**INDEX OF CVL DOCUMENTS – March 2024**

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| **Doc No.** | **FOLDER/DOCUMENT NAME** |
|  |  |
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| 0004 | Practice fee recovery sheet pro forma  |
| 0005 | Bond calculation sheet |
| 0006 | Bond review document (with if formulae)  |
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|  | **Correspondence** |
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| 0412 | Record of fee approval decision by correspondence |
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|  | **Electronic Vote** |
| 0420 | Notice of fee decision by electronic vote  |
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|  |  |
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| 0433 | Letter to creditors re adjournment of meeting of creditors |
| 0434 | Record of decisions at a meeting |
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|  | *Virtual meeting* |
| 0440 | Notice of fee decision - virtual meeting  |
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|  |  |
|  | *Physical meeting* |
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|  |  |
|  | **Notice to form a committee** |
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|  |  |
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|  |  |
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| 0602 | Letter to company’s pension advisors on appointment |
| 0603 | Letter to practice's pension advisors & authority to disclose info |
| 0604 | Letter to PPF with s120 & s22 notice |
| 0605 | Letter to Scheme Trustees with s120 & s22 notice |
| 0606 | Letter to tPR with s120 & s22 notice |
| 0607 | Letter to PPF with notice of scheme rescue or failure |
| 0608 | Letter to Scheme Trustees on scheme rescue or failure |
| 0609 | Letter to tPR with notice of scheme rescue or failure |
| 0610 | Section 120 notice |
| 0611 | Section 22 notice |
| 0612 | Section 122 notice – ceasing to act |
| 0613 | Section 122 notice – scheme failure |
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| 0615 | Letter to tPR on closure s22 notice |
| 0616 | Letter to Scheme Trustees on closure s22 notice |
|  |  |
| **0700** | **INSURANCE** |
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| 0701 | Initial advice form for insurers |
| 0702 | Insurance file note |
| 0703 | Letter to practice’s insurance brokers |
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| **0800** | **EMPLOYEES** |
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| 0802 | Letter to employee chasing submission of RP1 |
| 0803 | Letter to employee regarding their right to complain to the ICO |
|  |  |
| **0900** | **ROT** |
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| 0900 | ROT checklist |
| 0901 | ROT lead schedule |
| 0902 | ROT questionnaire |
| 0903 | ROT identification of assets schedule |
| 0904 | Letter to supplier with ROT questionnaire |
| 0905 | Letter to creditor accepting ROT claim |
| 0906 | Letter to creditor rejecting ROT claim |
| 0907 | Letter chasing return of ROT questionnaire |
| 0908 | Letter chasing ROT visit & questionnaire |
|  |  |
| **1000** | **FINANCE AGREEMENTS** |
|  |  |
| 1000 | Letter to finance co re return of equipment |
| 1001 | Letter to finance co re adoption of agreement |
| **1100** | **ASSETS** |
|  |  |
|  | **Tangible and Intangible** |
| 1101 | Letter of instruction to agents to value chattel assets |
| 1102 | Letter of instruction to agents to value stock  |
| 1103 | Letter to 3rd party holding assets  |
| 1104 | Letter of instruction to solicitors re sale of business |
| 1105 | List of employee information to be provided to purchaser |
| 1106 | Letter to director re DLA write off |
|  |  |
|  | **Book debts** |
| 1110 | Letter to debtors for payment |
| 1111 | Letter to debtor where completing outstanding contracts |
| 1112 | Letter to debtor where uncompleted work |
| 1113 | Letter 1 chasing debtors |
| 1114 | Letter 2 chasing debtors |
| 1115 | Letter 3 chasing debtors referring to solicitors |
| 1116 | Letter to book debt collection agents |
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|  |  |
|  | **Land and buildings** |
| 1120 | Property checklist |
| 1121 | Letter to agents to value property |
| 1122 | Letter to agents to value a lease |
| 1123 | Letter to Land Registry with notice of appointment, PN1 & CIT forms  |
| 1124 | Form Land Registry CIT form |
| 1125 | Land Registry PN1  |
|  |  |
|  | **Disclaimer** |
| 1130 | Notice of Disclaimer |
| 1131 | Letter sending disclaimer to landlord |
| 1132 | Letter sending disclaimer to landlord’s solicitor |
| 1133 | Letter sending disclaimer to Land Registry |
| 1134 | NDISC - Notice of disclaimer (Companies House PDF form) |
| 1135 | Letter sending disclaimer to Companies House |
|  |  |
| **1200** | **INVESTIGATIONS & CDDA** |
|  |  |
| 1200 | 1st letter to director re accounting records |
| 1201 | 2nd letter to director re accounting records |
| 1202 | Final letter to director re accounting records |
| 1203 | Letter to directors with schedule of accounting records |
| 1204 | List of accounting records |
| 1205 | Letter to Insolvency Service enclosing a s218 report |
| 1206 | Initial Investigations checklist |
| 1207 | Further Investigations checklist |
| 1208 | CDDA checklist |
| 1209 | Letter to ICO re no registration |
| 1210 | Letter to former directors with questionnaire |
|  |  |
| **1300** | **TAXATION MATTERS** |
|  |  |
| 1300 | Deleted |
| 1301 | Deleted |
| 1302 | Letter to HMRC to determine if CT refund due |
| 1303 | VAT questionnaire |
| 1304 | Deleted |
| 1305 | Deleted |
| 1306 | Deleted |
| 1307 | Deleted |
| 1308 | Deleted |
| 1309 | Deleted |

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| **1400** | **LIQUIDATOR’S FINANCIAL RECORDS** |
|  |  |
|  | No documents in pack – use those in your case management system |
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| **1500** | **ANNUAL PROGRESS REPORTS** |
|  |  |
| 1500 | Annual progress report  |
| 1501 | Annual progress report - pre-October 2015  |
| 1502 | Letter to creditors and members with annual progress report |
| 1503 | Letter to creditors and members with annual progress report & seek fee approval |
| 1504 | Letter to creditors and members with annual progress report & seek fee increase |
| 1505 | Letter to Companies House with progress report |
| 1506 | LIQ03 – notice of progress report (Companies House PDF form) |
|  |  |
| **1600** | **INCREASING A LIQUIDATOR’S FEES** |
|  |  |
| 1600 | Report to creditors for a fee increase  |
| 1601 | Letter to creditors re fee increase  |
| 1602 | Letter to Gazette or agents with notice of a decision |
|  |  |
|  | **Correspondence** |
| 1611 | Notice of decision by correspondence |
| 1612 | Gazette notice of decision by correspondence |
| 1613 | Record of decision by correspondence  |
|  |  |
|  | **Electronic Vote** |
| 1621 | Notice of decision electronic vote |
| 1622 | Gazette notice of decision by electronic vote |
| 1623 | Record of decision by electronic vote |
|  |  |
|  | **Meetings** |
|  | *Common parts* |
| 1631 | Proxy form |
| 1632 | Authority to chair meeting |
| 1633 | Attendance register for meeting of creditors |
| 1634 | Letter to creditors re adjournment of meeting |
| 1635 | Record of decision of creditors at a meeting |
|  |  |
|  | *Virtual* |
| 1641 | Notice of virtual meeting |
| 1642 | Gazette notice of virtual meeting |
|  |  |
|  | *Physical* |
| 1651 | Notice of physical meeting |
| 1652 | Gazette notice of physical meeting |
| 1653 | Letter to creditors with notice of physical meeting |
| **1700** | **DISTRIBUTIONS TO CREDITORS** |
|  |  |
|  | **Sundry** |
| 1700 | Letter to advertising agents - notice of intended dividend |
| 1701 | Employee claim form for additional notice pay |
| 1702 | Letter to creditors re cancelled or postponed dividend |
|  |  |
|  | **Preferential creditors** |
| 1710 | Letter to preferential creditors with notice of intended dividend |
| 1711 | Notice of intended dividend to preferential creditors |
| 1712 | Letter to employee re residual preferential claim |
| 1713 | Outline of employee preferential claims |
| 1714 | Letter to employee acknowledging preferential claim |
| 1715 | Letter to preferential creditors with dividend payment  |
| 1716 | Letter to preferential employees with dividend payment |
| 1717 | Notice of Declaration of Dividend preferential creditors |
|  |  |
|  | **Prescribed part** |
| 1720 | Letter to creditors with notice of intended dividend re prescribed part |
| 1721 | Notice of intended dividend of prescribed part |
| 1722 | Gazette notice of intended dividend of prescribed part |
| 1723 | Letter to creditor acknowledging claim |
| 1724 | Letter to employee re claim as an unsecured creditor |
| 1725 | Letter to employee to confirm no claim as an unsecured creditor  |
| 1726 | Letter to employee re unsecured claim  |
| 1727 | Letter to creditor rejecting claim |
| 1728 | Letter to creditor requesting information to support claim |
| 1729 | Letter to creditors with notice of declaration of dividend of prescribed part |
| 1730 | Letter to employees with notice of declaration of dividend of prescribed part |
| 1731 | Notice of Declaration of Dividend prescribed part |
|  |  |
|  | **Unsecured creditors** |
| 1740 | Letter to creditors with notice of intended dividend  |
| 1741 | Notice of intended dividend |
| 1742 | Gazette notice of intended dividend |
| 1743 | Letter to creditor acknowledging claim |
| 1744 | Letter to employee re unsecured claim for pay in lieu |
| 1745 | Letter to employee re claim as unsecured creditor |
| 1746 | Letter to employee to confirm no claim as creditor |
| 1747 | Letter to creditor rejecting claim |
| 1748 | Letter to creditor requesting information to support claim |
| 1749 | Letter to unsecured creditors with notice of declaration of dividend |
| 1750 | Letter to employee with notice of declaration of dividend |
| 1751 | Notice of Declaration of Dividend unsecured creditors |

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| **1800** | **CLOSING PROCEDURES** |
|  |  |
| 1800 | Letter to bank to close estate account |
| 1801 | Letter to agents to seek closure clearance |
| 1802 | Letter to solicitors to seek closure clearance |
| 1803 | Letter to insurance agents re closure |
| 1804 | Final Account |
| 1805 | Final Account – pre-October 2015 |
| 1806 | Letter to creditors with final Account |
| 1807 | Letter to creditors with final Account pre-October 2015 |
| 1808 | Letter to members with final account |
| 1809 | Notice to accompany final account |
| 1810 | Notice of final dividend position |
| 1811 | Letter to Companies House with final account |
| 1812 | LIQ14 – Notice of final account (Companies House PDF form) |
| 1813 | Application to SoS for release as liquidator |
| 1814 | Letter to SoS with application for release as liquidator |
|  |  |
| **1900** | **RESIGNATION – REMOVAL** |
|  |  |
| **A.** | **Resignation** |
| 1900 | Notice of intention to resign – no replacement |
| 1901 | Notice of intention to resign – replacement liquidator sought |
| 1902 | Letter to creditors with notice of intention to resign – decision sought |
| 1903 | Record of deemed consent procedure to resign |
| 1904 | Certificate of appointment of replacement liquidator |
| 1905 | Letter to CH with notice of resignation |
| 1906 | LIQ016 - Notice of resignation (Companies House PDF Form)  |
|  |  |
| **B.** | **Removal** |
|  |  |
|  | ***General*** |
| 1920 | Letter to creditor confirming threshold met |
| 1921 | Letter to creditor seeking a deposit for costs |
| 1922 | Letter to gazette or advertising agents with notice of decision procedure |
| 1923 | Letter to creditors with notice of removal decision procedure |
|  |  |
|  | ***Correspondence*** |
| 1930 | Notice of removal decision by correspondence |
| 1931 | Gazette notice & advert of decisions by correspondence |
| 1932 | Record of removal decision by correspondence |
|  |  |
|  | ***Electronic Vote*** |
| 1940 | Notice of removal decision by electronic vote  |
| 1941 | Gazette notice & advert of electronic vote |
| 1942 | Record of removal decision by electronic vote |
|  |  |
|  | ***Meetings*** |
|  | *Common documents* |
| 1950 | Proxy for meeting of creditors for removal |
| 1951 | Authority to chair a meeting |
| 1952 | Attendance register for meetings of creditors |
| 1953 | Letter to creditors re adjournment of meeting of creditors |
| 1954 | Record of decisions at a meeting |
|  |  |
|  | *Virtual meeting* |
| 1960 | Notice of removal decision - virtual meeting  |
| 1961 | Gazette notice & advert – virtual meeting |
|  |  |
|  | *Physical meeting* |
| 1970 | Notice of removal decision - physical meeting  |
| 1971 | Gazette notice & advert for physical meeting |
| 1972 | Letter to creditors with notice of physical meeting |
|  |  |
|  | ***Actions on replacement*** |
| 1980 | Certificate of appointment of replacement liquidator |
| 1981 | Certificate of removal of liquidator |
| 1982 | Letter to Companies House with notice of removal |
| 1983 | LIQ07 - Notice of liquidator’s removal (Companies House PDF form) |
|  |  |
| **2000** | **SUNDRY DOCUMENTS** |
|  |  |
| 2000 | Notice of deemed consent |
| 2001 | Gazette notice of deemed consent |
| 2002 | Record of decision by deemed consent |
| 2003 | Notice of decision by correspondence |
| 2004 | Notice of decision by Electronic vote |
| 2005 | Gazette notice of decision by correspondence or electronic vote |
| 2006 | Record of Decision by correspondence or electronic vote |
| 2007 | Notice of decision at a virtual meeting |
| 2008 | Gazette notice of a virtual meeting |
| 2009 | Proxy form |
| 2010 | Minutes of a virtual meeting |
| 2011 | Letter to creds re a physical meeting |
| 2012 | Notice of decision at a physical meeting |
| 2013 | Gazette notice of a physical meeting |
| 2014 | Minutes of a physical meeting |
| 2015 | Letter to officer to participate at meeting |
| 2016 | Notice to officer to participate at meeting |