

THE FOLLOWING ACTIONS TO BE COMPLETED BY CASE STRATEGY ADMIN:

Please note: if it becomes apparent that the bankrupt is trading, or has recently ceased trading, urgent referral is to be made to an Analyst / DOR.

Case Details

Bankrupt's full name	
BKT reference	
Date of order	
Date received in office	

System updates (ISCIS)

Have all points on the Adjudicator Bankruptcy Protocol been completed?	Initial
Is the case a duplicate: If so refer to Duplicate Case Guidance On Guidance for Official Receiver's	

<p>EQUIFAX</p> <p>Check creditors on ISCIS against Equifax and against the application, state any differences:</p> <p>Ensure creditor contact details on ISCIS are correct and match Centrally Managed Parties Centrally managed parties and blanket authorities Intranet (insolvency.gov.uk)</p> <p>Any other matters of concern, including movement of credit balances / multiple balances of the same amount?</p>	Initial
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<p>PARV – Address withheld?</p> <p>If there is a person at risk of violence (PARV) application refer to the duty Analyst to complete the following action:</p> <ol style="list-style-type: none"> 1. Tick the “Address withheld” box on the case header if not already done so, enter note on ISCIS to highlight this to analyst Notes > Other Matters > Other matters for attention 2. If not already done, change address on ISCIS to show address withheld and tick to show that is the primary address & put actual address as second address. 	
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Vehicles – comments	
Other asset details:	

Add general note with review date of 48hours
(Notes > General Admin > Other) to say if Gazette complete, LRRABO sent, Creditors checked, Equifax. BO & App uploaded.

Analysts to note:.... [anything that you have highlighted above]

Email to bankrupt to include a copy of the bank letter and any other letters identified from above

CIP completed by:	[Full name of admin. officer who completed form]
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On:	[date: dd/mm/yyyy]	[time completed - am/pm]
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Upload this form immediately to case file-plan – Preliminary Investigation

THE FOLLOWING ENQUIRIES TO BE COMPLETED BY THE ANALYST (not all boxes will require completion)

ATTEMPTS MADE TO CONTACT BANKRUPT	Attempt	Date and Time	Method: Text, tel or email – provide details
	1		
	2		
	3		
	4		
CONTACT DETAILS	[tel. nos; email addresses; confirm name & address as per BO]		
If contact not made, provide brief reason for call			

CURRENT HOME Owned/Rented Shared ownership % of interest, freeholder contact Previous addresses	
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EMPLOYMENT STATUS / HISTORY	
TRADING HISTORY	
PAYE EMPLOYEES	Names, contact addresses
If the bankrupt is continuing to trade or has recently ceased trading please refer to a DOR for a decision on transfer to local office.	

TRADING / SELF-EMPLOYED: BOOKS AND RECORDS	Are there any physical or electronic accounting records?	Yes/No
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If Yes - physical	Where are the records held?	
	How much? (approximate quantity of boxes)	
If Yes - electronic	Details of package and access details including passwords	
Update note on <i>Books and Papers</i> to include the above information		
<u>Tell bankrupt to hold records pending further instructions and not to dispose/destroy.</u>		

BANK ACCOUNTS	
VEHICLE	
OTHER ASSETS	
ASSETS SOLD, GIFTED OR TRANSFERRED	
CREDITORS	Total debts £
App/Equifax and bkts explanations	Any unusual patterns, late or large borrowings, surges in values, bounce back loans (BBL) or any other government support schemes
Any additional creditors	
Note any DMP's, IVA's and CCJs and their dates	
INCOME HISTORY	
Any relevance to reason for insolvency	
EXPENSES:	
Any other assets identified	
DIVORCE / SEPARATION	
LEGAL PROCEEDINGS	

ANNULMENT COMMENTS	
REASONS FOR INSOLVENCY	
ANY POTENTIAL MISCONDUCT? Gambling, NRE, Preferences etc	

NEW INFORMATION PROVIDED BY BANKRUPT (not included on application)	
ANY ADDITIONAL SEARCHES REQUIRED?	

ANALYST DECISION

CASE CONCLUDED (Y/N)	
REFER TO LOCAL OFFICE (Y/N)	
Record case type and interview status on ISCIS	Choose an item.
	Choose an item.

SUMMARY OF ENQUIRIES:	
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CIPA updated by:	[Full name of analyst who added to form]	
On:	[date: dd/mm/yyyy]	[time completed - am/pm]
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