

LIQ03

Notice of progress report in voluntary winding up



Companies House

THURSDAY



A6LACC40

A11

14/12/2017

#467

COMPANIES HOUSE

1 Company details

Company number 0 2 9 4 9 4 8 4
Company name in full Advanced Battery Care Limited

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

2 Liquidator's name

Full forename(s) Simon
Surname Campbell

3 Liquidator's address

Building name/number Office D
Street Beresford House
Post town Town Quay
County/Region Southampton
Postcode S O 1 4 2 A Q
Country

4 Liquidator's name ①

Full forename(s) Carl
Surname Jackson

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

5 Liquidator's address ②

Building name/number Office D
Street Beresford House
Post town Town Quay
County/Region Southampton
Postcode S O 1 4 2 A Q
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 2	^d 1	^m 1	^m 0	^y 2	^y 0	^y 1	^y 6
To date	^d 2	^d 0	^m 1	^m 0	^y 2	^y 0	^y 1	^y 7

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X 

X

Signature date

^d 1	^d 3	^m 1	^m 2	^y 2	^y 0	^y 1	^y 7
----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------

ADVANCED BATTERY CARE LIMITED (IN LIQUIDATION)

THE JOINT LIQUIDATORS' PROGRESS REPORT

12 December 2017

This report has been prepared for the sole purpose of updating the members and creditors 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 members and creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

Simon Campbell and Carl Jackson of Quantuma LLP , Office D, Beresford House, Town Quay, Southampton, SO14 2AQ, were appointed Joint Liquidators of Advanced Battery Care Limited on 21 October 2016.

Simon Campbell is licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association and Carl Jackson is licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales



CONTENTS

1	INTRODUCTION
2	THE PROGRESS OF THE LIQUIDATION
3	CREDITORS: CLAIMS AND DISTRIBUTIONS
4	OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS
5	THE JOINT LIQUIDATORS' FEES AND EXPENSES

APPENDICES

Appendix 1	Statutory Information
Appendix 2	The Joint Liquidators' receipts and payments account as at 20 October 2017.
Appendix 3	Schedule of Joint Liquidators' timecosts
Appendix 4	Detailed narrative list of work undertaken by the Joint Liquidators during the Review Period
Appendix 5	Proof of Debt
Appendix 6	Revised fee estimate
Appendix 7	Vote by Correspondence form

ABBREVIATIONS

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Liquidators"	Simon Campbell and Carl Jackson of Quantuma LLP
"the Company"	Advanced Battery Care Limited (in Liquidation)
EOS"	Estimated Outcome Statement
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 21 October 2016 to 20 October 2017.

1. INTRODUCTION

Introduction

This report has been prepared to provide members and creditors with an update on the progress of the Liquidation of the Company since the Joint Liquidators' appointment as Joint Liquidators on 21 October 2016.

Given the information previously provided to members and creditors in the Joint Liquidators' earlier report, we have not included detailed background information in respect of the Company and have focussed on the progress of the Liquidation subsequent to that report.

A schedule of statutory information in respect of the Company is attached at Appendix 1.

Details of the appointment of the Joint Liquidators

Simon Campbell and Carl Jackson of Quantuma LLP were appointed Joint Liquidators of the Company on 21 October 2016.

The Joint Liquidators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

2. THE PROGRESS OF THE LIQUIDATION

The Joint Liquidators' receipts and payments account

Attached at Appendix 2 is a receipts and payments account covering the Review Period.

The rest of this report describes the key developments in the Liquidation over the Review Period.

We have summarised the main asset realisations during the Review Period and an estimation of the those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

VAT Basis

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately. All VAT has now been reclaimed.

Administrative, Statutory & Regulatory Tasks

The Joint Liquidators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the Liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards.

During the Review Period, primarily these tasks have included:

- Informing all relevant persons of the commencement of the Liquidation, including filing statutory documents at Companies House and meeting statutory advertising requirements;
- Drafting and issuing the progress report to creditors;
- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining electronic case files, which must include records to show and explain the Liquidation and any decisions made by the Joint Liquidators that materially affect the Liquidation;
- Monitoring and maintaining an adequate statutory bond;



- Conducting periodic case reviews to ensure that the Liquidation is progressing efficiently, effectively and in line with the statutory requirements;
- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments; and
- Completing periodic tax returns.
- Preparing a report on the conduct of the directors as required by the Company Directors Disqualification Act.

Realisation of assets

Cash at bank

£12,059.52 has been received in respect of cash at bank. The Joint Liquidators were not aware of this money at the date of the Liquidation so it was not reflected on the statement of affairs.

Rates refund

The Company received a rates refund of £15.93.

Book debts

The Company factored its book debts, and as a result they were held as security by Lloyds TSB Commercial Finance Ltd. Lloyds TSB Commercial Finance Ltd collected the book debt ledger until their debt had been paid in full and their charge had been satisfied. Lloyds TSB Commercial Finance Ltd was holding a surplus of £7,951.93 which was transferred to the Liquidation bank account shortly after the Liquidation. The surplus of the book debt ledger £2,176.81 has now been reassigned to the Company in Liquidation.

Initial letters were sent to the remaining debtors in May 2017 however there have been no collections as the debtors have requested various invoices and supporting documentation. The Joint Liquidators are currently in the process of locating these invoices and will write to the debtors again in due course.

Plant and machinery and office furniture and equipment

The Joint Liquidators instructed professional agents, SIA Group to value and dispose of the Company's physical assets.

First Case UK Limited expressed an interest in purchasing the Company's plant and machinery and office furniture and equipment.

First Case UK Limited liaised with SIA Group direct to progress their interest. SIA Group weighed up the advantages of a swift sale, which would avoid the ongoing costs of storing and marketing the assets, against the potential of attracting a better offer albeit that this would involve incurring more costs. SIA Group concluded that the offer was very likely to represent the best net realisation for the assets and they recommended to the Joint Liquidators that the offer be accepted.

Consequently, the Company's assets were sold to First Case UK Limited on 26 October 2016 for £2,000 plus VAT which was received in full on 27 October 2016.



Estimated future realisations

Book debts

As previously mentioned the remaining book debt ledger of £2,176.81 has now been reassigned to the Company in Liquidation. Future realisations are uncertain as the Joint Liquidators are currently in the process of obtaining the relevant supporting documentation and invoices.

Costs incurred but remaining unpaid

During the Review Period, the Joint Liquidators have also incurred timecosts and category 2 disbursements, not all of which have yet been discharged. Further details of these costs are set out below.

3. CREDITORS: CLAIMS AND DISTRIBUTIONS

Secured creditors

The Company had granted the following security:

Type of charge	Date created	Beneficiary
Fixed and Floating charge	26 September 2013	Lloyds TSB Commercial Finance Limited

The Company granted a fixed and floating charge to Lloyds TSB Commercial Finance Limited on 26 September 2013. The money due to Lloyds TSB Commercial Finance Limited was fully repaid from the fixed charge they held over the book debts.

Preferential creditors

Preferential claims relating to unpaid holiday pay and wage arrears were estimated at £3,934.58 in the Director's Estimated Statement of Affairs. To date we have not received a claim from the Redundancy Payments Service

It is uncertain whether there will be sufficient realisations to pay a dividend to preferential creditors.

Prescribed Part

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

- 50% of net property up to £10,000;
- Plus, 20% of net property in excess of £10,000.
- Subject to a maximum of £600,000.

The secured creditor's claim has been discharged in full from book debt recoveries and consequently there will be no prescribed part in this Liquidation.



Unsecured creditors

Unsecured claims were estimated at £87,605.89 in the Director's Estimated Statement of Affairs and, to date, 6 claims have been received totalling £46,174.63.

It is not anticipated that a dividend will be paid to unsecured creditors.

Notice of No Dividend

In accordance with Rule 14.36 and Rule 14.37 I confirm that no dividend will be distributed as the funds realised have already been used for defraying the expenses of the Liquidation.

4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

Investigations

During the Review Period, the Joint Liquidators carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the director(s) (and senior employees) by means of questionnaires (and interviews); making enquiries of the Company's accountants; reviewing information received from creditors; and collecting and examining the Company's bank statements, accounts and other records.

The directors provided the books and records and a completed questionnaire as well as a Statement of Affairs.

The information gleaned from this process enabled the Joint Liquidators to meet their statutory duty to submit a confidential report on the conduct of the directors (past and present) to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This initial assessment has been completed and the Joint Liquidators did not identify any further assets or actions which might lead to a recovery for creditors.

Although this work did not generate any financial benefit to creditors, it was necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

EU Regulations (Whether Proceedings Are Main Proceedings or Territorial)

The Company's centre of main interest was in the UK as their registered office address was 38 Ashley Piece Ramsbury Marlborough Wiltshire SN8 2QE and their trading address was Unit 5, Whittonditch, Ramsbury, Marlborough, SN8 2QE and therefore it is considered that the EU Regulations apply. These proceedings are main proceedings as defined in the EU Regulation.

Further Information

Please note that the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics> Additionally the Joint Liquidators are also bound by the regulations of their Licensing Bodies.

To comply with the Provision of Services Regulations, some general information about Quantuma LLP, including our complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information/>.



Information about this insolvency process may be found on the R3 website here <http://www.creditorinsolvencyguide.co.uk/>.

5. THE JOINT LIQUIDATORS' REMUNERATION AND EXPENSES

A copy of 'A Creditors Guide to Liquidators' Fees' effective from 6 April 2017 together with the firm's current schedule of charge-out rates and chargeable disbursements may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>.

A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request at no cost.

Pre-Appointment Costs

The creditors authorised the fee of £3,500 for assisting the directors in calling the relevant meeting and with preparing the statement of affairs on 21 October 2016.

The fee for the statement of affairs and meetings was paid from first realisations on appointment and is shown in the enclosed receipts and payments account.

Joint Liquidators' Remuneration

The basis of the Joint Liquidators' fees were fixed by postal resolutions considered and approved by creditors on 1 December 2016 as follows:

1. That the Joint Liquidators' fees for undertaking the work outlined in the Fee Estimate enclosed with the report to Creditors dated 15 November 2016 and prepared in connection with fee approval, will be charged by reference to the time properly spent by them and their staff in dealing with the matters relating to the Liquidation, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time the work is undertaken plus VAT. The timecosts drawn will not exceed the £15,120 without additional approval from Creditors.

In accordance with this resolution, fees totalling £12,000 plus VAT have been drawn.

We believe this case generally to be of average complexity and no extraordinary responsibility has to date fallen upon us as Joint Liquidators.

Comparison of estimates

The Joint Liquidators' time costs incurred to date (whether or not they have been charged to the Liquidation estate) are compared with the original fees estimate and the actual time costs incurred to date. The fee estimate covered the whole period of the Liquidation.

For a detailed schedule of work undertaken by the Joint Liquidators during the Review Period see Appendix 5. A detailed narrative list of the work undertaken during the Review Period is provided at Appendix 6.



	Original fees estimate			Actual time costs incurred during the Review Period		
Work category	No. of hours	Blended hourly rate £ per hour	Total fees £	No. of hours	Average hourly rate £ per hour	Total time costs £
Administration and Planning	12.00	203.25	2,439.00	61.80	214.70	13,268.50
Creditors	16.00	203.25	3,252.00	11.00	95.00	1,045.00
Investigations	16.00	203.25	3,252.00	9.30	114.73	1,346.00
Realisation of Assets	20.00	203.25	4,065.00	20.20	142.45	2,877.50
Cashiering	7.00	192.00	1,344.00	11.07	115.33	1,276.65
Closing procedures	4.00	192.00	768.00	0.00	0.00	0.00
TOTAL	75.00	201.60	15,120.00	113.37	174.77	19,813.65

The expenses incurred to date are compared with the original expenses estimate as follows:

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Bonding	20.00	135.00	Lower bond estimated
Advertising	174.75	174.75	
Insurance of assets	150.00	110.00	
Agents fees	800.00	750.00	
Collection of books and records	100.00	73.57	
Storage of books and records	50.00	16.38	
Postage	5.00	32.50	Postage underestimated
Category 2 expenses	5.00	173.75	Cost of photocopying underestimated
Accountants fees	0.00	1,000	Cost not anticipated.
TOTAL	1,304.75	1,465.95	

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in Quantuma LLP's current schedule of charge-out rates and chargeable disbursements referred to above. Creditors approved the payment of Category 2 disbursements on these bases on 1 December 2016.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators consider that:



- the original fees estimate has been exceeded; and
- the original expenses estimate has been exceeded for the reasons given above.

The main reason why the fees estimate has been exceeded is the case required senior involvement to chase the transfer of the bank balance to the Liquidation account.

Since the Joint Liquidators time costs have exceeded their fee estimate, they are seeking authority from the creditors for an increase in their fees estimate and attach formal notice of vote by correspondence at Appendix 7. However, given the limited further realisations in this case to date, the Joint Liquidators do not propose to draw fees in excess of the additional fees estimate at present. Details of the additional work that the Joint Liquidators will be undertaking are contained in the attached revised fees estimate at Appendix 6, but in summary they are as follows:

- Collecting the remaining book debts
- Final cashing duties
- Closing the Liquidation

Other professional costs

Agents & Valuers

SIA Group were instructed as agents and valuers in relation to the tangible assets. Their costs were agreed at a fixed fee of £450 for the valuation and on a time-cost basis in regards to the sale of the assets, plus disbursements and VAT. The Agent's timecosts for the Review Period amount to £300. Overall the Agent's fees total £750 plus VAT and they have been paid in full.

All professional costs are reviewed and analysed before payment is approved.

Creditors' right to request information

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request in writing the Joint Liquidators to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

Creditors' right to challenge remuneration and/or expenses

Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of remuneration which the Joint Liquidators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of.

Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

Future of the Liquidation

The Joint Liquidators are currently in the process of obtaining the invoices for the remaining book debts. Once these book debts have been collected the Joint Liquidators will seek their release from office by issuing their final account to members and creditors.



Should you have any queries in regard to any of the above please do not hesitate to contact Abigail Bundy on 023 8033 6464 or by e-mail at Abigail.Bundy@Quantuma.com.

Simon Campbell
Joint Liquidator

**Advanced Battery Care Limited
(IN LIQUIDATION)****STATUTORY INFORMATION**

Company Name	Advanced Battery Care Limited
Trading Address	Unit 5, Whittonditch Works, Whittonditch, Ramsbury, Marlborough, Wiltshire, SN8 2XB
Proceedings	In Liquidation
Date of Appointment	21 October 2016
Joint Liquidators	Simon Campbell Carl Jackson Quantuma LLP Office D, Beresford House, Town Quay, Southampton, SO14 2AQ
Registered office Address	c/o Quantuma LLP Office D, Beresford House, Town Quay, Southampton, SO14 2AQ
Company Number	02949484
Incorporation Date	15 July 1994

**Advanced Battery Care Limited
(IN LIQUIDATION)**

**THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT
AS AT 20 OCTOBER 2017**

Advanced Battery Care Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments
To 20/10/2017

S of A £		£	£
	SECURED ASSETS		
61,873.00	Book Debts	7,951.93	7,951.93
	SECURED CREDITORS		
(55,046.00)	Lloyds TSB Commercial Finance Limit	NIL	NIL
	ASSET REALISATIONS		
930.00	Plant & Machinery	2,000.00	
604.00	Office Furniture Equipment	NIL	
Uncertain	Intercompany loan	NIL	
	Cash at Bank	12,059.52	
NIL	Intangible assets	NIL	
	Bank Interest Gross	2.64	
	Rates Refund	15.93	
			14,078.09
	COST OF REALISATIONS		
	Specific Bond	135.00	
	Preparation of S. of A.	3,500.00	
	Office Holders Fees	15,120.00	
	Motor expenses	47.25	
	AML search	12.00	
	Agents/Valuers Fees (1)	750.00	
	Accountants fees	1,000.00	
	Photocopying	114.50	
	Postage	32.50	
	Courier costs	73.57	
	Storage Costs	16.38	
	Statutory Advertising	174.75	
	Insurance of Assets	110.00	
			(21,085.95)
	PREFERENTIAL CREDITORS		
(3,187.12)	DE Arrears & Holiday Pay	NIL	
(747.46)	Employee Arrears/Hol Pay	NIL	
			NIL
	UNSECURED CREDITORS		
(32,760.21)	Trade & Expense Creditors	NIL	
(150.00)	Employees	NIL	
(36,097.46)	DE	NIL	
(638.73)	Banks/Institutions	NIL	
(12,147.49)	Customs & Excise	NIL	
(5,812.00)	Intercompany loan	NIL	
			NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	
			NIL
(83,279.47)			944.07

**Advanced Battery Care Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments
To 20/10/2017**

S of A £	£	£
REPRESENTED BY		
Bank 1 Current		316.79
Vat Control Account		627.28
		944.07



Simon Campbell
Joint Liquidator

**Advanced Battery Care Limited
(IN LIQUIDATION)**

**SCHEDULE OF THE JOINT LIQUIDATORS' TIMECOSTS DURING THE REVIEW PERIOD AND THE
WHOLE PERIOD OF THE LIQUIDATION**

Time Entry - Detailed SIP9 Time & Cost Summary

6001514 - Advanced Battery Care Limited
To: 20/10/2017
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 : Administration & Planning	0.30	3.20	0.00	0.30	3.80	833.50	245.66
100A : Initial Statutory & General Notifications & Filing	0.00	0.50	0.10	1.50	2.10	285.00	135.71
102 : Scheduling records	0.00	0.00	0.00	1.00	1.00	97.50	97.50
102A : Recovering & Scheduling books and records	0.00	0.00	0.00	3.30	3.30	313.50	95.00
103 : IPS Case / File set up/ Filing	0.00	0.00	0.00	3.10	3.10	299.00	96.45
104 : General Administration	0.00	6.60	0.00	4.60	11.20	2,070.50	184.87
105 : Case strategy / Review	19.50	7.10	0.80	6.50	33.90	8,902.00	262.60
106 : VAT & CT matters and returns	0.00	0.20	0.00	0.00	0.20	50.00	250.00
506 : Tax / VAT	0.00	0.00	0.00	3.20	3.20	317.50	99.22
Admin & Planning	19.80	17.80	0.90	23.50	61.80	13,268.50	214.70
600 : Cashiering	0.00	0.00	0.90	10.17	11.07	1,276.65	115.33
Cashiering	0.00	0.00	0.90	10.17	11.07	1,276.65	115.33
202A : Employees	0.00	0.00	0.00	3.90	3.90	370.50	95.00
204A : Dealing with Pension Schemes	0.00	0.00	0.00	2.40	2.40	228.00	95.00
212 : Initial Appointment Notifications to Creditors	0.00	0.00	0.00	4.70	4.70	446.50	95.00
Creditors	0.00	0.00	0.00	11.00	11.00	1,045.00	95.00
300 : Investigations	1.50	0.00	0.00	1.90	3.40	670.50	197.21
301 : CDDA Reports	0.00	0.00	0.00	5.40	5.40	513.00	95.00
302 : Pursuing Antecedent Transactions	0.50	0.00	0.00	0.00	0.50	162.50	325.00
Investigations	2.00	0.00	0.00	7.30	9.30	1,346.00	144.73
400 : Realisation of Assets	0.00	0.00	0.20	10.70	10.90	1,058.50	97.11
401 : Freehold / Leasehold Property	0.00	0.00	0.00	0.70	0.70	66.50	95.00
402 : Plant and Machinery	1.00	0.00	0.00	0.00	1.00	325.00	325.00
405 : Debtors	3.00	0.00	0.10	3.00	6.10	1,285.00	210.66
411 : Cash at Bank	0.00	0.00	0.00	1.00	1.00	95.00	95.00
412 : Arranging & Monitoring Insurance	0.00	0.00	0.00	0.50	0.50	47.50	95.00
Realisation of Assets	4.00	0.00	0.30	15.90	20.20	2,877.50	142.45
Total Hours	25.80	17.80	2.10	67.87	113.37	19,813.65	174.77
Total Fees Claimed						15,120.00	

Time Entry - SIP9 Time & Cost Summary

Category 2 Disbursements

6001514 - Advanced Battery Care Limited
Project Code: POST
To: 20/10/2017

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Amount
25/10/2016	Photocopying Letter to employees with instructions on how to claim and RPO Fact sheet	1 80
15/11/2016	Photocopying Letter to creditors with report with fee estimate	99 20
Total		101 00

**Advanced Battery Care Limited
(IN LIQUIDATION)**

DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT LIQUIDATORS DURING THE REVIEW PERIOD

Description of work undertaken	Includes
<u>ADMINISTRATION & PLANNING</u>	
Administration & Planning	
Initial Statutory and General Notifications & Filing e.g. Advertising the appointment, undertaking statutory notifications to Companies House, HMRC, the Pension Protection Fund, preparing the documentation and dealing with other notification of appointment	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Obtaining a specific penalty bond.	
Recovering & Scheduling the company's books and records.	Collection and making an inventory of company books and records
Setting up electronic case files and electronic case details on IPS.	
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews at 1 month, 2 months & 6 months.	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case 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
VAT & Corporation Tax matters and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
<u>CREDITORS</u>	
Creditors	
ERA - completing documentation for submission to the Redundancy Payments Office ("RPO") and liaising with the RPO regarding employee claims	
Employees - obtaining information from records about employee claims and dealing with employee correspondence/calls regarding their claims	Assisting employees to pursue claims via the RPO
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Dealing with Pension Schemes	Corresponding with the PPF and the Pensions Regulator
Dealing with HMRC/RPO claims	
Secured Creditor Reports/Claims	Seeking solicitors' advice on the validity of secured creditors' claims. Paying distribution to secured creditors and seeking confirmation of discharged claims

Description of work undertaken	Includes
Annual/Progress Reports	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties
Initial Appointment Notification to Creditors - Preparing the documentation & sending out initial appointment notification to creditors	Preparing a fee estimate for inclusion with the report to creditors.
Interim Fee Report to Creditors	
<u>INVESTIGATIONS</u>	
Investigations	
SIP 2 Review - Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc.	Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions Liaising with the committee/creditors or major creditors about further action to be taken
CDDA Reports - Preparing a report or return on the conduct of the directors as required by the Company Directors Disqualification Act.	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations
Investigating & Pursuing Antecedent Transactions	
<u>REALISATION OF ASSETS</u>	
Realisation of Assets	
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
Plant & Machinery	Liaising with valuers, auctioneers and interested parties Reviewing asset listings Liaising with secured creditors and landlords
Debtors	Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Receiving updates from factoring companies and arranging for reassignment of ledger Liaising with debt collectors and solicitors Agreeing debt collection agency agreements Dealing with disputes, including communicating with directors/former staff Pursuing credit insurance claims Submitting VAT bad debt relief claims
Sale of Business	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

Description of work undertaken	Includes
Cash at Bank	Contacting the bank to arrange closure of the account and payment of the funds to the estate
Arranging & Monitoring 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
<u>CASHIERING</u>	
Opening, maintaining and managing the Office Holders' cashbook and bank account.	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory receipts and payments accounts at Companies House

Current Charge-out Rates of the staff working on the case

Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken

Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes.

Rates are likely to be subject to periodic increase.

Staff	Charge out rates £
Partners	495
Directors	325
Senior Manager	250
Assistant Manager	185
Assistant Administrator	100
Cashier	125
Support Staff/Executive Assistant	95

PROOF OF DEBT - GENERAL FORM

Advanced Battery Care Limited

Date of commencement of Creditors' Voluntary Liquidation: 21 October 2016

DETAILS OF CLAIM		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> For UK companies: its registered number For other companies: the country or territory in which it is incorporated and the number if any under which it is registered The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act 	
4.	Total amount of claim, including any Value Added Tax, as at the date of administration, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [Note the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category Amount(s) claimed as preferential £
11.	If you wish any dividend payment that may be made to be paid in to your bank account please provide BACS details. Please be aware that if you change accounts it will be your responsibility to provide new information	Account No.: Account Name: Sort code:
AUTHENTICATION		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO

ADVANCED BATTERY CARE LIMITED

ADDITIONAL FEE ESTIMATE

The office holders are seeking to be remunerated on a time cost basis. We use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform, recording time spent in 6 minute units. Narrative is recorded to explain the work undertaken and the time spent is analysed into different categories of work. In this document the estimated time that will be spent undertaking the work in each category of work has been multiplied by the applicable charge out rate for each member of staff that it is anticipated will undertake work in that category to arrive at the estimated total time costs attributable to that category of work on the case. We have then divided that estimated total by the estimated number of hours to arrive at a blended hourly charge out rate for that category of work.

The sum of all the estimates for the different categories of work is the total estimated time costs to undertake the necessary work on the case during the Liquidation. Again, we have then divided that estimated total by the estimated number of hours to arrive at a blended hourly charge out rate for this period of the case's administration.

Note: This estimate has been provided to creditors at an early stage in the case. Whilst all possible steps have been taken to make this estimate as accurate as possible, it is based on the office holder's current knowledge of the case and their knowledge and experience of acting as office holder in similar cases. As a result, the estimate does not take into account any currently unknown complexities or difficulties that may arise during the administration of the case.

The hourly charge out rates that will be used on the case are:

	£
Partner	495
Director	325
Senior Manager	250
Assistant Manager	185
Administrator	150
Assistant Administrator	100
Case Accountant	125
Support Staff/Executive Assistant	95

Please note that the rates quoted above will be used for each category of work outlined in the estimate and will be subject to periodic increase.

ADMINISTRATION & PLANNING - Note 1

Description of the Work to be undertaken

Description of the Work to be undertaken	Estimated time to be taken to undertake the work (Hrs)	Estimated value of the time costs to undertake the work (£)	Blended charge out rate to undertake the work (£/Hr)	
Administration & Planning				
General Administration - Dealing with all routine correspondence and emails relating to the case.				
Case strategy & completing file reviews at 1 month, 3 months & 6 months.				
VAT & Corporation Tax matters and returns.				
TOTAL	4.00	838.00		209.5

CREDITORS - Note 2

Description of the Work to be undertaken

	Estimated time to be taken to undertake the work (Hrs)	Estimated value of the time costs to undertake the work (£)	Blended charge out rate to undertake the work (£/Hr)
Creditors			
ERA - completing documentation for submission to the Redundancy Payments Office ("RPO") and liaising with the RPO regarding employee claims			
Dealing with creditor correspondence, emails and telephone conversations.			
Final Reports			
Dealing with HMRC/RPO claims			
Secured Creditor Reports/Claims			
Para 53 Report of Initial Meeting/Deemed Approval Documentation			
TOTAL	4.00	838.00	209.5

REALISATION OF ASSETS - Note 3

Description of the Work to be undertaken

	Estimated time to be taken to undertake the work (Hrs)	Estimated value of the time costs to undertake the work (£)	Blended charge out rate to undertake the work (£/Hr)
Realisation of Assets			
Debtors			
TOTAL	3.00	628.50	209.5

CASHIERING - Note 4

Description of the Work to be undertaken

	Estimated time to be taken to undertake the work (Hrs)	Estimated value of the time costs to undertake the work (£)	Blended charge out rate to undertake the work (£/Hr)
Opening, maintaining and managing the Office Holders' cashbook and bank account.			
Dealing with cheque requisitions			
Dealing with deposit forms			
Bank Reconciliations			
Preparing & Filing statutory Receipts & Payments accounts			
TOTAL	3.00	583.50	194.50

CLOSING PROCEDURES - Note 5

Description of the Work to be undertaken

Filing final statutory returns at Companies House/Court

TOTAL	5.00	972.50	194.50
--------------	------	--------	--------

OVERALL SUMMARY OF WORK CATEGORIES

ADMINISTRATION AND PLANNING			
CREDITORS	4.00	838.00	209.50
ASSET REALISATIONS	4.00	838.00	209.50
CASHIERING	3.00	628.50	209.50
CLOSING PROCEDURES	3.00	583.50	194.50
	5.00	972.50	194.50
OVERALL TOTAL	19.00	3860.50	203.18

Note 1: Administration and planning - This represents the work that is involved in the routine administrative functions of the case by the office holders and their staff, together with the control and supervision of the work done on the case by the office holders and their managers. It does not give direct financial benefit to the creditors, but ensures that the case is managed in a professional and methodical manner and has to be undertaken by the office holders to meet their requirements under the Insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow.

Note 2: Creditors: Employees - The office holder needs to deal with the ex-employees in order to ensure that their claims are processed appropriately by the Redundancy Payments Office (RPO). That work will include dealing with queries received from both the ex-employees and the RPO to facilitate the processing of the claims. The office holder is required to undertake this work as part of his statutory functions. Claims of creditors - the office holder needs maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the creditors. The office holder will also have to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holder is required to undertake this work as part of his statutory functions.

Note 3: Realisation of Assets - This is the work that needs to be undertaken to realise the known assets in the case. If this work is undertaken, the office holder anticipates that the assets will realise the estimated to realise amounts provided to creditors.

Note 4: Cashiering - The office holders must ensure that estate bank accounts are opened and maintained in accordance with legislation and SIPs. Bank reconciliations are performed on all bank accounts and statutory receipts and payments accounts are filed at Companies House & Court.

Note 5: Closing Procedures - The office holders are required by statute to effect an orderly end to the case and although this has no direct financial benefit to the creditors it is necessary. Final reports are filed at Companies House and Court.

VOTE BY CORRESPONDENCE

Advanced Battery Care Limited (in Liquidation)
Company Number: 02949484

Name of Creditor: _____

Address: _____

Decisions:

1	That a liquidation committee be established if sufficient nominations are received	*For / Against
2	That the Joint Liquidators be authorised to increase their fee estimate for time properly spent by themselves and their staff in dealing with matters relating to the Liquidation as per the additional time detailed on the fee estimate. Such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time it was undertaken.	*For / Against

*** Please delete as applicable to indicate your voting instructions**

Signed: _____ Dated: _____

Name in capitals: _____

Position with, or relationship to, creditor or other authority for signature: _____

Are you the sole member/shareholder of the creditor (where it is a company)? Yes / No

NOTE: Once a vote has been cast, it cannot be changed.

Please complete this form and return it, along with a completed proof of debt if you have not submitted one previously, so that it is delivered by 23.59 on 10 January 2018, by:

Post: Quantuma LLP, Office D, Beresford House, Town Quay, Southampton, SO14 2AQ

Email: please scan in a signed copy of this form and attach it as a pdf to

southamptonvoting@quantuma.com.

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

Company name

Quantuma LLP

Address

Office D

Beresford House

Post town

Town Quay

County/Region

Southampton

Postcode

S O 1 4 2 A Q

Country

DX

Telephone

02380336464



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