



Instruction to serve a Statutory Demand

Our Ref:

For internal use only

➤ Instruction from

Contact Name: _____ Your Ref: _____

Company Name: _____

Address: _____

Postcode: _____

Email address: _____

Telephone: _____ DX: _____

➤ Creditor details

Creditor Name: _____

Address: _____

Postcode: _____

Telephone _____ Email address: _____

➤ Debtor details

Debtor Name: _____

Address for service: _____

This should be either the debtors main residence or trading address if a business Postcode: _____

Registered address: _____

If known Postcode: _____

Trading address: _____

If the debtor is a sole trader please include their trading address here Postcode: _____

Debtors Contact Home telephone: _____ Work Telephone: _____

Details: Mobile: _____ Email address: _____

➤ Particulars of debt

Has a judgment been issued?: Yes No Has The Sheriffs Office enforced this?: Yes No The Sheriffs Office ref number: _____

Name of court judgment was issued in: _____ Court claim number: _____

including Division or District Registry if issued in the High Court

Amount of the debt: £ _____

Are you claiming interest?: Yes No Interest amount £ _____

If yes, please give details on which grounds the interest can be charged:

Are you claiming additional charges?: Yes No Additional amount £ _____

i.e. Statutory Demand fee, Compliance fee

If yes, please give details on which grounds the additional charges can be made:

SHCE Limited trading as The Sheriffs Office - Terms & Conditions

Statutory Demand Service

These terms are set out as the basis on which The Sheriffs Office [TSO] (a trading style of SHCE Ltd) provide our services to you, the private individual, authorised company representative or Solicitor instructing us as set out overleaf. You shall be and remain 'the client' in all matters relating to this service and any additional services provided through SHCE Ltd.

Non Solicitors should be aware that we are not a law firm and we do not provide legal advice. This is only a processing service based on the information you provide. If you require advice about any of the issues relating to issuing and service of a statutory demand you are required to seek independent legal advice accordingly.

Our processing team will complete a statutory demand based upon the documentary information you have provided with this instruction form and will make up to three attempts to personally serve it. An affidavit of service will then be prepared based on the outcome of the attempts to serve the documents and returned to you with a copy of the statutory demand and any original documents that you provided.

The Sheriffs Office reserves the right to decline any instructions without stating a reason. In such circumstances any monies paid to The Sheriffs Office in respect of those instructions may be refunded upon written request and approval by the board of Directors of SHCE Ltd.

The Sheriffs Office reserves the right to change our fees from time to time without notice. Any change in our fees will not apply to any instructions we have already accepted. Any change in VAT or court fees will take effect immediately, and we reserve the right to delay the processing of any claim until such time as all monies due are settled in full.

The cancellation of an instruction should be made directly to The Sheriffs Office in writing by post and/or fax, by email to legal@thesheriffsoffice.com or by telephone to 0333 001 5100.

SHCE Ltd and its various trading styles undertake to do everything within their powers to ensure that your dealings with us are simple and effective. Should you wish to comment on any aspects of our services please put this in writing to us accordingly.