

LIQ03

Notice of progress report in voluntary winding up



Companies House

FRIDAY



A8EW4VMR

A25

27/09/2019

#269

COMPANIES HOUSE

1 Company details

Company number 0 2 5 2 8 0 6 1

Company name in full CLS Fabrication Limited

→ Filing in this form
Please complete in typescript or in bold black capitals.

2 Liquidator's name

Full forename(s) Matthew Douglas

Surname Hardy

3 Liquidator's address

Building name/number 30 St. Paul's Square

Street Birmingham

Post town West Midlands

County/Region

Postcode B 3 1 Q Z

Country

4 Liquidator's name ①

Full forename(s)

Surname

① Other liquidator
Use this section to tell us about another liquidator.

5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

② Other liquidator
Use this section to tell us about another liquidator.

LIQ03

Notice of progress report in voluntary winding up

6 Period of progress report

From date	^d 1	^d 9	^m 0	^m 8	^y 2	^y 0	^y 1	^y 8
To date	^d 1	^d 8	^m 0	^m 8	^y 2	^y 0	^y 1	^y 9

7 Progress report

The progress report is attached

8 Sign and date

Liquidator's signature	Signature							
	X <i>M. D. Hardy</i> X							
Signature date	^d 2	^d 6	^m 0	^m 9	^y 2	^y 0	^y 1	^y 9

LIQ03

Notice of progress report in voluntary winding up



Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **Mark Monaghan**

Company name **Poppleton & Appleby**

Address
30 St. Paul's Square
Birmingham

Post town **West Midlands**

County/Region

Postcode **B 3 1 Q Z**

Country

DX

Telephone **0121 200 2962**



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- The company name and number match the information held on the public Register.
- You have attached the required documents.
- You have signed the form.



Important information

All information on this form will appear on the public record.



Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.



Further information

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

CLS Fabrication Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £	From 19/08/2018 To 18/08/2019 £	From 19/08/2015 To 18/08/2019 £
	H.P. ASSETS	
(19,923.79)	NIL	NIL
22,000.00	NIL	NIL
	NIL	NIL
	ASSETS NOT PLEDGED	
129,976.28	NIL	81,810.55
20,642.00	NIL	19,882.35
1,236.00	NIL	1,236.00
NIL	NIL	NIL
	NIL	121.69
18,000.00	NIL	23,603.00
	NIL	1,225.59
	NIL	127,879.18
	COST OF REALISATIONS	
	NIL	5,563.64
	NIL	2,721.99
	NIL	5.00
	9,000.00	38,000.00
	NIL	294.45
	NIL	5.85
	NIL	160.00
	NIL	11,372.84
	NIL	4,028.50
	NIL	402.50
	NIL	10,000.00
	66.55	262.83
	79.00	663.16
	240.00	700.00
	NIL	2,044.51
	(9,385.55)	(76,225.27)
	PREFERENTIAL CREDITORS	
(12,035.53)	NIL	11,849.21
	NIL	(11,849.21)
	UNSECURED CREDITORS	
(99,742.60)	NIL	NIL
(10,358.26)	NIL	NIL
(14,470.53)	NIL	NIL
(637,000.00)	NIL	NIL
(111,010.35)	9,681.56	39,681.56
	35.44	35.44
	(9,717.00)	(39,717.00)
	DISTRIBUTIONS	
(25,000.00)	NIL	NIL
	NIL	NIL
(737,686.78)	(19,102.55)	87.70
	REPRESENTED BY	
		26.59
		61.11
		87.70

**TO ALL MEMBERS, CREDITORS AND
THE REGISTRAR OF COMPANIES**

Our Ref: MDH/GJB/MGM/JS/LG/C10P/04
26 September 2019

Dear Sirs

CLS Fabrication Limited – In Creditors' Voluntary Liquidation ("the Company")
Registered Office Address: 30 St. Paul's Square, Birmingham, West Midlands, B3 1QZ
Company Number: 02528061

I am pleased to provide my Annual Progress Report in the above matter. Please note that I was appointed as Liquidator of the Company on 19 August 2015 and now report following the end of the fourth year of my appointment.

I attach at **Appendix A** statutory information that I am obliged to provide.

Executive Summary

As Creditors will recall, the Company carried out the manufacture of laminated plastic fabrications from their premises at Budbrooke Industrial Estate in Warwick. I was appointed to deal with the realisation of the Company's tangible assets and outstanding book debts.

In this matter, due to the availability of assets, a dividend was expected and I can confirm that two dividends have been paid.

In addition, I assisted the employees with their claims for outstanding holiday pay, redundancy and pay in lieu of notice.

I am now in a position to conclude the Liquidation and therefore circulate with this report my Final Report to Creditors in this matter.

Liquidators' Actions Since Last Report

During the current reporting period, I have declared and paid a second and final dividend to the Unsecured Creditors in the amount of 0.66p in the £.

I have continued to liaise with HMRC in respect of filing post-appointment returns and also filed all necessary statutory returns with the Registrar of Companies.

I have dealt with all regulatory and statutory functions since my appointment, which includes drafting and circulating my annual report to Creditors.

I have also continued to discharge my statutory functions as Liquidator of the Company in this matter.

Continued

Receipts and Payments Account

I attach at **Appendix B** my Receipts and Payments Account for the current reporting period from 19 August 2018 to 18 August 2019.

The account also represents the cumulative position for the entire period of the Liquidation from 19 August 2015 to 18 August 2019.

The balance of funds are held in a non-interest bearing estate bank account.

Unencumbered Assets

The Company did not grant any charges and there were no charges registered at Companies House, therefore, all assets are unencumbered.

Please note that full details regarding asset realisations in this matter have been circulated within my previous reports to Creditors. Accordingly, this report serves to provide commentary on any further movements in the period following my previous report.

Unsold / Unrealised Assets

I can confirm that there are no assets which remain unrealised at this time, following the conclusion of the book debt recoveries.

Investigation into the Affairs of the Company

I undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved. Specifically, I recovered, listed and reviewed the Company's accounting records; obtained and reviewed copy bank statements for the 12 months prior to the Company ceasing to trade from the Company's bankers; and compared the information in the Company's last set of accounts with that contained in the Statement of Affairs lodged in the Liquidation and made enquiries about the reasons for the changes.

There were no matters that justified further investigation in the circumstances of this appointment.

Within six months of my appointment as Liquidator, I am required to submit a confidential report to the Secretary of State to include any matters which have come to my attention during the course of my work which may indicate that the conduct of any past or present Director would make them unfit to be concerned with the management of the Company. I would confirm that my report has been submitted.

Costs of Liquidation

Professional Advisors

Professional Advisors have been engaged to provide assistance during the course of the Liquidation.

I instructed Agents, Kumar & Co, a national firm of Agents, regulated by the Royal Institution of Chartered Surveyors, to act on my behalf with regards to the valuation, marketing and sale of the Company's plant and machinery. They were instructed as they have a vast experience of dealing with the assets of distressed businesses. Their assistance secured the sale of the Company's other tangible assets.

Continued

I instructed The Wilkes Partnership LLP ("Wilkes"), a firm of solicitors who specialise in insolvency matters and are regulated by the Solicitors Regulation Authority, to provide legal assistance with recovery of the book debts.

I instructed Lane & Co, a firm specialising in debt recovery and are regulated by the Solicitors Regulation Authority, to issue letters before action to the Debtors.

All firms have advised that they hold adequate professional indemnity insurance.

A summary setting out further details including the scope of their engagement, fees paid and future costs anticipated is attached at **Appendix C**.

The choice of professionals used is based on their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them. The fees charged have been reviewed and I am satisfied that they have been reasonable in the circumstances of the case.

Pre-Appointment Remuneration

The Creditors previously authorised the payment of a fee of £10,000 for my assistance with preparing the Statement of Affairs and convening and holding the meeting of Creditors held on 19 August 2015.

The fee for preparing the Statement of Affairs and convening and holding the meeting of Creditors was paid from first realisations on appointment and is shown in the enclosed Receipts and Payments Account.

Liquidator's Remuneration

The costs of the Liquidation paid to 18 August 2019 are detailed on the attached Receipts and Payments Account.

The time costs incurred during the current reporting period from 19 August 2018 to 18 August 2019 amount to £3,550 which equates to 27 hours at an average charge out rate of £134 per hour. During this period, fees of £9,000 have been drawn. Please note that of the fees drawn in the period, £5,450 relates to time costs incurred prior to 19 August 2018.

The total time costs incurred by this Firm in dealing with the Liquidation at 18 August 2019 amount to £45,246, which equates to 270 hours at an average charge out rate of £168 per hour. Total fees of £38,000 have been drawn.

The basis for drawing my fees and expenses were initially approved by Creditors on a time cost basis at a meeting of Creditors held on 19 August 2015. Full details relating to the content of resolutions in this regard have been circulated previously.

As previously advised, following my appointment, I was contacted by the Pension Protection Fund ("PPF") who are the largest Unsecured Creditor in the Liquidation by virtue of the shortfall due to the Company Pension Scheme. During the course of the Liquidation, I have provided ongoing updates to the PPF in addition to providing reports with regard to the progress of the Liquidation and the level of costs incurred. I can advise that my fees of £38,000, have been drawn with the consent of the PPF.

Further time costs will be incurred in bringing the Liquidation to a close although these will not be recoverable. Schedules of my time costs incurred for the current reporting period since 19 August 2018 to 18 August 2019, as well as for the entire Liquidation, are attached as **Appendix D**.

Continued



There is certain work that I am required by the insolvency legislation to undertake in connection with the Liquidation that provides no financial benefit for the Creditors. A description of the routine work undertaken since my last progress report is contained in **Appendix E**.

Liquidator's Expenses

I have incurred expenses to 18 August 2019 of £2,568, of which £366 was incurred in the period since 19 August 2018.

I have drawn £2,488 to date, of which £386 was drawn in the period since 19 August 2018.

I obtained approval from the Creditors on 19 August 2015, to draw Category 2 disbursements in this matter.

The expenses incurred in this matter to the anniversary of the Liquidation are summarised at **Appendix F**.

Outcome for Creditors

Fixed Charge Creditors

There are no Fixed Charge Creditors in the Liquidation.

Preferential Creditor Claims

The position as regards Preferential Creditors can be summarised as follows:

Number of Preferential Creditor Claims Received to Date	Estimated Statement of Affairs Value of Preferential Claims	Value of Preferential Creditor Claims Received To Date
3	£12,035	£11,849

There is has been a first and final dividend paid to Preferential Creditors at the rate of 100p in the £, totalling £11,849.

No further dividend will be payable. I can also confirm that no interest has been paid on these claims.

Floating Charge Creditors

There are no Floating Charge Creditors in the Liquidation.

Outcome for Secured Creditor(s) and The Prescribed Part

Provisions within the insolvency legislation require a Liquidator to set aside a percentage of any amounts available to a Floating Charge holder, for the benefit of the Unsecured Creditors, in cases where the Company granted the Floating Charge on or after 15 September 2003. This is known as the "Prescribed Part" of the net property.

A Company's "net property" is that left after paying the Preferential Creditors, but before paying the lender who holds a Floating Charge (after deducting the associated Liquidation costs). Details of how much a Liquidator must set aside under the Prescribed Part have previously been circulated.

However as there is no Floating Charge claim in this matter, the Prescribed Part provisions will not apply.

Continued

Unsecured Creditors

The position as regards Unsecured Creditors can be summarised as follows:

Creditor	Estimated Statement of Affairs Value of Unsecured Claims	Number of Claims Received to Date	Value of Unsecured Creditor Claims To Date
Trade Creditors	111,010	34	103,607
Crown Departments	24,828	1	27,569
Employee Claims	99,742	1	92,879
Pension Scheme Shortfall	637,000	2	1,881,000
Totals	872,580	38	2,105,055

In a previous reporting period, the Unsecured Creditor claims were agreed in the sum of £30,000 and a dividend at 2.05p in the £ was declared on 17 January 2018.

During the current reporting period, I have declared and paid a second and final dividend to Unsecured Creditors at the rate of 0.66p in the £, totalling £9,691.

No further dividend will be payable.

Conclusion

There are now no further matters left to be resolved in the Liquidation and I have, therefore, issued my Final Report to Creditors together with this report.

I have attached at **Appendix G**, a Statement of Creditors rights in relation to these proceedings.

Poppleton & Appleby uses personal information in order to fulfil the legal obligations of our Insolvency Practitioners under the Insolvency Act and other relevant legislation. You can find more information on how Poppleton & Appleby uses your personal information on our website at www.poppletonandappleby.co.uk.

If Creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available online, they should contact Mark Monaghan by email at markm@poppletonandappleby.co.uk, or by phone on 0121 200 2962.

Yours faithfully
For and on behalf of
CLS Fabrication Limited

M. D. Hardy
Matthew Douglas Hardy
Liquidator

Encs

STATUTORY INFORMATION

Company Name: CLS Fabrication Limited

Registered Office: 30 St. Paul's Square, Birmingham, West Midlands, B3 1QZ

Former Registered Office: Highdown House, 11 Highdown Road, Leamington Spa, Warwickshire, CV31 1XT

Registered Number: 02528061

Liquidator's Name: Matthew Douglas Hardy

Liquidator's Address: 30 St. Paul's Square, Birmingham, West Midlands, B3 1QZ

Liquidator's Date of Appointment: 19 August 2015

CLS Fabrication Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £	From 19/08/2018 To 18/08/2019 £	From 19/08/2015 To 18/08/2019 £
	H.P. ASSETS	
(19,923.79)	Deutsche Leasing Ltd	NIL
22,000.00	Panel Cutter Saw	NIL
		NIL
	ASSETS NOT PLEDGED	
129,976.28	Book Debts	81,810.55
20,642.00	Cash at Bank	19,882.35
1,236.00	Cash in Hand	1,236.00
NIL	Office Furniture & Equip	NIL
	Petty Cash	121.69
18,000.00	Plant & Machinery	23,603.00
	Sundries	1,225.59
		127,879.18
	COST OF REALISATIONS	
	Agents Costs	5,563.64
	Agents Disbursements	2,721.99
	Bank Charges & Interest	5.00
	Liquidators Fees	38,000.00
	Motor Expenses	294.45
	Quantity Surveyors Fees	5.85
	Re-Direction of Mail	160.00
	Rent & Rates	11,372.84
	Solicitors Fees	4,028.50
	Specific Bond	402.50
	Statement of Affairs Fee	10,000.00
	Stationery, Printing & Carriage	262.83
	Statutory Advertising	663.16
	Storage Costs	700.00
	Wages	2,044.51
		(76,225.27)
	(9,385.55)	
	PREFERENTIAL CREDITORS	
(12,035.53)	Accrued HP - Employees	11,849.21
		(11,849.21)
	UNSECURED CREDITORS	
(99,742.60)	Employees	NIL
(10,358.26)	HM Revenue & Customs - PAYE/NIC/	NIL
(14,470.53)	HM Revenue & Customs - VAT	NIL
(637,000.00)	Pensions Scheme Shortfall	NIL
(111,010.35)	Trade & Expense Creditors	39,681.56
	Unclaimed Divi - ISA	35.44
		(39,717.00)
	(9,717.00)	
	DISTRIBUTIONS	
(25,000.00)	Ordinary Shareholders	NIL
		NIL
(737,686.78)	(19,102.55)	87.70
	REPRESENTED BY	
	Estate Bank A/c Non Interest Bearing	26.59
	VAT Input	61.11
		87.70

M. D. Hardy

Matthew Douglas Hardy
Liquidator

APPENDIX C

SUMMARY OF PROFESSIONAL COSTS

Firm Name	Scope of Work	Agreed Fee Structure	Budgeted Costs £	Amount incurred in previous reporting periods (£)	Amount paid in previous reporting periods (£)	Amount incurred in current reporting period (£)	Amount paid in current reporting period (£)	Final Budget (£)
Kumar & Co	Conducting a valuation of the Company's Plant and Machinery and sale via online auction	Time Costs and Disbursements	6,000	5,564	5,564	Nil	Nil	5,564
The Wilkes Partnership	Legal assistance with debtor collection	Time Costs and Disbursements	5,528	2,722	2,722	Nil	Nil	2,722
Lane & Co	Assistance with recovery of payment for book debts	Time Costs and Disbursements	-	6	6	Nil	Nil	6
Totals			9,000	12,321	12,321	Nil	Nil	12,321

Notes:

The choice of professional engaged is based on their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them. The fees charged have been reviewed and I am satisfied that they have been reasonable in the circumstances of the case.

Time Entry - SIP9 Time & Cost Summary

C10P - CLS Fabrication Limited
 Project Code: POST
 From: 19/08/2018 To: 18/08/2019

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	0.00	1.80	6.00	2.60	10.40	1,441.00	138.56
Case specific matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	3.30	7.50	5.30	16.10	2,108.50	130.96
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisations of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	0.00	5.10	13.50	7.90	26.50	3,549.50	133.94
Total Fees Claimed						0.00	
Total Disbursements Claimed						226.55	

Time Entry - SIP9 Time & Cost Summary Category 2 Disbursements

C-10P - CLS Fabrication Limited
Project Code: POST
From: 19/08/2018 To: 18/08/2019

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Disbursement Category	Amount
31/08/2018	Storage: Aug 18 Storage	Category 2	20.00
30/09/2018	Storage: Sept 18 Storage	Category 2	20.00
31/10/2018	Storage: Oct 18 Storage	Category 2	20.00
30/11/2018	Storage: Nov18 Storage	Category 2	20.00
28/02/2019	Storage: Dec 18 Storage	Category 2	20.00
28/02/2019	Storage: Jan 19 Storage	Category 2	20.00
20/02/2019	Storage: Feb 19 Storage	Category 2	20.00
08/05/2019	Storage: Mar 19 Storage	Category 2	20.00
21/05/2019	Storage: Apr19 Storage	Category 2	20.00
31/05/2019	Storage: May 19 Storage	Category 2	20.00
01/07/2019	Storage: June19 Storage	Category 2	20.00
Total			220.00

Time Entry - SIP9 Time & Cost Summary

C10P - CLS Fabrication Limited
 Project Code: POST
 From: 19/08/2015 To: 18/08/2019

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	3.50	7.20	54.20	8.30	73.20	11,523.50	157.42
Case specific matters	0.40	0.00	0.00	0.00	0.40	118.00	295.00
Creditors	7.00	15.00	51.70	6.00	79.70	13,562.00	170.16
Investigations	0.50	0.50	3.10	0.00	4.10	741.00	180.73
Realisations of Assets	3.90	40.70	50.40	0.00	95.00	16,587.00	174.60
Trading	0.00	0.00	16.90	0.20	17.10	2,714.00	158.71
Total Hours	15.30	63.40	176.30	14.50	269.50	45,245.50	167.89
Total Fees Claimed						38,000.00	
Total Disbursements Claimed						1,659.78	

Time Entry - SIP9 Time & Cost Summary Category 2 Disbursements

C10P - CLS Fabrication Limited
Project Code: POST
From: 19/08/2015 To: 18/08/2019

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Disbursement Category	Amount
30/11/2015	Motor Expenses: Mileage	Category 2	36.45
09/02/2016	Motor Expenses: Mileage	Category 2	64.50
09/02/2016	Motor Expenses: Mileage	Category 2	193.50
29/04/2016	Storage: Apr 16 Storage	Category 2	20.00
31/05/2016	Storage: May 16 Storage	Category 2	20.00
30/06/2016	Storage: June 16 storage	Category 2	20.00
31/07/2016	Storage: July Storage 2016	Category 2	20.00
31/08/2016	Storage: Aug Storage 2016	Category 2	20.00
30/09/2016	Storage: Sept Storage 2016	Category 2	20.00
31/10/2016	Storage: Oct Storage 2016	Category 2	20.00
30/11/2016	Storage: Nov Storage 2016	Category 2	20.00
28/12/2016	Storage: Dec Storage 2016	Category 2	20.00
31/01/2017	Storage: Jan Storage 2017	Category 2	20.00
28/02/2017	Storage: Feb Storage 2017	Category 2	20.00
31/03/2017	Storage: Mar Storage 2017	Category 2	20.00
28/04/2017	Storage: April 17 Storage	Category 2	20.00
31/05/2017	Storage: May 2017 Storage	Category 2	20.00
30/06/2017	Storage: June Storage 2017	Category 2	20.00
31/07/2017	Storage: July 2017 Storage	Category 2	20.00
31/08/2017	Storage: Aug 2017 Storage	Category 2	20.00
30/09/2017	Storage: Sep 2017 Storage	Category 2	20.00
31/10/2017	Storage: Oct 2017 Storage	Category 2	20.00
30/11/2017	Storage: Nov 2017 Storage	Category 2	20.00
31/12/2017	Storage: Dec 2017 Storage	Category 2	20.00
31/01/2018	Storage: Jan 2018 Storage	Category 2	20.00
28/02/2018	Storage: Feb 18 Storage	Category 2	20.00
31/03/2018	Storage: Mar18 Storage	Category 2	20.00
30/04/2018	Storage: Apr 18 Storage	Category 2	20.00
31/05/2018	Storage: May 2018 Storage	Category 2	20.00
30/06/2018	Storage: June 18 Storage	Category 2	20.00
31/07/2018	Storage: July 18 Storage	Category 2	20.00
31/08/2018	Storage: Aug 18 Storage	Category 2	20.00
30/09/2018	Storage: Sept 18 Storage	Category 2	20.00
31/10/2018	Storage: Oct 18 Storage	Category 2	20.00
30/11/2018	Storage: Nov18 Storage	Category 2	20.00
28/02/2019	Storage: Dec 18 Storage	Category 2	20.00
28/02/2019	Storage: Jan 19 Storage	Category 2	20.00
20/02/2019	Storage: Feb 19 Storage	Category 2	20.00
08/05/2019	Storage: Mar 19 Storage	Category 2	20.00
21/05/2019	Storage: Apr19 Storage	Category 2	20.00
31/05/2019	Storage: May 19 Storage	Category 2	20.00
01/07/2019	Storage: June19 Storage	Category 2	20.00
Total			1,074.45

ROUTINE WORK ORDINARILY UNDERTAKEN IN CREDITORS' VOLUNTARY LIQUIDATIONS**1. Administration & Planning**

- Dealing with all routine correspondence, e mails and telephone calls.
 - Includes correspondence with Creditors, Shareholders and other Stakeholders.
 - Internal correspondence between Insolvency Practitioner, managers and case administrators.
 - Deal with correspondence from Companies House.
 - Dealing with correspondence from HM Revenue & Customs.
 - Ensuring that a member of staff is generally available to deal with telephone queries.
 - Ensuring that email correspondence is dealt with within the Firm's response policy.
- Maintaining physical case files and electronic case details in our computerised systems.
 - Data input of details pertaining to assets and liabilities onto bespoke software system.
 - Input and management of case diary onto bespoke software system.
 - Filing and scanning of electronic and written correspondence to relevant files.
 - Dealing with destruction of books and records when required.
- Review and storage.
 - Prepare and complete periodic case reviews, to include review on progression, ethics and independence checks.
 - Liaise with storage Agents in relation to books and records recovered from the Company.
 - Liaise with external review agencies to ensure progression and compliance of case.
 - Case bordereau reviews and maintenance.
 - Adjust insurance cover and bordereau requirements as assets are sold and realised.
- Case planning and administration.
 - Hold internal meetings to discuss case strategy and progression
 - Drafting case notes to ensure strategy remains appropriate.
 - Overseeing and managing work conducted by case administrators.
- Preparing reports to interested parties.
 - Annual progress reports to Creditors, Members and Stakeholders where appropriate.
- Cashiering
 - Maintaining and managing the Liquidator's cashbook and bank account(s).
 - Review level of turnover on bank account.
 - Input of transactional data during the Liquidation.
 - Completion of journals where appropriate.
 - Review bank statements and complete bank reconciliations.
 - Paying costs and expenses from the case account.
 - Assistance with dividend payments to Creditors where appropriate.
 - Chasing cheque clearance on dividends where appropriate.
 - Liaise with the Insolvency Service Account in relation to unclaimed dividends where appropriate.

2. Creditors

- Dealing with Creditor correspondence, emails and telephone calls.
 - Attendance to queries within Firm policy timescales.
 - Reviewing and adjudicating upon proofs of debts received from Creditors.
 - Maintaining Creditor information within our computerised systems.
- Preparing reports to Creditors and other interested parties.
 - Preparation and circulation of statutory reports to Creditors, Members and Stakeholders.
 - Preparation of bespoke Estimated Outcome Statements where appropriate.

APPENDIX E

- Dividends
 - Calculation of Unsecured Dividend.
 - Declaration and distribution of Unsecured Dividend
 - Liaise with Creditors as to dividend cheques that have not cleared.
 - Transfer of unclaimed dividend to Insolvency Service Unclaimed Dividends fund.

APPENDIX F

SCHEDULE OF CATEGORY 1 AND 2 EXPENSES INCURRED AND PAID

Disbursement incurred	Category 1 or Category 2 Type	Amount Incurred in Previous Reporting Period (£)	Amount Paid in Previous Reporting Period (£)	Amount Incurred in Current Reporting Period (£)	Amount Paid in Current Reporting Period (£)	Future Costs (£)	Revised Budget (£)
Bond	Category 1	403	403	Nil	Nil	Nil	403
Statutory Advertising	Category 1	584	584	79	79	Nil	663
Postage	Category 1	196	196	67	67	Nil	263
Mail Redirection	Category 1	160	160	Nil	Nil	Nil	160
Bank Charges	Category 1	5	5	Nil	Nil	Nil	5
Mileage	Category 2	294	294	Nil	Nil	Nil	294
Storage	Category 2	560	460	220	240	300	1,000
Total		2,202	2,102	366	386	300	2,788

STATUTORY DISCLOSURE REQUIREMENTS

Legislative requirements state that when an Insolvency Practitioner reports to Members and Creditors, there are certain statutory statements he must make. In order to fully comply with these conditions, we have set out below the statements which apply in these proceedings in this Appendix, rather than in the report itself, with the intention of keeping the report informative for Members and Creditors who are more likely to be interested in the practical points arising in the insolvency.

The statement which forms part of this statutory report which also need to be considered along with it is as follows:-

- Please note that no funds have been held with the Insolvency Services Account at any time during the Liquidation, therefore, it has been neither possible nor necessary to reconcile this account with the Secretary of State.

Comments as Regards Liquidator's Remuneration:-

- For further information with regards to this firm's policy on fees and disbursements as well as general guidance regarding a Liquidator's fees in a Creditors' Voluntary Liquidation, you may download a Creditors' Guide to Fees on our website at www.poppletonandappleby.co.uk and choose the following options: Creditors Login, Creditors' Guidance Notes, then choose, A Creditors' Guide to a Liquidator's Fees Effective from November 2011 and April 2017.
- An Unsecured Creditor may, with the permission of the Court, or with the concurrence of 5% in value of the unsecured Creditors (including the Creditor in question), request further details of the Liquidator's remuneration and expenses within 21 days of their receipt of this report. Any Secured Creditor may request the same details in the same time limit.
- An Unsecured Creditor may, with the permission of the Court, or with the concurrence of 10% in value of the unsecured Creditors (including the Creditor in question), apply to Court to challenge the amount of remuneration charged by the Liquidator as being excessive, and/or the basis of the Liquidator's remuneration, and/or the amount of the expenses incurred as being excessive, within 8 weeks of their receipt of this report. Any Secured Creditor may make a similar application to court within the same time limit.
- A hard copy of these Rights can be provided upon written request.

Provision of Services Regulations Summary for Poppleton & Appleby

- To comply with the Provision of Services Regulations, some general information about this Firm can be found on our website at <http://www.poppletonandappleby.co.uk>. To access, choose the following options: Creditors Login, Creditors' Guidance Notes, Provision of Services Regulations Summary for Poppleton & Appleby, Provision of Services.