

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**