

# 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

Eileen Maclean MA Hons MIPA MABRP MBA, director of Insolvency Support Services Limited

## LOCATIONS AND DATES

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

DELEGATE 2	
Title:	
First Name:	
Surname:	
Email:	
Telephone:	
Dietary requirements	
Access requirements	
Course Title	Date

DELEGATE 3	
Title:	
First Name:	
Surname:	
Email:	
Telephone:	
Dietary requirements	
Access requirements	
Course Title	Date

DELEGATE 4	
Title:	
First Name:	
Surname:	
Email:	
Telephone:	
Dietary requirements	
Access requirements	
Course Title	Date

Course Title	Date	Number of Delegates	Price per Module (excl. VAT)	Total Net Cost
				Total Net Cost
				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, 12 Castle Terrace, Edinburgh EH1 2DP

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

Bank: Clydesdale Bank plc  
Bank sort code: 82 - 45 - 05  
Bank account number: 60031559

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

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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.

## 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 BY ISS

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If the date or time of a course needs to be changed or the course is 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 in full.

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.