

OUR LIST OF BOOKS AND RECORDS TO BE KEPT FOR A COMPANY GOING INTO AN INSOLVENCY PROCESS

The following list is a guide to the documents an Insolvency Practitioner is required to retain:

- Financial statements
- General ledgers and journals
- Cash records
- Bank statements and loan documents
- Sales and debtor records
- Documentation supporting outstanding debts and retentions
- Unpaid invoices
- Insurance documents
- Payroll records
- Personnel files
- Accident book
- Litigation files
- Taxation records (PAYE / NIC, VAT & Corporation tax)
- Minutes of director's meetings
- All relevant company registers
- Leases
- Deeds
- Electronic copies of important documents

This list is not exhaustive and there may be additional documents that are specific to your business that an Insolvency Practitioner will wish to keep. Do not destroy any company documents before you have discussed doing so with the Insolvency Practitioner.

Generally, operational documentation will not be required to be kept, unless it relates to an asset of the company.

If you would like specific guidance for your company, talk to Sadlers today.