



turpin barker armstrong

CORPORATE INSOLVENCY QUESTIONNAIRE

Name of Company:

Once completed, please return to:-

Allen House
1 Westmead Road
Sutton
Surrey
SM1 4LA

Telephone: 020 8661 7878
E-Mail: tba@turpinba.co.uk

NOTES

Please read these important notes before completing the questionnaire

1. You should complete the questionnaire to the best of your knowledge. Please attach copies of any relevant documentation and correspondence.
2. It is important that you provide the details of all creditors.
3. You must not dispose of, sell or transfer any of the company's assets without informing this office beforehand. You should not enter into any new credit transactions nor attempt to enter into an arrangement with individual creditors.
4. You must not pay any creditor in preference to others without good reason.
5. Should you have any queries please contact this office.

Statutory Information

If part, or all, of the statutory information for the Company recorded at Companies House is incorrect please provide details below:

--

Shareholding

Authorised share capital:				
Issued share capital:				
Name of Shareholder	Address	Shareholding	Phone Number	Email address
Is there a Register of Members?		YES	<input type="checkbox"/>	NO <input type="checkbox"/>

Tick this box if the above shareholder information is correct

Directors

Name	Correspondence Address	Position Held	Date of Birth	Telephone number	Email address

Trading Information

Trading name(s) (if any):				
Describe the company's business, its products and/or services:				
Main trading address(es):				
Please tick the appropriate box below to describe the basis on which the trading address is occupied:				
Freehold <input type="checkbox"/> Leasehold <input type="checkbox"/> Serviced office <input type="checkbox"/> Home <input type="checkbox"/> Estimate value £___ See below				
Informal agreement <input type="checkbox"/> Management agreement <input type="checkbox"/> Other <input type="checkbox"/> Please specify _____				
➤ <u>Please provide a copy of the lease/rental agreement</u>				
If the property is leasehold, please provide the following information:				
Landlord Name & Address	Amount of rent £	Amount of any arrears £	Date lease commenced	Date of next payment due under lease/frequency of rent
Has a rent deposit been paid? YES <input type="checkbox"/> NO <input type="checkbox"/>				
If YES, how much _____				
Please provide the name of the local council: _____				
Did the company pay business rates? Yes/No				
Account Number of business rates: _____				
➤ <u>Please provide a copy of a recent business rates bill</u>				

Is the business still trading? **YES** **NO**

If NO, when did it cease trading? _____

If YES, is the business going to cease trading in the near future? **YES** **NO**

If YES, when is the business planning to cease trading? _____

What were the reasons for the insolvency of the company?

Does the company have any parent, subsidiary or otherwise associated companies? If so, please provide details:

Transactions Between Connected Parties

Have any assets been sold within the last 12 months (other than in the ordinary course of business)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Was this sale made to a connected party (i.e., an associated company or an associate of the company or director)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Please provide the following in respect of each transaction identified above:

(Copy this page if there is more than one transaction)

What assets were acquired or sold?
What was the consideration given for the asset(s)?
What was the date of the sale?
What was the date the consideration for the sale was paid?
Was a valuation of the asset(s) obtained? YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, who conducted the valuation and what are their qualifications to do so?
Did the company pass any resolutions authorising the transaction? YES <input type="checkbox"/> NO <input type="checkbox"/>
If so please provide minutes of the meeting in which the resolution was passed.

Company Accountant

Name:
Address:
Telephone No:
Contact Name:
Email address:
<p>➤ <u>Please provide copies of the last 3 sets of full accounts prepared. If no accounts were prepared for any period within the last 3 years, please advise. Draft or informal accounts are acceptable.</u></p>

Company Solicitor

Name:
Address:
Telephone No.
Contact Name:
Email address:
<p>Please provide details of any outstanding matters on which they are acting (if any), attaching relevant correspondence where applicable:</p>

Insurance Broker

Name:			
Address:			
Telephone No.			
Contact Name:			
Email address:			
Policy Details	Premium Paid	Renewal Date	Refund on cancellation?
Did the Company have business interruption insurance?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Did the Company have D&O insurance policy?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Electricity Provider

Name:	
Address:	
Telephone No.	
Account Number	
Meter Reading	Date:
Payment date	Monthly / Quarterly / Annually
Prepayment (if any)	

Gas Provider

Name:		
Address:		
Telephone No.		
Account Number		
Meter Reading		Date:
Payment date	Monthly / Quarterly / Annually	
Prepayment (if any)		

Company Bank Details

(If the company banks with more than one institution then copy this page and complete for each account identified)

Bank Name			
Address			
Telephone No.			
Relationship Manager Name			
Email address			
Bank Accounts			
Sort Code	Account Number	Balance of Account £	Overdraft Limit (If applicable) £

<p>Did the bank take any security over company assets in the form of a charge or a mortgage?</p> <p style="text-align: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If so please provide a copy of the security documents (e.g. registered charge, mortgage agreement).</p>
<p>Were any guarantees given by the directors in respect of company borrowings?</p> <p style="text-align: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></p>

➤ **Bank statements**

Please note we work with Armalytix, a third-party provider that we trust to help us understand your businesses financial profile ahead of your appointment with an Insolvency Practitioner. **You will receive a separate email requesting bank statements directly from Armalytix.**

Bank statements are required for all bank accounts operated by the company.

Book Debts

Are there are book debts owed to the Company? YES NO

If YES, please complete the table below:

Total debtor ledger value	£
Estimated bad debts/disputed debts	£
Total estimated to realise	£
Details of any debtors not included on the aged debtor ledger provided	
Are any of the debts subject to invoice discounting/factoring?	YES <input type="checkbox"/> NO <input type="checkbox"/>

- **Please provide a copy of the company's current debtors' summary or aged debtors list from the company's internal record keeping system (i.e., computer printout) together with copies of relevant invoices.**

Motor Vehicles

Does the company own or have the use of any motor vehicles? **YES** **NO**

If YES please provide the following for each vehicle identified:

Vehicle Type	Reg. No.	Mileage	Ownership status	Approx Value (£)	Copy lease/logbook provided
			*Leased/Owned		YES <input type="checkbox"/>
			*Leased/Owned		YES <input type="checkbox"/>
			*Leased/Owned		YES <input type="checkbox"/>

Plant and Equipment

Does the company own any plant or equipment? **YES** **NO**

If YES please complete the table below:

Plant and Equipment Details	Condition	Ownership	Location	Approx Value (£)	Copy lease provided
		* Leased/Owned			YES <input type="checkbox"/>
		* Leased/Owned			YES <input type="checkbox"/>
		* Leased/Owned			YES <input type="checkbox"/>

*Delete as applicable

➤ **Please provide a fixed asset register**

Stock

Did the company own any stock? YES NO

If YES please complete the table below:

Details of Stock	Estimated total value	Location	Subject to Retention of Title?
	£		YES <input type="checkbox"/> NO <input type="checkbox"/>

➤ **Please provide a stock list.**

Please provide details of anyone likely to be interested in any of the Company's assets:

Company Web Site and Social Media

Did the company operate a web site? YES NO

If YES please provide the following information:

Web address	
Web site host	
Host contact details	
Account/login details	
Registrant	

Did the company operate a social media account? YES NO

If YES please provide the following information:

Social Media account	
Email address for login	
Password	

Refunds

Are there any refunds/prepayments due to the Company? **YES** **NO**

Insurance TFL Fleet Account Business Rates

Utilities HMRC Other

If you have ticked any of the above, please provide the following information:

Refund due from	
Amount of refund due	£

Other Assets

Does the Company own any of the following?

Patents **YES** **NO**

Trademarks **YES** **NO**

Copyrights **YES** **NO**

Please provide the following if you ticked YES any of the above:

Type of Asset	Description	Estimated Value £

Liabilities - HMRC

Online login

Government gateway user ID (up to 12 characters):	
Password:	

VAT

VAT Registration No:	
Is the Company part of a VAT Group?	
Has the company de-registered for VAT?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES what was the date of de-registration?	
Estimate of VAT due to HMRC:	£
Which period does the VAT debt relate to?	

➤ **Please provide a copy of the last 3 VAT returns**

PAYE/NIC & CIS

Accounts Office Reference:	
PAYE Tax Reference:	

Does the company owe any monies in respect of any of the following?

Employees – PAYE	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Employees – NIC	YES <input type="checkbox"/>	NO <input type="checkbox"/>
CIS	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Employers - NIC	YES <input type="checkbox"/>	NO <input type="checkbox"/>

If you have answered YES to any of the above questions, please complete the following:

Nature of debt	Period		Due £
	From	To	
PAYE			
Employees – NIC			
CIS			
Employers- NIC			

Corporation Tax

Corporation Tax Reference:	
Estimate of amount due:	£
What period does the debt relate to?	
When was the last return submitted?	
Is there any prospect of a terminal loss relief claim?	YES <input type="checkbox"/> NO <input type="checkbox"/>

➤ **Please provide a copy of the last 3 Corporation tax returns**

Time to pay agreements

Have you previously entered into a Time to Pay Agreement in respect of HMRC's debt?

YES NO

If YES please provide details below:

Date entered into	Amount initially due £	Monthly instalments £	Balance outstanding £

Coronavirus Schemes

Have you used any of the following government schemes?

- | | | | | | |
|----------------------------|------------|--------------------------|-----------|--------------------------|-------------------------|
| Job retention scheme | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | |
| VAT deferral | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | |
| Business Rates relief | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | |
| Business Interruption Loan | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | If YES, how much £_____ |
| Future Fund | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | |
| Bounce back loan | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | If YES, how much £_____ |
| Eat out to help out | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | |
| Grant | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | If YES, how much £_____ |
| Christmas support payment | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | |
| Other | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | |

Accounting records

<p>Where are the physical accounting records stored?</p>	<p>Trading Premises <input type="checkbox"/> Accountant's office <input type="checkbox"/> Director home <input type="checkbox"/> Other <input type="checkbox"/> Please specify _____</p>
<p>Please confirm what the records consist of</p>	<p>Cheque/Paying in book <input type="checkbox"/> Bank statements <input type="checkbox"/> Lease/Rental Agreements <input type="checkbox"/> Finance Agreements <input type="checkbox"/> Factoring/Invoice Discounting Agreements <input type="checkbox"/> Personnel Records <input type="checkbox"/> Employee Expenses <input type="checkbox"/> PAYE records <input type="checkbox"/> VAT returns <input type="checkbox"/> Corporation Tax returns <input type="checkbox"/> Formal accounts <input type="checkbox"/> Management Accounts <input type="checkbox"/> Sales Invoices <input type="checkbox"/> Purchase invoices/statements <input type="checkbox"/> Aged Sales/Purchase ledgers <input type="checkbox"/> Nominal ledger <input type="checkbox"/> Petty cash ledger <input type="checkbox"/> Fixed Asset Register <input type="checkbox"/> Minute book <input type="checkbox"/> Register of members <input type="checkbox"/> Other <input type="checkbox"/> Please specify:</p>
<p>What electronic accounts package do you use?</p>	<p>Sage <input type="checkbox"/> QuickBooks <input type="checkbox"/> Xero <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Please specify _____ ➤ <u>Please provide a backup of the accounts package</u></p>
<p>Login for accounts package:</p>	

Password for accounts package:	
Where are the digital records (i.e. computer records) held?	Trading Premises <input type="checkbox"/> Accountant's computer <input type="checkbox"/> Director's computer <input type="checkbox"/> Cloud <input type="checkbox"/> Other <input type="checkbox"/> Please specify _____

Data Protection

Does the Company have a data protection officer?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, please state the name of the data protection officer	
Does the Company hold any data relating to the following?	Medical Data <input type="checkbox"/> Children <input type="checkbox"/> Vulnerable adults <input type="checkbox"/> Other sensitive data <input type="checkbox"/> Please specify _____
Does the Company hold a marketing database of individual consumers?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Did the Company operate a bring your own device policy for staff?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Did the director use their personal laptop/PC for the Company's business?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Does the Company have any data stored overseas?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is any data being held/processed by a third party on behalf of the Company?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Has the ICO taken any action against the Company for a data breach?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Employees

Does the Company have any employees? YES NO

If YES, please state how many _____

Please complete the table below:

Name of employee	Address of employee

Is it intended that any employees will transfer to a new or existing entity? YES NO

Are employees owed any of the following (or are they likely to be owed any of the following after the cessation of trade)?

Arrears of Wages YES NO

Accrued Holiday Pay YES NO

Pay in lieu of notice YES NO

Redundancy Pay YES NO

Unpaid pension contributions YES NO

NB. If you have ticked any of the above, a separate excel schedule will be provided to you for completion in due course, which will allow employees to submit a claim to the Redundancy Payments Service.

Directors

How were directors remunerated?

Dividends **YES** **NO**

Salary under PAYE **YES** **NO**

Please provide the following for the last 3 years:

Recipient	Year	Salary under PAYE (£)	Dividends (£)

Did any of the directors have a loan account with the company? **YES** **NO**

If YES which directors had a loan account and what is the current balance of the account(s)?

Name: _____ **£** _____

Name: _____ **£** _____

Were the directors paid any dividends? If so, how much was the distribution and for what periods were they paid?

Period: _____ **£** _____

Period: _____ **£** _____

- Please provide copy board minutes/dividend vouchers relating to dividends drawn in the last 3 years.

Creditors

Please provide a copy of the company's current creditors' summary or aged creditors' list from the company's internal record keeping system. If there are additional creditors that do not appear on the creditors' summary, then provide details below. If you are unable to provide a copy of the creditors' summary, then please complete the table below for each creditor of the company:

Name of Creditor	Address of Creditor	Amount Outstanding £

(Copy this page if more space is required)

At the date of this questionnaire, are you aware of any winding up petitions, statutory demands, court judgments or other legal processes that are outstanding against the company? **YES** **NO**

If YES please complete the following and attach any relevant documentation:

Name of Creditor	Amount Claim	of	Type of Process	Court (if any)	Court Ref.

Below is a checklist of the information/documentation requested in this questionnaire. Please tick to confirm this has been provided:

- Lease/rental agreement for trading premises **YES** **NO**
- Copy business rates bill **YES** **NO**
- Last 3 sets of full accounts **YES** **NO**
- Copy bank statements since 2020 / or since incorporation if after 2020
YES **NO**
- Aged debtors' ledger/summary **YES** **NO**
- Copy debtor invoices **YES** **NO**
- Fixed Asset Register **YES** **NO**
- Stock list **YES** **NO**
- Copy lease/finance agreements for vehicles/plant & equipment
YES **NO**
- Last 3 VAT returns **YES** **NO**
- Last 3 Corporation Tax Returns **YES** **NO**
- Backup of accounts package **YES** **NO**
- Copy board minutes/dividend vouchers relating to dividends drawn in the last 3 years
YES **NO**

I state that the information provided in this questionnaire is true to the best of my knowledge and belief.

Signed _____

Name _____

Date _____