

LIQ03

Notice of progress report in voluntary winding up



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1	Company details		→ Filling in this form Please complete in typescript or in bold black capitals.
Company number	0 2 1 2 9 3 3 1		
Company name in full	Tavistock & Summerhill School		
2	Liquidator's name		
Full forename(s)	Terence Guy		
Surname	Jackson		
3	Liquidator's address		
Building name/number	Third Floor		
Street	One London Square Cross Lanes		
Post town	Guildford		
County/Region			
Postcode	G U 1 1 U N		
Country			
4	Liquidator's name ●		
Full forename(s)	Matthew		● Other liquidator Use this section to tell us about another liquidator.
Surname	Wild		
5	Liquidator's address ●		
Building name/number	Portland		● Other liquidator Use this section to tell us about another liquidator.
Street	25 High Street Crawley		
Post town	West Sussex		
County/Region			
Postcode	R H 1 0 1 B G		
Country			

LIQ03

Notice of progress report in voluntary winding up

6	Period of progress report															
From date	d	2	d	6	m	0	m	1	y	2	y	0	y	1	y	7
To date	d	2	d	5	m	0	m	1	y	2	y	0	y	1	y	8
7	Progress report															
<input checked="" type="checkbox"/> The progress report is attached																
8	Sign and date															
Liquidator's signature	Signature X  X															
Signature date	d	0	d	6	m	0	m	3	y	2	y	0	y	1	y	8

1

In the matter of

**Tavistock & Summerhill School In Liquidation
(‘the Company’)**

Joint Liquidators’ progress report

5 March 2018

**Terence Guy Jackson and Matthew Wild
Joint Liquidators**

**RSM Restructuring Advisory LLP
Portland
25 High Street
Crawley
West Sussex RH10 1BG
Tel: 0845 057 0700
Email: restructuring.gatwick@rsmuk.com**

Sections

1. Progress of the liquidation
2. Details of what remains to be done and matters preventing closure
3. Creditors' claims and dividend prospects
4. Receipts and payments summary
5. Joint Liquidators' remuneration, expenses and disbursements
6. Creditors' right to information and ability to challenge remuneration and expenses

Appendices

- A. Statutory information
- B. Dividend Prospects
- C. Summary of receipts and payments
- D. RSM Restructuring Advisory LLP charging, expenses and disbursements policy statement
- E. RSM Restructuring Advisory LLP Crawley current charge out and disbursement rates
- F. Statement of expenses incurred in the period from 26 January 2017 to 25 January 2018
- G. Joint Liquidators' time cost analysis for the period from 26 January 2017 to 25 January 2018 and for the period to date

This report has been prepared in accordance with insolvency legislation to provide creditors, members and the Registrar of Companies with information relating to the progress of the liquidation in the period from 26 January 2017 to 25 January 2018. This report should be read in conjunction with any previous reports that have been issued, copies of which are available on request.

This report has been prepared solely to comply with the requirements of the relevant legislation. It has not been prepared for use in respect of any other purpose, or to inform any investment decision in relation to any debt or financial interest in the company. Any estimated outcomes for creditors are illustrative and may be subject to significant change.

Neither the Liquidators nor RSM Restructuring Advisory LLP accept any liability whatsoever arising as a result of any decision or action taken or refrained from as a result of information contained in this report.

1 Progress of the liquidation

This report has been prepared in accordance with insolvency legislation to provide creditors, members and the Registrar of Companies with information relating to the progress of the liquidation in the period from 26 January 2017 to 25 January 2018. This report should be read in conjunction with any previous reports that have been issued, copies of which are available on request.

1.1 Realisation of assets

1.1.1 Interest received

Interest received in the period totalled £6.

1.1.2 Investigations

In accordance with our statutory obligations, we have filed the appropriate documentation with Department for Business, Innovation and Skills in relation to the conduct of the directors.

We can advise you that, following our initial assessment, further investigations were undertaken in relation to the financial affairs of the Charity and the circumstances leading to the closure of the School. We are subject to confidentiality restrictions at present and therefore are not in a position to report on our findings. The investigations remain ongoing and we hope to report in more detail in the next annual report.

1.1.3 Case specific matters

The Company's subsidiary company, Summerhill Court School (Haywards Heath) Limited In Liquidation trading as Tavistock and Summerhill School ("the School") was placed into insolvent liquidation on 26 November 2015. We were also appointed liquidators of the School. The School owed £873,999 to the Charity which ranks as an unsecured creditor in the liquidation of the School. There are currently no surplus monies available to pay a dividend to the School's unsecured creditors.

1.1.4 Change in Joint Liquidator

As a result of John Ariel retiring from RSM Restructuring Advisory LLP, by Court Order dated 24 November 2017 he was removed as Joint Liquidator and Matthew Wild (IP No 9300) of RSM Restructuring Advisory LLP was appointed in his place. A Notice to this effect was advertised in the London Gazette on 14 December 2017, and in accordance with the terms of the Order, Mr Ariel was released from office with effect from 21 days from the date of the Gazette advertisement.

The costs of the court application were met by RSM Restructuring Advisory LLP. The Order also provided that each creditor of the Company was at liberty to apply to vary or discharge the Order within 21 days of publication in the Gazette or on receipt of this report.

1.1.5 Administration and planning

To date, costs have been incurred in relation to the following post appointment matters:

- Case management;
- Statutory reporting;
- Bonding, insurance, compliance and task reviews;
- Ongoing planning and strategy reviews;
- Correspondence with the directors, creditors etc;
- Investigations into the Company's affairs and liaising with our solicitors and;
- Receipts and payments and tax matters.

2 Details of what remains to be done and matters preventing closure

2.1 Assets remaining to be realised

There are no assets remaining to be realised.

2.2 Other outstanding matters

The matters outstanding relate to the investigations into the affairs of the Charity and the School which are ongoing.

3 Creditors' claims and dividend prospects

There are currently no dividend prospects to creditors.

3.1 Prescribed part

The 'Prescribed Part' is a statutory amount, calculated as a percentage of net floating charge realisations, which entitles unsecured creditors to a share of realisations. This is calculated on a sliding scale up to maximum of £600,000 before costs.

There are no creditors secured by charges over the assets and undertakings of the Company. There is therefore no requirement to estimate the amount of the prescribed part of the assets under Section 176A of the Insolvency Act 1986 (as amended).

4 Receipts and payments summary

We attach a summary of our receipts and payments for the period from 26 January 2017 to 25 January 2018, along with cumulative figures where applicable.

4.1 VAT basis

Receipts and payments are shown net of VAT as the Company was not VAT registered, and consequently VAT is not recoverable from HM Revenue and Customs. The irrecoverable VAT is shown in the receipts and payments account as a 'cost of realisation'.

5 Joint Liquidators' remuneration and expenses

5.1 Authority for remuneration

The basis of the Joint Liquidators' remuneration was approved by the creditors on 18 March 2016 when the following resolution was passed:

- That in accordance with the fee estimate provided to creditors on 18 February 2016 the Joint Liquidators shall be authorised to draw their remuneration (plus VAT) based upon their time costs limited to the sum of £33,560.

Approval was also given to the drawing of disbursements, including category 2 disbursements. Details of the current rates are attached at Appendix D.

Consequently, the Joint Liquidators cannot draw more than £33,560, subject to available funds, without obtaining the further approval of creditors or the court.

Approval was also given to the drawing of disbursements, including category 2 disbursements, by the creditors on 18 March 2016 when the following resolution was passed:

- 'The Liquidators shall be authorised to draw 'category 2' disbursements out of the assets of the company as an expense of the liquidation, at the rates prevailing when the cost is incurred'

5.2 Remuneration and expenses incurred in the period from 26 January 2017 to 25 January 2018

In accordance with insolvency legislation I am required to report remuneration 'charged'. This reflects the time charged to the case. If there are insufficient realisations to allow the Joint Liquidators' approved remuneration to be paid in full, any balance will be written off. Details of any write off will be set out in the final report.

The Joint Liquidators' have incurred time costs of £19,354 in respect of work done in the current period.

The Joint Liquidators' have incurred time costs to date of £48,878. Of this, a total of £17,500 (plus VAT) has been paid and £31,378 remains outstanding.

Details of the remuneration drawn in the period and to date are shown in the attached receipts and payments account and details of the time incurred is attached in Appendix G.

Joint Liquidators' fees drawn to date are within the estimated amount approved. On present information we do not anticipate that the estimate will be exceeded. Should the position change or our assumptions prove to be invalid we may have to seek the approval for an increase in our fees.

5.3 Expenses and disbursements

Attached are the Joint Liquidators' charging, expenses and disbursement policy statement, together with the current rates. Details of the expenses (including category 1 and category 2 disbursements) that the Joint Liquidators have incurred in the period of the report are also attached, along with cumulative figures.

Other professional costs

DMH solicitors (incorporating Rawlison Butler solicitors), have been retained as legal advisors in view of their general experience and expertise in these matters. We have agreed their remuneration based on their standard hourly charge-out rates, plus VAT and disbursements. They have advised us on contractual matters and matters pertaining to the investigations but have not incurred any costs in the reporting period because we are awaiting developments from the investigation into the School's affairs.

5.4 Pre-appointment fees and expenses

Approval for the Joint Liquidators' reasonable and necessary expenses for assisting the directors with the preparation of the statement of affairs and subsequent summoning, advertising and holding of a creditors' meeting was obtained by creditors on 25 January 2016 as previously reported.

6 Creditors' right to information and ability to challenge remuneration and expenses

In accordance with the provisions of relevant legislation creditors have a right to request further information about remuneration or expenses and to challenge such remuneration or expenses.

A request for further information must be made within 21 days of receipt of this report in writing by any secured creditor or an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors.

Any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or the permission of the court, may apply to court on the grounds that the remuneration charged, the basis fixed or expenses incurred by the liquidator are in all the circumstances excessive.

Any such challenge must be made no later than eight weeks after receipt of the report which first discloses the charging of remuneration or incurring of the expenses in question.

A Creditors' Guide to Liquidators' Fees, which provides information for creditors in relation to the remuneration of a Liquidator, can be accessed at <http://rsm.insolvencypoint.com> under 'general information for creditors'. A hard copy can be requested from my office by telephone, email or in writing.

Should you have any further queries please do not hesitate to contact me.



Matthew Wild
RSM Restructuring Advisory LLP
Joint Liquidator

Matthew Wild is licensed to act as an Insolvency Practitioner in the UK by the Institute of Chartered Accountants in England and Wales
Terence Guy Jackson is licensed to act as an Insolvency Practitioner in the UK by the Institute of Chartered Accountants in England and Wales

Insolvency Practitioners are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment

Appendix A

Statutory, dividend and other information

Company information	
Company name:	Tavistock & Summerhill School
Company number:	02129331
Date of incorporation:	08 May 1987
Trading name:	Tavistock and Summerhill School
Trading address:	Summerhill Lane, Haywards Heath, West Sussex RH16 1RP
Principal activity:	Charity operating the subsidiary company Summerhill Court School (Haywards Heath) Limited In Liquidation trading as Tavistock and Summerhill School
Registered office:	RSM Restructuring Advisory LLP, Portland, 25 High Street, Crawley, West Sussex RH10 1BG

Liquidation information		
Joint Liquidators:	<p>Terence Guy Jackson and Matthew Wild:- John David Ariel and Terence Guy Jackson were appointed on 25 January 2016 and Matthew Wild was appointed on 24 November 2017.</p> <p>Mr Ariel was released as Joint Liquidator 21 days after the date of the London Gazette advertisement on 14 December 2017.</p>	
Date of appointment:	25 January 2016	
Correspondence address & contact details of case manager:	<p>Alan Caperon RSM Restructuring Advisory LLP, Portland, 25 High Street, Crawley, West Sussex RH10 1BG Email: restructuring.gatwick@rsmuk.com</p>	
Name, address & contact details of Joint Liquidators:	<p>Joint Office Holder: Terence Guy Jackson RSM Restructuring Advisory LLP Third Floor One London Square Cross Lanes Guildford GU1 1UN 01483 307 062 IP Number: 16450</p>	<p>Primary Office Holder: Matthew Wild RSM Restructuring Advisory LLP Portland 25 High Street Crawley RH10 1BG 01293 591822 IP Number: 9300</p>

Appendix B

Dividend prospects

	Owed	Paid to date	Estimated future prospects
Preferential creditors	none	NIL	NIL
Unsecured creditors	£52,030	NIL	not known
Estimated net property	£N/A		
Estimated prescribed part available for unsecured creditors	£N/A		

Any estimated outcome for creditors is illustrative and may be subject to change.

Appendix C

Summary of receipts and payments

Receipts and Payments Abstract: 1075545 - Tavistock & Summerhill School In Liquidation

Bank, Cash and Cash Investment Accounts: From: 26/01/2017 To: 25/01/2018

SOA Value £		26/01/2017 to 25/01/2018		Total to 25/01/2018	
		£	£	£	£
	ASSET REALISATIONS				
0.00	Bank Interest Gross	5.57		50.68	
45,888.00	Cash at Bank	0.00		44,688.92	
			5.57		44,739.60
	COST OF REALISATIONS				
0.00	Advertisements	0.00		(158.00)	
0.00	Appointee Disbursements	(85.00)		(197.96)	
0.00	Appointee Fees	(7,500.00)		(17,500.00)	
0.00	Insurance	0.00		(191.63)	
0.00	Legal Disbursements	0.00		(42.78)	
0.00	Legal Fees	0.00		(3,900.00)	
0.00	Preparation of Statement of Affairs	0.00		(10,000.00)	
	VAT Irrecoverable	(1,500.00)		(6,336.75)	
			(9,085.00)		(38,327.12)
	UNSECURED CREDITORS				
(52,098.30)	Trade and Expense Creditors	0.00		0.00	
			0.00		0.00
(6,210.30)			(9,079.43)		6,412.48
	REPRESENTED BY				
	Bank - (RBS)			6,412.48	
					6,412.48
					6,412.48

Appendix D

RSM Restructuring Advisory LLP charging, expenses and disbursements policy statement

Charging policy

- Partners, directors, managers, administrators, cashiers, secretarial and support staff are allocated an hourly charge out rate which is reviewed from time to time.
- Work undertaken by cashiers, secretarial and support staff will be or has been charged for separately and such work will not or has not also been charged for as part of the hourly rates charged by partners, directors, managers and administrators.
- Time spent by partners and all staff in relation to the insolvency estate is charged to the estate.
- Time is recorded in 6-minute units at the rates prevailing at the time the work is done.
- The current charge rates for RSM Restructuring Advisory LLP Crawley are attached.
- Time billed is subject to Value Added Tax at the applicable rate, where appropriate.
- It is the office holder's policy to ensure that work undertaken is carried out by the appropriate grade of staff required for each task, having regard to its complexity and the skill and experience actually required to perform it.
- RSM Restructuring Advisory LLP's charge out rates are reviewed periodically.

Expenses and disbursements policy

- Only expenses and disbursements properly incurred in relation to an insolvency estate are re-charged to the insolvency estate.
- Expenses and disbursements which comprise external supplies of incidental services specifically identifiable to the insolvency estate require disclosure to the relevant approving party, but do not require approval of the relevant approving party prior to being drawn from the insolvency estate. These are known as 'category 1' disbursements.
- Expenses and disbursements which are not capable of precise identification and calculation (for example any which include an element of shared or allocated costs) or payments to outside parties that the firm or any associate has an interest, require the approval of the relevant approving party prior to being drawn from the insolvency estate. These are known as 'category 2' disbursements.
- A resolution to consider approving category 2 disbursements at the rates prevailing at the time the cost is incurred to RSM Restructuring Advisory LLP Crawley will be proposed to the relevant approving party in accordance with the legislative requirements.
- General office overheads are not re-charged to the insolvency estate as a disbursement.
- Any payments to outside parties in which the office holder or his firm or any associate has an interest will only be made with the approval of the relevant approving party.
- Expenses and disbursements re-charged to or incurred directly by an insolvency estate are subject to VAT at the applicable rate, where appropriate.

Appendix E

RSM Restructuring Advisory LLP Crawley current charge out and category 2 disbursement rates

Hourly charge out rates		
	Rates at commencement £	Current rates £
Partner	420	495
Directors / Associate Directors	335	370
Manager	235	250
Assistant Managers	210	225
Administrators	130	75 to 160
Support staff	N/A	90

Category 2 disbursement rates	
Subsistence	£25 per night (from 3 rd September 2013)
Travel (car)	42.5p per mile (from 1 April 2011)
'Tracker' searches	£10 per case

Appendix F

Statement of expenses incurred in the period from 26 January 2017 to 25 January 2018

Expenses (excluding category 2 disbursements) Type and purpose	Paid in period £	Unpaid £
RSM-Liquidators fees in period	7,500	11,854
Bond-JLT Speciality Limited	85	10
VAT Irrecoverable	1,500	Subject to VAT
Sub Total	9,085	11,864
Category 2 disbursements		
Recipient, type and purpose		
Category 2 disbursements	Nil	Nil
Sub Total		
Total	9,085	11,864

NOTE: This Appendix may include estimated amounts where actual invoices have not been received. The amounts paid in the period are shown in the attached receipts and payments account. Invoices may have been paid in a period after that in which they were incurred.

Appendix G

Joint Liquidators' time cost analysis for the period from 26 January 2017 to 25 January 2018

Period	Hours Spent	Partners	Directors / Associate Directors	Managers	Assistant Managers	Administrators	Assistants & Support Staff	Total Hours	Total Time Costs	Average Rates
From Jan 2003	Administration and Planning									
	Case Management	0.3	1.1	0.7	0.0	1.6	0.5	4.2	£ 977.50	232.74
	Receipts and Payments	0.0	0.0	0.0	0.0	3.2	0.0	3.2	£ 503.50	157.34
	Tax Matters	0.0	0.0	0.4	0.0	0.0	0.0	0.4	£ 110.00	275.00
	Total	0.3	1.1	1.1	0.0	4.8	0.5	7.8	£ 1,591.00	203.97
	Investigations									
	Investigations/CDDA	3.1	4.6	0.0	0.0	0.0	0.0	7.7	£ 3,236.50	420.32
	Total	3.1	4.6	0.0	0.0	0.0	0.0	7.7	£ 3,236.50	420.32
	Realisation of Assets									
	Assets - general/other	0.0	7.7	0.0	0.0	0.0	0.0	7.7	£ 2,849.00	370.00
	Debtors & sales finance	0.4	0.0	0.0	0.0	0.0	0.0	0.4	£ 198.00	495.00
	Land and Property	0.2	0.4	2.2	0.0	0.0	0.0	2.8	£ 852.00	304.29
	Total	0.6	8.1	2.2	0.0	0.0	0.0	10.9	£ 3,899.00	357.71
	Creditors									
	1st creditors/shareholders meetings and reports	0.0	4.1	0.0	0.0	0.0	0.0	4.1	£ 1,517.00	370.00
	Other Creditor Meetings and Reports	0.3	0.0	0.3	0.0	0.7	0.0	1.3	£ 343.00	263.85
	Unsecured Creditors	0.2	0.1	0.1	0.0	0.2	0.0	0.6	£ 191.50	319.17
	Total	0.5	4.2	0.4	0.0	0.9	0.0	6.0	£ 2,051.50	341.92
	Case Specific Matters - Legal Matters									
	Legal Matters	2.1	19.7	0.9	0.0	0.0	0.0	22.7	£ 8,576.00	377.80
	Total	2.1	19.7	0.9	0.0	0.0	0.0	22.7	£ 8,576.00	377.80
Total Hours (From Jan 2003)		6.6	37.7	4.6	0.0	5.7	0.5	55.1	£ 19,354.00	351.25
Total Time Cost (From Jan 2003)		£ 3,267.00	£ 13,949.00	£ 1,276.00	£ 0.00	£ 819.50	£ 42.50	£ 19,354.00		
Total Hours		6.6	37.7	4.6	0.0	5.7	0.5	55.1	£ 19,354.00	351.25
Total Time Cost		£ 3,267.00	£ 13,949.00	£ 1,276.00	£ 0.00	£ 819.50	£ 42.50	£ 19,354.00		
Average Rates		495.00	370.00	277.39	0.00	143.77	85.00	351.25		

**Tavistock & Summerhill School In Liquidation
contd.**

SIP9 Summary Level 2

Tavistock & Summerhill School
1075545 / 701 - CVL

For the period 23/01/2016 to 26/01/2018

Hours Spent	Partners	Directors / Associate Directors	Managers	Assistant Managers	Administrators	Assistants & Support Staff	Total Hours	Total Time Costs	Average Rates
Administration and Planning									
Appointment	4.0	5.4	0.0	4.5	1.1	0.0	15.0	£ 4,577.00	305.13
Background information	0.0	0.0	0.0	0.0	0.1	0.0	0.1	£ 13.00	130.00
Case Management	1.0	2.3	1.3	1.7	15.7	0.9	22.9	£ 4,185.30	182.76
Director(s)/debtor/bankrupt	0.2	3.1	0.0	0.8	2.7	0.0	6.8	£ 1,641.50	241.40
Pension Scheme	0.0	0.0	0.0	0.0	0.5	0.0	0.5	£ 66.50	133.00
Post-appointment - general	0.0	0.0	0.0	0.2	2.3	0.0	2.5	£ 341.00	136.40
Receipts and Payments	0.1	0.1	0.4	1.2	13.5	0.2	15.5	£ 2,437.90	157.28
Tax Matters	0.2	0.0	0.4	0.0	0.6	0.0	1.2	£ 278.00	231.67
Total	5.5	10.9	2.1	8.4	36.5	1.1	64.5	£ 13,540.20	209.93
Investigations									
DTI/Official Receiver	0.0	3.7	0.0	0.0	0.0	0.0	3.7	£ 1,239.50	335.00
Investigations/CDDA	3.9	22.8	0.2	0.2	3.6	0.0	30.7	£ 10,260.50	334.22
Total	3.9	26.5	0.2	0.2	3.6	0.0	34.4	£ 11,500.00	334.30
Realisation of Assets									
Assets - general/other	0.0	8.1	0.0	0.1	0.9	0.0	9.1	£ 3,121.00	342.97
Chattels	1.0	0.0	0.0	0.0	0.0	0.0	1.0	£ 420.00	420.00
Debtors & sales finance	0.8	0.0	0.0	0.0	0.0	0.0	0.8	£ 378.00	472.50
HP/Leasing creditors	0.0	0.0	0.0	0.0	0.3	0.0	0.3	£ 39.00	130.00
Land and Property	3.3	2.6	2.5	2.4	2.3	0.0	13.1	£ 3,776.50	288.28
Total	5.1	10.7	2.5	2.5	3.5	0.0	24.3	£ 7,734.50	318.29
Creditors									
1st creditors/shareholders meetings and reports	0.2	4.1	0.0	0.5	4.5	0.0	9.3	£ 2,291.00	246.34
Other Creditor Meetings and Reports	0.3	0.0	0.3	0.0	4.0	0.0	4.6	£ 772.00	167.83
Unsecured Creditors	0.6	0.1	0.1	0.3	0.7	0.0	1.8	£ 490.50	272.50
Total	1.1	4.2	0.4	0.8	9.2	0.0	15.7	£ 3,553.50	226.34
Case Specific Matters - Shareholders									
Shareholders / Members	0.0	0.0	0.0	0.1	0.0	0.0	0.1	£ 21.00	210.00
Total	0.0	0.0	0.0	0.1	0.0	0.0	0.1	£ 21.00	210.00
Case Specific Matters - Legal Matters									
Legal Matters	2.1	29.9	3.4	0.0	0.0	0.0	35.4	£ 12,529.00	353.93
Total	2.1	29.9	3.4	0.0	0.0	0.0	35.4	£ 12,529.00	353.93
Total Hours	17.7	82.2	8.6	12.0	52.8	1.1	174.4	£ 48,878.20	280.26
Total Time Cost	£ 7,992.00	£ 28,877.50	£ 2,157.80	£ 2,556.00	£ 7,196.90	£ 98.00	£ 48,878.20		
Total Hours	17.7	82.2	8.6	12.0	52.8	1.1	174.4	£ 48,878.20	280.26
Total Time Cost	£ 7,992.00	£ 28,877.50	£ 2,157.80	£ 2,556.00	£ 7,196.90	£ 98.00	£ 48,878.20		
Average Rates	451.53	351.31	250.91	213.00	136.30	89.09	280.26		

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	Alan Caperon
Company name	RSM Restructuring Advisory LLP
Address	Portland 25 High Street Crawley
Post town	West Sussex
County/Region	
Postcode	R H 1 0 1 B G
Country	
DX	
Telephone	0845 057 0700



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