

**Financial assistance scheme** **checklist**

You must provide all evidence in the checklist when completing your application.

You must add the names of files in the summary box when you submit your application, for example Annex 1 - Annual Accounts 2020.

If you are providing personal data such as dates of birth and National Insurance numbers, send the information in a password protected file. Send the password to us in a separate email.

Once you have completed this checklist, send it along with the supporting evidence to [RPS.FA@insolvency.gov.uk](mailto:RPS.FA@insolvency.gov.uk).

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| **Requirement** | **Summary of evidence provided** |
| A completed case setup form. |  |
| A narrative statement of why you are applying for this scheme. This should include your company’s history detailing successes and difficulties over the last few years leading up to making this application. |  |
| Most recent annual accounts, including profit and loss and balance sheet.  If you have ceased trading, provide the most recent annual accounts from when the business was trading, including profit and loss and balance sheet. |  |
| Your last 3 months’ bank statements showing wage payments and business transactions.  If you are an unincorporated business, we also require your last 3 months statements for personal and business bank accounts. |  |
| Your most recent set of management accounts for the current accounting year, including profit and loss and balance sheet. |  |
| Financial projections for at least the next 3 months, including profit and loss, balance sheet and cash flows. Include headroom figures in your cash flow forecasts.  If the business has ceased trading, a current statement of affairs: details of your assets and liabilities calculated on forced sale values. |  |
| Details of repayment schedules and security pledged to the lender(s), of all your available overdrafts, loan and factoring facilities and any loans provided to you by third parties.  If you are an unincorporated business, please also provide evidence of any personal credit owed. |  |
| If your business has ceased trading, please provide evidence of meetings related to your decision to cease trading.  If you are intending to enter formal insolvency proceedings or dissolution, with relevant dates and timeframes. |  |
| Written evidence that you have taken all reasonable measures to raise the necessary funds. This includes but is not limited to:   * Seeking external funding from commercial lenders such as banks. * Confirmation letter from your stating that no further funding is available * Approaching shareholders and directors. * Stock reduction programmes * Realisation of assets * Factoring * Sales and leaseback * Improved debt collection * Renegotiating creditors terms * Rescheduling of planned capital expenditure |  |
| Verification of wage rates. This can include:   * HMRC documents for example P11s, P45s or P60s * Last 3 months wage slips alongside with company bank statements showing payments being made to the employee * 1 month bank statement from at least 12 months before the application showing payment being made to the employee |  |
| Details of any other payments you are making to redundant employees. |  |
| Details of employees who would be receiving redundancy payments, including:   1. Full name 2. Date of birth 3. National Insurance number 4. Date notice given 5. Start date 6. End date 7. Weekly rate of pay 8. Confirmation if part payment has been made for redundancy |  |
| Your proposal for repayment of the redundancy paid out on your behalf. Unless otherwise agreed, repayments will begin immediately after the first employee payment. |  |

Declaration

I can confirm that the information provided is true and accurate to the best of my knowledge.

Name:

Role: