

Corporate information file

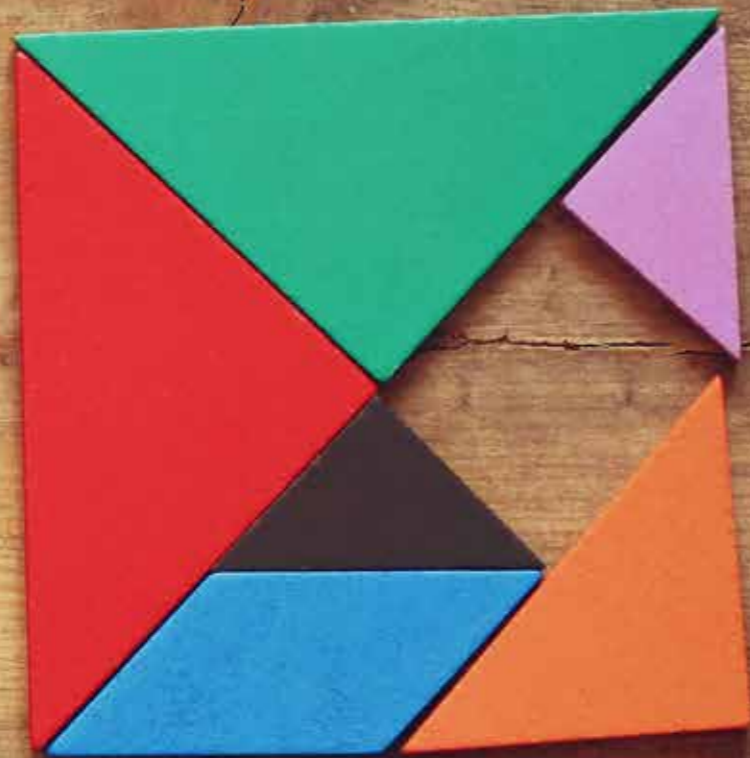
Record your important business
information easily in one place.

In partnership with

Pareto
ALL MATTERS FINANCIAL

For every minute
spent organising an
hour is earned

benjamin franklin



Contents

Do your business partners and family members know where all your important business documents and information are held?

Business continuity planning is the process of creating systems of prevention and recovery to deal with potential threats to a company. In addition to prevention, the goal is to enable ongoing operations before and during execution of disaster recovery.

This document provides a template to help you record your business information clearly and easily in one place.

SECTION ONE

General Company Details.....	04
Sole Trader.....	05
Partnership.....	05
Limited Company.....	06

SECTION TWO

Key Employee Information.....	08
Employee Benefits.....	09
Company Assets.....	10
Company Liabilities.....	11
Company Protection.....	12-13
Exit / Succession Plan.....	14-15
Final Preparations.....	16
Professional Contacts.....	18
Where to Find Important Documents.....	19

IMPORTANT NOTE

If you choose to complete this document, please ensure it is kept in a safe place. It will contain sensitive and confidential information. A locked filing cabinet, a safe or at your solicitor's office may be best - please **do not** leave in an unsecure location.

DO NOT RECORD ANY PASSWORDS IN THIS DOCUMENT

The content in this brochure is for your general information and use only and is not intended to address your particular requirements. Content should not be relied upon in its entirety and shall not be deemed to be, or constitute, advice. Although endeavours have been made to provide accurate and timely information, there can be no guarantee that such information is accurate as of the date it is received or that it will continue to be accurate in the future. No individual or company should act upon such information without receiving appropriate professional advice after a thorough examination of their particular situation. We cannot accept responsibility for any loss as a result of acts or omissions taken in respect of any articles. Thresholds, percentage rates and tax legislation may change in subsequent Finance Acts. Levels and bases of, and reliefs from, taxation are subject to change and their value depends on the individual circumstances of the investor. The value of your investments can go down as well as up and you may get back less than you invested. Past performance is not a reliable indicator of future results.

General company details

SOLE TRADER PARTNERSHIP LIMITED COMPANY

BUSINESS NAME:

TRADING AS:

REGISTERED ADDRESS:

.....

PHONE:

WEBSITE:

WHEN WAS THE BUSINESS FOUNDED?:

LEGAL ENTITY IDENTIFIER (LEI):

LEI EXPIRY DATE:

PRINCIPAL BUSINESS ACTIVITY:

IS THERE A BUSINESS PLAN?: YES NO

ARE THERE ANY OTHER ASSOCIATED BUSINESSES?:

.....

DATE THIS DOCUMENT WAS COMPLETED:

.....

Sole trader / partnership details

SOLE TRADER

NAME:

.....

DATE OF BIRTH:

NAMES OF FAMILY MEMBERS INVOLVED IN THE BUSINESS:

.....

ROLES:

.....

PARTNERSHIP

NAME	D.O.B.	% INTEREST

IS THERE A WRITTEN PARTNERSHIP AGREEMENT?: YES NO

WHERE IS IT KEPT?:

IS THERE AN AGREEMENT FOR PURCHASE OF PARTNER SHARES? YES NO

IF YES WHICH TYPE?:

WHERE IS IT KEPT?:

Limited company details

INCORPORATION / REGISTRATION NUMBER:

SHAREHOLDER INFORMATION

SHAREHOLDER NAME	SHAREHOLDER ROLE	D.O.B.	DATE JOINED	CURRENT VALUE	% INTEREST

TOTAL:

ARE THERE AGREEMENTS FOR BUYING / SELLING SHARES?: YES NO

IF YES WHICH TYPE?:

COPY OF AGREEMENT IS KEPT:

DIRECTOR COVER?: YES NO

KEY PERSONS COVER?: YES NO

SHAREHOLDER COVER?: YES NO



Being organised is being in control

Key employee information

DOES THE COMPANY PROVIDE FOR THE LOSS OF PROFIT FOLLOWING THE DEATH OR THE DISABLEMENT OF ANY DIRECTORS OR KEY EMPLOYEES?

YES NO

PRODUCT PROVIDER:

DATE COVER EFFECTED:

ARE PREMIUMS RENEWABLE? YES NO IF SO WHEN:

SUM ASSURED:

ANNUAL COST:

KEY EMPLOYEE INFORMATION

NAME	ROLE	D.O.B.	SUCCESSOR?	DATE JOINED	% INTEREST	CURRENT SALARY

ARE THERE ANY SPECIAL PROJECTS DEPENDENT ON A KEY PERSON'S CONTRIBUTION?

YES NO

DETAILS:

Employee benefits

NUMBER OF FULL TIME EMPLOYEES:

NUMBER OF PART TIME EMPLOYEES:

IS THERE A TRADE UNION TO WHOM THE EMPLOYEES ARE AFFILIATED?

YES NO

NAME:

IS THEIR AGREEMENT NECESSARY REGARDING CHANGES IN EMPLOYEE BENEFITS?

YES NO

PENSION CONTRIBUTIONS

EMPLOYER % OF SALARY:.....EMPLOYEE % OF SALARY:.....

EMPLOYER FIXED COST PER ANNUM:

EMPLOYEE FIXED COST PER ANNUM:

BENEFIT	PROVIDER	NO. EMPLOYEES COVERED	START AND REVIEW DATES	ANNUAL PREMIUM
GROUP PENSION PLAN				
GROUP LIFE ASSURANCE				
GROUP INCOME PROTECTION				
CRITICAL ILLNESS				
GROUP HEALTH CASH PLAN				
PRIVATE MEDICAL INSURANCE				

Company Assets

CURRENT ACCOUNT

BANK / BUILDING SOCIETY:

NAME(S) IN WHICH ACCOUNT IS HELD:

SAVINGS ACCOUNT

BANK / BUILDING SOCIETY:

NAME(S) IN WHICH ACCOUNT IS HELD:

EXAMPLES OF OTHER COMPANY ASSETS TO CONSIDER:

- INVESTMENTS
- PROPERTY
- VEHICLES

TYPE OF ASSET	DESCRIPTION	CURRENT VALUE	NAME IN WHICH ASSET IS HELD

TOTAL NET ASSETS:

Company liabilities

EXAMPLES OF COMPANY LIABILITIES TO CONSIDER:

- MORTGAGE
- OVERDRAFT
- INVOICE FINANCING
- ASSET FINANCING
- LOANS
- DIRECTOR OR PARTNER LOANS

TYPE OF LIABILITY	OUTSTANDING AMOUNT	START DATE	TERM	REPAYMENT METHOD	LENDER

TOTAL NET LIABILITIES:

Company protection

KEY PERSON PROTECTION

PROVIDER:
POLICY NUMBER:
TERM:
SUM ASSURED:
PREMIUM:

SHAREHOLDER PROTECTION

PROVIDER:
POLICY NUMBER:
TERM:
SUM ASSURED:
PREMIUM:

IN THE EVENT OF THE DEATH OR CRITICAL ILLNESS OF A KEY PERSON:

IS AN ARRANGEMENT IN PLACE FOR THE TRANSFER OF SHARES/EQUITY?

YES NO

IS LIFE COVER IN PLACE TO REPAY THE ESTATE? YES NO

PROVIDER:
POLICY NUMBER:
TERM:
SUM ASSURED:
PREMIUM:
WHERE DOCUMENTS ARE KEPT:

PARTNERSHIP OR OWNERSHIP COVER

PROVIDER:
POLICY NUMBER:
TERM:
SUM ASSURED:
PREMIUM:
WHERE DOCUMENTS ARE KEPT:

LOAN COVER

PROVIDER:
POLICY NUMBER:
TERM:
SUM ASSURED:
PREMIUM:
WHERE DOCUMENTS ARE KEPT:

OTHER INSURANCE

TYPE:
PROVIDER:
POLICY NUMBER:
TERM:
SUM ASSURED:
PREMIUM:
WHERE DOCUMENTS ARE KEPT:

Exit / succession planning

WHAT ARE THE BUSINESS GOALS?

.....
.....

WHAT IS THE EXIT/SUCCESSION STRATEGY?

.....
.....
.....
.....

WHAT ARE THE SUCCESSION PROVISIONS IN THE ARTICLES, OR SHAREHOLDER OR PARTNERSHIP AGREEMENT ON DEATH OR LONG-TERM SICKNESS?

.....
.....

ARE THESE IN LINE WITH OWNERS' WISHES? YES NO

IS THERE A SHARE PURCHASE AGREEMENT? YES NO

IF SO: IS IT FIXED OR MARKET VALUE

IS IT AN OPTION OR BINDING AGREEMENT?

.....
.....

Final Preparations

BUSINESS WILL

I HAVE A WILL AND IT IS KEPT:

EXECUTOR NAME:

MOST RECENT WILL IS DATED:

I HAVE WRITTEN LETTER OF WISHES AND IT IS KEPT:

BUSINESS POWER OF ATTORNEY

DECISION MAKER / ATTORNEY NAME 1:

ROLE / RELATIONSHIP:

CONTACT DETAILS:

DECISION MAKER / ATTORNEY NAME 2:

ROLE / RELATIONSHIP:

CONTACT DETAILS:

EXPIRATION DATE:

DOCUMENTS ARE KEPT:



Professional contacts

FINANCIAL ADVISER:

ADDRESS:

CONTACT DETAILS:

ACCOUNTANT:

ADDRESS:

CONTACT DETAILS:

SOLICITOR:

ADDRESS:

CONTACT DETAILS:

BANK:

ADDRESS:

CONTACT DETAILS:

GENERAL INSURER:

ADDRESS:

CONTACT DETAILS:



LANGRICKS

Chartered Accountants | Wealth Management

In partnership with

Pareto
ALL MATTERS FINANCIAL

Get in touch

Wilmslow: 01625 697940

Holmfirth: 01484 690730

E: info@langricks.com