



Return your completed form to the Insolvency and Trustee Service via email [applications@insolvency.govt.nz](mailto:applications@insolvency.govt.nz)

## Declaration with respect to a business - sole trader

Before the processing of your application can be completed, you need to ask someone (such as a solicitor or accountant) who has knowledge of the affairs of the business to complete the following statement and return it to the Official Assignee.

### 1. Applicant Details

Last name:

Estate Number:

First name(s):

Trading name of business

I confirm the following in relation to

Yes

No

Is the business currently trading? If not - what date did this cease?

☐☐

If trading - what level of income or benefit is expected during the next 12 months? (Please supply 3 months of bank statements for all business accounts showing detailed transactions)

☐☐

Is the business GST registered? If so - please advise the date the last return was filed

☐☐

Has the debtor paid ACC levies? If so - please advise last paid invoice date

☐☐

Has the debtor filed an income tax return? If yes please confirm the period covered

☐☐

Have annual financial statements been completed?  
If YES - please provide a copy of the latest set held  
If NO - please advise what business records you currently hold

Yes

No

☐☐

As a sole trader you are liable for any debts incurred as part of your business activity - please list any other business debts that are not recorded in your statement of affairs

Creditor name

Creditor address

Amount

**I am aware that it is an offence under s440 Insolvency Act 2006 to make a false or misleading statement to the Official Assignee.**

Signature :.....

Name of signatory

Date

Nature of relationship with the business: Accountant, Solicitor:

Any other comments please write here: