) Every trustee shall, at the expiration of 6 months from the date of the receiving order and at the expiration of every succeeding 6 months thereafter until his release, transmit to the Official Receiver a copy of the cash book in duplicate for such period, together with the necessary vouchers and copies of the certificates of audit by the committee of inspection. He shall also forward with the first accounts a summary of the debtor's statement of affairs, showing thereon in red ink the amounts realized, and explaining the cause of the non-realization of such assets as may be unrealized. Official Receiver's audit of trustee's accounts
- (2) When the estate has been fully realized and distributed or if the adjudication is annulled, the trustee shall forthwith send in his accounts to the Official Receiver although the 6 months may not have expired.
- (3) The accounts sent in by the trustee shall be certified and verified by him. Form 146
191. When the trustee's account has been audited the Official Receiver shall certify that the account has been duly passed and shall file the same with the proceedings in the bankruptcy. Accounts to be filed
192. Where a trustee has not since the date of his appointment or since the last audit of his accounts, as the case may be, received or paid any sum of money on account of the debtor's estate, he shall, at the period when he is required to transmit his estate account to the Official Receiver, forward to the Official Receiver an affidavit of no receipts or payments. Affidavit of no receipts
193. Upon a trustee resigning or being released or removed from his office, he shall deliver over to the Official Receiver or, as the case may be, to the new trustee all books kept by him and all other books, papers, documents and accounts in his possession relating to the office of trustee. Proceedings on resignation, etc., of trustee
194. Where a receiving order has been made against debtors in partnership distinct accounts shall be kept of the joint estate and of the separate estate or estates, and no transfer of a surplus from a separate Joint and separate estates' accounts

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estate to the joint estate on the ground that there are no creditors under such separate estate shall be made until notice of the intention to make such transfer has been gazetted.

Expenses of sales

195. When property forming part of a debtor's estate is sold by the trustee through an auctioneer or other agent, the gross proceeds of the sale shall be paid over by such auctioneer or agent, and the charges and expenses connected with the sale shall afterwards be paid to such auctioneer or agent on the production of the necessary allocatur of the taxing officer.

Allowance to debtor

196. In any case in which, under the provisions of section 63 of the Act, a trustee makes an allowance to a bankrupt out of his property, such allowance, unless the creditors by special resolution determine otherwise, shall be in money and the amount allowed shall be duly entered in the trustee's accounts.

Unclaimed funds

Application for payment out by party entitled.

197. An application under section 128 of the Act for payment out of the Bankruptcy Estates Account of any sum to which any person claims to be entitled shall be made in such form and manner as the Registrar may from time to time direct and shall (unless the Registrar dispenses therewith) be supported by the affidavit of the claimant and such further evidence as the Registrar may require.

Accounts by trustees of unclaimed funds

198. For the purposes of subsection (1) of section 128 of the Act the Court may at any time order the trustee under any bankruptcy, composition or scheme to submit to it an account verified by affidavit of the sums received and paid by him under or in pursuance of any such bankruptcy, composition or scheme, and may direct and enforce an audit of the account and payment of any unclaimed or undistributed moneys arising from the property of the debtor in the hands or under the control of such trustee into the Bankruptcy Estates Account in accordance with the terms of the said subsection.

PART V

MISCELLANEOUS

Falsification of documents

199. (1) Any person who knowingly falsifies or fraudulently alters any document in or incidental to any proceedings under the Act or any rules made thereunder shall be deemed to be guilty of contempt of Court and shall be liable to be punished accordingly.

[Subsidiary]

(2) The penalty imposed by this rule shall be in addition to and not in substitution for any other penalty, punishment or proceeding to which such person may be liable.

200. No person shall, as against the Official Receiver or trustee, be entitled to withhold possession of the books of account or of any document or paper belonging to the debtor or to set up any lien thereon. No lien on debtor's books
201. The Court may, on the application of the Official Receiver, direct that the debtor's books of account and other documents given up by him may be sold, destroyed or otherwise disposed of. Disposal of bankrupt's books and papers
202. Non-compliance with any of these rules, or with any rule of practice for the time being in force, shall not render any proceeding void unless the Court so directs, but such proceeding may be set aside, either wholly or in part, as irregular or amended or otherwise dealt with in such manner and upon such terms as the Court may think fit. Non-compliance with rules.
203. The Court may, under special circumstances and for good cause shown, extend or abridge the time appointed by these rules or fixed by any order of the Court for doing any act or taking any proceeding. Abridgment or enlargement of time
204. When no other provision is made by the Act or any rules made thereunder the law, procedure and practice in bankruptcy matters in England shall apply. Interim provisions

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PART I

FORMS

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FORMS

[rule 7]

FORM 1

General title

In the Supreme Court of Brunei

In Bankruptcy

No. of 19

Re [James Brown]

Ex parte [here insert the Debtor, or J.S., a Creditor, or the Official Receiver, or the Trustee]

FORM 2

[s. 3 (1) (f); rule 42]

Declaration of inability to pay

(Title)

I, A.B. [name and description of debtor], residing at
[and carrying on business at], hereby declare
that I am unable to pay my debts.

Dated this day of , 19

A.B.

Signed by the debtor in my presence

Signature of witness

Address

Description

Filed the day of , 19

NOTE.—Where the debtor resides at a place other than his business both addresses should be inserted.

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[Subsidiary]

FORM 3

[s. 10; rule 49]

Debtor's petition

(Title)

(a) Insert the other address or addresses at which unsatisfied debts or liabilities may have been incurred

I, A.B. [name and description of debtor], residing at [and carrying on business at (a)] and being unable to pay my debts, hereby petition the court that a receiving order be made in respect of my estate [and that I may be adjudged bankrupt].

Dated this day of , 19

A.B.

Signed by the debtor in my presence

Signature of witness

Address

Description

Filed the day of , 19

NOTE.—Where the debtor resides at a place other than his place of business both addresses should be inserted.

FORM 4

[s. 4; rule 43]

Request for issue of bankruptcy notice

(Title)

(a) Insert description, name and address of judgment debtor

(b) "me" or as the case may be

(c) Or "Solicitor for the judgment creditor"

1. I, , of in the of hereby request that a bankruptcy notice be issued by the court against (a)

2. I produce a sealed copy of a final judgment or order against the said obtained by (b) in the Supreme Court on the day of , 19

3. Execution on the said judgment or order has not been stayed.

Dated this day of , 19

Judgment Creditor (c)

NOTE.—Where the debtor resides at a place other than his place of business both addresses should be inserted.

FORM 5

[s. 4; rule 43]

Bankruptcy notice on judgment or order

(Title)

To A.B. [or A.B. & Co.] _____, of _____

Take notice that within [seven] days after service of this notice on you excluding the day of such service you must pay to _____ of [or to _____ of his (or their) agent duly authorised] (a) the sum of \$ _____ claimed by (b) _____ as being the amount due on a final judgment or order obtained by (c) _____ against you in the Supreme Court, dated _____ where- on execution has not been stayed, or you must secure or compound for the said sum to (d) _____ satisfaction [or the satisfaction of his (or their) said agent] (a) or to the satisfaction of the court; or you must satisfy the court that you have a counterclaim, set-off or cross-demand against (c) _____ which equals or exceeds the sum claimed by (c) _____ and which you could not set up in the action or other proceedings in which the judgment or order was obtained.

(a) Strike out if no agent authorised
 (b) Insert name of creditor
 (c) "him or them"
 (d) "his" or "their"

Dated this _____ day of _____, 19 _____

Registrar

Indorsement on notice

You are specially to note:

That the consequences of not complying with the requisitions of this notice are that you will have committed an act of bankruptcy, on which bankruptcy proceedings may be taken against you.

If however, you have a counterclaim, set-off or cross-demand which equals or exceeds the amount claimed by (e) _____ in respect of the judgment or order and which you could not set up in the action or other proceedings in which the said judgment or order was obtained, you must within _____ days apply to the court to set aside this notice, by filing with the Registrar an affidavit to the above effect.

(e) Name of creditor
 (f) Name and address of solicitor suing out the notice, or this notice is sued out by in person

(f)

[Subsidiary]

FORM 6

Form of affirmation

(Alternative form to be used in cases where deponent is affirmed and not sworn, and form of jurat where affirmation has to be interpreted to deponent.)

I of do solemnly and sincerely affirm
Affirmed at the , this day of ,
19 , the contents of this affirmation having been first duly interpreted to the deponent in the language by

Sworn Interpreter

Before me,
Magistrate/Registrar.

FORM 7

[rule 47]

Affidavit of service of bankruptcy notice

(Title)

In the matter of a bankruptcy notice, issued

I, L.M., of make oath and say —

1. That I did on day the day of , 19 , serve the above-mentioned A.B. [or the partners in the above-mentioned firm of] with a copy of the above-mentioned notice, duly sealed with the seal of the court, by delivering the same personally to the said A.B. [or C.D. a partner or E.F. a person having at the time of service the control and management of the partnership business there or of the business carried on under the above-mentioned name or style] at [place] at in the noon.

2. A sealed copy of the said notice is hereunto annexed and marked

Sworn at, etc.

L.M.

NOTE.—If the service is effected on a person having at the time of service the control or management of the partnership business, the affidavit must, after the description of the place of service, contain the words "being the principal place of business of the said ."

FORM 8

[rules 44, 45]

Affidavit on application to set aside bankruptcy notice

(Title)

I, A.B., of _____ make oath and say —

1. That I was, on the _____ day of _____, served with the notice hereunto annexed [or describe the notice.]

That I have satisfied the debt claimed by C.D. by [state nature of satisfaction].

or,

2. That I have a counterclaim [or set-off or cross-demand] for \$ _____ being a sum equal to [or exceeding] the claim of the said C.D. in respect of [here state grounds of counterclaim].

3. That I could not have set up the said counterclaim [or as the case may be] in the action in which the said judgment or order was obtained against me.

Sworn at, etc.

(Signature)

FORM 9

[rule 48]

Order setting aside bankruptcy notice

(Title)

In the matter of a bankruptcy notice issued

Upon the application of A.B. to set aside this notice, and upon reading the affidavit of A.B. [and upon hearing _____], it is ordered that this notice be set aside, and that C.D. [or as the case may be] pay to A.B. the sum of \$ _____ for costs [or the costs of this matter].

Dated this _____ day of _____, 19 _____

Registrar

or,

(Title)

In the matter of a bankruptcy notice issued

Upon the application of A.B. to set aside this notice and upon reading _____ and hearing _____, and upon the said A.B. having entered into a bond in the penal sum of [the amount of the alleged debt and probable costs or such other sum as the court may direct], with

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such 2 sufficient sureties as the court [or C.D.] has approved [or having deposited in court the sum of \$], as security for the amount claimed by the notice, the condition of the bond [or deposit] being [here insert condition], it is ordered, etc.

Dated this day of , 19

Registrar

FORM 10

[ss. 6, 9; rule 55]

Creditor's petition

(Title)

(a) Insert name of debtor

I, C.D., of [or We, C.D., of and E.F., of], hereby petition the court that a receiving order may be

(b) Insert present address and description of debtor

made in respect of the estate of (a) of (b) and lately carrying on business at [or residing at] (c), and say —

or addresses at (c) Insert address which the debtor has lately revised or carried on business. Note—The address at which the debtor was residing or carrying on business when the petitioning creditor's debt was incurred should in all cases appear in the petition (see rule 49)

1. That the said A.B. is domiciled in Brunei [or has within a year next preceding the presentation of this petition resided (or carried on business) within Brunei or as the case may be, following the terms of section 6].

2. That the said A.B. is justly and truly indebted to me [or us] in the aggregate in the sum of \$ [set out amount of debt or debts and the consideration].

3. That I [or we] do not, nor does any person on my [or our] behalf hold any security on the said debtor's estate, or on any part thereof, for the payment of the said sum.

or,

That I hold security for the payment of [or part of] the said sum [but that I will give up such security for the benefit of the creditors of A.B. in the event of his being adjudged bankrupt (or and I estimate the value of such security at the sum of \$)].

or,

That I, C.D., one of your petitioners, hold security for the payment of, etc.

That I, E.F., another of your petitioners, hold security for the payment of, etc.

4. That A.B. within 3 months before the date of the presentation of this petition has committed the following act [or acts] of bankruptcy, namely [here set out the nature and date or dates of the act or acts of bankruptcy relied on].

Dated this day of , 19

[Subsidiary]

(Signed) C. D.

E. F.

Signed by the petitioner in
my presence

Signature of witness

Address

Description

NOTE.—If there be more than one petitioner and they do not sign together, the signature of each must be separately attested, e.g. "Signed by the petitioner E. F. in my presence." If the petition be signed by a firm the partner signing should add also his own signature, e.g. "A. S. & Co. by J. S., a partner in the said firm." If the debtor resides at any place other than the place where he carries on business both addresses should be inserted.

Indorsement

This petition having been presented to the court on the
day of , 19 , it is ordered that this petition
shall be heard at on the day of ,
19 , at o'clock in the noon.

And you, the said *A. B.*, are to take notice that if you intend to show cause against the petition you must file with the Official Receiver a notice showing the grounds upon which you intend to show cause, and post a copy of the notice to the petitioner or his solicitor, in each case 3 days before the day on which the petition is to be heard.

Registrar

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[Subsidiary]

FORM 11

[s. 9; rule 55]

Affidavit of truth of statements in petition

(Title)

I, _____ the petitioner named in the petition hereunto annexed make oath and say —

That the several statements in the said petition are within my own knowledge true.

Sworn at, etc.

(Signature)

NOTE.—If the petitioner cannot depose that the truth of all the several statements in the petition is within his own knowledge he must set forth the statements the truth of which he can depose to and file a further affidavit by some person or persons who can depose to the truth of the remaining statements.

Affidavit of truth of statements in joint petition*(Title)*

We, *C.D.*, *E.F.*, *G.H.*, etc. the petitioners named in the petition hereunto annexed, severally make oath and say —

And first I the said *C.D.* for myself say —

1. That *A.B.* is justly and truly indebted to me in the sum of \$ _____ as stated in the said before-mentioned petition.

2. That the said *A.B.* committed the act [or acts] of bankruptcy stated to have been committed by him in the said before-mentioned petition.

3. That *A.B.* has within a year before the date of the presentation of the petition ordinarily resided [*or* carried on business] at _____

And I the said *E.F.* for myself say —

4. That *A.B.* is justly and truly indebted to me in the sum of \$ _____ as stated in the said before-mentioned petition.

And I the said *G.H.* for myself say —

5. That *A.B.* is, etc.

*C.D.**E.F.**G.H.*

Sworn by the deponents *C.D.*, *E.F.*,
and *G.H.*, etc.

(See note to last form)

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[Subsidiary]

FORM 13

[s. 13; rule 60]

Application for interim receiver

(Title)

I, *C.D.*, of _____, do, on the grounds set forth in the annexed affidavit, apply to the court to appoint the Official Receiver as interim receiver of the property of the said *A.B.*, and [*here insert any special directions to the receiver that may be desired*].

Dated this _____ day of _____, 19____

(signed) *C.D.*

Order thereon

Upon reading this application and the affidavit therein referred to, and hearing _____ it is ordered that upon a deposit of \$100 being lodged by the applicant the Official Receiver be thereupon constituted interim receiver of the property of the said *A.B.*, and [*here insert directions, if any*].

Nature and locality of property to be taken possession of

Dated this _____ day of _____, 19____

Registrar

Affidavit of service of petition*(Title)*

In the matter of a petition dated

I, *L.M.*, of _____, make oath and say —

1. That I did, on _____ day the _____ day of _____, 19____, serve the above-mentioned *A.B.* [*or* the partners in the above-mentioned firm of _____] with a copy of the above-mentioned petition, duly sealed with the seal of the court, by delivering the same personally to the said *A.B.* [*or C.D.*, a partner, or *E.F.*, a person having at the time of service the control and management of the partnership business there *or* of the business carried on under the above-mentioned name or style] at* [*place*] before the hour of _____ in the _____ noon.

2. A sealed copy of the said petition is hereunto annexed.

Sworn at, etc.

L.M.

*NOTE.—*If the service is effected on a person having at the time of service the control and management of the partnership business, the affidavit must, after the description of the place of service, contain the words “being the principal place of business of the said _____.”*

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Bankruptcy

[Subsidiary]

FORM 15

[rule 47]

Substituted service of petition or bankruptcy notice

Notice in newspaper

(Title)

In the matter of a bankruptcy petition filed the _____ day of _____, 19____, [or in the matter of a bankruptcy notice issued on the _____ day of _____, 19____].

(a) Add this in case of a petition

Take notice that a bankruptcy petition has been presented [or a bankruptcy notice has been issued] against you by _____ of _____ and the court has ordered that the sending of a sealed copy of the petition [or bankruptcy notice] together with a sealed copy of the order for substituted service by registered post addressed to _____ and/or the publication of this notice in the _____ newspapers [following the terms of the order for substituted service] shall be deemed to be service of the petition [or bankruptcy notice] upon you; (a) and further take notice that the said petition will be heard at the Court on the _____ day of _____ at _____ o'clock in the _____ noon, on which day you are required to appear, and if you do not appear the Court may make a receiving order against you in your absence.

The petition [or bankruptcy notice] may be inspected by you on application at the Court.

Dated this _____ day of _____, 19____

Registrar

To A.B.

FORM 16

[rule 47]

Order for substituted service of a petition or bankruptcy notice*(Title)*

In the matter of a bankruptcy petition filed the _____ day of
 [or In the matter of a bankruptcy notice issued on the
 day of _____, 19 ____].

Upon the application of _____ and upon reading the affidavit
 of _____ of _____ in the _____ of _____

It is ordered that the sending of a sealed copy of the above-mentioned petition [or bankruptcy notice] together with a sealed copy of this order by registered post addressed to _____ at _____ and/or by publication in the _____ newspapers of the presentation of such petition and the time and place fixed for hearing the petition [or of the issuing of such bankruptcy notice] shall be deemed to be good and sufficient service of the said petition [or bankruptcy notice] on the said _____ on the _____ day of completing such posting or publication as aforesaid.

Dated this _____ day of _____, 19 ____

Registrar

FORM 17

[rule 67]

Notice by debtor of intention to oppose petition*(Title)*

In the matter of a bankruptcy petition presented against me on
 the _____ day of _____, 19 ____, by C.D. of
 [or and E.F. of _____, G.H. of _____, etc]

I, the above A.B. do hereby give you notice that I intend to show cause against the petition and that I intend to dispute the petitioning creditor's debt [or the act of bankruptcy, or to contend that _____, or as the case may be.]

Dated this _____ day of _____, 19 ____

To the Official Receiver, and to C.D. [petitioning creditor].

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Bankruptcy

[Subsidiary]

FORM 18

[rule 80]

Order to stay proceedings on petition

(Title)

In the matter of a bankruptcy petition against *A.B.* of

Upon the hearing of this petition this day, and the said *A.B.* appearing and denying that he is indebted to the petitioner [*where petition presented by more than one creditor, add the name of the creditor whose debt is denied*] in the sum stated in the petition [*or alleging that he is indebted to the petitioner in a sum of a less amount than \$500, or alleging that he is indebted to C.D., one of the petitioners, in a sum less than the sum stated to be due from him in the petition*] it is ordered that the said *A.B.* shall within _____ days enter into a bond in the penal sum of [*the amount of the alleged debt and probable costs, or such other sum as the court may direct*] with such 2 sufficient sureties as the court shall approve to pay [*or deposit with the Registrar the sum of _____ as security for the payment of*] such sum or sums as shall be recovered against the said *A.B.* by *C.D.* the petitioner [*or one of the petitioners*] in any proceeding taken or continued by him against the said *A.B.*, together with such costs as shall be given by the court.

And it is further ordered that, upon the said *A.B.* entering into the bond aforesaid, all proceedings on this petition shall be stayed until after the court shall have come to a decision on the proceedings.

Dated this _____ day of _____, 19____

Registrar

Bond on stay of proceedings, security, etc.*(Title)*

Know all men by these presents, that we, *A.B.* of etc. and *C.D.* of etc. and *E.F.* of etc. are jointly and severally held and firmly bound to *L.M.* of etc. in \$ _____ to be paid to the said *L.M.*, or his certain attorney, executors, administrators or assigns, for which payment to be made we bind ourselves and each and every of us, our and each of our heirs, executors and administrators, jointly and severally, firmly by these presents.

Sealed with our seals, and dated this _____ day of _____ one thousand nine hundred and _____

Whereas a bankruptcy petition against the said *A.B.* having been presented to the court he did appear at the hearing of the said petition and deny that he was indebted to the petitioner [*or to one or more of the petitioners*], [*or allege that he was indebted to the petitioner in the sum of \$ _____ only or as the case may be*].

Now, therefore, the condition of this obligation is such that if the above-bounded *A.B.*, or the said *C.D.* or *E.F.*, shall on demand well and truly pay or cause to be paid to *L.M.*, his attorney or agent, such sum or sums as shall be recovered against the said *A.B.* by any proceedings taken or continued within 21 days from the date hereof in any competent court by the said *L.M.* for the payment of the debt claimed by him in the said petition, together with such costs as shall be given to the said *L.M.* by such court [*or whatever the condition of the bond is*] this obligation shall be void, otherwise it shall remain in full force.

A.B. (L.S.)

C.D. (L.S.)

E.F. (L.S.)

Signed, sealed and delivered by the above-bounden _____ in the presence of _____

NOTE.—If a deposit of money be made the memorandum should follow the terms of the conditions of the bond. This form may be adapted to other cases.

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Bankruptcy

[Subsidiary]

FORM 20

[rule 18]

Notice of sureties

(Title)

In the matter of a bankruptcy petition [*or* In the matter of a bankruptcy notice by *C.D.*] of

Take notice that the sureties whom I propose as my security in the above matter [*here state the proceeding which has rendered the sureties necessary*] are [*here state the full names and descriptions of the sureties and their residences for the last 6 months, therein mentioning the district or city, places, streets and numbers, if any*].

Dated this day of , 19

(Signature)

To the Registrar
and to *L.M.* of

Affidavit of justification*(Title)*

In the matter of a bankruptcy petition against *A.B.* of
 [or In the matter of a bankruptcy notice by *L.M.* against
A.B. of].

I, *E.F.*, of , one of the sureties for make
 oath and say —

1. That I am a householder [or as the case may be], residing
 [describing particularly the street or place and the number of
 the house, if any].

2. That I am worth property to the amount of \$ [the
 amount required] over and above what will pay my just debts [if security
 in any other action or for any other purpose, add and every other sum for
 which I am now security].

That I am not bail or security in any other matter, action or pro-
 ceedings, or for any other person [or if security in any other action or
 actions, add except for *C.D.*, at the suit of *E.F.*, in the Supreme Court
 in the sum of \$; for *G.H.*, at the suit of *I.K.*, in the Supreme
 Court in the sum of \$ specifying the several actions or mat-
 ters, and courts, and the sums in which he has become bound].

4. That my property, to the amount of the said sum of
 \$ [and if security in any other action, etc. over and above all
 other sums for which I am now security as aforesaid], consist of [here
 specify the nature and value of the property in respect of which the depo-
 nent proposes to become bondsman as follows, stock in trade, in my
 business of carried on by me at of the value of
 \$ of good book debts owing to me to the amount of
 \$, of furniture in my house at of the value of
 \$, of leasehold property of the value of \$, situate
 at , or of other property, particularising each description of
 property, with the value thereof].

5. That I have for the last 6 months resided at
 [describing the place of such residence, or if he has had more
 than one residence during that period, state in the same manner as above
 directed].

Sworn at, etc.

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CAP. 67

Bankruptcy

[Subsidiary]

FORM 22

Adjournment of petition

(Title)

Upon the hearing of the petition this day, and hearing for the petitioner and for the debtor and the Official Receiver, and reading it is ordered that the further hearing of this petition be adjourned until the day of , 19 , at o'clock in the noon.

Dated this day of , 19

Registrar

FORM 23

[rule 68]

Dismissal of petition

(Title)

In the matter of a bankruptcy petition filed the [date].

Upon the hearing of this petition this day, and upon reading and hearing and the Official Receiver it is ordered that this petition be dismissed [and that the petitioner do pay to the said A.B. the taxed costs thereof].

Dated this day of , 19

Registrar

FORM 24

Order restraining action, etc. before receiving order

(Title)

Upon the application of and upon reading it is ordered that L.M. of shall be restrained from taking any further proceedings in the action brought by him [or upon the judgment recovered or obtained by him] against the said A.B. in [here state the number of the action] [or it is ordered that the proceedings in the action (or suit) brought by him against the said A.B. in (here state the number of the action) may be proceeded with on (here insert the terms fixed by the court)].

Dated this day of , 19

Registrar

FORM 25

[s. 5; rules 68, 74]

Receiving order on debtor's petition*(Title)*

On the petition of the debtor himself, filed the _____ day of _____, 19____, a receiving order is hereby made against *A.B.* [*insert name, addresses and descriptions of debtor as set out in petition*], and the Official Receiver is hereby constituted receiver of the estate of the said debtor.

Dated this _____ day of _____, 19____

Registrar

NOTE.—The above-named debtor is required immediately after the service of this order upon him to attend the Official Receiver at his offices at the Courts of Justice.

The Official Receiver's offices are open every week-day from 8.30 a.m. to 12.00 p.m. and 2 p.m. to 4 p.m. except on Saturdays, when they are open from 8.30 a.m. to noon.

Indorsement on order

The name and address of the solicitor (if any) to the debtor are [*insert name and address*].

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CAP. 67

Bankruptcy

[Subsidiary]

FORM 26

[s. 5; rules 68, 74]

Receiving order on creditor's petition

(Title)

On the petition dated the ... day of ..., 19 ... of J.S. of ... a creditor, filed the [insert date], and on reading ... and hearing ... and it appearing to the court that the following act or acts of bankruptcy has or have been committed, viz. —

[Set out the nature and date or dates of the act or acts of bankruptcy on which the order is made.]

A receiving order is hereby made against A. B. [insert name, addresses and descriptions of debtor as set out in petition] and the Official Receiver is hereby constituted receiver of the estate of the said debtor.

Dated this ... day of ..., 19

Registrar

NOTE.—The above-named debtor is required, immediately after the service of this order upon him, to attend the Official Receiver at his offices at the Courts of Justice.

The Official Receiver's offices are open every week-day from 8.30 a.m. to 12.00 p.m. and 2 p.m. to 4 p.m. except on Saturdays, when they are open from 8.30 a.m. to noon.

Indorsement on order

The name and address of the solicitor (if any) to the petitioning creditor are [insert name and address].

FORM 27

[ss. 16, 22(2), 78(1) (f); rule 78]

Notice of receiving order, etc. (for local newspaper)

(Title)

Receiving order made Date and place of first meeting Date of public examination Date of adjudication (if any)

Note.—All debts due to the estate should be paid to me.

Dated this ... day of ..., 19

Official Receiver

Statement of Affairs

(Title)

To the Debtor,

You are required to fill up, carefully and accurately, this sheet and such of the several sheets A, B, C, D, E, F, G, H, I, J, K, L and M* as are applicable showing the state of your affairs on the day on which the receiving order was made against you, viz. the _____ day of _____, 19____. Such sheets, when filled up, will constitute your Statement of Affairs, and must be verified by oath, declaration or affirmation.

*Sheet "L" should be substituted for any one or more of such of the sheets named as will have to be returned blank

Gross liabilities	Liabilities (as stated and estimated by debtor)	Expected to rank	Assets (as stated and estimated by debtor)	Estimated to produce
\$ c.		\$ c.		\$ c.
	Unsecured creditors as per list (A)		Property as per list (H), viz.	
	secured as per list (B)	\$ c.	(a) Cash at bankers	
	Estimated value of securities		(b) Cash in hand	
	Surplus		(c) Cash deposited with solicitor for costs of petition	
	Creditors partly		(d) Stock-in-trade (cost \$)	
	On other bills as drawer or indorser		(e) Machinery	
	Creditors fully		(f) Trade fixtures, fittings, utensils, etc.	
	Less amount thereof carried to sheet (C)		(g) Furniture	
	Balance thereof to Contra		(h) Life policies	
	secured as per list (C)		(i) Stock and shares	
	Less estimated value of securities		(j) Reversionary or other interests under wills.	
	Liabilities on bills discounted other than debtor's own acceptances for value as per list (D), viz.—		(k) Other property, viz.— Total as per list (H).	
	On accommodation bills as drawer, acceptor or in- dorser		Book debts as per list (I), viz.—	
	\$		Good	
			\$ c.	
			Doubtful	
			Bad	
			\$	

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[Subsidiary]

Gross liabilities	Liabilities (as stated and estimated by debtor)	Expected to rank	Assets (as stated and estimated by debtor)	Estimated to produce
\$ c.	<p>Of which it is expected will rank against the estate for dividend</p> <p>Contingent or other liabilities as per list (E)</p> <p style="text-align: right;">\$ _____</p> <p>Of which it is expected will rank against the estate for dividend</p> <p style="text-align: right;">\$ c.</p> <p>Creditors for rent, etc., recoverable by distress as per list (F)</p> <p>Creditors for rates, taxes, wages, etc., payable in full as per list (G)</p> <p>Deducted contra</p> <p>† Surplus explained in statement (K)</p> <p style="text-align: right;">\$</p>	\$ c.	<p>Estimated to produce.</p> <p>Bills of exchange, or other similar securities on hand as per list (J)</p> <p style="text-align: right;">\$</p> <p>Estimated to produce.</p> <p>Surplus from securities in the hands of creditors fully secured (per contra)</p> <p style="text-align: right;">\$</p> <p>Deduct Creditors for distrainable rent and for preferential rates, taxes, wages, bailiff's charges, etc. (per contra)</p> <p style="text-align: right;">\$</p> <p>† Deficiency explained in statement (K)</p> <p style="text-align: right;">\$</p>	\$ c.

†Strike out words which do not apply

I of _____ make oath and say that the above statement and the several lists hereunto annexed marked _____ are, to the best of my knowledge and belief, a full, true and complete statement of my affairs on the date of the above-mentioned receiving order made against me.

Sworn at the _____, this _____ day of _____, 19____
 Before me,

 Magistrate/Registrar

(Signature)

Alternative form to be used where affirmation is made, and statement of affairs has to be interpreted to deponent.

I _____ of _____ do solemnly and sincerely affirm that the contents of this my statement of affairs and of the several lists thereunto annexed and of my affirmation are to the best of my knowledge and belief full, true and complete.

Affirmed at _____, this _____ day of _____, 19____, the contents of this statement of affairs and of the several lists hereunto annexed, and the affirmation, having been first duly interpreted to the deponent _____ in the _____ language by _____

Sworn Interpreter.

Before me,

Magistrate/Registrar

(Signature)

A.

Unsecured creditors

The names to be numbered consecutively, creditors for \$1,000 and upwards being placed first.

No.	Name	Address and occupation	Amount of debt		Date when contracted		Consideration
			\$	c.	Month	Year	

(Signature)

Dated this _____ day of _____, 19____

NOTE.—1. When there is a contra account against the creditor less than the amount of his claim against the estate, the amount of the creditor's claim and the amount of the contra account should be shown in the third column and the balance only inserted under the heading "Amount of debt" thus

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[Subsidiary]

\$ c.

Total amount of claim

Less contra account

No such set-off should be included in sheet "I."

2. The particulars of any bills of exchange and promisory notes held by a creditor should be inserted immediately below the name and address of such creditor.

B.

Creditors fully secured

No.	Name of creditor	Address and occupation	Amount of debt		Date when contracted		Con-sidera-tion	Parti-culars of secu-rity	Date when given	Estimated value of security		Estimated surplus from security	
					Month	Year				\$	c.	\$	c.
			\$	c.						\$	c.	\$	c.

(Signature)

Dated this day of , 19

C.

Creditors partly secured

No.	Name of creditor	Address and occupation	Amount of debt		Date when contracted		Con-sidera-tion	Parti-culars of secu-rity	Month and year when given	Estimated value of security		Balance of debt unsecured	
					Month	Year				\$	c.	\$	c.
			\$	c.						\$	c.	\$	c.

(Signature)

Dated this day of , 19

D.

Liabilities of debtor on bills discounted other than his own acceptances for value

No.	Acceptor's name, address and occupation	Date when due	Whether liable as drawer or indorser	Amount				Holder's name, address and occupation (if known)	Amount expected to rank against estate for dividend
				Accommodation bills		Other bills			
				\$	c.	\$	c.		

(Signature)

Dated this _____ day of _____, 19____

E.

Contingent or other liabilities

Full particulars of all liabilities not otherwise scheduled to be given here

No.	Name of creditor or claimant	Address and occupation	Amount of liability or claim		Amount expected to rank for dividend		Date when liability incurred		Nature of liability
			\$	c.	\$	c.	Month	Year	
			\$	c.	\$	c.			

(Signature)

Dated this _____ day of _____, 19____

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Bankruptcy

[Subsidiary]

F.

Creditors for rent, etc., recoverable by distress

No.	Name of creditor	Address and occupation	Nature of claim	Period during which claim accrued due	Date when due	Amount of claim		Amount recoverable by distress		Difference ranking for dividend (to be carried to List A.)	
						\$	c.	\$	c.	\$	c.

(Signature)

Dated this day of , 19

G.

Preferential creditors for rates, taxes, and wages

No.	Name of creditor	Address and occupation	Nature of claim	Period during which claim accrued due	Date when due	Amount of claim		Amount payable in full		Difference ranking for dividend (to be carried to List A.)	
						\$	c.	\$	c.	\$	c.

(Signature)

Dated this day of , 19

H.

Property

Full particulars of every description of **property** in possession and in reversion as defined by section 2 of the Bankruptcy Act, Cap. 67, not included in any other list, are to be set forth in this list —

Full statement and nature of property	Estimated to produce	
	\$	c.
(a) Cash at bankers.....		
(b) Cash in hand		
(c) Cash deposited with solicitor for costs of petition		
(d) Stock in trade at Costs \$.....		
(e) Trade fixtures, fittings, utensils, etc., at		
(f) Household furniture and effects at		
(g) Life policies		
(h) Stock and shares.....		
(i) Reversionary or other interests under wills, etc.....		
(j) Other property including all property in a trading name or under any <i>alias</i> [state particulars], viz.....		

Dated this day of , 19

(Signature)

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Bankruptcy

[Subsidiary]

I.

Debts due to the estate

No.	Name of debtor	Residence and occupation	Amount of debt			Folio of ledger or other book where found, to be particulars	When contracted		Estimated to produce	Particulars of any securities held for debt
			Good	Doubtful	Bad		Year	Month		
			\$	c.	\$	c.	\$	c.		
Dated this			day of			, 19		(Signature)		

NOTE.—If any debtor to the estate is also a creditor, but for a less amount than his indebtedness, the gross amount due to the estate and the amount of the contra account should be shown in the third column and the balance only inserted under the heading “Amount of debt” thus —

Due to estate \$

Less contra account \$

No such claim should be included in sheet “A.”

J.

Bills of exchange, promissory notes, etc., available as assets

No.	Name of acceptor of bill or note	Address, etc.	Amount of bill or note		Date when due	Estimated to produce		Particulars of any property held as security for payment of bill or note
			\$	c.		\$	c.	
			\$	c.		\$	c.	
Dated this			day of		, 19		(Signature)	

[Subsidiary]

K.

Deficiency (or surplus) account

	\$	c.	\$	c.		\$	c.	\$	c.
Excess of assets over liabilities on the (1) day of 19 (if any)					Excess of liabilities over assets on the (1) day of 19 (if any)				
Net profit (if any) arising from carrying on business from the (1) day of 19 to date of receiving order, after deducting usual trade expenses					Net loss (if any) arising from carrying on business from the (1) day of 19 to date of receiving order, after charging against profits the usual trade expenses				
Income or profit from other sources (if any) since the (1) day of 19					Bad debts (if any) as per Schedule "I" (2)				
Gifts from relations and others (5) Deficiency as per statement of affairs					Depreciation of stock in trade				
					Depreciation of machinery				
					Depreciation of trade fixtures, fittings, etc.				
					Expenses incurred since the (1) day of 19, other than usual trade expenses, viz. household and personal expenses of self and family (3) —				
					(4) Other losses and expenses (if any) —				
					(5) Surplus as per statement of affairs				
Total amount to be accounted for (6)	\$				Total amount accounted for (6)	\$			

(1) This date should be 12 months before date of receiving order, or such other time as Official Receiver may have fixed

(2) This schedule must show when debts were contracted

(3) Specify all dependants

(4) Here add particulars of other losses or expenses (if any), including liabilities (if any) for which no consideration received

(5) Strike out which do not apply

(6) These figures should agree

Dated this _____ day of _____, 19 _____

(Signature)

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Bankruptcy

[Subsidiary]

L.

In Substitution for such of the sheets named "A" to "J" as will have to be returned blank

List	Particulars, as per front sheet	DEBTOR'S REMARKS <small>Where no particulars are entered by the debtor on any one or more of the lists named "A" to "J" the word "Nil" should be inserted in this column opposite the particular list or lists thus left blank.</small>
A.	Unsecured creditors	
B.	Creditors fully secured	
C.	Liabilities of debtor on bills discounted other than his own acceptances for value	
D.	Contingent or other liabilities	
E.	Creditors for rent, etc., recoverable by distress	
F.	Preferential creditors for rates, taxes,	
G.	and wages	
H.	Property	
I.	Debts due to the estate	
J.	Bills of exchange, promissory notes, etc., available as assets	

Dated this day of , 19

(Signature)

M.

Particulars of all property held by or in name of wife (or of any concubine.)

Nature of property	When acquired	From whom	Consideration	Remarks

Dated this day of , 19

(Signature)

Application for extension of time for holding first meeting and order thereon*(Title)**Ex parte* the Official Receiver

I, _____, the Official Receiver in the above matter, apply to the court for an extension of time to the _____ day of _____, 19____, for holding the first meeting of creditors, on the ground following (a) —

(a) Strike out such of the grounds as are not applicable

That the said debtor has not submitted a statement of and in relation to his affairs in compliance with section 18 of the Bankruptcy Act, Cap. 67.

or

That the said debtor has obtained an extension of time for submitting a statement of and in relation to his affairs, viz. to the day of _____, 19____

or

That the prescribed notice in the *Gazette* of the first meeting of creditors in the above matter required by rule 2 of the Meetings of Creditors Rules cannot be given in time for holding the meeting within 14 days from the date of the receiving order.

or

That there may be sufficient time for the books of the debtor to be examined and the statement of affairs investigated.

Dated this _____ day of _____, 19____

Official Receiver

Order thereon

Upon the application of the Official Receiver it is ordered that the time for holding the first meeting of creditors in the above matter be extended to the _____ day of _____, 19____

Registrar

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CAP. 67

Bankruptcy

[Subsidiary]

FORM 30

[s. 17; rule 101]

Notice to creditors of first meeting, where the debtor has not submitted a proposal for a composition or scheme

(Title)

(Under receiving order dated the _____ day of _____, 19 ____.)

Notice is hereby given that the first meeting of creditors in the above matter will be held at the Official Receiver's Office, Courts of Justice, on the _____ day of _____ 19 ____, at _____ o'clock in the _____ noon.

To entitle you to vote thereat your proof must be lodged with me not later than 24 hours before the time appointed for the meeting.

Proxies to be used at the meeting must be lodged with me not later than 24 hours before the time appointed for the meeting.

The public examination of the debtor is fixed for the _____ day of _____, 19 ____, at _____ o'clock in the _____ noon, at _____

Any creditor who has tendered a proof, or his representative authorised in writing, may question the debtor on his public examination concerning his affairs and the causes of his failure.

Dated this _____ day of _____, 19 ____

Official Receiver

(The debtor's statement of affairs (a) _____.)

(a) Here insert "has not been lodged" or "has been lodged"

NOTE.—At the first meeting the creditors may amongst other things —

1. *By ordinary resolution resolve that the debtor be adjudged bankrupt, and in that case they may also, by ordinary resolution, appoint a trustee.*

2. *By ordinary resolution appoint a committee of inspection from among the creditors or the holders or intended holders of general proxies or general powers of attorney for the creditors.*

3. *A form of proof and forms of general and special proxy are sent herewith.*

FORM 31 [ss. 17, 25; rules 101, 102]

Notice of first or other meeting where debtor submits an offer or composition or scheme*(Title)*

(Under receiving order, dated the _____ day of _____, 19____.)

Notice is hereby given that for the first [*or a general*] meeting of the creditors of the above-named debtor will be held at the Official Receiver's Office, _____, on the _____ day of _____, 19____, at _____ o'clock in the _____ noon precisely.

Creditors qualified to vote at such meeting may, by a resolution passed by a majority in number, and three-fourths in value, of all the creditors who have proved their debts, accept the proposal made by the debtor for a composition [*or scheme*], the terms of which are set forth in the accompanying report, or any amendment of such proposal which in the opinion of the Official Receiver is calculated to benefit the general body of creditors.

Proofs of debt intended to be used at the meeting must be lodged with the Official Receiver not later than 24 hours before the time appointed for the meeting.

Proxies to be used at the meeting must be lodged not later than 24 hours before the time appointed for the meeting.

Creditors who prove their debts, and whose proofs are admitted, and who do not vote on the debtor's proposal, will be reckoned as voting *against* it.

The public examination of the debtor is fixed for the _____ day of _____, 19____, at _____ o'clock in the _____ noon.

Any creditor who has tendered a proof, or his representative authorised in writing, may question the debtor on his public examination concerning his affairs and the causes of his failure.

Dated this _____ day of _____, 19____

Official Receiver

NOTES.

1. Creditors who have proved may vote for or against the acceptance of the debtor's proposal by means of the voting letter attached to the Official Receiver's report.

2. If the proposal be not accepted the meeting may, if the debtor has not already been adjudged bankrupt, resolve on his adjudication, and in that case they may also by ordinary resolutions appoint a trustee and a committee of inspection.

3. A form of proof and forms of general and special proxy are sent herewith.

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CAP. 67

Bankruptcy

[Subsidiary]

FORM 32

[s. 17; rule 102]

Notice to creditors of adjourned meeting

(Title)

Take notice that the meeting of creditors in the above matter held on the _____ day of _____ at the Official Receiver's Office was adjourned to the _____ day of _____ and will accordingly be held at the Official Receiver's Office, _____ on the said day at _____ o'clock in the _____ noon.

Agenda

[Insert here nature of business to be transacted.]

Dated this _____ day of _____, 19 _____

Official Receiver

FORM 33

[rule 105]

Affidavit of postage of notices. First meeting

(Title)

(a) Insert here if necessary "adjourned"

I, _____, a clerk in the office of the Official Receiver, make oath and say as follows —

1. That I did, on the _____ day of _____, 19 _____, send to each creditor mentioned in the debtor's statement of affairs, and to the above-named debtor, a notice of the time and the place of the *(a)* first meeting of creditors.

2. That such notices were addressed to the said creditors respectively, according to their respective names and addresses appearing in the statement of affairs of the said debtor, and also to the said debtor at _____

3. That the post office acknowledgment for the same is hereunto annexed and marked "A".

Sworn at, etc.

(Signature)

FORM 34

[rule 105]

Certificate of postage of notices. First meeting*(Title)*

I, _____, a clerk in the office of the Official Receiver, hereby certify — (a) Insert here if necessary "ad-journed"

1. That I did, on the _____ day of _____, 19____, send to each creditor mentioned in the debtor's statement of affairs, a notice of the time and place of the (a) first meeting of creditors.

2. That such notices were addressed to the said creditors respectively according to their respective names and addresses appearing in the statement of affairs of the said debtor.

3. That the post office acknowledgment for the same is hereunto annexed and marked "A".

4. That I did on the said _____ day of _____, 19____, send by registered post notice of the time and place of the said meeting to the said debtor, and that such notice was sent to the following addresses —

Dated this _____ day of _____, 19____

Clerk to the Official Receiver

FORM 35

[rule 100]

Notice to debtor to attend first meeting of creditors*(Title)*

Take notice that the first meeting of your creditors will be held on the _____ day of _____, 19____, at _____ o'clock at the Official Receiver's Office, and that you are required to attend thereat and submit to such examination and give such information as the meeting may require. And further, take notice that if you fail to comply with the requirements of this notice you will be guilty of a contempt of court and may be punished accordingly.

Dated this _____ day of _____, 19____

Official Receiver

To

the above-named debtor.

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Bankruptcy

[Subsidiary]

FORM 36

[rule 100]

Resolutions where adjudication resolved on

(Title)

Minutes of resolutions come to and proceedings had at the first meeting of creditors held at _____ this _____ day of _____, 19____, _____, Official Receiver, Chairman.

Resolved as follows [unanimously] —

That *A.B.* shall be adjudged bankrupt, and that the Official Receiver do apply to the court to make the adjudication.

That *G.H.* of [*residence and occupation*] [*or* That the Official Receiver] shall be the trustee of the property of the bankrupt.

That *I.K.*, *L.M.*, *N.O.*, *P.Q.* and *R.S.* be appointed the committee of inspection in this bankruptcy, for the purpose of superintending the administration of the property of the bankrupt by the trustee.

[*Here add any other resolutions that may be come to as to the manner of the administration of the property by the trustee, etc.*]

Chairman

No.	Assenting creditors signatures	Amount of proof		No.	Dissenting creditors signatures	Amount of proof	
		\$	c.			\$	c.

NOTE.—When a resolution is carried unanimously the creditors need not sign, but when a division is taken all creditors and holders of proxies voting should sign. The signatures must be attached at the meeting. Resolutions should be put separately.

FORM 37

[rule 107]

Memorandum of adjournment of first or other meeting

(Title)

Meeting held at _____ on the _____ day of _____, 19____, at _____ o'clock.

Memorandum.—The (a) _____ meeting of creditors in the above matter was held at the time and place above mentioned, and the several proofs of debt lodged were produced; but it appearing that (b) the meeting was adjourned until the _____ day of _____, 19____, at _____ o'clock in the _____ noon, then to be held at the same place.

(a) "first" or as the case may be.
(b) Here state reason for adjournment.

Chairman

FORM 38

Memorandum of proceedings at adjourned first meeting. Where no quorum

(Title)

Meeting held at _____ on the _____ day of _____, 19____, at _____ o'clock.

Memorandum.—The adjourned meeting of creditors in the above matter was held at the time and place above mentioned, and the several proofs of debt lodged were produced; but it appearing that there was not a quorum of creditors qualified to vote present or represented no resolution was passed, and the meeting was not further adjourned.

Chairman

FORM 39

[s. 17; rules 10, 100]

Order of court for general meeting of creditors

(Title)

Upon the application of *C.D.*, of _____, it is ordered that the trustee of the property of the bankruptcy [or the Official Receiver] do summon a meeting of the creditors of the bankrupt to be held at _____ on the _____ day of _____, 19____, at _____ o'clock in the _____ noon [here state the purpose for which meeting called].

Dated this _____ day of _____, 19____

Registrar

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[Subsidiary]

FORM 40

[rule 101]

Notice of meeting (general form)

(Title)

[Here insert purposes for which meeting called.]

Take notice that a meeting of creditors in the above matter will be held at _____ on the _____ day of _____, 19____, at _____ o'clock in the _____ noon.

(Forms of general and special proxy are inclosed herewith.)

Agenda

(a) "Trustee" or "Official Receiver"

Dated this _____ day of _____, 19____

(Signed (a))

FORM 41

[rule 105]

Affidavit of postage of notices (general)

(Title)

(a) Insert here "the time and place of a general meeting or adjourned general meeting" or as the case may be

I, _____ the trustee [or clerk to the trustee, as the case may be] in the above matter, make oath and say as follows —

1. That I did on the _____ day of _____, 19____, send to each creditor who has proved in this matter, and also to all creditors mentioned in the debtor's statement of affairs, a notice of (a)

2. That such notices were addressed to such of the said creditors who have proved their debts according to the addresses in their respective proofs, and to such as have not proved, according to their respective names and addresses appearing in the statement of affairs of the said debtor.

3. That the post office acknowledgment for the same is hereunto annexed and marked "A".

Sworn at, etc.

(Signature)

FORM 42

[rule 105]

Certificate of postage of notices (general)

(Title)

I, _____ a clerk in the office of the Official Receiver, hereby certify —

1. That I did on the _____ day of _____, 19____, send to each creditor who has proved in this matter, and also to all creditors mentioned in the debtor's statement of affairs, a notice of (a)

2. That such notices were addressed to such of the said creditors who have proved their debts according to the addresses in their respective proofs, and to such as have not proved, according to their respective names and addresses appearing in the statement of affairs of the said debtor.

3. That the post office acknowledgment for the same is hereunto annexed and marked "A".

Dated this _____ day of _____, 19____

Clerk to the Official Receiver

FORM 43

[rule 102]

Notice to creditors of meeting to remove trustee and to appoint a person to fill the vacancy

(Title)

At the request of one-fourth in value of the creditors of the bankrupt a general meeting of the creditors is hereby summoned to be held at _____ on the _____ day of _____, 19____, at _____ o'clock in the _____ noon for the purpose of considering the propriety of removing *G.H.*, the trustee of the property of the bankrupt, from his office as such trustee, and in the event of his removal to appoint a person to fill the vacancy.

Dated this _____ day of _____, 19____

L.M.,

*A member of the Committee of Inspection
[or Official Receiver]*

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[Subsidiary]

FORM 44

[rule 102]

Notice of meeting to be held to appoint new trustee

(Title)

I, *C.D.*, Official Receiver, hereby give you notice that a meeting of creditors will be held at _____ on the _____ day of _____, 19____, at _____ o'clock in the _____ noon, for the purpose of appointing a trustee in the place of the late trustee, who has resigned the office [*or who has died or against whom a receiving order has been made*].

Dated this _____ day of _____, 19____

Official Receiver

FORM 45

[s. 17]

List of creditors assembled. To be used at every meeting

(Except a meeting at which a scheme or composition has been considered.)

(Title)

Meeting held at _____ this _____ day of _____, 19____

Number	Names of creditors present or represented	Amount of proof	
1		\$	c.
2			
3			
4			
5			
6			
7			
7	Total number of creditors present or represented		

[Subsidiary]

FORM 46

[rule 109]

Proof of debt. General form

(Title)

No. (a) of 19

Re (a)

I (b)

of , make oath and say —

(c) That I am in the employ of the under-mentioned creditor, and that I am duly authorised by to make this affidavit, and that it is within my own knowledge that the debt hereinafter deponed to was incurred, and for the consideration stated, and that such debt, to the best of my knowledge and belief, still remains unpaid and unsatisfied.

(d) That I am duly authorised, under the seal of the company hereinafter named, to make the proof of debt on its behalf.

That the said , at the date of the receiving order, viz, the day of , 19 , and still justly and truly indebted to (e) in the sum of \$ and c. for (f) as shown

by the* } account indorsed hereon } for which sum or any part thereof I say that I have not nor hath (g) or any person by (h) order to my knowledge or belief for (h) used had or received any manner of satisfaction or security whatsoever, save and except the following (i) —

Admitted to vote for

\$:

the day

of , 19

Official Receiver

(a) Here insert the number of matter, and the name of debtor, as given on the notice of meeting.

(b) Fill in full name, address and occupation of dependent.

If proof made by creditor strike out clauses (c) and (d).

If made by clerk of creditor strike out (d).

(e) Insert "me" or in case of a firm "me and C.D. and E.F. my co-partners trading as", or if by clerk, insert name, address and description of principal.

Debt \$:
Contra \$:
\$:

You should attend carefully to these directions

NOTE THIS

(f) State consideration, as — Goods sold and delivered by me [and my said partner] to him [or them] at his [or their] request between the dates of [or moneys advanced by me in respect of the undermentioned bill of exchange], or as the case may be.

*Strike out the words not applicable.

(g) "my said partners or any of them" or "the abovenamed creditor", as the case may be.

[Subsidiary]

or "their" or "his",
(h) "my" or "our" as
the case may be.

(i) Here state the particulars of all securities held, and where the securities are on the property of the debtor, assess the value of the same, and if any bills or other negotiable securities be held, specify them in the schedule.

N.B.—Bills or other negotiable securities must be produced before the proof can be admitted.

You should attend carefully to these directions

Admitted to rank
for dividend for
\$:
this day
of
19
Trustee

Sworn at
this day
of , 19
Before me

(Deponent's signature) }

Where the debt
proved for exceeds \$100
a one dollar stamp
must be affixed here as
otherwise the proof
cannot be admitted.

NOTE—The stamp must not be defaced by the creditor

The proof cannot be admitted for voting at the first meeting unless it is properly completed and lodged with the Official Receiver before the time named in the notice convening such meeting.

Particulars of account referred to on other side

(Credit should be given for *contra* accounts)

If space is not sufficient, let the particulars be annexed, but where the particulars are on a separate sheet of paper the same must be marked by the person before whom the affidavit is sworn, thus —

In bankruptcy.—*This is the account marked with the letter 'A' referred to in the annexed proof of the debt made by* _____ *in re*
Sworn before me this _____ *day of* _____, 19

Magistrate/Registrar

Date	Consideration	Amount		Remarks
		\$	c.	*The vouchers (if any) by which the account can be substantiated should be set out here
		\$	c.	*

(Signature of Deponent)

FORM 47

[rule 109]

Proof by trustee in prior bankruptcy*(Title)*

I, _____, of _____, make oath and say —

1. The said _____ was adjudicated a bankrupt on _____, 19____, and I am the trustee under such bankruptcy.
2. There was at the date of the receiving [*or administration*] order herein, namely, the _____ day of _____, 19____, and still is an unsatisfied balance of the debts provable in the aforesaid bankruptcy, of which I am trustee, amounting to \$ _____ as shown in the statement indorsed hereon [*or annexed hereto and marked "A"*].
3. I claim to prove in the present bankruptcy for the said amount.

Sworn, etc.,

Before me,

Admitted to vote for \$ _____ the _____ day of _____, 19____

*Official Receiver
or Trustee*

Admitted to rank for dividend for \$ _____ this day of _____, 19____

*Official Receiver
or Trustee*

FORM 48

[rule 110]

Proof of debt of workmen*(Title)*

I (a) _____ of _____ (b) _____ make oath and say —

1. That (c) _____ of _____ at the date of the receiving order, viz. the _____ day of _____, 19____, and still justly and truly indebted to the several persons whose names, addresses and descriptions appear in the schedule indorsed hereon in sums severally set against their names in the sixth column of such schedule for wages due to them respectively as workmen or others in (d) _____ in respect of services rendered by them respectively to (e) _____ during such periods before the date of the receiving order as are set out against their respective names in the fifth column of such schedule, for which said sums, or any part thereof, I say that they have

(a) Fill in full name, address and occupation of deponent.*(b)* the above-named debtor or the foreman of the above-named debtor or on behalf of the workmen and others

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[Subsidiary]

employed by
the above-
named
debtor

not, nor hath any of them, had or received any manner of satisfaction or security whatsoever.

Sworn, etc.,

(c) I or the
said

(Signature)

(d) my
employ or the
employ of the
above-named
debtor

Schedule referred to on the other side.

(e) me or the
above-named
debtor

1 No.	2 Full name of workman	3 Address	4 Description	5 Period over which wages due	6 Amount due	
					\$	c.

FORM 49

[rules 114, 115]

Notice of rejection of proof of debt

(Title)

(a) If proof
wholly
rejected
strike out
words
underlined

Take notice, that, as Official Receiver [*or trustee*] of the above estate, I have this day rejected your claim against such estate (a) [to the extent of] on the following grounds —

(b) 21 days or
7 days as the
case may be.
See Rules 117
and 123 (2).

And further take notice that if you are dissatisfied with my decision in respect of your proof you may apply to the court to reverse or vary the same, but subject to the power of the court to extend the time, no application to reverse or vary my decision in rejecting your proof will be entertained after the expiration of (b) _____ days from this.

Dated this _____ day of _____, 19____

Official Receiver

or Trustee

To

FORM 50

[s. 78 (1) (d); rule 119]

[Subsidiary]

(a) If a firm write "we" instead of "I" and set out the full name of the firm

General proxy

(Title)

I, (a) of , a creditor, hereby appoint (b) to be (c) general proxy in the above matter [excepting as to the receipt of dividend (d)].

(b) Here insert either "Mr of a clerk, manager, etc., in my regular employ," or "the Official Receiver". The standing of the person appointed must be clearly set out

Dated this day of , 19

(Signed) (e)

(Signature of witness)

(Address)

(c) "my" or "our"

(d) See footnote 1

(e) If a firm, sign the firm's trading title, and add "by A.B., a partner in the said firm". As to signature by agent. See footnotes 2 & 3.

NOTES

1. When the creditor desires that his general proxy should receive dividends he should strike out the words, "excepting as to the receipt of dividend", putting his initials thereto (f).

2. The authorised agent of a corporation may fill up blanks, and sign for the corporation thus —

For the Company, Berhad.

J.S. (duly authorised under the seal of the company).

3. A proxy given by a creditor may be filled up and signed by any person in the employ of the creditor having a general authority in writing to sign for such creditor. Such person shall sign —

J.S. (duly authorised by a general authority in writing to sign on behalf [name of creditor]) (g).

Certificate to be signed by person other than creditor filling up the above proxy.

I, of , being a [here state whether clerk or manager in the regular employment of the creditor or authorised to administer oaths in the Supreme Court], hereby certify that all insertions in the above proxy are in my own handwriting, and have been made by me at the request of the above-named and in his presence, before he attached his signature [or mark] hereto.

(f) It is not intended that Official Receiver shall in any case receive dividends on behalf of a creditor

Dated this day of , 19

(Signature)

(g) The Official Receiver or trustee may require the authority to sign to be produced for his inspection

The proxy must be lodged with the Official Receiver or trustee not later than 24 hours before the time appointed for the meeting at which it is to be used.

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[Subsidiary]

FORM 51

[s. 78 (1) (d); rule 119]

(a) If a firm write "we" instead of "I" and set out the full name of the firm

Special proxy

(Title)

I, (a) _____ of _____, creditor, hereby appoint (b) _____ as (c) _____ proxy at the meeting of creditors to be held

(b) Here insert either "Mr. _____" or "the Official Receiver"

on the _____ day of _____, 19____, or at any adjournment thereof, to vote (d) _____

Dated this _____ day of _____, 19____

(Signed) (e) _____

(Signature of witness)

(Address)

(c) "my" or "our"

NOTES

(d) Here insert the word "for" or the word "against" as the case may require, and specify the particular resolution or name of proposed trustee, remuneration, or other matter

1. A creditor may give a special proxy to any person to vote at any specified meeting or adjournment thereof on all or any of the following matters —

- (a) for or against any specific proposal for a composition or scheme of arrangement;
- (b) for or against the appointment of any specified person as trustee or as member of the committee of inspection, or for or against the continuance in Office of any specified person, as trustee or member of a committee of inspection;
- (c) on all questions relating to any matter, other than those above referred to, arising at any specified meeting or adjournment thereof.

(e) If a firm, sign the firm's trading title, and add "by A.B., partner in the said firm". As to signature by agent see footnotes 2 & 3

2. The authorised agent of a corporation may fill up blanks, and sign for the corporation thus —

For the _____ Company, Berhad.
J.S. (duly authorised under the seal of the company).

3. A proxy given by a creditor may be filled up and signed by any person in the employ of the creditor having a general authority in writing to sign for such creditor. Such person shall sign —

J.S. (duly authorised by a general authority in writing to sign on behalf of [name of creditor]) (f).

(f) The Official Receiver or trustee may require the authority to sign to be produced for his inspection

Certificate to be signed by person other than creditor filling up the above proxy.

I, _____, of _____, being a [here state whether clerk or manager in the regular employment of the creditor or a commissioner to administer oaths in the Supreme Court] hereby certify that all insertions

[Subsidiary]

in the above proxy are in my own handwriting, and have been made by me at the request of the above-named _____ and in his presence, before he attached his signature [*or mark*] hereto.

Dated this _____ day of _____, 19 _____

(Signature)

The proxy must be lodged with the Official Receiver or trustee not later than 24 hours before the time appointed for the meeting at which it is to be used.

FORM 52

[s. 19]

Application by the Official Receiver for an order appointing a sitting for the public examination of the debtor

(Title)

A receiving order having been made in the above matter application is hereby made to the court by the Official Receiver for an order appointing the _____ day of _____ at _____ or such other time and place as the court shall direct for holding the public examination of the debtor, and that the debtor do attend such public examination.

Dated this _____ day of _____, 19 _____

Official Receiver

FORM 53

[s. 19]

Order appointing a time for the public examination of the debtor

(Title)

Upon the application of the Official Receiver in the above matter it is ordered that the public examination of the above-named debtor be held at _____ on the _____ day of _____ at _____ o'clock in the _____ noon.

And it is ordered that the above-named debtor do attend at the place and time above mentioned

Dated this _____ day of _____, 19 _____

Registrar

NOTE.—Notice is hereby given that if you, the above-named debtor, fail without reasonable excuse, to attend at the time and place aforesaid you will be liable to be committed to prison without further notice.

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[Subsidiary]

FORM 54

[s. 19; rule 86]

Notice of day for proceeding with public examination (for local paper or Gazette)

(Title)

Notice is hereby given that the court has appointed _____ day, the _____ day of _____, 19____, at _____ o'clock in the _____ noon, for proceeding with the public examination of the above-named debtor, which, on the _____ day of _____, 19____, was adjourned *sine die*.

Dated this _____ day of _____, 19____

Official Receiver

FORM 55

[s. 19; rule 23]

Appointment of shorthand writer to take examination of debtor

(Title)

Upon the application of the Official Receiver _____ the court hereby, pursuant to rule 23 of the Bankruptcy Rules, appoints _____ of _____ to take the examination of the said _____ at his public examination this day.

Dated this _____ day of _____, 19____

Registrar

FORM 56

[s. 19; rule 23]

Declaration by shorthand writer

(Title)

I, _____, of _____, the shorthand writer appointed by the court to take down the examination of the said _____, do solemnly and sincerely declare that I will truly and faithfully take down the questions and answers put to and given by the said _____ in this matter, and will deliver true and faithful transcripts thereof as the court may direct.

Dated this _____ day of _____, 19____

Declared before me at the time and place
above-mentioned

Magistrate/Registrar

FORM 57

[s. 19; rule 23]

Notes of public examination of debtor where a shorthand writer is appointed

(Title)

Public examination of the debtor held this _____ day of _____, 19____

The above-named debtor, being sworn and examined at the time and place above-mentioned, upon the several questions following being put to him, gave the several answers thereto respectively following each question, that is to say —

A

This is a transcript of the notes of the public examination of _____, held this _____ day of _____, 19____

Shorthand writer duly appointed under rule 23, Shorthand writer attached to the Official Receiver's Office.

FORM 58

[s. 19; rule 23]

Notes of public examination of debtor where shorthand writer is not appointed

Public examination of the debtor held this _____ day of _____, 19____

The above-named debtor being sworn and examined at the time and place above-mentioned, upon his oath saith as follows —

A

These are the notes of the examination of _____, held this _____ day of _____, 19____

Clerk of the Court/Registrar

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Bankruptcy

[Subsidiary]

FORM 59

[s. 19]

Order of adjournment of public examination

(Title)

(a) insert here word "further" if necessary

[Set out any further order of the court]

This being the day appointed for the (a) public examination of the above-named , and the said having submitted himself for such examination; now upon hearing the Official Receiver, and upon hearing and it appearing that

It is ordered that the said public examination be adjourned to the day of , 19 , at in the noon. And it is further ordered that the said do attend at the court on the said day of , 19 , for the purpose of being further examined as to his conduct, dealings, and property. And it is further ordered that the said

Dated this day of , 19

Registrar

FORM 60

[s. 19; rule 87]

Order dispensing with public examination of debtor

(Title)

(a) Insert name and address of applicant, and the capacity in which he makes the application

(b) State what the disability is

Upon the application of the Official Receiver [or of (a) of] in the above matter, and upon reading and upon hearing , and it appearing to the court that the debtor is (b) , it is ordered that the public examination of the debtor be dispensed with.

Dated this day of , 19

Registrar

[Subsidiary]

FORM 61

[s. 19; rule 87]

Order as to examination of debtor who is suffering from mental or physical affliction or disability*(Title)*

Upon the application of the Official Receiver [or of (a) _____ of _____] in the above matter, and upon reading _____, and upon hearing _____, and it appearing to the court that the debtor is suffering from physical disability which makes him unfit to attend a public examination in court [or as the case may be] it is ordered that instead of a public examination of the debtor (b) the debtor be examined on oath at (c) _____ before the Registrar on the _____ day of _____, 19____, at _____ o'clock or such other time as having regard to the condition of the debtor may be convenient, and that the Official Receiver and trustee and (d) _____ be at liberty to attend such examination and take part therein.

(a) Insert name and address of applicant, and the capacity in which he makes the application

(b) The part of the order to be adapted to the circumstances of the case

(c) Insert place of examination

(d) Insert name of any other person authorised by the court to attend

Dated this _____ day of _____, 19____

Registrar

FORM 62

[s. 19 (8)]

Memorandum of public examination of debtor*(Title)*

Memorandum.—That I, _____ the above-named debtor, being sworn and examined upon my oath say that the notes of my public examination marked "A", and appended hereto, were read over by or to me and are correct.

And I further say that, at the time of this my examination, I have delivered up to the Official Receiver or the trustee of my estate, all property, estate and effects, and all books, papers and writings relating thereto.

And I further say that I have made a full disclosure of all my assets and of all my debts and liabilities of whatever kind, and that I have not removed, concealed, embezzled or destroyed any part of my estate, real or personal, nor any books of account, papers or writing relating thereto, with an intent to defraud my creditors or to conceal the state of my affairs.

[Here insert any special matter]

Dated this _____ day of _____, 19____

Debtor

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[Subsidiary]

FORM 63

[s. 19]

Order of court that examination is concluded

(Title)

Whereas the above-named A.B. has duly attended before the court and has been publicly examined as to his conduct, dealings and property;

And whereas the court is of opinion that the affairs of the said A.B. have been sufficiently investigated, it is hereby ordered that the examination of the said A.B. is concluded.

Dated this day of , 19

Registrar

FORM 64

[ss. 20, 25]

Proposal for a composition

(Title)

I, the above-named debtor, hereby submit the following for a composition in satisfaction of my debts —

(a) To be signed by the debtor; in case of joint debtors to be signed in the firm name by such of the debtors as the Official Receiver shall require

1. That payment in priority to all other of my debts of all debts directed to be so paid in the distribution of the property of a bankrupt shall be provided for as follow —

[Set out terms of proposal so far as relate to preferential claims]

2. That provision for payment of all the proper costs, charges and expenses of and incidental to the proceedings, and all fees and percentages payable to the Official Receiver and the court, shall be made in the following manner —

[Set out proposal for provisions for fees, charges, costs, etc.]

3. That the following composition shall be paid as hereinafter mentioned on all provable debts —

[Set out terms of composition]

4. That the payment of the composition be secured in the following manner —

[Set out full names and addresses of sureties (if any) and complete particulars of all securities intended to be given]

Dated this day of , 19

(Signed) (a)

Proposal for scheme

(Title)

I, _____, the above-named debtor, hereby submit the following proposal for a scheme of arrangement of my affairs in satisfaction of my debts.

(a) To be signed by the debtor, or in the case of joint debtors to be signed in the firm name by such of the debtors as the Official Receiver shall require

1. That —

[Set out terms of scheme]

2. That payment in priority to all other of my debts of all debts directed to be so paid in the distribution of the property of a bankrupt is provided for as follows —

[Set out or indicate by reference to the scheme how it is proposed to satisfy preferential claims]

3. That provision for payment of all the proper costs, charges and expenses of and incidental to the proceedings, and all fees and percentages payable to the Official Receiver and the court, is provided for as follows —

[Set out or indicate by reference to the scheme how it is proposed to provide for fees, costs, charges, etc.]

[Set out any other terms]

Dated this _____ day of _____, 19 _____

(Signed) (a)

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[Subsidiary]

FORM 66

[ss. 20, 25]

Report of Official Receiver to creditors on proposal for composition or scheme

(Title)

The Official Receiver hereby reports —

That the debtor has lodged with him a proposal for a composition [or scheme] to be submitted to the creditors, of which the following is a copy —

[Here set out fully the terms of proposal]

That the liabilities as shown by the debtor's statement of affairs amount to the sum of _____, and the assets are estimated by the debtor at the sum of _____ after payment of preferential debts.

That the value of the assets is fairly estimated by the debtor [*or as the case may be*].

That the terms of the debtor's proposal [*set out particulars of proposal and observations on the proposal and the debtor's conduct.*]

Dated this _____ day of _____, 19 _____

Official Receiver

FORM 67

Application to extend time for approving a composition or scheme and order thereon*(Title)**Ex parte* the Official Receiver.

The Official Receiver reports to the court —

That a (a) _____ was on the _____ day of _____, 19____, duly lodged by the debtor in the above matter.

(a) "composition" or "scheme of arrangement"

That the public examination of the debtor was concluded on the _____ day of _____, 19____.

That (b) _____ in time to allow of the approval of the said (a) _____ within 14 days after the conclusion of the examination of the debtor as required by section 22 of the Bankruptcy Act, Cap. 67.

(b) "the prescribed notices cannot be given"; or "the moneys or securities required for the said (a) have not been lodged"; or as the case may be

Under these circumstances, application is made for an extension of time to the _____ day of _____, 19____, for obtaining such approval.

Dated this _____ day of _____, 19____.

*Official Receiver***Order**

Upon reading the above report of the Official Receiver, and hearing _____, it is ordered that the time for obtaining the approval of the said (a) _____ in the above matter be extended to the _____ day of _____, 19____.

Dated this _____ day of _____, 19____.

Registrar

FORM 68

[s. 20, (5)]

Notice to creditors of application to court to approve composition or scheme of arrangement*(Title)*

Take notice that application will be made to the court, on the _____ day of _____, 19____, at _____ o'clock in the _____ noon to approve the composition [or scheme of arrangement] as proposed by the said debtor and duly accepted by the statutory majority of the creditors at a meeting held on the _____ day of _____, 19____.

Dated this _____ day of _____, 19____.

Official Receiver

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[Subsidiary]

FORM 69

Notice to Official Receiver of application to court by debtor to approve composition or scheme

(Title)

Take notice that application will be made to the court on the day of _____, 19____, at _____ o'clock in the noon, to approve the composition [*or scheme*] accepted on the day of _____, 19____, by the statutory majority of creditors.

Dated this _____ day of _____, 19____

Debtor

FORM 70

[s. 20 (12); rule 12]

Order on application to approve composition or scheme

(Title)

On the application of _____ and on reading the report of the Official Receiver filed on the _____ day of _____, and hearing the Official Receiver and _____, and the court being satisfied that the creditors in the above matter have duly accepted a composition [*or scheme*] in the following terms, namely [*here insert terms if short; if not, insert in the terms contained in the paper writing marked "A", annexed hereto*]* and being satisfied that the said terms are reasonable and calculated to benefit the general body of creditors† and that the case is not one in which the court would be required, if the debtor were adjudged bankrupt, to refuse an order of discharge.

[*and as the case may be*]

And being satisfied —

(a) that no facts have been proved which would justify the court in refusing, qualifying or suspending an order of discharge;

or

(b) that facts have been proved which would justify the court in refusing, qualifying or suspending an order of discharge, but that having regard to the nature of such facts, and the composition [*or scheme*] providing reasonable security for payment of not less than 25 *per cent* on all the unsecured debts provable against the debtor's estate, the said composition [*or scheme*] is hereby approved, and it is ordered —

[Subsidiary]

(a) That the receiving order made against the said _____ on the _____ day of _____, 19____, be and the same is hereby discharged,

or

(b) That the order of adjudication made against the said _____ on the _____ day of _____, 19____, be and the same is hereby annulled.

or after*

and being satisfied that the said terms are not reasonable or calculated to benefit the general body of creditors

and [or after† and being satisfied]

(a) that the case is one in which the court would be required, if the debtor were adjudged, bankrupt, to refuse his discharge,

or

(b) that facts have been proved which would, under the Bankruptcy Act, Cap. 67, justify the court in refusing, qualifying or suspending the debtor's discharge.

The court both refuse to approve the said composition [or scheme].

Dated this _____ day of _____, 19____

Registrar

FORM 71

[s. 20 (15)]

Application for enforcement of provision in a composition or scheme

(Title)

In a matter of a composition [or scheme of arrangement] made by A.B., of

I, L.M., of _____, do apply to this court for an order for the enforcement of the provisions of the said composition [or scheme of arrangement] against _____, on the grounds set forth in the annexed affidavit.

Dated this _____ day of _____, 19____

L.M.

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CAP. 67

Bankruptcy

[Subsidiary]

FORM 72

[s. 20 (15)]

Affidavit in support of application for enforcement of provisions of a composition or scheme

(Title)

In the matter of a composition [*or* scheme of arrangement] made by *A.B.*, of

L.M., of _____, make oath and say —

1. That I am interested in the said composition [*or* scheme of arrangement], having proved my debt as a creditor of the said *A.B.* [*or as the case may be*].

2. That [one] of the provisions of the said composition [*or* scheme of arrangement] is [*or* are] that [*here set it or them out*].

3. That _____ has failed to comply with the said provision [*or as the case may be*].

Sworn at, etc.

L.M.

FORM 73

[s. 20 (15)]

Order for enforcement of provision in a composition or scheme

(Title)

In the matter of a composition [*or* scheme of arrangement] made by *A.B.*, of

Upon the application of *L.M.*, of _____, and reading [*here insert evidence*], and upon hearing _____, the court being of opinion that the provisions of the said composition [*or* scheme of arrangement] mentioned in the said affidavit should be enforced, it is ordered that [*here insert order*].

Dated this _____ day of _____, 19 _____

Registrar

To

Take notice that unless you obey the directions contained in this order, you will be deemed to have committed a contempt of court.

FORM 74

Certificate of approval of composition or scheme*(Title)*

I hereby certify that a composition [*or* scheme of arrangement] between A. B., of _____, the above-named debtor, and his creditors was duly approved by the court on the _____ day of _____, 19____

Dated this _____ day of _____, 19____

Official Receiver

FORM 75

[s. 18 (3)]

Application for adjudication under section 18*(Title)*

The Official Receiver hereby reports to the court —

That a receiving order was made against the above-named debtor on the _____ day of _____, 19____

That the act of bankruptcy on which the petition was founded was the allegation that the debtor had within 3 months before the date of the presentation of the petition.

That from inquiries made since the receiving order, the statement that the said debtor had _____ appears to have been well founded, and the present place of residence of the debtor has not been ascertained.

That the debtor has failed to attend at the office of the Official Receiver to be examined in respect of his property and creditors, and to give necessary information relative to his estate, affairs, conduct and dealings, and to receive instructions as to the preparation of a statement of and in relation to his affairs in accordance with the notice (a copy of which is hereto annexed) sent by post addressed to _____ as aforesaid.

That the debtor has not submitted a statement of and in relation to his affairs in pursuance of section 18 of the Bankruptcy Act, Cap 67.

The Official Receiver accordingly, in pursuance of the provisions of section 18 of the Bankruptcy Act, Cap. 67, makes application to the court to adjudge the said debtor _____ bankrupt.

Dated this _____ day of _____, 19____

Official Receiver

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CAP. 67

Bankruptcy

[Subsidiary]

FORM 76

[s. 22]

Application for adjudication after resolution for bankruptcy or by consent

(Title)

The Official Receiver reports to the court —

That at the first meeting of the creditors of the said debtor held at _____ on the _____ day of 19____, the following resolution was passed —

“That _____, the above-named debtor, shall be adjudged bankrupt, and that the Official Receiver do apply to the court to make the adjudication”; [and (or, or) that the debtor has, in writing, consented to be adjudged bankrupt].

The Official Receiver accordingly, in pursuance of the provisions of section 22 of the Bankruptcy Act, Cap. 67, makes application to the court to adjudge the said debtor, _____, bankrupt.

Dated this _____ day of _____, 19____

Official Receiver

FORM 77

[s. 22]

Application for adjudication where no quorum at adjourned meeting

(Title)

The Official Receiver reports to the court —

That a receiving order was made against the above-named debtor on the _____ day of _____, 19____

That the first meeting of creditors was duly summoned to be held at _____ on the _____ day of _____, 19____

(a) Notice of application was on the _____ day of 19____, sent by post addressed to the debtor, or the debtor has consented, in writing, to the court adjudging him bankrupt

That creditors qualified to vote not being present or represented thereat to form a quorum, the said meeting was adjourned to the _____ day of _____, 19____

That at such adjourned meeting creditors qualified to vote not being present or represented to form a quorum no resolution was passed.

That (a)

The Official Receiver accordingly, in pursuance of section 22 of the Bankruptcy Act, Cap. 67, makes application to the court to adjudge the said debtor, _____, bankrupt.

Dated this _____ day of _____, 19____

Official Receiver

FORM 78

[s. 22; rule 12]

Order of adjudication*(Title)*

Pursuant to a petition, dated _____ against [here insert name, description and address of debtor] on which a receiving order was made, on the [date], and on the application of the Official Receiver, and on reading _____ and hearing _____ it is ordered that the debtor be and the said debtor is hereby adjudged bankrupt.

Dated this _____ day of _____, 19 _____

Registrar

or

Whereas pursuant to a petition dated _____ against A.B., a receiving order was made on the [date]: And whereas it appears to the court that at the first meeting of creditors held on the [date], [or at an adjournment of the first meeting of creditors] at _____, it was duly resolved that the debtor be adjudged bankrupt. It is ordered that the debtor be and the said debtor is hereby adjudged bankrupt.

Dated this _____ day of _____, 19 _____

Registrar

FORM 79

[rule 80]

Application to annul adjudication or rescind receiving order*(Title)*

I, R.S., of _____, being interested in this matter [or I, _____, Official Receiver] do hereby make application to the court that the order of adjudication [or receiving order] against A.B. be annulled [or rescinded] [here state grounds of application].

Dated this _____ day of _____, 19 _____

(Signature)

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CAP. 67

Bankruptcy

[Subsidiary]

FORM 80

[rule 12]

Order annulling adjudication or rescinding receiving order

(Title)

On the application of *R.S.*, of _____, [or On the application of the Official Receiver], and on reading _____ and hearing _____, it is ordered that the order of adjudication [or receiving order] dated _____ against *A.B.*, of _____, be and the same is hereby annulled [or rescinded].

Dated this _____ day of _____, 19 _____

Registrar

FORM 81

[s. 30; rule 88]

Application for order of discharge

(Title)

I, *A.B.*, of _____, having been adjudged bankrupt on the _____ day of _____, 19 _____, and being desirous of obtaining my discharge, hereby apply to the court to fix a day for hearing my application.

My public examination was concluded on the _____ day of _____

Annexed hereto is the certificate of the Official Receiver certifying the number of my creditors.

Dated this _____ day of _____, 19 _____

Debtor

To the Registrar

FORM 82

[s. 30; rule 88]

Notice of day for hearing of application for discharge

(Title)

(For local paper or *Gazette*)

Notice is hereby given that the court has appointed _____ day, the _____ day of _____, 19 _____, at _____ o'clock in the noon, for hearing the application of the above-named debtor.

Dated this _____ day of _____, 19 _____

Official Receiver

FORM 83

[s. 30; rule 88]

Notice to Official Receiver and trustee of application for discharge*(Title)*

The bankrupt having applied to the court for his discharge, the court has fixed the day of , 19 , at o'clock in the noon at for hearing the application.

Dated this day of , 19

Registrar

To the Official Receiver and
trustee of the estate of
the bankrupt

FORM 84

[s. 30; rule 88]

Notice to creditors of application for discharge*(Title)*

Take notice that the above-named bankrupt has applied to the court for his discharge, and that the court has fixed the day of , 19 , at o'clock for hearing the application.

Dated this day of , 19

Official Receiver

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CAP. 67

Bankruptcy

[Subsidiary]

FORM 85

[s. 30; rules 12, 94]

Order granting discharge unconditionally

(Title)

On the application of *A.B.*, of *etc.* adjudged bankrupt on the day of _____, 19____, and upon taking into consideration the report of the Official Receiver as to the bankrupt's conduct and affairs, including the bankrupt's conduct during the proceedings under his bankruptcy, and upon hearing the Official Receiver, and *C.D. E.F.*, *etc.* creditors, and *G.H.*, the trustee [*as the case may be*].

And whereas it has not been proved that the bankrupt has committed any of the misdemeanors or felonies mentioned in section 30 of the Bankruptcy Act, Cap. 67, and proof has not been made of any of the facts mentioned in section 30(4) or section 31 of the said Act and that the bankrupt has been guilty of any misconduct in relation to his property and affairs. It is ordered that he be and he hereby is discharged.

Dated this _____ day of _____, 19____

Registrar

FORM 86

[s. 30; rules 12, 94]

Order refusing discharge*(Title)*

On the application of

[Commencement as in Form 85]

And whereas it has been proved that the bankrupt has committed namely, any of the offences mentioned in Section 30.

*[Here state particulars]**or*

And whereas it has not been proved that the bankrupt has committed any of the offences mentioned in section 30 of the Bankruptcy Act, Cap. 67, but proof has been made of the following facts under subsection (4) of that section, [and section 31 of the said Act] namely,

[Here state particulars]

or/and that he has been guilty of misconduct in relation to his property and affairs, namely,

[Here state particulars]

It is ordered that the bankrupt's discharge be and it is hereby refused.

Dated this day of , 19

Registrar

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CAP. 67

Bankruptcy

[Subsidiary]

FORM 87

[s. 30; rules 12, 94]

Order suspending discharge

(Title)

On the application of

[Commencement as in Form 85]

And whereas it has not been proved that the bankrupt has committed any of the offences mentioned in section 30 of the Bankruptcy Act, Cap. 67, [*or it has been proved that the bankrupt has committed any of the offences mentioned in section 30, namely (set them out), but the court has for the following special reasons state them*] determined that his discharge shall not on that ground be absolutely refused]; but proof has been made of the following facts under section 30(4) [and section 31] of the said Act.

[Here state particulars]

or/and that he has been guilty of misconduct in relation to his property and affairs, namely,

[Here state particulars]

It is ordered that the bankrupt's discharge be suspended until a dividend of not less than 50 *per cent* has been paid to the creditors, with liberty to the bankrupt at any time after the expiration of 2 years from the date of this order to apply for a modification thereof, pursuant to section 30 of the Bankruptcy Act, Cap. 67.

or

It is ordered that the bankrupt's discharge be suspended for _____ years, and that he be discharged as from the _____ day of _____, 19 _____

Dated this _____ day of _____, 19 _____

Registrar

FORM 88

[s. 30; rules 12, 94]

Order of discharge where only fact proved that assets not equal to 50 per cent*(Title)*

On the application of

[Commencement as in Form 85]

And whereas it has not been proved that the bankrupt has committed any of the offences mentioned in section 30 of the Bankruptcy Act, Cap. 67, and whereas the only fact under subsection (4) of that section and section 31 of which proof has been made is the fact that the bankrupt's assets are not of a value equal to 50 per cent of the amount of his unsecured liabilities.

It is ordered that the bankrupt's discharge be suspended for and that he be discharged as from the day of , 19

Dated this day of , 19

Registrar

FORM 89

[s. 30; rules 12, 94]

Order of discharge subject to conditions as to earnings, after-acquired property, and income*(Title)*

On the application of

[Commencement as in Form 85]

And whereas it has not been proved (a)

(a) Here state particulars of the finding of the court

It is ordered that the bankrupt be discharged subject to the following conditions as to his future earnings, after-acquired property, and income —

After setting aside out of the bankrupt's earnings, after-acquired property, and income the yearly sum of \$ for the support of himself and his family, the bankrupt shall pay the surplus, if any [*or such portion of such surplus as the court may determine*], of such earnings, after-acquired property, and income to the Official Receiver [*or trustee*] for distribution among the creditors in the bankruptcy. An account shall, on the 1st day of January in every year, or within 14 days thereafter, be filed in these proceedings by the bankrupt, setting forth a statement of his receipts from earnings, after-acquired property, and income during the year immediately preceding the said date, and the surplus payable under this order shall be paid by the bankrupt to the Official Receiver [*or trustee*] within 14 days of the filing of the said account.

Dated this day of , 19

Registrar

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CAP. 67

Bankruptcy

[Subsidiary]

FORM 90

[s. 30; rules 12, 93]

Order of discharge subject to a condition requiring the bankrupt to consent to judgment being entered up against him

(Title)

On the application of

[Commencement as in Form 85]

It is ordered that the bankrupt be discharged subject to the following condition to be fulfilled before his discharge takes effect, namely, he shall before the signing of his order consent to judgment being entered against him in the original jurisdiction of this court by the Official Receiver [*or trustee*] for the sum of \$ _____, being the balance [*or part of the balance*] of the debts provable in the bankruptcy which is not satisfied at the date of his order, and for \$25 for costs of judgment.

And it is further ordered, without prejudice and subject to any execution which may be issued on the said judgment with the leave of the court, that the said sum of \$ _____ be paid out of the future earnings or after-acquired property of the bankrupt in manner following, that is to say, after setting aside out of the bankrupt's earnings and after-acquired property a yearly sum of \$ _____ for the support of himself and his family, the bankrupt shall pay the surplus, if any [*or such portion of such surplus as the court may determine*], to the Official Receiver [*or trustee*] for distribution among the creditors in the bankruptcy. An account shall on the 1st day of January in each year, or within 14 days thereafter, be filed in these proceedings by the bankrupt, setting forth a statement of his receipts from earnings, after-acquired property, and income during the year immediately preceding the said date, and the surplus payable under this order shall be paid by the bankrupt to the Official Receiver [*or trustee*] within 14 days of the filing of the said account.

And it is further ordered that upon the required consent being given judgment may be entered against the bankrupt in original jurisdiction for the said sum of \$ _____, together with \$25 for costs of judgment.

Dated this _____ day of _____, 19 _____

Registrar

FORM 91

[rules 12, 93]

Consent of bankrupt to judgment being entered for balance or part of balance of provable debts

(Title)

Re

I, *A.B.*, of _____, the above-named bankrupt, do hereby consent to judgment being entered against me in the original jurisdiction of the court by the Official Receiver [*or trustee*] for the sum of \$ _____, being the balance or part of the balance of the debts provable under my bankruptcy which is not satisfied at the date of my discharge; but this consent is subject to the provision contained in the Bankruptcy Act, Cap. 67, with regard to the issue of execution on such judgment.

Dated this _____ day of _____, 19____

Debtor

FORM 92

[rules 12, 93]

Judgment to be entered pursuant to the consent

In the Supreme Court of Brunei, sitting at

No. _____ of 19____

Between _____

Plaintiff,

and _____

A.B., Defendant

And in the matter of the bankruptcy of the said *A.B.*,

The _____ day of _____, 19____

Pursuant to the order of the court in bankruptcy dated the _____ day of _____, whereby it was ordered that

[recite substance of order]

And the consent mentioned in the said order having been given and filed in the matter of the said bankruptcy.

It is this day adjudged that the said plaintiff recover against the said defendant _____, together with \$25 for costs of judgment.

Dated this _____ day of _____, 19____

Registrar

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CAP. 67

Bankruptcy

[Subsidiary]

FORM 93

[rule 98]

Affidavit by debtor, whose discharge has been granted conditionally as to after-acquired property or income

(Title)

I, _____ the above-named debtor, make oath and say as follows —

1. I have since the date of my discharge resided and carried on business at _____, and I now reside and carry on business at _____

2. The statement hereto annexed is a full, true and complete account of all moneys earned by me and of all property and income acquired or received by me since the date of my discharge [or since the date when last I filed a statement of after-acquired property and income in court, namely, the _____ day of _____, 19____].

Sworn at, etc.

Debtor

FORM 94

[rule 29]

Application by trustee for committal of bankrupt or other person

(Title)

I, the trustee of the property of the said bankrupt [or as the case may be], do apply to the court for an order of committal for contempt of the court against the said bankrupt [or L.M., _____], on the ground set forth in the annexed affidavit.

Dated this _____ day of _____, 19____

Trustee

Affidavit of person interested in a composition for committal*(Title)*In the matter of a composition made by *A.B.*, ofI, *L.M.*, of _____, make oath and say —

1. That _____ of _____ was by an order of the court made on the _____ day of _____, 19____, ordered to [*here set out the order*].

2. That a copy of the said order was duly served on the said

3. That the said _____ has failed to obey such order.

Sworn at, etc.

L.M.

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CAP. 67

Bankruptcy

[Subsidiary]

FORM 96

[rule 29]

Affidavit in support of application for committal of debtor for contempt under section 26 or 55

(Title)

I, _____, the Official Receiver of the estate of the said debtor [the trustee of the property of the said bankrupt] make oath, and say —

Where debtor does not submit to examination

[1. That the said debtor did attend at the first meeting of his creditors held on the _____ day of _____, 19____, at _____, and wilfully refused to submit to be examined at such meeting in respect of his property [*or his creditors*], the submitting to examination being a duty imposed upon him by the Bankruptcy Act, Cap. 67.

or

Where debtor fails to attend a meeting other than the first

[1. That the said [debtor] bankrupt did wilfully fail to attend a meeting of his creditors held on the _____ day of _____, 19____, at _____ [*or to wait on me at my office on the _____ day of _____, 19____*], the attending such meeting [*or waiting on me*] being a duty imposed upon him by the Bankruptcy Act, Cap. 67.

or

Where debtor fails to execute a deed

[1. That the said [debtor] bankrupt has wilfully failed to execute [*here describe the deed, etc, that he has failed to execute*], the execution of such deed when required by me being a duty imposed upon him by section 26 [*or 55*] of the Bankruptcy Act, Cap. 67.

Where debtors fails to attend a meeting other than the first or to execute a deed

2. [That the said [debtor] bankrupt was on the _____ day of _____, 19____, duly served with a notice, a copy of which is hereunto annexed, by leaving the same at his usual place of residence, requiring him to attend the said meeting], [*or to execute the above-mentioned deed, etc.*]

Or

Where debtor fails to obey special orders of court

[1. That the said (debtor) bankrupt has wilfully failed to perform the duty imposed upon him by section 26 of the Bankruptcy Act, Cap. 67, (*here insert any act he has been required to do by any special order of the court, stating the day on which the order was made*).]

2. [That the said (debtor) bankrupt was duly served with a copy of such order by leaving the same at his usual place of residence on the _____ day of _____, 19____.]

Or

Where debtor has failed to deliver up property

[1. That the said (debtor) bankrupt has failed to deliver up possession of (*here state the property he has failed to deliver up*), which

[Subsidiary]

property is divisible amongst his creditors under the Bankruptcy Act, Cap. 67, and which said property was (*or is*) in his possession or control, he having been required by me to deliver up the said property by notice, a copy of which is hereunto annexed, and which notice was served upon him on the _____ day of _____, 19____, at _____.]

Sworn at, etc.

Official Receiver
[or Trustee]

FORM 97

[rule 29]

Affidavit of trustee under section 53 (5)

(Title)

I, *G.H.*, the trustee of the property of the said *A.B.*, a bankrupt, make oath and say —

1. That I believe that *L.M.*, of _____, hath in his possession or power as [*here set out the capacity in which the person stands to the bankrupt*] certain moneys [and securities] belonging to the bankrupt, that is to say [*here set out and describe the particular moneys and securities*].

2. That on the _____ day of _____, 19____, I did apply personally to the said *L.M.* to pay and deliver to me the said moneys and securities, and that he did not then pay or deliver, nor has he since paid or delivered, to me the same [*or That I, on the _____ day of _____, posted a letter to the said L.M., addressed to him at _____, calling upon him to, etc., and that on the _____ day of _____, 19____, I posted another letter, by which I again called upon him to, etc., and that he has failed to pay and deliver the same*].

3. That I firmly believe that the said *L.M.* is not entitled by law to retain such moneys [and securities] as against the bankrupt or against me as the trustee of the property of the bankrupt.

Sworn at, etc.

Trustee

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CAP. 67

Bankruptcy

[Subsidiary]

FORM 98

[ss. 20 (15), 110]
[rule 30]

Notice of application for committal under section 20 or 110

(Title)

To

Take notice that *C.D.*, of _____, will on the _____ day of _____, 19____, at _____ o'clock in the _____ noon, apply to the court for an order for your committal to prison for contempt of this court, you having disobeyed the order of the court made on the day of _____, 19____. [*here set out order*]. And further take notice that you are required to attend the court on such day at the hour before stated, to show cause why an order for your committal should not be made.

Dated this _____ day of _____, 19____

Registrar

FORM 99

[s. 26 (4); rule 30]

Notice of application for committal under section 26

(Title)

To the said *A.B.*, bankrupt.

Take notice that the trustee [*or Official Receiver*] of the property of the said bankrupt will on the _____ day of _____, 19____, at _____ o'clock in the _____ noon, apply to the court for an order for your committal to prison for contempt of this court, you having failed to perform the duty imposed on you by section 26 of the Bankruptcy Act, Cap. 67, [*here set out the duty he has failed to perform*]. And further take notice that you are required to attend the court on such day at the hour before stated to show cause why an order for your committal should not be made.

Dated this _____ day of _____, 19____

Registrar

FORM 100

[s. 53 (5); rule 30]

Notice of application for committal under section 53 (5)*(Title)*

To [here insert name, address and description of the person to whom the notice is to be sent].

Take notice that the trustee [or Official Receiver] of the property of the bankrupt will on the day of , 19 , at o'clock in the noon, apply to the court for an order for your committal to prison for contempt of this court you having failed to pay and deliver to him certain moneys [and securities] belonging to the bankrupt in your possession or power as [here state whether as treasurer, banker, etc.], that is to say [here set out and describe the particular moneys and securities]. And further take notice that you are required to attend the court on such day at the hour before stated to show cause why an order for your committal should not be made.

Dated this day of , 19

Registrar

FORM 101

[ss. 20 (15); 110]

Order of committal under section 20 or 110*(Title)*

Whereas by an order of this court made on the day of , 19 , [here recite the order]. Now upon the application of C.D., of , and upon hearing A.B. [or as the case may be], [or if he does not appear] reading the affidavit of [here insert name and description of person by whom the order was served on A.B.], and upon reading the affidavit of [enter evidence], the court being of opinion that the said A.B. has been guilty of a contempt of this court by his disobedience of the said order, it is ordered that the said A.B. do stand committed to [here insert prison] for his said contempt.

Dated this day of , 19

Registrar

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CAP. 67

Bankruptcy

[Subsidiary]

FORM 102

[s. 26 (4)]

Order of committal under section 26

(Title)

Upon the application of the trustee [or Official Receiver] of the property of the bankrupt [or debtor], and upon hearing the bankrupt [or if he does not appear], and reading the affidavit of [here insert name and description of person by whom the notice to show cause was served] and upon reading the affidavit of [enter evidence], the court being of opinion that the bankrupt has been guilty of a contempt of this court by having failed to [here follow the notice], it is ordered that the bankrupt do stand committed to [here insert prison] for his said contempt.

Dated this day of , 19

Registrar

FORM 103

[s. 53 (5)]

Order of committal under section 53 (5)

(Title)

Upon the application of the trustee of the property of the bankrupt, and upon hearing *L.M.* [or if *L.M.* does not appear] and reading the affidavit of here insert name and description of person by whom the notice to show cause was served] and upon reading the affidavit of [enter evidence] the court being of opinion that *L.M.* has been guilty of a contempt of this court by having failed to pay and deliver to the said trustee certain moneys [and securities] [here follow the notice], it is ordered that the said *L.M.* do stand committed to [here insert prison] for the said contempt.

Dated this day of , 19

Registrar

FORM 104

[s. 26 (4); rule 30]

Affidavit of non-compliance with order of court*(Title)*I *L.M.* of _____ make oath and say —

1. That *G.H.* of _____ was by an order of the court made on the _____ day of _____, 19____, ordered to [*here set out order*].

2. That [a copy of] the said order was duly served on the said *G.H.*

3. That the said *G.H.* has failed to obey the order.

Sworn, etc.

(Signature)

FORM 105

[rule 26]

Warrant of committal for contempt*(Title)*

To the Bailiff of the Supreme Court of Brunei and his assistants and to all police officers and to the Superintendent of Prisons.

Whereas by an order of this court bearing date the _____ day of _____, 19____, it was ordered that the said debtor [*or L.M.* of _____] should stand committed for contempt of this court.

These are therefore to require you the said bailiff, and others, to take the said *A.B.* [*or L.M.*] and to deliver him to the Superintendent of Prisons, and you the said Superintendent to receive the said *A.B.*, and him safely to keep in prison in your custody until such time as this court shall order; and you the said Superintendent shall, while the said *A.B.* is in your custody, at all times when the court shall so direct produce the said *A.B.* before the court.

Dated this _____ day of _____, 19____

Registrar

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CAP. 67

Bankruptcy

[Subsidiary]

FORM 106

Order for discharge from custody on contempt

(Title)

Upon application made this day of for *A.B.*, who was committed to prison for contempt by order of this court, dated the day of , 19 , and upon reading his affidavit showing that he has cleared [*or is desirous of clearing*] his contempt and has paid the costs occasioned thereby, and upon hearing the trustee [*or Official Receiver or C.D. of*], it is ordered that the Superintendent of Prisons do discharge the said *A.B.* out of his custody, as to the said contempt.

Dated this day of , 19

Registrar

FORM 107

Order for production of person in prison for examination before the court

(Title)

Upon application made this day of by [*applicant*] for an order for the production of *A.B.*, who was committed to prison for contempt by order of this court dated the day of , for examination before this court, it is ordered that the Superintendent of Prisons do cause the said *A.B.* to be brought in custody before the court at on the day of for examination before the court, and afterwards to be taken back to prison to be there safely kept pursuant to the said order.

Dated this day of , 19

Registrar

FORM 108

[s. 54; rule 26]

Search warrant*(Title)*

Whereas by evidence duly taken upon oath it hath been made to appear to the court that there is reason to suspect and believe that property of the said debtor is concealed in the house [*or other place, describing it, as the case may be*] of one *X.M.*, of such house [*or place*] not belonging to the said debtor.

These are therefore to require you to enter in the daytime into the house [*or other place, describing it*] of the said *X.M.* situate at aforesaid, and there diligently to search for the said property, and if any property of the said debtor shall be there found by you on such search, that you seize the same, to be disposed of and dealt with according to the provisions of the Bankruptcy Act, Cap. 67.

Dated this day of , 19

Registrar

To the Bailiff of the Supreme Court and his assistants.

FORM 109

[s. 27; rule 26]

Warrant of seizure*(Title)*

Whereas on the day of , 19 , a receiving order was made against the said debtor: These are therefore to require you forthwith to enter into and upon the house and houses, and other the premises of the said debtor, and also in all other place and places belonging to the said debtor where any of his goods and moneys are, or are reputed to be; and there seize all the ready money, jewels, plate, household stuff, goods, merchandise, books of account, and all other things whatsoever, belonging to the said debtor, except his necessary wearing apparel, bedding and tools, as excepted by the Bankruptcy Act, Cap. 67.

And that which you shall so seize you shall safely detain and keep in your possession until you shall receive other orders in writing for the disposal thereof from the trustee [*or Official Receiver*]; and in case of resistance or of not having the key or keys of any door or lock of any premises belonging to the said debtor where any of his goods are or are suspected to be, you shall break open, or cause the same to be broken open, for the better execution of this warrant.

Dated this day of , 19

Registrar

To the Bailiff of the Supreme Court and his assistants.

LAWS OF BRUNEI

262

CAP. 67

Bankruptcy

[Subsidiary]

FORM 110

[s. 27; rules 26, 27]

Warrant against debtor about to quit Brunei

(Title)

To the Bailiff of the Supreme Court of Brunei and his assistants and to all police officers and to the Superintendent of Prisons.

Whereas, by evidence taken upon oath, it hath been made to appear to the satisfaction of the court that there is probable reason to suspect and believe that the said *A. B.*, of _____ has absconded and gone abroad [*or* quitted his place of residence], [*or* is about to go abroad (*or* quit his place of residence)] with a view to avoiding service of a bankruptcy petition [*or* to avoiding appearing in a bankruptcy petition, *or* to avoiding examination in respect of his affairs, or otherwise delaying or embarrassing the proceedings in bankruptcy *or* to avoiding payment of a judgment debt in respect of which a bankruptcy notice has been issued.]

[*Or* that there is probable cause to suspect and believe that the said *A. B.* is about to remove his goods or chattels with a view to preventing or delaying such goods or chattels being taken possession of by the trustee of the property of the bankrupt *or* that the said *A. B.* has concealed (*or* is about to conceal or destroy) his goods or chattels, or some of them, or his books, documents or writings, or some or one of them, which books, documents or writings, or some or one of them, may be of use to the creditors in the course of the bankruptcy of the said *A. B.*]

[*Or* that it hath been made to appear to the satisfaction of this court that the said *A. B.* has removed certain of his goods and chattels in his possession, above the value of \$50, without the leave of the Official Receiver or trustee, that is to say (*here describe the goods or chattels*).]

[*Or* that the said *A. B.* did without good cause fail to attend at this court on the _____ day of _____, 19____, for the purpose of being examined, according to the requirements of an order of this court made on the _____ day of _____, 19____, directing him so to attend.]

These are therefore to require you the said bailiff, and others, to take the said *A. B.* and to deliver him to the Superintendent of Prisons and you the said Superintendent to receive the said *A. B.*, and him safely to keep in prison until such time as this court may order.

Dated this _____ day of _____, 19____

Registrar

FORM 111

[s. 28]

Order to Postmaster-General under section 28

(Title)

Upon the application of _____ the Official Receiver [or the trustee] of the property of the above debtor, it is ordered that for a period of 3 months from the _____ day of _____, 19____, all post letters, telegrams and postal packets directed or addressed to the said debtor, at (a) _____ shall be re-directed, sent or delivered by the Postmaster-General or officers acting under him, to (b) _____ except any letter on which there is a specific direction signed by the Official Receiver [or trustee] that it is to be delivered as addressed, if possible, and that a sealed duplicate of this order be forthwith transmitted by the Official Receiver [or trustee] to the Postmaster-General or officers acting under him.

(a) Here insert the full address or addresses

(b) "the said Official Receiver [or trustee] at _____ otherwise as the court may direct

Dated this _____ day of _____, 19____

Registrar

FORM 112

[s. 29; rule 25]

Summons under section 29

(Title)

To _____, of _____
You are hereby required to attend at _____ on the _____ day of _____, 19____, at _____ o'clock in the _____ noon, to give evidence in the above matter, and then and there to have and produce (a) _____

(a) State any particular documents required, e.g. all ledgers and books account invoices, statements of account, letters, books, papers, and documents of every kind, in any manner relating to your dealings and transactions with A. B. a bankrupt, touching a debt alleged to be due by you to the said bankrupt's estate amounting to the sum of \$ _____

Hereof if you fail, having no lawful impediment to be then made known to the court, and allowed by it, the court may by warrant cause you to be apprehended and brought up for examination.

Dated this _____ day of _____, 19____

Registrar

NOTE.—This summons is issued on the application of the Official Receiver and trustee, and take notice, that if the sum of \$ _____, stated to be due by you to this estate, to be paid to _____, Official Receiver, at _____, on or before the _____ day of _____, this summons will be discharged.

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264

CAP. 67

Bankruptcy

[Subsidiary]

FORM 113

[s. 29; rule 25]

Admission of debt by debtor of bankrupt

(Title)

In the matter of *A.B.* of _____, a bankrupt.

I, the undersigned *J.K.* of _____, do hereby admit that I am indebted to the said bankrupt in the sum of \$ _____ upon the balance of accounts between myself and the said bankrupt.

J.K.

Dated this _____ day of _____, 19 _____

Witness,

C.D., Registrar,

[or *Official Receiver*].

FORM 114

[s. 29; rule 25]

Order to pay admitted debt

(Title)

Whereas *J.K.*, of _____, in his examination taken this day, and signed and subscribed by him, has admitted that he is indebted to the said debtor in the sum of \$ _____, on the balance of accounts between him and the debtor; it is ordered that the said *J.K.* do pay to the trustee of the property of the debtor, in full discharge of the sum so admitted, the sum of \$ _____ forthwith [or if otherwise state the time and manner of payment], and to further pay to the said trustee the sum of \$ _____ for costs.

Dated this _____ day of _____, 19 _____

Registrar

FORM 115

[s. 29; rules 26, 28]

Warrant to apprehend a person summoned under section 29*(Title)*

To the Bailiff of the Supreme Court of Brunei and his assistants and to all police officers and to the Superintendent of Prisons.

Whereas by summons dated the _____ day of _____, and directed to *A.B.*, of _____ [or *F.M.*, of _____], the said *A.B.* [or *F.M.*] was required personally to be and appear on the _____ day of _____ at _____ o'clock in the _____ noon at the court to be examined [and produce such document as hereinafter mentioned] which said summons was afterwards on the _____ day of _____ as hath been proved upon oath duly served upon the said _____ and a reasonable sum was tendered him for his expenses, and whereas the said _____ having no lawful impediment made known to and allowed by the court at the time of its sitting hath refused to appear before the court at the time appointed [and/or hath refused to produce a document in his custody or power relating to the debtor, his dealings, or property, which the court has required him to produce]. These are, therefore, to require and authorise you and every of you, the said bailiff and your assistants and police officers and constables immediately upon receipt hereof to take the said *A.B.* [or *F.M.*], and bring him before this court at such time and place as this court shall direct, in order to his being examined as aforesaid, and in the meantime him safely to keep or deliver to the Superintendent of Prisons and forthwith, after such taking and delivery, to report the same to the court, and obtain its direction or order fixing a day, time and place for the examination of the said *A.B.* [or *F.M.*], and you the said Superintendent of Prisons to receive the said *A.B.* [or *F.M.*], and him safely keep in prison and in your custody to await the direction or order of the court, and to produce him before the court at such time and place as shall be specified in such direction or order, and for so doing this shall be a sufficient warrant to you and every of you.

Dated this _____ day of _____, 19 _____

Registrar

LAWS OF BRUNEI

266

CAP. 67

Bankruptcy

[Subsidiary]

FORM 116

[s. 29; rule 28]

Order for production of person apprehended under warrant under section 29 for examination before the court

(Title)

Upon report made to the court the _____ day of _____, that *A. B.* has been apprehended under a warrant issued by the court on the _____ day of _____, it is ordered that the Superintendent of Prisons do cause the said *A. B.* to be brought in custody before the court sitting on the _____ day of _____ at _____ o'clock in the _____ noon for examination before the court, and in the meantime to be safely kept, and afterwards if the court shall so direct to be taken back to prison and there safely kept pursuant to the said warrant.

Dated this _____ day of _____, 19 _____

Registrar

FORM 117

[rule 127]

Register of assignment of book debts

Satisfaction entered*	No.	Assignor			Assignee			Nature of assignment	Consideration	Date	Date of registration	Remarks
		Name	Residence	Occupation	Name	Residence	Occupation					

*For use only in case of assignment by way of security or other charge.

FORM 118

[s. 56; rule 128]

Notice of application for payment to trustee of portion of pay or salary*(Title)*To *A.B.*

Take notice that I intend to apply to the court on the day of _____, 19____, at _____ o'clock in the noon, for an order under section 56 of the Bankruptcy Act, Cap. 67, for the payment of a part of your pay [or salary or income] to me as trustee for the benefit of the creditors under your bankruptcy. On the application you are at liberty to show cause against such order being made.

Dated this _____ day of _____, 19____

G.H., Trustee

FORM 119

[ss. 56, 57; rule 128]

Notice of application for payment to trustee of income of bankrupt married woman*(Title)*

Take notice that I intend to apply to the court on the day of _____, 19____, at _____ o'clock in the noon for an order pursuant to section 57 of the Bankruptcy Act, Cap. 67, that the whole, or such part as the court may determine, of the income of the separate property of the said *A.B.* arising under an indenture of settlement dated the _____ day of _____, and made between _____ and _____ [or as the case may be], notwithstanding the restraint on anticipation to which such income is subject, may be paid to me as trustee for distribution among the creditors.

Dated this _____ day of _____, 19____

Trustee

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CAP. 67

Bankruptcy

[Subsidiary]

FORM 120

[s. 56 (1)]

Order under section 56 (1)

(Title)

Whereas it appears to the court that the bankrupt is [or here state what the bankrupt is], and as such is in the enjoyment of the monthly pay [or pension, allowance or compensation] of \$; and whereas upon the application of G.H. of , the trustee of the property of the bankrupt, it appears to the court just and reasonable that the monthly sum of \$, portion of the said pay [or pension, allowance or compensation] ought to be paid to the said trustee during the bankruptcy, in order that the same may be applied in payment of the debts of the bankrupt, and that such payment ought to be made out of the first moneys which shall be due after the day of , 19 , and be continued until the court shall make order to the contrary; it is ordered, with the consent of the Menteri Besar that such portion of the [here insert pay or pension, allowance or compensation] shall be paid to the trustee accordingly.

Dated this day of , 19

Registrar

I consent to the above order.

Dated this day of , 19

Resident

FORM 121

[s. 56 (2)]

Order under section 56 (2)

(Title)

Whereas it appears to the court that the bankrupt is in receipt of or entitled to a salary or income including bonus or commission of and whereas upon the application of the trustee of the property of the bankrupt and upon hearing the bankrupt it appears to the court just and reasonable that the monthly sum of \$ a portion of the said salary or income ought to be paid by the bankrupt to the trustee during the bankruptcy in order that the sum may be applied in payment of the debts of the said bankrupt and that the first of such payments ought to be made on the day of , 19 , and that the payments ought to be continued monthly until this court shall make order to the contrary; it is ordered that the said sum shall be paid by in manner aforesaid out of the bankrupt's said salary or income.

Dated this day of , 19

Registrar

FORM 122

[s. 57]

Order under section 57*(Title)*

Whereas it has been made to appear to the court that the bankrupt under and by virtue of an indenture of settlement, dated the day of _____, and made between _____ and _____ [or as the case may be] is entitled to separate property, the income whereof is subject to a restraint on anticipation, and whereas upon the application of the trustee in the bankruptcy and having regard to the means of subsistence available for the bankrupt and her children it appears to the court just and reasonable that the whole [or the annual sum of \$ _____ part] of such income should be paid to the trustee in the bankruptcy during the bankruptcy for distribution among the creditors by equal monthly [or quarterly or half-yearly] payments of \$ _____, and that the first of such payments ought to be made on the _____ day of _____, 19____, and that the payments ought to be continued monthly [or quarterly or half-yearly] until the court shall make order to the contrary. It is ordered that the said income [or part of income] shall be paid by _____ to the trustee in the bankruptcy in manner aforesaid.

Dated this _____ day of _____, 19____

Registrar

FORM 123

[s. 59; rule 130]

Notice to landlord of intention to disclaim leasehold property not sublet or mortgaged*(Title)*

Take notice that I intend to disclaim the (a) _____ dated _____ whereby (b) _____ was let to the above-named bankrupt at a rent of \$ _____

(a) lease or tenancy as the case may be

If you require the matter to be brought before the court, you must give notice thereof to me in writing within 7 days of the receipt by you of this notice.

(b) Here specify property let

Dated this _____ day of _____, 19____

Trustee

To

The landlord of the above-mentioned property.

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CAP. 67

Bankruptcy

[Subsidiary]

FORM 124 [ss. 59, 112 (1); rule 130]

Notice of intention to disclaim leasehold property sublet or mortgaged

(Title)

(a) Here insert particulars of demised property

Take notice that I intend to disclaim the lease dated whereby (a) was let to (b) at a rent of \$

(b) the above-named bankrupt or the case may be

If you require the matter to be brought before the court, you must give notice thereof to me in writing within 14 days of the receipt by you of this notice.

Dated this day of , 19

Trustee

To

The landlord of the above-mentioned premises and

To

The sub-tenant, or mortgagee.

FORM 125 [s. 59; rule 130]

(a) lease dated the or as the case may be

Disclaimer without notice

(Title)

(b) Insert description of the property

I, , the trustee of the property of the above-named bankrupt, hereby disclaim the (a) of the premises (b)

(c) on a tendency or for a term of years or the case may be.

which were let to the above-named bankrupt (c) at a rent of \$ per

Notice of this disclaimer has been given to (d)

Dated this day of , 19

Trustee

(d) Insert names and addresses of persons to whom notice given

[Subsidiary]

FORM 126

[s. 59; rule 130]

Disclaimer of leasehold property after notice to landlord, mortgagees, etc.

(Title)

Pursuant to notice dated the _____ day of _____, 19____, addressed to (a) _____ I, _____, the trustee of the property of the above-named bankrupt, hereby disclaim the lease dated the _____ day of _____, 19____, whereby (b) _____ were let to (c) _____ at a rent of \$ _____ for a term of _____

Notice of this disclaimer has been given to (d) _____

Dated this _____ day of _____, 19____

Trustee

(Address)

(a) Here insert names and addresses of persons to whom notice of intention to disclaim has given

(b) Here insert particulars of demised property

(c) the above-named bankrupt or the case may be

(d) Insert names and addresses of persons to whom notice of disclaimer has been given

FORM 127

[s. 59; rule 130]

Disclaimer of lease with leave of court

(Title)

Pursuant to an order of court dated the _____ day of _____, 19____, I, _____, the trustee of the property of the above-named bankrupt, hereby disclaim all interest in the lease dated the _____ day of _____, 19____, whereby the premises (a) _____ were demised to _____ at a rent of \$ _____ per annum, for a term of _____

Notice of this disclaimer has been given to _____

Dated this _____ day of _____, 19____

Trustee

(a) Insert description of the property disclaimed

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CAP. 67

Bankruptcy

[Subsidiary]

FORM 128

[s. 59; rule 130]

(a) the lease dated the

day of or as the case may be

(b) Insert description of property disclaimed

(c) on a tendency or for a term of years or as the case may be

(d) Add where necessary pursuant to notice dated the day of 19

Notice of disclaimer without leave of court

(Title)

Take notice that, by writing under my hand, bearing date day of , 19 , I, , the trustee of the property of the above-named bankrupt, disclaimed (a) of the premises known as (b) which were let to (c) at a rent of \$ per (d)

The above-mentioned disclaimer has been filed in court with the proceedings in the bankruptcy [and has been registered in the Land Office].

Your attention is directed to the provisions of the Bankruptcy Act, Cap. 67.

Dated this day of , 19

Trustee

To

(Address)

NOTE.—On the back of this notice the provisions of subsection (2) and (6) of section 59 of the Bankruptcy Act, Cap. 67, should appear.

FORM 129

[s. 59; rule 130]

Notice of disclaimer of lease with leave of court

(Title)

Take notice that pursuant to an order of court dated the day of , 19 , I, , the trustee of the property of the above-named bankrupt, by writing under my hand bearing date the day of disclaimed all interest in the lease dated the day of , 19 , whereby the premises were demised to at a rent of \$ per annum, for a term of

The above-mentioned disclaimer has been filed in court with the proceedings in the bankruptcy [and has been registered in the Land Office].

Dated this day of , 19

Trustee

To

(Address)

Form of notice by landlord other person requiring trustee to bring matter of intended disclaimer of property burdened with onerous covenants before the court

(Title)

To

Trustee of the property of the above-named bankrupt.

Sir,

I hereby give you notice that the bankrupt was, at the date of the receiving order, interested as lessee [*or as the case may be*] in the property described in the schedule to this notice, and that as such lessee [*or as the case may be*] the bankrupt was liable in respect of [*set out nature of the bankrupt's liability*] which liability has devolved on you as trustee in bankruptcy of his property, and I hereby require you to bring the matter of your intended disclaimer of the bankrupt's interest in the said property before the court.

I am, etc.,

(Signature)

[*State how interested in the property*]

Schedule to notice when given by lessor

Date of lease	Names, addresses and descriptions of parties to lease	Full description of property leased	Term and rent	Date of assignment to bankrupt (if any)	Names and addresses of parties to assignment of mortgage (if any)	Particulars of any notices of lease by bankrupt

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CAP. 67

Bankruptcy

[Subsidiary]

Schedule to notice when given by mortgagee or assignee

Date of lease	Names and addresses of parties to lease	Description of property leased	Term and rent	Date of mortgage	Names and addresses of parties to mortgage	Term conveyed by mortgage	Amount secured by mortgage	Particulars of any transfer of mortgage, with dates and names and descriptions of parties

FORM 131

[s. 82 (3); rule 173]

Application for directions by trustee

(Title)

I desire to make application to the court for its directions [*here state the particular matter in relation to which they are sought*].

Trustee

Let this application be heard on the _____ day of _____, at _____ o'clock in the _____ noon, and let the trustee give notice to [*here insert the persons to whom it is to be given*].

Dated this _____ day of _____, 19 _____

Registrar

FORM 132

[s. 82 (3); rule 173]

Order on application of trustee for directions*(Title)*

Whereas at a court held [*or in chambers*] this day the trustee of the property of the bankrupt applied to the court for its directions [*here state the particular matter in relation to which they are sought*]. Now upon hearing *C.D.*, of _____ on the matter, it is ordered [*here set out the order*], and that the trustee do pay out of the property of the bankrupt the sum of \$ _____ the costs of this order, [and the sum of \$ _____ to *C.D.* for his costs] [*or that C.D. do pay the sum of \$ _____ the costs of this order.*]

Dated this _____ day of _____, 19 _____

Registrar

FORM 133

[s. 97 (2)]

Issues of fact for trial with assessors*(Title)*

On the application of _____ and on hearing _____ it is ordered that the following issues of fact be tried with _____ assessors on _____ [*add any other necessary directions*].

Issues

- 1.
- 2.

Dated this _____ day of _____, 19 _____

Registrar

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CAP. 67

Bankruptcy

[Subsidiary]

FORM 134

[rule 143]

Creditor's petition for administration of estate of deceased debtor under section 112

(Title)

I, C.D., of [or We, C.D., of , and E.F. of], hereby petition the court that an order be made for the administration in bankruptcy of the estate of the late [here insert name and description of deceased debtor] who died on the day of , 19 , and say —

1. That the said A.B. for the greater part of the 6 months next preceding his decease resided [or carried on business] within the jurisdiction of this court [or as the case may be].

2. That the estate of the said A.B. is justly and truly indebted to me [or us in the aggregate] in the sum of \$ [set out amount of debt or debts and the consideration].

3. That [I] do not nor does any person on [my] behalf hold any security on the said deceased debtor's estate, or on any part thereof, etc. [or as in Form No. 10, Creditor's petition].

4. That the estate of the said A.B. is according to my information and belief insufficient to pay his debts.

5. That the will of the said A.B. was on the day of , 19 , proved by J.S., of , and G.H., of
or

That letters of administration were on the day of , 19 , granted to J.S., of , and G.H., of
or

That no probate or administration in respect of the said estate has been applied for.

Dated this day of , 19

C.D.

E.F.

Signed by the petitioner in my presence.

Signature of witness.

Address.

Description.

Indorsement

This petition having been presented to the court on the _____ day of _____, 19____, it is ordered that this petition shall be heard at _____ on the _____ day of _____, 19____, at _____ o'clock in the _____ noon.

If you, the said *J.S.* or *G.H.*, intend to show cause against the petition, you must file with the Official Receiver a notice showing the grounds upon which you intend to show cause, and post a copy of the notice to the petitioner or his solicitor, in each case 3 days before the day on which the petition is to be heard.

Registrar

FORM 135

[s. 112 (9); rule 143]

Petition by legal personal representative or Official Administrator for order of administration under section 112

(Title)

I, *C.D.*, of _____ [*or We, C.D.*, of _____, and *E.F.*, of _____], hereby petition the court that an order be made for the administration in bankruptcy of the estate of the late [*here insert name and description of deceased debtor*], who died on the _____ day of _____, 19____, and say —

1. That I am the Probate Officer administering the estate [*or we are*] the legal personal representative [*or representatives*] of the said [*debtor*] and that his will was on the _____ day of _____, 19____, proved by _____ [*or that letters of administration of his estate were on the _____ day of _____, 19____, granted to _____*].

2. That the said [*debtor*] for the greater part of the 6 months next preceding his decease resided [*or carried on business*] within the jurisdiction of the court [*or as the case may be*].

3. That the estate of [*debtor*] is according to my [*or our*] information and belief insufficient to pay his debts.

(Signed)

Signed by the petitioner in my presence.

Signature of witness.

Address.

Description.

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CAP. 67

Bankruptcy

[Subsidiary]

FORM 136

[s. 112 (4); rule 145]

**Order for administration in bankruptcy of estate of deceased debtor
upon petition**

(Title)

Upon the petition of *C.D.*, dated _____, and numbered
of 19_____, and upon reading _____ and hearing
_____, it is ordered that the estate of *A.B.*, of _____, who
died insolvent, be administered in bankruptcy, and that the Official
Receiver be the trustee, and the costs of this application be

Dated this _____ day of _____, 19____

Registrar

Statement to accompany application for release

(Title)

Statement showing position of estate at date of application for release

Dr.		Cr.		
	Estimated to produce per debtor's statement	Receipts		Payments
		\$	c.	
				\$
			By court fees	
			Law costs of petition	\$ c.
			Other law costs	
			Trustee's remuneration, viz —	
			per cent on \$	\$ c.
			assets realised	
			per cent on \$	
			assets distributed in dividend	
			Special manager's charges Person appointed to assist debtor under section 78 of the Bankruptcy Act.	
			Auctioneer's charges as taxed	
			Other taxed costs	
			Costs of possession	
			Costs of notices in Gazette and local papers	
			Incidental outlay	
			Total cost of realisation \$	
			Allowance to debtor.	
			(a) dividend now declared of \$	\$ c.
			per cent on \$	
			Dividends previously declared	
			Balance	\$
	\$			
Net realisation	\$			
	\$			

(a) 1st or as the case may be

LAWS OF BRUNEI

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CAP. 67

Bankruptcy

[Subsidiary]

Note—Creditors —

\$ c.

(b) Insert number of creditors

(b) preferential

(b) unsecured

The debtor's estimate of amount expected to rank for dividend was \$

Assets not yet realised are estimated to produce \$

[Add here any special remarks which the trustee thinks desirable]

Creditors can obtain any further information by inquiry at the office of the trustee.

Dated this day of , 19

Registrar

(Address)

FORM 138

[s. 67; rule 123]

Notice to creditors of intention to declare dividend

(Title)

(a) Insert here first or second or final or as the case may be

A (a) dividend is intended to be declared in the above matter. You are mentioned in the debtor's statement of affairs, but you have not yet proved your debt.

If you do not prove your debt by the day of , 19 , you will be excluded from this dividend.

Dated this day of , 19

Trustee

(Address)

FORM 139

[s. 67; rule 123]

Notice to person claiming to be creditors of intention to declare final dividend

(Title)

Take notice that a final dividend is intended to be declared in the above matter, and that if you do not establish your claim to the satisfaction of the court on or before the _____ day of _____, 19____, or such later day as the court may fix, your claim will be expunged, and I shall proceed to make a final dividend without regard to such claim.

Dated this _____ day of _____, 19____

(Trustee)

(Address)

FORM 140

Notice to creditor of intention to pay composition

(Title)

Notice is hereby given that a composition is intended to be paid in the above matter.

Your name is included in the list of creditors in the debtor's statement of affairs, but you have not yet proved your debt.

The last day for receiving proofs is the _____ day of _____, 19____

Dated this _____ day of _____, 19____

Official Receiver

LAWS OF BRUNEI

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CAP. 67

Bankruptcy

[Subsidiary]

FORM 141

[s. 67; rule 123]

Notice of dividend

(Title)

(Please bring this dividend notice with you)

Dividend of per cent

Notice is hereby given that a dividend of per cent has been declared in this matter, and that the same may be received at my office, as above, on the day of , 19 , or on any subsequent between the hours of and

Upon applying for payment this notice must be produced entire together with any bills of exchange, promissory notes or other negotiable securities held by you. If you do not attend personally you must fill up and sign the subjoined forms of receipt and authority, when a cheque or money order payable to your order will be delivered in accordance with the authority.

Dated this day of , 19

(Signed)

G.H.
Trustee

(Address)

Receipt

Received of the sum of dollars and cents, being the amount payable to me/us in respect of the dividend of per cent on my/our claim against this estate.

\$

(Creditor's signature)

Authority

(a) Strike out words inapplicable. If not to be sent by post strike out words in italics, and insert the name of the person who is to receive the or money order

Sir,

Please deliver (a) to me/us by post, at my/our risk or (a) to the bearer, Mr. the cheque or money order for the dividend payable to me/us in this matter.

(Creditor's signature)

(Date)

, 19

To

FORM 142

[s. 73]

**Application by creditor for order for trustee to pay dividend withheld
and order thereon**

(Title)

I, *F.K.*, of _____, make application to this court for an order to be made upon the trustee to pay the dividend in this bankruptcy due to me, with interest thereon for the time it has been withheld from me, that is to say, from the _____ day of _____, 19____, on which day I applied to the trustee for its payment to me, and also to pay to me the costs of this application.

Dated this _____ day of _____, 19____

F.K.

Order

Upon the reading of this application, and upon hearing _____, it is ordered that the trustee do forthwith pay to the said *F.K.* the sum of _____ dollars, the amount of such dividend.

And it is further ordered that the trustee do pay to the said creditor at the same time the sum of \$ _____, for interest on such dividend, being at the rate of 8 *per cent per annum* for the time that its payment has been withheld, together with a further sum of \$ _____ for the costs of this application.

Dated this _____ day of _____, 19____

Registrar

[If the court does not order payment, then after the words it is ordered insert the order made]

FORM 143

Request to deliver bill for taxation

(Title)

I hereby request that you will, within 7 days of this date or such further time as the court may grant, deliver to me for taxation by the Registrar your bill of costs [or charges] as (a) _____ failing which I shall, in pursuance of the Bankruptcy Act, Cap. 67, proceed to declare and distribute a dividend without regard to any claim you may have against me or against the estate of the debtor.

(a) Here state capacity in which person employed or engaged

Dated this _____ day of _____, 19____

G.H.,
Trustee

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[Subsidiary]

FORM 144

Allocatur for costs of debtor's petition

(Title)

I hereby certify —

1. That I have taxed the bill of costs of _____, the debtor's solicitor, for filing the petition herein, and have allowed the same at the sum of _____ dollars and _____ cents.

2. That the deposit of _____ paid to the Official Receiver on the filing of the petition (a) _____ included in the above-mentioned sum. (a) is or is not

3. That credit has been given in the said bill for the sum of _____ received on account of such costs.

Dated this _____ day of _____, 19

\$ _____

Registrar

FORM 145

[rule 189]

Certificate by committee of inspection as to audit of trustee's account

We, the undersigned, members of the committee of inspection in the matter of _____, a bankrupt, hereby certify that we have examined the foregoing account with the vouchers, and that to the best of our knowledge and belief the said account contains a full, true and complete account of the trustee's receipts and payments on account of the estate.

Dated this _____ day of _____, 19

A.B. }
C.D. } Committee of Inspection
E.F. }

FORM 146

[ss. 89, 93; rule 190 (3)]

Affidavit verifying trustee's account

(Title)

I, *G.H.*, of _____, the trustee of the property of the above-named bankrupt, make oath and say —

That **the account hereunto annexed marked B contains a full and true account of my receipts and payments on account of the bankrupt's estate from the _____ day of _____ to the _____ day of _____ inclusive, *and that I have not, nor has any other person by my order or for my use during such period, received or paid any moneys on account of the said estate *other than and except the items mentioned and specified in the said account.*

*If no receipts or payments, strike out the words in italics

Sworn at, etc.

G.H., Trustee

FORM 147

[rule 167]

Trustee's trading account

(Title)

G.H., the trustee of the property of the bankrupt in account with the estate.

Receipts				Payments			
Date		\$	c.	Date		\$	c.

G.H., Trustee

(Date)

We have examined this account with the vouchers and find the same correct, and we are of opinion that the expenditure has been proper.

Dated this _____ day of _____, 19____

Committee of Inspection
[or *Member of the Committee of Inspection*]

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[Subsidiary]

FORM 148

[rule 168]

Profit and loss account (trading account)

(Title)

Profit and loss account

<i>Dr.</i>		\$	c.			\$	c.
Stock on hand on _____ day of _____, 19 _____				Sales			
Purchases				Other receipts, if any			
Trade expenses, viz —				Stock on hand on _____ day of _____, 19 _____			
Rent and taxes	\$	c.					
Wages							
Miscellaneous							
Balance being profit							

G.H., Trustee

(Date)

NOTE.—This account to be submitted when the committee of inspection require, and in any case at the end of the trading business carried on by the trustee.

FORM 149

[rule 168]

Affidavit verifying trustee's trading account

(Title)

I, *G.H.*, of _____ the trustee of the property of the above-named bankrupt, make oath and say that the account hereto annexed is a full, true and complete account of all money received and paid by me or by any person on my behalf in respect of the carrying on of the trade or business of the bankrupt, and that the sums paid by me as set out in such account have, as I believe, been necessarily expended in carrying on such trade or business.

Sworn at, etc.

G.H., Trustee

FORM 150

[s. 88; rule 176]

Statement of accounts under section 88

(Title)

Receipts					Payments				
Date	Of whom received	Nature of receipt	Amount		Date	To whom paid	Nature of payment	Amount	
			\$	c.				\$	c.

(Signature)

Dated this day of , 19

FORM 151

[rule 182]

Affidavit by special manager

(Title)

I, of , make oath and say as follows —

1. The account hereunto annexed marked with the letter “A”, produced and shown to me at the time of swearing this my affidavit, and purporting to be my account as special manager of the estate or business of the above-named debtor, contains a true account of all and every sums and sum of money received by me or by any other person or persons by my order or to my knowledge or belief for my use on account or in respect of the said estate or business.

2. The several sums of money mentioned in the said account hereby verified to have been paid or allowed have been actually and truly so paid and allowed for the several purposes in the said account mentioned.

3. The said account is just and true in all and every the items and particulars therein contained according to the best of my knowledge and belief.

Sworn, etc.

(Signature)

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[Subsidiary]

FORM 152

[s. 94; rule 168]

Notice to creditors of intention to apply for release

(Title)

Take notice that I, the undersigned trustee [*or late trustee*] of the property of the bankrupt, intend to apply to the court for my release, and further take notice that any objection you may have to the granting of my release must be notified to the court within 21 days of the date hereof.

A summary of my receipts and payments as trustee is here annexed.

Dated this day of , 19

Trustee

Creditor

To

K.L.,

NOTE.—Subsection (3) of section 94 of the Bankruptcy Act, Cap. 67, enacts that “An order of the court releasing the trustee shall discharge him from all liability in respect of any act done or default made by him in the administration of the affairs of the bankrupt, or otherwise in relation to his conduct as trustee, but any such order may be revoked on proof that it was obtained by fraud or by suppression or concealment of any material fact.”

FORM 153

[s. 94; rule 168]

Application by trustee to court for release

(Title)

I, *G.H.*, the trustee of the property of the bankrupt, do hereby report to the court as follows —

1. That the whole of the property of the bankrupt has been realised for the benefit of his creditors [and a dividend to the amount of *per cent* has been paid as shown by the statement hereunto annexed];

[*or* That so much of the property of the bankrupt as can, according to the joint opinion of myself and the committee of inspection, hereunto annexed in writing under our hands, be realised without needless protracting the bankruptcy, has been realised as shown by the statement

hereunto annexed, and a dividend to the amount of *per cent*
has been paid];

[*or* That a composition (*or* scheme) under section 25 of the Bankruptcy Act, Cap. 67, has been duly approved by the court.]

2. I therefore request the court to grant me a certificate of release.

Dated this day of , 19

G.H.,
Trustee

FORM 154

[s. 38 (6)]

Notice of transfer of separate estate to joint estate for Gazette

(Title)

Notice is hereby given that there being in the hands of the trustee in the above bankruptcy a surplus estimated at \$ arising from the separate estate of [*name of separate partner*] one of the bankrupts, and there being no separate creditors of such bankrupt, it is the intention of such trustee, at the expiration of days from the appearance of this notice in the *Gazette*, to transfer such surplus to the credit of the joint estate in the said bankruptcy.

Dated this day of , 19

Trustee

PART II

[rule 31]

REGULATIONS AS TO COSTS

1. The scale of costs and the amount and the mode of taxation thereof shall be that applicable from time to time in the original jurisdiction of the Supreme Court.

2. In respect of business connected with sales, purchases, leases, mortgages and other matters of conveyancing, and in respect of other business not being business transacted in court or in chambers, and not being otherwise contentious business, the solicitor's remuneration shall (in the absence of any agreement to the contrary) be regulated by the conveyancing scale charges for the time being in force:

Provided that, in cases of sales of mortgaged properties, the trustee's solicitor shall be entitled to percentage only upon so much of the

[Subsidiary]

proceeds of sale as shall not be chargeable by the mortgagee's solicitor with the percentage, and such percentage shall be payable only out of the proceeds of sale.

3. All court fees and other proper disbursements shall be allowed in addition to the remuneration in the authorised scale.

4. Extra allowance for length of sittings, or other increased allowances not inconsistent with the scale, may be allowed:

Provided that any such allowances shall have been ordered and certified by the court at the time, or all such charges shall be disallowed.

5. Vouchers shall be produced on taxation for all payments, or such payments shall be disallowed.

6. As to all fees or allowances which are discretionary, the same are, unless otherwise provided, to be allowed at the discretion of the Registrar, who in the exercise of such discretion is to take into consideration other fees and allowances to the solicitor and counsel, if any, in respect of the work to which any such allowance applies, the nature and importance of the matter, the amount involved, the interest of the parties, the estate or person to bear the costs, the general conduct and costs of the proceedings, and all other circumstances.

7. The allowances to witnesses in bankruptcy proceedings in the court shall be in accordance with those from time to time ordinarily made in proceedings in the original jurisdiction of the Supreme Court.

PART III

SCALE OF FEES AND PERCENTAGES

[s. 114]

IN BANKRUPTCY

Table A

	\$ c.
1. Declaration by a debtor of inability to pay his debts, filing of	2.00
2. Bankruptcy notice	5.00
3. Bankruptcy petition	50.00
4. Bond with sureties, including filing	6.00
5. Affidavit other than proof of debts, including filing	2.00

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6. Subpoena, or summons under section 2950
7. Marking exhibit, including filing50
8. Proof of debt above \$20, including filing	1.00
9. Petition under section 112	50.00
10. (a) Application for an order of discharge including expenses of gazetting	25.00
(b) and for each creditor to be notified50
11. Application for search other than by petitioner, trustee, bankrupt or any officer of the court	1.00
12. Application to the court, except by the Official Receiver when acting either as Official Receiver or trustee, and except where otherwise specifically provided for	4.00
13. Order of the court, including filing	5.00
14. Office copy, each folio of 72 words50
15. Allocatur by the Registrar for any costs, charges or disbursements —	
Where the amount allowed does not exceed \$100	4.00
Where the amount exceeds \$100 —	
for the first \$100	4.00
for every additional \$100 or fraction thereof	1.00
16. Application to the Registrar for payment of money out of the Bankruptcy Estates Account	2.00
17. On every application to the court to approve a composition—a fee computed at the following rates on the gross amount of the composition, i.e. \$15 on every \$1,000 or fraction of \$1,000 up to \$50,000, and \$7.50 on every \$1,000 or fraction of \$1,000 beyond \$50,000.	
18. On every application to the court to approve a scheme of arrangement—a fee computed at the following rates on the gross amount of the estimated assets (but not exceeding the gross amount of the unsecured liabilities), i.e. \$15 on every \$1,000 or fraction of \$1,000 up to \$50,000, and \$7.50 on every \$1,000 or fraction of \$1,000 beyond \$50,000.	
Provided that where a fee has been taken on a previous application to the court to approve a composition or scheme, or where a fee has been paid under this table on the account submitted for audit, seven-eighths of the amount thereof shall be deducted from the fee payable on an application to approve a composition or scheme.	
19. On every application for release by a trustee—a fee of \$2.50 on every \$1,000 or fraction of \$1,000 of assets realised and brought to credit.	
20. Registration of assignment of book debts under rule 127 —	

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	\$ c.
(a) On producing original assignment, filing attested copy thereof and certified translation (when necessary) including registering and marking original.....	1.00
(b) Every search or official certificate of the result of a search in one name in any register or index in the custody of the Registrar.....	1.00
(c) For every additional name if included in the same certificate50
(d) For a duplicate copy of certificate if not more than 3 folios.....	.50
(e) For every additional folio.....	.50
(f) On filing certificate or other evidence of satisfaction to the approval of the Registrar	1.00

Table B

1. On the net assets realised or brought to credit by the Official Receiver, whether acting as interim receiver, receiver or trustee, or by a trustee other than the Official Receiver, after deducting any sums paid to secured creditors in respect of their securities, and not being assets realised by a special manager or moneys received and spent in carrying on the business of the debtor, and on the net assets realised by an Official Receiver when acting as trustee, or by a trustee other than the Official Receiver to administer a debtor's property under a composition or scheme, after deducting any sums paid to secured creditors in respect of their securities, and not being moneys received and spent in carrying on business of a debtor, a percentage according to the following scale —

On the first \$10,000 or fraction thereof	7½ per cent
On the next 15,000 or fraction thereof	6 per cent
On the next 25,000 or fraction thereof	4½ per cent
On the next 50,000 or fraction thereof	3 per cent
On all further sums	2 per cent

Provided that where the assets realised or any part thereof consist of the profit on exchange contracts the following percentages shall be payable in respect of the net amount realised by such contracts —

(a) Realised.....	2½ per cent
(b) Set off	1 per cent

2. On the amount distributed to creditors by the Official Receiver or any other trustee, when acting as trustee under a composition —

On the first \$ 5,000 or fraction thereof	3 per cent
---	------------

[Subsidiary]

On the next 5,000 or fraction thereof	2¼ per cent
On the next 10,000 or fraction thereof	1½ per cent
On all further sums	¾ per cent

3. On the amount distributed in divided by the Official Receiver, or any other trustee, when acting otherwise than as trustee under a composition —

On the first \$10,000 or fraction thereof	3¾ per cent
On the next 15,000 or fraction thereof	3 per cent
On the next 25,000 or fraction thereof	2¼ per cent
On the next 50,000 or fraction thereof	1½ per cent
On all further sums	1 per cent

4. For the Official Receiver acting as interim receiver of the property of a debtor, in addition to the percentage chargeable on realisations, on every order

	\$45.00
and in addition, where the order is in force for a longer period than 14 days, for every 7 days after the first 14, and for every fraction of 7 days.....	15.00

5. For each notice by the Official Receiver to a creditor of a first or any other meeting, or sitting of the court —

Where the estimated value of the assets exceeds \$1,000—each notice.....	50 cents
Where the estimated value of the assets does not exceed \$1,000 —	
On the first 20 notices—each notice	50 cents
For each notice above 20.....	25 cents
Each notice by the Official Receiver to a creditor of an adjourned meeting or an adjourned sitting of the court	25 cents

6. For the Official Receiver supervising a special manager or the carrying on of a debtor's business, where the estimated assets exceed \$1,000—a fee according to the following scale —

	<i>Per week \$ c.</i>
If the gross assets are estimated by the Official Receiver not to exceed \$5,000	15.00
If to exceed \$ 5,000 but not to exceed \$ 50,000	30.00
If to exceed 50,000 but not to exceed 100,000	45.00
If to exceed 100,000 but not to exceed 200,000	60.00
If to exceed 200,000.....	75.00

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7. Travelling, keeping possession and other reasonable expenses of Official Receiver or trustee—the amount disbursed.

8. For official stationery, printing, books, forms and postages—each estate —

	\$ c.
for every 10 applications to debtors to an estate, or fraction of 10	1.50
Where the estimated assets exceed \$1,000 —	
for every 10 creditors or fraction of 10	7.50
Where the estimated assets do not exceed \$1,000 —	
for every 10 creditors or fraction of 10 up to 20.....	7.50
for every 10 creditors or fraction of 10 above 20....	3.75

9. A fee according to the following scale on the gross amount of the assets realised and brought to credit shall be paid —

(a) in respect of estates in which the Official Receiver acts as trustee, when he accounts to the court under subsection (3) of section 78 of the Act;

(b) in respect of estates in which the Official Receiver is not acting as trustee, when the trustee sends his accounts to the Official Receiver under subsection (1) of section 93 of the Act.

Scale

\$15 on every \$1,000 or fraction of \$1,000 up to \$50,000

\$7.50 on every \$1,000 or fraction of \$1,000 beyond \$50,000:

Provided that where a fee has been taken on an application to approve a composition or scheme of arrangement, seven-eighths of the amount thereof shall be deducted from the fee.

10. On every payment of money out of the Bankruptcy Estate Account—20 cents of each \$10 or fraction of \$10 to be charged as follows —

When the money consists of unclaimed dividends—on each dividend paid out

When the money consists of undistributed funds or balances—on the amount paid out.

Table C

[rule 180]

Scale of allowances to auctioneers, accountants and special managers

All the following charges shall be subject to reduction by agreement with the Official Receiver or the trustee.

1.—Auctioneers

Pure personal property.

	\$	c.
For inventory only and one copy (not exceeding 5 folios)	15.00	
For every additional folio beyond 5 up to 20 and one copy		1.00
For each folio above 20 and one copy75
For inventory and valuation —		
On the first \$1,000	$2\frac{1}{2}$	per cent
On the next 4,000	$1\frac{3}{4}$	per cent
Above \$5,000 up to \$100,000	1	per cent
Above 100,000	$\frac{1}{2}$	per cent

For sales by private contract based on the valuation—half the above charges for inventory and valuation.

For sales by auction, in addition to such out-of-pocket expenses as may be authorised at the time by the Official Receiver or trustee —

On the first \$1,000	6	per cent
On the next 4,000	5	per cent
On the next 5,000	4	per cent
Above \$10,000	$2\frac{1}{2}$	per cent

Leaseholds

For sales by auction of leasehold property including prior valuations, for determining amount of reserve bids; and for sale, by private contract, to include prior valuation —

On the first \$ 3,000	5	per cent
On the next 17,000	$2\frac{1}{2}$	per cent
Above \$20,000 up to \$50,000	$1\frac{1}{2}$	per cent
Above 50,000	1	per cent

2.—Architects

For valuation of leasehold property and reporting thereon a fee to be fixed by agreement but not to exceed —

On the first \$10,000	1	per cent
On the next 90,000	$\frac{1}{2}$	per cent
Above \$100,000	$\frac{1}{4}$	per cent

Cost of surveys, dilapidations and specifications—in discretion of taxing officer, \$25 to \$100.

[Subsidiary]

The foregoing charges to be in addition to such out-of-pocket expenses as may be authorised at the time by the Official Receiver or trustee.

General

An architect or auctioneer who uses his own motor car or motor cycle, instead of travelling by railway or hired vehicles, shall be entitled if the taxing officer is satisfied that such user was reasonable to an allowance not exceeding 25 cents per mile.

Fees for services not provided for in the scale may be fixed by agreement with the trustee and the consent of the committee of inspection.

3.—*Special manager's and accountant's charges*

Where the employment of a special manager or accountant has been duly sanctioned, and in the absence of any special arrangement with the Official Receiver or the trustee for a smaller amount, the following charges may be allowed —

	\$	\$
For carrying on a business and supervising same and all accounting, collecting and realising assets in respect thereof or preparing balance sheet, investigating accounts, etc.—principal's time, exclusively so employed, per day of 6 hours, including necessary affidavit verifying accounts	100	to 175
Chartered or Incorporated Accountants other than principals	75	to 100
Chief clerk's time	20	to 45
Other clerk's time, per day of 7 hours	5	to 20

These charges shall include stationery, except the forms used.

N.B.—Only the minimum charges will be allowed as a rule, unless there is good reason for increasing them, such as the difficulty and unusual nature of the business to be carried on, the complexity of negotiations or other similar consideration.