

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 0 0 0 5 3 4 7 5

Company name in full William Cook (MS) 2018 Limited

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

### 2 Liquidator's name

Full forename(s) Gareth David

Surname Rusling

### 3 Liquidator's address

Building name/number 3rd Floor, Westfield House

Street 60 Charter Row

Post town Sheffield

County/Region

Postcode S 1 3 F Z

Country

### 4 Liquidator's name ①

Full forename(s) Claire Elizabeth

Surname Dowson

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

### 5 Liquidator's address ②

Building name/number 3rd Floor, Westfield House

Street 60 Charter Row

Post town Sheffield

County/Region

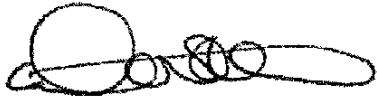
Postcode S 1 3 F Z

Country

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

# LIQ03

## Notice of progress report in voluntary winding up

<b>6</b>		<b>Period of progress report</b>														
From date	d	1	d	6	m	0	m	7	y	2	y	0	y	2	y	1
To date	d	1	d	5	m	0	m	7	y	2	y	0	y	2	y	2
<b>7</b>		<b>Progress report</b>														
		<input checked="" type="checkbox"/> The progress report is attached														
<b>8</b>		<b>Sign and date</b>														
Liquidator's signature	Signature <div style="display: flex; align-items: center; justify-content: space-between;"> <span>X</span>  <span>X</span> </div>															
Signature date	d	1	d	2	m	0	m	9	y	2	y	0	y	2	y	2

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

Company name Begbies Traynor (SY) LLP

Address  
3rd Floor, Westfield House  
60 Charter Row

Post town Sheffield

County/Region

Postcode S 1 3 F Z

Country

DX

Telephone 0114 2755033



**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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.gov.uk/companieshouse)

**William Cook (MS) 2018 Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Declaration of Solvency £	From 16/07/2021 To 15/07/2022 £	From 16/07/2021 To 15/07/2022 £
	<u>NIL</u>	<u>NIL</u>
REPRESENTED BY		<u>NIL</u>

---

## **William Cook (MS) 2018 Limited (In Members' Voluntary Liquidation)**

---

Progress report

Period: 16 July 2021 to 15 July 2022

### **Important Notice**

This report has been produced solely to comply with our statutory duty to report to members of the Company pursuant to Section 92A of the Insolvency Act 1986. This report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by members for any purpose other than this report to them, or by any other person for any purpose whatsoever.

---

## **Contents**

- ☐ Interpretation
- ☐ Company information
- ☐ Details of appointment of liquidators
- ☐ Progress during the period
- ☐ Creditors
- ☐ Distributions to members
- ☐ Remuneration and expenses
- ☐ Liquidators' expenses
- ☐ Assets that remain to be realised and work that remains to be done
- ☐ Other relevant information
- ☐ Members' rights
- ☐ Conclusion
- ☐ Appendices
  - 1. Liquidators' account of receipts and payments
  - 2. Statement of Liquidators' expenses

# 1. INTERPRETATION

<b><u>Expression</u></b>	<b><u>Meaning</u></b>
"the Company"	William Cook (MS) 2018 Limited (In Members' Voluntary Liquidation)
"the liquidators", "we", "our" and "us"	Gareth David Rusling of Begbies Traynor (SY) LLP, 3rd Floor, Westfield House, 60 Charter Row, Sheffield, S1 3FZ and Claire Elizabeth Dowson of Begbies Traynor (SY) LLP, 3rd Floor, Westfield House, 60 Charter Row, Sheffield, S1 3FZ
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England and Wales) Rules 2016 (as amended)
"secured creditor" and "unsecured creditor"	Secured creditor, in relation to a company, means a creditor of the company who holds in respect of his debt a security over property of the company, and "unsecured creditor" is to be read accordingly (Section 248(1)(a) of the Act)
"security"	(i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act); and  (ii) In relation to Scotland, any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off) (Section 248(1)(b)(ii) of the Act)
preferential creditors	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Act

# 2. COMPANY INFORMATION

Trading name(s):	N/A
Company registered number:	00053475
Company registered office:	3rd Floor, Westfield House, 60 Charter Row, Sheffield, S1 3FZ
Former trading address:	Cross Green Approach, Leeds, West Yorkshire, LS9 0SG

# 3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	16 July 2021
Date of liquidators' appointment:	16 July 2021
Changes in liquidator (if any):	None

## 4. PROGRESS DURING THE PERIOD

### Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 16 July 2021 to 15 July 2022. As can be seen from the attached receipts and payment account, no transactions have occurred during the period covered by this report.

**What work has been done in the period of this report, why was that work necessary and what has been the financial benefit (if any) to members?**

The costs are not split out per heading, as our proposed fees are based on a fixed sum basis.

We have however spent time undertaking our statutory duties by notifying the Registrar of our appointment and advertising our appointment in the London Gazette. HMRC were also notified as relevant. Clearance was requested from HMRC and a statutory bond was put in place.

## 5. CREDITORS

As in any liquidation, in a members' voluntary liquidation creditors are required to prove their claims and the liquidators must examine the proofs and the particulars of the claims and admit them, in whole or in part, or reject them. The liquidators must then settle the priorities of the creditors (as between secured, preferential, secondary preferential and unsecured creditors) before paying them in full with statutory interest.

statement of assets and liabilities embodied within the declaration of solvency sworn by the directors indicated that there were no outstanding creditors. We have obtained clearance from HM Revenue & Customs that no further amounts are due in respect of Corporation Tax but await such clearance in relation to VAT and PAYE.

## 6. DISTRIBUTIONS TO MEMBERS

As there are no assets in the case, no distributions have been made to members since the joint liquidators' appointment.

## 7. REMUNERATION & EXPENSES

Our remuneration has been fixed by a resolution of the members of the Company as a set amount in the sum of £3,500.00 plus VAT.

We are also authorised to draw expenses for services provided by our firm and/or entities within the Begbies Traynor group, in accordance with our firm's policy, details of which were presented to the general meeting of the Company at which various resolutions, including the special resolution that the Company be wound up voluntarily, were passed.

We have drawn the sum of £3,500.00 against the set fee of £3,500.00 that has been approved. These funds were paid directly to Begbies Traynor (SY) LLP and are therefore not showing on the attached receipts and payments account.



### Category 1 Expenses

To 15 July 2022, funds totalling £255 have been paid in relation to the statutory advertising required and a further £20 has been paid in relation to obtaining our statutory bond. Both payments have been paid by Begbies Traynor (SY) LLP and are therefore not showing on the attached receipts and payments account.

#### Why have subcontractors been used?

MD Law were instructed to witness the swearing of the declaration of solvency. MD Law were paid £50 plus VAT for their assistance. These funds have been paid from the funds received by Begbies Traynor (SY) LLP.

### Category 2 Expenses

Details of the Category 2 expenses that have been incurred but not drawn in accordance with the approval obtained are set out below:

Other amounts paid or payable to the office holder's firm	
Type and purpose	Amount £
Postage	5.98
TOTAL	5.98

## 8. LIQUIDATORS' EXPENSES

A statement of the expenses incurred during the period of this progress report is attached at Appendix 3. A cumulative statement showing the total expenses incurred since the date of our appointment also appears at Appendix 3.

## 9. ASSETS THAT REMAIN TO BE REALISED AND WORK THAT REMAINS TO BE DONE

### General case administration and planning

The joint liquidators will continue to complete works required to maintain the liquidation including periodically reviewing the case by way of six-monthly case reviews to ascertain which works remain outstanding and progressing the case to ensure that all statutory requirements are being completed during the course of the liquidation. This will include the completion of statutory checklists and updating both paper files and electronic diaries.

This will not provide financial benefit to members but will allow the case to progress towards closure.

### Compliance with the Insolvency Act, Rules and best practice

Time will be spent preparing and issuing our annual report to the Company's members and to the Registrar of Companies as well as the necessary notices to be filed at Companies House.

In addition, all statutory documentation which is required to be issued to the relevant parties during the course of the liquidation will be compiled and issued on the statutory due dates.

A final review will be compiled to ensure that all works in the liquidation have been finalised prior to the commencement of the closure process. A final report will then be prepared and issued to all relevant parties with the necessary notices and receipts and payments account.

The joint liquidators' statutory bond will also be regularly reviewed to ensure that this remains at a sufficient level throughout the liquidation.

This work will not provide a financial benefit to the Company's members as there are no assets in the case however as the works are required by statute, the costs cannot be avoided.

#### Investigations

There is no work that needs to be carried out in this area.

#### Realisation of assets

There is no work that needs to be carried out in this area.

#### Dealing with all creditors' claims (including employees), correspondence and distributions

There is no work that needs to be carried out this area.

#### Other matters which includes meetings, tax, litigation, pensions and travel

The Joint Liquidators will continue to liaise with HMRC in an attempt to obtain the necessary clearance in respect of VAT to enable the liquidation proceedings to be finalised and brought to a close.

This will not provide financial benefit to members but will allow the case to progress towards closure.

#### **How much will this further work cost?**

The Joint Liquidators have agreed to be remunerated on a fixed fee basis as mentioned above, any time spent above the fixed fee will be written off. We estimate that these costs will total £1,000 plus VAT.

#### **Expenses**

Details of the expenses that we expect to incur in connection with the work that remains to be done referred to above are as follows:

Postage - £1.50

## **10. OTHER RELEVANT INFORMATION**

#### **Use of personal information**

Please note that in the course of discharging our statutory duties as liquidators, we may need to access and use personal data, being information from which a living person can be identified. Where this is necessary, we are required to comply with data protection legislation. If you are an individual and you would like further information about your rights in relation to our use of your personal data, you can access the same at <https://www.begbies-traynorgroup.com/privacy-notice>. If you require a hard copy of the information, please do not hesitate to contact us.

## 11. MEMBERS' RIGHTS

### **Right to request further information**

Pursuant to Rule 18.9 of the Rules, within 21 days of the receipt of this report a member or members of the Company with at least 5% of the voting total rights of all the members having the right to vote at general meetings of the Company (or any member or members with less than 5% of the total voting rights, but with the permission of the court) may request in writing that we provide further information about our remuneration or expenses which have been incurred during the period of this progress report.

### **Right to make an application to Court**

Pursuant to Rule 18.34 of the Rules, within 8 weeks of receipt of this progress report any member or members of the Company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the Company (or any member, or members with less than 10% of the total voting rights, but with the permission of the Court) may make an application to court on the grounds that the remuneration charged or the expenses incurred during the period of this progress report are excessive or, the basis fixed for our remuneration is inappropriate.

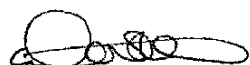
### **Obtaining information on the remuneration of liquidators and the payment of expenses**

The basis of remuneration for acting as liquidators was sought following appointment. Notwithstanding this, beneficiaries of the surplus are able to seek information on their rights in relation to the remuneration and the payment of expenses and can obtain a copy of 'Begbies Traynor Guide for Shareholders. A Guide to the Liquidators' fees – England and Wales' on our website at <https://www.begbies-traynorgroup.com/services-to/shareholders>

Alternatively, if you require a hard copy of the guide, please contact our office and a copy will be sent to you.

## 12. CONCLUSION

We will report again in approximately twelve months time or at the conclusion of the liquidation, whichever is the sooner.



**Claire Elizabeth Dowson**  
Joint Liquidator

Dated: 12 September 2022

# ACCOUNT OF RECEIPTS AND PAYMENTS

Period: to 16 July 2021 to–15 July 2022

**William Cook (MS) 2018 Limited  
(In Liquidation)  
Joint Liquidators' Summary of Receipts & Payments  
To 15/07/2022**

Dec of Sol £	£	£
		NIL
REPRESENTED BY		NIL

## TIME COSTS AND EXPENSES

- a. Begbies Traynor (SY) LLP,'s charging policy;

## **BEGBIES TRAYNOR CHARGING POLICY**

### **INTRODUCTION**

This note applies where a licensed insolvency practitioner in the firm is acting as an office holder of an insolvent estate and seeks creditor approval to draw remuneration on the basis of the time properly spent in dealing with the case. It also applies where further information is to be provided to creditors regarding the office holder's fees following the passing of a resolution for the office holder to be remunerated on a time cost basis. Best practice guidance<sup>1</sup> requires that such information should be disclosed to those who are responsible for approving remuneration.

In addition, this note applies where creditor approval is sought to make a separate charge by way of expenses or disbursements to recover the cost of facilities provided by the firm. Best practice guidance<sup>2</sup> indicates that such charges should be disclosed to those who are responsible for approving the office holder's remuneration, together with an explanation of how those charges are calculated.

### **OFFICE HOLDER'S FEES IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES**

The office holder has overall responsibility for the administration of the estate. He/she will delegate tasks to members of staff. Such delegation assists the office holder as it allows him/her to deal with the more complex aspects of the case and ensures that work is being carried out at the appropriate level. There are various levels of staff that are employed by the office holder and these appear below.

The firm operates a time recording system which allows staff working on the case along with the office holder to allocate their time to the case. The time is recorded at the individual's hourly rate in force at that time which is detailed below.

### **EXPENSES INCURRED BY OFFICE HOLDERS IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES**

Best practice guidance classifies expenses into two broad categories:

*Category 1 disbursements (approval not required)* - specific expenditure that is directly related to the case and referable to an independent external supplier's invoice. All such items are charged to the case as they are incurred.

*Category 2 disbursements (approval required)* - items of expenditure that are directly related to the case which include an element of shared or allocated cost and are based on a reasonable method of calculation, but which are not payable to an independent third party.

(A) The following items of expenditure are charged to the case (subject to approval):

- Car mileage is charged at the rate of 45 pence per mile;
- Storage of books and records (when not chargeable as a *Category 1 disbursement*) is charged on the basis that the number of standard archive boxes held in storage for a particular case bears to the total of all archive boxes for all cases in respect of the period for which the storage charge relates

(B) The following items of expenditure will normally be treated as general office overheads and will not be charged to the case although a charge may be made where the precise cost to the case can be determined because the item satisfies the test of a *Category 1 disbursement*:

- Telephone and facsimile
- Printing and photocopying
- Stationery

### **BEGBIES TRAYNOR CHARGE-OUT RATES**

---

<sup>1</sup> Statement of Insolvency Practice 9 (SIP 9) – Remuneration of insolvency office holders in England & Wales

<sup>2</sup> Ibid 1

\* Statement of Insolvency Practice 9, (SIP9) – Payments to Insolvency office holders and their associates from an estate

Begbies Traynor is a national firm. The rates charged by the various grades of staff that may work on a case are set nationally, but vary to suit local market conditions. The rates applying to the Sheffield office as at the date of this report are as follows:

<b>Grade of staff</b>	<b>Charge-out rate (£ per hour) 1 January 2022 – until further notice</b>
Partner	545
Director	490
Senior Manager	435
Manager	380
Assistant Manager	275
Senior Administrator	240
Administrator	195
Junior Administrator	155
Cashier	155
Secretarial	155

Prior to 31 December 2021, the following rates applied:

<b>Grade of staff</b>	<b>Charge-out rate (£ per hour) 1 December 2018 – until further notice</b>
Partner	495
Director	445
Senior Manager	395
Manager	345
Assistant Manager	250
Senior Administrator	225
Administrator	175
Junior Administrator	140
Support	140

Time spent by support staff such as secretarial, administrative and cashiering staff is charged directly to cases. It is not carried as an overhead.

Time is recorded in 6 minute units.



# STATEMENT OF LIQUIDATORS' EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
Expenses incurred with entities <b>not</b> within the Begbies Traynor Group				
Legal fees	MD Law	50.00	Nil	50.00
Statutory Advertising	EPE Reynell Advertising Ltd	255.00	Nil	255.00
Postage	Post works	5.98	Nil	5.98
Specific Bond	AON UK Limited	20.00	Nil	20.00