

Bankruptcy status verification checklist

General information to help you organise your paperwork. Not legal advice.

Identify the correct debtor

Use this checklist to distinguish a verified proceeding from a rumour, shutdown or late-payment report. Keep the original information and record what is known, what was checked and what remains uncertain.

Contracting debtor legal name: _____

Trade names and related entities: _____

Registered or business address: _____

Contract and corporate identifier if known: _____

Notice received from and date: _____

Person performing the check: _____

- ☐ Compare the debtor on the contract with the name in the notice and search result.
- ☐ Record the official search terms, search date and result reference; keep the result securely.
- ☐ Identify whether the record concerns bankruptcy, proposal, receivership or another proceeding.
- ☐ Match estate or court file number, location and appointed professional.
- ☐ Independently verify the professional contact before relying on an email attachment or bank instruction.

Record confirmation and unresolved issues

Fact	Evidence / reference	Confirmed or unresolved
Legal entity	[contract and official record]	[enter]
Proceeding type	[notice or court order]	[enter]
Effective date	[source and date]	[enter]
Estate / court file	[reference]	[enter]
Trustee / receiver / monitor	[independent contact check]	[enter]

Fictional mismatch

Your contract names North Example Construction Ltd., while a notice names North Example Holdings Inc. Record the mismatch and obtain clarification. Do not assume the holding company proceeding covers the contracting company.

Person contacted and verified contact source: _____

Questions sent and response received: _____

Documents still needed: _____

Next check date and owner: _____

No matching search result is not a legal clearance. Do not disclose the customer as bankrupt publicly based on an unverified report. Court orders, timing and the scope of each proceeding require qualified review.

Before you act: this document is general information prepared by ArtBuild to help you organise facts and paperwork. It is not legal advice and has not been reviewed by a lawyer for your situation. Rules differ by province and territory and change over time. Check the official source for your project, and for deadlines, liens, court or insolvency steps, speak with a lawyer licensed where the project is located.