

Company Questionnaire

Please complete this questionnaire to the best of your knowledge. The questions marked (CH) relate to information which should be held by Companies House. If you would like a copy of the information they hold, please telephone us.

Please complete **ALL** sections that are relevant to the company. There will be sections which are not relevant.

If you need more space, please add further pages.

If you already have the information in a different format (ie computer print of creditors) if you provide this there is no need to complete the relevant section of this questionnaire. Any information you provide electronically will also save re-typing so ensure better accuracy.

If you wish to fax this questionnaire back to us, please remember it is double sided! Since each page is numbered, they may be faxed 'odds' then 'evens' for your convenience.

Please also attach a copy of the passports (or other photo identification) and recent utilities bill or bank statement for each ALL the directors and any shareholders owning more than 25% of the shares.

I/We confirm that the information on the following pages is correct so far as I/we know, and agree that it may be used as the basis for the report to the company's creditors.

Please print your name(s) _____

Signature(s) _____

Date _____

Name of Company: _____

Lowry House 17, Marble Street Manchester M2 3AW		127 High Street Hythe Kent CT21 5JJ
0330 223 0915	Tel	0330 223 0925
0161 883 0480	or	01303 647 480
0330 223 0965	Out of Hours	0330 223 0965
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ICAEW
LICENSED INSOLVENCY
PRACTITIONER (UK)



Carmichael & Co is the trading style of Carmichaels Insolvency Limited
Registered in England and Wales, Company number 4547436

Marc Landsman is licensed to act as an Insolvency Practitioner in the UK by the Institute of Chartered Accountants in England and Wales
A member of the ICAEW Practice Assurance Scheme

Contact Sheet

Please provide this information for the Company:

	Location 1	Location 2
Best person to speak to		
Address (including postcode)		
Telephone number		
Fax Number		
Web Address		

Please provide this information for each Director:

	Director 1	Director 2	Director 3
Name			
Address (including postcode)			
Home telephone number			
Fax Number:			
Mobile telephone number			
Daytime telephone number			
E-mail Address			
Do they have fast Wi-fi at home?*			

*The virtual meeting of creditors needs fast access to the internet. For convenience we suggest it is held at a director's home (so that we can answer any final questions and collect the company's books and records at the same time)

PART ONE – STATUTORY INFORMATION

What is the full name of the company? (CH)	
Does it have any trading names or styles?, If so please state them	
What is the company number? (CH)	
Have there been any changes in directors not notified to Companies House? (CH) If so, please provide details	
Have there been any changes in shareholders not notified to Companies House? (CH) If so, please provide details	
Have any Directors been involved in other insolvent Companies? If so, please provide details	
What is the name and address of the accountant/auditor in the last three years?	
What are the name and address of the solicitors in the last three years?	
Where are the Minute Book and Company Seal?	

PART TWO - TRADING DETAILS

What is the trading address(es) of the company?	
How long has the Company traded from its present address?	
If less than three years, give details of other premises for a three year period	
What sort of premises are they?	
<input type="checkbox"/> The company owns its business premises	
In what month and year did it buy this property?	
In whose name(s) was the property bought?	
How much did you buy the property for?	
How much do you think the property is worth today?	
Who was your mortgage with if you purchased the property? (please supply name, address and roll number)	
How much did it borrow?	
How much does it owe to <u>this</u> mortgage company today?	
Has it still got a mortgage with <u>this</u> company today?	
If no, who has the mortgage been transferred to? (please supply name, address and roll number)	

Why did the company transfer the mortgage?	
What was the month and year of the transfer?	
What was the amount of the new mortgage?	
How much does the company owe on this mortgage today?	
Are there any loans secured against the property?	
If yes, in what month and year did this happen?	
Who did the company borrow the money from? (please supply name, address and reference number)	
How much did it borrow?	
What was the money used for?	
How much does it owe on this loan today?	
How many repayments are remaining?	
Are any debts other than the mortgage secured against the property? (for example, additional secured loans or charging orders made by the Court) If so, provide details	

The company rents its business premises

Who is the Landlord? (inc address)	

In what month/year did the company sign the lease?	
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PART THREE - TRADING

In what month/year did the company start trading?	
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Please provide details of the type of business with brief description of main activities and trading history	(If you need more space, please add extra sheets – we will need to write about a page or so from this answer)
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Is the Company still trading ?	
If not, when did it cease trading?	
If it can still trade, please complete the projection at the end	
What are the reasons for the failure of the company?	
How many employees does the company have (or did it have)? (Please complete schedule at end)	
How has this changed over the last 3 months?	
What did/does each director do?	

What previous relevant experience do the Directors have?	
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Did/do the Directors receive bonuses or benefits in kind? If so provide details	
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Apart from their salaries and the amounts above, what money did the directors receive from the company in the last year? What did they pay into the company?	
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Is there a pension scheme? If so, provide details. If not, please provide your auto-enrolment date and reference	
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Are the directors also directors of any other companies? If so provide details	
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Are there any associated companies? If so provide details	

PART FOUR - ACCOUNTS

Please provide copy of the last 5 sets of full accounts	
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Please provide any explanations of extraordinary items	

Were any other accounts prepared since the last accounts? If so please provide copies	
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What are the Government Gateway Username and password (used for filing VAT & PAYE/NIC online)	Username	
	Password	

PART FIVE – ASSETS

If the company owns/owned vehicles:

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Type of Vehicle				

Registration Number				
Cost				
Mileage				
Book Value				
Est Current Value				
User				
Finance details				

If the company owns/owned plant and machinery

Type of machine				
Cost				
Book Value				
Est Current Value				
Finance details				

If the company owns/owned office equipment

Type of equipment				
Cost				
Book Value				
Est Current Value				
Finance details				

If the company owns/owned stock?

Type of Stock				
Original Cost				
Estimated current value				
Is any subject to Reservation of Title?				
Where is the stock?				

If the company has any work in progress:

Type of Work in Progress				
How much is it worth?				
How much extra work is to be done?				

If the company has any debtors (ie it is owed money):

Name and address	Amount due	Estimated collectable	Reason for difference

Name and address	Amount due	Estimated collectable	Reason for difference

Name and address	Amount due	Estimated collectable	Reason for difference

Are the debts factored?	
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If so, provide the name of factor and latest statement	
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Provide details of any bad debts written off in last 36 months	
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Give details of any other assets bought or sold since last the Balance Sheet date

Give details of any assets or monies held by the Company on behalf of others

Website

What is the URL

What is the username to manage it?

What is the password to manage it?

(please note that if the company enters liquidation, the website will be diverted to one managed by the Liquidator, and emails will be diverted. We suggest you update any personal email addresses (facebook, amazon etc) so that you continue to receive them.

PART SIX - LIABILITIES

HP/Lease agreements – please also provide copies

Name and address of Creditor	If you usually contact them by email, email address	Asset	Reference	Amount due

Special Creditors

Name and address	If you usually contact them by email, email address	Reference	Amount due	When do you owe this from? How did it arise?
Corporation Tax (please provide computations) [address not needed – centralised unit]				
PAYE/NIC [address not needed – centralised unit]				
VAT [address not needed – centralised unit]				

Name and address	If you usually contact them by email, email address	Reference	Amount due	When do you owe this from? How did it arise?
RENT				
RATES				
ELECTRICITY				
GAS				
WATER				
TELEPHONE				
MOBILE TELEPHONE				

Other Trade Creditors

Name and address	If you usually contact them by email, email address	Reference	Amount due	When do you owe this from? How did it arise?
Widget Co Ltd 1 High Street Anytown AB1 2CD	sales@afalseaddress.co.uk	A123456Z	£1250.01	Purchase of widgets

Name and address	If you usually contact them by email, email address	Reference	Amount due	When do you owe this from? How did it arise?

Name and address	If you usually contact them by email, email address	Reference	Amount due	When do you owe this from? How did it arise?

Name and address	If you usually contact them by email, email address	Reference	Amount due	When do you owe this from? How did it arise?

Employees and Directors paid under PAYE

Name and Address	If you usually contact them by email, email address	NI No	Date of birth	Start Date	Leave Date	Last Paid to	Monthly Salary	Holiday Days Due (days)	Are they still working for you?

If you have more employees, please use an extra sheet

PART SEVEN - ASSETS OR LIABILITIES

	Name and address	Reference	Reason
Bank Account 1 (Please provide Statements for last year)			
Bank Account 2 (Please provide Statements for last year)			
Bank Account 3 (Please provide Statements for last year)			
Bank Account 4 (Please provide Statements for last year)			
Bank Account 5 (Please provide Statements for last year)			
Bank Account 6 (Please provide Statements for last year)			
Directors Loan Account 1			
Directors Loan Account 2			
Directors Loan Account 3			
Directors Loan Account 4			

PART EIGHT – OTHER MATTERS

Did anyone give any guarantees? If so provide details

Are any legal actions in progress on behalf/against the Company at the present time? If so provide details

Are there any outstanding Writs/Summons/Judgements against the Company?
If so, Give details.

Are there any other items, not previously mentioned, which materially affect the Report and Statement of Affairs to be presented to Creditors?

PART NINE – PREDICTED TRADING ACTIVITY

In order to provide us with details of your anticipated trading activity for the forthcoming year please complete the table below. Subject to the type of insolvency, it may be extended to cover 5 years so if there are any changes you can already predict beyond 1 year, please tell us.

All figures should include VAT where this is charged. If you are VAT registered, please enter your VAT payments to or refunded by HM Revenue and Customs in the row 'VAT'

Month (Please state)												
	£	£	£	£	£	£	£	£	£	£	£	£

Sales												
Sales(A)												
Less Costs of Sales (B)												
Sub Total 1 (A) - (B)												

Business Expenditure

Salaries												
NIC/PAYE Contributions												
Rent												
Rates												
Insurance												
Telephone												
Heat and Light												
Advertising												
Stationery												
Postage												
Equipment hire												
Service/maintenance												
Security												

This table continues on the next page

VAT												
Bank Charges												
Accountancy Costs												
Motor Vehicles												
Petrol												
Other												
Other												
Other												
Other												
Other												
Other												
Other												
Other												
Other												
Other												
Other												
Other												
Other												
Other												
Other												
Other												
Other												
Other												
Sub Total 2												
Retained in the business												

If there is anything about your trading figures you should tell us, please write it here

If there is anything else you think may be relevant, please write it here, or use this space to continue answering questions you did not have enough room for earlier.

AIDE MEMOIRE FOR LISTING CREDITORS' NAMES ETC.

This is a list of companies etc which are often creditors. You may wish to use this to make certain that you include all the Company's creditors.

It is not intended to be a complete list.

1. Local Development Agency or similar.
2. Department of Industry - Regional Development Grants Office.
3. Commission agents
4. Insurance brokers
5. Rating authority
6. Telephone (inc mobile)
7. Gas
8. Electricity
9. Water authority
10. Solicitors serving writs or notices on behalf of Creditors (with covering letters)
11. Any bailiffs who are in contact with the company (with covering letters)
12. Deposits received from customers or others
13. Guarantees entered into which give rise to contingent claims
14. Pension Company

If you are having any difficulty in completing this questionnaire please do not hesitate to contact us.

We shall be happy to help you.

If you are emailing this questionnaire and have been provided with a specific email address (which will look like a123456@carmichaelsinsolvency.co.uk) please email it to that address.

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