

Schedule of Documents/Information Required

1. List of all creditors with full addresses, references, and sums due
2. List of all employees with full addresses, rates of pay, age, years of service
3. Copies of any Judgments, Winding Up Petition, Walking Possession Agreements obtained against the company
4. Copies of all finance agreements, including any vehicle finance agreements
5. Full address of business
6. Example of headed paper
7. Names and addresses of all current directors and all others who have been directors in the last 3 years
8. Names and addresses of shareholders together with details of shareholdings
9. Full Bank details together with latest Bank Reconciliation
10. Copies of any debentures/loans, together with latest Bank Facility letter
11. Brief History of Business, including details of nature of business, location, reasons for current difficulties
12. Last 2 years of audited accounts and latest management accounts
13. Latest Profit and Loss and Cash Flow Projections – if available
14. Company's Statutory Books
15. Bank statements for last 6 months of trading
16. Latest aged creditor listing
17. Latest aged debtor listing
18. Copies of last 3 VAT returns
19. Schedule of assets with current Book Values
20. Copy of all leases in respect of premises
21. Details of any Director Pension benefits such as benefit statement or other correspondence
22. Details of any Director related insurances such as "Key Man", share protection, loan protection and/or policies assigned to a bank or other lender
23. Any other information you consider relevant