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| Our Ref: CVL448  Your Ref: | Date  When telephoning please ask for:  Contact Name  Direct Line:  Direct line |

Dear Sirs

Company Name Limited – In Liquidation (the Company)  
Company Books & Records

As indicated in our letter of engagement, following my appointment as Liquidator on Date you are now required to deliver up to me the Company’s books and records. This requirement extends to all records, whether they are held electronically or as manual records. It is essential that these are delivered to me without delay and in any event, no later than 7 days from the date of this letter.

With regard to electronic records, please also provide details of any passwords both for PC’s (where relevant) and also for any accounting and payroll packages (eg, Sage) or any other relevant software used by the Company.

If not already provided prior to my appointment as Liquidator, please ensure that a copy of the Company’s bank statements covering the period from 1 March 2020 to the date of Liquidation (for all accounts in the Company’s name) and cheque stubs/paying-in books for any bank accounts operated by the Company are included with these records together with any paperwork (eg, application forms) relating to Covid-19 financial support schemes obtained during the pandemic, such as Bounce Bank Loans or Coronavirus Business Interruption Loans.

When arranging for the delivery of the Company’s records, please complete the form overleaf and return a signed copy of this with the records themselves.

If you have any difficulties in meeting this request, or if you wish to discuss the arrangements for the delivery of the records (or collection if this has been agreed in the alternative), please contact Name of my office on Telephone number by return.

Yours faithfully

[Name]

Liquidator

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Company Name Limited – In Liquidation (the Company)  
Company Books & Records

Name of director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I hereby confirm that the books and records of the above Company as delivered to the appointed Liquidator(s) represent all records relating to the Company to which I am aware (including all electronic data records), subject to the following exclusions (where applicable): *[Note: if all records are being delivered up, mark this section below as ‘Not Applicable’]*

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I undertake to notify the appointed Liquidator(s) immediately if any further Company records come to light and will arrange to deliver these up accordingly.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_