

In accordance with  
Rule 6.28 of the  
Insolvency (England &  
Wales) Rules 2016 and  
Section 106(3) of the  
Insolvency Act 1986.

# LIQ14

## Notice of final account prior to dissolution in CVL



Companies House

THURSDAY



\*AB97CXMR\*

A16

28/07/2022

#129

COMPANIES HOUSE

### 1 Company details

Company number 03013506

Company name in full Snowden Flooring Limited

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

### 2 Liquidator's name

Full forename(s) Martin

Surname Halligan

### 3 Liquidator's address

Building name/number City Mills

Street Peel Street

Morley

Post town Leeds

County/Region

Postcode LS27 8QL

Country

### 4 Liquidator's name

Full forename(s)

Surname

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

### 5 Liquidator's address

Building name/number

Street

Post town

County/Region

Postcode

Country

② Other liquidator  
Use this section to tell us about  
another liquidator.

# LIQ14

Notice of final account prior to dissolution in CVL

6

## Liquidator's release

☐ Tick if one or more creditors objected to liquidator's release.

7

## Final account

☒ I attach a copy of the final account.

8

## Sign and date

Liquidator's signature

Signature

X



X

Signature date

d

2

d

2

m

0

m

6

y

2

y

0

y

2

y

2

X

# LIQ14

Notice of final account prior to dissolution in CVL



## 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 **MPH Recovery**

Address **City Mills**

**Peel Street**

**Morley**

Post town **Leeds**

County/Region

Postcode

**L S 2 7 8 Q L**

Country

DX

Telephone **0113 2531445**



## 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)



**SNOWDEN FLOORING LIMITED – IN LIQUIDATION**  
Company Number: 03013506  
Registered Office: City Mills, Peel Street, Morley, Leeds, LS27 8QL  
Former Registered Office: Unit 1, Green Lane Industrial Park, Featherstone WF7 6EL

City Mills  
Peel Street  
Morley, Leeds  
LS27 8QL

**Liquidator's Final Account to Members and Creditors**

Report Dated: 20 April 2022

Martin Paul Halligan appointed Liquidator on 12 January 2012

**Bradford • Leeds**

**T** 0113 253 1445 **E** info@mph4recovery.com **W** www.mph4recovery.com



Martin Halligan is licensed in the United Kingdom to act as an Insolvency Practitioner by the Association of Chartered Certified Accountants.  
Insolvency Practitioners acting as Administrators or Administrative Receivers contract as agents without personal liability.  
MPH Recovery is a trading style of MPH (GB) Limited registered in England No: 5143886. VAT No. 921 7056 40  
Registered Office: Unit 9 Gemini Business Park, Sheepscar Way, Leeds LS7 3JB.



**Snowden Flooring Limited ("the Company") – In Liquidation**  
**Company Number: 03013506**  
**Registered Office: City Mills, Peel Street, Morley, Leeds, LS27 8QL**  
**Former Registered Office: Unit 1, Green Lane Industrial Park, Featherstone WF7 6EL**

## **INTRODUCTION**

I am now able to conclude the winding up of the affairs of the Company and enclose my final account and notice to members and creditors, together with a receipts and payments account for the whole of the period I have been in office.

Creditors and members should note that provided no objections to my release are received I shall obtain my release as Liquidator following the delivery of the final notice to the Registrar of Companies, following which my case files will be placed in storage.

Since 25 May 2018 creditors who are individuals (including former employees) now also have enhanced rights under UK Data Protection legislation. The Liquidator is obliged to process personal data in the performance of his statutory duties. Information about the way that we will use and store personal data on insolvency appointments can be found at our website [www.mph4recovery.com/gdpr/](http://www.mph4recovery.com/gdpr/). If you are unable to download this, please contact my office and a hard copy will be provided to you.

References to the Act relate to The Insolvency Act 1986 and referenced to the Rules relate to The Insolvency (England and Wales) Rules 2016.

## **CASE STRATEGY**

In accordance with the provisions of Section 98 of the Insolvency Act, 1986, statutory meetings of shareholders and creditors were duly held on 12 January 2012. Pat Snowden, a director, acted as chairman for the purposes of the meetings.

A report was presented together with a summary of the statement of affairs signed as a statement of truth by the director on 12 January 2012. At the meeting of shareholders, a resolution was passed for the voluntary winding-up of the Company and for the appointment of myself as Liquidator. At a subsequent meeting of the Company's creditors, the shareholders' resolution was confirmed. A liquidation committee was not formed.

The EC Regulation on Insolvency Proceedings does apply and these proceedings are the main proceedings as defined by Article 3 of the EC Regulation. The Company's registered office and centre of main interests are in the United Kingdom.

The Company ceased to trade prior to my appointment and as such my strategy for dealing with the realisation of the Company's assets is detailed below.

## **RECEIPTS AND PAYMENTS**

A summary of receipts and payments for the period 12 January 2012 to 20 April 2022 and for the period since my previous report, 12 January 2022 to 20 April 2022, is attached at Appendix I. This shows a nil balance in hand. The contents therein are self-explanatory. Receipts and payments are shown net of VAT. An interest-bearing bank account has been opened with Svenska Handelsbanken AB (publ) for the purposes of the Liquidation. I have received gross bank interest in the sum of £678.41 in relation to funds deposited, of which £1.70 has been received in the final period.

## **LIQUIDATOR'S ACTIONS SINCE APPOINTMENT**

### ***Assets Specifically Pledged***

The Directors' Estimated Statement of Affairs, ("DESA") indicated that there were no assets specifically pledged. No specifically pledged assets have been brought to my attention.

### ***Assets Not Specifically Pledged***

DESA indicated that the Company had cash at bank, estimated to realise £2,954.00. Realisations were £15,646.62 due to several book debt receipts paid direct into the Company's account before it was closed.

DESA also indicated that the Company had retentions and book debts estimated to realise £255,750. The majority of these retentions and book debts were pursued with the help of the Company's former in house quantity surveyor. Realisations of £68,811.33 in respect of retentions and book debts have been made.

DESA made reference to a potential Professional Indemnity Insurance claim estimated at £503,000. This was in fact a claim against one of the Company's principal customers, the recovery of which was uncertain. I instructed Candor Law ("Candor") solicitors of Leeds to advise me in this respect. Extensive work was undertaken in regard to this potential claim. Candor concluded that due to the complex nature of the Company's claim in respect of this contract a provision of £240,000 should be made for the costs of litigation. Creditors were informed that this claim would have to be discontinued unless creditors agreed to fund the costs of litigation, however, no funding arose. This claim was not pursued further due to insufficient funds.

DESA also indicated Work In Progress, estimated to realise £2,524, Office Furniture, estimated to realise £3,200 and Goodwill to realise £20,000. I instructed Michael Steel & Co ("MSC"), agents and valuers of Leeds, to value the Company assets.

Following my appointment as liquidator, a connected company, Seamless Floors UK Limited ("SFL") made an offer to purchase certain assets of the company for £23,201 plus VAT. This was to include goodwill, name, contracts (work in progress), office furniture and business equipment. I referred this offer to MSC who advised that it should be accepted. I therefore instructed MSC to progress the sale of the Company's assets which SFL duly paid for in full.

In accordance with the provisions of Statement of Insolvency Practice 13, as the sale of the Company's assets involved a connected party, I am required to provide the following information:

Date of the transaction	26 July 2012
Details of assets sold	Goodwill, the Name, the Contracts(WIP) and Office Furniture and Business Equipment
Nature of the transaction	Sale Agreement
Consideration	£23,201 plus VAT (£27,841.20). £20,001 plus VAT was apportioned to the Company's Goodwill, Name and Contracts (WIP) and £3,200 plus VAT was apportioned to the Company's Office Furniture and Business Equipment.
Date Final Payment Received	The funds were remitted to the Liquidation estate on 16 March 2012
Name of the counterparty	Seamless Floors UK Limited
Counterparty's relationship to vendor	Common directors and shareholders.
Advisor to Counterparty	None known
Advisor to Vendor	MSC

At the meeting of creditors held on 12 January 2012, certain of the Company's creditors raised concerns regarding potential disposals of the Company's assets. Following the creditors meeting I instructed P.C. & Co Chartered Accountants ("PC") of Leeds, to produce an independent forensic report to review the financial position of the Company and to further investigate the asset position. This report resulted in the identification of assets that were sold to Snowden Plant Limited ("SPL") prior to my appointment. These assets were introduced into the Company by the director in settlement of an overdrawn director's loan account. I instructed MSC to value these assets, and they were valued between £50,000 to £60,000 on an ex situ basis.

After consideration of PC's report, my solicitors advice, together with MSC valuation and advice, I formed the view that £60,000 remained outstanding in respect of this transaction. Accordingly, I instructed Candor to assist in the collection of this debt which resulted in realisations of £60,000 from SPL. As the sale was prior to the Liquidation this was effectively a book debt but has been shown separately in the Receipts and Payments as Plant & Machinery.

During the Liquidation funds due to SFL were erroneously paid into the liquidation bank account. SFL paid the sum of £100 in respect of banking fees to enable these funds to be transferred to SFL without detriment to creditors.

In addition a sundry refund of £53.01 has also been received.

There have been no further realisations.

#### **Secured Creditors**

The Company's mortgage register held by the Registrar of Companies disclosed that the Company had no outstanding registered charges.

In accordance with Section 176A(9) of the Insolvency Act 1986, as amended, if the Company has created a floating charge after 15 September 2003, a prescribed part of the Company's net property (i.e. the money that would otherwise be available to the charge holder) should be ring-fenced for distribution to unsecured creditors.

The Company has no outstanding registered charges and as such the Prescribed Part, pursuant to Section 176A of the Insolvency Act 1986, does not apply.

#### ***Preferential Creditors***

The Director stated that he did not anticipate any preferential claims in respect of potential employees' claims for arrears of wages and holiday pay. I can confirm that no preferential claims have been notified to me.

#### ***Crown Creditors***

The Statement of Affairs included £142,752.00 owed to HM Revenue & Customs.

I have received a combined claim in the sum of £201,092.63.

#### ***Non-Preferential Unsecured Creditors***

The Statement of Affairs included 73 non-preferential unsecured creditors with an estimated total liability of £1,582,142.97. I have received claims from 43 creditors at a total of £1,499,431.63.

2 claims totalling £14,609.46 were rejected in full.

41 claims were agreed totalling £1,484,822.17. This included 1 claim which had been partially rejected by £8,046.00.

### **DIVIDENDS**

#### ***Secured Creditors***

The Company has no secured assets or creditors.

#### ***Preferential Creditors***

The Company had no preferential claims.

#### ***Non-preferential Creditors***

On 14 June 2016, a first dividend of 1.99152178 p in the £ totalling £30,000.00 on total claims of £1,506,381.87 was declared and issued to unsecured creditors.

The total amount distributed to 34 unsecured creditors on that date, was £9,745.19, on claims totalling £489,333.84.

In addition funds of £20,254.73 were set aside to provide for unsecured creditor claims totalling £1,017,048.03 which had been received but were yet to be agreed.

On 18 August 2021, 2 claims totalling £201,010.28 were agreed and dividends of £4,003.16 paid accordingly. 1 of these claims was partially rejected by £8,046.

On 11 January 2022, the remaining claims were finalised. 2 Claims totalling £14,609.46 were rejected. 5 claims totalling £786,432.05 were agreed and dividends of £15,661.96 paid accordingly.

Therefore, the total amount distributed to unsecured creditors was £29,410.31.

No further distributions will be made.

Enclosed is a formal notice setting out the final dividend position in respect of the Liquidation.

### **INVESTIGATIONS INTO THE AFFAIRS OF THE COMPANY**

I undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved.

Within six months of my appointment as Liquidator, I am required to submit a confidential report to the Secretary of State to include any matters which have come to my attention during the course of my work which may indicate that the conduct of any past or present Director would make them unfit to be concerned with the management of the Company. I would confirm that my report has been submitted.

In all cases I specifically attempt to recover, list and review the Company's accounting records. As stated above, extensive investigations were made into a claim against one of the Company's principal customers and disposals of the Company's assets to a connected company.

## PRE-APPOINTMENT REMUNERATION

A fee of £5,000 plus VAT and disbursements plus VAT was approved by the first meeting of creditors in respect of assisting in the preparation of the Statement of Affairs and preparing the report presented to the first meeting of creditors. The Liquidator has drawn this fee in full and is shown in the enclosed receipts and payments account.

A fee of £5,000 plus VAT and disbursements plus VAT was approved by the first meeting of creditors in respect of convening the meeting of members and creditors. The Liquidator has drawn this fee in full and is shown in the enclosed receipts and payments account.

## LIQUIDATOR'S REMUNERATION

At the first meeting of creditors, the creditors, having considered the explanatory note, "A Creditors' Guide to Liquidators Fees", resolved that, the Liquidator's fees be agreed on a time cost basis and that such remuneration be drawn on account as and when appropriate and that the Liquidator be reimbursed for any necessary disbursements incurred during the administration of the winding up, in accordance with MPH Recovery's "Fees and Disbursements in Liquidations" schedule, and in accordance with the provisions of SIP9 Category 1 and 2 disbursements, and that such disbursements be drawn on account as and when appropriate.

A summary of my Liquidator's time costs for the period 12 January 2022 to 20 April 2022 together with a summary of my Liquidator's time costs for the duration of the Liquidation is attached at Appendix II. A summary of the work carried out from the date of my appointment is also attached at Appendix II.

My total time costs to 20 April 2022 amount to £85,904.25, representing 271.15 hours at an average charge out rate of £316.81 per hour, of which £1,068.00, representing 4.20 hours, was charged in the period since 12 January 2022, at an average charge out rate of £254.29 per hour. Liquidator's fees of £78,709.01 have been drawn, of which £5,709.01 was billed in the period since my previous progress report. The outstanding balance has not been drawn.

A schedule of MPH Recovery's fees and disbursements is attached at Appendix III. Scale rates may increase from time to time over the period of administration on each insolvency case.

## LIQUIDATOR'S EXPENSES

Expenses are any payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also include disbursements. Disbursements are payments which are first met by the office holder and then reimbursed to the office holder from the estate. Expenses are split into:-

- Category 1 Expenses – Payments to persons providing the service to which the expense relates who are not an associate of the office holder; and
- Category 2 Expenses – Payments to associates or which have an element of shared costs. Before being paid, Category 2 expenses require approval in the same manner as an office holder's remuneration.

### Category 1 Expenses

A summary of MPH Recovery's Category 1 expenses, both pre and post appointment for the period to 20 April 2022, is detailed below:-

Nature	Payee	Amount (£)		Basis
		Pre	Post	
Specific Bond	AUA Insolvency Risk Services	0.00	480.00	Cost
<b>TOTAL</b>		<b>0.00</b>	<b>480.00</b>	

### Category 2 Expenses

A summary of MPH Recovery's Category 2 expenses, both pre and post appointment for the period to 20 April 2022, is detailed below:-



Nature	Payee	Amount (£)	
		Pre	Post
Travel & Subsistence	MPH Recovery	0.00	96.30
Creditor Circulars	MPH Recovery	568.00	2,406.70
<b>TOTAL</b>		<b>568.00</b>	<b>2,503.00</b>

I have drawn £334.50 pre-appointment disbursements and £1,712.30 post appointment disbursements.

The outstanding balance has not been drawn.

#### FURTHER INFORMATION ON FEES AND DISBURSEMENTS

A schedule of MPH Recovery's current fees and disbursements in Liquidations is attached at Appendix III. Scale rates may increase from time to time over the period of administration on each insolvency case, which is periodically reviewed.

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Liquidator's remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

A creditors' guide to fees can be found on The Association of Business Recovery Professionals website at [www.r3.org.uk/what-we-do/publications/professional/fees](http://www.r3.org.uk/what-we-do/publications/professional/fees) (under the sub heading "Guide to Liquidators Fees"). A hard copy of this can be obtained on request from this office free of charge.

Please note that there are different versions of the Guidance Notes, and in this case you should refer to the November 2011 version.

#### OTHER PROFESSIONALS / AGENTS EMPLOYED

As Liquidator I have employed the following professionals, a summary of their fees for the duration of the Liquidation, is detailed below:-

Professionals	Nature of Work	Fee Arrangement	Net Amount Paid (£)
Ward Hadaway	Legal Fees	Time Costs	3,971.50
Candor Law	Legal Fees	Conditional Fee 3.5%	20,333.34
Candor Law	Legal Disbursements	At Cost	4,000.00
ICL Law Ltd	Legal Fees and disbursements re professional indemnity insurance claim	Time costs	16,892.10
Michael Steel & Co	Agents Fee	Time Costs	1,500.00
PC & Co	Agents Fee	Time Costs	1,000.00
<b>Total</b>			<b>47,696.94</b>

Michael Steel & Co ("MSC"), Valuers & Auctioneers, of Leeds were instructed to deal with all the Company's chattel assets.

Ward Hadaway Solicitors were instructed to deal with the Sale Agreement regarding the sale of the business and assets to Seamless Floors UK Ltd.

Candor Law LLP were instructed to assist me in respect of disposals of the Company's assets to a connected company and ICL Law Ltd (Formerly Candor Law LLP ) in respect of a claim against one of the Company's principal customers.

P.C. & Co Chartered Accountants of Leeds were instructed to assist in my investigations into the Company's dealings and that of its officers and in preparing a report on the financial position of the Company and to further investigate the asset position prior to liquidation.

I consider the above to be firms of repute with the appropriate expertise in their respective fields. My experience of working with them indicates that their charge out rates and internal delegation results in charges which are cost effective for this kind of work.

## CREDITOR RIGHTS

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>.

## SUMMARY

The winding up of the Company is now for all practical purposes complete and I am seeking my release as Liquidator of the Company. Creditors and members should note that provided no objections to my release are received I shall obtain my release as Liquidator following the delivery of the final notice to the Registrar of Companies, following which my case files will be placed in storage.

If creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact me in writing or by phone on 0113 2531445 before my release.

At MPH Recovery we always strive to provide a professional and efficient service. However, I recognise that it is in the nature of insolvency proceedings for disputes to arise from time to time. As such, should you have any comments or complaints regarding the administration of this case, then in the first instance you should contact me at the address given in this letter.

If you consider that I have not dealt with your comments or complaint appropriately, then put details of your concerns in writing to the Complaints Officer, MPH Recovery, City Mills, Peel Street, Morley, Leeds LS27 8QL. This will formally invoke our complaints procedure and we will endeavour to deal with your complaint under the supervision of a senior member of staff unconnected with the appointment. Please note a copy of our full grievance procedure is attached and also available at [www.mph4recovery.com/grievance](http://www.mph4recovery.com/grievance).

Yours faithfully  
M P Halligan

A handwritten signature in black ink, appearing to be 'M P Halligan', written over a horizontal line.

Liquidator

**APPENDIX I**

**SUMMARY RECEIPTS AND PAYMENTS ACCOUNT**

**Snowden Flooring Limited**  
**(In Liquidation)**  
**LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT**

	Statement of affairs £	From 12/01/2022 To 20/04/2022 £	From 12/01/2012 To 20/04/2022 £
<b>RECEIPTS</b>			
Plant & Machinery		0.00	60,000.00
Office Furniture & Equipment	3,200.00	0.00	3,200.00
Book Debts	255,750.00	0.00	66,558.14
Sundry Refund		0.00	53.01
Insurance Claim	Uncertain	0.00	0.00
Cash at Bank	2,954.00	0.00	15,646.62
Retentions		0.00	2,253.19
Bank Interest Gross		1.70	678.41
Third party reimbursement- banking fees		0.00	100.00
Goodwill and Work in Progress	22,524.00	0.00	20,001.00
		<u>1.70</u>	<u>168,490.37</u>
<b>PAYMENTS</b>			
Pre Appointment Disbursements		0.00	334.50
Section 98 Fee		0.00	5,000.00
Statement of Affairs Fee		0.00	5,000.00
Liquidator's Fees		5,709.01	78,709.01
Liquidator's Disbursements		0.00	1,712.30
Agents/Valuers Fees		0.00	2,500.00
Legal Fees		0.00	45,196.94
Statutory Advertising		0.00	306.00
Bank Charges		0.00	321.31
Trade & Expense Creditors - U/s Dividen		0.00	25,349.07
HMR&C - PAYE / NIC - U/s Dividend		0.00	4,004.80
Unclaimed Dividends		0.00	56.44
		<u>5,709.01</u>	<u>168,490.37</u>
Net Receipts/(Payments)		<u>(5,707.31)</u>	<u>0.00</u>
<b>MADE UP AS FOLLOWS</b>			
Svenska Handelsbanken AB (publ)		(2,107.31)	0.00
VAT Receivable / (Payable)		(3,600.00)	0.00
		<u>(5,707.31)</u>	<u>0.00</u>

**APPENDIX II**

**SUMMARY OF WORK UNDERTAKEN  
AND SUMMARY LIQUIDATOR'S TIME COSTS**

0170 - Snowden Flooring Limited  
Project Code: POST  
To: 20/04/2022

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	5.30	9.70	26.60	7.90	49.50	14,156.00	285.98
Creditors	2.75	5.75	34.40	19.90	62.80	15,766.00	251.05
Investigations	8.75	1.00	2.00	0.10	11.85	4,458.00	376.20
Meeting Reports & Reviews	21.05	0.25	19.30	3.70	44.30	14,494.50	327.19
Realisation of Assets	64.25	13.55	12.35	8.80	98.95	35,669.75	360.48
Taxation	2.75	0.00	1.00	0.00	3.75	1,360.00	362.67
<b>Total Hours</b>	<b>104.85</b>	<b>30.25</b>	<b>95.65</b>	<b>40.40</b>	<b>271.15</b>	<b>85,904.25</b>	<b>316.81</b>
<b>Total Fees Claimed</b>							
<b>Total Disbursements Claimed</b>							

0170 - Snowden Flooring Limited  
Project Code: POST  
From: 12/01/2022 To: 20/04/2022

[illegible]

## **SUMMARY OF WORK UNDERTAKEN:**

### **Administration and planning:**

- Case planning - Devising an appropriate strategy for dealing with the case and giving instructions to staff to undertake the work on the case.
- Setting up physical/electronic case files (as applicable).
- Setting up the case on the practice's electronic case management system and entering data.
- Issuing the statutory notifications to creditors and other parties required on appointment as office holder, including gazetting the office holder's appointment.
- Obtaining a specific penalty bond. (this is insurance required by statute that every insolvency office holder has to obtain for the protection of each estate).
- Dealing with all routine correspondence and e-mails relating to the case.
- Opening, maintaining and managing the office holder's estate bank account.
- Creating, maintaining and managing the office holder's cashbook.
- Undertaking monthly bank reconciliations of the bank account containing estate funds.
- Overseeing and controlling the work done on the case by case administrators.
- Filing returns at Companies House.

### **Meetings Reports and Reviews:**

- Convening and holding meetings of members and creditors (as applicable).
- Preparing, reviewing and issuing annual progress reports to creditors and members
- Reviewing the adequacy of the specific penalty bond on a periodic basis.
- Undertaking periodic reviews of the progress of the case.

### **Realisation of assets:**

- Liaising with the bank regarding the closure of the Company's account.
- Liaising with agents re valuation of known assets.
- Dealing with a sale of the Company's assets.
- Liaising with Company's in-house quantity surveyor with regard to the realisation of the Company's book debts and retentions.
- Liaising with solicitors with regard to potential Professional Indemnity Insurance claims.

### **Creditors:**

- Dealing with creditor correspondence, e-mails and telephone conversations regarding their claims.
- Maintaining up to date creditor information on the case management system.
- Reviewing proofs of debt received from creditors, adjudicating on them and formally admitting them.
- Requesting additional information from creditors in support of their proofs of debt in order to adjudicate on their claims.
- Paying a first dividend to non preferential creditors who's claims have been agreed.

### **Investigations**

- Reviewing books and records to identify any transactions or actions the office holder may take against a third party in order to recover funds for the benefit of creditors
- Review the Company's bank statements to determine whether there have been any inappropriate antecedent transactions.
- Review to ensure that none of the assets have disappeared.
- 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.
- Submitting a return on the conduct of the directors as required by the Company Directors Disqualification Act.
- Meetings with directors and other Company officers, as necessary.
- Ensure that co-operation is received from the directors.
- Conducting investigations into suspicious transactions.

### **Taxation:**

- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns



## **APPENDIX III**

### **MPH RECOVERY PRACTICE FEE RECOVERY POLICY**

**MPH RECOVERY PRACTICE FEE RECOVERY POLICY  
(FROM 1 JUNE 2016)**

**MPH Recovery**

**Fees and Disbursements Policy in Administrations / Bankruptcies / Liquidations from 1 June 2016**

**Fees**

The fees of the Administrator / Trustee / Liquidator are fixed by reference to time properly spent by the Administrator / Trustee / Liquidator and his staff in attending to all matters arising in the Administration / Bankruptcy / Liquidation unless otherwise agreed with the creditors. The Administrator / Trustee / Liquidator and his staff charge time to all insolvency cases in units of 6 minutes. Charge Out Rates are subject to annual review.

**Charge Out Rates (Per Hour)**

Staff Grade	Rate Per Hour
	£
Director	400
Senior Manager	350
Manager	300
Administrator	225
Assistant	95

**Standard Activity (Examples of Work)**

Investigations/ Realisations/Taxation/Reports /Admin/Planning/Creditors/Claims

**Disbursements**

In dealing with the Administration / Bankruptcy / Liquidation, the Administrator / Trustee / Liquidator will incur specific expenses and disbursements that are recoverable from the assets available in the Administration / Bankruptcy / Liquidation in accordance with the Insolvency Rules. These are referred to as Category 1 disbursements. (Creditor approval not required). In addition to specific out of pocket expenditure, the Administrator / Trustee / Liquidator will also recover shared or allocated costs of an incidental nature directly incurred on the case. These are referred to as Category 2 disbursements. (Creditor approval required).

Where no specific provision is made, other expenses and disbursements, Category 1 and 2, are recovered as follows:

Expense Type		Basis of Charge
Internal Room Hire (for each statutory meeting of creditors)		£175 per meeting
Mileage		75p per mile
Search costs		At Cost
Storage of books and records		At Cost
Creditor circulars/notification		Postage At Cost

Should any creditor require further information in respect of fees or expenses, then please contact the Administrator / Trustee / Liquidator.

## MPH Recovery

### Fees and Disbursements Policy in Administrations / Bankruptcies / Liquidations to 31 May 2016

#### Fees

The fees of the Administrator / Trustee / Liquidator are fixed by reference to time properly spent by the Administrator / Trustee / Liquidator and his staff in attending to all matters arising in the Administration / Bankruptcy / Liquidation unless otherwise agreed with the creditors. The Administrator / Trustee / Liquidator and his staff charge time to all insolvency cases in units of 6 minutes. Charge Out Rates are subject to annual review.

#### Charge Out Rates (Per Hour)

Staff Grade	Rate Per Hour
	£
Director	400
Manager	350
Administrator	295
Assistant	180

#### Standard Activity (Examples of Work)

Investigations/ Realisations/Taxation/Reports /Admin/Planning/Creditors/Claims

#### Disbursements

In dealing with the Administration / Bankruptcy / Liquidation, the Administrator / Trustee / Liquidator will incur specific expenses and disbursements that are recoverable from the assets available in the Administration / Bankruptcy / Liquidation in accordance with the Insolvency Rules. These are referred to as Category 1 disbursements. (Creditor approval not required). In addition to specific out of pocket expenditure, the Administrator / Trustee / Liquidator will also recover shared or allocated costs of an incidental nature directly incurred on the case. These are referred to as Category 2 disbursements. (Creditor approval required).

Where no specific provision is made, other expenses and disbursements, Category 1 and 2, are recovered as follows:

Expense Type	Basis of Charge
Internal Room Hire (for each statutory meeting of creditors)	£175 per meeting
Mileage	75p per mile
Search costs	At Cost
Storage of books and records	At Cost
Creditor circulars/notification	Postage At Cost

Should any creditor require further information in respect of fees or expenses, then please contact the Administrator / Trustee / Liquidator.

## MPH RECOVERY'S GRIEVANCE PROCEDURE

As Office Holder, I maintain adequate Professional Indemnity Insurance to comply with the Provision of Services Regulations, and I am bound by the Insolvency Code of Ethics when carrying out all professional work relating to liquidations. This Code sets out fundamental principles dealing with requirements for integrity, objectivity, professional competence and due care, confidentiality and professional behaviour. A copy of the Code can be found on the Gov.uk website <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>. I shall be pleased to deal with any queries that you might have in this regard.

At MPH Recovery, we always strive to provide a professional and efficient service. However, I recognise that it is in the nature of insolvency proceedings for disputes to arise from time to time. Therefore, should you have any comments or complaints regarding the administration of this case, then you should contact me at the address given in this letter in the first instance.

If you consider that I have not dealt with your comments or complaint appropriately, please provide details of your concerns in writing to the Complaints Officer, MPH Recovery, City Mills, Peel Street, Morley, Leeds LS27 8QL. This will formally invoke our complaints procedure and we will endeavour to deal with your complaint under the supervision of a senior member of staff unconnected with the appointment.

However, in the event that you have exhausted our complaints procedure and you are not satisfied that your complaint has been resolved or dealt with appropriately, you may ask for the complaint to be referred to the appropriate regulatory body that licences the Insolvency Practitioner concerned. Any such complaints should be addressed to IP Complaints, The Insolvency Service, 3<sup>rd</sup> Floor, 1 City Walk, Leeds LS11 9DA. The name of the Insolvency Practitioner's licencing body will be contained in any formal correspondence from him. M P Halligan is licensed to act by the Insolvency Practitioners Association.

Further information in regard to the service regulations can be found at [www.mph4recovery.com/service-regulations](http://www.mph4recovery.com/service-regulations).

APPENDIX IV  
NOTICES

## **NOTICE OF FINAL ACCOUNT OF**

### **Snowden Flooring Limited ("the Company") – In Liquidation**

**Company registered number: 03013506**

**NOTICE IS GIVEN** by M P Halligan of MPH Recovery, City Mills, Peel Street, Morley, Leeds, LS27 8QL under rule 6.28 of The Insolvency (England and Wales) Rules 2016 that the Company's affairs have been fully wound up.

1. Creditors may request further details of the Liquidator's remuneration and expenses within 21 days of receipt of the final account, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question)
2. Creditors may apply to court to challenge the amount and/or basis of the Liquidator's fees and the amount of any proposed expenses or expenses already incurred within 8 weeks of receipt of the final account, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question).
3. Creditors may object in writing to the release of the Liquidator within 8 weeks of delivery of this notice, or before the conclusion of any request for information regarding the Liquidator's remuneration or expenses, or before the conclusion of any application to Court to challenge the Liquidator's fees or expenses.
4. The Liquidator will vacate office upon expiry of the period that creditors have to object to their release and following delivery to the Registrar of Companies of their final account and notice.
5. The Liquidator will be released at the same time as vacating office providing no objections are received.

Creditors requiring further information regarding the above, they should contact me at MPH Recovery, City Mills, Peel Street, Morley, Leeds LS27 8QL, or by telephone on 0113 2531445 or by email at [info@mph4recovery.com](mailto:info@mph4recovery.com).

20 April 2022

**M P Halligan**

Liquidator

## **NOTICE ABOUT FINAL DIVIDEND POSITION**

**Snowden Flooring Limited ("the Company") – In Liquidation**

**Company registered number: 03013506**

**NOTICE IS GIVEN** under rule 14.36 of The Insolvency (England and Wales) Rules 2016, by M P Halligan, the Liquidator, to the creditors of Snowden Flooring Limited, that :

- A first dividend was declared to Non-Preferential creditors on 14 June 2016 at the rate of 1.99152178 p in the £ totalling £30,000.00 on total claims of £1,506,381.87.

The total amount distributed on that date was £9,745.19 on 34 claims totalling £489,333.84.

£20,254.73 was set aside in respect of creditor claims not yet agreed totaling £1,017,048.03.

On 18 August 2021, 2 claims totalling £201,010.28 were agreed and dividends of £4,003.16 distributed accordingly. 1 of these claims was partially rejected by £8,046.

On 11 January 2022, the remaining claims were finalised.

5 claims totalling £786,432.05 were agreed and dividends of £15,661.96 distributed accordingly.

2 Claims totalling £14,609.46 were rejected.

Total dividends in respect of Non- preferential creditors were £29,410.31.

No further dividends will be paid to any class of creditor.

Creditors requiring further information regarding the above, they should contact me at MPH Recovery, City Mills, Peel Street, Morley, Leeds LS27 8QL, or by telephone on 0113 2531445 or by email at [info@mph4recovery.com](mailto:info@mph4recovery.com).

20 April 2022

**M P Halligan**

Liquidator