

LIQ03

Notice of progress report in voluntary winding up



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 0 1 2 7 2 3 5 7

Company name in full CITILITES LIMITED

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) KIAN SENG

Surname TAN

3 Liquidator's address

Building name/number 79A

Street HIGH ROAD

WILLESDEN

Post town LONDON

County/Region

Postcode N W 1 0 2 S U

Country

4 Liquidator's name ①

Full forename(s)

Surname

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode


Country

② Other liquidator

Use this section to tell us about
another liquidator.

LIQ03

Notice of progress report in voluntary winding up

6	Period of progress report															
From date	d	0	d	2	m	0	m	3	y	2	y	0	y	2	y	1
To date	d	0	d	1	m	0	m	3	y	2	y	0	y	2	y	2
7	Progress report															
<input checked="" type="checkbox"/> The progress report is attached																
8	Sign and date															
Liquidator's signature	<div>Signature</div> <div>  </div>															
Signature date	d	2	d	9	m	0	m	3	y	2	y	0	y	2	y	2

**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 **K S TAN & CO**Address **79A HIGH ROAD, WILLESSEN**Post town **LONDON**

County/Region

Postcode

N

W

1

0

2

S

U

Country

DX

Telephone **020 7586 1280****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

**LIQUIDATOR'S ANNUAL PROGRESS REPORT
TO MEMBERS**

**CITILITES LIMITED
– IN LIQUIDATION**

29TH MARCH 2022

CITILITES LIMITED – IN LIQUIDATION

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APPENDICES

1. Receipts and Payments Account for the current period from 2 March 2021 to 1 March 2022 and a cumulative Receipts and Payments Account from 2 March 2020 to 1 March 2022.
2. Additional Information in relation to Liquidator's fees, expenses & the use of Subcontractors
3. Privacy Notice

1. Introduction and Statutory Information

- 1.1. I, Kian Seng Tan of K S Tan & Co, 79A High Road, Willesden, London NW10 2SU was appointed as Liquidator of Citilites Limited (**‘the Company’**) on 2 March 2020. This report provides an update on the progress in the liquidation for year ended 1 March 2022 (**‘the Period’**) and should be read in conjunction with my earlier progress report dated 27 April 2021.
- 1.2. The principal address of the Company was 395 Hornsey Road, London N19 4DX. The Company did not have any other trading names.
- 1.3. The registered office of the Company has been changed from Aston House, Cornwall Avenue, London N3 1LF to c/o 79A High Road, Willesden, London NW10 2SU on 5 May 2021. The Company’s registered number is 01272357.
- 1.4. I confirm there are no potential threats identified on any of the five Fundamental Principles under the Insolvency Code of Ethics.

2. Receipts and Payments

- 2.1. A summary of my receipts and payments account for the current period from 2 March 2021 to 1 March 2022 and a cumulative receipts and payments account for the period from 2 March 2020 to 1 March 2022, together with a comparison to the Directors’ Declaration of Solvency, which provides details of the remuneration charged and expenses incurred and paid by the Liquidator is attached as Appendix 1.

3. Progress of the Liquidation

- 3.1. This section of the report provides creditors with an overview of the work undertaken in the liquidation in this Period.

Administration (including statutory compliance & reporting)

- 3.2. A Liquidator must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Over the course of the liquidation, the following administrative work has been carried out:

This work includes:

- Complying with statutory duties in respect of the Liquidator’s specific penalty bond;
- Management and update of case files including internal databases;
- Dealing with post-appointment VAT and Corporation Tax returns;
- Periodic case progression reviews (typically every 6 months);
- Maintaining and managing the liquidation estate cashbook and bank account;
- Preparing and issuing the Liquidator’s Annual Progress report to members and filing with Companies House.

- 3.3. The above work will not necessarily bring any financial benefit to the members but it is work required on every case by statute.

CITILITES LIMITED – IN LIQUIDATION

- 3.4. In this case, the Liquidator's remuneration was based on a set fee. Therefore, any additional work required to comply with statutory obligations would have no impact on the overall costs of the administration.

Realisations

- 3.5. Kindly refer to my earlier progress report for information relating to all other recoveries made over the course of the winding-up.

Debtors/Prepayments

As previously advised, no recoveries are forthcoming from debtors/prepayments of £43,541 reflected on the Declaration of Solvency and have been written off accordingly.

Tax Refunds

It was disclosed on the Declaration of Solvency that tax refunds of £17,794 were due to the Company from the following:

• Corporation Tax Repayment	£7,414
• VAT Bad Debt Relief	£9,272
• VAT Repayment	£1,108

I would advise that I have recovered the following refunds totalling £5,194 in this Period:

• Corporation Tax Repayment	£3,944
• PAYE Refund	£13
• VAT Repayment	£1,237

HM Revenue & Customs ('HMRC') have agreed a Corporation Tax repayment of £3,944 in respect of S455 claim in this Period. In addition, VAT repayment in the sum of £1,237 and a small PAYE refund of £13 have also been recovered accordingly in this Period.

An application for VAT bad debt relief for the sum of £7,564 was made on 11 February 2022. There had been a delay in VAT de-registration by HMRC due to the Company being part of a group registration. Therefore, an application has only recently been submitted for VAT bad debt relief claim on debts previously written off and is currently being processed by HMRC.

- 3.8. In view of pending recoveries anticipated from VAT bad debt relief, the administration of liquidation will remain open.

4. Creditors

- 4.1. There are no secured, preferential or unsecured creditors in this matter.
- 4.2. I have received confirmation that there are no outstanding liabilities in respect of VAT and PAYE and have obtained clearance for closure from HMRC in respect of the above.
- 4.3. A further request for clearance will be sent to HMRC in respect of Corporation Tax.

5. Distributions to Members

5.1. The following cash distribution has been made to the Member since the date of my appointment:

- A first interim cash distribution of £474,880, at £6.33 per share was made on 5 March 2020

5.2. In addition, the following distributions in specie totalling £407,743, at £5.43 per share have also been made on 5 March 2020 to the Member:

- Leasehold property of £400,000
- Investments in associated company of £82
- Fixtures & fittings of £7,661

5.1 In this Period, there were no distributions made to the Member. It is anticipated that there will be a further cash distribution to the Member upon receipt of funds due from VAT bad debt relief claim.

6. Fees, Liquidator's Remuneration & Expenses

6.1. Professional fees of £2,500 was paid to my firm in respect of holding the Meetings of Board and Members and assisting with the preparation of the Declaration of Solvency.

6.2. The members also approved that the basis of the Liquidator's remuneration be set at £2,500. Accordingly, the Liquidator has drawn the sum of £2,500 against the total set fee as remuneration. No further fees have been drawn in this matter.

6.3. A copy of 'A Shareholders' Guide to Liquidator's Fees' is available on request from this office.

6.4. The following expenses have been incurred since the date of appointment:

Nature Of Expense Incurred	Estimated Overall Cost £	Paid In Prior Period £	Paid In Period Covered By Report £	Incurred But Not Paid To Date £
Insolvency Bond	370	370	-	-
Statutory Advertising	285	285	-	-

6.5. Attached as Appendix 2 is additional information in relation to this firm's policy on fees and expenses. A summary of expenses paid by the Liquidator can also be found in the Receipts and Payments account at Appendix 1.

7. Members' Rights

7.1. Within 21 days of the receipt of this report, members with either at least 5% of the total voting rights of all the members having the right to vote at general meetings of the Company or with the permission of the court, may request in writing that the Liquidator provide further information about his remuneration or expenses which have been itemised in this progress report.

CITILITES LIMITED – IN LIQUIDATION

- 7.2. Any members with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the Company may within 8 weeks of receipt of this progress report, make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidator's remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidator, as set out in this progress report, are excessive.

8. Next Report

- 8.1. I am required to provide a further report on the progress of the liquidation within two months of the end of the second anniversary of the liquidation, unless I have concluded matters prior to this, in which case I will write again with my proposed final account.

9. Privacy Notice

- 9.1. Information about the way that we will use, and store personal data on insolvency appointments can be found in the attached Privacy Notice.

Yours faithfully



K S Tan
Liquidator

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APPENDIX 1**CITILITES LIMITED - IN MEMBERS' VOLUNTARY LIQUIDATION****LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT FROM 2 MARCH 2020 TO 1 MARCH 2022**

	<u>Declaration of Solvency</u>	<u>Current</u>	<u>Total</u>
		2 March 2021 to 1 March 2022	2 March 2020 to 1 March 2022
Receipts	£	£	£
Brought Forward:		527	
Balance at Bank and in hand	383,741	-	383,020
Investments	82	-	82 (Note: 2)
Debtors/Prepayments	43,541	-	-
Loans and Advances	98,070	-	98,070 (Note: 3)
Leasehold Property	400,000	-	400,000 (Note: 2)
Furniture and Fittings	7,661	-	7,661 (Note: 2)
Tax Refunds	17,794	5,194	5,194
Bank Interest	-	1	3
	<u>£950,889</u>	<u>£5,722</u>	<u>£894,030</u>
Payments			
Professional Fees - K S Tan & Co		-	- 2,500
Liquidator's Remuneration - K S Tan & Co		-	- 2,500
Statutory Advertising		-	- 285
Specific Penalty Bond		-	- 370
Bank Charges		-	- 30
<u>Distribution to Shareholder</u>			
S D Swead (75,000 shares at £6.33 per share)		-	- 474,880
<u>Distribution in Specie</u>			
S D Swead (75,000 shares at £5.43 per share)		-	- 407,743
		<u>£5,722</u>	<u>£5,722</u>
Represented By:			
Cash at Bank		<u>£5,722</u>	<u>£5,722</u>

Note 1: The funds are held in an interest bearing account with HSBC Bank Plc in the name of 'K S Tan Citilites Limited In Members' Voluntary Liquidation'.

Note: 2 These have been distributed in specie to the Member.

Note: 3 The sum of £98,070 due from the Director/Member has been subject to set-off and distributed to the Member.

APPENDIX 2

ADDITIONAL INFORMATION IN RELATION TO THE LIQUIDATOR’S FEES & EXPENSES

1. Staff Allocation and the Use of Sub-Contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.
- 1.3 We have not utilised the services of any sub-contractors in this case.

2. Professional Advisors

- 2.1. On this assignment, we have not utilised the services of any professional advisors.

3. Liquidator’s Expenses

Category 1 Expenses

- 3.1. Category 1 expenses do not require prior approval by members. The type of expenses that may be charged as a Category 1 expenses to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also, chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case.

Category 2 Expenses

- 3.2. Category 2 expenses do require approval by members. These expenses can include costs incurred by K S Tan & Co for the provision of services which include an element of recharged overhead, for example, room hire or document storage.

***This firm does not charge any Category 2 expenses**

APPENDIX 3



K S TAN & CO
PRIVACY NOTICE

Use of personal information

We process personal information to enable us to carry out our work as insolvency practitioners which includes processing data that was held by companies/individuals before our appointment together with data collected during an insolvency procedure or a fixed charge receivership. Our legal obligation to process personal data arises from work we are required to carry out under insolvency and other related legislation.

Insolvency practitioners are Data Controllers of personal data in so far as defined by data protection legislation. K S Tan & Co will act as Data Processor on their instructions about personal data in relation to an insolvency procedure or fixed charge receivership.

Personal data will be kept secure and processed only for matters relating to the insolvency procedure being dealt with.

The data we may process

The personal data insolvency practitioners may process in most cases will be basic details that may identify an individual and will typically be sufficient to allow us to carry out our work as insolvency practitioners, for example, dealing with the claims of individuals who are owed monies by the companies/individuals over whom we have been appointed.

However, insolvency practitioners may be appointed over entities that process personal data that is considered more sensitive, for example health records and this sensitive data will usually have been created before our appointment. Although we will take appropriate steps to safeguard sensitive data (or to destroy it where it is appropriate to do so), subject to limited exceptions, for example, where we identify previous conduct and/or action that requires further investigation, we will not be processing sensitive data.

Sharing information

We may share personal data with third parties where we are under a legal or regulatory duty to do so, or it is necessary for the purposes of undertaking our work as insolvency practitioners. We may also share personal data to lawfully assist the police or other law enforcement agencies with the prevention and detection of crime, where disclosure is necessary to protect the safety or security of any persons and/or otherwise as permitted by the law.

If we are required by law to verify your identity, we will supply some of your personal information to TransUnion International UK Limited, which is a credit reference agency providing services such as fraud prevention, anti-money laundering, identity verification and tracing.

TransUnion will use your personal information to provide services to us and its other clients. We use their services in order to check your identity and prevent criminal activity such as fraud and money laundering. More information about TransUnion and the ways in which it uses and shares personal information can be found in its privacy notice at <https://www.transunion.co.uk/legal-information/bureau-privacy-notice>.

How long will we hold it?

Personal data will be retained for as long as any legislative or regulatory requirement requires us to hold it. Typically, this may be up to 6 years after which it will be destroyed.

What are your rights?

You have the right to receive the information contained in this document about how your personal data may be processed by us.

You also have the right to know that we may be processing your personal data and, in most circumstances, to have information about the personal data of yours that we hold, and you can ask for certain other details such as what purpose we may process your data for and how long we will hold it.

Individuals have the right to request that incorrect or incomplete data is corrected and in certain circumstances, you may request that we erase any personal data on you which may be held or processed as part of our work as insolvency practitioners. If you have any complaints about how we handle your personal data, please contact Mr K S Tan so we can resolve the issue, where possible. You also have the right to lodge a complaint about any use of your information with the Information Commissioners Office (ICO), the UK data protection regulator.