

# 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
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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?

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

	Value
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## 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?

Does the company have any overdraft facilities?  Yes  No

If Yes, please provide details of overdraft facility

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

type of account

account number

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?

## 5 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

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last payment date

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What assets are subject to lease purchase?

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value

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last payment date

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What assets are on lease?

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Are there any 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

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description of asset sold

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buyers name and address

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purchase price

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## 6 Property

Does your company own any real property?  Yes  No

If Yes, please give address(es) and value

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Value

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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

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amount outstanding

--	--	--

date borrowed

--	--	--

purchase price

--	--	--

current value of property

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details of any subsequent charges

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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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# 7

## Liabilities

Please list all  
Creditors

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amounts owed

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What actions are the  
creditors taking to  
recover the debts?

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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

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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?

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

Yes

No

# 8

## Other information

Are there any associated or subsidiary companies?

Yes  No

If Yes, please provide names

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place of business

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other trading addresses

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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

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in credit by

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

Yes  No

If Yes, please give description

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value

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## 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

**9****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?

**10****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**

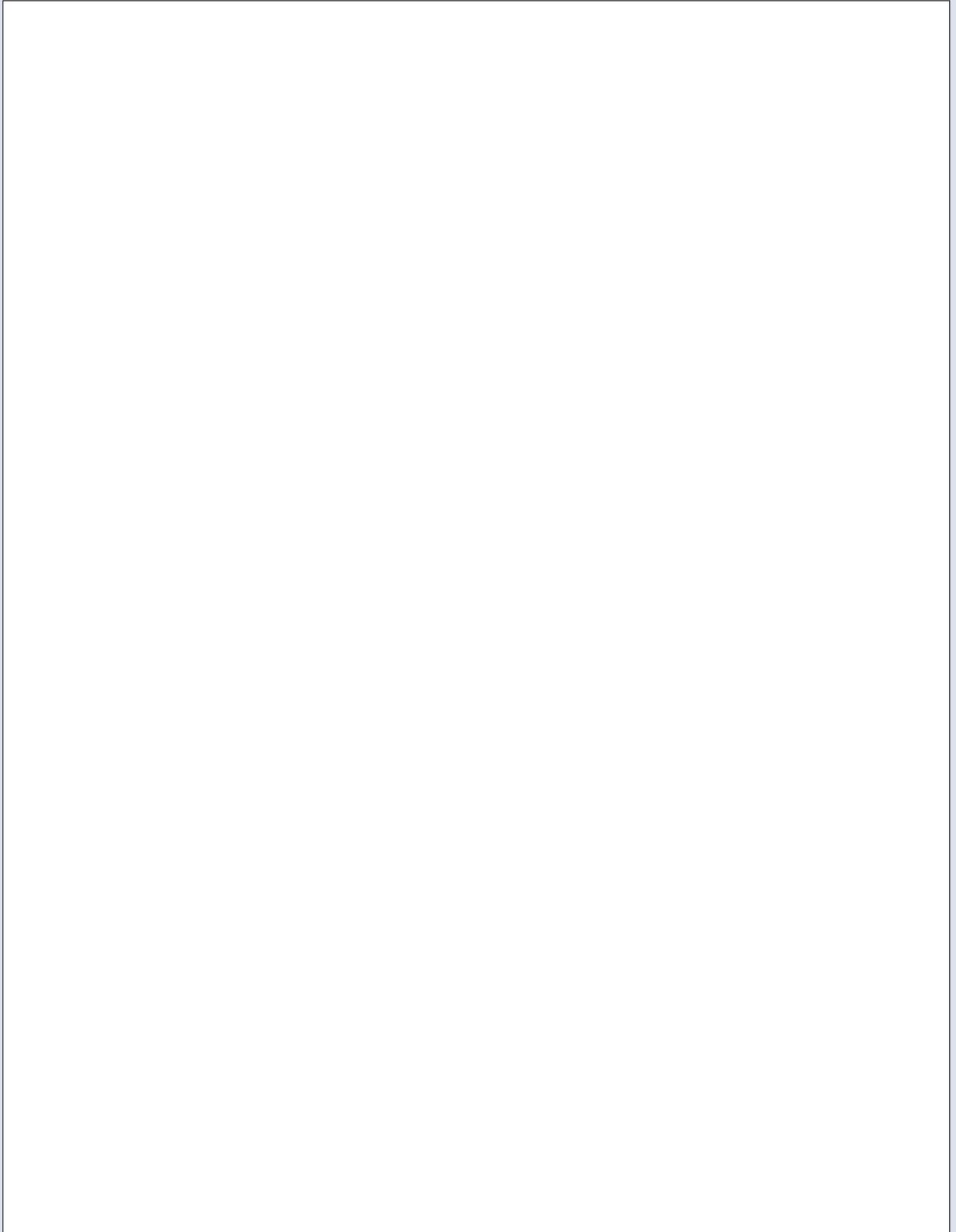
Print name \_\_\_\_\_

Date \_\_\_\_\_

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

## 11 Documents produced

The officer produced the following documents:

A large, empty rectangular box with a thin black border, intended for listing the documents produced by the officer. The box is currently blank.