In accordance with Rule 18.8 of the Insolvency (England & Wales) Rules 2016.

WU07

Notice of progress report in a winding-up by the court

Companies House

TUESDAY

A7WQAJ28
A07 08/01/2019 #329
COMPANIES HOUSE

1 Company details

Company number	0 1 5 1 8 6 8 9
Company name in full	Capital Aviation Services Limited

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

2 Liquidator's name

Full forename(s)	Kevin
Surname	Goldfarb

3 Liquidator's address

Building name/number	Tavistock House South
Street	Tavistock Square
Post town	London
County/Region	
Postcode	W C 1 H 9 L G
Country	

4 Liquidator's name ❶

Full forename(s)	
Surname	

❶ **Other liquidator**
Use this section to tell us about another liquidator.

5 Liquidator's address ❷

Building name/number	
Street	
Post town	
County/Region	
Postcode	
Country	

❷ **Other liquidator**
Use this section to tell us about another liquidator.

WU07

Notice of progress report in a winding-up by the court

6 Period of progress report

From date	d 0 d 9 m 1 m 1 y 2 y 0 y 1 y 7
To date	d 0 d 8 m 1 m 1 y 2 y 0 y 1 y 8

7 Progress report

☑ The progress report is attached

8 Sign and date

Liquidator's signature	Signature X X
Signature date	d 0 d 7 m 0 m 1 y 2 y 0 y 1 y 9

WU07

Notice of progress report in a winding-up by the court

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: Andrew Beckett

Company name: Griffins

Address: Tavistock House South
Tavistock Square

Post town: London

County/Region:

Postcode: W C 1 H 9 L G

Country:

DX:

Telephone: 020 7554 9600

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

Capital Aviation Services Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 09/11/2017 To 08/11/2018 £	From 09/11/2017 To 08/11/2018 £
	ASSET REALISATIONS		
	Unknown Funds	350.53	350.53
		350.53	350.53
	COST OF REALISATIONS		
	O.R. Disbursements	5,000.00	5,000.00
	OR General Fee	6,000.00	6,000.00
	Petitioners Deposit	(1,600.00)	(1,600.00)
	Courier Charges	205.69	205.69
	Statutory Advertising	149.00	149.00
	Bank Charges	88.00	88.00
		(9,842.69)	(9,842.69)
	UNSECURED CREDITORS		
(920,450.48)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(920,550.48)		**(9,492.16)**	**(9,492.16)**
	REPRESENTED BY		
	VAT Receivable		70.94
	No.2 Account		(425.63)
	ISA NIB		(9,137.47)
			(9,492.16)

Kevin Goldfarb
Liquidator

Capital Aviation Services Limited
In Liquidation

In the High Court of Justice
No. 5787 of 2017

Liquidator's First Annual Progress Report
for the year ending 8 November 2018

Contents

1. Introduction

2. Meeting of Creditors

3. Realisation of Assets

4. Investigations

5. Statutory and Professional Compliance

6. Creditors' Communication, Claims and Distributions

7. Time Costs and Expenses Summary

8. Receipts and Payments Account

9. Quality of Service, Security and Code of Ethics

10. Creditors' Rights

11. Next Report

Appendices

A. Fee information pack:

A1. Griffins' Time Analysis for the period 9 November 2017 to 8 November 2018

A2. Table of Actual and Projected Time Costs

A3. Estimated Outcome Statement

A4. Expenses Estimate

A5. Statutory and Creditor Compliance Tasks

B. Receipts and Payments Account and Statutory Information:

B1. Liquidator's Receipts and Payments Account for the period 9 November 2017 to 8 November 2018

B2. Statutory and Office Holder Information

C. Creditor Documentation:

C1. Notice of Decision Procedure by Virtual Meeting

C2. Proxy Form

C3. Proof of Debt Form

C4. Creditors' Rights – Rules 18.9 and 18.34 of the Insolvency (England & Wales) Rules 2016 ("IR 2016")

1 Introduction

Adam Harris and I were appointed Joint Liquidators of Capital Aviation Services Limited ("the company") by the Secretary of State on 9 November 2017, following a Winding-up Order being made on 9 October 2017 upon the petition of FACC Operations GmbH ("FACC").

Adam Harris subsequently resigned from office pursuant to an Order of the High Court dated 2 January 2018 and I remain sole Liquidator.

In accordance with the Rules 18.3 and 18.8 of the Insolvency (England & Wales) Rules 2016, I now provide creditors with an annual progress report which should be read in conjunction with my previous report. Additional information in respect of the company and office holders is attached at Appendix B2.

I previously reported to creditors on 4 December 2017, with a summary of the case, and provided an estimate of the anticipated costs.

This report provides creditors with the following information:

- The work undertaken to date
- An explanation of anticipated future work that remains to be done and why it is required
- Details of estimated time costs and expenses for dealing with these matters
- An explanation of my statutory and professional compliance duties as Liquidator

1.1 Estimated Return to Creditors

The Estimated Outcome Statement at Appendix A3 provides a detailed breakdown of estimated realisations, costs and expenses in respect of this case.

From the information available to me, it is not possible to estimate whether there will be funds available to enable a dividend to be paid to creditors.

2 Meeting of Creditors

In accordance with Rules 15.5 and 15.8 of the IR 2016, a decision of the creditors is sought and I am convening a virtual meeting of creditors on 19 February 2019, the purpose of which, to revise the basis of the Liquidator's remuneration.

Although there is a statutory requirement to provide creditors with the documentation to elect a liquidation committee, Rule 17.3 of the IR 2016 states that a Liquidation Committee shall consist of at least three but no more than five members. In this case, a Committee cannot be constituted, as at the present time there are less than three creditors of which I am currently aware.

2.1 Creditor Documentation

The notice convening the virtual meeting, together with a proxy and proof of debt form, were provided to you with the covering letter notifying you of this report. Further copies are attached at Appendix C.

The virtual meeting which will be conducted via the Skype online conferencing facility, to be held as follows:

Time: 11:00 am
Date: 19 February 2019

Further information is provided in the covering letter and the notice at Appendix C, including instructions how to access the virtual meeting.

3 Realisation of Assets

3.1.1 *Payment Protection Insurance ("PPI")*

It is Griffins' practice to carry out an exercise to establish whether the company had any PPI which could be recovered for the benefit of the liquidation estate. Having undertaken a review of the records in my possession, it was confirmed that the company did not hold any credit facilities for which PPI could be recovered. As such there is no further action for me to take in this regard.

3.1.2 HM Revenue & Customs Refund

During the period of this report, £350.53 was received in relation to refund from HM Revenue & Customs.

4 Investigations

4.1 Initial Investigations

4.1.1 Initial Investigations

The initial investigations into the affairs of the company detailed in my initial report have now concluded. I have reviewed the books and records obtained from known third parties. Following this review I am now conducting further investigations as detailed below.

4.2 Further Investigations

4.2.1 Basic Agreement with FACC

The only outstanding matter in the liquidation relates to the Basic Agreement ("the agreement") between the company and the petitioning creditor FACC dated 5 March 2009, and whether any legal action can be brought against third parties in respect of the agreement. I provided details of the agreement in my initial report to creditors.

I have continued to liaise with the company directors and FACC in respect of this agreement and the timing at which the company was struck off.

While my investigation is ongoing, the viability of taking action against third parties is still being reviewed. I am currently finalising this review and will soon consider whether I have sufficient evidence to refer the matter to solicitors. A further update on my investigations will be provided in the next report.

5 Statutory and Professional Compliance

I am required to meet a considerable number of statutory and regulatory obligations. This work does not provide a direct financial benefit to creditors but is a necessary requirement of the liquidation process.

Whilst these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progression of the liquidation. This ensures that my staff and I carry out our work to high professional standards.

In order that creditors can have an informed understanding of these matters, they are listed at Appendix A5.

6 Creditors' Communication, Claims and Distributions

6.1 Communication

I am required, as Liquidator, to undertake certain tasks in relation to creditors' claims. This work does not provide a direct financial benefit to the liquidation estate but is essential to the administration of the case.

In order that creditors can have an informed understanding of these matters, they are also listed at Appendix A5.

6.2 Claims

The current position as regards creditors' claims is detailed below.

6.2.1 Secured Creditors

Barclays Bank plc was granted a fixed and floating charge over the company's assets on 9 March 2005. An examination of the company's mortgage register held by the Registrar of Companies shows the status of this charge as outstanding.

I am not aware of the value of this outstanding charge. As the company was dissolved seemingly without objection from Barclays Bank plc, it is anticipated that the charge was satisfied or transferred to a related company prior to dissolution.

6.2.2 Preferential Creditors

No preferential claims have been received in the liquidation and none are expected.

6.2.3 Unsecured Creditors

The only unsecured creditor detailed in the Official Receiver's report to creditors was FACC for an amount of £920,550.

I have received a claim from FACC totalling £920,450.48 and a claim from British Telecom Business for £44.52 but I have not adjudicated on either of these claims yet. I am not aware of any other unsecured claims.

6.3 Distributions

Dividend prospects are presently uncertain and dependent on the investigations as detailed in Section 4.

7 Time Costs and Expenses Summary

7.1 Time Costs

The table at Appendix A1 details my total time costs for the period covered by this report for dealing with this case. It also provides details of the activity costs to date incurred by me and my staff, by grade, together with details of the average hourly rates. In the period 9 November 2017 to 8 November 2018, my staff and I have recorded time costs of £31,754.62. It is the policy of Griffins to use the most junior grade of staff compatible with the efficient conduct of a matter to minimise the costs to creditors.

Appendix A2 provides a summary of these time costs and projected future costs which amount to £52,202.12 representing 156.91 hours at an average hourly rate of £332.69.

Fee Resolution

At the meeting of creditors held on 4 January 2018, it was approved that the Joint Liquidators remuneration be on the basis of time properly spent by the Joint Liquidators and their staff, subject to an authorised maximum of £30,000, (net of VAT). To date, I have not drawn any fees for acting as Liquidator.

I am convening a virtual meeting of creditors in order to revise the basis of my remuneration, and will be seeking approval of the following resolution:

- To approve that the Liquidator's remuneration be calculated on the basis of time properly spent by the Liquidator and his staff, subject to an authorised maximum of £52,000, (net of VAT).

I have incurred greater than anticipated time-costs in retrieving and reviewing documentation relating to the company and in assessing the agreement with FACC. This work was necessary to gain an understanding of the trading history of the company and consider potential claims against third parties.

Should the revision of the Liquidator's remuneration not be approved by creditors in accordance with Rule 18.20 of the IR 2016, or I consider that the basis of any resolution or fees approved or fixed in accordance with Rule 18.20 IR 2016 is insufficient or inappropriate, an application will be made to Court in accordance with Rule 18.28 of the IR 2016 for an Order changing it or increasing the amount or rate.

Further information regarding remuneration can be found in "A Creditors' Guide to Liquidator's Fees", which is available for download at the following address: http://www.griffins.net/technical/.

A hard copy of Griffins charge-out rates and disbursements policy may be obtained on request at no cost.

In addition, creditors can find more information on the insolvency process at http://www.creditorinsolvencyguide.co.uk/.

7.2 Expenses and Disbursements

The table at Appendix A4 details the actual expenses and category 1 disbursements incurred to date and the projected future expenses to the closure of the case. These expenses total £17,898.79. It should be noted that this sum includes statutory charges totalling £17,512.10, representing petition costs, the Official Receiver's administration fee and a general fee which are all automatically charged to the estate and are not expenses incurred directly by the Liquidator.

'Expenses' are amounts properly payable by the office holder from the estate. These may include, but are not limited to, legal and agents' fees.

'Disbursements' are expenses met by the office holder and reimbursed to the office holder in connection with an insolvency appointment and will fall into two categories, category 1 and category 2.

In accordance with our current policy, no category 2 disbursements have been drawn since my appointment.

7.3 Net Financial Benefit to Creditors

The estimated outcome statement at Appendix A3 shows the projected breakdown of my time costs and how this impacts upon the financial benefit to the liquidation estate.

8 Receipts and Payments Account

An account of my receipts and payments for the period of this report is at Appendix B1, together with a comparison with the amounts recorded in the report prepared by the Official Receiver.

The receipts and payments account reflects actual payments made to date rather than accrued unpaid expenses (see Appendix A4 for total expenses incurred to date).

My specific bond and Land Registry searches have been paid by Griffins and are not shown in the receipts and payments account. These costs will be recharged to the estate as and when funds become available.

9 Quality of Service, Security and Code of Ethics

My staff and I endeavour to provide the best possible standards at all times.

Our updated privacy policy explains the measures we take to protect your data and the legal basis for doing so. Please review our updated Privacy Policy on our website: http://www.griffins.net/data-privacy-notice/.

I am bound by Code of Ethics for Insolvency Practitioners when carrying out all professional work relating to insolvency appointments. Please refer to Institute of Chartered Accountants in England and Wales website for further details: https://www.icaew.com/en/membership/regulations-standards-and-guidance/ethics/code-of-ethics-d.

If you would like to make any comments, suggestions, raise a query or make a complaint about the service you have received, please contact my team manager, Ian Ramsay in the first instance at ian.ramsay@griffins.net. We will provide a response within 28 days.

10 *Creditors' Rights*

Creditors are advised that Rule 18.9 of the IR 2016 provides the right to make a request to the Liquidator for further information about remuneration or expenses appearing in this report. Rule 18.34 of the IR 2016 provides creditors with a right to challenge the Liquidator's remuneration and expenses.

Copies of these Rules are attached at Appendix C4, for your information.

11 Next Report

I will report again following the next anniversary of the liquidation, or sooner if the administration of the liquidation is complete.

Kevin Goldfarb
Liquidator

Date: 7/11/19.

Fee Information Pack

Contents

Appendices

A1. Griffins' Time Analysis for the period 9 November 2017 to 8 November 2018

A2. Table of Actual and Projected Time Costs

A3. Estimated Outcome Statement

A4. Expenses Estimate

A5. Statutory and Creditor Compliance Tasks

Griffins' Time Analysis for the period 9 November 2017 to 8 November 2018

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Administrators	Total Hours	Time Cost (£)	Average Hourly Rate (£)
STATUTORY : Statutory Duties	0 58	4.67	14.50	2.67	21.58	40.92	11,562.08	282.58
Administration & Planning	**0.58**	**4.67**	**14.50**	**2.67**	**21.58**	**40.92**	**11,562.08**	**282.58**
CREDITOR : Creditor Related Work	0.00	0.08	1 08	0.00	0.92	2.08	653.33	313.60
Creditors	**0.00**	**0.08**	**1.08**	**0.00**	**0.92**	**2.08**	**653.33**	**313.60**
INV-FURTH : Further Investigations	0.00	0.00	0.42	0.00	0.00	0.42	143.75	345.00
INV-INIT . Initial Investigations	0.25	1.33	49.00	0.00	6.58	57.17	19,308.79	337.76
Investigations	**0.25**	**1.33**	**49.42**	**0.00**	**6.58**	**57.58**	**19,452.54**	**337.82**
ASS-PPI : PPI Refunds	0 00	0.00	0.00	0.00	0.33	0.33	86.67	260.01
Realisations of Assets	**0.00**	**0.00**	**0.00**	**0.00**	**0.33**	**0.33**	**86.67**	**260.01**
Total Hours	**0.83**	**6.08**	**65.00**	**2.67**	**29.42**	**100.92**	**31,754.62**	**314.66**
Total Fees Claimed							**0.00**	

Capital Aviation Services Limited (In Liquidation)
In the High Court of Justice No.5787 of 2017

Appendix A2

Table of Actual and Projected Time Costs as at 08/11/2018

	Position @ 15/11/2017			Position @ 08/11/2018								
	Projected Hours	Projected Time Costs £	Blended Rate Per Hour £	Hours Spent	Accrued Time Costs £	Blended Rate Per Hour £	Estimated Future Hours	Estimated Future Time Costs £	Blended Rate Per Hour £	Total Hours	Total Projected Time Costs £	Blended Rate Per Hour £
Realisation of Assets	-	-	-	0.33	86.67	262.64	-	-	-	0.33	86.67	262.64
Investigations	52.25	18,623.75	356.44	57.58	19,452.54	337.84	36.50	13,680.00	374.79	94.08	33,132.54	352.17
Litigation	-	-	-	-	-	-	-	-	-	-	-	-
Statutory & Professional Compliance	30.00	10,162.49	338.75	40.92	11,562.08	282.55	14.50	5,142.50	354.66	55.42	16,704.58	301.42
Creditors' Claims	5.00	1,570.00	314.00	2.08	653.33	314.10	5.00	1,625.00	325.00	7.08	2,278.33	321.80
Total	**87.25**	**£30,356.24**	**£347.92**	**100.91**	**£31,754.62**	**£314.68**	**56.00**	**£20,447.50**	**£365.13**	**156.91**	**£52,202.12**	**£332.69**

The blended rate represents the average chargeout rate across all staff and has been rounded to two decimal places.

The estimate is based upon the current chargeout rates of the firm. Creditors will note that these are reviewed periodically. The estimate does not take account of any increase in rates that may apply following a review. In addition, it does not take account of staff promotions or changes to the office holder's team.

It is Griffins' policy to use the most junior grade of staff compatible with the efficient conduct of a matter, in order to ensure that costs to creditors are kept to a minimum. Where investigation work has been undertaken, this will normally be carried out by a senior member of staff and partner. Such investigations are conducted with regard to the level of assets available to fund any further investigations or actions, and the materiality of any matters that have been identified.

Capital Aviation Services Limited (In Liquidation)
In the High Court of Justice No.5787 of 2017

Appendix A3

Estimated Outcome Statement as at 8/11/2018

Position @ 15/11/2017 £	Projected net benefit to the Estate		Hours	Blended Rate	Position @ 08/11/2018 £	Projected net benefit to the Estate
		REALISATION OF ASSETS				
0.00		**PPI**	Estimated to Realise		0.00	
0.00		Time Costs Incurred	[0.33 hrs @	262.64 per hr]	(86.67)	
0.00					**(86.67)**	
	0.00					**(86.67)**
0.00		**HMRC Refund**	Estimated to Realise		350.53	
	0.00					**350.53**
	0.00					**263.86**
		INVESTIGATION / LITIGATION				
0.00		**Initial Investigations**				
(776.25)		Time Costs Incurred	[57.16 hrs @	337.80 per hr]	(19,308.79)	
(17,847.50)		Future Time Costs	[0.00 hrs @	0.00 per hr]	0.00	
(18,623.75)					**(19,308.79)**	
	(18,623.75)					**(19,308.79)**
0.00		**Basic Agreement with FACC**	Estimated to Realise		0.00	
0.00		Time Costs Incurred	[0.42 hrs @	342.26 per hr]	(143.75)	
0.00		Future Time Costs	[36.50 hrs @	374.79 per hr]	(13,680.00)	
0.00					**(13,823.75)**	
	0.00					**(13,823.75)**
	(18,623.75)					**(32,868.68)**
		STATUTORY AND PROFESSIONAL COMPLIANCE				
(3,029.99)		Time Costs Incurred	[40.92 hrs @	282.55 per hr]	(11,562.08)	
(7,132.50)		Estimated Future Time Costs	[14.50 hrs @	354.66 per hr]	(5,142.50)	
(10,162.49)					**(16,704.58)**	
(218.19)		Expenses Incurred			(383.69)	
(161.00)		Estimated Future Expenses			(3.00)	
	(10,541.68)					**(17,091.27)**
		CREDITOR RELATED WORK				
0.00		Time Costs Incurred	[2.08 hrs @	314.10 per hr]	(653.33)	
(1,570.00)		Estimated Future Time Costs	[5.00 hrs @	325.00 per hr]	(1,625.00)	
	(1,570.00)					**(2,278.33)**
		STATUTORY CHARGES				
(11,000.00)		Expenses Incurred			(17,424.10)	
0.00		Estimated Future Expenses			(88.00)	
	(11,000.00)					**(17,512.10)**
	(41,735.43)	**Total Estimated sum available to Unsecured Creditors**				**(69,750.38)**
	(920,450.48)	Estimated Unsecured Creditors				(920,495.00)
	(962,185.91)	**Estimated deficit as regards unsecured creditors**				**(990,245.38)**

The blended rate represents the average chargeout rate across all staff and has been rounded to two decimal places, which may result in a slight variance between the estimated cost shown, and the multiplication of the time incurred by the blended rate.

Capital Aviation Services Limited (In Liquidation)
In the High Court of Justice No.5787 of 2017

Appendix A4

Expenses Table as at 08/11/2018

	Position @ 15/11/2017	Position @ 08/11/2018		
		Incurred to date	Estimated Future	Total
	£	£	£	£
Statutory and Professional Compliance				
Statutory Advertising	149.00	149.00	-	**149.00**
Specific Bond	12.50	20.00	-	**20.00**
Courier Charges	205.69	205.69	-	**205.69**
Land Registry searches	12.00	9.00	3.00	**12.00**
Total	**379.19**	**383.69**	**3.00**	**386.69**
Statutory Charges				
Petition Costs	-	7,936.10	N/A	**7,936.10**
Official Receiver Administration Fee	5,000.00	5,000.00	N/A	**5,000.00**
Deposit Paid	-	- 1,600.00	N/A	**- 1,600.00**
Official Receiver General Fee	6,000.00	6,000.00	N/A	**6,000.00**
Insolvency Service Account - Quarterly Bank Charges	-	88.00	88.00	**176.00**
Total	11,000.00	17,424.10	**88.00**	17,512.10
Investigation / Litigation				
Net of Vat	**11,379.19**	**17,807.79**	**91.00**	**17,898.79**
TOTAL	**11,379.19**	**17,807.79**	**91.00**	**17,898.79**

Post-Appointment Statutory and Professional Compliance

I am required, as Liquidator, to undertake the following tasks:

- On appointment, set the case up on our insolvency database and maintain and separately record all financial records on the case, including the recording of creditors and employees;
- Notify creditors of my appointment; and advertise the appointment in the Gazette;
- Return to the Official Receiver a signed undertaking to pay out of the first realisations of assets, both the balance currently appearing in their account and those monies, including fees, guarantees and advances paid by the Official Receiver, becoming due in future and payable under Insolvency Act 1986 and the IR 2016;
- Obtain a Specific Penalty bond for a sum equal to the company's assets subject to the statutory provisions. This bond covers any losses to the estate for any possible fraud or dishonesty of the Liquidator whether acting alone or in collusion with one or more persons and/or the fraud and dishonesty of any person committed with the connivance of the Liquidator;
- To provide creditors with the opportunity to establish a Liquidation Committee when a decision procedure is required;
- Undertake a one month case review to ensure that all initial statutory matters have been completed, asset realisation and initial investigations commenced;
- Obtain the company's books and records;
- Establish whether the company has an occupational pension scheme.

Annual Statutory and Professional Compliance

In addition to the tasks identified above, each year I am required to undertake the following statutory tasks:

- Prepare and issue an Annual Report to creditors;
- Undertake bi-annual case reviews to ensure that the case is being progressed efficiently and in a timely manner; statutory duties have been undertaken; consider any ethical, money laundering and Bribery Act 2010 issues pertaining to the case and ensure that any identified matters are addressed;
- Submit VAT returns to HM Revenue and Customs, to ensure that any VAT refunds or payments are received or paid;
- Submit annual Tax returns to HM Revenue and Customs;
- Maintain the case cash book, by undertaking quarterly ISA reconciliations and ensure that funds received are paid into the ISA account within 14 days of receipt or forthwith if £5,000 or more is received.

Closing Statutory and Professional Compliance

After concluding all case related matters, I am required to:

- Prepare and submit a letter to HM Revenue and Customs requesting clearance to close the case;
- Reconcile the cash book ready for closure;
- Prepare and issue the Final Account to creditors;
- Send the final receipts and payments account to the Court, the Official Receiver and the Insolvency Service and confirmation that I have received my release;
- If the creditors have so resolved, obtain my release from the Secretary of State;
- Obtain authorisation from the Official Receiver to destroy the books, papers and other records of the company;
- Retain and store the liquidation records for a minimum of 6 years after the vacation of office.

Tasks in relation to creditors' claims

- Ensure that all creditors' claims are listed with the correct addresses and references and that the amount claimed correlates to the Statement of Affairs;
- Enter proof of debt forms/claims as and when they are received;
- Before paying a dividend, review the level of funds available and ensure that all costs and expenses have been paid in accordance with the rules of priority;
- Assignment of the right to dividend, where notice is given to the office holder by a person entitled to a dividend that he wishes the dividend to be paid to another person;
- Deal with enquires from creditors;
- Adjudicate on claims;
- Declare and pay a dividend, if sufficient funds are available.

Receipts and Payments Account for the period 9 November 2017 to 8 November 2018 and Statutory and Office Holder Information

Contents

Appendices

B1. Liquidator's Receipts and Payments Account for the period 9 November 2017 to 8 November 2018

B2. Statutory and Office Holder Information

Capital Aviation Services Limited (In Liquidation)
In the High Court of Justice No. 5787 of 2017

Appendix B1

Receipts and Payments Account for the period 9 November 2017 to 8 November 2018

Statement of Affairs £		From 09/11/2017 To 08/11/2018 £	From 09/11/2017 To 08/11/2018 £
	ASSET REALISATIONS		
	VAT Refund	350.53	350.53
		350.53	350.53
	COST OF REALISATIONS		
	O.R. Disbursements	5,000.00	5,000.00
	OR General Fee	6,000.00	6,000.00
	Petitioners Deposit	(1,600.00)	(1,600.00)
	Courier Charges	205.69	205.69
	Statutory Advertising	149.00	149.00
	Bank Charges	88.00	88.00
		(9,842.69)	(9,842.69)
	UNSECURED CREDITORS		
(920,450.48)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(920,550.48)		**(9,492.16)**	**(9,492.16)**
	REPRESENTED BY		
	VAT Receivable		70.94
	No.2 Account		(425.63)
	ISA NIB		(9,137.47)
			(9,492.16)

Kevin Goldfarb
Liquidator

Statutory Information

Company information

Company name:	Capital Aviation Services Limited
Company number:	01518689
Trading name:	As above
Nature of business:	Provision of aviation engineers to businesses
Trading address:	The Old Wheel, 31-37 Church Street, Reigate, Surrey, RH2 0AD
Court name:	High Court of Justice
Court reference:	No. 5787 of 2017
Petitioning creditor:	FACC Operations GmbH
Registered office:	Griffins, Tavistock House South, Tavistock Square, London,, WC1H 9LG
Former registered office:	The Old Wheel, 31-37 Church Street, Reigate, Surrey, RH2 0AD
Winding-up order date:	9 October 2017

Liquidator's details

Name:	Kevin Goldfarb
IP number:	8858
Name of firm:	Griffins
Firm's address:	Tavistock House South, Tavistock Square, London, WC1H 9LG
Date of Appointment:	9 November 2017

Former Joint Liquidator's details

Name:	Adam Harris
IP number:	15454
Name of firm:	Griffins
Firm's address:	Tavistock House South, Tavistock Square, London, WC1H 9LG
Date of Appointment:	9 November 2017
Date ceased to act:	2 January 2018

Creditor Documentation

Contents

Appendices

C1. Notice of Decision Procedure by Virtual Meeting

C2. Proxy Form

C3. Proof of Debt Form

C4. Creditors' rights – Rules 18.9 and 18.34 of The Insolvency (England & Wales) Rules 2016

Rule 15.8 **Notice of Decision Procedure by Virtual Meeting**

Capital Aviation Services Limited (In Liquidation)

Company number: 01518689

This notice is given under Rule 15.8 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). A virtual meeting of creditors has been convened at which the following resolutions will be proposed:

1. To approve that the Liquidator's remuneration be calculated on the basis of time properly spent by the Liquidator and his staff, subject to an authorised maximum of £52,000, (net of VAT).

The virtual meeting which will be conducted via the Skype online conferencing facility, to be held as follows:

Date: 19 February 2019

Time: 11:00 am

To access the virtual meeting, please visit the following website: http://www.griffins.net/creditors/

The virtual meeting may be suspended or adjourned by the chair of the meeting (and must be adjourned if it is so resolved at the meeting).

Also provided is a proxy form to enable creditors to appoint a proxy-holder to attend on their behalf (*note: any creditor who is not an individual must appoint a proxy-holder, if they wish to attend or be* represented at the meeting).

All proxy forms, together with a proof of debt if one has not already been submitted, must be completed and returned by one of the methods set out below:

By post to: Griffins, Tavistock House South, Tavistock Square, London, WC1H 9LG

By email to: andrew.beckett@griffins.net

Please note that, if you are sending votes by post, you must ensure that you have allowed sufficient time for the forms to be delivered to the address above by the times set out below. .

All proofs of debt must be delivered by: 4pm on 18 February 2019

All proxy forms must be delivered to the convener or chair before they may be used at the meeting fixed for 11:00 am on 19 February 2019

If the Liquidator has not received a proof of debt by the time specified above (whether submitted previously or as a result of this Notice), that creditor's vote will be disregarded. Any creditor whose debt is treated as a small debt in accordance with Rule 14.31(1) of the Rules must still deliver a proof if the creditor wishes to vote. A creditor who has opted out from receiving notices may nevertheless vote if the creditor also provides a proof by the time specified above.

Creditors who meet one or more of the statutory thresholds listed below may, within 5 business days from the date of the delivery of this Notice, require a physical meeting to be held to consider the matter.

Statutory thresholds to request a meeting:

- 10% in value of the creditors

Rule 15.8 **Notice of Decision Procedure by Virtual Meeting**

- 10% in number of the creditors
- 10 creditors

Creditors who have taken all steps necessary to attend the virtual meeting under the arrangements made by the convener, but are not able to attend the whole or part of the meeting, may complain under Rule 15.38 of the Rules. A complaint must be made as soon as reasonably practicable and in any event no later than 4pm on the business day following the day on which the person was, or appeared to be, excluded; or where an indication is sought under Rule 15.37, the day on which the complainant received the indication.

A creditor may appeal a decision by application to the court in accordance with Rule 15.35 of the Rules. Any such appeal must be made not later than 21 days after the Decision Date.

Dated 7/1/19

Signed

Kevin Goldfarb
Liquidator (IP No. 8858)
Griffins
Tavistock House South
Tavistock Square
London, WC1H 9LG

Capital Aviation Services Limited (In Liquidation)
In the High Court of Justice No. 5787 of 2017

Appendix C2

Rule 16.3

Proxy (Winding up by the Court or Bankruptcy)

Please give full name and address for communication

Name of creditor _____

Address of creditor _____

_____

_____

Name of proxy holder

Please insert name of person (who must be 18 or over) or "chairman of the meeting" (see note below) if you wish to provide for alternative proxy holders in the circumstances that your first choice is unable to attend please state the name(s) of the alternatives as well

1 _____

2 _____

3 _____

Please delete words in brackets if the proxy holder is only to vote as directed i.e. he has no discretion

I appoint the above person to be my/the creditor's proxy holder at the virtual meeting of creditors to be held on 19 February 2019 or at any adjournment of that meeting. The proxy holder is to propose or vote as instructed below (and in respect of any resolution for which no specific instruction is given, may vote or abstain at his/her discretion).

1. To approve that the Liquidator's remuneration be calculated on the basis of time properly spent by the Liquidator and his staff, subject to an authorised maximum of £52,000, (net of VAT).

PLEASE INDICATE AS APPLICABLE [For/Against]

2. Insert further resolutions as applicable

.....

.....

Any other resolutions which the proxy-holder is to propose or vote in favour of or against should be set out in numbered paragraphs in the space opposite.
This form must be signed

Signature: _____ Date: _____

Name in CAPITAL LETTERS – _____

Only to be completed if the creditor/member has not signed in person

Position with creditor or relationship to creditor or other authority for signature

_____

Are you are the sole member/shareholder of the creditor? Yes / No

This proxy may be completed with the name of the person or the chair of the meeting who is to be the proxy holder. Please note that if you nominate the chairman of the meeting to be your proxy-holder he will either be a senior staff member of Griffins or the current Liquidator

Capital Aviation Services Limited (In Liquidation)
In the High Court of Justice No. 5787 of 2017

Appendix C3

Proof of Debt Form

Date of winding-up order – 9 October 2017		
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 of the winding-up order *(see note)*	
4	Details of any documents by reference to which the debt can be substantiated and provide copies of these documents	
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.	
AUTHENTICATION		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO

If you are registered for VAT the amount claimed should include VAT even if VAT bad debt relief has been claimed under the Value Added Tax Act 1994.Creditors registered for VAT may be able to claim VAT bad debt relief in accordance with Section 36 Value Added Tax Act 1994. In broad terms relief is available when e debt is six months old and "written off" by the creditor entering it on his VAT refunds-for-bad-debts-account. Claims lodged in the liquidation should be gross, including any VAT element. If/when dividends are paid, creditors who have claimed VAT bad debt relief must apportion the dividend between VAT and the net element of their claim and account to HM Revenue & Customs for the VAT element through their VAT return. Insolvency practitioners have no role in administering VAT bad debt relief under the Value Added Tax Act 1994. Creditors who are uncertain how to claim should contact their VAT office or take professional advice.

Creditors' rights – Rules 18.9 and 18.34 of the Insolvency (England & Wales) Rules 2016

Insolvency (England & Wales) Rules 2016

Rule 18.9

Creditors' and members' requests for further information in administration, winding up and bankruptcy

(1) The following may make a written request to the office-holder for further information about remuneration or expenses (other than pre-administration costs in an administration) set out in a progress report under rule 18.4(1)(b), (c) or (d) or a final report under rule 18.14—

(a) a secured creditor;

(b) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question);

(c) members of the company in a members' voluntary winding up with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the company;

(d) any unsecured creditor with the permission of the court; or

(e) any member of the company in a members' voluntary winding up with the permission of the court.

(2) A request, or an application to the court for permission, by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one member or creditor.

(3) The office-holder must, within 14 days of receipt of such a request respond to the person or persons who requested the information by—

(a) providing all of the information requested;

(b) providing some of the information requested; or

(c) declining to provide the information requested.

(4) The office-holder may respond by providing only some of the information requested or decline to provide the information if—

(a) the time or cost of preparation of the information would be excessive; or

(b) disclosure of the information would be prejudicial to the conduct of the proceedings;

(c) disclosure of the information might reasonably be expected to lead to violence against any person; or

(d) the office-holder is subject to an obligation of confidentiality in relation to the information.

(5) An office-holder who does not provide all the information or declines to provide the information must inform the person or persons who requested the information of the reasons for so doing.

Creditors' rights – Rules 18.9 and 18.34 of the Insolvency (England & Wales) Rules 2016

(6) A creditor, and a member of the company in a members' voluntary winding up, who need not be the same as the creditor or members who requested the information, may apply to the court within 21 days of—

(a) the office-holder giving reasons for not providing all of the information requested; or

(b) the expiry of the 14 days within which an office-holder must respond to a request.

(7) The court may make such order as it thinks just on an application under paragraph (6).

Creditors' rights – Rules 18.9 and 18.34 of the Insolvency (England & Wales) Rules 2016

Rule 18.34

Remuneration and expenses: application to court by a creditor or member on grounds that remuneration or expenses are excessive

(1) This rule applies to an application in an administration, a winding-up or a bankruptcy made by a person mentioned in paragraph (2) on the grounds that—

(a) the remuneration charged by the office-holder is in all the circumstances excessive;

(b) the basis fixed for the office-holder's remuneration under rules 18.16, 18.18, 18.19, 18.20 and 18.21 (as applicable) is inappropriate; or

(c) the expenses incurred by the office-holder are in all the circumstances excessive.

(2) The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable—

(a) a secured creditor,

(b) an unsecured creditor with either—

(i) the concurrence of at least 10% in value of the unsecured creditors (including that creditor), or

(ii) the permission of the court, or

(c) in a members' voluntary winding up—

(i) members of the company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the company, or

(ii) a member of the company with the permission of the court.

(3) The application by a creditor or member must be made no later than eight weeks after receipt by the applicant of the progress report under rule 18.3, or final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question ("the relevant report").