In accordance with Rule 18.7 of the Insolvency (England & Wales) Rules 2016 and Sections 92A, 104A and 192 of the Insolvency Act 1986.

LIQ03

Notice of progress report in voluntary winding up



THURSDAY



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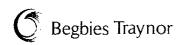
Company details → Filling in this form Company number 2 3 0 0 8 6 Please complete in typescript or in bold black capitals. Company name in full **Dial Management Limited** 2 Liquidator's name Full forename(s) Ian William Surname Kings 3 Liquidator's address Building name/number 4th Floor, Cathedral Buildings Street Dean Street Post town Newcastle upon Tyne County/Region Postcode Е 1 G Country Liquidator's name • Other liquidator Full forename(s) Paul William Use this section to tell us about Surname another liquidator. Ellison 5 Liquidator's address @ Building name/number 1st Floor Hedrich House Other liquidator Use this section to tell us about Street another liquidator. Post town 14-16 Cross Street County/Region Reading Postcode R | G | 1 S Country

LIQ03 Notice of progress report in voluntary winding up Period of progress report 6 ^d2 3 ^m 2 ^y2 8 From date o To date ^d2 ^d2 1 2 ^y2 'n ^y9 **Progress report** $\ \square$ The progress report is attached Sign and date Liquidator's signature Signature X X 0 2 ^d8 ^x2 ^y0 ^y2 ^y0 Signature date

Dial Management Limited (In Liquidation) Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 23/12/2018 To 22/12/2019 £	From 23/12/2015 To 22/12/2019 £
·	ASSET REALISATIONS		
16,760.00	Amounts due from group undertakings	NIL	NIL
	Bank Interest Gross	NIL	2.92
	Book Debts	467.15	467.15
7,000.00	Cash at Bank	NIL	7,000.00
		467.15	7,470.07
	COST OF REALISATIONS		,
	Agents/Valuers Fees (1)	NIL	150.00
	Bank Charges	NIL	100.00
	Preparation of S. of A.	NIL	5,000.00
	Specific Bond	110.00	110.00
	Statutory Advertising	NIL	253.80
	Storage Costs	NIL	10.00
	, and the second	(110.00)	(5,623.80)
	UNSECURED CREDITORS	,	(-,,
(457,910.00)	HM Revenue & Customs - PAYE	NIL	NIL
(480.00)	Trade & Expense Creditors	NIL	NIL
, ,	,	NIL	NIL
	DISTRIBUTIONS		
(27,102.00)	Ordinary Shareholders	NIL	NIL
, ,	•	NIL	NIL
461,732.00)		357.15	1,846.27
	REPRESENTED BY		
	Bank 1 Current		1,792.27
	Vat Receivable		54.00
			1,846.27

An William Kings
Joint Liquidator



18 February 2020

PRIVATE & CONFIDENTIAL

TO ALL CREDITORS

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NE030/IK/PK/LM/XCVL12

12P

Yourd Ten Tools so

Martin Daley

J1,1

0191 269 9820

Dear Sirs

Dial Management Limited (In Creditors' Voluntary Liquidation) ("the Company")

Please note that with effect from 14 February 2019, KRE (North East) Limited ("KRE") (being the insolvency practice from which Mr Ian Kings, Ms Lynn Marshall and members of their team provide their services as licensed insolvency practitioners), became part of Begbies Traynor's corporate recovery and insolvency practice. Further information in relation to Begbies Traynor and the Begbies Traynor Group can be accessed at: http://www.begbies-traynorgroup.com

KRE will trade as 'Begbies Traynor' with immediate effect and will operate from Begbies Traynor's existing Newcastle office at 4th Floor, Cathedral Buildings, Dean Street, Newcastle upon Tyne, NE1 1PG. KRE becoming part of Begbies Traynor will not affect the ongoing administration of the creditors voluntary liquidations,, which will continue to be dealt with by the existing members of the KRE Team, with support from Begbies Traynor's Newcastle office personnel where required.

Please find attached a copy of our progress report in relation to the above liquidation.

Notice about future communications

In order to minimise the costs of the Liquidation, and therefore maximise any return to the Company's creditors, we hereby give notice that all future documents in the proceedings will be made available for viewing and download at https://nextranet.begbies-traynor.com without further notice to creditors and that we will not be obliged to deliver any such documents, unless they belong to the following categories:

- a document for which personal delivery is required;
- a notice of intention to declare a dividend;
- a document which is not delivered generally to all, or a class of creditors or members; or
- a document which we consider should be brought to the attention of creditors.

Documents which will be made available for viewing and download will include the following:

4th Floor, Cathedral Buildings, Dean Street, Newcastle upon Tyne, NE1 1PG T: 0191 2699820 F: 0843 218 1712 E: newcastle@btguk.com W: www.begbies-traynor.com

Begbies Traynor is a trading name of Begbies Traynor (Central) LLP, a limited liability partnership, registered in England No. OC306540 registered office 340 Deansgate. Manchester, M3 4LY

lan William Kings and Paul William Ellison are licensed in the United Kingdom to act as Insolvency Practitioners by the Institute of Chartered Accountants in England and Wales

Any reference to a partner is to a member of the limited liability partnership. A list of partners is available for inspection at the registered office. A member of the Begbies Traynor Group, Specialist Professional Services www.begbies-traynorgroup.com

Partners, Directors, and Consultants acting as administrators or administrative receivers contract as agents and without personal liability



Document	Timetable for making available for viewing and download
Progress report	Within two months of each anniversary of our appointment

Please note that hard copies of all documents currently available on the website and all future documents which may be made available, can be requested at any time at no cost, by contacting Martin Daley whose contact details are above.

Yours faithfully For Dial Management Limited

Ian W Kings Joint Liquidator

Enc



Dial Management Limited (In Creditors' Voluntary Liquidation)

Progress report

Period: 23 December 2018 to 22 December 2019

Important Notice

This progress report has been produced solely to comply with our statutory duty to report to creditors and members of the Company on the progress of the liquidation. 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 and members for any purpose other than this report to them, or by any other person for any purpose whatsoever.

Contents

- Interpretation
- 2. Company information
- 3. Details of appointment of liquidators
- 4. Progress during the period
- 5. Estimated outcome for creditors
- 6. Remuneration and disbursements
- 7. Liquidators' expenses
- 8. Assets that remain to be realised and work that remains to be done
- 9. Other relevant information
- 10 Creditors' rights
- 11. Conclusion
- 12. Appendices
 - 1. Liquidators' account of receipts and payments
 - 2. Liquidators' time costs and disbursements
 - 3. Statement of Liquidators' expenses

1. INTERPRETATION

Expression	<u>Meaning</u>		
"the Company"	Dial Management Limited (In Creditors' Voluntary Liquidation)		
"the liquidation"	The appointment of liquidators on 23 December 2015.		
"the liquidators", "we", "our" and "us"	lan William Kings of Begbies Traynor (Central) LLP, 4th Floor, Cathedral Buildings, Dean Street, Newcastle upon Tyne, NE1 1PG and Paul William Ellison of KRE Corporate Recovery LLP, 1st Floor Hedrich House, 14-16 Cross Street, Reading, RG1 1SN		
"the Act"	The Insolvency Act 1986 (as amended)		
"the Rules"	The Insolvency (England and Wales) Rules 2016		
"secured creditor" and "unsecured creditor"	Secured creditor, in relation to a company, means a creditor of the company who holds in respect of his debt a security over property of the company, and "unsecured creditor" is to be read accordingly (Section 248(1)(a) of the Act)		
"security"	(i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act); and		
	(ii) In relation to Scotland, any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off) (Section 248(1)(b)(ii) of the Act)		
"preferential creditor"	any creditor of the Company whose claim is preferential within Sections 386, 87 and Schedule 6 to the Act		

2. COMPANY INFORMATION

Trading name(s):

Company registered number: 02309086

Company registered office: 4th Floor, Cathedral Buildings, Dean Street, Newcastle upon

Tyne, NE1 1PG

Former trading address: Finchale Road, Arnison Centre, Durham, DH1 5RW

3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced: 23 December 2015

Date of liquidators' appointment: 23 December 2015

4. PROGRESS DURING THE PERIOD

Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 23 December 2018 to 22 December 2019.

RECEIPTS

Book debts

We have received funds of £467.15 in relation to the book debts.

PAYMENTS

Specific bond

Marsh Limited have been paid £110.00 in relation to the Insolvency Practitioner bonds.

What work has been done in the period of this report, why was that work necessary and what has been the financial benefit (if any) to creditors?

Details of the types of work that generally fall into the headings mentioned below are available on our firm's website - http://www.begbies-traynorgroup.com/work-details Under the following headings we have explained the specific work that has been undertaken on this case. Not every piece of work has been described, but we have sought to give a proportionate overview which provides sufficient detail to allow creditors to understand what has been done, why it was necessary and what financial benefit (if any) the work has provided to creditors.

General case administration and planning

We have maintained records to demonstrate how the case has been administered and to document the reasons for any decisions that affect the case. We have carried out a review of the case. There was no financial benefit to creditors.

Compliance with the Insolvency Act, Rules and best practice

We have reviewed the Insolvency Practitioners bonds in place. We carried out bank reconciliations. There was no financial benefit to creditors.

Realisation of assets

We have received funds in respect of the book debts.

Dealing with all creditors' claims (including employees), correspondence and distributions

Time has been spent reviewing all creditors claims and dealing with their correspondence.

Other matters which includes seeking decisions from creditors (via Deemed Consent Procedure and/or Decision Procedures), tax, litigation, pensions and travel

Time has been spent corresponding with HM Revenue & Customs to finalise the Company's tax affairs.

ESTIMATED OUTCOME FOR CREDITORS

Details of the sums owed to each class of the Company's creditors were provided in our previous progress reports.

On the basis of realisations to date we estimate an outcome for each class of the Company's creditors as follows:

Secured creditors

There are no known secured creditors.

Preferential creditors

There are no known preferential claims.

Prescribed Part for unsecured creditors pursuant to Section 176A of the Act

Details of how the prescribed part for unsecured creditors is calculated were provided in our previous progress reports.

To the best of our knowledge and belief, there are no unsatisfied floating charges created or registered on or after 15 September 2003 and, consequently, there is no net property as defined in Section 176A(6) of the Act and, therefore, no prescribed part of net property is available for distribution to the unsecured creditors.

Unsecured creditors

Based upon realisations to date and estimated future realisations it is anticipated there will be insufficient funds available to enable a dividend to be paid to the unsecured creditors.

6. REMUNERATION & DISBURSEMENTS

Remuneration

My remuneration has been fixed by a decision of the creditors on 19 February 2016 obtained via a Decision Procedure by way of correspondence by reference to the time properly given by us (as liquidators) and the various grades of my staff calculated at the prevailing hourly charge out rates of Begbies Traynor (Central) LLP in attending to matters arising in the winding up as set out in the fees estimate dated 24 January 2016 in the sum of £7,080.00 and disbursements, including disbursements for services provided by our firm (defined as category 2 disbursements in Statement of Insolvency Practice 9).

My time costs for the period from 23 December 2018 to 22 December 2019 amount to £5,542.00 which represents 15.5 hours at an average rate of £357.55 per hour.

The following further information in relation to our time costs and disbursements is set out at Appendix 2:

- Time Costs Analysis for the period 23 December 2015 to 22 December 2019
- Begbies Traynor (Central) LLP's charging policy

Time Costs Analysis

The Time Costs Analysis for the period of this report attached at Appendix 2 shows the time spent by each grade of staff on the different types of work involved in the case, and gives the total costs and average hourly rate charged for each work type. An additional analysis is also attached which details the time costs for the entire period for which I have administered the liquidation.

Work undertaken prior to appointment

In addition to the post appointment time costs detailed in the Time Costs Analysis, the costs relating to work undertaken prior to our appointment in summoning, advertising and holding the creditors' meeting and assisting the directors in preparing the statement of affairs were approved by the creditors on 23 December 2015.

Disbursements

To 22 December 2019, we have also drawn disbursements in the sum of £623.80.

Category 2 Disbursements

There are no Category 2 disbursements.

A copy of 'A Creditors' Guide to Liquidators Fees (E&W) 2015' which provides guidance on creditors' rights on how to approve and monitor a Liquidator's remuneration and on how the remuneration is set can be obtained online at www.begbies-traynor.com/creditorsguides Alternatively, if you require a hard copy of the Guide, please contact our office and we will arrange to send you a copy.

LIQUIDATORS' EXPENSES

A statement of the expenses incurred during the period of this progress report is attached at Appendix 3. A cumulative statement showing the total expenses incurred since the date of our appointment also appears at Appendix 3.

Expenses actually incurred compared to those that were anticipated

Creditors will recall that we estimated that the expenses of the liquidation would total £700.00. That estimate has not been exceeded and we do not expect it to be exceeded if matters progress to conclusion as envisaged.

8. ASSETS THAT REMAIN TO BE REALISED AND WORK THAT REMAINS TO BE DONE

What work remains to be done, why is this necessary and what financial benefit (if any) will it provide to creditors?

General case administration and planning

We will continue to maintain records to demonstrate how the case has been administered and to document the reasons for any decisions that affect the case. We will carry out reviews of the case. There will be no financial benefit to creditors.

Compliance with the Insolvency Act, Rules and best practice

We will continue to review the Insolvency Practitioners' bonds and complete regular bank reconciliations. We will prepare a final report at the end of the Liquidation. There will be no financial benefit to creditors.

Realisation of assets

I expect to realise further book debts in due course.

Dealing with all creditors' claims (including employees), correspondence and distributions

We will continue to deal with creditors' claims and correspondence.

Other matters which includes seeking decisions from creditors (via Deemed Consent Procedure and/or via Decision Procedures), tax, litigation, pensions and travel

We will continue to comply with HMRC in relation to filing Corporation Tax return for the Company. I am in the process of requesting clearance from HMRC in respect of Corporation, PAYE and VAT.

OTHER RELEVANT INFORMATION

Investigations and reporting on directors conduct

You may be aware that a liquidator has a duty to enquire into the affairs of an insolvent company to determine its property and liabilities and to identify any actions which could lead to the recovery of funds. In addition, a liquidator is also required to consider the conduct of the Company's directors and to make an appropriate submission to the Department for Business Energy and Industrial Strategy. We can confirm that we have discharged our duties in these respects.

Connected party transactions

We have not been made aware of any sales of the Company's assets to connected parties.

Use of personal information

Please note that in the course of discharging our statutory duties as liquidators, we may need to access and use personal data, being information from which a living person can be identified. Where this is necessary, we are required to comply with data protection legislation. If you are an individual and you would like further information about your rights in relation to our use of your personal data, you can access the same at https://www.begbiestraynorgroup.com/privacy-notice If you require a hard copy of the information, please do not hesitate to contact us.

10. CREDITORS' RIGHTS

Right to request further information

Pursuant to Rule 18.9 of the Rules, within 21 days of the receipt of this report a secured creditor, or an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors, including that creditor, (or an unsecured creditor with less than 5% in value of the unsecured creditors, but with the permission of the court) may request in writing that we provide further information about our remuneration or expenses which have been incurred during the period of this progress report.

Right to make an application to court

Pursuant to Rule 18.34 of the Rules, any secured creditor or any unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors including that creditor, (or any unsecured creditors with less than 10% in value of the unsecured creditors, but with the permission of the court) may, within 8 weeks of receipt of this progress report, make an application to court on the grounds that the remuneration charged or the expenses incurred during the period of this progress report are excessive or, the basis fixed for our remuneration is inappropriate.

11. CONCLUSION

We will report again in approximately twelve months time or at the conclusion of the liquidation, whichever is the sooner.

Ian W Kings
Joint Liquidator

Dated: 18 February 2020

ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 23 December 2018 to 22 December 2019 and for the full period of the liquidation

Dial Management Limited (In Liquidation) Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 23/12/2018 To 22/12/2019 £	From 23/12/2015 To 22/12/2019 £
	ASSET REALISATIONS		
16,760.00	Amounts due from group undertakings	NIL	NIL
	Bank Interest Gross	NiL	2.92
	Book Debts	467.15	467.15
7,000.00	Cash at Bank	NIL	7,000.00
		467.15	7,470.07
	COST OF REALISATIONS		
	Agents/Valuers Fees (1)	NIL	150.00
	Bank Charges	NIL	100.00
	Preparation of S. of A.	NIL	5,000.00
	Specific Bond	110.00	110.00
	Statutory Advertising	NIL	253.80
	Storage Costs	NIL	10.00
		(110.00)	(5,623.80)
	UNSECURED CREDITORS	, ,	, ,
457,910.00)	HM Revenue & Customs - PAYE	NiL	NIL
(480.00)	Trade & Expense Creditors	NIL	NIL
·		NIL	NIL
	DISTRIBUTIONS		
(27,102.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
461,732.00)		357.15	1,846.27
	REPRESENTED BY		
	Bank 1 Current		1,792.27
	Vat Receivable		54.00
			1,846.27

TIME COSTS AND DISBURSEMENTS

- a. Begbies Traynor (Central) LLP's charging policy;
- b. Time Costs Analysis for the period from 23 December 2018 to 22 December 2019 and
- C. Cumulative Time Costs Analysis for the period from 23 December 2015 to 22 December 2019.

BEGBIES TRAYNOR CHARGING POLICY

INTRODUCTION

This note applies where creditor approval is sought to make a separate charge by way of expenses or disbursements to recover the cost of facilities provided by the firm Best practice guidance¹ indicates that such charges should be disclosed to those who are responsible for approving the office holder's remuneration, together with an explanation of how those charges are calculated.

EXPENSES INCURRED BY OFFICE HOLDERS IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

Best practice guidance classifies expenses into two broad categories:

- Category 1 disbursements (approval not required) specific expenditure that is directly related to the case and referable to an independent external supplier's invoice. All such items are charged to the case as they are incurred.
- Category 2 disbursements (approval required) items of expenditure that are directly related to the case which include an element of shared or allocated cost and are based on a reasonable method of calculation, but which are not payable to an independent third party.
 - (A) The following items of expenditure are charged to the case (subject to approval):
 - Car mileage is charged at the rate of 45 pence per mile; Time spent by support staff such as secretarial, administrative and cashiering staff is charged directly to cases. It is not carried as an overhead.

Time is recorded in 6 minute units.

101

SIP9 Dial Management Limited - Creditors Voluntary Liquidation - 84KNE030.CVL : Time Costs Analysis From 23/12/2018 To 22/12/2019

General Case Administration Case and Planning Administration Case Total Administration Case and Planning Plans	Case planting			affine bird	(file)	Analyst - i-orchale	Shr Admin	Admin	Jnr Admin	Support	Total Hours	Total Hours Time Cost £ hourly rate £	Average ourly rate £
	e pranting					ì							
Adm Total												-	00.00
ToT	Administration		0.2		1.0			0.4			18	329.00	205 63
	Total for General Cese Administration and Planning:		0,2		t,0			0.4			8,1	329.00	205.63
Compliance with the Appoint of Rules and best	Appaintment												80
	Banking and Bonding						0.4			04	80	146 00	182 50
748 U	Case Closure												000
Statu	Statutory reporting and statement of affains											+	900
Tota	Total for Compliance with the insolvency Act, Rules and best practice:						0.4			9.4	8.0	146,00	182.50
Investigations CDD	CDDA and investigations												000
	Total for investigations:												0.00
Realisation of assets Debt	Debt collection												000
Prop	Property, business and asset sales												8
Rete	Retembon of Title/Third party assets						!						000
Tota	Total for Realisation of assets:												0.00
Trading	hing.												000
Tota	Total for Trading:												00.0
Dealing with all creditors Secured claims (including employees),	nrød				4,5						4.5	00 006	200 000
	ars	8.0									0.9	3,960,00	495 00
Cred	Creditors committee												900
Tota (incl distr	Total for Dealing with all creditors claims (including employees), correspondence and distributions:	9.0			ş						12.6	4,860.00	388.80
Other matters which includes Seek seeking decisions of creditors,	Seeling decisions of creditors												000
neetings, tax, litigation, Meetings ensions and travel	thrgs												000
Other													00'0
× e					9.0						90	207 00	345 00
¥g4.7	Lingation								-				000
Tota	Total for Other matters:				0.6						90	207.00	345.00
Tota	Total hours by staff grade:	8.0	0.2		6.1		5.4	0.4		0.4	15.5		
Tota	Fotal time cost by staff grade:	3,960.00	98.00		1,307.00		80.00	40.00		56.00		5,542.00	
Ave	Average hourly rate £:	495.00	445.00	0.00	214.26	00.0	228.00	100.00	0.00	140.00			357.55
Tota	Total fees drawn to date £;											0.00	

1011

230.88 230.38 182 50 182.50 150.00 150.00 280 BB 290.00 243.25 495.00 315.18 345.00 345.00 270.02 Total Hours Time Cost £ hourly rate 88 0.00 8 0.00 8 80 8 8 0.00 900 00 4,865 00 4,964 00 4.964.00 3,960,00 8,825,00 207 00 207.00 725.00 146 00 146.00 450.00 450.00 72500 2000 20.00 8 21.5 27.5 9.6 2.5 2.5 3 8 8 8.0 8 9.0 9.0 8.8 3.0 4 3 30 98.00 140.00 3 2 3 8 SIP9 Dial Management Limited - Creditors Voluntary Liquidation - 84KNE030.CVL: Time Costs Analysis From 23/12/2015 To 22/12/2019 85.00 85.38 1.3 8 8 0.4 ð Snr Admin 90.00 25.00 3 40 9 Analyst - Forensie 8 3,717.00 172.68 21.5 68 8.9 9 9.0 2 3.0 2 e. Ser Mingr 8 69.00 0.2 0.2 11,300.00 342.42 11.5 11.5 11.0 18.0 22 8 2.5 Total for Dealing with all creditors claims (Including employees), correspondence and distributions: Seeking decators of creditors Total for General Case Administration and Plenning: Appointment Total for Complaince with the insolvency Act, Rules and best practice: CDDA and investigations Statutory reporting and statement of affairs Property, business and asset sales Retention of Title/Third party assets Total for Realisation of assets: Total time cost by staff grade: Total fees drawn to date E: Fotal hours by staff grade: Fotal for investigations: Total for Other mattern: Average hourly rate E. lanking and Bonding Total for Trading: Case planning Case Closure Meetings Secured Trading Dealing with all creditors claims (including employees), correspondence and distributions Other matters which includes seeking decisions of creditors, meetings, tax, litigation, A pensions and travel Compliance with the insolvency Act, Rules and best practice Beneral Case Administration and Planning ealisation of assets Staff Grade rading

STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred	Amount discharged £	Balance (to be discharged) £
Expenses incurred v	vith entities not within the Be	egbies Traynor G	roup	
Specific bond	Marsh Limited	110.00	110.00	Nil
Traynor Charging Po	vith entities within the Begbio plicy)	es Traynor Group	(for further details	s see Begbies
<u>No</u> ne	<u>L</u>	I		L

CUMULATIVE STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred
		£
Agents/Valuers fees	Clumber Consultancy Limited	150.00
Bank charges	Handelsbanken	100.00
Specific bond	Marsh Limited	110.00
Statutory advertising	Courts Advertising Limited	253.80
Storage costs	Creditor Gateway Limited	10.00

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 Begbies Traynor (Central) LLP Address 4th Floor Cathedral Buildings Post town Dean Street County/Region Newcastle upon Tyne Postcode Ν Ε 1 G Country DX 0191 2699820 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