A proof of the agreement between the small debtor and the officeholder.

The decision of the small debtor to commence Small Debtors’ Liquidation Procedure.

A brief description of the business and a copy of its license, if any.

A proof that the debtor is bankrupt, insolvent or is likely to suffer financial distress.

The financial information of the debtor provided that such information shall include the following:

- A brief description of the debtor’s financial position during the twenty-four (24) months preceding the application and the effects of the economic situation thereon.
- The financial statements in case the debtor is a juridical person, and a statement of the financial position thereof if the debtor is a corporate person, for at least twelve (12) months ending not less than one month prior to submitting such application.
- The cash flow forecasts for at least twelve (12) months from the date of submitting such application.

A list of the debts owed by the debtor provided that such a list shall include the following:

- Each debt’s value, origin and due date.
- Each creditor’s name, number of identity card or commercial registration, address and contacts.
- A statement of the secured debts and the security type.

The debtor’s list of assets and an evaluation of the aggregate value thereof.

The data of the debtor’s personnel and the total of their monthly wages and salaries.

The decision indicating the competent authority’s approval for the registration of the bankruptcy procedure commencement application filed by the debtor, if the debtor is a regulated entity, or the documents evidencing that the debtor has filed the approval request and the competent authority failed to issue the decision before the lapse of the specified period according to the provisions of paragraph (3) of Article (3) of the Law.

A statement of the lawsuits, legal proceedings, judgments and executive deeds related to the debtor.

It is recommended to review the following:

- Bankruptcy Law Articles 145, 146, 162 and 163
- The Implementing Regulations Articles 4 and 67
- Information and Documentation Rules Articles 4 and 11