



# CORPORATE INFORMATION FILE

Record your important business  
information easily in one place

WE ARE THERE IN THE  
GOOD TIMES AND THE  
BAD. PEOPLE MATTER  
TO US.

CONTENTS

Do your family members know where all your important documents and information are held? An In Case of Emergency (ICE) file is a place where someone can find all your important information should an emergency arise. This document provides a template to help you record your financial and personal information clearly and easily in one place.

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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.

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 EXPIRY DATE:

PRINCIPAL BUSINESS ACTIVITY:

IS THERE A BUSINESS PLAN?: YES☐ NO☐

ARE THERE ANY OTHER ASSOCIATED BUSINESSES?:

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 / KEY PERSONS COVER?: YES ☐ NO ☐





# 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: \_\_\_\_\_

OTHER BENEFITS

BENEFIT	PROVIDER	NO. EMPLOYEES COVERED	START AND REVIEW DATES	ANNUAL PREMIUM



# 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	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 INSURANCE**

PROVIDER: \_\_\_\_\_

POLICY NUMBER: \_\_\_\_\_

TERM: \_\_\_\_\_

SUM ASSURED: \_\_\_\_\_

PREMIUM: \_\_\_\_\_

WHERE DOCUMENTS ARE KEPT: \_\_\_\_\_

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: \_\_\_\_\_  
MY MOST RECENT WILL IS DATED: \_\_\_\_\_  
I HAVE WRITTEN LETTER OF WISHES AND IT IS KEPT: \_\_\_\_\_

**BUSINESS POWER OF ATTORNEY**  
COMPANY FUNERAL PLAN IS HELD WITH: \_\_\_\_\_  
CONTACT DETAILS: \_\_\_\_\_  
DOCUMENTS ARE KEPT: \_\_\_\_\_





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# PROFESSIONAL CONTACTS

FINANCIAL ADVISER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT DETAILS: \_\_\_\_\_

ACCOUNTANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT DETAILS: \_\_\_\_\_

SOLICITOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT DETAILS: \_\_\_\_\_

BANK: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT DETAILS: \_\_\_\_\_

GENERAL INSURER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT DETAILS: \_\_\_\_\_

# WHERE TO FIND IMPORTANT DOCUMENTS

DOCUMENT TYPE	DOCUMENT LOCATION
ARTICLES OF ASSOCIATION	
PARTNER SHIP AGREEMENT	
BUSINESS WILL	
POWER OF ATTORNEY	

**PARETO FINANCIAL PLANNING**

Pareto Financial Planning Limited is an award-winning firm of Independent Financial Advisers (IFAs), with almost £800 million under influence on behalf of thousands of diverse clients and we successfully manage employee benefits solutions for over 500 companies.

Our financial advisers, supported by specialist support staff, conduct a robust advice process. This ensures we fully understand a client’s medium and long-term aspirations. We assess all requirements, before delivering the most appropriate advice.

Our success comes from focusing on long-term relationships. We work tirelessly to ensure a positive client outcome at every stage. Regular reviews ensure accountability and give peace of mind that our clients’ investments continue to be aligned with their financial objectives.

We work hard for our reputation and we are proud of it.

 **ADVISER**  
TOP 100  
FINANCIAL ADVISERS

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