



Crowe Soberman Inc.

Crowe Soberman Inc. Licensed
Insolvency Trustee
Member Crowe Global

2300 Yonge Street, Suite 1300
(Box 2362)
Toronto ON M4P 1E4
1 877 929 2501 Toll Free
416 929 2555 Fax
www.crowesobermaninc.com

CORPORATE/BUSINESS ITEMS REQUIRED

A. CORPORATE ITEMS

1. ☐ Minute Book
☐ Corporate Seal

☐ Address of Head Office
2. List of full names, residence addresses of:
☐ officers
☐ shareholders
☐ directors

B. FINANCIAL STATEMENTS

1. ☐ Most current and previous 2 years, if available
☐ Current Trial Balance
2. ☐ Last Prepared Corporation Tax Returns (Provincial and Federal)

C. 1. ASSETS

- ☐ Banking - list of exact location(s) and balances of all Bank Accounts (enclose a copy of a cheque for each location)
- ☐ Cash or Cheques on Hand
- ☐ Equipment
- ☐ Accounts Receivable list name/address/amounts
- ☐ Inventory
- ☐ Work in Process
- ☐ Orders on Hand
- ☐ Vehicles (include copies of ownership)
- ☐ Patents, Trademarks, Copyrights (include documents)
- ☐ Customer Contracts
- ☐ Other

2. LIABILITIES

- ☐ Trade Suppliers names, addresses and amounts
- ☐ Landlords names, addresses, amounts, copy of lease and address of premises
- ☐ Government (including account numbers)
 - ☐ G.S.T. /H.S.T.
 - ☐ P.S.T.
 - ☐ E.T.D. (Payroll Taxes)
 - ☐ E.H.T.
 - ☐ WSIB
- ☐ Shareholders including any Security
- ☐ Customer Deposits
- ☐ Banks
- ☐ Leases, Equipment, Vehicle
- ☐ Employee Wages Arrears/Vacation Pay Payroll Records
- ☐ Utilities and Telephone (including account and telephone numbers)
- ☐ Company Credit Cards list and Account Number of Credit Cards (Cards to be surrendered)
- ☐ Other

3. COPIES/ORIGINALS

- ☐ Premises, Leases
- ☐ Vehicle or Equipment Leases
- ☐ Banking or Other Lender Security Documents
- ☐ Other documents supporting assets or liabilities
- ☐ Statements of Claim, Requirements to Pay, Judgment