

# Liquidation Road Map by Baker Tilly

## 1 General review and discussion of the liquidation strategy

- analysis of the balance sheet and available account balances
- determine and approve the responsible person (liquidator)
- license revocation (if need)

## 2 Preparation of documents on the establishment of a liquidation commission

## 3 Conduct inventory of all assets and document the results

## 4 Debtor/creditor notification and debt collection

- notify to counter-agents for the liquidation of the enterprise
- request all acts of reconciliation with counterparties for all contracts
- closing of contracts with counterparties

## 5 Preparation of documents for closing bank accounts (except the main account) and their closure

## 6 Termination of employment agreements and preparation of relevant documentation in accordance with labor legislation, including notification of competent authorities

- tax and salary reconciliation
- termination of employment agreements
- payment for unused vacation
- signing of all required documents by the director and employees
- preparation of dismissal documents
- dismissal of the director and appointment of the liquidator

## 7 Preparation of documents for the keys to the liquidator

- registration of a qualified electronic signature (QES) for the liquidator
- registration of Bank keys for the liquidator

## 8 VAT deregistration (if applicable)

- budgetary reimbursement (if need)
- liquidation by a VAT payer

## 9 Support during a tax inspection

## 10 Support during the inspection of the Pension Fund of Ukraine on the payment of the unified social contribution

## 11 Preparation and submission of interim and liquidation reports (balance sheet and profit)

## 12 Preparation of documentation for transfer to the archive of documents subject to mandatory storage

- reconciliation of archives for the availability of all documents for all years

## 13 Preparation of documentation on the destruction of seals/stamps