

Schedule of Documents/Information Required

1. Your full name
2. Your date of birth
3. Any alias you have been known by
4. List of all creditors [including personal and business] with full addresses, references, and sums due – *see attached*
5. Copies of any Judgments, Orders, Walking Possession Agreements obtained against you
6. Copies of all finance agreements, including any vehicle finance
7. Full address of business
8. Full address of personal property
9. Full details of mortgage company and other secured lenders including latest Redemption Figures
10. Current Valuation for freehold property
11. Brief History of Business, including details of nature of business, location, reasons for current financial problems
12. Details of personal and business assets giving asset values
13. Last 3 years of accounts and latest management accounts
14. Monthly Income & Expenditure Account – *see attached*
15. Latest Self-Assessment Tax Return submitted to Inland Revenue
16. Last 3 VAT Returns and VAT number
17. National Insurance Number and current Tax Reference
18. Details of current employment
19. Details of an Endowments held such as valuation or bonus statement or other related correspondence
20. Details of any Pensions held such as annual benefit statements or any other related correspondence
21. Details of any life insurance policies held such as policy schedule or any other related correspondence
22. Any other information you consider relevant