

## NOTICE TO ALL STAFF

Should a Debtor / Creditor / Director come in it is imperative that you refer to the website as in many cases they are asking a question where they want the correct answer (for them)

At a later stage it is possible that what you tell them will be quoted to the Official Receiver or an Insolvency Practitioner therefore you must follow the guides / instructions and make good notes

Due to the nature of our work you should **NOT** give advice – only explain from the attached