Step one: basic documentation required for initial consultation

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General company information

- [ ] Full name and address(es) of the company
- [ ] Trading styles of the company
- [ ] Registered office address
- [ ] Company status
- [ ] Company type
- [ ] Incorporation date
- [ ] Accountancy Period
- [ ] Nature of business (SIC)
- [ ] Commencement of Trade date
- [ ] Company fax number / email address
- [ ] Company telephone number

Company financial information

- [ ] Last set of audited financial accounts
- [ ] Most recent set of management accounts

Know your client (KYC)

Please obtain and provide copies of the following for all officers of the company including all directors and the company secretary, current directors and shareholders (with a shareholding of 25% and above):

- [ ] Name
- [ ] Address
- [ ] Mobile no.
- [ ] Phone no.
- [ ] Photographic ID (passport / driving licence)
- [ ] Residential utility bill (no older than 3 months)

Please upload the documents in step one, prior to the initial consultation at www.corelco.co.uk/upload

Step two: detailed documentation required for strategic company review

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General company information

- [ ] Full name and address(es) of the company
- [ ] Trading styles of the company
- [ ] Incorporation date
- [ ] Commenced to trade date
- [ ] Company telephone number
- [ ] Company fax number / email address
- [ ] Provide copies of photographic identification for all current directors and shareholders (with a shareholding of 25% and above) along with a residential utility bill (no older than 3months)
- [ ] Names, addresses and contact numbers for the directors
- [ ] Name, address & contact numbers for the company secretary

Proceedings and claims

Please provide details of all proceedings which have been issued against the company, including:

- [ ] Summonses
- [ ] Writs
- [ ] Section 123 notices
- [ ] Winding-up petitions
- [ ] Claims (ongoing or concluded in the last 12 months) from current or former employees
- [ ] Any prohibitions or notifications from any government or statutory body
- [ ] Any ongoing insurance claims

Accounts

- [ ] Name of internal accountant or financial controller
- [ ] Contact name
- [ ] Provide copies of the last 3 audited accounts plus any management accounts produced since the last audited accounts.
- [ ] Provide copies of the current cash flows and profit & loss, balance sheet projections

Trading premises / property

- [ ] List all freehold property
- [ ] List all leasehold property
- [ ] Is there a formal / informal lease in place?
- [ ] Please provide a copy of the lease
- [ ] Name of the landlords
- [ ] Rent paid up to what date?
- [ ] Rent payable per month / per quarter (please specify)
- [ ] Any landlord issues, e.G. Distrained, forfeited the lease?
- [ ] Is all property insured?
- [ ] Insurance paid up to what date?

Pension scheme

- Is there a pension scheme?
- If so, what type is it, e.G. A money purchase, self-administered?
- Name/s of each scheme, contribution amount, are contributions up to date?
- When was the last contribution taken from the employees' wages?
- When was the last payment made to the pension company?
- Who is the trustee of the scheme/s?
- Please provide details of any loans taken from the scheme.

Furlough scheme

- Has the company benefited from the government furlough scheme?
- Have all claims been paid out?
- Has the scheme been independently checked and verified?
- Have any errors been discovered or notified?
- Has the company made any other claims on government COVID-19 schemes?

Bounce back loan

- Have you taken out a bounce back loan?
- Have you taken a CIBLS? Please provide details.
- Have you benefited from any other loans/grants?

Factoring account

- Factoring company
- Address
- Contact name
- Contact numbers
- Reference numbers
- Value of outstanding book debts
- Value of monies owed to the factoring company
- Name the person who has personally guaranteed any shortfall to the factoring company and to what value.

Debtors

- Provide copies of all outstanding debtor invoices together with any relevant orders and delivery notes. Please highlight any disputed debts or unlikely to be realised debts accordingly.

Bank account

- Bank name
- Contact name
- Balance at the bank
- What is the value of the overdraft?
- Name of the signatories on the bank account
- Address of bank
- Contact numbers
- Does the company have an overdraft facility?
- Please name the person who has personally guaranteed the overdraft and to what value

List of current assets

- Please advise as to what assets are held by the company
- Any potential retention of title claims?
- Goodwill
- Furniture & equipment
- Directors loan account
- Any other assets
- Stock
- Book debtors
- Plant and machinery
- Unencumbered motor vehicles
- Freehold property

Leased / HP assets

- Leased / HP Name (1) – to be repeated for each asset
- Contact name
- Policy reference
- Location of the Vehicle/Equipment
- What is the monthly payment?
- Date agreement started
- Address
- Contact number
- Details of the vehicle/equipment
- When is the vehicle/equipment insured until?
- How many months is the agreement for?

Step two: detailed documentation continued

Crown creditors

- H.M. Revenue & Customs (VAT) reference number
- The amount outstanding in respect of VAT is for what periods?
- Amount owed in respect of PAYE / NIC
- H.M. Revenue & Customs (Corporation Tax) reference number
- The amount outstanding in respect of Corporation Tax is for what years?
- Amount owed in respect of VAT
- H.M. Revenue & Customs (PAYE /NIC) reference number
- The amount outstanding in respect of PAYS / NIC is for what periods?
- Amount owed in respect of corporation tax
- Is the Company due any credits from HMRC EG R&D Tax Credits

Other creditors

- Have any directors or shareholders loaned the company any money?
- Have any related Companies loaned the Company any money?
- Are there any creditors with security that have not already been mentioned?
- Please provide an aged creditor report detailing all outstanding utility and trade & expense creditors.
- If so, please confirm the names, dates of loans and amounts.
- If so, please confirm names, dates of loans and amounts.
- If so, please provide contact numbers and confirm what security they hold.
- Please confirm any key creditors/suppliers

Employees

- Do you use subcontractors or freelance workers?
- Are employees paid up to date?
- When did the holiday year start?
- Are there any key sub-contractors?
- If not, what date were they paid up to?

Please submit the information listed in step two via email or WeTransfer to your turnaround advisor.