

**Liquidator's Progress
Report****S. 192****Pursuant to sections 92A, 104A &
192 of the Insolvency Act 1986**

To the Registrar of Companies

Company Number

01674441

Name of Company

(a) Insert full
name of company

(a) Service Business Forms

Limited

(b) Insert full
name(s) and
address(es)

I/~~We~~ (b)
Andrew Fender
Sanderling House
1071 Warwick Road
Acocks Green
Birmingham
B27 6QT

the liquidator of the company attach a copy of my Progress Report under
section 192 of the Insolvency Act 1986

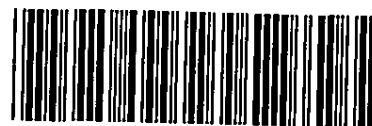
The progress report covers to period from 22 Mar 2013 to 21 Mar 2014

Signed



Date 21 May 2014

TUESDAY



A39AAGMZ
A08 03/06/2014 #144
COMPANIES HOUSE
A38IAH5U
A38 23/05/2014 #29
COMPANIES HOUSE

Service Business Forms Limited
Receipts and Payments Account from 22 March 2013 to 21 March 2014

| <u>Receipts</u> | £ |
|---|----------------------|
| Book Debts | 6,592 14 |
| Interest | 65 52 |
| VAT Refund | 4,819 33 |
| VAT Repayment re Factoring Costs | 1,251 84 |
| | <u>12,728.83</u> |
| <u>Payments</u> | |
| Debt Collection Fees | 862 85 |
| Solicitor's Fees & Expenses | 290 00 |
| Printing, Postage & Stationery | 115 00 |
| Liquidator's Fees | 13,557 56 |
| Storage | 117 39 |
| Dividend of 100p/£ to 28 Preferential Creditors | 34,484 20 |
| VAT | 2,815 99 |
| | <u>52,242.99</u> |
| <i>Balance brought forward:</i> | 77,656.86 |
| <u>Closing Balance</u> | <u>38,142.70</u> |

**TO ALL KNOWN MEMBERS AND CREDITORS
NOTICE OF FINAL MEETINGS**

21 May 2014

Our ref: af/el/el/sbf.cvl.20

Dear Sirs

SERVICE BUSINESS FORMS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Further to my appointment as Liquidator of the above named Company at a meeting of creditors on 22 March 2012, Notice is hereby given pursuant to Section 106 of the Insolvency Act 1986 that final meetings of Creditors and Members of the Company will be held at the offices of Sanderlings, Sanderling House, 1071 Warwick Road, Acocks Green, Birmingham, B27 6QT on 28 August 2014 at 10.00am and 10.30am respectively.

The purposes of the meetings are to receive an account of the Liquidator's acts and dealings and of the conduct of the winding up, and of hearing any explanation that may be given by the Liquidator, and also of determining whether the Liquidator should have his release under section 173 of the Insolvency Act 1986. I enclose for your information, a form of proxy in respect of the meetings.

Creditors and Members wishing to vote at the meeting must [unless they are individual creditors attending in person] lodge their proxies at the offices of Sanderlings no later than 12 noon the day before the meeting. A Member or Creditor entitled to attend and vote at the meeting may appoint another person as his or her proxy to attend and vote in his or her place.

STATUTORY INFORMATION

The Company, registered number 01674441, traded from premises at Graingers Lane, Cradley Heath, B64 6AN. The registered office is currently 1071 Warwick Road, Acocks Green, Birmingham, B27 6QT.

There have been no changes of office holder since the date of liquidation.

RECEIPTS & PAYMENTS ACCOUNT AND CASE PROGRESSION

I attach at Appendix 1, my receipt and payments account for the period of the liquidation.

You may recall that the Statement of Affairs of the company listed the following assets:-

| <i>Asset</i> | <i>Estimated Realisable Value (£)</i> |
|-------------------|---------------------------------------|
| Debtors | 130,862 |
| Plant & Machinery | 130,000 |
| Motor Vehicle | 17,200 |
| Office Equipment | 2,000 |
| Cash at Bank | 225 |

I would refer you to my attached annual report of 21 May 2014 as regards the realisations achieved.

Specialists in

Corporate Turnaround

Administration

Company Voluntary
Arrangements

Receiverships

Creditors Voluntary
Liquidations

Members Voluntary
Liquidations

Compulsory Liquidations

Personal Insolvency &
Bankruptcy

Debt Solutions

REMUNERATION

Since my appointment, time has been expended as follows:

- Compliance matters and cashiering, including but not limited to calculation and payment of the Bordereau liability and monitoring the Bordereau level, preparation and submission of statutory returns, completion of post appointment formalities, completion of annual reports and this report
- Realisation of assets as detailed in this report and in previous reports, including extensive correspondence and communication with agents regarding the sale by auction and with Barclays Bank Plc and agent regarding the realisation of book debts
- Agreement of preferential claims from the Redundancy Payments Service as well as substantial work in agreeing the balancing claims of employees
- The agreement of unsecured claims including all trade creditors as well as balancing unsecured employee claims
- General correspondence with creditors and members throughout the liquidation, particularly regarding Retention of Title claims
- Completion of duties in respect of the Company Directors Disqualification legislation and investigation of the Company's affairs

Creditors have authorised the Liquidator to draw remuneration by reference to the time properly given by the Liquidator and his staff in attending to matters arising in the winding up since the appointment. I attach at Appendix 2 a summary of my costs together with a note of charge out and disbursement rates. A guide to fees is available on request. The total time costs for the liquidation amount to £118,021.58 representing 486.20 hours at an average rate of £242.74 per hour. Fees in the sum of £118,021.58 have been billed and drawn against these costs.

Creditors have also authorised me to draw category 2 type disbursements from the funds in hand Details of all disbursements incurred:-

| Nature of disbursement | Amount Incurred | Amount drawn between 22.03.12 and 21.05.14 |
|--|-----------------|--|
| The Liquidator's category 1 disbursements (net) | | |
| Solicitor's Fees & Expenses | 4,392.83 | 4,392.83 |
| Agent's Fees & Expenses | 44,175.05 | 44,175.05 |
| IT Services | 604.00 | 604.00 |
| Insurance | 2,418.01 | 2,418.01 |
| Advertising | 258.00 | 258.00 |
| Insolv | 110.00 | 110.00 |
| Bordereau | 750.00 | 750.00 |
| Rent Settlement | 3,735.00 | 3,735.00 |
| The Liquidator's category 2 disbursements (net) | | |
| Stationery, Printing, Postage, Telephone | 1,085.00 | 1,085.00 |
| Company Search | 45.00 | 45.00 |
| Room Hire | 350.00 | 350.00 |
| Storage | 117.39 | 117.39 |

CREDITORS' CLAIMS AND DIVIDENDS

On 28 November 2013 a first and final dividend of 100p in the pound was paid to preferential creditors. Claims from 28 creditors were agreed in the total sum of £34,484.20.

On 12 March 2014 I wrote to all unsecured creditors that had not already proved their debt and advertised for claims to be received prior to 7 April 2014.

I am today paying a first and final dividend of 1 27p in the pound to all unsecured creditors where I have agreed their claims. A total of 74 unsecured claims were agreed and the total dividend being paid is £25,426.24, which includes 14 claims from employees.

BOOKS AND RECORDS

Please note that the books and records will be destroyed 12 months after the dissolution of the company

This letter constitutes the report to be given to the meetings. Please note that these meetings are a statutory requirement and your attendance is not obligatory. Should you not wish to attend the meeting, I should be most obliged if you would kindly complete and return the attached form of proxy signifying your agreement or otherwise to the resolutions as stated.

If any creditor requires any further explanations on any aspects of the report, and does not wish to attend the meetings, please telephone or write to me and I will be pleased to deal with such enquiries.

Yours faithfully
For and on behalf of Service Business Forms Limited



Andrew Fender
Liquidator

SANDERLINGS LLP, SANDERLINGS BUSINESS SERVICES LIMITED, MAYFIELDS SANDERLINGS LLP - FEES, DISBURSEMENTS & INFORMATION

Fees

The fees of the Trustee/Liquidator/Supervisor/Administrator (appointed IP) are fixed by reference to time properly spent by the appointed IP and his staff in attending to all matters arising in the Bankruptcy/liquidation/Voluntary Arrangement/Administration (case) unless otherwise agreed with the creditors. The appointed IP and his staff charge time to all insolvency cases in units of 6 minutes. The Trustee/Liquidator/Supervisor/Administrator reserves the right to charge interest at a rate of 2% above bank base rate on unrecovered work in progress.

The charge-out rates for the various categories of staff are as follows -
(There is to be no charge out rate increase from 1 February 2012)

| | Charge Out Rate per Hour £ |
|---|-------------------------------|
| Appointed Partner (Trustee, Supervisor, Liquidator, Administrator, Administrative Receiver) | 395 |
| Partner/Senior Manager | 285 |
| Manager | 215 |
| Case Administrator | 145 |
| Support staff (only to be chargeable for periods of 1 hour or more) | 105 |
| Junior | 40 |

Standard Activity

Examples of Work

| | |
|---|---|
| Statutory Compliance, administration & planning | Statutory reporting and compliance, compliance with other regulatory requirements case planning, administrative set up, appointment notification, maintenance of records, SIP 2 review, CDDA reports, Investigating antecedent transactions |
| Investigations | Identifying, securing, insuring assets, Retention of title, Debt collection |
| Realisation of assets | Property business and asset sales |
| Trading | Management of operations, accounting for trading, on going employee issues |
| Creditors | Communication with creditors, Creditors' claims (including employees and other preferential creditors) |

Disbursements - Category 2 Disbursements

In dealing with the case, the appointed IP will incur expenses and disbursements that are recoverable from the assets available in the case in accordance with Rules 6.224 and 4.218 respectively of the Insolvency Rules. In addition to out of pocket expenditure, the appointed IP will also recover shared or allocated costs. These may be referred to as category 2 disbursements. Where applicable, such category 2 type disbursements are calculated as follows -

| Expense Type | Basis of Charge |
|---|---|
| For all official stationery, printing postage and telephone charges, including notices to creditors and contributories in respect of the first meetings of creditors and contributories | (i) for a number of creditors and Contributories not exceeding 25, £175 (ii) for every additional 10 creditors and contributories or part thereof, £40 |
| Where any other meetings of creditors or contributories are held, for summoning and holding the meetings and for statutory circulars | (iii) for a number of creditors and Contributories not exceeding 25, £155 (iv) for every additional 10 creditors and contributories or part thereof, £20 |

All other expenses and disbursements are recovered as follows

| Expense Type | Basis of Charge |
|---|----------------------------|
| Room Hire (for each statutory meeting of creditors) | £175.00 per meeting |
| Mileage | 35-95p per mile |
| Company search costs | £45 per search |
| Storage of company books and records | £2.50 per box per quarter* |

* Where funds permit, a charge for storage of boxes for 12 months after closure of the case is made to cover storage costs until such time as destruction of the records is permitted. Minimum charge of £200 to cover administration.
Should any creditor require further clarification in respect of fees or expenses, then please contact the appointed IP or case manager as identified in the correspondence concerning the case in question.

INFORMATION

Within 21 days of receipt of this progress report a creditor may request that I provide further information about the remuneration and expenses set out in the report. A request must be in writing, and may be made by a secured creditor, or an unsecured creditor with the concurrence of at least 5% in value of the creditors (including that creditor) or the permission of the court. You also have a right to challenge my remuneration and expenses.

I am obligated to provide the requested information within 14 days, unless I consider that the time or cost involved in preparing the information would be excessive, or disclosure would be prejudicial to the conduct of the proceedings or might be expected to lead to violence against any person, or I am subject to an obligation of confidentiality in relation to the information requested, in which case I must give the reasons for not providing the information.

Any creditor may apply to the court within 21 days of my refusal to provide the requested information, or the expiry of the 14 days time limit for the provision of the information.

A guide to fees is available on request or at www.icaew.com/en/technical/insolvency/creditors-guides - Updated May 2014

TO ALL KNOWN MEMBERS & CREDITORS
ANNUAL REPORT

21 May 2014

Our ref af el el sbf cvl 4

Dear Sirs

SERVICE BUSINESS FORMS LIMITED – IN CREDITORS' VOLUNTARY LIQUIDATION

Following my appointment as Liquidator of the above named company on the 22 March 2012, I set out below my second annual report in respect of the Liquidation

STATUTORY INFORMATION

The Company, registered number 01674441, traded from premises at Graingers Lane, Cradley Heath, B64 6AN. The registered office is currently 1071 Warwick Road, Acocks Green, Birmingham, B27 6QT.

There have been no changes of office holder since the date of liquidation

RECEIPTS & PAYMENTS ACCOUNT AND CASE PROGRESSION

I attach at Appendix 1, my receipt and payments account for the period covered by this report, and at Appendix 2, a cumulative account to date.

You may recall that the Statement of Affairs of the company listed the following assets -

| Asset | Estimated Realisable Value (£) |
|-------------------|--------------------------------|
| Debtors | 130,862 |
| Plant & Machinery | 130,000 |
| Motor Vehicle | 17,200 |
| Office Equipment | 2,000 |
| Cash at Bank | 225 |

My previous annual report dated 2 May 2013 detailed how I had instructed agents to assist with the sale of the Company's plant, machinery, office equipment and motor vehicles. As you will note from the receipts and payments account, the sum of £221,138 plus VAT was realised in this regard

Specialists in.

Corporate Turnaround

Administration

Company Voluntary
Arrangements

Receiverships

Creditors Voluntary
Liquidations

Members Voluntary
Liquidations

Compulsory Liquidations

Personal Insolvency &
Bankruptcy

Debt Solutions

With regard to the book debts, my last report explained the reasons why realisations were less than anticipated in the statement of affairs and highlighted the difficulties I experienced with Barclays Bank regarding the collection of these debts and the significant amount of time and costs incurred in continuously chasing the bank for progress in making a decision on permission to pursue the debts and on the eventual reassignment of the ledger

You will recall that after finally obtaining this reassignment in November 2012 I instructed an agent to complete realisation of the outstanding debts. In this period my agents have collected a further £6,592 14 in respect of these outstanding debts, bringing the total to £17,484 04, and they have advised that no further realisations are possible

Aside from the rates refund highlighted in my previous report, no other assets have come to my attention during the course of my investigations

REMUNERATION

Since my last report, time has been expended as follows

- Compliance matters and cashiering, including but not limited to calculation and payment of the Bordereau liability and monitoring the Bordereau level, preparation and submission of statutory returns, completion of last annual report
- Realisation of assets as detailed within this report, including communication with my debt collection agent
- Dealing with the Redundancy Payments Service and the Company regarding employee claims, including voluminous work in considering balancing claims for employees
- Correspondence with unsecured creditors regarding outstanding claims

Creditors have authorised the Liquidator to draw remuneration by reference to the time properly given by the Liquidator and his staff in attending to matters arising in the winding up since the appointment. I attach at Appendix 3 a summary of my costs for this period and at Appendix 4 a summary of my total time costs for the liquidation, together with a note of charge out and disbursement rates. A guide to fees is available on request. The time costs for this period amount to £22,082 07 representing 94 70 hours at an average rate of £233 18 per hour. Fees in the sum of £13,557 56 have been billed and drawn in this second period, and a further £12,738 52 since the end of the period.

Creditors have also authorised me to draw category 2 type disbursements from the funds in hand. Details of all disbursements incurred to date as below -

| Nature of disbursement | Amount incurred | Amount drawn between 22.03.13 and 21.03.14 |
|--|-----------------|--|
| The Liquidator's category 1 disbursements (net) | | |
| Solicitor's Fees & Expenses | 4,392 83 | 290 00 |
| Agent's Fees | 44,175.05 | 862 85 |
| IT Services | 604 00 | Nil |
| Insurance | 2,418 01 | Nil |

| | | |
|---|----------|--------|
| Advertising | 258 00 | Nil |
| Insolv | 110.00 | Nil |
| Bordereau | 750 00 | Nil |
| Rent Settlement | 3,735 00 | Nil |
| The Liquidator's category 2 disbursements (net) | | |
| Stationery, printing, postage, telephone | 1,085 00 | 115 00 |
| Company search | 45.00 | Nil |
| Room Hire | 350.00 | Nil |
| Storage | 117 39 | 117 39 |

CREDITORS' CLAIMS AND DIVIDENDS

On 28 November 2013 a first and final dividend of 100p in the pound was paid to preferential creditors. Claims from 28 creditors were agreed in the total sum of £34,484 20

On 12 March 2014 I wrote to all unsecured creditors that had not already proved their debt and advertised for claims to be received prior to 7 April 2014.

I am today paying a first and final dividend of 1 27p in the pound to all unsecured creditors where I have agreed their claims. A total of 74 unsecured claims were agreed and the total dividend being paid is £25,426 24, which includes 14 claims from employees

This concludes my report, however if you should require any additional information, please contact me.

Yours faithfully
For and on behalf of
Service Business Forms Limited



Andrew Fender
Liquidator

Time & Chargeout Summaries

Service Business Forms Limited

From 22/03/2012 to 21/05/2014

| Classification Of Work Function | Partner | Manager | Other Senior Professional | Assistants & Support Staff | Total Hours | Time Cost | Average Hourly Rate |
|---------------------------------|-----------|-----------|---------------------------|----------------------------|-------------|------------|---------------------|
| Administration & Planning | 8 10 | 9 50 | 18 70 | 60 70 | 97 00 | 19,994 94 | 206 13 |
| Investigations | 1 00 | 0 00 | 1 00 | 3 00 | 5 00 | 1,115 00 | 223 00 |
| Asset Realisation | 9 00 | 181 00 | 21 50 | 3 00 | 214 50 | 61,702 50 | 287 66 |
| Trading | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 |
| Creditors | 12 90 | 21 00 | 39 60 | 95 90 | 169 40 | 35,123 63 | 207 34 |
| Specific Matters | 0 00 | 0 00 | 0 30 | 0 00 | 0 30 | 85 50 | 285 00 |
| Total Fees Claimed £ | 12,245 00 | 60 277 50 | 23,113 50 | 22,385 57 | | 118,021 58 | |
| Total Hours | 31 00 | 211 50 | 81 10 | 162 60 | 486 20 | | |
| Average Rate | 395 00 | 285 00 | 285 00 | 137 67 | | | 242 74 |

Time & Chargeout Summaries

Service Business Forms Limited

From 22/03/2013 to 21/03/2014

| Classification Of Work Function | Partner | Manager | Other Senior Professional | Assistants & Support Staff | Total Hours | Time Cost | Average Hourly Rate |
|---------------------------------|----------|----------|---------------------------|----------------------------|-------------|-----------|---------------------|
| Administration & Planning | 2 50 | 6 50 | 7 70 | 9 30 | 26 00 | 6,339 94 | 243 84 |
| Investigations | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 |
| Asset Realisation | 0 00 | 4 50 | 1 40 | 0 20 | 6 10 | 1,710 50 | 280 41 |
| Trading | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 |
| Creditors | 7 50 | 21 00 | 9 20 | 24 90 | 62 60 | 14,031 63 | 224 15 |
| Total Fees Claimed £ | 3 950 00 | 9,120 00 | 5,215 50 | 3,796 57 | | 22,082 07 | |
| Total Hours | 10 00 | 32 00 | 18 30 | 34 40 | 94 70 | | |
| Average Rate | 395 00 | 285 00 | 285 00 | 110 37 | | | 233 18 |

Time & Chargeout Summaries

Service Business Forms Limited

From 22/03/2012 to 21/05/2014

| Classification Of Work Function | Partner | Manager | Other Senior Professional | Assistants & Support Staff | Total Hours | Time Cost | Average Hourly Rate |
|---------------------------------|-----------|-----------|---------------------------|----------------------------|-------------|------------|---------------------|
| Administration & Planning | 8 10 | 9 50 | 18 70 | 60 70 | 97 00 | 19 994 94 | 206 13 |
| Investigations | 1 00 | 0 00 | 1 00 | 3 00 | 5 00 | 1,115 00 | 223 00 |
| Asset Realisation | 9 00 | 181 00 | 21 50 | 3 00 | 214 50 | 61,702 50 | 287 66 |
| Trading | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 |
| Creditors | 12 90 | 21 00 | 39 60 | 95 90 | 169 40 | 35 123 63 | 207 34 |
| Specific Matters | 0 00 | 0 00 | 0 30 | 0 00 | 0 30 | 85 50 | 285 00 |
| Total Fees Claimed £ | 12,245 00 | 60,277 50 | 23 113 50 | 22,385 57 | | 118 021 58 | |
| Total Hours | 31 00 | 211 50 | 81 10 | 162 60 | 486 20 | | |
| Average Rate | 395 00 | 285 00 | 285 00 | 137 67 | | | 242 74 |

SANDERLINGS LLP, SANDERLINGS BUSINESS SERVICES LIMITED, MAYFIELDS SANDERLINGS LLP - FEES, DISBURSEMENTS & INFORMATION

Fees

The fees of the Trustee/Liquidator/Supervisor/Administrator (appointed IP) are fixed by reference to time properly spent by the appointed IP and his staff in attending to all matters arising in the Bankruptcy/Liquidation/Voluntary Arrangement/Administration (case) unless otherwise agreed with the creditors. The appointed IP and his staff charge time to all insolvency cases in units of 6 minutes. The Trustee/Liquidator/Supervisor/Administrator reserves the right to charge interest at a rate of 2% above bank base rate on unrecovered work in progress.

The charge-out rates for the various categories of staff are as follows -
(There is to be no charge out rate increase from 1 February 2012)

| | Charge Out Rate per Hour £ |
|---|-------------------------------|
| Appointed Partner (Trustee, Supervisor, Liquidator, Administrator, Administrative Receiver) | 395 |
| Partner/Senior Manager | 285 |
| Manager | 215 |
| Case Administrator | 145 |
| Support staff (only to be chargeable for periods of 1 hour or more) | 105 |
| Junior | 40 |

Standard Activity

Examples of Work

| | |
|--|---|
| Statutory Compliance administration & planning | Statutory reporting and compliance, compliance with other regulatory requirements case planning, administrative set up, appointment notification, maintenance of records, SIP 2 review, CDDA reports, Investigating antecedent transactions |
| Investigations | Identifying, securing, insuring assets, Retention of title, Debt collection |
| Realisation of assets | Property business and asset sales |
| Trading | Management of operations, accounting for trading, on going employee issues |
| Creditors | Communication with creditors, Creditors' claims (including employees and other preferential creditors) |

Disbursements - Category 2 Disbursements

In dealing with the case, the appointed IP will incur expenses and disbursements that are recoverable from the assets available in the case in accordance with Rules 6.224 and 4.218 respectively of the Insolvency Rules. In addition to out of pocket expenditure, the appointed IP will also recover shared or allocated costs. These may be referred to as category 2 disbursements. Where applicable, such category 2 type disbursements are calculated as follows -

| Expense Type | Basis of Charge |
|---|---|
| For all official stationery, printing postage and telephone charges, including notices to creditors and contributories in respect of the first meetings of creditors and contributories | (i) for a number of creditors and Contributories not exceeding 25, £175 (ii) for every additional 10 creditors and contributories or part thereof, £40 |
| Where any other meetings of creditors or contributories are held, for summoning and holding the meetings and for statutory circulars | (iii) for a number of creditors and Contributories not exceeding 25, £155 (iv) for every additional 10 creditors and contributories or part thereof, £20 |

All other expenses and disbursements are recovered as follows

| Expense Type | Basis of Charge |
|---|----------------------------|
| Room Hire (for each statutory meeting of creditors) | £175.00 per meeting |
| Mileage | 35-95p per mile |
| Company search costs | £45 per search |
| Storage of company books and records | £2.50 per box per quarter* |

* Where funds permit, a charge for storage of boxes for 12 months after closure of the case is made to cover storage costs until such time as destruction of the records is permitted. Minimum charge of £200 to cover administration.

Should any creditor require further clarification in respect of fees or expenses, then please contact the appointed IP or case manager as identified in the correspondence concerning the case in question.

INFORMATION

Within 21 days of receipt of this progress report a creditor may request that I provide further information about the remuneration and expenses set out in the report. A request must be in writing, and may be made by a secured creditor, or an unsecured creditor with the concurrence of at least 5% in value of the creditors (including that creditor) or the permission of the court. You also have a right to challenge my remuneration and expenses.

I am obligated to provide the requested information within 14 days, unless I consider that the time or cost involved in preparing the information would be excessive or disclosure would be prejudicial to the conduct of the proceedings or might be expected to lead to violence against any person, or I am subject to an obligation of confidentiality in relation to the information requested, in which case I must give the reasons for not providing the information.

Any creditor may apply to the court within 21 days of my refusal to provide the requested information, or the expiry of the 14 days time limit for the provision of the information.

A guide to fees is available on request or at www.icaew.com/en/technical/insolvency/creditors-guides - Updated May 2014

PROXY [MEMBERS OR CREDITORS VOLUNTARY WINDING UP]

SERVICE BUSINESS FORMS LIMITED

Notes to help with the completion
of the form

Name of
creditor/member

Please give full name and address for
communication

Address of creditor/member

Please insert the name of a person
[who must be 18 or over] or the
'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 alternative(s) as well

Name of proxy-holder

1

2

3

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

I appoint the above person to be my/the creditors/members proxy-holder at the meeting of creditors/members to be held on 28 August 2014, 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]

VOTING INSTRUCTIONS FOR RESOLUTIONS

1. FOR/AGAINST

The liquidator may obtain his release from office

2. FOR/AGAINST

Should any realisations be received following the Liquidator's release, he is empowered to use such funds to settle unpaid disbursements and outstanding time costs

3. FOR/AGAINST

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 provided
below paragraph 1. If more room is
required please use the other side of
this form

Signature

Date

This form must be signed

Name in CAPITAL LETTERS

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

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

Please note that if you nominate the chairman of the meeting to be your proxy holder he/she will either be a director of the company or the current liquidator