

Standard activity

Examples of work

Administration and planning

Case planning
Administrative set up
Appointment notification
Maintenance of records
Statutory reporting
Annual and internal reviews
Completion of post-appointment VAT & Corporation Tax returns
Review of post appointment tax matters
Setting up and maintaining bank account

Investigations

Statement of Insolvency Practice 2 (“SIP 2”) review
Corresponding with the former directors and management
Investigating antecedent transactions
Completion of statutory report to the Department for Business, Innovation & Skills (“BIS”)

Realisation of assets

Identifying, securing, insuring assets
Retention of title
Debt collection
Property, business and asset sales
Monitoring and chasing of deposits and deferred sale consideration

Trading

Management of operations
Accounting for trading
On-going employee issues

Creditors

Communication with creditors
Creditors’ claims (including employees’ and other preferential creditors’
Meetings with Creditors
Recording and maintaining the list of Creditors
Dealing with Creditors claims