

LIQ03

Notice of progress report in voluntary winding up



Companies House

WEDNESDAY



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A13

05/02/2020

#140

COMPANIES HOUSE

1 Company details

Company number 02033407

Company name in full Davis and Davis Plumbing and Heating Ltd

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Matthew

Surname Fox

3 Liquidator's address

Building name/number Beacon

Street 99 Leigh Road

Post town Eastleigh

County/Region Hampshire

Postcode SO50 9DR

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

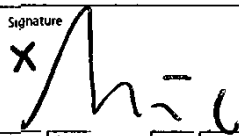
Country

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 7 | m 1 | m 2 | y 2 | y 0 | y 1 | y 8 | |
| To date | d 0 | d 6 | m 1 | m 2 | y 2 | y 0 | y 1 | y 9 | |
| 7 | | Progress report | | | | | | | |
| | | <input checked="" type="checkbox"/> The progress report is attached | | | | | | | |
| 8 | | Sign and date | | | | | | | |
| Liquidator's signature | <div style="display: flex; align-items: center;"> <div style="text-align: center;"> <div style="border: 1px solid black; padding: 2px;">Signature</div>  </div> <div style="margin-left: 20px;">X</div> </div> | | | | | | | | |
| Signature date | d 3 | d 1 | m 0 | m 1 | y 2 | y 0 | y 2 | y 0 | |

DAVIS AND DAVIS PLUMBING AND HEATING LIMITED
(In Members' Voluntary Liquidation)

Annual Progress Report to 6 DECEMBER 2019

Matthew Fox – Liquidator

BEACON

99 Leigh Road, Eastleigh, Hampshire SO50 9DR

023 8065 1441

mfox@beaconllp.com

This report has been prepared for the sole purpose of updating the creditors and members for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

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1. EXECUTIVE SUMMARY

This Progress Report summarises the progress of the liquidation for the period from 7 December 2018 to 6 December 2019 ("the Review Period"). Statutory Information is set out at Appendix 1.

A summary of key information in this report is detailed below.

1.1 Realisations

| Asset | Est. to realise per Declaration of Solvency | Realisations to date | Estimated future realisations | Estimated total realisations |
|------------------------|---|----------------------|-------------------------------|------------------------------|
| Cash at Bank | 29,892.00 | 35,312.31 | - | 35,312.31 |
| Bank card refund | - | 1.18 | - | 1.18 |
| Trade Debtors | 757.00 | 757.00 | - | 757.00 |
| Other Debtors | 6,868.00 | 6,868.00 | - | 6,868.00 |
| HMRC VAT Refund | 512.00 | 232.17 | - | 232.17 |
| HMRC CT Refund | 2,200.00 | - | - | - |
| Third Party Loans | 2,660.00 | 2,660.00 | - | 2,660.00 |
| Leasehold Property | 132,500.00 | 132,500.00 | - | 132,500.00 |
| Motor Vehicles | 6,000.00 | 6,000.00 | - | 6,000.00 |
| Furniture and Fittings | 1,000.00 | 1,000.00 | - | 1,000.00 |

1.2 Expenses

| Expense | Expense incurred to date | Estimated further expense to closure | Estimated total expense |
|-----------------------|--------------------------|--------------------------------------|-------------------------|
| Liquidator's Fee | 2,500.00 | - | 2,500.00 |
| Liquidator's Bond | 255.00 | - | 255.00 |
| Statutory Advertising | 224.25 | - | 224.25 |
| Input VAT | 544.85 | - | 544.85 |

1.3 Distributions

| Class – Unsecured Creditors | Distribution paid to date | Est. total distribution, based upon the above |
|-----------------------------------|---------------------------|---|
| Barclaycard | 69.19 | 100p/£ |
| V Davis - Wages | 171.00 | 100p/£ |
| H Davis - Wages | 240.00 | 100p/£ |
| Castle Water | 11.59 | 100p/£ |
| Opus Energy | 70.40 | 100p/£ |
| O2 | 36.48 | 100p/£ |
| Clear Business | 24.19 | 100p/£ |
| Contingent Liabilities | 5,860.00 | 100p/£ |
| Accountants Fees | 1,560.00 | 100p/£ |
| HMRC PAYE/NI | 445.49 | 100p/£ |
| Class – Ordinary Creditors | | |
| Ordinary shareholders | 172,795.00 | 100p/£ |

2. INTRODUCTION

The purpose of this report is to detail my acts and dealing as Liquidator of Davis and Davis Plumbing and Heating Ltd (In Liquidation) ("the Company") for the year ended 6 December 2019 and it should be read in conjunction with my previous correspondence to members.

Attached at Appendix 1 is a summary of statutory information regarding the Company and the Liquidation.

3. ADMINISTRATION AND PLANNING (INCLUDING STATUTORY REPORTING)

As Liquidator, I am required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit, they assist in the efficient and compliant progressing of the liquidation, which ensures that I and my staff carry out our work to high professional standards. The narrative detail in respect of these tasks may be found in Appendix 4.

4. ASSET REALISATIONS

My Receipts and Payment Account for the period ending 6 December 2019, is attached at Appendix 2. I have detailed below key information about asset realisation, however more detailed narrative about the work undertaken may be found at Appendix 4.

4.1 Declaration of Solvency

According to the Declaration of Solvency lodged in these proceedings, the assets of the Company had an estimated value of £182,389.00 which comprised principally of;

| | £ |
|------------------------|------------|
| Cash at Bank | 29,892.00 |
| Trade Debtors | 757.00 |
| Other Debtors | 6,868.00 |
| HMRC VAT | 512.00 |
| HMRC CT | 2,200.00 |
| Leasehold Property | 132,500.00 |
| Motor Vehicles | 6,000.00 |
| Furniture and Fittings | 1,000.00 |

4.2 Cash at Bank

The Declaration of Solvency estimated that the Liquidation estate would contain cash at bank of £29,892.00 and the balance on the account as at Liquidation was £35,312.31. The Company's bank account has been closed and the closing balance of £588.68 has been received, after deduction of liabilities and distributions.

4.3 Trade Debtors, Other Debtors, Third Party Loans, Motor Vehicles, Furniture and Fittings

The Declaration of Solvency detailed the amounts of £757.00, £6,868.00, £2,660.00, £6,000.00 and £1,000.00 in respect of Trade Debtors, Other Debtors, Third Party Loans, Motor Vehicles and Furniture and Fittings. All have been distributed as a Distribution in Specie to Shareholders.

4.4 HMRC VAT and CT

The Declaration of Solvency detailed the amount of £512.00 as being outstanding from VAT and I have received a VAT refund of £232.17. I am yet to receive a VAT refund of £544.85 relating to my fees in the liquidation. The Declaration of Solvency also detailed an amount of £2,200.00 as being outstanding to the company and I am still chasing a refund of £2,209.89.

4.4 Pension

The company does sponsor a pension scheme and I am chasing the provider B&CE provider of the Peoples Pension for information. If I do not receive any response to my most recent correspondence, then I will engage a 3rd party to undertake the actions required.

4.5 Leasehold Property

The Declaration of Solvency detailed a Leasehold Property, Unit 1 Bridge Industries, Broadcut, Fareham, Hampshire. PO16 8SX for the amount of £132,500.00. This was distributed in specie on 21.06.2019 when the transfer was completed. It is noted on file that at market value the property could expect offers of over £125,000 and price up to £132,500.

5. PAYMENTS

6. CREDITORS

I have had to carry out key tasks which are detailed at Appendix 4.

6.1 Unsecured creditors

Any creditor of the Company is entitled to receive statutory interest on their claims which remain unpaid at the date of Liquidation. The statutory period runs from the date of Liquidation to the date the payment is made.

I have paid the following Creditors from company funds:-

| | |
|------------------------|----------|
| Barclaycard | 69.19 |
| V Davis - Wages | 171.00 |
| H Davis - Wages | 240.00 |
| Castle Water | 11.59 |
| Opus Energy | 70.40 |
| O2 | 36.48 |
| Clear Business | 24.19 |
| Contingent Liabilities | 5,860.00 |
| Accountants Fees | 1,560.00 |

The Declaration of Solvency detailed the amount of £5,860.00 as being outstanding in Contingent Liabilities and Accrued Expenses of £112 in relation to the above payments

6.2 HM Revenue & Customs (HMRC)

Upon Liquidation, several letters were sent to HMRC seeking confirmation of their claims, whether any tax liabilities remained, and requesting tax clearance for the Liquidation.

HMRC requested a pre liquidation CT return for the period 01.05.18 to 06.12.18 and this was submitted. I am currently chasing a refund of £2,209.89.

HMRC requested a PAYE Class 1A P11D return for the period 06.04.18 to 05.04.19 and the company undertook their own returns for the period 01.11.2018 to 05.12.2018 and this has been confirmed by Directors as NIL and HMRC advised.

HMRC have not confirmed they have no outstanding matters and no objection to the closure of the Liquidation.

The company was deregistered for VAT on 30 April 2018.

7. DISTRIBUTIONS TO SHAREHOLDERS

To date I have made a cash distribution of £23,010.00 and Distributions in Specie of £149,785.00 in respect of Trade Debtors, Other Debtors, Third Party Loans, Leasehold Property, Motor Vehicles and Furniture and Fittings. Further distribution of the balance of funds held will be made to the shareholders once all matters have been concluded.

8. COSTS AND EXPENSES

The payments shown on the Receipts and Payments Account at Appendix 2 are in the main self-explanatory.

8.1 Fixed fee agreed with the Directors and ratified by members.

The members authorised the fee of £2,500.00 plus VAT and disbursements for assisting the director in placing the Company into Liquidation and with preparing the Declaration of Solvency. The fee of £2,500.00 plus VAT and disbursements has been drawn. No further fee is anticipated.

8.2 Liquidators' Disbursements

The Liquidators' category 1 disbursements paid are detailed at Appendix 2 and represent the simple reimbursement of actual out of pocket payments made on behalf of the assignment.

8.3 Guide to Liquidator's Fees

Members are advised that guidelines regarding professional fees are published by the Association of Business Recovery Professionals ("R3") in a publication titled "Guide to Liquidators Fees", a copy of which can be obtained from <https://www.beaconllp.com/uploads/assets/Guide%20to%20Fees/MVL%20Guide%20to%20Fees.pdf>.

9. FURTHER INFORMATION

Members of the Company with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the Company, or any member with the permission of the court, may request further details of the Joint Liquidators' remuneration and expenses, within 21 days of receipt of this report.

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 any member with the permission of the court, may apply to court to challenge the amount and/or basis of the Joint Liquidators' fees and the amount of any proposed expenses or expenses already incurred on the grounds that they are excessive or inappropriate, within 8 weeks of receipt of this report.

10. EC REGULATIONS

(WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)

The Company's centre of main interest was in Fareham England and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

11. ETHICAL ISSUES AND COMPLAINTS

At Beacon we always strive to provide a professional and efficient service. However, we recognise that it is in the nature of insolvency proceedings for disputes to arise from time to time. As such, should you have any comments or complaints regarding the administration of this case you should contact James Pretty, Beacon, 99 Leigh Road, Eastleigh, Hampshire SO50 9DR. This will formally invoke our complaints procedure and we will endeavour to deal with your complaint under the supervision of an insolvency practitioner unconnected with the appointment.

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 the insolvency practitioner concerned. Any such complaints should be addressed to The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds, LS11 9DA, and you can make a submission using an on-line form available at www.gov.uk/complain-about-insolvency-practitioner; or you can email insolvency.enquiryline@insolvency.gsi.gov.uk; or you may phone 0300 678 0015 - calls are charged at up to 9p per minute from a land line, or for mobiles, between 8p and 40p per minute if you are calling from the UK.

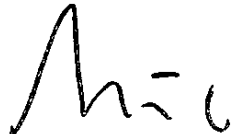
As an Insolvency Practitioner I am bound by the Insolvency Code of Ethics when carrying out all professional work relating to this and any other insolvency appointment. My regulators, the Insolvency Practitioners Association ("IPA"), have published a guide to the Code of Ethics. A copy of this guide is available online at: <http://www.insolvency-practitioners.org.uk/regulation-and-guidance/a-guide-to-the-ipa-ethics-code>

12. CONCLUSION

The administration of the liquidation will continue in order to finalise the following outstanding matters:

- Pension details provided and concluded
- VAT refund on fees received
- Full HMRC clearances received
- CT refund received
- Final distribution to be paid to shareholder.

Should you require any further information please contact Liz Coveney on 023 8065 1441 or via email liz@beaconllp.com.

A handwritten signature in black ink, appearing to read 'M-Fox'.

Matthew Fox
Liquidator

STATUTORY INFORMATION

Company

Date of Incorporation: 2 July 1986

Company Registration Number: 02033407

Registered Office: 99 Leigh Road, Eastleigh, Hampshire
SO50 9DR

Former Registered Office: 2Unit 21 Bridge Industries, Broadcut,
Fareham, Hampshire. PO16 8SX

Previous Company Name: N/A

Company Activity: 43220 – Plumbing heating and air
conditioning installation

Liquidation

Name of Liquidator: Matthew Fox

Address of Liquidator: Beacon, 99 Leigh Road, Eastleigh,
Hampshire SO50 9DR

IP Number: 9325

Date of Appointment as Liquidator: 7 December 2018

Appointed by: Members

Case Contact Name: Liz Coveney

Contact Telephone Number: 023 8065 1441

Contact Email Addresses: liz@beaconllp.com / mfox@beaconllp.com

Davis and Davis Plumbing and Heating Limited
Members Voluntary Liquidation
Annual Progress Report 2019

Liquidator's Receipts & Payments Account
For the period 7 December 2018 to 6 December 2019

Appendix 2

| | <i>Declaration of Solvency</i> | 07.12.2018 to 06.12.2019 | Totals |
|--------------------------------------|------------------------------------|---|---------------------------|
| | £ | £ | £ |
| RECEIPTS | | | |
| Cash at Bank | 29,892 | 35,312.31 | 35,312.31 |
| Bank card refund | - | 1.18 | 1.18 |
| Trade Debtors | 757 * | 757.00 | 757.00 |
| Other Debtors | 6,868 * | 6,868.00 | 6,868.00 |
| HMRC VAT Refund | 512 | 232.17 | 232.17 |
| HMRC CT Refund | 2,200 | - | - |
| Third Party Loans | 2,660 * | 2,660.00 | 2,660.00 |
| Leasehold Property | 132,500 * | 132,500.00 | 132,500.00 |
| Motor Vehicles | 6,000 * | 6,000.00 | 6,000.00 |
| Furniture & Fittings | 1,000 * | 1,000.00 | 1,000.00 |
| | | <hr/> 185,330.66 | <hr/> 185,330.66 |
| Total Receipts | | | <hr/> <hr/> 185,330.66 |
| PAYMENTS | | | |
| <u>Costs of Liquidation:</u> | | | |
| Est. Costs of Liquidation | (3,524) | | |
| Liquidator's Fee | | (2,500.00) | (2,500.00) |
| Liquidator's Bond Fee | | (255.00) | (255.00) |
| Statutory Advertising | | (224.25) | (224.25) |
| Input VAT | | (544.85) | (544.85) |
| | | <hr/> (3,524.10) | <hr/> (3,524.10) |
| <u>Creditor Liabilities</u> | | | |
| <u>Accrued Expenses</u> | | | |
| Barclaycard | | (69.19) | (69.19) |
| V Davis - Wages | | (171.00) | (171.00) |
| H Davis - Wages | | (240.00) | (240.00) |
| Castle Water | | (11.59) | (11.59) |
| Opus Energy | | (70.40) | (70.40) |
| O2 | | (36.48) | (36.48) |
| | | <hr/> (598.66) | <hr/> (598.66) |
| Clear Business | | (24.19) | (24.19) |
| Contingent Liabilities | (5,860) | (5,860.00) | (5,860.00) |
| Axxountants Fees | - | (1,560.00) | (1,560.00) |
| HMRC PAYE/NI | (113) | (445.49) | (445.49) |
| HMRC VAT | (153) | - | - |
| | | <hr/> (8,488.34) | <hr/> (8,488.34) |
| <u>Distributions to Shareholders</u> | | | |
| <u>December 2018</u> | | | |
| Mr H J Davis - 66.67% Shareholder | | (15,340.77) | (15,340.77) |
| Mrs V J Davis - 33.33% Shareholder | | (7,669.23) | (7,669.23) |
| Mr H J Davis - 66.67% Shareholder | * | (99,861.66) | (99,861.66) |
| Mrs V J Davis - 33.33% Shareholder | * | (49,923.34) | (49,923.34) |
| | | <hr/> (172,795.00) | <hr/> (172,795.00) |
| Total Payments | | | <hr/> <hr/> (184,807.44) |
| BALANCE AT BANK | | | <hr/> <hr/> 523.22 |

* Distribution in Specie in relation to Trade Debtors, Other Debtors, Third Party Loans, Leasehold property
Motor Vehicles and Furniture & Fittings

CHARGE OUT RATES AND DISBURSEMENTS

Time charging policy

Support staff include cashier, secretarial and administration support.
The minimum unit of time recorded is 6 minutes.

| Staff | Charge out rates £ |
|--|-----------------------|
| Insolvency Practitioner/Partners | 325.00 |
| Directors | 300.00 |
| Senior Manager | 275.00 |
| Manager | 250.00 |
| Assistant Manager | 190.00 |
| Senior Administrator | 190.00 |
| Administrator | 160.00 |
| Junior Administrator | 140.00 |
| Secretarial/Administration support staff | 80.00 |

Category 1 and 2 Disbursements

Disbursements are categorised as either Category 1 or Category 2.

Category 1

Category 1 disbursements are clearly identifiable third party costs that are directly attributable to the case. Occasionally these disbursements are paid by Beacon and then recharged to the case, usually when there are insufficient funds within the case to pay the disbursement at the time it falls due. Specific approval from creditors is not required for Category 1 disbursements.

Typical examples of Category 1 disbursements are:

- Postage
- Advertising
- Insurance
- Travel costs
- External room hire
- Document storage

Category 2

Category 2 disbursements are estimated or shared costs which may include some internal recharges from Beacon. It is likely that it is not possible, or too costly, to calculate the exact cost and an estimate is therefore used. These disbursements can be paid from the case if the basis of the charge has been approved by creditors.

Typical examples of Category 2 disbursements are:

- Photocopying
- Internal room hire
- Stationery

It is the policy of Beacon not to charge Category 2 disbursements.

Narrative detail of work undertaken

| Narrative detail of work undertaken | Includes |
|--|---|
| General Description | |
| Administration and Planning | |
| Statutory/advertising | Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements |
| Document maintenance/file review/checklist | Filing of documents Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists |
| Bank account administration | Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments |
| Planning / Review | Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case |
| Books and records / storage | Dealing with records in storage Sending job files to storage |
| Creditor reports | Issuing annual progress report to creditors |
| Member reports | Preparing and issuing annual progress report and general reports to members Responding to members' queries Preparing and issuing proposed final account Preparing and issuing final account |
| Realisation of Assets | |
| Sale of Business as a Going Concern | Instructing and liaising with agents Preparing an information memorandum Liaising with potential purchasers Agreeing licences to trade/occupy Assessment and review of offers received Negotiating with intended purchaser Liaising with secured creditors and seeking releases Exchanges with solicitors to agree sale and purchase agreement Surrender of lease (where appropriate) Pursuing deferred sale consideration |
| Plant and Equipment | Liaising with valuers, auctioneers and interested parties Reviewing asset listings Liaising with secured creditors and landlords |
| Freehold/Leasehold Property | Liaising with valuers and agents on marketing strategy and offers received Dealing with tenant issues (if any) Liaising with secured creditors and landlords Agreeing assignment, surrender or disclaiming property |
| Debtors | Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Receiving updates from factoring companies and liaising reassignment of ledger Liaising with debt collectors and solicitors Agreeing debt collection agency agreements |

| Narrative detail of work undertaken | Includes |
|---|---|
| General Description | |
| | Dealing with disputes, including communicating with directors/former staff Pursuing credit insurance claims Submitting VAT bad debt relief claims |
| Leasing | Reviewing leasing documents Liaising with owners/lessors Tasks associated with disclaiming leases if appropriate |
| Stock | Conducting stock takes Reviewing stock values Liaising with agents and potential purchasers Analysing the value in WIP Contracting with service-providers/suppliers to complete WIP |
| Retention of Title Claims | Receive initial notification of creditor's intention to claim Provision of retention of title claim form to creditor Meeting claimant on site to identify goods Adjudicate retention of title claim Forward correspondence to claimant notifying outcome of adjudication Preparation of payment vouchers and correspondence to claimant to accompany payment of claim (if valid) Exchanges with solicitors in deciding claims and dealing with disputes |
| Other assets: motor vehicles, intangibles, intellectual property, VAT/corporation tax refunds, Insurance claims | Liaising with agents to agree disposal strategy Dealing with potential purchasers Negotiating sales Liaising with solicitors to agree sales Collecting sales consideration Liaising with insurance companies and directors to pursue claims Examining company records to support tax refunds Exchanges with government departments |
| Insurance | Identification of potential issues requiring attention of insurance specialists Correspondence with insurer regarding initial and ongoing insurance requirements Reviewing insurance policies Correspondence with previous brokers |
| Creditors | |
| Creditor Communication | Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator Finalising pre appointment tax position Obtaining tax clearance |
| Dealing with proofs of debt ("POD") | Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend |
| Processing proofs of debt | Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication Seeking solicitors' advice on the validity of secured creditors' claims and other complex claims |
| Dividend procedures | Agreeing allocation of realisations and costs between fixed and floating charges Paying distribution to secured creditors and seeking confirmation of discharged claims Preparation of correspondence to creditors advising of intention to declare |

| Narrative detail of work undertaken | Includes |
|-------------------------------------|--|
| General Description | |
| | <p>distribution</p> <p>Advertisement of notice of proposed distribution</p> <p>Preparation of distribution calculation</p> <p>Preparation of correspondence to creditors announcing declaration of distribution</p> <p>Preparation of cheques/BACS to pay distribution</p> <p>Preparation of correspondence to creditors enclosing payment of distribution</p> <p>Seeking unique tax reference from HMRC, submitting information on PAYE/Ni deductions from employee distributions and paying over to HMRC</p> <p>Dealing with unclaimed dividends</p> <p>Payment of statutory interest to all creditors</p> |
| Distributions to Members | |
| Dividend procedures | <p>Preparation of distribution calculation</p> <p>Preparation of correspondence to members announcing declaration of dividend</p> <p>Preparation of cheques/BACS to pay dividend</p> <p>Preparation of correspondence to members enclosing payment of dividend</p> <p>Seeking unique tax reference from HMRC, submitting information on PAYE/Ni deductions from employee distributions and paying over to HMRC</p> <p>Dealing with unclaimed dividends</p> |
| Distribution in specie | <p>If this involves property, then a lawyer will be instructed</p> <p>A valuation of the property will need to be obtained</p> <p>TR1 document will need to be signed</p> <p>Documents will need to be filed at the land registry</p> <p>Notification of the distribution in specie will need to be sent to members</p> <p>Calculation of the cash equivalent amount to be distributed to other members not participating in the distribution in specie</p> |

LIQ03

Notice of progress report in voluntary winding up

**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 | James Stephen Pretty | | | | | | | | | |
| Company name | Beacon | | | | | | | | | |
| Address | 99 Leigh Road | | | | | | | | | |
| Post town | Eastleigh | | | | | | | | | |
| County/Region | Hampshire | | | | | | | | | |
| Postcode | S | O | 5 | 0 | | 9 | D | R | | |
| Country | | | | | | | | | | |
| DX | | | | | | | | | | |
| Telephone | | | | | | | | | | |

**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