

LIQ03

Notice of progress report in voluntary winding up



Companies House

TUESDAY



A24 *A8B9XM2P* #89
06/08/2019
COMPANIES HOUSE

1 Company details

Company number 0 0 5 0 5 7 5 8
Company name in full Faversham Fencing Company Limited

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

2 Liquidator's name

Full forename(s) Ian
Surname Cadlock

3 Liquidator's address

Building name/number 3rd Floor
Street 37 Frederick Place
Post town Brighton
County/Region
Postcode B N 1 4 E A
Country

4 Liquidator's name ①

Full forename(s) Sean
Surname Bucknall

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

5 Liquidator's address ②

Building name/number 3rd Floor
Street 37 Frederick Place
Post town Brighton
County/Region
Postcode B N 1 4 E A
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 0	^m 0	^m 6	^y 2	^y 0	^y 1	^y 8
To date	^d 0	^d 9	^m 0	^m 6	^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

X

Signature date

^d 0	^d 5	^m 0	^m 8	^y 2	^y 0	^y 1	^y 9
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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 **Rupert Curno**

Company name **Quantuma LLP**

Address **3rd Floor**

37 Frederick Place

Post town **Brighton**

County/Region **Sussex**

Postcode **B N 1 4 E A**

Country

DX

Telephone **01273 322400**



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.



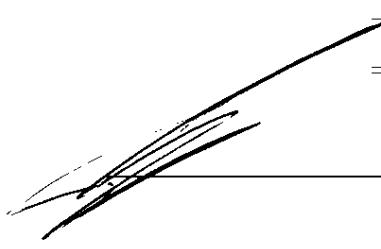
Further information

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

Faversham Fencing Company Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 10/06/2018 To 09/06/2019 £	From 10/06/2015 To 09/06/2019 £
	ASSET REALISATIONS		
844.00	Cash at Bank	NIL	839.13
44,167.00	Directors' Loan Accounts	837.50	837.50
NIL	Fixtures & Fittings	NIL	NIL
Uncertain	Freehold Property	NIL	500,000.00
Uncertain	Investment in Subsidiary	NIL	NIL
NIL	Plant & Machinery	NIL	NIL
		837.50	501,676.63
	COST OF REALISATIONS		
	Accountancy Fees	NIL	530.00
	Agents/Valuers Fees	NIL	5,000.00
	Corporation Tax	75,870.99	75,870.99
	Insurance of Assets	NIL	3,140.26
	Legal Fees	NIL	2,004.00
	Liquidators' Disbursements	NIL	67.26
	Liquidators' Remuneration	9,842.50	32,845.25
	Preparation of Statement of Affairs	NIL	5,000.00
	Specific Bond	NIL	135.00
	Statutory Advertising	NIL	188.00
		(85,713.49)	(124,780.76)
	UNSECURED CREDITORS		
(215,739.00)	The Fleetwood Fengate Company Ltd	NIL	NIL
(10,875.20)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(7,800.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(189,403.20)		(84,875.99)	376,895.87
	REPRESENTED BY		
	Bank 1 Current		376,478.07
	Vat Receivable		417.80
			376,895.87


Sean Bucknall
Joint Liquidator

FAVERSHAM FENCING COMPANY LIMITED (IN CREDITORS' VOLUNTARY LIQUIDATION)

THE JOINT LIQUIDATORS' PROGRESS REPORT

5 August 2019

This report has been prepared for the sole purpose of updating the members and creditors for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by members and creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

Ian Cadlock and Garry Lock of Quantuma LLP, 3rd Floor, 37 Frederick Place, Brighton, BN1 4EA were appointed Joint Liquidators of Faversham Fencing Company Limited on 10 June 2015.

Garry Lock was replaced by Sean Bucknall as Joint Liquidator on 31 July 2017 by an Order of the Court.

Ian Cadlock and Sean Bucknall are licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association



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ABBREVIATIONS

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Liquidators"	Ian Cadlock and Sean Bucknall of Quantuma LLP
"the Company"	Faversham Fencing Company Limited (in Liquidation)
EOS"	Estimated Outcome Statement
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 10 June 2018 to 9 June 2019



1. INTRODUCTION

This report has been prepared to provide members and creditors with an update on the progress of the Liquidation of the Company since our last report dated 2 August 2018.

Given the information previously provided to members and creditors in our earlier reports, we have not included detailed background information in respect of the Company and have focussed on the progress of the Liquidation subsequent to those reports.

A schedule of statutory information in respect of the Company is attached at Appendix 1.

Details of the appointment of the Joint Liquidators

Ian Cadlock and Garry Lock of Quantuma LLP were appointed Joint Liquidators of the Company on 10 June 2015.

Garry Lock was replaced by Sean Bucknall as Joint Liquidator on 31 July 2017 by an Order of the Court.

The Joint Liquidators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

2. THE PROGRESS OF THE LIQUIDATION

The Joint Liquidators' receipts and payments account

Attached at Appendix 2 is a receipts and payments account covering the Review Period together with a summary of the transactions in the previous Review Periods.

We have summarised the main asset realisations during the Review Period and an estimation of those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

VAT Basis

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately. All VAT is now in the process of being reclaimed.

Administrative, Statutory & Regulatory Tasks

The Joint Liquidators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the Liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards.

During the Review Period, primarily these tasks have included:

- Drafting and issuing the progress report to creditors;
- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining electronic case files, which must include records to show and explain the Liquidation and any decisions made by the Joint Liquidators that materially affect the Liquidation;
- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure that the Liquidation is progressing efficiently, effectively and in line with the statutory requirements;



- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments; and
- Completing periodic tax returns.

Realisation of assets

Directors' Loan Accounts

Creditors may recall that the Directors' Statement of Affairs reflected amounts of £39,961 and £4,206 owed by Helena Meara Kirby and Maureen Stephens respectively to the Company.

I can confirm that Mrs Stephens offered settlement of £25,000 in respect of the above Directors' Loan Account ("DLA") as well as monies owed in respect of a larger DLA outstanding to The Fleet Wood Fengate Company Ltd (in Liquidation) ("FWFC"). These settlement monies were set aside by Mrs Stephens in February 2015 and were held on account awaiting the outcome of the sale of land in Faversham, Kent that was owned by FFC. Following the sale of this plot of land in July 2017, it transpired that recoveries in this regard were significantly less than initially anticipated and the funds held by Mrs Stephens were therefore called upon in order to pay her DLA.

I can confirm that within the reporting period the amount of £837.50 was apportioned against the outstanding DLA as settlement in line with the amounts owed to both the Company and FWFC. These monies have been accepted as full and final settlement in respect of Mrs Stephens DLA.

I can also confirm that in October 2018 Helena Kirby sadly passed away, and as no settlement was agreed in respect of her DLA prior to her passing, the outstanding monies will form a claim within Ms Kirby's estate. It is believed that Ms Kirby is the owner of a freehold property, and based on the significant outstanding DLA it is expected that her estate will be insolvent. During the reporting period, a solicitor at Wright Hassall was instructed in respect of a proposed Insolvent Administration Order ("IAO") over the estate of Ms Kirby.

The matter has been somewhat protracted, due to Ms Kirby's Will being unavailable to Wright Hassall, which has led to difficulty in determining the next of kin on which to serve the IAO petition. Additional work has been required by the Joint Liquidators, due to no parties wishing to act as Attorney in respect of Ms Kirby's affairs. Significant time has therefore been spent liaising with the co-director, and sister of Ms Kirby, in respect of the service of the petition as well as the funereal expenses. Further correspondences have also been undertaken with Ms Kirby's insurer, in respect of securing the property. Due to the above, significant further costs have been incurred by the Joint Liquidators, including legal fees, and insurance costs, which have been paid for by the Joint Liquidators of FWFC and shall be claimed as an expense of the Petitioner.

The above matters have now been concluded and the appointment of a Trustee over Ms Kirby's estate is in hand, and I shall now be liaising with the Trustees in respect of the claim to be made as creditor of the IAO, and I shall report to creditors further at the next available opportunity.

Future estimated realisations

The outstanding assets in this matter are the DLA outlined above. The outcome of the proposed IAO is not yet known, and creditors should note that any realisation in respect of the DLA will be dependent on the quantum of any distribution from the IAO.



Payments

Corporation Tax

The Joint Liquidators have paid £75,870.99 in respect of Corporation Tax owed upon the tax return filed following the sale of the freehold property in 2017.

During the Review Period, the Joint Liquidators have also incurred time costs, not all of which have yet been discharged. Further details of these costs are set out below.

3. CREDITORS: CLAIMS & DISTRIBUTIONS

Secured creditors

There are no secured creditors in this Liquidation.

Preferential creditors

There are no preferential creditors in this Liquidation.

Prescribed Part

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company must be made available purely for the unsecured creditors. This equates to:

- 50% of net property up to £10,000;
- Plus, 20% of net property in excess of £10,000.
- Subject to a maximum of £600,000.

The Company has not granted a floating charge to any creditor after 15 September 2003 and consequently there will be no prescribed part in this Liquidation.

Unsecured creditors

Unsecured claims were estimated at £266,614 in the Director's Estimated Statement of Affairs and, to date, one claim has been received totalling £1,343.63.

It should be noted that a sum of £215,739 is owed to the parent company, The Fleetwood Fengate Company Limited (in Liquidation), by the Company.

A dividend to unsecured creditors is expected. The quantum of any distribution will be dependent on the final costs and claims received.

Claims process

Due to the possible distribution to unsecured creditors, you are requested to submit claims to the address on the front of this report. A Proof of Debt form is attached at Appendix 5.



4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

Investigations

As part of the Joint Liquidators' statutory duties, an investigation into the conduct of the Company Directors was completed.

In this regard, a confidential report was submitted to The Insolvency Service on 11 November 2015.

EC Regulations

The Company's centre of main interest was in Standard Quay, Faversham, Kent and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

Further Information

Please note that the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics> Additionally the Joint Liquidators are also bound by the regulations of their Licensing Bodies.

To comply with the Provision of Services Regulations, some general information about Quantuma LLP, including our complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information/>.

General Data Protection Regulation

In compliance with the General Data Protection Regulation, creditors, employees, shareholders, directors and any other stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link www.quantuma.com/legal-notices/.

5. THE JOINT LIQUIDATORS' REMUNERATION AND EXPENSES

Pre-Appointment Costs

The creditors authorised the fee of £5,000 plus disbursements (plus VAT) for assisting the directors in calling the relevant meeting and with preparing the statement of affairs on 10 June 2015.

The fee was paid from first realisations on appointment and is shown in the enclosed receipts and payments account.

Joint Liquidators' Remuneration

The Joint Liquidators' remuneration was approved on a timecost basis in relation to this assignment, as authorised by creditors at the Section 98 Meeting of Creditors on 10 June 2015 in accordance with the following resolution:

"That the Joint Liquidators be remunerated by reference to the time properly spent in dealing with matters in the Liquidation and that their disbursements be drawn in accordance with the tariff outlined."



Summary of Costs

A breakdown of the time costs incurred during the Review Period are summarised at Appendix 3.

In summary the Joint Liquidators' time costs for the Review Period totals £9,248.50, representing 49.00 hours at an average hourly rate of £188.74. The sum of £9,842.50 has been drawn within the review period, with the total of £32,845.25 being drawn in the entire period.

A breakdown of the total remuneration charged for the period of the Liquidation as a whole is provided at Appendix 4. Total time costs amount to £33,107.25 representing 165.15 hours at an average hourly rate of £200.47.

We believe this case generally to be of average complexity with the exception of the work required in petitioning for the making of an IAO over Ms Kirby's estate, as described above, and otherwise no extraordinary responsibility has to date fallen on the Joint Liquidators. The underlying basis of charging proposed to and approved by the creditors has been Quantuma LLP's standard charge out rates which are reviewed periodically.

The work undertaken during the Review Period has been categorised into the following task headings and sub categories:

Administration and planning includes:

- monitoring the specific penalty bond;
- maintaining electronic case files and electronic case details on IPS (an electronic data management system);
- general administration dealing with routine correspondence and emails;
- case strategy and completing file reviews; and
- VAT & Corporation Tax matters and returns.

Creditors includes

- dealing with creditor correspondence, emails and telephone conversations; and
- preparing and circulating Progress Reports.

Realisation of Assets includes

- Directors Loan Accounts

Cashiering includes

- Maintaining and managing the Joint Liquidators' cashbook and bank account;
- dealing with payment requisitions;
- dealing with deposit forms;
- bank reconciliations; and
- preparing and filing statutory receipts and payment accounts.

Case specific matters includes

- Engaging and liaising with a solicitor in respect of Miss Kirby's proposed Insolvency Administration Order.



Information about this insolvency process may be found on the R3 website here <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors Guide to Liquidators' Fees' effective from November 2011 to 30 September 2015, together with the firm's current schedule of charge-out rates and chargeable disbursements may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>.

A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request at no cost.

Joint Liquidators' Disbursements

The Joint Liquidators' have incurred no Category 1 disbursements during the Review Period.

The Joint Liquidators' have incurred no Category 2 disbursements during the Review Period.

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in the firm's schedule referred to above. Creditors approved the payment of Category 2 disbursements on this basis on 10 June 2015

Other professional costs

Legal Fees

Wright Hassall LLP were instructed by the Joint Liquidators to assist with the making of an IAO over Miss Kirby's estate. Their costs have been agreed by the Joint Liquidators of The Fleet Wood Fengate Company Ltd (In Liquidation), and therefore no costs shall be shown on the attached Receipts and Payments Account.

All professional costs are reviewed and analysed before payment is approved.

Creditors' right to request information

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request in writing the Joint Liquidators to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

Creditors' right to challenge remuneration and/or expenses

Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of remuneration which the Joint Liquidators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of.

Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.



Future of the Liquidation

As outlined above, the matter of Ms Kirby's Directors Loan Account remains outstanding, and I shall report to creditors further in respect of the potential unsecured claim in the proposed IAO.

Once the above matter has been concluded, the process of adjudicating upon the claims of the unsecured creditors shall begin.

Once the dividend has been paid, the Joint Liquidators will seek their release from office by issuing their final account to members and creditors.

Should you have any queries in regard to any of the above please do not hesitate to contact Rupert Curno on 01273 322411 or by e-mail at Rupert.Curno@quantuma.com.



Sean Bucknall
Joint Liquidator

**Faversham Fencing Company Limited
(IN LIQUIDATION)****STATUTORY INFORMATION**

Company Name	Faversham Fencing Company Limited
Trading Address	Standard Quay, Faversham, Kent
Proceedings	In Liquidation
Date of Appointment	10 June 2015
Joint Liquidators	Ian Cadlock Garry Lock Quantuma LLP 3rd Floor, 37 Frederick Place, Brighton, Sussex, BN1 4EA
Change in Office Holder	Sean Bucknall – 31 July 2017
Registered office Address	c/o Quantuma LLP 3rd Floor, 37 Frederick Place, Brighton, Sussex, BN1 4EA
Company Number	00505758
Incorporation Date	21 March 1952

**Faversham Fencing Company Limited
(IN LIQUIDATION)**

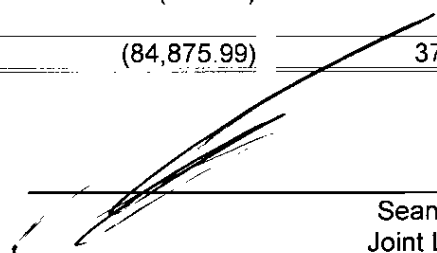
**THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT
AS AT 9 JUNE 2019**

Faversham Fencing Company Limited
(In Liquidation)
JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 10/06/2018 To 09/06/2019 £	From 10/06/2015 To 09/06/2019 £
RECEIPTS			
Freehold Property	Uncertain	0.00	500,000.00
Plant & Machinery	NIL	0.00	0.00
Fixtures & Fittings	NIL	0.00	0.00
Investment in Subsidiary	Uncertain	0.00	0.00
Directors' Loan Accounts	44,167.00	837.50	837.50
Cash at Bank	844.00	0.00	839.13
		<u>837.50</u>	<u>501,676.63</u>
PAYMENTS			
Specific Bond		0.00	135.00
Preparation of Statement of Affairs		0.00	5,000.00
Liquidators' Remuneration		9,842.50	32,845.25
Liquidators' Disbursements		0.00	67.26
Agents/Valuers Fees		0.00	5,000.00
Legal Fees		0.00	2,004.00
Accountancy Fees		0.00	530.00
Corporation Tax		75,870.99	75,870.99
Statutory Advertising		0.00	188.00
Insurance of Assets		0.00	3,140.26
Trade & Expense Creditors	(10,875.20)	0.00	0.00
The Fleetwood Fengate Company Ltd (CV	(215,739.00)	0.00	0.00
Ordinary Shareholders	(7,800.00)	0.00	0.00
		<u>85,713.49</u>	<u>124,780.76</u>
Net Receipts/(Payments)		<u>(84,875.99)</u>	<u>376,895.87</u>

MADE UP AS FOLLOWS

Bank 1 Current	(84,638.59)	376,478.07
VAT Receivable / (Payable)	(237.40)	417.80
	<u>(84,875.99)</u>	<u>376,895.87</u>


 Sean Bucknall
 Joint Liquidator

**Faversham Fencing Company Limited
(IN LIQUIDATION)**

THE JOINT LIQUIDATORS' TIME COSTS FOR THE REVIEW PERIOD

Time Entry - SIP9 Time & Cost Summary

6000574 - Faversham Fencing Company Limited
 All Post Appointment Project Codes
 From: 10/06/2018 To: 09/06/2019

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	3.00	0.70	14.40	0.80	18.90	3,869.00	204.71
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.00	1.70	5.40	7.10	957.50	134.86
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.50	0.00	2.80	0.00	3.30	665.00	201.52
Investigations	0.00	0.30	3.60	0.00	3.90	712.00	182.56
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.20	3.20	12.40	0.00	15.80	3,045.00	192.72
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	3.70	4.20	34.90	6.20	49.00	9,248.50	188.74
Total Fees Claimed						9,842.50	
Total Disbursements Claimed						0.00	

**Faversham Fencing Company Limited
(IN LIQUIDATION)**

THE JOINT LIQUIDATORS' TIME COSTS FOR THE PERIOD FROM 10 JUNE 2015 TO 9 JUNE 2019

Time Entry - SIP9 Time & Cost Summary

6000574 - Faversham Fencing Company Limited
 All Post Appointment Project Codes
 To: 09/06/2019

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	10.10	3.80	57.80	0.90	72.60	14,822.50	204.17
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.20	2.60	17.05	19.85	2,523.75	127.14
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	1.70	0.90	9.50	1.00	13.10	2,561.50	197.82
Investigations	0.70	0.30	6.30	0.00	7.30	1,429.50	195.82
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	8.60	30.30	13.40	0.00	52.30	11,740.00	224.47
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	21.10	35.50	89.60	18.95	185.15	33,107.25	200.47
Total Fees Claimed						32,845.25	
Total Disbursements Claimed						2,542.85	

Time Entry - SIP9 Time & Cost Summary

Category 2 Disbursements

6000574 - Faversham Fencing Company Limited
To: 09/06/2019

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
16/06/2015	Photocopying: Photocopying of initial report to creditors.	Category 2	0.60
09/08/2016	Photocopying: First progress report	Category 2	0.70
09/08/2017	Photocopying: Photocopying - Progress Report	Category 2	5.00
Total			6.30

Proof of Debt - General Form

Faversham Fencing Company Limited	
Date of Winding-Up Order/Resolution for voluntary winding-up: 10 June 2015	
1. Name of creditor (If a company please also give company registration number).	
2. Address of creditor for correspondence.	
3. Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into liquidation.	
4. Details of any documents by reference to which the debt can be substantiated. (Note: There is no need to attach them now but the liquidator may call for any document or evidence to substantiate the claim at his discretion as may the chairman or convenor of any meeting).	
5. If amount in 3 above includes outstanding uncapitalised interest please state amount.	£
6. Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form).	
7. Particulars of any security held, the value of the security, and the date it was given.	
8. Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates.	
9. Signature of creditor or person authorised to act on his behalf	
<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	
Name in BLOCK LETTERS	
<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	
Position with or in relation to creditor	
<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	
Address of person signing (if different from 2 above)	
Admitted to vote for	Admitted for dividend for
£	£
Date	Date
Liquidator	Liquidator