

CVA3

Notice of supervisor's progress report in voluntary arrangement



Companies House

MONDAY



A79T6EZN

A08

09/07/2018

#45

COMPANIES HOUSE

1 Company details

Company number 01033595

Company name in full BRADFORD ROOFING CONTRACTORS LIMITED

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

2 Supervisor's name

Full forename(s) STEVEN GEORGE

Surname HODGSON

3 Supervisor's address

Building name/number NEW CHARTFORD HOUSE

Street CENTURION WAY

Post town CLECKHEATON

County/Region WEST YORKSHIRE

Postcode BD193QB

Country

4 Supervisor's name ^①

Full forename(s)

Surname

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

5 Supervisor's address ^②

Building name/number

Street

Post town

County/Region




Postcode

Country

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

CVA3

Notice of supervisor's progress report in voluntary arrangement

6	Date of voluntary arrangement																	
Date	<table border="1"><tr><td>d</td><td>1</td><td>d</td><td>9</td><td>m</td><td>0</td><td>m</td><td>6</td><td>y</td><td>2</td><td>y</td><td>0</td><td>y</td><td>1</td><td>y</td><td>5</td></tr></table>	d	1	d	9	m	0	m	6	y	2	y	0	y	1	y	5	
d	1	d	9	m	0	m	6	y	2	y	0	y	1	y	5			
7	Period of progress report																	
Date from	<table border="1"><tr><td>d</td><td>1</td><td>d</td><td>9</td><td>m</td><td>0</td><td>m</td><td>6</td><td>y</td><td>2</td><td>y</td><td>0</td><td>y</td><td>1</td><td>y</td><td>7</td></tr></table>	d	1	d	9	m	0	m	6	y	2	y	0	y	1	y	7	
d	1	d	9	m	0	m	6	y	2	y	0	y	1	y	7			
Date to	<table border="1"><tr><td>d</td><td>1</td><td>d</td><td>8</td><td>m</td><td>0</td><td>m</td><td>6</td><td>y</td><td>2</td><td>y</td><td>0</td><td>y</td><td>1</td><td>y</td><td>8</td></tr></table>	d	1	d	8	m	0	m	6	y	2	y	0	y	1	y	8	
d	1	d	8	m	0	m	6	y	2	y	0	y	1	y	8			
8	Progress report																	
	<input checked="" type="checkbox"/> I attach a copy of the progress report																	
9	Sign and date																	
Supervisor's signature	<table border="1"><tr><td>Signature</td><td></td><td>X</td></tr></table>	Signature		X														
Signature		X																
Signature date	<table border="1"><tr><td>d</td><td>0</td><td>d</td><td>6</td><td>m</td><td>0</td><td>m</td><td>7</td><td>y</td><td>2</td><td>y</td><td>0</td><td>y</td><td>1</td><td>y</td><td>8</td></tr></table>	d	0	d	6	m	0	m	7	y	2	y	0	y	1	y	8	
d	0	d	6	m	0	m	7	y	2	y	0	y	1	y	8			

**BRADFORD ROOFING CONTRACTORS LIMITED
(COMPANY VOLUNTARY ARRANGEMENT)
County Court at Bradford – Number 127 of 2015**

Annual Progress Report to Creditors pursuant to
Rule 2.41 of the Insolvency (England and Wales) Rules 2016

Private & Confidential

(This Report is for use by the Members and Creditors of the Company only and must not be published or provided to any other party without the written permission of BHP Corporate Solutions LLP)

BHP Corporate Solutions LLP
New Chartford House
Centurion Way
Cleckheaton
West Yorkshire
BD19 3QB

6 July 2018

Contents

	Page
Statutory Information	1
Introduction	1
Background	1
Asset realisations	2 - 3
Creditors' claims	3
Dividend prospects	4
Costs and expenses	4 - 5
Post CVA Period and Comments	5
Conclusion	5

Appendices

- 1) Receipts and Payments account for the period 19 June 2017 to 18 June 2018
- 2) Estimated Outcome Statement, incorporating receipts and payments since 19 June 2015
- 3) Analysis of time costs for the period 19 June 2015 to 18 June 2018, incorporating the time costs incurred in the period 19 June 2017 to 18 June 2018
- 4) Supervisor's charge-out rates and disbursements policy

STATUTORY INFORMATION

Company Name:	Bradford Roofing Contractors Limited
Registered Number:	01033595
Registered Office:	Crantock, Narrow Lane, Harden, Bingley, West Yorkshire, BD16 1HX
Supervisor's Name:	Steven George Hodgson
Supervisor's Firm:	BHP Corporate Solutions LLP
Supervisor's Address:	New Chartford House, Centurion Way, Cleckheaton, West Yorkshire, BD19 3QB
Date of Appointment:	19 June 2015
Period of Report:	19 June 2017 to 18 June 2018
Changes in Office:	John Paul Sugden resigned as Joint Supervisor on 3 August 2017

INTRODUCTION

The purpose of this report is to detail the progress of the Company Voluntary Arrangement ("CVA") of Bradford Roofing Contractors Limited ("the Company"), company number 01033595, for the period 19 June 2017 to 18 June 2018 pursuant to Rule 2.41 of the Insolvency (England and Wales) Rules 2016 and it should be read in conjunction with previous correspondence to creditors, in particular, my previous annual progress reports.

BACKGROUND

Steven George Hodgson and John Paul Sugden were originally appointed Joint Supervisors of the CVA on 19 June 2015.

Following Steven George Hodgson's change of employment to BHP Corporate Solutions LLP, it was proposed, and accepted, by way of creditors passing written resolutions, that John Paul Sugden would resign as Joint Supervisor, leaving Steven George Hodgson as sole Supervisor. This resolution, amongst others, was passed on 3 August 2017.

The Company's registered office is Crantock, Narrow Lane, Harden, Bingley, West Yorkshire BD16 1HX.

The Company's principal activity is general roofing contractors.

ASSET REALISATIONS

The original proposal provided that the Company would cease to trade and realise all of its assets for the benefit of creditors, resulting in payment in full to each class of creditor. Creditors are aware from previous reports that the Company has recommenced trading, albeit on a much smaller scale, which enabled contributions from trading profits to be made to the CVA.

In addition, the professional fees of agents/valuers and solicitors have been paid by the Company in respect of the sale of its properties, payment of the associated property costs and costs of taking repossession action against the former tenant of the remaining property.

Since my last report to creditors, the following assets have been realised and my comments on each appear below:

Stock

In the period of this report, the sum of £360 has been received in respect of the Company's stock sale. When clearing the Company's former trading site in preparation for the sale of the same, the directors were able to sell some of the residual stock.

There will be no further realisations in respect of stock sales as any stock not sold at the date the Company's former trading premises were sold was abandoned or destroyed.

Book Debts/Contract Retentions

The sum of £5,420.22 has been collected by the directors of the Company since 19 June 2017.

The directors are continuing to seek to recover the debtor ledger and have attended a number of meetings with debtors to seek to remedy any situation that may have prevented payment from being made.

A recent review of the debtor ledger by directors suggests that £73,614 will be collected and paid into the CVA account for the benefit of the Company's creditors.

78 Wyke Lane, Bradford

I can confirm that on 21 June 2017 this property was sold for £73,000 and that the sale proceeds were received into the CVA estate bank account following completion of the sale.

The Old Coal Yard, 82a Wyke Lane, Bradford

On 10 July 2017, the sale of The Old Coal Yard, 82a Wyke Lane, Bradford completed for the sum of £155,000. Following deduction of legal fees and disbursements, I received the net proceeds of sale totalling £153,812.

80 Wyke Lane, Bradford

Creditors may recall that this property was being readied for sale at the date of my last report. Sadly, the directors of the Company experienced a number of problems with the former tenant and ultimately had to issue repossession proceedings in order to gain possession of the property to be able to market the property for sale with vacant possession.

Prior to vacating the premises pursuant to a Court Order obtained, the tenant caused considerable damage to the property and furnishings leaving the property unsuitable for marketing for sale.

The directors of the Company have carried out necessary remedial and decorative works to enable the property to be placed on the market for sale. It is anticipated that the property will be on the market for sale by the end of July 2018.

I shall continue to monitor the progression of the sale and report to creditors further in due course.

Bank Interest

In addition to the assets comprised within the CVA, I have received a further £543.66 interest on the funds held by me as Supervisor.

CREDITORS' CLAIMS

A creditor's guide to insolvency can be found at www.creditorinsolvencyguide.co.uk.

I have written to creditors on a number of occasions whilst acting as Supervisor of the CVA and have given creditors ample opportunities to prove their claims. I am confident that the claims I have received and provisionally agreed reflect the final creditor amounts in the CVA for dividend purposes; however, I would encourage any creditor, who has yet to formally lodge a claim, to do so as I hope to be in a position to declare and pay a first interim dividend to unsecured creditors in the near future.

Secured Creditor

As previously reported, HSBC Bank plc, who held a fixed and floating charge over all of the Company's assets was repaid in full following initial asset realisations.

Preferential Creditors

I received a claim from The Redundancy Payments Office ("RPO") in the sum of £6,796.42, which ranks as preferential. Additionally, there were preferential claims from 6 former employees for amounts above the statutory limit paid by the RPO totalling £780.09.

Total preferential creditor claims in this matter are £7,576.51.

Unsecured Creditors

Estimated unsecured creditor claims at the date of approval of the CVA were £426,031.

At the date of this report, I have received and provisionally agreed unsecured creditor claims in the sum of £384,546. This figure includes the RPO claim for employees' loss of notice and redundancy pay in the sum of £124,224.65, employees' claims for amounts above the statutory limit at the date their claims were paid by RPO in the sum of £20,796.72 and the final integrated claim received from HM Revenue & Customs in the sum of £86,393.38.

Potential Claim

As detailed in my last report to creditors, I received notification of a potential claim on a contract that was completed some 12 years ago. The directors have advised that they do not believe this claim is the responsibility of the Company and therefore raised a dispute. Jennions & Co, Surveyors and Legatus Legal, Solicitors have been formally instructed to assist in defeating this potential claim and are confident that the claim will not fall to the Company for payment.

I am unable to comment further on this claim at this juncture as it may prejudice the successful outcome of the CVA if I were to do so; however, I would make the point that this matter is close to being concluded and as soon as it is, I will declare and pay a dividend to unsecured creditors.

DIVIDEND PROSPECTS

Preferential Creditors

I am pleased to report that on 25 October 2017, I declared and paid a dividend of 100p/£ to preferential creditors.

Additionally, I have paid the Income Tax and National Insurance on the dividend amounts paid to the former employees of the Company who had a preferential claim.

Unsecured Creditors

The prospect of a dividend of 100 pence in the pound to unsecured creditors remains good.

As stated above, I consider that I have provisionally agreed all unsecured creditor claims in anticipation of being in a position to declare an interim dividend.

Until I have received legal advice confirming the potential liability does not require further consideration, I am unable to pay the interim dividend.

Based on current information, once legal advice is obtained to proceed and distribute funds, it is anticipated that an interim dividend will be paid to unsecured creditors the region of 50 pence in the pound. I would hope to have declared and paid an interim dividend by November 2018.

COSTS AND EXPENSES

You will note from the Receipts and Payments account at Appendix 1 that I have yet to draw any fees.

At the initial meeting of creditors and members held 19 June 2015, creditors agreed that I may draw a fee as Nominee in the sum of £5,000 plus disbursements.

My time costs for the period 19 June 2017 to 18 June 2018 total £13,899, representing 59.40 hours at an average hourly rate of £234.

The total time costs during the period of appointment amount to £35,463.50 representing 180.65 hours at an average hourly rate of £196.31. An analysis of these time costs can be found at Appendix 3 of this report.

Appendix 4 of this report details my Firm's charge-out rates and disbursements policy.

Legal Fees

Legatus Law Solicitors ("Legatus"), were instructed to assist the Company in seeking to defend the potential claim made against it. Legatus are a firm of solicitors based in Leeds with a specialism in construction debts and property related matters.

It was agreed with Legatus that they would be paid on a time costs basis. Legatus agreed to discount on their normal charge-out rates whilst acting on this matter.

I have paid £2,596 plus VAT in respect of legal fees and it is hoped that this will be the final amount paid; however, if the potential claim continues to require legal attention, further fees may be incurred and paid to Legatus.

Surveyor's Fees & Disbursements

In addition to the instruction of Legatus above, Jennions & Co, Surveyors were instructed to assist with the defence of the potential claim made against the Company. Jennions & Co are a firm of property surveyors based in Leeds who specialise in property matters in distressed situations.

Jennions & Co were paid on a time costs basis and have been paid the sum of £3,093.75 in respect of their time costs and I have paid £12 in respect of disbursements incurred by Jennions & Co in dealing with the matter.

As with Legatus, I hope that the matter with regards to the potential claim is finalised and that there will be no further costs relating to Surveyor's fees; however, should I be required to take further advice, it may become necessary to incur further costs of this type.

POST CVA PERIOD AND COMMENTS

With creditors agreement, the original CVA period was extended by a further 24 months.

The extension was proposed to allow the directors time to market the final property for sale and to collect the remaining book debts and contract retentions.

The directors, in particular Dominic Cleminson, remain dedicated to the CVA and continue to fully cooperate with me, as Supervisor, and provide updates to me with regards to the progression of realisation of the Company's final assets, being the property at 80 Wyke Lane, Bradford and the debtors/contract retentions. Any shortfall in recovery of the book debts will have to be made from trading contributions in order that full payment be met and thus, comply with the terms of the CVA.

In this latest period, the matters that have had to be dealt with are the consideration and defence of the potential claim against the Company, which would have had a material effect on the successful outcome of the CVA if it had been found that the Company were liable for the amount claimed.

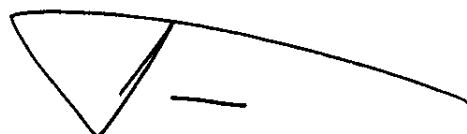
Although the potential claim has not yet been dismissed, the Company and its advisors are confident that it will be so, which will allow an interim dividend to be paid to unsecured creditors.

CONCLUSION

At the date of the third anniversary of the CVA, the amount of funds held by the Supervisor is £242,584.33. Preferential creditors have been paid in full and it is considered that unsecured creditor claims have been provisionally agreed in the sum of £384,546.

I shall continue to monitor the defeat of the potential claim, formally agree unsecured creditor claims when I am in a position to declare and pay an interim dividend, monitor future realisations and report to creditors should any salient points arise.

If you have any queries regarding the contents of this report then please telephone me on 0333 456 0078.



Steven George Hodgson
Supervisor

**Bradford Roofing Contractors Limited - In Company Voluntary Arrangement
Supervisor's Abstract of Receipts & Payments**

From 19 June 2015 to 18 June 2018

	As Previously Reported	19 June 2017 to 18 June 2018	Total £
RECEIPTS			
Stock	3,566.20	360.00	3,926.20
Book Debts / Contract Retentions	7,632.45	5,420.22	13,052.67
Sale of 78 Wyke Lane	NIL	73,000.00	73,000.00
Sale of The Old Coal Yard, Wyke Lane	NIL	153,812.00	153,812.00
Trading Contributions	11,976.47	NIL	11,976.47
Miscellaneous Refunds	9.15	NIL	9.15
Bank Interest Gross	6.77	543.66	550.43
	23,191.04	233,135.88	256,326.92
PAYMENTS			
Legal Fees	NIL	(2,596.00)	(2,596.00)
Surveyor's Fees	NIL	(3,093.75)	(3,093.75)
Surveyor's Disbursements	NIL	(12.00)	(12.00)
Computer System Disbursement	NIL	(110.00)	(110.00)
Preferential Creditors Dividend (100p/£)	NIL	(7,576.51)	(7,576.51)
Income Tax	NIL	(133.13)	(133.13)
National Insurance	NIL	(221.20)	(221.20)
VAT Receivable	NIL	(1,140.35)	(1,140.35)
	NIL	(14,882.94)	(14,882.94)
CASH IN HAND	23,191.04	218,252.94	241,443.98
REPRESENTED BY			
Current Account – Barclays Bank Plc	23,191.04	(18,785.94)	4,405.10
Current Account – Lloyds Bank Plc	NIL	6,625.45	6,625.45
32 Day Notice Account	NIL	230,413.43	230,413.43
	23,191.04	218,252.94	241,443.98

SUPERVISOR'S RECEIPTS AND PAYMENTS ACCOUNT AND REVISED ESTIMATED OUTCOME STATEMENT

Periods 19/06/2015 to 16/06/2018

	Receipts & Payments (Company) £	Receipts & Payments 19 June 2015 to 18 June 2018 (Supervisor)	Anticipated Receipts & Payments £	Projected Outcome £
ASSETS SPECIFICALLY PLEDGED				
Property at 82a Wyke Lane, Bradford	-	153,812	-	153,812
Property at 80 Wyke Lane, Bradford	-	-	73,000	73,000
Property at 78 Wyke Lane, Bradford	-	73,000	-	73,000
Surplus c/fwd	-	226,812	73,000	299,812
Motor Vehicle YF62 MVV	11,285	-	-	11,285
Less : Lombard Vehicle Finance	(3,325)	-	-	(3,325)
Surplus c/fwd	7,960	-	-	7,960
Motor Vehicle YG63 AZV	21,700	-	-	21,700
Less : Aldermore Asset Finance	(22,023)	-	-	(22,023)
Amount written-off by Aldermore Asset Finance	(323)	-	-	(323)
ASSETS NOT SPECIFICALLY PLEDGED				
Motor Vehicle YF62 MVV (Surplus b/dwn)	7,960	-	-	7,960
Motor Vehicle V219 UUA	2,000	-	-	2,000
Motor Vehicle YB06 XLL	1,083	-	-	1,083
Motor Vehicle YE60 OZB	6,000	-	-	6,000
Motor Vehicle YE61 LDL	9,400	-	-	9,400
Debtor's/Contract Retentions	15,773	13,053	73,654	102,480
Trading Contribution	38,750	11,977	11,559	62,286
Stock	6,127	3,926	-	10,053
Bank Interest	-	550	150	700
Misc. Refund	-	9	-	9
	87,093	29,515	85,363	201,971
Less: Secured Creditor				
HSBC Bank plc (Overdraft)	(41,311)	-	-	(41,311)
HSBC Bank plc (Business Loan)	(40,403)	-	-	(40,403)
	5,379	29,515	85,363	120,257
Add: Properties (Surplus b/dwn)	-	226,812	73,000	299,812
	5,379	256,327	158,363	420,069
Payments				
Legal Fees / Surveyor's Fees and Disbursements	-	(5,702)	-	(5,702)
Nominee's Fee	-	-	(5,000)	(5,000)
Supervisors' Fees	-	-	(15,000)	(15,000)
Supervisors' Disbursements	-	(110)	(640)	(750)
VAT Receivable	-	(1,140)	-	(1,140)
Total Available for Preferential Creditors	5,379	249,375	137,723	392,477
The Redundancy Payments Office	-	(6,797)	-	(6,797)
Employees' Claims	-	(780)	-	(780)
National Insurance & Income Tax	-	(354)	-	(354)
Total Available for Unsecured Creditors	5,379	241,444	137,723	384,546
Projected Creditor Claims				
The Redundancy Payments Office				(124,225)
Employees' Claims				(18,665)
National Insurance & Income Tax				(2,142)
Claims Received to Date				(153,121)
H M Revenue & Customs				(86,393)
Surplus/Deficiency As Regards Unsecured Creditors				-
Estimated Dividend to Unsecured Creditors				100p/£

**Supervisor's Remuneration Schedule
Bradford Roofing Contractors Limited
Between 19 June 2017 and 18 June 2018**

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Admin, Planning, Statutory Reporting & Compliance	0.20	18.10	6.80	8.00	33.10	7,348.00	221.99
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.70	0.00	0.00	0.70	199.50	285.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	23.10	1.90	0.50	25.50	6,323.00	247.96
Case Specific Matters	0.00	0.10	0.00	0.00	0.10	28.50	285.00
General Advice	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pre Appointment - Obtaining Information	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total hours	0.20	42.00	8.70	8.50	59.40		
Time costs	64.00	11,235.00	1,566.00	1,034.00		13,899.00	
Average hourly rate	320.00	267.50	180.00	121.65			233.99

Summary of Fees

Time spent in administering the Assignment

Hours

59.40

Total value of time spent to 18 June 2018

£

13,899.00

**Supervisor's Remuneration Schedule
Bradford Roofing Contractors Limited
Between 19 June 2015 and 18 June 2018**

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Admin, Planning, Statutory Reporting & Compliance	0.50	84.75	7.30	10.30	108.85	18,469.50	183.68
Investigations	0.00	1.00	0.00	0.00	1.00	285.00	285.00
Realisation of Assets	0.00	15.40	0.00	0.00	15.40	3,026.50	196.53
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.90	48.30	6.90	3.70	59.80	13,146.50	222.82
Case Specific Matters	0.00	1.60	0.00	0.00	1.60	456.00	285.00
General Advice	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pre Appointment - Obtaining Information	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total hours	1.40	151.05	14.20	14.00	180.65		
Time costs	448.00	31,008.00	2,253.50	1,754.00		35,463.50	
Average hourly rate	320.00	205.28	158.70	125.29			202.48

Summary of Fees

Time spent in administering the Assignment	Hours	180.65
Total value of time spent to 18 June 2018	£	35,463.50
Total Supervisor's fees charged to 18 June 2018	£	NIL

Office Holder's charging and disbursement policy from 1 June 2017

The Office Holder's remuneration is charged by reference to the time properly given by the Office Holder and his staff in attending to matters arising and is charged in minimum time units of 6 minutes.

It is the Office Holder's policy to delegate tasks to appropriate members of staff considering their level of experience and any requisite specialist knowledge, supervised accordingly, so as to maximise the cost effectiveness of the work performed. Matters of particular complexity or significance requiring more exceptional responsibility are dealt with by senior staff or the Office Holder himself.

Set out below are the relevant charge-out rates per hour worked for the Office Holder's staff actually or likely to be involved on these assignments. Time is charged by reference to actual work carried out on the assignment. There has been no allocation of any general costs or overhead costs.

Grade	£ per hour
Partner	290 - 320
Senior Manager	250 - 285
Manager	190 - 230
Executive	180
Analyst	150
Administration/Secretarial	50 - 130

In common with all professional firms, the scale rates used by the Office Holder may periodically rise (for example to cover annual inflationary cost increases) over the period of the assignment. Any material amendments to these rates will be advised to the creditors and any creditors' committee in the next statutory report.

Specialist departments within the associated businesses of BHP LLP, BHP Financial Planning Limited, Figuresout Limited, Project Search LLP and BHP Debt Advisory LLP do sometimes charge a small number of hours, should we require their expert advice. Their rates do vary, however, the figures shown give an indication of the maximum rate per hour.

The Office Holder's firm's expenses policy allows for all properly incurred expenses to be recharged to the case. The policy relating to Category 2 disbursements is as follows:

Category 2 disbursements

Postage	At cost – only charged for circulars to creditors or exceptional packages
Storage	At £0.50 per box per month
Photocopying	At 5 pence per side copied, only charged for circulars to creditors and exceptional amounts of copying
Mileage	At a maximum of 50 pence per mile (up to 2,000cc) or 70 pence per mile (over 2,000cc)
Staff expenses	These are only charged as they relate to the assignment and will generally be for subsistence or items charged at cost

CVA3

Notice of supervisor's progress report in voluntary arrangement



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 **STEVEN GEORGE HODGSON**

Company name **BHP CORPORATE SOLUTIONS LLP**

Address **NEW CHARTFORD HOUSE**

CENTURION WAY

Post town **CLECKHEATON**

County/Region **WEST YORKSHIRE**

Postcode **B D 1 9 3 Q B**

Country

DX

Telephone **0333 456 0078**



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 and dated 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