

CORPORATE QUESTIONNAIRE



Sands & Associates
Trustee in Bankruptcy
An Association of Corporations

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VANCOUVER	BURNABY	ABBOTSFORD	SURREY	LANGLEY	CHILLIWACK
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INSOLVENCY QUESTIONNAIRE - CORPORATIONS

A CURRENT ORGANIZATION

1. Full legal name of business, date of incorporation: _____

2. Address(s) of operations: _____

3. Principal operation of business: _____

4. Date business ceased operation: _____

5. Telephone: _____ Fax: _____

6. Names of Principal Officers and Directors (*please state title and addresses*):

a) Associated companies' names, addresses, telephone numbers, nature of business, shares issued and owners:

b) Status of associated companies - ceased operations?: _____

7. Residential address and phone number of president: _____

8. Share structure:
 a) Number of shares issued, type and to whom: _____
 b) Shares traded publicly?: _____
 c) Shares paid for?: _____

9. Trade Name: _____

B. ASSETS

10. Accounts Receivable Attach a list with the following information (please list on separate sheet in this format):

Name of Debtor	Address	Good	Doubtful	Amount of Note	Due	Date Contracted
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Total Accounts Receivable \$ _____

11. Real Estate Or Immovable Property Owned By The Company

Description of Property (legal address)	Nature of Interest	Titleholder	Value	Encumbrance Holder	Encumbered Amount

12. Promissory Notes etc., Available as Assets

13. Description of Assets

ASSETS DESCRIPTION	LOCATION	ORIGINAL COST	ESTIMATED TO PRODUCE
Inventory at cost price not exceeding fair market value			
Trade fixtures, fittings			
Cash in bank			
Cash on Hand			
Livestock			
Machinery, equipment and plant			
Household furniture and effects			
Stocks and Shares			
Reversionary or other interests			
Other property			
Prepaid, taxes, Insurance			
Patents, Licenses			
Automobile Serial No. _____ (Fully/Partially Pledged/Exempt)			
Life Insurance Policies (Name and policy #)			
Other Assets			

15. OTHER CREDITORS

NAME	ADDRESS	NATURE OF CLAIM	START OF PERIOD	END OF PERIOD	AMOUNT OF CLAIM
Revenue Canada Taxation	Revenue Canada Taxation 1166 West Pender Street Vancouver, B.C. V6E 3H8	Payroll Deductions			
Revenue Canada Taxation	Revenue Canada Taxation 1166 West Pender Street Vancouver, B.C. V6E 3H8	Corporate Tax			
Employment Standards Branch	#201 - 4946 Canada Way Burnaby, B.C. V5G 4J6	Wages and Holiday Pay			
Workers' Compensation Board	6951 Westminster Highway Richmond, B.C. V7C 1C6	WCB			
Ministry of Finance	Revenue Administration Parliament Buildings Victoria, B.C. V8V 2M1	SST			
Revenue Canada Excise/GST	Revenue Canada Taxation Pacific Region, Excise/GST 1166 West Pender Street Vancouver, B.C. V6E 3H8	GST			
B.C. Hydro	12th Floor, Credit Administration 6911 Southpoint Drive Burnaby, B.C. V3N 4X8	Utilities			
Landlord		Rent			

16. SECURED CREDITORS

NAME	ADDRESS	TYPE OF SECURITY	DATE OF LOAN	LOAN AMOUNT	VALUE OF SECURITY
a) Property Taxes					
b) Bank Loans					
c) Chattel Mortgages					
d) Conditional Sale Contracts					
e) Other					

17. CONTINGENT OR OTHER LIABILITIES (include debts guaranteed by the company):

D. LITIGATION AND LIENS

18. Was or is the company involved in civil litigation against any other party? Yes No
If yes, give details and provide documentation. _____

19. Are there any Liens, Writs or Judgements outstanding against the company Yes No
at this time? If yes, give details and provide documentation. _____

E. GENERAL INFORMATION

20. Within the last 12 months has the company:

a) Disposed of or transferred any of its assets out of the normal course Yes No
of business?

If yes, please indicate:

LENDER'S NAME	LENDER'S ADDRESS	AMOUNT	BORROWER'S NAME	BORROWER'S ADDRESS

b) Made payments in excess of regular payments to creditors or returned any goods to creditors?

c) Had any assets seized by a creditor. Yes No

Asset seized: _____

Date seized: _____

Name of seizing party: _____

Was the party who made the seizure a secured creditor? Yes No

Form of Security? _____

21. Within the last 5 years has the company:

a) Sold, disposed of, or transferred any real estate? Yes No

Description of Asset	Date Disposed	To Whom	Proceeds	Disposition of Proceeds

b) Made any payments or declared any dividends to directors, officers, shareholders or other non-arms-length persons in excess of \$500? Yes No

22. Has the company made any arrangements to continue to pay any creditors in the future? Yes No

23. Has anyone guaranteed company debts? Yes No

24. Year for which corporate income tax return was last filed: _____

25. Corporate fiscal year end: _____

26. Do you have a registered pension plan? Yes No

27. Does the company or any employee have credit cards in their possession? Yes No

28. How many employees do you have now? _____

29. Do you have a union agreement? Yes No

30. Has the last payroll been paid and when was the last date to which wages were paid? _____

31. Are payments for employee remittances up to date? Yes No
If not, what are the arrears? \$ _____

32. Are **all** assets insured and, if so, to what date? Please provide copies of insurance policies (buildings, equipment, autos, trucks, mobile equipment, boiler explosion, public liability, product liability, tenant legal liability, garage policy, loss of earnings, rental, environmental hazard insurance).

33. Are the premises leased? Yes No Lease expiry date? _____
If so, please provide a copy of the lease.

34. Is the rent paid to date (including common area charges, shares of taxes, insurance, heating, air conditioning, etc.)? Yes No

35. Have all property taxes been paid to date? Yes No

36. Is the business subject to possible environmental hazards (chemicals, pollution, effluent, toxic wastes), or to government controls (replacement of land removed, reseeded, clean up of debris, etc.)? Yes No
If so, please specify. _____

37. Do you have any leased equipment? Yes No
If so, provide details and provide copies of leases.

Do you know if the company has any options to purchase? Yes No

38. Has the company leased any equipment or loaned any equipment to anyone? Yes No

39. Do you have any goods on consignment from others? Yes No
If so, provide details and documentation.

40. Is there any other property on the premises not owned by the company? Yes No

F. VIABILITY OF OPERATIONS

41. In your opinion, are the operations viable? Yes No

42. Is funding required to ensure viability? Yes No

43. Provide the most recent financial statements and current income statements.

G. TAX INFORMATION

44. Provide the Trustee with the last corporate tax return filed. Are there any loss-carry-backs available to obtain tax refunds? Yes No

Did the company pay any taxes in the last 7 years? Yes No

H. CAUSE OF BANKRUPTCY

45. What are the causes of the company's financial difficulties? _____

Signing Officer

Date

BUSINESS/PROFESSIONAL - STATEMENT OF INCOME AND EXPENSES

NAME OF BUSINESS: _____
 ADDRESS: _____

REMITTANCE ACCT: _____
 COMMODITY: _____
 PERIOD: _____

FINAL YEAR OF BUSINESS? Yes No

INCOME:

Sales, gross revenue (or professional fees)	_____	
Add: Reserves allowed in prior year	_____	
Work-in-process (end of year)	_____	
Subtotal		_____
Less: Returns and allowances	_____	
Provincial sales tax (if included in sales)	_____	
Work-in-process (start of year)	_____	
Subtotal		_____
Gross Income		_____

EXPENSES AND ALLOWANCES:

Accounting, legal, collection, consulting	_____	
Advertising, promotion	_____	
Automobile and truck expense (not including for automobiles driven by self and/or partners)	_____	
Bad debts	_____	
Business tax, fees, licenses, dues	_____	
Convention expenses	_____	
Delivery, freight (not deducted as Cost of Goods Sold)	_____	
Equipment rental	_____	
Insurance (fire, theft, liability)	_____	
Interest, bank charges	_____	
Light, heat, water	_____	
Maintenance and repairs (except automobile)	_____	
Management and administration fees	_____	
Meals and entertainment	_____	
Office expenses (postage, stationary, etc.)	_____	
Property taxes	_____	
Rent on business property	_____	
Salaries (including employer's share of CPP, UIC, etc.)	_____	
Telephone	_____	
Travelling expenses (except automobile)	_____	
Allowable reserves: _____	_____	
Other expenses: _____	_____	
Capital cost allowance on leaseholds/franchises	_____	
Other CCA (except autos driven by self or partners)	_____	
Allowance on eligible capital property	_____	
Total Expenses		_____

EXCESS OF INCOME OVER EXPENSES
