

Section 94

Form 4.71

Return of Final Meeting in a  
Members' Voluntary Winding Up

Pursuant to Section 94 of the  
Insolvency Act 1986

To the Registrar of Companies

**S.94**

Company Number

01151593

Name of Company

A & C Leather Brothers Limited

I / We

Gordon Smythe Goldie, Bulman House, Regent Centre, Gosforth, Newcastle upon Tyne, NE3 3LS

Kerry Pearson, Bulman House, Regent Centre, Gosforth, Newcastle upon Tyne, NE3 3LS

Note The copy account must be  
authenticated by the written  
signature(s) of the Liquidator(s)

give notice that a general meeting of the company was duly ~~held on~~/summoned for 14 December 2015 pursuant to section 94 of the Insolvency Act 1986, for the purpose of having an account (of which a copy is attached) laid before it showing how the winding up of the company has been conducted, and the property of the company has been disposed of and that ~~the same was done accordingly~~ / no quorum was present at the meeting

The meeting was held at Tait Walker, Bulman House, Regent Centre, Gosforth, Newcastle upon Tyne, NE3 3LS

The winding up covers the period from 6 March 2015 (opening of winding up) to the final meeting (close of winding up)

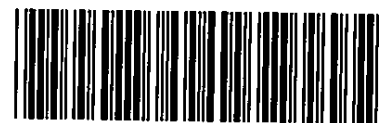
The outcome of the meeting (including any resolutions passed at the meeting) was as follows

Signed  Date 14 December 2015

Tait Walker  
Bulman House  
Regent Centre, Gosforth  
Newcastle upon Tyne  
NE3 3LS

Ref 1001380/GSG/KP/AA/CH

WEDNESDAY



\*A4MDJAMH\*

A18

16/12/2015

#130

COMPANIES HOUSE

**A & C Leather Brothers Limited**  
**(In Liquidation)**  
**Joint Liquidators' Abstract of Receipts & Payments**  
**From 6 March 2015 To 14 December 2015**

<b>S of A £</b>		<b>£</b>	<b>£</b>
	<b>SECURED ASSETS</b>		
108,000 00	Property, Land & Buildings	<u>NIL</u>	NIL
	<b>ASSET REALISATIONS</b>		
	Property, Land & Buildings	108,000 00	
36,187 71	Cash at Bank	<u>36,176 71</u>	144,176 71
	<b>COST OF REALISATIONS</b>		
	Swearing Fee	10 00	
	Specific Bond	168 00	
	Declaration of Solvency Fee	1,000 00	
	Office Holders Remuneration	1,000 00	
	Land Registry Search Fee	3 00	
	Legal Fees & Disbursements	400 00	
	Statutory Advertising	496 60	
	Corporation tax	<u>1,262 13</u>	(4,339 73)
	<b>UNSECURED CREDITORS</b>		
(1,266 20)	H M Revenue & Customs	<u>NIL</u>	NIL
	<b>DISTRIBUTIONS</b>		
(25,000 00)	S/h dist £1 25/share on 4/11/15	31,222 06	
	Distribution in Specie£4 32/share-6 3 15	<u>108,000 00</u>	(139,222 06)
<b>117,921.51</b>			<b>614.92</b>
	<b>REPRESENTED BY</b>		
	VAT Input		614 92
			<b>614.92</b>

Note

**FINAL REPORT****14 December 2015***Summary*

Company	A & C Leather Brothers Limited
Type of Insolvency	Creditors Voluntary Liquidation
Liquidators Appointed.	Gordon Smythe Goldie and Kerry Pearson
Date of Appointment	06 March 2015
Registered Office	Bulman House, Regent Centre, Gosforth, Newcastle upon Tyne, NE3 3LS
Trading Address	14 Ladyrigg, Ponteland, Newcastle upon Tyne, NE20 9QS
Principal Activity	Renting and operating of own and leased real estate

*Dividend Prospects*

	Current Estimate p in £	Previous Estimate p in £
Preferential	n/a	n/a
Unsecured	n/a	n/a

Please note that estimated outcomes are illustrative only and are dependent upon asset realisations and creditor claims, and should not be relied upon as guidance to the final outcome for creditors. You should seek your own guidance in respect of any bad debt provision.

**A & C Leather Brothers Limited  
In Liquidation**

**Liquidators Final Progress Report  
for the period from 6 March 2015 to 14 December 2015**

**Issued on: 14 December 2015**

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## **CONTENTS**

- 1 Introduction
- 2 Statutory & Liquidators' Information
- 3 Liquidators' Actions Since Appointment
- 4 Receipts & Payments Account
  - Receipts, Assets & Realisations
  - Payments & Expenses
- 5 Liquidators' Remuneration
- 6 Conclusion

## **Appendices**

- |            |   |  |
|------------|---|--|
| Appendix A | - | Joint Liquidators' Receipts and Payments Account     |
| Appendix B | - | Joint Liquidators' Time Summary                      |
| Appendix C | - | Tait Walker – Statement on Remuneration and Expenses |

## **1. INTRODUCTION**

We, Gordon Smythe Goldie and Kerry Pearson, of Tait Walker LLP were appointed Joint Liquidators of A & C Leather Brothers Limited ("the Company") on 6 March 2015

Gordon Smythe Goldie is a partner and Kerry Pearson a manager in Tait Walker LLP and licensed to act as insolvency practitioners in the UK by The Institute of Chartered Accountants in England & Wales

We confirm that no material conflict or relationship existed which may have prevented us in taking this appointment and no subsequent ethical issues have arisen to date which would impact on our duties

We provide herein our first and final progress report on the Liquidation, together with our receipts and payments account (Appendix A) and a summary of our time costs (Appendix B) for the period from 06 March 2015 to 14 December 2015

### **Service Delivery**

We undertake to look into any complaint carefully and promptly and to do all we can to explain the position to you. If you feel that we have given you a less than satisfactory service, we undertake to do everything reasonable to address your concerns

In the first instance you should write to us at Tait Walker LLP, Bulman House, Regent Centre, Gosforth, Newcastle upon Tyne NE3 3LS. Most disputes can be resolved amicably either through the provision of further information or following negotiations. However, in the event that you have exhausted our complaints procedure and you are not satisfied that your complaint has been resolved or dealt with appropriately, you may complain to the regulatory body that licences us. Any such complaints should be addressed to The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds, LS11 9DA, or you may email [ip.complaints@insolvency.gov.uk](mailto:ip.complaints@insolvency.gov.uk), or you may phone 0845 602 9848 - calls are charged at between 1p and 10 5p per minute from a land line, for mobiles, between 12p and 41p per minute if you're calling from the UK

### **Important Notice**

This report has been prepared for the purposes of complying with the Liquidators statutory duties. It should not be relied upon by any person for any other purpose and in any other context. Any person doing so does entirely at their own risk.

## **2. STATUTORY AND LIQUIDATORS INFORMATION**

### **Company Information**

Company Name	A & C Leather Brothers Limited
Registered Number.	01151593
Previous Name	n/a
Trading Name	n/a
Nature of Business	Renting and operating of own and leased real estate
Registered Office	Bulman House, Regent Centre, Gosforth, Newcastle upon Tyne, NE3 3LS
Former Trading Address	14 Ladyrigg, Ponteland, Newcastle upon Tyne, NE20 9QS

### **Liquidators Information**

Names of Joint Liquidators	Gordon Smythe Goldie Licensed Insolvency Practitioner (number 5799) Kerry Pearson Licensed Insolvency Practitioner (number 16014)
Authorising Body	The Institute of Chartered Accountants in England and Wales
Joint Liquidators' Address	c/o Tait Walker LLP, Bulman House, Regent Centre, Gosforth, Newcastle upon Tyne NE3 3LS
Date of Liquidator's appointment	6 March 2015
Appointment by	Members
Changes in office holders	None
Basis of Remuneration & expenses	<p>"That the Liquidators' fees be based on time costs, including those incurred in matters falling outside their statutory duties undertaken at the request of creditors and that the Liquidators be at liberty to draw fees on account in accordance with the foregoing resolution without further reference to creditors "</p> <p>"That the Liquidators be reimbursed for any expenses or necessary disbursements properly incurred in carrying out their duties in this assignment including, where appropriate, category 2 expenses Such expenses or disbursements are to be paid as an expense from the assets of the company "</p>

Approved by the members at a general meeting held on 6 March 2015

### **3. LIQUIDATOR'S ACTIONS SINCE APPOINTMENT**

This is our first and final report and relates to the period from 6 March 2015 to 14 December 2015

We have received £36,176 71 being the balance on the company's bank account at the date of liquidation.

The property, land and buildings has been distributed in specie at £4 23 per share on 6 March 2015 and a cash distribution of £1 249 per share has been made on 14 December 2015

### **4. RECEIPTS & PAYMENTS ACCOUNT**

Our receipts & payments account for the period since our appointment on 6 March 2015 to 14 December 2015 is attached at Appendix A

Estate funds were banked in a designated clients' account at a UK clearing bank and accordingly there is no account held by the Secretary of State to reconcile the receipts and payments to

#### **Property, Land & Buildings**

The property, land and buildings was valued at market value by the directors at £108,000 This has been distributed in specie

#### **Cash at Bank**

We received the balance on the company's bank account of £36,176 71

#### **Assets Still to be Realised**

No assets remain unrealised or have proven to be unrealisable

#### **PAYMENTS AND EXPENSES**

A summary of the costs incurred in dealing with the Company and the payments made against those costs during the period of the report is detailed below

#### **Liquidators Remuneration**

Further details on remuneration and expenses are provided in Section 5

#### **Swearing Fee / Liquidators Bond / Land Registry Search Fee / Statutory Advertising**

The expenses listed above are all category 1 expenses (approval not required) and relate to third party recharges required to administer the case Further details on the expenses recharge policy of Tait Walker is detailed in Appendix C - Tait Walker – Statement on Remuneration and Expenses

#### **Declaration of Solvency/General Meeting Costs**

The board previously authorised the payment of a fee of £1,000 for assistance with the declaration of solvency and the meeting of members prior to our appointment at a meeting held on 27 February 2015

These fees were approved by the members on 6 March 2015



## **Legal Fees & Disbursements**

We have incurred legal fees of £400 (paid £400) to Nicholson & Morgan Solicitors in respect of general legal issues concerning the Liquidation

Legal disbursements of £3 00 (paid £3.00) were also incurred over the period

## **Corporation Tax**

We have paid £1,262 13 in respect to corporation tax due in the period prior to liquidation

## **Professional Advisers**

The following professional advisors have been used to assist us in discharging our duties during the Liquidation

<u><b>Name of Professional Advisor</b></u>	<u><b>Nature of Work</b></u>	<u><b>Basis of Fee Agreement</b></u>
Nicholson & Morgan	Legal Advice	Time cost subject to asset realisations

Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them. The fees charged have been reviewed and we are satisfied that they are reasonable in the circumstances of this case.

## **5. LIQUIDATORS REMUNERATION**

Details on the time expended in dealing with the liquidation are detailed within Appendix B

Our remuneration was previously approved on a time charged basis at our normal hourly rates at the general meeting of members held on 6 March 2015

Our time charged for the period from 6 March 2015 to 14 December 2015 is 31 hours 48 minutes at a cost of £5,523 00, an average hourly rate of £173 68. We have invoiced £1,000 and drawn £1,000 over this period.

We consider that approximately £3,331 60 of our remuneration costs will be irrecoverable together with future time expended on the Liquidation to closure.

A description of the routine work undertaken in the Liquidation to date is as follows

- 1 **Administration and Planning**
  - Preparing the documentation and dealing with the formalities of appointment
  - Statutory notifications and advertising
  - Preparing documentation required
  - Dealing with all routine correspondence
  - Maintaining physical case files and electronic case details on IPS
  - Review and storage
  - Case bordereau
  - Case planning and administration
  - Preparing reports to members and creditors.
  - Convening and holding meetings of members and creditors
- 2 **Cashiering**
  - Maintaining and managing the Liquidator's cashbook and bank account

- Ensuring statutory lodgements and tax lodgement obligations are met.

### 3 Creditors

- Dealing with HMRC re corporation tax

### 4 Realisation of Assets

- Liaising with the Company's bank regarding the closure of the account

## Expenses

The expenses listed below are category 1 expenses (approval not required) and relate to third party recharges required to administer the case

Accrued in Report Period (£)	Cost or Expense	Paid in Report Period (£)
10 00	Swearing Fee	10 00
168 00	Liquidators' Bond	168 00
496 60	Statutory Advertising	496 60

The basis of our expenses was approved at the initial meeting held on 6 March 2015

Further details on the expenses recharge policy of Tait Walker is detailed in Appendix C – Statement on Remuneration and Expenses

## A Guide to Liquidators Fees

Information concerning Liquidators Remuneration is detailed in Statement of Insolvency Practice 9 - A Guide to Liquidators Fees. This can be downloaded from <http://insolvency.taitwalker.co.uk/fee-guidance> or upon written request from Tait Walker LLP, Bulman House, Regent Centre, Gosforth, Newcastle upon Tyne NE3 3LS (email [recovery@taitwalker.co.uk](mailto:recovery@taitwalker.co.uk)).

A copy of Tait Walker – Statement on Remuneration and Expenses is attached at Appendix C which provides further information on the charge out rates and expenses recovery policy of Tait Walker, and outlines general tasks undertaken by the Liquidators

## Further Information on Remuneration and Expenses

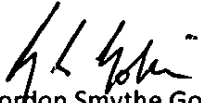
A member may, with the permission of the Court, or with the concurrence of 5% at least, of the total voting rights of all the members having the right to vote at the general meeting of the company, request further details of the Liquidator's remuneration and expenses, within 21 days of receipt of this report

A member may, with the permission of the Court or with the concurrence of at least 10% of the total voting rights of all the members, having the right to vote at general meetings and the company, apply to Court to challenge the amount and/or basis of the Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. We would refer you to Rule 4 49C(5), 4 49E and Rule 4 148 this applies only to cases commencing on or after 6 April 2010

## 6. CONCLUSION

The Liquidation is now for all practical purposes complete and we have summoned a final meeting of the Company's members to receive this final report and seek our release as Liquidators

Should you require any additional information, please contact Tonya Allison at Tait Walker LLP, Bulman House, Regent Centre, Gosforth, Newcastle upon Tyne NE3 3LS (tel 0191 285 0321) quoting reference 1001380/GSG/KP/AA/CH.



Gordon Smythe Goldie

Joint Liquidator

Licensed as Insolvency Practitioners in the United Kingdom by The Institute of Chartered Accountants in England & Wales

Date 14 December 2015

# APPENDIX A

## A & C Leather Brothers Limited In Liquidation

<u>Asset or Realisation</u>	<u>Declaration of Solvency</u>	<u>Realised in period 6 March 2015 to 14 December 2015</u>	<u>Total realised</u>
	£	£	£
Property, Land & Buildings*	108,000 00	108,000 00	108,000 00
Cash at Bank	36,176 71	36,176 71	36,176 71
TOTAL	144,176 71	144,176 71	144,176 71

<u>Payment or Incurred Expense</u>	<u>Incurred in period</u>	<u>Paid in period 6 March 2015 to 14 December 2015</u>	<u>Total paid</u>
	£	£	£
Declaration of Solvency Fee	1,000 00	1,000 00	1,000 00
Office Holders Remuneration	4,331 60	1,000 00	1,000 00
Legal Fees & Disbursements	403 00	403 00	403 00
Swearing Fee	10 00	10 00	10 00
Liquidators Bond	168 00	168 00	168 00
Statutory Advertising	496 60	496 60	496 60
Corporation Tax	1,262 13	1,262 13	1,262 13
Dist in Specie £4 32/share on 6/3/15	108,000 00	108,000 00	108,000 00
Ord S/h £1 249/Share on 4/11/15	31,222 06	31,222 06	31,222 06
VAT Input	614 92	614 92	614 92
TOTAL	147,508 31	144,176 71	144,176 71

Balance		<u>0 00</u>
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\*The basis of the valuation is market value as provided by the directors.

## APPENDIX B

Detailed below is the time expended on the Liquidation for the period from 6 March 2015 to 14 December 2015

Work Function	Partner	Associate Partner	Associate	Manager	Assistant Manager	Senior Case Administrator	Case Administrator	Support Staff	Total Hours	Total Cost (£)	Average Hourly Rate (£)
	Hours										
Administration & Planning	0	0	0	5 6	2	0	0	5 1	12 70	2,316 20	182 38
Realisation of Assets	0	0	0	0	0 5	0	0	0	0 50	85 00	170 00
Creditors	0	0	0	0 9	4 9	0	1	0	6 80	1,207 00	177 50
Other Matters	0 5	0	0	0	0 4	0	0	0	0 90	218 00	242 22
Statutory Matters	0 4	0	0	0 8	1 5	0	7	0 9	10 60	1,654 80	156 11
Employees	0	0	0	0	0	0	0 3	0	0 30	42 00	140 00
<b>TOTAL</b>	<b>0 9</b>	<b>0</b>	<b>0</b>	<b>7 3</b>	<b>9 3</b>	<b>0</b>	<b>8 3</b>	<b>6</b>	<b>31 80</b>	<b>5,523 00</b>	<b>173 68</b>

A copy of Statement of Insolvency Practice 9 - A Guide to Liquidators Fees can be downloaded from <http://www.taitwalker.co.uk/sip-9-fee-guidance/> or provided upon written request from this office

A copy of Tait Walker - Statement on Remuneration and Expenses in Insolvency Proceedings which details the charging and expenses recovery policy of Tait Walker is attached at Appendix C, and also details the matters typically dealt with in the categories above can also be obtained

## APPENDIX C

### TAIT WALKER TURNAROUND AND INSOLVENCY- STATEMENT ON REMUNERATION AND EXPENSES IN INSOLVENCY PROCEEDINGS

#### INTRODUCTION

The insolvency legislation was changed in April 2010 for insolvency appointments commenced from that time in order to allow more flexibility on how an office holder's fees are charged to a case. This sheet explains how we may apply the alternative fee bases. The new legislation allows different fee bases to be used for different tasks within the same appointment. The basis or combination of bases set for a particular appointment are subject to approval, generally by a committee if one is appointed by the creditors, failing which the creditors in general meeting, or the court.

Further detail about how an office holder's fees are approved for each case type are available in a series of guides issued with Statement of Insolvency Practice 9 (SIP 9). A copy of these guides can be accessed and downloaded from <http://www.taitwalker.co.uk/sip-9-fee-guidance/>. Alternatively a hard copy may be requested from Tait Walker Turnaround and Insolvency (A division of Tait Walker LLP), Bulman House, Regent Centre, Gosforth, Newcastle upon Tyne NE3 3LS or [recovery@taitwalker.co.uk](mailto:recovery@taitwalker.co.uk)

Once the basis of the office holder's remuneration has been approved, a periodic report will be provided to any committee and also to each creditor. The report will provide a breakdown of the remuneration drawn and time costs incurred and will also enable the recipients to see the average rates of such costs. Under the new legislation, any such report must disclose how creditors can seek further information and challenge the basis on which the fees are calculated and the level of fees drawn in the period of the report. Once the time to challenge the office holder's remuneration for the period reported on has elapsed, then that remuneration cannot subsequently be challenged.

Under the old legislation, which still applies for insolvency appointments commenced before 6 April 2010, there is no equivalent mechanism for fees to be challenged.

#### POLICY

In order to maximise the cost effectiveness of the work performed it is Tait Walker Turnaround and Insolvency's normal policy to delegate certain tasks within the case to members of their staff subject to their experience and specialist skills with the provision of supervision as appropriate. Matters deemed to be complex or of significance will be dealt with by senior members of staff or the license holder.

#### Time Cost Basis

This is the basis that we use in the majority of cases and we use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform. This is combined with the amount of time that they work on each case, recorded in 6 minute units with supporting narrative to explain the work undertaken. All staff who work on this assignment, including case support (such as cashiers and secretarial staff etc) charge time directly to the assignment and are included within any analysis of time. The costs of any central Tait Walker administration or general Tait Walker overhead costs are not charged directly to the assignment but are reflected in the general level of charge out rates.

The rates vary between individuals of each grade reflecting experience and qualification. Charge out rates may be revised periodically to cover and are adjusted to take account of inflation and the firm's overheads. In cases deemed to be particularly complex revised rates will be presented to creditors. The current charge out rates per grade are currently

Grade	Rate (£) per hour (effective from 1 <sup>st</sup> November 2014)
Partner	300
Associate Partner	275
Associate	270
Manager	260
Assistant Manager	200
Senior Case Administrator	170
Case Administrator	140
Case Support Staff	102

Up to November 2014 we referred to "maximum" rates, without specifying a minimum rate. We felt that this could be confusing and lower rates were rarely used, so we now just use the above rates.

Grade	Rate (£) per hour (Previous maximum rate (£) from 1 <sup>st</sup> June 2014)	Rate (£) per hour (Previous maximum rate (£) from 1 <sup>st</sup> October 2013)
Partner	300	300
Associate/Director	275	275
Manager	260	250
Case Handler/Administrator	170	160
Case support staff	102	100

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time. Each unit of time is 6 minutes. The work is recorded under the following categories including Administration and Planning, Investigations, Realisation of assets, Debtors, Creditors, Employee matters, and Trading.

#### Percentage Basis

The new legislation allows fees to be charged on a percentage of the value of the property with which the office holder has to deal. Different percentages can be used for different assets or types of assets. Where we would like to realise any asset or type of assets on a percentage basis we will provide further information explaining why we think that this basis is appropriate and ask creditors to approve the basis.

#### Fixed Fee Basis

The new legislation allows fees to be charged at a set amount. Different set amounts can be used for different tasks. Where we would like to charge a set amount for a task or different set amounts for different tasks we will provide further information explaining why we think that this basis is appropriate and ask creditors to approve the basis.

#### All Bases

The officeholder's remuneration invoiced to the insolvent estate will be subject to VAT at the prevailing rate.

#### AGENT'S COSTS

Charged at cost based upon the charge made by the Agent instructed, the term Agent includes

- Solicitors / Legal Advisors
- Auctioneers / Valuers
- Accountants
- Quantity Surveyors
- Estate Agents
- Other Specialist Advisors

#### DISBURSEMENTS

As part of our disclosure requirements the basis of disbursement allocation in respect of disbursements incurred by the Office Holder in connection with the administration of the estate must be fully disclosed to creditors. Disbursements are categorised as either Category 1 or Category 2.

Category 1 expenses - are directly referable to an invoice from a third party, which is either in the name of the estate or Tait Walker LLP (or a partner / employee of the same), in the case of the latter, the invoice makes reference to, and therefore can be directly attributed to, the estate. These disbursements are recoverable in full from the estate without the prior approval of creditors either by a direct payment from the estate or, where the firm has made payment on behalf of the estate, by a recharge of the amount invoiced by the third party. These expenses may include, but are not limited to case advertising, money laundering fees, company search fees, specific penalty bond, identifiable telephone calls, postage at cost, external document storage, external room hire, external printing, invoiced travel, and properly reimbursed expenses incurred by Tait Walker and its employees in connection with the case. Obtaining a specific penalty bond and advertising are disbursements that are required in each case as a result of statutory obligations imposed on the Insolvency Practitioner.

Category 2 expenses - are incurred by Tait Walker LLP and recharged to the estate, they are not attributed to the estate by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full from the estate, subject to the basis of the disbursement charge being approved by

creditors in advance. Examples of category 2 disbursements are photocopying, internal room hire, mileage at approved HMRC scale rates, and internal storage. With the exception of photocopying, Tait Walker LLP do not typically recharge expenses and disbursements which include an element of shared or allocated costs of internal facilities such as stationery, room hire, communication facilities, printing, internal document storage etc. Tait Walker may recharge photocopying at up to 3p per sheet.

#### **TYPICAL TASKS UNDERTAKEN**

Matters typically dealt with in the respective time breakdown categories during an insolvency procedure may include, but are not limited to, the following. It should be noted that every insolvency case is different, and certain items may not be applicable to this case.

##### **Administration & Planning**

Cash strategy and planning, cashiering, banking, bank reconciliations, obtaining specific bond and ongoing bond maintenance, any general insurance, uplift and ongoing maintenance of company books and records, filing, internal case progression reviews, case updates, and internal case meetings.

##### **Correspondence**

All general correspondence excluding specific correspondence relating to other categories.

##### **Investigations**

Collation and review of directors' questionnaires, review of any matters raised by the creditors concerning the conduct of the directors, review of all recent bank transactions undertaken by the company, review of any transactions between the company and associated parties, review of the assets listed in the statement of affairs with the last available statutory accounts, collation of information and submission of a report on all directors in the 3 years prior to liquidation under the Company Directors Disqualification Act 1986.

Additional investigations may also be undertaken in specific items at the request of the creditors committee (if any), and antecedent transactions including preferences, transaction at undervalue, misfeasance, breach of fiduciary duties etc.

##### **Debtors**

Transfer of debtors ledger onto our software, reconciliation of debtors ledger and identification of any refunds, claims, collection of supporting evidence including invoices, proof of delivery, orders etc, corresponding with debtors to collect debts, review and assessment of any responses and/or counterclaims / disputes, general contact with debtors, instruction, liaison and correspondence with solicitors or debt collection agents, liaison with any invoice discounter or factor, and negotiation of any settlement.

##### **Realisation of Assets**

All other assets excluding debtors including property (freehold and leasehold), intangible assets (intellectual property, patents, goodwill, copyrights etc) and chattel assets (e.g. furniture & equipment, stock, cash at bank, plant & machinery, work in progress, vehicles, computer equipment etc). Our work includes the preservation of such assets (arranging insurance, security etc), site visits, complying with fire brigade and insurer requirements (e.g. draining of heating system), arranging collection, preparation of sales particulars, liaising with valuers and agents, assessing and negotiating potential offers, and instructing and liaising with solicitors and reviewing any sale contract.

##### **Reservation of Title**

Dealing with all third party assets (including reservation of title, hire purchase, consignment stock, leased assets etc). Our work includes identification of third party assets, reviewing any agreement associated with the assets, corresponding with the claimant, stock taking, arranging and managing uplift of the assets, surrender or disclaiming onerous leases / assets, submission of returns to Registrar of Companies and third parties following disclaimer, and, instructing and liaising with solicitors re challenged claims.

##### **Statutory Matters**

Undertaking and dealing with statutory matters required to comply with the various legislation concerning an insolvency including preparation and holding of creditors meeting, preparation of report/letters to creditors following appointment, submission of returns to Registrar of Companies and/or Court, preparation of adverts for insert in Gazette / newspaper, preparation of proposals, preparation of progress reports for creditors including receipts and payments, preparation of final reports including receipts and payments, together with the holding of final meetings, preparation of reports and updates for the Creditors Committee, together with any meetings required therein.

##### **Creditors**

Dealing with all classes of creditors.

**Secured** confirming validity of security, reporting to secured creditor, ongoing communication with secured creditor, review of any claim and distribution thereunder, and instructing and dealing with solicitors.

**Preferential** identifying and notifying potential preferential creditors of ability to claim, review of calculation of preferential claim, ongoing communication with preferential creditors, review and adjudication of preferential claims, and, calculation and payment of dividend (if applicable).

**Unsecured** Identifying and notifying unsecured creditors of ability to claim, submission of pre appointment VAT returns, ongoing communication with unsecured and potential unsecured creditors, dealing with potential pension creditor, recording of unsecured claims, review and adjudication of unsecured claims, and, calculation and payment of unsecured dividend (if applicable).

##### **Employees**

Notifying of appointment, issuing redundancy notices, and making employees redundant, assistance in completion of relevant forms to make claim from National Insurance Fund, calculation of outstanding entitlement, collation of claim forms and submission to National Insurance Fund, and ongoing employee correspondence.

##### **Trading**

Assessment of suitability to trade including preparation of profit and cash flow forecasts, company resources, risk analysis etc, assessing ongoing terms of trade with customers and suppliers, ongoing site presence to monitor and supervise trading, dealing with employees, customers and suppliers, internal reviews to assess ongoing trading, dealing with duress creditors, dealing with health & safety and legislative issues, liaising with insurers, instructing and liaising with solicitors, preparation of trading reports, reporting to funders / secured creditors, and dealing with trading compliance such as VAT, PAYE etc.

##### **Other Matters**

Items which would not normally fall into any of the above categories including travel, taxation (including processing of any post appointment returns to HMRC in respect of VAT, Corporation Tax etc), director correspondence (to the extent it is not within the other categories), general government returns, and miscellaneous items.