



Crowe Soberman Inc.

Crowe Soberman Inc. Licensed
Insolvency Trustee
Member Crowe Global

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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