

LIST OF INFORMATION REQUIRED FOR COMPANIES

Vital documentation

List of names, addresses and references for all creditors (with an invoice or statement from each creditor)

Schedule of VAT outstanding, split between the various quarters

Schedule of PAYE/NIC outstanding

Last two years audited accounts and any management/draft accounts since the last audited accounts

List of debts due to the company with ALL invoices making up the outstanding amounts

Schedules of any intercompany accounts and Directors' loan accounts

Latest bank statement

Schedules of all assets and stock

Copies of all writs, petitions, distraints and any legal processes commenced against the Company

Details of all debentures and charges: name, address, reference of lender together with the date granted

Copy of your passport or photo driving licence, and a utility bill

Useful documentation

Names, addresses, dates of appointment and resignation of Directors and Company Secretaries

Names addresses and shareholdings of the shareholders

Copies of the last 12 months VAT returns, with supporting calculations

Final P35 run, with associated P14s and P45s

Last three months bank statements

Latest cheque book and paying in book

Statutory books and records, including memorandum and articles of association

Name, address, tel and ref of insurance broker

Name, address, tel and policy number of pension scheme

Name, address and agreement nos for all leasing/hire companies

1 - 2 page potted history of the Company, incorporating how it started, where it traded from, what finance was raised, when and from where and the reasons for failure.