



## ADMINISTRATOR FOR INSOLVENT COMPANIES

[www.AdministratorforInsolventCompanies.co.uk](http://www.AdministratorforInsolventCompanies.co.uk)

Email : [LegalAdvocacy@mail.com](mailto:LegalAdvocacy@mail.com)



### Documents that we need from you where applicable

- Companies House Access Code.
- Corporation Tax reference.
- National Insurance Reference.
- Any Gateway access passwords.
- Lease document.
- Council Rates document.
- VAT Certificate .
- Employees documents and associated paperwork (if any).
- PAYE Records
- Letters / documents relating to Insurances / Liability Insurances.
- Company Pension documents.
- Certificate of Incorporation.
- Articles of Memorandum.
- Share Certificates.
- A small number of your current letterheads and cards.
- Email log on details.
- Website access codes & Passwords.
- The members lists and associated information.
- Bank Paying in books.
- Cash on Hand.
- Bank Funds.
- Cheque books.
- Company credit / debit cards. With Codes
- Payment terminals and codes
- Company office premises keys and codes where the lease or Licence is in the name of the company.
- Director National Insurance details.
- Shareholders details.
- List of Creditors
- List of Debtors
- Current asset List and paid for assets not found within your premises, ie Goods paid for but not delivered.
- Details of any current legal claims against your Company
- Details of any repayable Grants / Loans on the company
- Details of any Personal Guaranteed and to whom they have been given.
- Details of your Accountant and details of any amounts outstanding.
- Previous Accounts and any management accounts for previous years.
- Any useful or helpful names & Addresses relating to your business.
- Company vehicles, owned and on Lease or HP. Keys and Service records inc Log Books and MOT.

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Company Rescue - Administration - Insolvency - Pre-Packs - Pre-administration management - Document collation  
Debt process - Asset protection - Company Reconstruction - Stock-Take - Personal Bank Guarantee problems  
Liquidation - Debt Negotiation - Walk away solutions - Asset Auction

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