

IP Handover checklist

Care should be taken to ensure that certain actions are considered when a case is being handed over to an Insolvency Practitioner to avoid financial losses and/or reputational damage to the Official Receiver.

Colleagues working on handovers should work through every section of this form in **every** handover case and add a note added to ISCIS to confirm.

Action required for handover
Assets - set all assets to zero <ul style="list-style-type: none">• Mark each asset as realised on day of handover with a zero balance• Ensure the 'asset realised box' is selected• Add a note to each asset stating case now handed over and distribute to anyone allocated to the asset• IPA: Please advise LTADT.IPA of the IP handover.
Solicitors & Agents <ul style="list-style-type: none">• Ensure any solicitors and/or any agents who are instructed and acting for the OR have been informed of the IP appointment.• Provide the IP with details of any work outstanding with the OR solicitor and/or any agents.
Insurance – Local admin support Check for insurance (in general and asset ISCIS notes – including assets at hub) <ul style="list-style-type: none">• The person completing the handover is responsible for cancelling all insurance.• Add to the note to cancel ALL insurance. The cancellation is the date the case is handed over to the IP -Trustee / Liquidator.• Inform the IP that assets require insurance from the date of handover• Distribute the note to staff responsible for insurance in your local office• Spreadsheet to be updated• Close the note once the final insurance invoice has been paid
Valuables register - check Arrange for secure delivery to Insolvency Practitioner
Books and Records - Examiner to complete ISCIS note detailing: <ul style="list-style-type: none">• Type, location and quantity of records

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| <ul style="list-style-type: none">• Confirmation that records can be handed over (and, if not, why not)• Details of records held by any third parties, location, type and quantity |
| <p>Books and Records – Admin team to arrange safe collection/delivery of records.
Report any concerns to the examiner via an ICSIS note to provide an audit trail. .</p> |
| <p>Company dissolution date
In company cases, check position regarding dissolution and ensure full details regarding any deferral are provided to the Insolvency Practitioner.</p> |

If you are in any doubt please check with your line manager, examiner or DOR and record details on ICSIS to provide a clear audit trail.