



Statement of Affairs (Company Winding-up)

Name of company

TITLE

(IN LIQUIDATION)

Enter court details

In the

Number

Note: These details must be the same as those shown at the top of the winding-up petition

STATEMENT OF AFFAIRS OF (name of company)

Enter full name of company to which this Statement of Affairs relates

PART A

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

Date

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

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

Show the company's financial position by completing all the pages of this form, which will then be the company's 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 – Summary of Assets

List assets with brief description	Book value (£)	Estimated realisable value (£)
Assets subject to a fixed charge (see guidance)		
Assets subject to a floating charge (see guidance)		
Uncharged assets (see guidance)		
Estimated total assets available for preferential creditors		

Signed Date

A1 – Summary of Liabilities

		Estimated realisable value / Estimated to rank
	£	£
Estimated total assets available for preferential creditors (carried from page A)		
Liabilities		
Preferential creditors:-		
Estimated deficiency/surplus as regards preferential creditors		
Estimated prescribed part of net property where applicable (to carry forward)		
Estimated total assets available for floating charge holders		
Debts secured by floating charges		
Estimated deficiency/surplus of assets after floating charges		
Estimated prescribed part of net property where applicable (brought down)		
Total assets available to unsecured creditors		
Unsecured non-preferential claims (excluding any shortfall to floating charge holders)		
Estimated deficiency/surplus as regards non-preferential creditors (excluding any shortfall to floating charge holders)		
Shortfall to floating charge holders (brought down)		
Estimated deficiency/surplus as regards creditors		
Issued and called up capital		
Estimated total deficiency/surplus as regards members		

Signed Date

B

COMPANY CREDITORS

(excluding consumer creditors and employees – see pages B1 and B2)

NOTE: If more convenient, a list of the company's creditors may be attached to this page as long as it contains all the same information as in this table. You must include all creditors, excluding consumer creditors and employees, and identify under 'Details of Security' any creditors under hire-purchase, chattel leasing, conditional sale agreements or creditors claiming retention of title over property in the company's possession.

Name of creditor or claimant	Address (with postcode)	Amount of debt £	Details of Security	Date security given	Value of security £

Signed Date

B
COMPANY CREDITORS (cont.)
(excluding consumer creditors and employees – see pages B1 and B2)

Name of creditor or claimant	Address (with postcode)	Amount of debt £	Details of any security held by creditor	Date security given	Value of security £

Signed Date

Intentionally Blank

B1

COMPANY CONSUMER CREDITORS

(customers or clients claiming amounts paid in advance of the supply of goods or services, e.g deposits)

NOTE: If more convenient, a list of the company's consumer creditors may be attached to this page as long as it contains all the same information as in this table.

Name of creditor or claimant	Address (with postcode)	Amount of debt £	Details of Security	Date security given	Value of security £

Signed Date

B2
COMPANY EMPLOYEES
(including former employees)

Name of employee	Address (with postcode)	Amount of debt £	Details of any security held by creditor	Date security given	Value of security £

Signed Date

Guidance Notes for Completion of a Statement of Affairs

Section 131 of the Insolvency Act 1986 (Compulsory Winding Up).

General Points

1. You must sign and date each page of the Statement of Affairs.
 2. You must complete all pages of the Statement of Affairs.
 3. Give all amounts in the Statement of Affairs to the nearest £. Pence need not be shown
 4. Make sure that you write all details in CAPITAL LETTERS and use black ink.
 5. A Creditor is someone the company owes money to.
 6. A Debtor owes the company money.
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Guide to Page A.

1. Show the 'Book Value' given for each asset in the company's records. If this is not possible, state the reason.
2. List under 'Assets subject to fixed charge' any of the company's assets which are held as security by a creditor other than by way of a floating charge.
3. List under 'Assets subject to floating charge' any of the company's assets which are secured by a floating charge
4. List any other assets under 'Uncharged assets'
5. The 'Estimated realisable value' figure for 'Assets subject to fixed charge ' and 'Assets subject to floating charge' should be the remaining value of an asset after deduction of the claims of creditors secured on the asset.
6. Under 'Assets subject to fixed charge' and 'Assets subject to floating charge' show clearly how you arrive at any remaining value of an asset by deduction of the amount owed to secured creditors from the full value of the asset. If there is not room for this on page A, you should refer on page A to a schedule showing the full computation and attach this schedule to the Statement of Affairs.

7. If a creditor's claim against an asset held as security is not fully covered by the value in the asset shown under 'Assets subject to fixed charge' or 'Assets subject to floating charge', you must show the unsecured balance of that creditor's claim on page A1.
8. Creditors who do not hold the company's property as security but merely hold property belonging to third parties or personal guarantees from directors or others are not secured creditors of the company. Such claims should not be listed on page A, but will normally be listed on page A1 instead, showing the amount of their expected claim against the company.
9. A hire-purchase company is not generally a secured creditor. Until the final option fee is paid, the asset subject to the agreement remains the property of the hire-purchase company. Such a claim will normally be listed on page A1. If the value of the asset is more than the total agreement price less any repayments made, you should show the surplus value of the asset as an 'Uncharged Asset' on page A and write nothing on page A1.
10. If the company owes a debtor less than he owes the company, show the difference between the two claims under the appropriate sub-heading on Page A, writing 'set off' next to the item.
11. Include all trade debts due to the company, even where these are known to be bad debts, under the appropriate sub-heading on Page A. You should only show the amount of the debts due to the company which you feel can be recovered in the 'Estimated realisable value' column.
12. Reservation of title. A contract for the sale of goods to the company might provide that title to the goods shall not pass to the company until the purchase price has been paid in full to the supplier. This might mean that suppliers to the company are now claiming title to goods in the company's possession (e.g. stock in trade).

Show the full value on page A of any of the company's goods which are subject to such a claim under 'Uncharged Assets'.

Show on page A1 under the appropriate heading (normally 'non-preferential claims') the full claim of any creditor claiming reservation of title over the goods. On page B show the full claim of such a creditor and in a note identify the goods concerned.

13. For the purposes of the Statement of Affairs, the claims of creditors exercising rights of distress or execution and any property seized, should be treated in a similar manner to that described in note 14.
14. Distress is the act of taking movable property out of the company's possession, normally to satisfy a debt (e.g. rent due).
15. Execution will normally refer to court action by a judgment creditor to compel the company to pay his judgment debt.
16. Make sure that you show on page A any of the following assets in which the company has an interest:-

- a Stock in trade
 - b Plant and machinery
 - c Trade fixtures, fittings, tools and equipment
 - d Cash in hand, cash deposited with a solicitor or elsewhere
 - e Farming stock
 - f Growing crops and tenant rights
 - g Stocks, shares and other investments
 - h Bills of exchange, promissory notes etc
 - i Book debts
 - j Cash at bank or building society
 - k Loans and advances made by the company which have yet to be repaid
 - l Motor vehicles
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Guide to Page A1.

1. Preferential Creditors are creditors given priority of payment in the liquidation, in preference to the main body of non-preferential (unsecured) creditors and to creditors secured only by a floating charge.
2. Often only part of a creditor's claim is classed as a preferential debt. The remainder of the debt is a non-preferential claim.
3. Full details of a company's preferential debts can be found in sections 386 and 387 and schedule 6 of the Insolvency Act 1986, as amended by The Enterprise Act 2002. . They are summarised below :-
 - a) Contributions to occupational pension schemes and state pension schemes - any sum to which schedule 3 to the Pension Schemes Act 1993 applies.
 - b) Up to £800 owing to an employee in respect of remuneration for the last 4 months to the relevant date.
 - c) Holiday remuneration due to employees.
 - d) Money advanced to pay a debt (and used for that purpose) which would have fallen into (b) and/or (c) above.
 - e) Up to £800 per person, ordered in respect of a default before the relevant date, to be paid under the Reserve Forces (Safeguard of Employment) Act 1985.
4. The date to which a preferential debt is calculated ('the relevant date') will normally be the earliest of:-
 - a) The date of the resolution to wind up the company.
 - b) The date of the appointment of a provisional liquidator.
 - c) The date of the winding-up order.
 - d) The date the company entered administration if the administration is immediately succeeded by a winding-up order.
5. If a creditor owes an amount to the company which is less than that owed by the company, show the difference between the two claims as a liability on page A1.
6. Show the full amount that any creditor is likely to claim in the winding up proceedings in the 'Estimated to rank' column, unless you have evidence to properly dispute the claim or part of it, in which case you should show the amount that you feel is properly owed.
7. Estimated prescribed part of net property. This figure represents a proportion of the assets which are subject to a floating charge being set aside under section 176A of the Insolvency Act 1986 for the benefit of the unsecured creditors. The provisions only need to be applied where the net property (i.e. after deducting the amount of the preferential claims from the total floating charge assets) amounts to £10,000 or more, although the liquidator may apply the prescribed part if it would be

of benefit to the unsecured creditors.

The figure for the prescribed part will be 50% of the first £10,000 of net property plus 20% of net property of more than £10,000 up to a maximum prescribed part of £600,000.

Guide to Pages B, B1 and B2

8. The Official Receiver will need to contact all the company's creditors, as at the date of the winding-up order, to tell them that the company is in liquidation. Full names, postal addresses, account numbers and reference numbers should be detailed.
9. You must list separately every creditor of the company, whether secured or otherwise. You must identify any creditor of the company as you list them where a claim relates to any of the following:-
 - a A hire-purchase agreement
 - b A chattel leasing agreement
 - c A conditional sale agreement
 - d A creditor claiming retention of title over property in the company's possession
10. Consumer creditors must be listed separately on page B1. Consumer creditors include customers or clients claiming amounts paid in advance of the supply of goods or services (e.g. deposits).
11. Employees, including former employees, must be listed separately on page B2 where a claim which relates to a period of employment with the company.
12. When listing a creditor who owes a smaller amount than their claim, give details of the two claims in a note, but only show the difference between them as the 'amount of debt'.

13. Make sure that you include any amounts that the company owes for:

- a Utilities (including Electricity, Gas, Telephone and Water Rates)
- b General business rates
- c Any banks, loan, credit or finance companies
- d Goods or services supplied
- e Rent
- f Wages and other monies due to employees (page B2)
- g Hire-purchase, Conditional Sale or Leasing agreements
- h Creditors claiming they own goods in the company's possession
- i Customers who paid money for goods and services not supplied by the company (page B1)
- j HM Revenue & Customs
- k Guarantees or indemnities given

14. If the company owes money to a lot of creditors, you might need to include several B pages in the Statement of Affairs. If so, number these extra pages as "B, B1, B2 continuation sheet" as applicable.

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List all shareholders showing 'Preference Shareholders' first.

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.