

What should be handed over?

Form IPHBP produces a pro-forma list of most of the documents to be handed over. This can be edited according to the circumstances of the case.

In every case, where available, the following documents must be handed over and noted on the IPHBP.

- Certificate of appointment (option to enclose)
- The Insolvency Practitioner Handover form
- Trustee/Liquidator Record Book (IPROH)
- A copy of the petition
- Proofs of debt (listed)
- Report to Creditors
- Preliminary information Questionnaire
- Narrative Statement
- Copies of relevant correspondence, listed by name. Copies of all letters and forms handed over should be retained on the case file.

Equifax reports:

- In company cases, where Equifax reports have been generated for address tracing purposes, these can be provided to the insolvency practitioner as part of the handover process.
- In bankruptcy cases, Equifax reports can be provided to the insolvency practitioner as part of the handover process.

What do I do with post/letters/information received after the handover?

Any items, requiring the attention of the trustee/liquidator, received after the handover of the estate, should be forwarded to the insolvency practitioner without delay. What has been sent and when should be recorded in general notes for the case.