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| **Document** | **CVL workpack updates – January 2022** |
| Checklist 1 | Point 13 updated for revised pensions information in the ***Pre-appointment Engagement Planning*** checklist |
| Checklist 3 | ***Appointing the Liquidator*** checklist - Minor adjustment at point 11 and reminder added to points 15, 54, 71 & 80 about holding over members’ resolutions where physical meeting ensues. Minor numbering changes – see green highlights. |
| Checklist 4 | Point 3 updated to reflect that the report on the outcome of the decision process to appoint the liquidator is now included within the letter to creditors on appointment (CVL405). See below, but the separate report (CVL406) should now be deleted from the pack. 25 updated for revised pensions information in the ***Immediate Tasks Following Appointment*** checklist |
| Checklist 5 | Standalone fees estimate revision documentation added to the ***Periodic Duties*** checklist at point 31 – see further documents on this below |
| Checklist 7 | Pensions investigations information added to the ***Investigations*** checklist at point 9 |
| Checklist 8 | ***Agreement of Liabilities*** checklist updated at point 19 for employee pensions claims |
| Checklist 10 | Pensions scheme section of ***Employee*** ***Claims & Pension Schemes*** checklist revised/updated from point 11 onwards |
| Checklist 11 | Minor update to point 11 of ***Distributions*** checklist as reminder about ensuring all employee claims in relation to o/s pension contributions have been dealt with |
| Checklist 12 | See green highlights for updates in the ***Closure*** checklist in relation to pensions work |
| CVL101(C) | Point 25 of the ***Background Information Checklist*** removed in relation to pension brokers and pensions section updated at points 47 & 48 of the checklist |
| CVL434(C) | ***NEW*** Pensions Checklist added to the work pack – see below for details of the appendices that accompany this checklist |
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| CVL103(L) | Minor updates to ***Client Identification and Money Laundering Regulations*** section of engagement letter – see green highlights |
| CVL306(L) | The letter to members with the written resolutions has had a minor update to clarify who the members’ agents will be |
| CVL405(L) | Letter to creditors on appointment which has been overhauled to incorporate the report on the outcome of the decision process – see notes to CVL406 below about this. Please resave the letter in its entirety as it has been modified in several places to improve the content. |
| CVL406(L) | This was the report on the outcome of the decision process to appoint the liquidator which has now been incorporated into CVL405 (the letter to creditors on appointment) following receipt of confirmation from the ICAEW that despite R6.15 stating that the notice to creditors within 28 days of appointment must ‘be accompanied by’ a report [on the outcome of the decision procedure or deemed consent process under R6.14] it is in fact acceptable to include the prescribed information within the letter to creditors. Therefore, we have removed this report and inserted the prescribed information into CVL405 to make it simpler. *PLEASE THEREFORE DELETE THIS REPORT FROM YOUR PACK NOW* |
| CVL435(L) | Updated pensions letter to the directors on appointment – please replace your copy in the work pack with this letter now |
| CVL451(L) | ***NEW*** Letter to PPF submitting paper s120 notices where submissions cannot be done online |
| CVL452(L) | ***NEW*** Letter to The Pensions Regulator submitting paper s120 notices where submissions cannot be done online |
| CVL453(L) | ***NEW*** Letter to the company’s pensions provider submitting paper s120 notices where submissions cannot be done online |
| CVL470(L) | ***NEW*** Letter to pension scheme provider giving notice of liquidation and requesting further information about **occupational** pension scheme(s) – see new pensions checklist |

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| CVL471(L) | ***NEW*** Letter to pension scheme provider giving notice of liquidation and requesting further information about **non-occupational** pension scheme(s) – see new pensions checklist |
| CVL472(L) | ***NEW*** – Letter to company benefits provider (eg, life assurance/private medical, etc) giving notice of liquidation and requesting further information about the schemes – see new pensions checklist |
| CVL511A(L) | Post 1/10/15 version of annual progress report updated at section 5 on NOID |
| CVL528(L) | ***NEW*** – Letter to creditors dealing with standalone revised fees estimate |
| CVL1271(L) | ***NEW*** – Letter to PPF under s22 Pensions Act 1995 (as amended) giving notice of ceasing to act |
| CVL1272(L) | ***NEW*** – As CVL1271 above but letter to TPR |
| CVL1273(L) | ***NEW*** – As CVL1271 above but letter to Pensions Trustee |
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| CVL311(F) | Some minor updates to deemed consent decision notice plus a further reminder about the costs associated with a physical meeting has been added to the deemed consent decision notice. *Nb, This already appears in the physical meeting notice, however this further addition ensures the associated cost is brought to creditors attention before a physical meeting process is instigated* |
| CVL316(F) | As CVL311 above, a further reminder about the costs of requesting a physical meeting has been added to the virtual meeting decision notice |
| CVL350(F) | Record of decision procedure dealing with fee/Cat 2 expenses approval sought by correspondence at the same time as the liquidator’s appointment or shortly thereafter, has been updated to provide for a record of the time cost fee cap/set amount cap to be captured on the record also |
| CVL359(F) | Minutes of virtual or physical meeting to appoint liquidator updated to capture time cost fee cap/set amount cap agreed where remuneration basis sought at the same time (no committee minutes) |
| CVL405C(F) | ***NEW*** – a virtual meeting decision notice has been added to the pack for use where decisions relating to fees are being sought following appointment by way of a meeting rather than by correspondence |
| CVL405D(F) | ***NEW*** – Minutes of virtual meeting to approve remuneration basis/expenses following appointment added to pack |
| CVL435A(F) | ***NEW*** – ***Employer Pension & Employee Benefits Questionnaire*** – this is a new questionnaire which can be provided pre or post appointment to the directors obtain information about company pension schemes and other related employee benefits |
| CVL454(F) now CVL458(F) | ***NEW*** S120 pensions notice - paper version added to work pack |
| CVL455(F) now CVL459(F) | ***NEW*** S122 Notice (scheme rescue) added to work pack |
| CVL456(F) now CVL460(F) | ***NEW*** S122 Notice (scheme failure) added to work pack |
| CVL457(F) now CVL461(F) | ***NEW*** S122 Notice (ceasing to act) added to work pack |
| CVL529(F) | ***NEW*** Revised standalone fees estimate |
| CVL530(F) | ***NEW*** Decision notice - by correspondence – revised fees estimate approval |
| CVL531(F) | ***NEW*** Decision notice – virtual meeting – revised fees estimate approval |
| CVL532(F) | ***NEW*** Voting form – revised fees estimate approval |
| CVL533(F) | ***NEW*** Proxy form – virtual meeting – revised fees estimate approval |
| CVL534(F) | ***NEW*** Record of decision procedure – revised fees estimate approval |
| CVL535(F) | ***NEW*** Virtual meeting minutes – revised fees estimate approval |
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