DIRECTOR AID

The First 48 Hours After a Winding-Up Petition

A checklist for directors: do these today, in this order

Today

- [ ] **Record the key facts:** date and method of service, the court, the case number, the hearing date and time, the petitioner and its solicitors, the amount and how it is made up. Keep the envelope.
- [ ] **Work out the deadlines.** Earliest advertisement: 7 business days after service. Your evidence: 5 business days before the hearing. Use the free calculator or the deadlines sheet.
- [ ] **Stop non-essential payments.** Pay nothing that is not essential; pay no creditor ahead of the others. Payments after presentation can be void if an order follows.
- [ ] **Check the debt.** Owed, disputed in whole, or disputed in part? Gather the contract, invoices, correspondence and payment records now.
- [ ] **Check the bank position:** balance, payments due out, whether the bank knows. If staff and suppliers must be paid, a validation order application should be prepared before the account freezes.
- [ ] **Tell the other directors** and minute a board meeting: the position, whether the company can continue to trade, the advice to be taken.
- [ ] **Take advice today.** The options are widest before advertisement.

Within 48 hours

- [ ] **Decide the route:** pay (from third-party funds or under a validation order), dispute (apply before the advertisement date), keep trading (validation order), restructure (CVA, administration, moratorium: by court order once a petition is pending), or an orderly closure (creditors' voluntary liquidation).
- [ ] **List every creditor** who could support or take over the petition, and every personal guarantee you have given.
- [ ] **Think about funding:** a director's or third party's own money is treated differently from the company's.
- [ ] **Write to the petitioner's solicitors** with the dispute or the proposal. Telephone calls get no answer; letters do.
- [ ] **Check the registered office:** if post is not reaching you the same day, arrange same-day scanning or move it.

DO NOT: ignore it · open a new bank account · move money or assets · divert customer payments · pay the petitioner from the company's account without advice · take deposits or credit the company may not honour · start a new company with a similar name · assume paying the petitioner ends the petition.

Free initial consultation for directors facing a winding-up petition. Call **07361 999123** · text **DIRAID** to **82228** · directoraid.co.uk. The call is with a Solicitor. Have the petition to hand.

From *The Winding-Up Petition Handbook*, the free book for directors: https://directoraid.co.uk/winding-up-petition-handbook.html. General information about the law of England and Wales as at October 2026, not advice on your circumstances. Free to print and pass on complete. © 2026 Director Aid.