



Business rescue check list

All information as listed and documentation provided hereunder is treated with the strictest confidence and will not be disclosed to any third party without prior written consent.

| | |
|----------------------------------|--|
| Entity Name | |
| Registration Number of Entity | |
| Type of Business | |
| Trading Address of Business | |
| Registered Address of Business | |
| DIRECTOR / MEMBER DETAILS | |
| Director / Member (1) | Full Name : _____ Identity Number : _____ Cell Phone Number : _____ Email Address : _____ % Members interest : _____ <u>Member's Loan Account</u> Loan Account Amount : R_____ <input type="checkbox"/> YES / <input type="checkbox"/> NO Loan Account subordinated? YES / NO |
| Director / Member (2) | Full Name : _____ Identity Number : _____ Cell Phone Number : _____ Email Address : _____ % Members interest : _____ <u>Member's Loan Account</u> Loan Account Amount : R_____ <input type="checkbox"/> YES / <input type="checkbox"/> NO Loan Account subordinated? YES / NO |

| | |
|-----------------------|--|
| Director / Member (3) | Full Name : _____ Identity Number : _____ Cell Phone Number : _____ Email Address : _____ % Members interest : _____ <u>Member's Loan Account</u> Loan Account Amount : R _____ Loan Account subordinated? YES / NO |
| Director / Member (4) | Full Name : _____ Identity Number : _____ Cell Phone Number : _____ Email Address : _____ % Members interest : _____ <u>Member's Loan Account</u> Loan Account Amount : R _____ Loan Account subordinated? YES / NO |
| Director / Member (5) | Full Name : _____ Identity Number : _____ Cell Phone Number : _____ Email Address : _____ % Members interest : _____ <u>Member's Loan Account</u> Loan Account Amount : R _____ Loan Account subordinated? YES / NO |

SHAREHOLDER DETAILS

| | |
|-----------------|---|
| Shareholder (1) | Full Name : _____ <u>Shareholder / Representative</u> Cell Phone Number : _____ Email Address : _____ % Shareholding : _____ <u>Shareholder's Loan Account</u> Loan Account Amount : R _____ Loan Account subordinated? YES / NO |
|-----------------|---|

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|------------------------|--|
| <p>Shareholder (2)</p> | <p>Full Name : _____ <u>Shareholder / Representative</u> Cell Phone Number : _____ Email Address : _____ % Shareholding : _____ <u>Shareholder's Loan Account</u> Loan Account Amount : R _____ Loan Account subordinated? YES / NO</p> |
| <p>Shareholder (3)</p> | <p>Full Name : _____ <u>Shareholder / Representative</u> Cell Phone Number : _____ Email Address : _____ % Shareholding : _____ <u>Shareholder's Loan Account</u> Loan Account Amount : R _____ Loan Account subordinated? YES / NO</p> |
| <p>Shareholder (4)</p> | <p>Full Name : _____ <u>Shareholder / Representative</u> Cell Phone Number : _____ Email Address : _____ % Shareholding : _____ <u>Shareholder's Loan Account</u> Loan Account Amount : R _____ Loan Account subordinated? YES / NO</p> |
| <p>Shareholder (5)</p> | <p>Full Name : _____ <u>Shareholder / Representative</u> Cell Phone Number : _____ Email Address : _____ % Shareholding : _____ <u>Shareholder's Loan Account</u> Loan Account Amount : R _____ Loan Account subordinated? YES / NO</p> |

| LIABILITIES | |
|--|--|
| Total Amount of Liabilities, including loan accounts | R_____ |
| Trade Creditors | R_____ |
| Age Analysis | <i>Attach a copy of the latest Creditors' Age Analysis</i> |
| Average Creditor days | |
| Critical Trade Creditors going forward | <i>Refer to Annexure "A"</i> |
| Amount of other liabilities and non-trade Creditors | R_____ |
| Related Creditors <i>(Creditors that are related directly or indirectly to a director / member / shareholder)</i> | <i>Refer to Annexure "B"</i> |
| LANDLORD | |
| What is the monthly rental? | R_____ |
| Is the lease written or oral? | |
| When does the lease end? | |
| Is rental up to date? | YES / NO |
| If NO, how many months is it in arrears? | |
| FINANCE AGREEMENTS | |
| Asset 1 | Finance House : _____ Type of Agreement : _____ Asset Financed : _____ Period of Finance : _____ Are the instalments up to date? YES / NO If NO, how many months are they in arrears? _____ |
| Asset 2 | Finance House : _____ Type of Agreement : _____ Asset Financed : _____ Period of Finance : _____ Are the instalments up to date? YES / NO If NO, how many months are they in arrears? _____ |

| | |
|---------|--|
| Asset 3 | Finance House : _____ Type of Agreement : _____ Asset Financed : _____ Period of Finance : _____ Are the instalments up to date? YES / NO If NO, how many months are they in arrears? _____ |
| Asset 4 | Finance House : _____ Type of Agreement : _____ Asset Financed : _____ Period of Finance : _____ Are the instalments up to date? YES / NO If NO, how many months are they in arrears? _____ |
| Asset 5 | Finance House : _____ Type of Agreement : _____ Asset Financed : _____ Period of Finance : _____ Are the instalments up to date? YES / NO If NO, how many months are they in arrears? _____ |

Should there be any additional assets, please include this as an annexure with full details

EMPLOYEES

| | |
|---|---|
| Are statutory returns up to date? | YES / NO |
| Are statutory deductions paid across to the respective Regulatory Bodies? | YES / NO |
| To what extent are the returns <u>not</u> up to date? | |
| To what extent are the statutory deductions <u>not</u> paid across to the respective Regulatory Bodies? | |
| Total number of Employees | |
| Number of <u>permanent</u> employees and estimated total wage bill | Permanent Employees : _____ Estimated Total Wage Bill : R_____ / month |

| | |
|--|--|
| Number of casual employees and estimated total wage bill | Casual Employees : _____ Estimated Total Wage Bill : R_____ / week |
| Number of monthly and weekly paid employees and estimated total wage bill | Monthly Paid Employees : _____ Estimated Total Wage Bill : R_____ / month Weekly Paid Employees : _____ Estimated Total Wage Bill : R_____ / week |
| List of critical employees and years of service | <i>Refer to Annexure "C"</i> |
| List of non-critical employees and years of service | <i>Refer to Annexure "D"</i> |
| ASSETS | |
| Is there an updated Asset Register? If YES, please attach a copy. | YES / NO |
| Encumbered / Financed Assets | <i>Refer to Annexure "E"</i> |
| Unencumbered / Freehold Assets | <i>Refer to Annexure "F"</i> |
| DEBTORS | |
| Age Analysis | <i>Attach a copy of the latest Debtors' Age Analysis</i> |
| Are any Debtors ceded? If YES, to whom? | YES / NO |
| Are any Debtors factored? If YES, to whom? | YES / NO |
| Estimated value of recoverable Debtors | R_____ |
| Estimated value of doubtful Debtors | R_____ |
| Estimated value of recoverable Debtors | R_____ |
| SOUTH AFRICAN REVENUE SERVICE | |
| Are all of the returns up to date? If NO, to what extent are they outstanding? | |
| Are any taxes outstanding to SARS and, if so, details as to what is outstanding. | |

| FINANCIAL STATEMENTS | |
|--|---|
| Management Accounts | Are they available for the past 12 months? YES / NO |
| Annual Financial Statements | Are they up to date? YES / NO |
| Income and Expenditure Statements | <i>Attach copies of the past 6 months Income and Expenditure Statements</i> |
| BANK ACCOUNTS | |
| Does the Entity have an overdraft? | YES / NO |
| If YES - complete | Overdraft Amount : R _____ |
| | Does the Bank hold Security : YES / NO |
| | If YES – Nature of Security : _____ |
| | _____ |
| SURETIES / GUARANTEES / INDEMNITIES | |
| To what extent do Creditors / Banks / Finance Houses enjoy additional security by way of sureties / guarantees / indemnities by the Directors / Members / Shareholders – provide details | |
| COMMENCEMENT OF BUSINESS RESCUE FINANCE | |
| To what extent is finance possibly available to fund the post-commencement of business rescue period expense? provide details | |
| What assets are available from the Entity and/or the Directors / Members / Shareholders to secure such funding? provide details | |

Full Name of Person Authorised to complete this Document

Signature of Person Authorised to complete this Document

Date Signed

ANNEXURE "A"

CRITICAL TRADE CREDITORS GOING FORWARD

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ANNEXURE "E"

ENCUMBERED / FINANCED ASSETS

ANNEXURE "F"

UNENCUMBERED / FREEHOLD ASSETS