

## Instructions for completing the questionnaire

Before you fill in the questionnaire please read or have someone read to you Section 5 of the Perjury Act 1911, which is printed on the next page.

Please fill in the questionnaire in BLOCK CAPITALS using black ink.

As a bankrupt, you are required by law to answer the questions in this booklet. This requirement comes from the duty imposed on bankrupts by section 291 of the Insolvency Act 1986. You must answer all the questions, and your answers must be true to the best of your knowledge and belief.

Some questions ask you to give dates. If you do not know the precise dates requested, please give approximate dates and state that they are approximate. If boxes give you a choice of answer, please tick those that apply.

If there is not enough space for your answers, continue on the extra pages at the end of the questionnaire. **You must sign and date any extra pages you use, and sign and date the questionnaire where shown.**

**You should be aware that if:**

- **you fail to co-operate with the Official Receiver in completing the booklet, or**
- **you fail to provide any accounting records, other documents or information requested by the Official Receiver,**

**then the Official Receiver may apply to the court for your discharge period to be suspended.**

**If the application were granted, this would lengthen the period of your bankruptcy.**

When you have completed the questionnaire, you must take or send it to the Official Receiver together with any paperwork in support of your answers.

## Section 5 of the Perjury Act 1911

If any person knowingly and wilfully makes (otherwise than on oath) a statement false in a material particular, and the statement is made –

- (a) in a statutory declaration; or
- (b) in an abstract, account, balance sheet, book, certificate, declaration, entry, estimate, inventory, notice, report, return or other document which he is authorised or required to make, attest, or verify, by any public general Act of Parliament for the time being in force; or
- (c) in any oral declaration or oral answer which he is required to make by, under, or in pursuance of any public general Act of Parliament for the time being in force,

he shall be guilty of a misdemeanour and shall be liable on conviction thereof on indictment to imprisonment for any term not exceeding two years, or to a fine or to both such imprisonment and fine.

**This section means you must give the Official Receiver answers that are true to the best of your knowledge and belief. You may be committing a criminal offence if you deliberately give the Official Receiver false information in your answers to the questionnaire or to any extra questions that you may be asked in relation to your bankruptcy.**

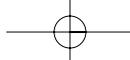
I confirm that I \*have read/\*have had read over to me Section 5 of the Perjury Act 1911 and that I understand it.

Your signature

Name in  
BLOCK CAPITALS

Date

*\*Delete as applicable*



## Your personal details

**1.1** Surname.

Forenames.

Title (Mr, Mrs, Ms, etc.).

**1.2** Any other names by which you have been known (such as maiden name, alias or nickname).

**1.3** Date of birth.

**1.4** Place of birth.

**1.5** National Insurance number.

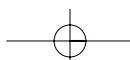
**1.6** Home address (including postcode).

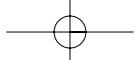
**1.7** Home telephone number.

**1.8** E-mail address.

**1.9** At what telephone number can you be contacted during the day?

**1.10** List any professional or technical qualifications you have.





**1.11** Are you (tick all that apply)

Single	<input type="checkbox"/>	Cohabiting	<input type="checkbox"/>	A civil partnership	<input type="checkbox"/>
Married	<input type="checkbox"/>	Separated	<input type="checkbox"/>	A former civil partnership	<input type="checkbox"/>
Divorced	<input type="checkbox"/>	Widowed	<input type="checkbox"/>	A surviving civil partnership	<input type="checkbox"/>

**1.12** Are you, or in the last 5 years have you been, involved in proceedings for divorce, separation or the dissolution of a civil partnership?

<b>Yes</b>	<b>No</b>
<input type="checkbox"/>	<input type="checkbox"/>

**1.13** If **Yes**, give details of the divorce or separation proceedings, or proceedings dissolving a civil partnership including any agreed settlement whether formal or informal, and any gifts or transfers of property that occurred in those proceedings.

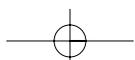
**1.14** Name, address and reference of your solicitor in the proceedings.

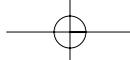
**1.15** Have you been bankrupt before?

<b>Yes</b>	<b>No</b>
<input type="checkbox"/>	<input type="checkbox"/>

If **Yes**, when approximately?

**1.16** State which court and which Official Receiver's office dealt with the proceedings.



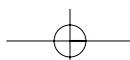
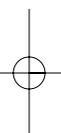
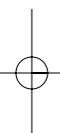


**1.17** Have you previously entered or have you tried to enter into an Individual Voluntary Arrangement (a formal arrangement with creditors to pay them in full or part over time)?

**Yes**

**No**

If **Yes**, give details, such as the date of the arrangement and the name and address of any Insolvency Practitioner involved.



## Assets

**2.1 Please list everything you own including assets of your business (if any) and its approximate amount or value.**

**You should answer all sections and, where appropriate, give more details of the assets when you answer the later questions shown. You should also notify the Official Receiver immediately if any of these assets are perishable goods or are likely to reduce in value if not realised quickly, for example they are incurring fees that need to be paid before the item can be collected.**

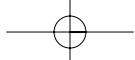
	Details (if none owned, write "NONE")	Approximate amount or value £
<b>(a)</b> Cash in hand		
<b>(b)</b> Cash held by anyone for you (such as a solicitor, accountant, relative or friend). Also give their name(s) and address(es)		
<b>(c)</b> Cash in a bank, building society or similar account	See also question 3.2 on page 11	
<b>(d)</b> Household furniture		
<b>(e)</b> Motor vehicles	See also question 5.2 on page 13	
<b>(f)</b> Money owed to you	See also question 6.2 on page 14	
<b>(g)</b> Stock in trade		

	Details	Approximate amount or value £
<b>(h)</b>	Machinery, plant and equipment	
<b>(i)</b>	Fixtures and fittings	
<b>(j)</b>	Freehold land and property, such as houses and other buildings, less any amount owing on mortgage	See also question 7.2 on page 16
<b>(k)</b>	Leasehold land and property, such as houses and other buildings, less any amount owing on mortgage	See also question 7.3 on page 16
<b>(l)</b>	Farming stock and crops	
<b>(m)</b>	Stocks, shares and other investments. (List companies, unit trusts, etc.)	

Details	Approximate amount or value £
(n) Any property or sums either due to you or which will become due to you under any will or trust	
(o) National Savings, Premium Bonds (give the bond or certificate numbers)	
(p) Jewellery	
(q) Endowment or other life policies	See also question 8.2 on page 18
(r) Pension policies and other pension entitlements	See also question 9.1 on page 19
(s) Computer (state make, model and age)	
(t) Any other property or possessions of any description in any other part of the world	

**Note: You must take or send any documents relating to your assets to the Official Receiver. These may include such things as documents of title, share certificates, investments, life assurance documents, pension policies.**

**Remember: If you do not disclose all of your assets you may commit a criminal offence.**



**2.2** Did you have any other assets that you have not listed which you gave, sold or transferred to another person on the day the bankruptcy order was made against you or since then?

**Yes**

**No**

If **Yes**, give details of the asset(s) and its disposal.

**2.3** In the last 5 years have you transferred, sold or given away any of your personal possessions or business assets at less than their value or less than their cost?

**Yes**

**No**

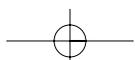
If **Yes**, give details

**2.4** In the last 2 years have you made any payment to a creditor, other than in the ordinary course of business, with a view to improving the position of that creditor in case you became subject to insolvency/bankruptcy proceedings?

**Yes**

**No**

If **Yes**, give details



## Bank accounts

**3.1** In the last 2 years have you had any bank, building society, National Savings or similar accounts in your own name or jointly with anyone else?

**Yes**

**No**

**3.2** If **Yes**, give details of all accounts held (including dormant accounts).

Name and address (including postcodes) of banks etc	Account number and sort code	Tick if your regular income is paid into this account	Name of joint account-holder (if applicable)	Balance of account	
				Debit £	Credit £
Total				£	

↓  
(Total to be entered on page 7)

**Note:** Also include details of accounts with a debit (overdrawn) balance on pages 21-23.

**WARNING:** It may be possible for the Official Receiver to ask your bank or building society to release some or all of a credit balance to you if you need it for your domestic living expenses. However, you must not access any account without first contacting the Official Receiver.

## Cheque cards and credit cards

**4.1** Have you any current cheque cards, cash dispenser cards, credit or charge cards, debit cards, etc?

**Yes**

**No**

**4.2** If **Yes**, give details.

Type of card	Card number	Name and address of bank or supplier

Does any other person hold a card on any of the above accounts?

**Yes**

**No**

If **Yes**, give details.

**Note:** Also include any current liability on pages 21-23.

**WARNING:** You must not use any credit cards or charge cards but should cut them in half and send them to the Official Receiver.

## Motor vehicles

**5.1** Do you own a motor vehicle or have you disposed of any motor vehicle in the 12 months before the bankruptcy petition was presented? **Yes**  **No**

**5.2** If **Yes**, give details.

Registration number	Make and model - include number of doors and type of vehicle, such as estate, hatchback also mileage and current condition	Insured  See also Q8.4	Estimated value of vehicle  <b>(a)</b>	Finance outstanding <b>(b)</b> See also question 12.2	Net value  <b>(a) - (b)</b>
		Yes <input type="checkbox"/> No <input type="checkbox"/>			
		Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Total</b>					<b>£</b>

↓  
(Total should to be entered on page 7)

Where is the vehicle?

Does the vehicle have a valid MOT? If yes, provide expiry date of MOT   
Give a general view on the condition of the vehicle.

**Note: Give details of any insurance company at Q8.4 on page 18; list any outstanding finance at Q13.1 on pages 21-23.**

## Money owed to you

**6.1** Does anyone owe you money?

**Yes**

**No**



**6.2** If **Yes**, give details.

Name and address, including postcode of person(s) or company(ies) owing you money	Why are you owed this money?	Amount of debt £	How much do you think will be paid? £

**You must take or send all supporting documentation, including copy invoices, if available, to the Official Receiver.**

TOTAL

£



*(Total to be entered on page 7)*

**6.3** Have you used a factoring company to collect debts owed to you?

**Yes**

**No**



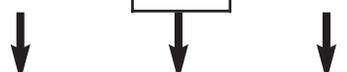
If **yes**, give details: name, address, reference and period used.

Note: Continue on the extra pages at the end of the questionnaire, if necessary.

## Properties (including land)

**7.1** List **all** properties that you currently own, rent, lease or otherwise have an interest in **and also** any properties that you have owned, rented, leased or otherwise had an interest in during the past 5 years. Include everywhere that you have lived in the last 5 years and any premises you are currently using, or have previously used, for business purposes.

	•Address of property, including any flat, room number or description and postcode • Type of property, such as: flat semi, terraced. • Number of bedrooms	Tick as appropriate				If the property has been disposed of	
		Owned	Rented	Leased	Other	When did you sell, transfer or give up the property?	To whom did you sell, transfer or give up the property?
<b>1</b>							
<b>2</b>							
<b>3</b>							
<b>4</b>							


  
**Note:** See also Q7.2      Q7.3      Q7.5

**7.2** If you ticked the “owned” column in question 7.1, give more details of the property or properties you still own.

Number of the property from the list in question 7.1. State whether freehold (F) or leasehold (L)	Approx. value  £ <b>(a)</b>	Name and address (including postcode) of building society, bank, other person or concern holding security over the property and the mortgage account number	Amount owing to each secured creditor  £ <b>(b)</b>	What insurance is currently in force and what is its expiry date?	If you own property with another person, name of joint owner	Net value  £ <b>(a)-(b)</b>

Total

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*(Total to be entered on page 8)*

**7.3** If you have ticked the “rented” or “leased” column in question 7.1, give more details of the property or properties that you still rent or lease.

Number of property from the list in question 7.1	Full names of all people, including children, living there	Landlord’s name and address (including postcode)	How often should you pay rent (for example, weekly)?	What is the current rent?

**Note:** You should take or send to the Official Receiver a copy of your lease or rent agreement. A rent demand or rent book will help if you do not have a copy agreement.

**7.4** Does anyone else have an interest in any of the properties listed at 7.2 and 7.3? This interest may be as a sub-tenant, a guarantor of the mortgage, a partner, a joint tenant, joint lessee or otherwise.

**Yes**

**No**

If **Yes**, give details.

Address of property (including postcode)	Name of person with an interest	Their address, if different from the property (including postcode) and reference	Nature of interest

**7.5** If you have ticked the "other" column in question 7.1, give more details of the property or properties that you still occupy.

Number of property from the list in question 7.1	Who lets you use it?	How much do you pay?	Is there a written agreement?

## Endowment, other life insurance policies and other insurance policies

**8.1** Do you have or have you had any endowment or other life policies? **Yes**  **No**

**8.2** If **Yes**, give details, including details of lapsed policies.

Name and address (including postcode) of life assurance company or broker	Policy number	When was it taken out, roughly?	Type of policy	Estimated value of policy £	Name and address (including postcode) of any concern holding security over the policy
				£	

↓  
(Total to be entered on page 9)

**8.3** If any of the above policies are/were held jointly with another person state the joint owner's name and address (including postcode).

**8.4** Is there anything you own or hold that is insured? **Yes**  **No**

**8.5** If **Yes**, give details.

Item	Name and address (including postcode) of insurance company or broker	Type of policy

**Note: You must take or send all insurance policies to the Official Receiver immediately.**

## Pension policies and other pension entitlements

**9.1** Apart from state benefits, do you have or have you had any personal pension arrangements? **Yes**  **No**

If **Yes**, give details.

Name and address of the pension company	Policy number	Roughly when did you take out the policy? How much have you in total?	When are the payments to you due to start?	Amount (if any) being received now, and how often/period £	Value of pension £

**Note: You must take or send all pension policies to the Official Receiver.**

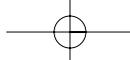
## Items you have but do not own

**10.1** Do you have in your possession or control anything (including goods, equipment and vehicles) that does not belong to you? **Yes**  **No**

**10.2** If **Yes**, give details.

Description of item	Where is it?	Owner's name and address (including postcode)	Briefly explain why you have the item (eg. car supplied by employer or lent by friend)

**Note: Give details at Q8.4 of any insurance held for an item.**



## Unfinished contracts and other matters

**11.1** Are you in the process of buying or selling anything or providing or receiving any service other than for your day-to-day living requirements? **Yes**  **No**

**11.2** If **Yes**, give details and **contact the Official Receiver immediately.**

**11.3** Do you hold any items of property that are hazardous or harmful to people or the environment, such as chemicals or toxic substances? **Yes**  **No**

If **Yes**, give details including why you think it is hazardous or harmful and **contact the Official Receiver immediately.**

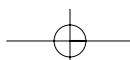
## Hire purchase and finance agreements

**12.1** Do you owe any money to a finance company for items on hire purchase, lease or conditional sale? **Yes**  **No**

**Note: You must take or send all agreements to the Official Receiver.**

**12.2** If **Yes**, give details.

Item	Where is it?	Name of finance company	Reference number of agreement



## Liabilities

**13.1** Complete the list below, giving the names and addresses of everyone to whom you owe money, including any debts you dispute. In the column headed “Amount owing”, mark disputed debts with the letter ‘D’ and mark any debts which you owe as a member of a partnership with the letter ‘P’. **You must give full names and postal addresses, or the Official Receiver will be unable to contact your creditors.**

To help you, here is a list of the types of creditors to whom you may owe money. You may wish to tick the relevant boxes. **You should include creditors in the list even if you have written their name and address elsewhere in this questionnaire.**

Electricity	<input type="checkbox"/>	Creditors claiming their own goods in your possession	<input type="checkbox"/>
Gas	<input type="checkbox"/>	Customers who paid money for goods and services that you have not supplied	<input type="checkbox"/>
Telephone	<input type="checkbox"/>	HM Revenue and Customs	<input type="checkbox"/>
Water rates and sewerage charges	<input type="checkbox"/>	Department for Work and Pensions	<input type="checkbox"/>
Council tax, general rates and community charge	<input type="checkbox"/>	Any banks or financial companies	<input type="checkbox"/>
Guarantees you have given	<input type="checkbox"/>	Leasing agreements	<input type="checkbox"/>
Goods or services you have received	<input type="checkbox"/>	Hire purchase or credit sale agreements	<input type="checkbox"/>
Money owed to employees	<input type="checkbox"/>		
Rent	<input type="checkbox"/>		

### Remember

**If the telephone, gas or electricity accounts are in your name, supplies could be cut off. Contact the supply companies to arrange for any future supply you want.**



## List of creditors

Name of creditor and any account number (with bank accounts include sort codes)	Address (including postcode)	Amount owing £	Date incurred	What was the debt for?
<b>Total</b>				

**Note: Continue on the extra pages at the end of the questionnaire, if necessary.**

## Legal proceedings

- 14.1** Has a sheriff's officer or a bailiff visited you in the last 6 months? (A sheriff's officer/bailiff is an officer of the court who may attend to remove assets for sale if, for example, a judgment debt has not been paid.)
- Yes**  **No**

If **Yes**, give details.

- 14.2** Are you involved in any proceedings that **do not** relate to county court judgments?
- Yes**  **No**

If **Yes**, give details, including the name, address and reference of your solicitor in the proceedings.

**Note: You must take or send the papers you have on these proceedings to the Official Receiver.**

**Continue on the extra pages at the end of the questionnaire, if necessary.**

## Payments to your creditors

- 15.1** Have you been making regular payments each month to your creditors on account of their debts/claims?
- Yes**  **No**

If **Yes**, list these creditors, the amounts that you pay to them and tick to show any payments made under a court order.

Name	Amount per month	Please tick if under court order
<input style="width: 100%;" type="text"/>	£ <input style="width: 80%;" type="text"/>	<input type="checkbox"/>
<input style="width: 100%;" type="text"/>	£ <input style="width: 80%;" type="text"/>	<input type="checkbox"/>
<input style="width: 100%;" type="text"/>	£ <input style="width: 80%;" type="text"/>	<input type="checkbox"/>

## Members of your household and dependants

**16.1** Give the names and ages of all occupants of your household and state which, if any, are dependent on you.

**16.2** Apart from members of your household, is any person dependent on you?

**Yes**

**No**

If **Yes**, give details including their name, address and the reason for their dependency.

## Present income

The court can order that you pay part of your earnings or other income to your trustee if your income is more than you need to live on. The order is known as an Income Payments Order and is made under section 310 of the Insolvency Act 1986. From 1 April 2004 you can enter into a voluntary arrangement called an Income Payments Agreement.

You must answer the following questions about your income and outgoings and you may be asked to provide your wage slips or salary statements and bills such as gas or electricity to support your answers. This will enable a decision to be made as to whether an Income Payments Order (or an Income Payments Agreement) is appropriate.

The court will not make an Income Payments Order, neither will an Income Payments Agreement be agreed, that would leave you too little income to meet the reasonable domestic needs of you and your family.

If an Income Payments Order or an Income Payments Agreement is made against you, the payments will usually stop after 3 years.

If your income increases while you are bankrupt, you must inform your trustee of the increase within 21 days.



## Outgoings

**The information in this section may be used to work out how much, if anything, you can afford to pay your creditors each month. It is important that it is accurate and that you include all necessary expenditure.**

**18.1** How much do you spend each month on the following:

Mortgage payments or rent on your home

£

Housekeeping, including food and cleaning

£

Gas, electricity, other heating

£

Water

£

Telephone charges

£

Travelling to and from work and other essential journeys

£

Clothing

£

Maintenance payments and fines

£

→ Also show these payments at Q14.2

Council tax

£

Other essential payments

£

→ Give details of these payments

Total

£



## Betting and gambling

**19.1** Have you lost any money by betting, gambling or similar activities in the last 2 years?

**Yes**

**No**

**19.2** If **Yes**, how much do you think you have lost?

£

## Directorships

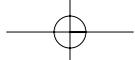
**20.1** Are you, or in the last 5 years have you been, a director or involved in the management of a company?

**Yes**

**No**

**20.2** If **Yes**, give details.

Name of company	If the company is subject to liquidation, administration, administrative receivership or other insolvency proceedings, give details of the Official Receiver's office or insolvency practitioner dealing with the company.



**Present employment/business**

**21.1** Are you now employed?

**Yes**

**No**



**21.2** If **Yes**, what is your job and who is your employer? What is the address of the personnel department and your pay reference number?  
When did you start this job?

**21.3** Are you now unemployed?

**Yes**

**No**



**21.4** If **Yes**, how long have you been unemployed?

What was your last job and who was your last employer?

**21.5** Give your current (or last) Income Tax reference number.

Address of tax office (including postcode).

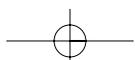
**21.6** Are you now, or have you been in the last 2 years, self-employed (including a partner in a partnership)?

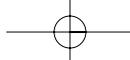
**Yes**

**No**



↓  
go to Q22.1





**21.7** If **Yes**, state type of business, trade or profession.

Give the business's trading name(s).

**21.8** When did your business, trade or profession start?

When did your business, trade or profession cease trading?

Have you continued to trade since the date of the bankruptcy order?

**21.9** Present or last business address (including postcode).

This address should be listed at question 7.1

Give the business e-mail address and or website address (also known as the domain name).  
Give the name and address of the Internet Service Provider (ISP).  
(Include any reference numbers and passwords with your answer.)

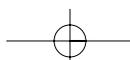
**21.10** VAT number.

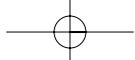
**21.11** Give names and addresses (including postcode) of your:

Accountants

Solicitors

**21.12** To what date were the last accounts of your business prepared?





**21.13** Is/was the business a partnership?

**Yes**

**No**

If **Yes**, give other partner's name(s) and address(es), including postcodes.

**21.14** Is/was there a written partnership agreement?

**Yes**

**No**

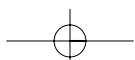
If **Yes**, you should send or hand a copy to the Official Receiver. If you don't have a copy, give the name and address of a person who can provide one.

**21.15** Are you aware of any insolvency proceedings against the partnership or any other partner?

**Yes**

**No**

If **Yes**, give details.



**21.16** In the last 3 years, has there been any change in the membership of the partnership?

**Yes**

**No**

If **Yes**, give details (for example, name of former partner and date of change in partnership).

**Note: Partnership liabilities should be included on the list of creditors at Q13.1, pages 21-23.**

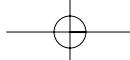
## Other self-employment/business

**22.1** Have you been self-employed or involved with any other business, including a partnership, in the last 6 years which you have not previously mentioned on this form?

**Yes**

**No**

If **Yes**, give details.



## Accounting records

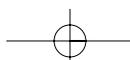
**23.1** At what address (including postcode) are your books of account and other accounting records kept?

**You must deliver your accounting records and other business records to the Official Receiver. If you cannot do this, please explain why and give the name and address of the person who has control of them. If the accounting records, or any part of them are held on computer, please telephone the Official Receiver immediately.**

**23.2** Give the name and address (including postcode) of any book-keeper you have employed.

**23.3** If you hold records on a computer, give details of these records and say where they can be obtained and give details of the period covered by the records, the software package (including version) used and any system user names and passwords.

**NOTE: IF YOU FAIL TO DELIVER YOUR ACCOUNTING RECORDS AND OTHER BUSINESS RECORDS TO THE OFFICIAL RECEIVER AT THE TIME OF YOUR FIRST INTERVIEW, YOU WILL HAVE TO ATTEND AT HIS OFFICE ON ANOTHER OCCASION.**



## Employees

**24.1** Have you employed anybody in the last 2 years?

**Yes**

**No**

↓  
go to question Q25.1

**24.2** If **Yes**, do you owe any money to them or may any former employee claim that you owe them wages, holiday pay or redundancy pay etc?

**Yes**

**No**

**24.3** Except for redundancy payments, has any person made any payments to an employee on your behalf?

**Yes**

**No**

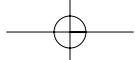
If **Yes**, give details.

**24.4** Has any payment been made to any of your employees or former employees in respect of their redundancy entitlement (if any)?

**Yes**

**No**

If **Yes**, state by whom the payment was made.



**24.5** Are you entitled to any rebate from the Redundancy Fund?

**Yes**

**No**

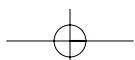
If **Yes**, give details.

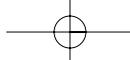
**24.6** Give details of any occupational pension scheme you operated and the names and addresses of any trustees.

**24.7** As an employer are you “contracted out” of the Government Pension Scheme in accordance with Part III of the Social Security Pensions Act 1975?

**Yes**

**No**





**24.8** In respect of any employee:

(a) Have you made any payments under an attachment of earnings order, or any similar order?

**Yes**

**No**

If **Yes**, give details.

(b) Are there any arrears of payments under such orders?

**Yes**

**No**

If **Yes**, give details.

(c) Has any fund been created for deductions from the earnings of employees concerned which has not been paid to the appropriate court?

**Yes**

**No**

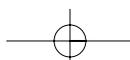
If **Yes**, give details.

**24.9** Do you have/did you have Employer's Liability insurance cover?

**Yes**

**No**

If **yes**, give details, including name and address of insurer and policy number.





## Other matters

**25.1** Give reasons for your insolvency. You should provide reasons to support your answer. For example, it would not be enough to state "the recession" without explaining its effect on your affairs.

**25.2** When did you first become aware that you were insolvent? (This is generally the time when you first realised that you could not pay your debts when they fell due)

**25.3** Is there anything else you want to tell the Official Receiver?

**Yes**

**No**

**25.4** If **Yes**, give details.

I confirm that I **\*have read/\*have had read to me** Section 5 of the Perjury Act 1911, printed at the front of this booklet, and that I understand it.

I confirm that my answers to all the questions in this booklet (questions 1.1 to 25.4 inclusive, including any extra information on pages following this certificate) are true to the best of my knowledge and belief.

I understand that I have a duty to co-operate with the Official Receiver and that I may have to provide more information at the request of the Official Receiver or my trustee.

This questionnaire was completed by .....\*in the presence of .....  
.....on .....

Your signature

Name in BLOCK CAPITALS

DATE

*\*Delete as applicable*

**Note:** If an insolvency practitioner is appointed as trustee of your estate in place of the Official Receiver, the trustee will have separate powers to require you to provide information. However, a copy of this completed questionnaire will be given to any such practitioner and this should reduce considerably his or her need to contact you again for information.





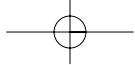
## Check list

The following is a list of items you should give to the Official Receiver when you attend at his office. In general terms, these documents should each cover the whole of the period of 2 years before the date of the bankruptcy order, unless it is inappropriate to do so.

**Note: You should still complete (and return) this questionnaire even if you cannot give the Official Receiver all the items on this list.**

Question  
No.

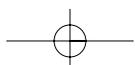
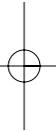
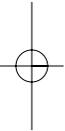
- |   |                          |
|---|--------------------------|
| 2.1 Documents of title, share certificates, investments, pension policies                         | <input type="checkbox"/> |
| 4.1 Credit and charge cards   | <input type="checkbox"/> |
| Bank statements   | <input type="checkbox"/> |
| 6.2 Papers showing what is owed to you  | <input type="checkbox"/> |
| 7.3 Lease or rent agreement or rent demand  | <input type="checkbox"/> |
| 8.2 Life assurance policy or payment notices  | <input type="checkbox"/> |
| 8.4 Insurance policies, cover notes or payment notices  | <input type="checkbox"/> |
| 12.1 Hire purchase agreements   | <input type="checkbox"/> |
| Lease, credit sales and other finance agreements  | <input type="checkbox"/> |
| 14.2 Papers for any legal proceedings involving you which have not been completed                 | <input type="checkbox"/> |
| 17.1 Wage slips, salary statements, state benefits notices or other documents showing your income | <input type="checkbox"/> |
| 18.1 Latest bills you have been asked to pay  | <input type="checkbox"/> |
| 23.1 Accounting records – bring these with you to the interview                                   | <input type="checkbox"/> |

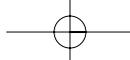


## Extra information

Question  
No.

If you need more space for your answers, please use this page, giving the question number in the left-hand column.

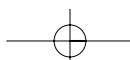
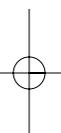
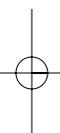


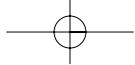


## Extra information

Question  
No.

If you need more space for your answers, please use this page, giving the question number in the left-hand column.





## Extra information

Question  
No.

If you need more space for your answers, please use this page, giving the question number in the left-hand column.

