

Record of examination

(officer of company or corporation)

In the

Case No.

Appn. No.

Judgment Creditor:

Judgment Debtor:

1 Personal Information

Full Name

Present Address

Phone numbers:

Home

Mobile

Work

Other

Your position in
the company

2 Company Information

Name of company

Company registration
no.

Business address

Telephone no.(s)

Is the company
the sole occupier?

☐

Yes

☐

No

Registered office

Telephone no.(s)

Name and address
of other company
officers

Name and address of
company solicitors

Name and address of
company accountants

Where are the
company trading
records held?

Where are the
company's statutory
books held?

3

Current operational status

What is the nature of
business?

Is the company still
trading?

☐ Yes

☐ No

If No, when did the
company cease
trading?

How were assets
disposed of?

Have you any current contracts? ☐ Yes ☐ No

If Yes, what are they and what is their total value?

	Value

Are there any staged payments? ☐ Yes ☐ No

Have you any future contracts? ☐ Yes ☐ No

If Yes, what is the date and amount of the next and future payments?

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If Yes, what are they and what is their total value?

	Value

4 Current financial status

Does the company hold any cash? ☐ Yes ☐ No

If Yes, say how much and where held e.g. named bank or other?

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Does the company have any overdraft facilities? ☐ Yes ☐ No

If Yes, please provide details of overdraft facility

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What is the name and address of the branch, account number and type?

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type of account

--

account number

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How much of the overdraft facility have you used?

☐ All

☐ Part

If Part, say how much?

Have you approached the bank to increase the limit?

☐ Yes

☐ No

If No, why not?

If Yes, what was the response?

Is your overdraft secured?

☐ Yes

☐ No

If Yes, how?

☐ fixed charge

☐ fixed and floating charge

☐ floating charge

☐ personal guarantee

What assets are affected by the charge?

What is the current turnover of the company?

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Assets

What assets, excluding property, are owned outright by your company? - description, value and in the case of vehicles, registration numbers

What assets are
subject to hire
purchase?

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value

--	--	--	--

last payment date

--	--	--	--

What assets are
subject to lease
purchase?

--	--	--	--

value

--	--	--	--

last payment date

--	--	--	--

What assets are on
lease?

--	--	--	--

Are these debts due
to your company?

☐

Yes

☐

No

If Yes, give details

Name and address of debtor	Invoice no.	Total amount owing?	Are amounts owed disputed? Yes/No

Are any goods supplied to the debtor subject to a retention of title clause? ☐ Yes ☐ No

If Yes, describe the goods and enter the amount owed by the debtor

	amount owed
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Does your company own livestock? ☐ Yes ☐ No

Does your company have/own

investments ☐ Yes ☐ No

shares ☐ Yes ☐ No

Has the company sold any assets within the last 12 months? ☐ Yes ☐ No

If Yes, on what date

--	--	--	--

description of asset sold

--	--	--	--

buyers name and address

--	--	--	--

purchase price

--	--	--	--

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Property

Does your company own any real property?

☐

Yes

☐

No

If Yes, please give address(es) and value

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Value

--	--	--

Are the premises mortgaged?

☐

Yes

☐

No

☐

Yes

☐

No

☐

Yes

☐

No

If Yes, give details of lender's name and address

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amount borrowed

--	--	--

amount outstanding

--	--	--

date borrowed

--	--	--

purchase price

--	--	--

current value of property

--	--	--

details of any subsequent charges

--	--	--

Does your company rent any premises from a landlord?

☐

Yes

☐

No

If Yes, how much is paid for

rent?

council tax?

service charges etc.?

Is the rent in arrears?

☐

Yes

☐

No

If Yes, how much?

What action is being taken to recover the debt?

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Please list all
Creditors

--	--	--

amounts owed

--	--	--

What actions are the
creditors taking to
recover the debts?

--	--	--

Are the amounts
disputed by the
company?

☐ Yes

☐ No

☐ Yes

☐ No

☐ Yes

☐ No

Are any of the debts
secured?

☐ Yes

☐ No

If Yes, how?

☐ fixed charge

☐ fixed and floating charge

☐ floating charge

☐ personal guarantee

Does the company
have court order(s)
against it?

☐ Yes

☐ No

If Yes, please provide
details of

date of judgment

--	--	--

name of court

--	--	--

case number

--	--	--

name of creditor

--	--	--

total amount owing

--	--	--

amount now due

--	--	--

rate of payments
being made

--	--	--

are payments in
arrears?

☐ Yes

☐ No

☐ Yes

☐ No

☐ Yes

☐ No

If Yes, by how much?

--	--	--

Is the company able to
pay its debts as they
fall due?

☐ Yes

☐ No

Are there any associated or subsidiary companies?

☐

Yes

☐

No

If Yes, please provide names

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place of business

--	--	--

other trading addresses

--	--	--

What accounting records are kept?

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Have accounts been submitted to Companies House?

☐

Yes

☐

No

Do you or any other director/personnel hold a loan account with the company?

☐

Yes

☐

No

If Yes, what is the current status?

overdrawn by

--

in credit by

--

Have any assets been transferred to you or any other director/personnel personally

☐

Yes

☐

No

If Yes, please give description

--	--	--

value

--	--	--

Other information

Have you or any other ☐ Yes ☐ No
member of the
company received
benefits other than by
way of salary?

If Yes, please give
details

Additional information

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Offer of Payment

Can the company
make payment in full
now?

☐

Yes

☐

No

If No, why?

When can the
company make
payment in full?

Have you any other
proposal for payment?

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Declaration

I certify that this is a correct record of the answers I gave to the questions in this document.

Signed _____ Officer of Judgment Debtor Company/Corporation

Print name _____

Date _____

The officer of the judgment debtor company refused to sign this record of evidence.

Signed _____ Court Officer

Print name _____

Date _____

The following costs of the examination have been allowed and added to the judgment debt £

The officer produced the following documents: