

Statement of Affairs (Bankruptcy)

Name of bankrupt

TITLE

(IN BANKRUPTCY)

Enter court details

In the

Number

Note: These details must be the same as those shown at the top of the bankruptcy petition

STATEMENT OF AFFAIRS OF

Enter your full name and residential address, trading name(s) and trading address(es)

PART A

The particulars and other information shown in this statement of affairs and any continuation sheets give a full and complete statement of my affairs as at

Date

Enter the date (DD/MM/YYYY) of the bankruptcy order (or date directed by the Official Receiver)

The guidance notes below tell you how to complete this form easily and correctly.

Show your current financial position by completing all the pages of this form, which will then be your statement of affairs.

PART B

STATEMENT OF TRUTH

I believe that the facts stated:

1. in this Statement of Affairs and any continuation sheets; and
 2. in the declaration in Part A above
- are true.

Enter your full name including title, first name, any middle names and surname.

Full Name

Signed

Enter the date (DD/MM/YYYY) this form was completed

Dated

A

List of Secured Creditors

Is anyone claiming something of yours to clear or reduce their claim?

Tick Box
YES

NO

If 'YES' give details below:

	Name of creditor	Address (with postcode)	Amount owed to creditor £	What of yours is claimed and what is it worth?
1.				
2.				
3.				
4.				

Signature

Date

C3

TOTAL ASSETS

Show anything else of yours which may be of value:	Estimated realisable value £
a) Cash at bank or building society	
b) Motor vehicles	
c) Money owed to you	
d) Life policies	
e) Stock in trade	
f) Household furniture and belongings	
g) Other property (see Guidance Notes):	
Total	

Signed Date

Guidance Notes for Completion of Statement of Affairs

Read these notes carefully before completing the forms.

General Points

- 1) You must sign and date each page.
- 2) You must complete all pages.
- 3) Give all amounts to the nearest £ only. Pence need not be shown.
- 4) Write clearly in BLOCK CAPITALS.
- 5) A Creditor is someone owed money by you.
- 6) A Debtor is someone who owes money to you.

Page A – List of Secured Creditors

Give details on page A of any creditor having a mortgage or charge on property belonging to you, i.e. their name, address, the amount owed and details of the property claimed including its value.

A creditor under a hire-purchase agreement should be shown on page B.

Page B – List of Unsecured Creditors

Make sure that you include any amounts that are owed to:

- a) Banks, Loan, Credit or Finance Companies
- b) Utilities (Electricity, Gas, Telephone, Water)
- c) General Business Rates or Council Tax
- d) Goods or services supplied
- e) Rent
- f) Wages and other monies due to employees
- g) Hire-purchase or conditional sale agreements
- h) Leasing agreements
- i) Creditors claiming they own goods in your possession
- j) Customers who paid money for goods and services which were not supplied
- k) HM Revenue & Customs
- a) Department of Work and Pensions (DWP)
- b) Guarantees or indemnities given

You must list individually every creditor not already shown on page A.

Except as noted below, in column 4 show the amount that the creditor says you owe and in column 5 the amount that you think you owe that creditor.

Employees

Write "Employee" next to the name, on page B, of any person who has a claim which relates to employment with you.

Set offs

If a creditor also owes you money which is less than their claim against you, show first the creditor's full claim in column 4 and, in column 5, the amount left after deducting the amount owed to you. Indicate clearly that "set off" has been applied.

Creditors claiming they own goods or other assets

Show the claim of any such creditor in columns (4) and (5) on page B without deducting anything for the value of the goods or assets claimed. Value and list in full on page C any goods or other assets claimed, noting that they are subject to a claim by creditor number "X" on page B and briefly describe the basis of the claim. Such a claim might arise from:

- Reservation of title. A contract for the sale of goods may provide that title to the goods shall not pass to you or your business until the purchase price has been paid in full to the supplier. This may mean that suppliers are now claiming title to e.g stock in trade.
- Property seized under Distress or Execution. Distress is the act of taking movable property out of your possession, normally to satisfy a debt (e.g rent due). Execution will normally refer to court action by a judgment creditor to compel you to pay his judgment debt.

Hire-Purchase or Conditional Sale Agreements

List creditors owed money under a hire-purchase or conditional sale agreements on page B; briefly state the type of agreement, describe the asset subject to the agreement and note its value. In column (4) show the balance owing; this is the total agreement price less repayments which you have made. Then deduct the current value of the asset from the balance owing. If this leaves an amount still owing to the creditor, put this figure in column 5. If there is a surplus, ie the asset is worth more than the balance owing, write 'NIL' in column (5) and show the surplus value of the asset under "Other property" on page C.

Guarantee Creditors

If you have signed a guarantee for someone else's debt, show the amount that you are liable for under your guarantee in column (4). Show the amount that you are likely to be called upon to pay under the guarantee in column (5). Indicate clearly that this is a guarantee creditor.

You might need to use several B pages in the statement of affairs. If so, number these extra pages as B1, B2, B3, etc. If you need more you may photocopy the sheets provided. When you have listed all the creditors, insert the total amounts in columns 4 and 5 on each page B to give two totals at the bottom of the page. On the last page B, list separately the subtotals of columns 4 and 5 from each of the pages used and add these up to give a full total of all the amounts claimed.

Page C - Assets

Make sure you include under "Other property" any of the following assets in which you have an interest:

- (a) Plant and machinery
- (b) Trade fixtures, fittings, tools and equipment
- (c) Cash in hand, cash deposited with a solicitor or elsewhere
- (d) Farming stock
- (e) Growing crops and tenant rights
- (f) Stocks, shares and other investments
- (g) Any property or money etc due to you under a will or settlement (now or in the near future).
- (h) Bills of exchange, promissory notes etc.
- (i) Any land or property interests not shown on page 'A'.

The item 'Money owed to you' should only include the amount which you feel can be recovered. If you owe a smaller amount to a debtor than the sum owed to you, show the difference between the two amounts under 'Other property' with a note giving details of the two claims.

Do not list on page C property already shown on page A.

Statement of Truth

When you have done all of the above, please ensure that you have signed and dated each page and have completed the Statement of Truth at the beginning of the Statement of Affairs.