

## Statement of Affairs

**Pursuant to paragraph 47 of Schedule B1 to the Insolvency Act 1986  
and Rule 2.21(1) of the Insolvency (Scotland) Rules 1986**

Insert name of the  
company

Statement as to the affairs of

as at the \_\_\_\_\_ 20\_\_\_\_, the date that the company entered administration.

### **Statutory Declaration**

I solemnly and sincerely declare that the information provided in this statement and the lists A to G annexed and signed as relative hereto is, to the best of my knowledge and belief, true and complete,

**AND I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.**

Declared at \_\_\_\_\_

Signed \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_ 20

Before me \_\_\_\_\_

A Notary Public or Justice of the Peace or Solicitor

STATEMENT as to the affairs of the Company on the \_\_\_\_\_

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Please complete legibly, preferably in black type, or bold block lettering

		Estimated Realisable Values £
<b>ASSETS</b>		
Assets not specifically secured (as per List "A") _____		
Assets specifically secured (as per List "B")		£
Estimated realisable value		
<b>Less:</b> Amount due to secured creditors		
Estimated Surplus _____		
Estimated Total Assets available for preferential creditors, holders of floating charges and unsecured creditors _____		
<b>LIABILITIES</b>		
Preferential creditors (as per List "C") _____		
Estimated balance of assets available for holders of floating charges and unsecured creditors _____		
Estimated prescribed part of net property where applicable (to carry forward) _____		
Holders of floating charges (as per List "D") _____		
Estimated surplus/deficiency as regards holders of floating charges _____		
Estimated prescribed part of net property where applicable (brought down) _____		
Unsecured Creditors		£
Trade accounts (as per List "E") _____		
Bills payable (as per List "F") _____		
Contingent or other liabilities (as per List "G") _____		
Total unsecured creditors (excluding any shortfall to floating charge holders) _____		
Estimated Surplus/Deficiency as regards creditors unsecured creditors (excluding any shortfall to floating charge holders)		
Estimated deficiency after floating charge where applicable (brought down)		
Estimated Surplus/Deficiency as regards creditors		
Issued and Called-up Capital _____		
Estimated Surplus/Deficiency as regards members		

These figures must be read subject to the following:-

\*delete as appropriate

\*[(a) There is no unpaid capital liable to be called up]

\*[(b) The nominal amount of unpaid capital liable to be called up is £ \_\_\_\_\_ estimated to produce £ \_\_\_\_\_ which is/is not charged in favour of the holder of the floating charges(s)]

The estimates are subject to the expenses of the liquidation and to any surplus or deficiency on trading pending realisation of the Assets.

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**Statement of affairs LIST 'A'**  
Assets not specifically secured

Particulars of assets	Book value £	Estimated to produce £
Balance at bank.....	.....	.....
Cash in hand .....	.....	.....
Marketable securities (as per Schedule I) .....	.....	.....
Bills receivable (as per Schedule II) .....	.....	.....
Trade debtors (as per Schedule III).....	.....	.....
Loans and advances (as per Schedule IV) .....	.....	.....
Unpaid calls (as per Schedule V).....	.....	.....
Stock in trade _____		
Work in progress _____		
Heritable property.....	.....	.....
Leasehold property .....	.....	.....
Plant, machinery and vehicles .....	.....	.....
Furniture and fittings, etc.....	.....	.....
Patents, trade marks, etc .....	.....	.....
Investments other than marketable securities .....	.....	.....
Other property.....	.....	.....
Total		

Signed

Date

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**SCHEDULE I TO LIST 'A'**  
**Statement of affairs**  
**Marketable Securities**

Names to be arranged in alphabetical order and numbered consecutively

No	Name of organisation in which securities are held	Details of securities held	Book value £	Estimated to produce £

Signed

Date

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## SCHEDULE II TO LIST 'A'

### Statement of affairs

#### Bills of exchange, promissory notes, etc. available as assets

Please complete legibly, preferably in black type, or bold block lettering

Names to be arranged in alphabetical order and numbered consecutively

No	Name and address of acceptor of bill or note	Amount of bill or note £	Date when due	Estimated to produce £	Particulars of any property held as security for payment of bill or note

Signed

Date

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**SCHEDULE III TO LIST 'A'**  
**Statement of affairs**  
**Trade debtors**

Please complete legibly,  
preferably in black type,  
or bold block lettering

Names to be arranged in alphabetical order and numbered consecutively

No	Name and address of debtor	Particulars of any securities held for debt	Book value £	Estimated to produce £

Signed

Date

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**SCHEDULE IV TO LIST 'A'**  
**Statement of affairs**  
**Loans and Advances**

Please complete legibly,  
preferably in black type,  
or bold block lettering

Names to be arranged in alphabetical order and numbered consecutively

No	Name and address of debtor	Particulars of any securities held for debt	Book value £	Estimated to produce £

Signed

Date

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## SCHEDULE V TO LIST 'A'

### Statement of affairs

#### Loans and Advances

Please complete legibly, preferably in black type, or bold block lettering

Names to be arranged in alphabetical order and numbered consecutively

No	No in share register	Name and address of shareholder	No of shares held	Amount of call per share unpaid £	Total amount due £	Estimated to produce £

Signed

Date

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**LIST 'B' (consisting of \_\_\_\_\_ pages)**

**Statement of affairs**

**Assets specifically secured and creditors fully or partly secured (see note below) (not including debenture holders secured by a floating charge)**

No	Particulars of assets specifically secured and nature of security	Date when security granted	Name of creditor	Address and occupation

**Note:** For this purpose treat as a creditor but identify separately

- (a) an owner of goods in the company's possession under a hire-purchase agreement or an agreement for the hire of goods for more than 3 months, or
- (b) a seller of goods to the company claiming a retention of title or a seller under a conditional sale agreement.

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**LIST 'C' (consisting of \_\_\_\_\_ pages)**

**Statement of affairs**

**Preferential creditors for salaries, wages and otherwise**

Names to be arranged in alphabetical order and numbered consecutively

No	Name of creditor	Address

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Nature of claim	Total amount of claim	Amount ranking as preferential	Balance not preferential carried to List 'E'

Signed

Date

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**LIST 'D'**

**Statement of affairs**

**List of holders of debentures secured by a floating charge**

Names to be arranged in alphabetical order and numbered consecutively

No	Name and address of Holder	Amount £	Description of assets over which security extends

Signed

Date

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Please complete legibly, preferable in black type, or bold block lettering

**LIST 'E' (consisting of \_\_\_\_\_ pages)**

**Statement of affairs**

**Unsecured creditors – trade accounts.**

**Identify separately on this list customers claiming amounts paid in advance of the supply of goods and services**

**Names to be arranged in alphabetical order and numbered consecutively**

No	Name of and address of creditor	Amount of the debt £

Signed

Date

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## LIST 'F'

### Statement of affairs

#### Unsecured creditors – Bills payable, promissory notes, etc

Please complete legibly, preferably in black type, or bold block lettering

Names to be arranged in alphabetical order and numbered consecutively

**\*Note**

The particulars of any bills of exchange and promissory notes held by a holder should be inserted immediately below the name and address of such creditor.

No	Name and address of acceptor of bill or note	Name and address of holder*	Date when due	Amount of claim £

Signed

Date

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**LIST 'G'**  
**Statement of affairs**  
**Unsecured creditors – contingent liabilities**

Names to be arranged in alphabetical order and numbered consecutively

No	Name and address of creditor	Nature of liability	Amount of claim £

Signed

Date

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