

## KIRKS CREDITORS VOLUNTARY LIQUIDATION PROCESS

### What we need to start

1. The company name and address.
2. Photo ID for the directors and anyone owning over 25% of the shares.
3. A list of creditors with their names, addresses and amounts due.
4. A list of any HP or lease creditors.
5. A list of employees by name and address, job title, rate of pay and start date. We can send you a spreadsheet template if easier.
6. A list of all assets with your best estimate of values such as: property, equipment, vehicles (if needs be we can instruct an agent to assess these).
7. Pension information – details of any pension scheme the company has.
8. The name and address of your accountants.
9. The last three years full accounts and up to date management figures.
10. The company VAT number and PAYE reference.
11. The bank name, balances and details of any loans.
12. If any property is rented copies of the leases.
13. A list of debtors with their names, addresses and amounts.
14. In due course we will need your books, records and an accounts software back up.
15. Details of any winding up in progress or legal action.
16. A brief company history