

# Specimen questionnaire (company/business assets)

## **Companies**

- 1 As to the company [*insert name of company*]:
  - 1.1 provide accounts for the last [*insert number*] accounting years and any management or draft accounts in respect of the period from the date of the last prepared accounts to the date of answering this questionnaire
  - 1.2 has there been any professional valuation of the land or buildings appearing at [*insert*] during the last [*insert number*] years? If so, supply a copy and indicate the [Applicant's OR Respondent's] estimate of the current open market value
  - 1.3 confirm that the books and other documentary records of [*insert name of company*] will be made available for inspection by the [Respondent's OR Applicant's] accountants
  - 1.4 provide the Memorandum and Articles of Association of [*insert name of company*], and
  - 1.5 what is the [Applicant's OR Respondent's] case as to the value properly to be attributed to their shareholding in [*insert name of company*]? Provide:
    - 1.5.1 a reasoned valuation by an accountant, and
    - 1.5.2 copies of any documentation which have come into existence during the last [*insert number*] years relevant to the value of the shares in [*insert name of company*], including any shareholders' agreements or share transfers during the said period
- 2 Has [*insert name of company*] (or the [Applicant OR Respondent] or other representatives or agent) been contacted in connection with, been in discussions about or received any offer for the acquisition of the company as a going concern (either in whole or in part) from another person or business? If so, provide:
  - 2.1 a full narrative account including dates, and
  - 2.2 copies of all documentation in existence (including all minutes and memoranda of meetings in which the possibility of such an acquisition has been discussed). [Confirm that the [*insert name of company*]'s Minute Book will be made available for inspection on request by the [Respondent OR Applicant]]
- 3 Has the [Applicant OR Respondent] and/or [his OR her] fellow directors of [*insert name of company*] and/or [*insert name of company*]'s professional advisers considered the possibility of [*insert name of company*] being publicly floated on any market whatsoever? If so, provide:
  - 3.1 a full narrative account including dates, and
  - 3.2 copies of all documentation in existence (including all minutes and memoranda of meetings in which the possibility of such a flotation has been discussed). [Confirm that the [*insert name of company*]'s Minute Book will be made available for inspection on request by the [Respondent OR Applicant]]

## **Credit cards**

- 4 Identify all the credit, charge and store cards of which the [Applicant OR Respondent] has had the use of during the last [*insert number*] years (including those not in [his OR her] own name) and provide copy statements relating to all such cards from [*insert date*] to the date of

answering this questionnaire, indicating any items which will be reimbursed as business expenditure.

**Director's income**

- 5 Provide a schedule of the [Applicant's OR Respondent's] director's remuneration including salary, fees, bonuses and benefits received during the last [*insert number*] years.
- 6 Provide a copy of the [Applicant's OR Respondent's] service contract.
- 7 Confirm whether the [Applicant OR Respondent] expects [his OR her] remuneration package to increase in the foreseeable future? If so, give full particulars.

**Director's loan account**

- 8 In [*insert date*], the [Applicant's OR Respondent's] loan account with [*insert name of company*] stood at £[*insert amount*]. Explain the source of this and account for any fluctuations since.
- 9 Provide documentary records showing all movements which have taken place on the [Applicant's OR Respondent's] director's loan or current account from [*insert date*] to the date of answering this questionnaire.

**Directorships**

- 10 Provide full details of all companies that the [Applicant OR Respondent] has been a director of or had any connection with.