

# 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?

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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

--	--	--	--

buyers name and address

--	--	--	--

purchase price

--	--	--	--

## 6

## 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

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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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Please list all  
Creditors

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amounts owed

--	--	--

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

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

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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

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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?

## 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: