

# Foundations in Scottish Corporate Insolvency

Our Foundation Series has been designed specifically for anyone new to insolvency or anyone looking for a refresher on the basics. Delegates may have just joined the profession or may be working in a related field and would like an introduction to this topic.

Choose from four half-day modules for corporate insolvency - the modules build into a solid two-day introduction to the concepts and frameworks that can be used in a day to day role.

## CPD LEARNING OUTCOMES

- Clear and concise guidance to legislative and regulatory requirements governing these areas
- An understanding of how these requirements impact on your day to day work
- The confidence to apply your newly learned skills once you are back in your workplace

## WHO SHOULD ATTEND

Anyone who is just starting their career in insolvency with little or no formal training  
Anyone looking for an introduction to the subject working within the accountancy, legal or banking professions

## SPEAKER

Jenn Stewart BA Hons MIPA, director of Insolvency Support Services Limited

## LOCATIONS AND DATES

| Course Title  | What You Will Learn   | Location/<br>Venue | Date                         | Time   |
|---|---|--------------------|------------------------------|--------|
| Introduction to Corporate Insolvency Scots Law Concepts | What is a company?<br>What is an LLP?<br>Creditor claims and the prescribed part<br>Introduction to securities<br>Introduction to diligence<br>Role of the Accountant in Bankruptcy and Companies House<br>Court system<br>Definition of insolvency<br>Corporate insolvency legislative framework | Edinburgh          | Wednesday 24<br>October 2018 | 9.30am |
| Introduction to Insolvent Liquidation                   | Overview of court liquidation process<br>Overview of CVL process<br>Effects of liquidation on stakeholders<br>Powers of liquidator  | Edinburgh          | Wednesday 24<br>October 2018 | 1.45pm |
| Introduction to Administration                          | Effect of administration and the moratorium<br>Hierarchy of objectives<br>How to enter admin<br>Admin process<br>Admin proposals<br>Progress reports<br>Conclusion and exit<br>Pre-packs  | Edinburgh          | Thursday 25<br>October 2018  | 9.30am |
| Introduction to Investigations and CDDA                 | Liquidator's powers to investigate<br>Administrator's powers to investigate<br>Challengeable transactions<br>SIP 2<br>CDDA obligations  | Edinburgh          | Thursday 25<br>October 2018  | 1.45pm |

## COST

**Each half-day module: £155 + VAT**  
**Two half-day modules: £295 + VAT**  
**All four half-day modules: £525 + VAT**

Fees include all course documentation, lunch and light refreshments as appropriate.  
No further discounts available.

# Booking Form

## BOOKING CONTACT

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

## DELEGATE DETAILS

| DELEGATE 1           |      |
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| Title:               |      |
| First Name:          |      |
| Surname:             |      |
| Email:               |      |
| Telephone:           |      |
| Dietary requirements |      |
| Access requirements  |      |
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| DELEGATE 2           |      |
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| Title:               |      |
| First Name:          |      |
| Surname:             |      |
| Email:               |      |
| Telephone:           |      |
| Dietary requirements |      |
| Access requirements  |      |
| Course Title         | Date |
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| DELEGATE 3           |      |
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| Title:               |      |
| First Name:          |      |
| Surname:             |      |
| Email:               |      |
| Telephone:           |      |
| Dietary requirements |      |
| Access requirements  |      |
| Course Title         | Date |
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| DELEGATE 4           |      |
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| Title:               |      |
| First Name:          |      |
| Surname:             |      |
| Email:               |      |
| Telephone:           |      |
| Dietary requirements |      |
| Access requirements  |      |
| Course Title         | Date |
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| Course Title | Date | Number of Delegates | Price per Module (excl. VAT) | Total Net Cost     |
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|              |      |                     |                              | Add VAT at 20%     |
|              |      |                     |                              | Gross Total to pay |

# ISS Training Courses

## HOW TO BOOK AND PAY

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By email to: [courses@insolvencysupportservices.com](mailto:courses@insolvencysupportservices.com)

Or by post to: ISS Training, Insolvency Support Services, H5 Newark Business Park, Newark Road South, Glenrothes, KY7 4NS

You can pay online or by BACS using the following details:

Bank: Clydesdale Bank plc  
Bank sort code: 82 - 68 - 31  
Bank account number: 00017866

Or by cheque payable to Insolvency Support Services Limited (which should accompany your booking form). Please write the delegates' names on the rear of your cheque for identification purposes.

## BOOKING CONDITIONS: ALL COURSES

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Payment is due on booking. If the nominated delegate cannot attend, you may transfer the place to another individual at any point. Please inform us of the change as soon as possible. If you do not wish to transfer your place, you will receive 100% refund if cancelled at least 21 days before the date of each individual module or day's course. If you cancel within 21 days of the course, your fee will not be refunded. Please note that your contract is with Insolvency Support Services Limited trading as ISS Training.

## DISCOUNTS

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Pick any three courses (or book in multiples of three) from our Technical Update and Masterclass series only and pay just 50% for every third booking. The 50% discount will be applied to the cheapest course(s) chosen. Alternatively choose to send three delegates on one course, with a 50% saving on the third place.

At just £50 plus VAT per session, online or in person, our One Hour Series keeps you up to date on a regular basis. If you book your one hour sessions in blocks of three, you will qualify for a 50% discount on the third session.

Please note that no discounts are available for Foundations, Exam Training or Personal and Business Development.

## DATA PROTECTION

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ISS Training will use the information you provide on your booking form, and any additional information you may provide to us in the future, for administering our event. We will not disclose this information to any other person or organisation except in connection with the above purpose. All delegates are provided with a list of co-delegates' names and organisations but no further details.

## REFUNDS AND CANCELLATIONS BY DELEGATE

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Cancellations must be in writing. Please note that no refunds will be given outwith the time limits listed on your booking confirmation. Substitute participants are acceptable at any time and will incur no extra charges.

## COURSE PAPERS

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Course papers will be issued on the day of the course. This documentation is made available only to those attending the course. Course papers may not be reproduced without prior permission from Insolvency Support Services Limited.

## COURSE DATE, PROGRAMME AND FEE CHANGES

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If the date or time of a course needs to be changed or the course needs to be cancelled for reasons beyond our control, such as low enrolment numbers, we reserve the right to do so. We will notify delegates in writing of any changes as soon as possible. If a course is cancelled, or rescheduled to a date that the delegate cannot attend, and payment has already been made, the full course fees will be refunded.

Our training programme is constantly reviewed and updated and we reserve the right to amend the content, timing and cost of the programme as necessary.