

Partnership Voluntary Arrangement (PVA) Questionnaire

Please complete this questionnaire to the best of your knowledge.

Please complete **ALL** sections that are relevant to you.

If you need more space, please add further pages.

Please also attach a copy of passports (or other photo identification) and recent utilities bills or bank statement for each partner.

Please remember that unless stated otherwise, this questionnaire is about the partnership and not the individual partners. Main information on the partners is included in a different questionnaire.

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

Please print your name(s) _____
Signature(s) _____
Date _____

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Manchester
M2 3AW

**Carmichael
& Co**

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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

PART ONE – THE PARTNERS’ PERSONAL DETAILS

	Partner 1	Partner 2
What is your <u>full</u> name?		
What is your previous name (if any)?		
Why did you change your name?		
What is your title (e.g. Mr, Mrs, Miss Ms)		
What is your marital status?		
What is your date of birth?		
What is your full address? (including postcode)		
Home telephone number		
Mobile telephone number		
Daytime telephone number		
When is the best time to contact you?		
What are your main duties in the partnership?		
What other businesses do you own/work for		

PART TWO – THE PARTNERSHIP’S DEBTS

Continued

Name of Creditor Address of Creditor Reference Number	In whose name is this debt?	When did you borrow this money and for what purpose	What is the total Amount that you owe?

Please provide full details of any legal actions that are currently being taken against the partnership

PART THREE – YOUR BUSINESS

What is the trading name of your business?	
Please name all legal owners of the business?	
Have there been any changes in the partnership in the last 3 years?	
What is the business address?	
In what month/year did you commence trading?	
What were your reasons for setting up the business?	
Please provide a brief description of your business activity	
Is the business still trading? If it is not on what date did you cease to trade?	

<p>How many people do you employee?</p> <p>Please supply copy of the wages records for the last 3 months, including all employee details</p>	
<p>Who is the partnership's Solicitor?</p>	
<p>Who is the partnership's Accountant?</p>	

PART FOUR - SOME BACKGROUND INFORMATION

Has the Partnership had any previous financial problems? YES / NO

Have any of the partners had any previous financial problems? YES / NO

Are any of the partners bankrupt at the moment? YES / NO

Have any of the partners been bankrupt? YES / NO

Have any of the partners ever entered an IVA before? YES / NO

Does the business need any licenses? If so, in whose name are they?

When did you realise you had debt problems ?

(if there was any particular event, such as loss of a major client/customer, increased competitiveness in the market place etc. Please provide details, including relevant dates).

What steps have you taken to manage your debt before speaking with us?

(e.g. debt consolidation loan, informal arrangement, borrowing money from family and friends etc.).

If you were advised by someone before Carmichael & Co who was this, and how much (if anything) did you pay them?

Is there any other information that you can provide that will assist us in explaining your circumstances to your creditors?

PART FIVE– YOUR BUSINESS PREMISES

The Partnership owns the business premises

In what month and year did you 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 when you purchased the property? (please supply name, address and roll number)	
How much did you borrow?	
How much do you owe to <u>this</u> mortgage company today?	
Have you 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 you transfer the mortgage?	
What was the month and year of the transfer?	
What was the amount of your new mortgage?	
How much do you owe on this mortgage today?	
If you have an endowment linked to the mortgage, which company is this with?	
When is this endowment due to mature?	

Have you taken out any loans secured against your property?	
If yes, in what month and year did this happen?	
Who did you borrow the money from? (please supply name, address and reference number)	
How much did you borrow?	
What was the money used for?	
How much do you owe on this loan today?	
How many repayments are remaining?	

The Partnership rents business premises

Who is your Landlord?	
What are the terms of the lease agreement?	
In what month/year did you sign the lease?	

PART SIX – YOUR TRADING ACTIVITY

In order to provide us with details of your historical trading activity please complete the table below for the most recent three years of trading or since trading began if less than three years:

Year	Turnover (£)	Profit/(Loss) £	Net drawings (after tax and national insurance) £

Please supply copies of the last 3 years accounts

With regard to assets of the business please complete the table below, ticking the final column if the asset is on finance (please provide a copy of all agreements)

If you already have a list of the asset (ie a list of book debts), please provide a copy and indicate below.

	Description	Estimated Value	Finance
Please give a brief description of any plant and machinery that you own			
Please give a brief description of any Office equipment that you own			
Please give a brief description of any Stock that you own			

<p>Please give a brief description of any vehicles that the business has</p>			
<p>Please give brief details of any money that is owed to the business</p>			
<p>Have any debts been written off in the last 3 years? if so provide details</p>			
<p>Please give brief details of any work in progress</p>			
<p>Have any of the partnership's assets (apart from stock) been sold or given away in the last year? If yes, please provide details</p>			
<p>Who are the partnership's bankers? How much is held/owed?</p>			

In order to provide us with details of your anticipated trading activity for the forthcoming year please complete the table below:
 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

NIC/PAYE Contributions												
Salaries												
Partners' Drawings												
Tax on drawings												
Rent												
Rates												
Insurance												
Telephone												
Heat and Light												
Advertising												
Stationery												
Postage												

This table continues on the next page

Equipment hire												
Service/maintenance												
Security												
VAT												
Bank Charges												
Accountancy Costs												
Motor Vehicles												
Petrol												
Other 1												
Other 2												
Other 3												
Other 4												
Other 5												
Other 6												
Other 7												
Other 8												
Other 9												
Other 10												
Sub Total 2 (Total Expenses)												
Balance (Sub Total 1 - Sub Total 2)												

PART SEVEN – PARTNERS’ FINANCIAL POSITIONS

If you are also completing Individual Voluntary Arrangement questionnaires, there is no need to fill in this section

PARTNERS’ INDIVIDUAL MONTHLY INCOME AND EXPENDITURE ACCOUNTS

PARTNER 1

	<u>£</u>		<u>£</u>
Drawings	:	Rent	:
Earnings from part time job	:	Mortgage	:
Partner's Earnings	:	Secured Loans	:
Maintenance	:	Council Tax	:
Lodgers	:	Ground Rent	:
Income from Non Dependents	:	Contents Insurance	:
Credit/Mortgage Insurance	:	Buildings Insurance	:
State Pension	:	Endowment Policies	:
Occupational Pension	:	Life Assurance (with mortgage)	:
Private Pension	:	Gas	:
Annuity	:	Electricity	:
War Pension	:	Water	:
Partner's Pension	:	Maintenance paid	:
Income Support	:	Pension Payments	:
Job Seeker's Allowance	:	Life Assurance	:
Child Benefits	:	Hire Purchase	:
Sickness/Incapacity Benefits	:	TV License	:
Carer's Allowance	:	TV/Video Rental	:
Housing Benefits	:	Sky/Cable	:
Other Income	:	Telephone	:
	:	Mobile Phone	:
	:	Fares to work	:
	:	Fares to School	:
	:	Road Tax	:
	:	Insurance	:
	:	Petrol/Diesel	:
	:	MOT/Maintenance	:
	:	Breakdown/Recovery	:
	:	Parking/Tolls	:
	:	Food	:
	:	Cleaning/Toiletries	:
	:	Papers/Magazines	:
	:	Meals at Work	:
	:	Laundry/Dry Cleaning	:
	:	Clothing	:
	:	Hairdressing	:
	:	Childcare	:
	:	School Fees	:
	:	Pocket Money	:
	:	Medical	:
	:	Pets	:
	:	Home Repairs	:
	:	Other	:
	:		:
Total Household Income	<u> </u> :	Total Household Expenditure	<u> </u> :

If you are also completing Individual Voluntary Arrangement questionnaires, there is no need to fill in this section

Partner 1

Assets

Please provide a brief description of the asset	How much do you think it is worth?	Who is the legal owner(s) of this asset?
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Liabilities

Please provide a brief description of the liability	How much do you owe them?
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

If you are also completing Individual Voluntary Arrangement questionnaires, there is no need to fill in this section

Partner 2

Assets

Please provide a brief description of the asset	How much do you think it is worth?	Who is the legal owner(s) of this asset?
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Liabilities

Please provide a brief description of the liability	How much do you owe them?
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

This page is left blank for you to add any extra information

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.

- Local Development Agency or similar.
- Department of Industry - Regional Development Grants Office.
- HM Revenue and Customs – PAYE/NIC
- HM Revenue and Customs – VAT
- Commission agents
- Insurance brokers
- Rating authority
- British Telecom/Other telephone company
- Gas
- Electricity
- Water authority
- Suppliers
- Solicitors serving writs or notices on behalf of Creditors (with covering letters)
- Any bailiffs who are in contact with the company (with covering letters)
- Deposits received from customers or others
- Guarantees entered into which give rise to contingent claims

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

We shall be happy to help you.

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