



Dunkley's

Chartered Accountants

30 YEAR ANNIVERSARY

Our services

Closing Your Company: Checklist

A Quick Checklist

When running through the strike-off process, ensure that you:

Confirm that the company can/has met all obligations to pay its creditors, employees, directors, etc. before starting.

If the company cannot settle its obligations, there are any court or creditor proceedings against the company or the company is entering administration or insolvency, then stop and contact us immediately to discuss.

Wait 3 months after the latest of:

- The trade ceasing
- The name changing
- Any other activities are carried out, other than those in connection with closing the company

Arrange for the strike off application to be signed by the directors

- Note: The majority of directors must sign the form (or all directors if fewer than 3)

Ensure that all obligations have been met, creditors paid, leases or other contracts completed or cancelled, etc.

Ensure that all remaining property, shares, cash, IP or other assets are transferred out of the company in accordance with the arrangements discussed with us.

File the application with Companies House

Send a copy of the strike off application with cover letter WITHIN 7 days of making the application, to all:

Shareholders

Employees

Creditors

Directors

Manager or trustee of any pension fund established for the benefit of the employees.

If any people subsequently join the above list, ensure that they are provided with a copy of the application within 7 days of their joining.

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