

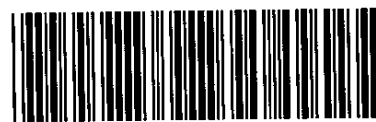
# LIQ03

## Notice of progress report in voluntary winding up



Companies House

THURSDAY



A21 \*A7CXMED4\* #72  
23/08/2018  
COMPANIES HOUSE

ise  
se

### 1 Company details

Company number 0 2 8 6 3 3 2 0  
Company name in full Datum Construction Limited

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

### 2 Liquidator's name

Full forename(s) Kerry  
Surname Bailey

### 3 Liquidator's address

Building name/number 3 Hardman Street  
Street Spinningfields  
Post town Manchester  
County/Region  
Postcode M 3 3 A T  
Country

### 4 Liquidator's name

Full forename(s) Edward  
Surname Kerr

① Other liquidator  
Use this section to tell us about  
another liquidator.

### 5 Liquidator's address

Building name/number Pannell House  
Street 159 Charles Street  
Post town Leicester  
County/Region  
Postcode L E 1 1 L D  
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	<sup>d</sup> 0	<sup>d</sup> 1	<sup>m</sup> 0	<sup>m</sup> 7	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 7
To date	<sup>d</sup> 3	<sup>d</sup> 0	<sup>m</sup> 0	<sup>m</sup> 6	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8

**7** Progress report

☒ The progress report is attached

**8** Sign and date

Liquidator's signature

Signature

X



X

Signature date

<sup>d</sup> 2	<sup>d</sup> 2	<sup>m</sup> 0	<sup>m</sup> 8	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8
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**Datum Construction Limited  
(In Liquidation)  
Joint Liquidators' Trading Account**

<b>Statement of Affairs</b>	<b>From 01/07/2017 To 30/06/2018</b>	<b>From 01/07/2014 To 30/06/2018</b>
<b>POST APPOINTMET SALES</b>		
Administrators' Applications	NIL	329.44
	NIL	329.44
<b>PURCHASES</b>		
Purchases (1)	NIL	10,399.00
	NIL	(10,399.00)
<b>TRADING SURPLUS/(DEFICIT)</b>	<b>NIL</b>	<b>(10,069.56)</b>

**Datum Construction Limited**  
**(In Liquidation)**  
**Joint Liquidators' Abstract of Receipts & Payments**

Statement of Affairs	From 01/07/2017 To 30/06/2018	From 01/07/2014 To 30/06/2018
<b>PROPERTY &amp; LAND</b>		
11C Brindley Road, Reginald Road Indu	NIL	171,250.00
Legal Fees & Disbursements	NIL	(3,312.00)
Natwest Bank Plc	NIL	(113,416.85)
	NIL	54,521.15
<b>ASSET REALISATIONS</b>		
WIP	NIL	1,429.95
Furniture & Equipment	NIL	10,000.00
Applications	NIL	3,978.60
Insurance Refund	NIL	263.47
Rent	NIL	7,951.51
Shares and Investments	93.79	161.44
Bank Interest Gross	36.00	249.32
Trading Surplus/(Deficit)	NIL	(10,069.56)
Suspense Account	NIL	133.81
Administration Surplus	NIL	27,471.64
CVA Unclaimed Dividends	NIL	175.04
	129.79	41,745.22
<b>COST OF REALISATIONS</b>		
Joint Administrators' Fees	NIL	12,733.55
Joint Liquidators' Fees	NIL	29,500.00
Joint Liquidators' Expenses	NIL	55.50
Datum Const. & Maint.- Commission	NIL	1,966.22
Professional Assistance	NIL	325.00
Corporation Tax	NIL	960.55
Non-Reclaimable VAT	NIL	393.24
Stationery & Postage	NIL	369.31
Statutory Advertising	NIL	154.82
Insurance of Assets	NIL	5,881.18
Bank Charges	25.75	29.39
	(25.75)	(52,368.76)
<b>UNSECURED CREDITORS</b>		
Dividend of 3.54p in the £ paid on 17/8	NIL	20,000.00
	NIL	(20,000.00)
	<b>104.04</b>	<b>23,897.61</b>
<b>REPRESENTED BY</b>		
Bank 1 - Current		24,121.68
Unclaimed dividends		(224.07)
		<b>23,897.61</b>

**Note:**

On 8 November 2016 a dividend totalling £20,000 was paid to unsecured creditors at a rate of 3.54p in the £

**TO ALL KNOWN MEMEBERS & CREDITORS****22 August 2018**

Our Ref 00243819/C2/KB/VN

Please ask for  
Vicki Noonan  
0151 237 4422

Dear Sirs

**Datum Construction Limited - In Creditors' Voluntary Liquidation ('the Company')**  
**Registered number: 02863320**

We set out below an annual progress report for the period 1 July 2017 to 30 June 2018 ('the Reporting Period') in accordance with Section 104A of the Insolvency Act 1986 and Rule 18.4 of the Insolvency (England and Wales) Rules 2016 ('the Rules').

Please note that we do not intend to report in detail on matters previously disclosed. This report should therefore be read in conjunction with our previous reports.

**Professional information regarding the Liquidators**

Please note that on 2 August 2017, an order was made by the High Court of Justice, Chancery Division, Companies Court in London, case number: CR-2017-005555 removing Ian James Gould as Liquidator of the Company following his resignation from BDO LLP. The court order also provided for Edward Terence Kerr to be appointed as Liquidator of the Company in place of Mr Gould. Mr Kerr is authorised and licensed in the United Kingdom to act as an insolvency practitioner by the Institute of Chartered Accountants in England & Wales.

The Joint Liquidators are therefore Kerry Franchina Bailey (officeholder No: 8780) of BDO LLP, 3 Hardman Street, Spinningfields, Manchester, M3 3AT, appointed on 1 July 2014, and Edward Terence Kerr (officeholder No: 9021) of BDO LLP, Pannell House, 159 Charles Street, Leicester, LE1 1LD, appointed on 2 August 2017. We carry out our functions jointly and severally meaning any action can be done by one Liquidator or by both of us.

**Joint Liquidators' receipts and payments**

We attach for your information a summary of our receipts and payments account, analysed to show activity in the Reporting Period compared to the whole of the Liquidation. The account shows a balance in hand of £24,122.

The receipts and payments shown are largely self-explanatory, although we would comment specifically on:

***Shares and Investments***

A total dividend of £94 has been received in relation to the Company's shareholding in Lloyds Bank Plc.



#### *Bank Interest Gross*

Bank interest of £36 has been received on funds held in the Joint Liquidators' bank account.

#### *Payments*

The only payment made in the Reporting Period was bank charges of £26.

#### **Progress of the Liquidation**

As there are remaining assets to realise, we are not in a position to conclude this Liquidation at this time. The assets that remain to be realised are as follows:

#### *Shares*

The Company owns 3,075 ordinary shares in Lloyds Bank Plc. The shares have a current value of c£1,900 and arrangements have been made for the shares to be sold. Realisations will be subject to the costs of sale.

#### *Director's loan account*

The last filed accounts for the Company showed loans being owed by the Company Directors that total £42,535. We are continuing to pursue the Directors for the return of these funds.

#### *Other*

We can confirm that there are no assets of a peculiar or special nature that cannot be sold. Consequently, there has been no distribution of unsold assets to creditors, as mentioned in Rules 18.10/14.13 of the Insolvency (England & Wales) Rules 2016.

#### **Future Prospects**

There are no secured creditors in this Liquidation and preferential creditors were paid in full in the preceding Administration.

A dividend of £20,000 was paid to unsecured creditors at a rate of 3.54p in the £ on 8 November 2016. Any further dividend payment will depend upon the recovery of the Directors' outstanding loan accounts.

#### **Prescribed Part**

Under Section 176A of the Insolvency Act 1986 where after 15 September 2003 a company has granted a floating charge to a secured creditor, a proportion of the net property of said company must be made available purely for the unsecured creditors.

The Company has not granted a floating charge to any creditor after the 5 September 2003 and consequently there will be no Prescribed Part in this Liquidation.

#### **Investigations**

We have a duty to investigate the affairs of the Company and also the conduct of the directors



and in respect of the latter, to submit a confidential statutory report to the Secretary of State. We can confirm that a report has been submitted.

We have completed the review of the Company's affairs and assets to establish whether there are any actions that can be investigated for the benefit of the creditors. As detailed above, we continue to pursue the overdrawn Directors' loan accounts.

#### **Joint Liquidators' Remuneration**

Pursuant to the Rules, we are obliged to fix our remuneration in accordance with Rule 18.16. This permits remuneration to be fixed either:

- (1) As a percentage of the assets realised and distributed; and/or
- (2) By reference to the time the Joint Liquidators and the staff have spent attending to matters in the Liquidation; and/or
- (3) As a set amount; and/or
- (4) As a combination of the above.

The Company's creditors approved our remuneration in the Administration by reference to BDO LLP's normal charge out rates for the time properly incurred by us and our staff in attending to matters arising in the Administration.

In accordance with Rule 4.127 of the Insolvency Rules 1986 (replaced by Rule 18.20), our remuneration in the Liquidation is treated as being fixed on the same basis as that in the Administration.

To date, we have drawn fees of £29,500 in respect of our remuneration as shown on the enclosed receipts and payments account. There has been no remuneration drawn in the Reporting Period.

#### ***Joint Liquidators' time costs for the period 1 July 2017 to 30 June 2018***

A schedule is attached showing that time costs of £4,506 have been incurred for the Reporting Period, representing 28 hours spent at an average charge out rate of £161 per hour.

#### ***Joint Liquidators' time costs for the period 1 July 2014 to 30 June 2018***

A further schedule covers the whole period of appointment and records time costs of £47,749, which represents 231 hours spent at an average charge out rate of £208 per hour.

Creditors may access information setting out creditors' rights in respect of the approval of Liquidator's remuneration at:

<https://www.r3.org.uk/what-we-do/publications/professional/fees>

For guidance, we enclose a document that outlines the policy of BDO LLP in respect of fees and disbursements.



## Disbursements

Where disbursements are recovered in respect of precise sums expended to third parties there is no necessity for these costs to be authorised. These are known as category 1 disbursements. Since our last report, no category 1 disbursements have been incurred.

Some Liquidators recharge expenses, for example printing, photocopying and telephone costs, which cannot economically be recorded in respect of each specific case. Such expenses, which are apportioned to cases, require the approval of the creditors before they can be drawn, and these are known as category 2 disbursements.

The policy of BDO LLP in respect of this appointment is not to charge any category 2 disbursements with the exception of mileage on the basis of the mileage scale approved by HMRC, being 45p per mile unless otherwise disclosed to the creditors. No category 2 disbursements have accrued to date.

Total disbursements of £56 have been incurred in the Liquidation as detailed below.

	Cat 1 (£)	Cat 2 (£)	Total (£)
Bonding	52.50	-	52.50
Land Registry	3.00	-	3.00
	55.50	-	55.50

The above disbursements of £56 have been drawn, although none were paid in the Reporting Period.

## Creditors' rights

We provide at the end of this report an extract from the Rules setting out the rights of creditors to request further information and/or challenge the remuneration or expenses within the Liquidation.

The Insolvency Service has established a central gateway for considering complaints in respect of Insolvency practitioners. In the event that you make a complaint to me but are not satisfied with the response from me then you should visit the website address below where you will find further information on how you may pursue the complaint:

<https://www.gov.uk/complain-about-insolvency-practitioner>

## Insolvency Code of Ethics

We are bound by the Insolvency Code of Ethics when carrying out all professional work relating to this appointment. A copy of the code is at:

<http://www.icaew.com/en/members/regulations-standards-and-guidance/ethics/code-of-ethics-d>





If you require any further information, please contact me or my colleague Vicki Noonan at [BRCMT@bdo.co.uk](mailto:BRCMT@bdo.co.uk).

Yours faithfully  
for and on behalf of  
Datum Construction Limited

A handwritten signature in black ink, appearing to be 'Kerry Bailey', written over a horizontal line.

Kerry Bailey  
Joint Liquidator

K F Bailey and E T Kerr are authorised by the Institute of Chartered Accountants in England & Wales in the UK

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**Datum Construction Limited  
(In Liquidation)  
Joint Liquidators' Trading Account**

<b>Statement of Affairs</b>	<b>From 01/07/2017 To 30/06/2018</b>	<b>From 01/07/2014 To 30/06/2018</b>
POST APPOINTMET SALES		
Administrators' Applications	NIL	329.44
	NIL	329.44
PURCHASES		
Purchases (1)	NIL	10,399.00
	NIL	(10,399.00)
<b>TRADING SURPLUS/(DEFICIT)</b>	<b>NIL</b>	<b>(10,069.56)</b>

**Datum Construction Limited**  
**(In Liquidation)**  
**Joint Liquidators' Abstract of Receipts & Payments**

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Administration Surplus	NIL	27,471.64
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	129.79	41,745.22
<b>COST OF REALISATIONS</b>		
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Joint Liquidators' Fees	NIL	29,500.00
Joint Liquidators' Expenses	NIL	55.50
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Professional Assistance	NIL	325.00
Corporation Tax	NIL	960.55
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Bank Charges	25.75	29.39
	(25.75)	(52,368.76)
<b>UNSECURED CREDITORS</b>		
Dividend of 3.54p in the £ paid on 17/8	NIL	20,000.00
	NIL	(20,000.00)
	104.04	23,897.61
<b>REPRESENTED BY</b>		
Bank 1 - Current		24,121.68
Unclaimed dividends		(224.07)
		23,897.61

**Note:**

On 8 November 2016 a dividend totalling £20,000 was paid to unsecured creditors at a rate of 3.54p in the £

Name of Assignment

Datum Construction Limited

00243819

## Summary of Time Charged and Rates Applicable for the Period From 01/07/2017 to 30/06/2018

Description	PARTNER		MANAGER		ASSISTANT MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		OTHER STAFF		GRAND TOTAL		W R I
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	
D. General Administration	0.10	52.00	2.85	627.10	2.50	476.00	0.75	89.00	9.35	717.20	0.70	46.90	16.25	2,008.20	123.5
E. Assets Realisation/Dealing					0.40	82.80							0.40	82.80	207.0
H. Creditor Claims					2.50	517.50							2.50	517.50	207.0
I. Reporting			1.50	409.00	6.25	1,293.75			0.85	56.95			8.60	1,759.70	204.6
J. Distribution and Closure			0.60	137.40									0.60	137.40	229.0
	0.10	52.00	4.95	1,173.50	11.65	2,370.05	0.75	89.00	10.20	774.15	0.70	46.90			

Net Total	28.35	4,505.60
Secretarial Expense		0.00
Other Disbursements		0.00
Billed		0.00
Grand Total		4,505.60





## Datum Construction Limited - In Liquidation

In accordance with best practice I provide below details of policies of BDO LLP in respect of fees and expenses for work in relation to the above insolvency.

The current charge out rates per hour of staff within my firm who may be involved in working on the insolvency, is as follows:

GRADE	£
Partner	520
Manager	229-401
Assistant Manager	207
Senior Administrator	195-207
Administrator	67-176
Other staff	71

This in no way implies that staff at all such grades will work on the case. The rates charged by BDO LLP are reviewed on a regular basis and are adjusted to take account of inflation and the firm's overheads.

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time. Units of time can be as small as 3 minutes. BDO LLP records work in respect of insolvency work under the following categories:-

- Pre Appointment
- Steps upon Appointment
- Planning and Strategy
- General Administration
- Asset Realisation/Management
- Trading Related Matters
- Employee Matters
- Creditor Claims
- Reporting
- Distribution and Closure
- Other Issues.

Under each of the above categories the work is recorded in greater detail in sub categories. Please note that the 11 categories provide greater detail than the six categories recommended by the Recognised Professional Bodies who are responsible for licensing and monitoring insolvency practitioners.

Where an officeholder's remuneration is approved on a time cost basis the time invoiced to the case will be subject to VAT at the prevailing rate.

Where remuneration has been approved on a time costs basis a periodic report will be provided to any committee appointed by the creditors or in the absence of a committee to the creditors. The report will provide a breakdown of the remuneration drawn and will enable the recipients to see the average rates of such costs.

### 1) Other Costs

Where expenses are incurred in respect of the insolvent estate they will be recharged. Such expenses can be divided into two categories.



## **2) Category 1**

This heading covers expenses where BDO LLP has met a specific cost in respect of the insolvent estate where payment has been made to a third party. Such expenses may include items such as advertising, couriers, travel (by public transport), land registry searches, fees in respect of swearing legal documents etc. In each case the recharge will be reimbursement of a specific expense incurred.

## **3) Category 2**

Insolvency practice additionally provides for the recharge of expenses such as printing, stationery, photocopying charges, telephone, email and other electronic communications eg webhosting, which cannot be economically recorded in respect of each specific case. Such expenses, which are apportioned to cases, must be approved by the creditors in accordance with the Insolvency (England and Wales) Rules 2016, before they can be drawn, and these are known as category 2 disbursements.

A further disbursement under this heading is the cost of travel where staff use either their own vehicles or company cars in travelling connected with the insolvency. In these cases a charge of 45p per mile is raised which is in line with the HM Revenue & Customs Approved Mileage Rates (median - less than 10,000 miles per annum) which is the amount the firm pays to staff. Where costs are incurred in respect of mileage, approval will be sought in accordance with the Insolvency (England and Wales) Rules 2016 to recover this disbursement.

Where applicable, all disbursements will be subject to VAT at the prevailing rate.

BDO LLP  
22 August 2018



**Statement from the Insolvency (England and Wales) Rules 2016 regarding the rights of creditors in respect of the Joint Liquidators' fees and expenses:**

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

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

- (a) a secured creditor;
  - (b) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question);
  - (c) members of the company in a members' voluntary winding up with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the company;
  - (d) any unsecured creditor with the permission of the court; or
  - (e) any member of the company in a members' voluntary winding up with the permission of the court.
- (2) A request, or an application to the court for permission, by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one member or creditor.
- (3) The office-holder must, within 14 days of receipt of such a request respond to the person or persons who requested the information by—
- (a) providing all of the information requested;
  - (b) providing some of the information requested; or
  - (c) declining to provide the information requested.
- (4) The office-holder may respond by providing only some of the information requested or decline to provide the information if—
- (a) the time or cost of preparation of the information would be excessive; or
  - (b) disclosure of the information would be prejudicial to the conduct of the proceedings;
  - (c) disclosure of the information might reasonably be expected to lead to violence against any person; or
  - (d) the office-holder is subject to an obligation of confidentiality in relation to the information.
- (5) An office-holder who does not provide all the information or declines to provide the information must inform the person or persons who requested the information of the reasons for so doing.
- (6) A creditor, and a member of the company in a members' voluntary winding up, who need not be the same as the creditor or members who requested the information, may apply to the court within 21 days of—
- (a) the office-holder giving reasons for not providing all of the information requested; or
  - (b) the expiry of the 14 days within which an office-holder must respond to a request.
- (7) The court may make such order as it thinks just on an application under paragraph (6).

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

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

- (a) the remuneration charged by the office-holder is in all the circumstances excessive;
  - (b) the basis fixed for the office-holder's remuneration under rules 18.16, 18.18, 18.19, 18.20 and 18.21 (as applicable) is inappropriate; or
  - (c) the expenses incurred by the office-holder are in all the circumstances excessive.
- (2) The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable—
- (a) a secured creditor,
  - (b) an unsecured creditor with either—
    - (i) the concurrence of at least 10% in value of the unsecured creditors (including that creditor), or
    - (ii) the permission of the court, or
  - (c) in a members' voluntary winding up—
    - (i) members of the company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the company, or
    - (ii) a member of the company with the permission of the court.



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

**Applications under rules 18.34 and 18.35 where the court has given permission for the application**

**18.36.**—(1) This rule applies to applications made with permission under rules 18.34 and 18.35.

- (2) Where the court has given permission, it must fix a venue for the application to be heard.
- (3) The applicant must, at least 14 days before the hearing, deliver to the office-holder a notice stating the venue and accompanied by a copy of the application and of any evidence on which the applicant intends to rely.
- (4) If the court considers the application to be well-founded, it must make one or more of the following orders—
- (a) an order reducing the amount of remuneration which the office-holder is entitled to charge;
  - (b) an order reducing any fixed rate or amount;
  - (c) an order changing the basis of remuneration;
  - (d) an order that some or all of the remuneration or expenses in question is not to be treated as expenses of the administration, winding up or bankruptcy;
  - (e) an order for the payment of the amount of the excess of remuneration or expenses or such part of the excess as the court may specify by —
    - (i) the administrator or Liquidator or the administrator's or Liquidator's personal representative to the company, or
    - (ii) the trustee or the trustee's personal representative to such person as the court may specify as property comprised in the bankrupt's estate;
  - (f) any other order that it thinks just.
- (5) An order under paragraph (4)(b) or (c) may only be made in respect of periods after the period covered by the relevant report.
- (6) Unless the court orders otherwise the costs of the application must be paid by the applicant, and are not payable as an expense of the administration, winding up or bankruptcy.

**Applications under rule 18.34 where the court's permission is not required for the application**

**18.37.**—(1) On receipt of an application under rule 18.34 for which the court's permission is not required, the court may, if it is satisfied that no sufficient cause is shown for the application, dismiss it without giving notice to any party other than the applicant.

- (2) Unless the application is dismissed, the court must fix a venue for it to be heard.
- (3) The applicant must, at least 14 days before any hearing, deliver to the office-holder a notice stating the venue with a copy of the application and of any evidence on which the applicant intends to rely.
- (4) If the court considers the application to be well-founded, it must make one or more of the following orders—
- (a) an order reducing the amount of remuneration which the office-holder is entitled to charge;
  - (b) an order reducing any fixed rate or amount;
  - (c) an order changing the basis of remuneration;
  - (d) an order that some or all of the remuneration or expenses in question be treated as not being expenses of the administration or winding up or bankruptcy;
  - (e) an order for the payment of the amount of the excess of remuneration or expenses or such part of the excess as the court may specify by —
    - (i) the administrator or Liquidator or the administrator's or Liquidator's personal representative to the company, or
    - (ii) the trustee or the trustee's personal representative to such person as the court may specify as property comprised in the bankrupt's estate;
  - (f) any other order that it thinks just.
- (5) An order under paragraph (4)(b) or (c) may only be made in respect of periods after the period covered by the relevant report.
- (6) Unless the court orders otherwise the costs of the application must be paid by the applicant, and are not payable as an expense of the administration or as winding up or bankruptcy.

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	Kerry Bailey
Company name	BDO LLP
Address	3 Hardman Street Spinningfields
Post town	Manchester
County/Region	
Postcode	M 3     3 A T
Country	
DX	
Telephone	01512 374 500

**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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.gov.uk/companieshouse)**