

LIST OF INFORMATION REQUIRED FOR INDIVIDUALS

Vital information

Full name, address, date of birth and National Insurance number

Telephone, fax, mobile number(s) and email address(es)

Details of any matrimonial proceedings

Details of current employment, including salary

Estimated monthly income & expenditure account

Details of any previous bankruptcy, IVA or involvement with insolvent companies

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

Details of all properties with estimated values

Details of all mortgagees and chargeholders, with amounts outstanding

Details of all motor vehicles with an estimate of values

Complete list and est market value of all plant, machinery, equipment and stock

Aged list of debts due to you

For any life policies name of life company, policy no and est surrender value

Investments, shares, premium bonds, PEPs, ISAs, etc

Cash at bank/building societies

Details of personal items of high value (antiques, jewellery, etc)

Details of any copyrights, patents, royalties

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

Schedule of VAT outstanding

Schedule of PAYE/NIC and other taxes outstanding

In respect of loans taken out, why each loan was sought, when and what security, if any, was given

Any legal proceedings /judgments /statutory demands, distrains, walking possessions, etc either actual or threatened

Details of all personal or other guarantees given by any person or company in respect of your liabilities

Details of all guarantees given by you in respect of the liabilities of any other person or company

Useful information

A short (not more than 1 page A4) history

Name, address, tel and policy number of all pension scheme(s)

Copy of latest bank statement for each account you hold

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