|  |  |
| --- | --- |
| Our Ref: CVL708  Your Ref: | Date  When telephoning please ask for:  Contact Name  Direct Line:  Direct Line |

Dear Sirs

**Company Name Limited – In Liquidation (**the **Company)**

I refer to my appointment as Liquidator of the Company on Date.

As you will be aware, I have a duty to investigate the Company’s affairs and to report on the conduct of the directors/shadow directors in the period leading up to liquidation to the Department for Business, Energy & Industrial Strategy pursuant to The Insolvent Companies (Reports on Conduct of Directors) (England and Wales) Rules 2016.

During the course of my investigations, it has come to my attention that the Company obtained a Bounce Back Loan (**BBL**) from Name of Bank of £Amount of loan.

Would you please clarify the following issues in respect of the loan:

1. What was the stated reason for the BBL and when was it taken out? Please forward a copy of the loan application with your reply.
2. How was the BBL spent?
3. Do you have documentation evidencing the expenditure?
4. Was any part of the loan used for personal purposes?
5. If appropriate, otherwise delete question Why was the BBL taken out shortly before the Company was placed into liquidation?
6. At the time the BBL was taken out, did you believe that the Company was insolvent or about to become insolvent?
7. Did you or anybody else personally guarantee the loan?
8. Was any part of the BBL utilised to repay an existing Company loan?
9. In addition to the BBL, did the Company obtain any other loans in the year leading up to the liquidation (for example a Coronavirus Business Interruption Loan (**CBIL**))? If so, what was the date, amount and source of the funds.

I would ask that you respond to my enquiries within 14 days from the date of this letter. Should you need to discuss the contents of this letter before replying, please contact Name of my office in the first instance, on Telephone Number or at Email address.

Yours faithfully

Name

Liquidator