

LIQ03

Notice of progress report in voluntary winding up



Companies House

TUESDAY



A17 *A87DDS9K* #212
11/06/2019
COMPANIES HOUSE

1 Company details

Company number 0 3 3 8 1 7 5 0

Company name in full Cardiff Stevedoring & Cargo Handling Company
Limited

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

2 Liquidator's name

Full forename(s) John Dean

Surname Cullen

3 Liquidator's address

Building name/number 2 Sovereign Quay

Street Havannah Street

Post town Cardiff

County/Region

Postcode C F 1 0 5 S F

Country

4 Liquidator's name ①

Full forename(s) Bethan Louise

Surname Evans

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

5 Liquidator's address ①

Building name/number 2 Sovereign Quay

Street Havannah Street

Post town Cardiff

County/Region

Postcode C F 1 0 5 S F

Country

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

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Notice of progress report in voluntary winding up

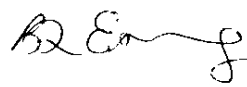
6 Period of progress report

From date	d	1	3	m	0	4	y	2	0	1	8
To date	d	1	2	m	0	4	y	2	0	1	9

7 Progress report☒ The progress report is attached**8** Sign and date

Liquidator's signature

Signature

X **X**

Signature date

d	1	0	m	0	6	y	2	0	1	9
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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 **Rhiannon Warner-Jones**

Company name **Menzies LLP**

Address **2 Sovereign Quay**

Havannah Street

Post town **Cardiff**

County/Region

Postcode **C F 1 0 5 S F**

Country

DX

Telephone **029 2049 5444**



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

Cardiff Stevedoring & Cargo Handling Company Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 13/04/2018 To 12/04/2019 £	From 13/04/2016 To 12/04/2019 £
	SECURED ASSETS		
58,012.00	Book Debts	NIL	14,128.96
(44,787.18)	HSBC Invoice Finance (UK) Limited	NIL	NIL
		NIL	14,128.96
	ASSET REALISATIONS		
Uncertain	Transit Shed ('N Shed')	NIL	NIL
	Book Debts	NIL	4.73
8,288.00	VAT Refund	NIL	38,463.65
	Bank Charge Refund	2,591.39	2,591.39
Uncertain	Funds held by Cardiff Council	NIL	NIL
	Bank Interest Gross	34.60	58.32
		2,625.99	41,118.09
	COST OF REALISATIONS		
	Specific Bond	NIL	120.00
	Liquidator's remuneration	11,000.00	40,600.00
	Agents/Valuers Fees	NIL	326.00
	Legal Fees	NIL	500.00
	Re-Direction of Mail	NIL	175.00
	Statutory Advertising	NIL	306.00
		(11,000.00)	(42,027.00)
	PREFERENTIAL CREDITORS		
	PAYE & NI	NIL	131.86
(1,910.58)	Employee Arrears/Hol Pay	NIL	1,192.54
		NIL	(1,324.40)
	UNSECURED CREDITORS		
(5,614,476.39)	Trade & Expense Creditors	NIL	NIL
(70,628.20)	Employees	NIL	NIL
(30,176.00)	HM Revenue and Customs	NIL	NIL
(185,894.88)	Intercompany Debt	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(2.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(5,881,575.23)		(8,374.01)	11,895.65
	REPRESENTED BY		
	Barclays IB		11,895.65
			11,895.65

Note:

All items detailed on the receipts and payments account are shown net of VAT as the Company was VAT registered and VAT has therefore been recovered for the benefit of the liquidation estate.

CARDIFF STEVEDORING & CARGO HANDLING COMPANY LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

JOINT LIQUIDATORS' PROGRESS REPORT PURSUANT TO SECTION 104A OF THE INSOLVENCY ACT 1986 AND RULE 18.2 OF THE INSOLVENCY (ENGLAND & WALES) RULES 2016

FOR THE PERIOD 13 APRIL 2018 TO 12 APRIL 2019

DATED 10 JUNE 2019

CARDIFF STEVEDORING & CARGO HANDLING COMPANY LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION – ("THE COMPANY")

ANNUAL PROGRESS REPORT

CONTENTS

1. Introduction and executive summary
2. Asset realisations
3. Investigations
4. Pre-appointment fees
5. Joint Liquidators' remuneration
6. Joint Liquidators' expenses and disbursements
7. Creditors' claims and outcome for creditors
8. Creditors' rights to further information and to challenge liquidators' remuneration and expenses
9. Data Protection Notice
10. Summary

APPENDICES

1. Statutory information
2. Joint Liquidators' receipts and payments account
3. Joint Liquidators' analysis of time costs
- 3a. Joint Liquidators' narrative to time costs incurred
4. Joint Liquidators' Comparison of revised fee estimate and actual time costs incurred
5. Notice of Intended Dividend
6. Proof of debt form

1 INTRODUCTION AND EXECUTIVE SUMMARY

I was appointed Joint Liquidator of the Company on 13 April 2016. I now present my progress report for the third year of the liquidation, pursuant to Section 104A of the Insolvency Act 1986 ("the Act") and Rule 18.2 of the Insolvency (England & Wales) Rules 2016 ("the Rules").

The Company's statutory information is attached at Appendix 1 of this report.

Executive summary

At the date of my appointment the company had ceased trading and accordingly I took steps to realise the remaining assets with a view to distributing the funds to creditors, after costs, in the prescribed order of priority. As Liquidator, I was also obliged to investigate the company's affairs. At the outset it was anticipated I would be in a position to declare a dividend to unsecured creditors and this continues to be the case (see section 7 below).

During the period further reviews have taken place in respect of the forthcoming unsecured dividend and notice of a final date of proving is enclosed. A refund of bank charges has also been received.

I attach at Appendix 2 a receipts and payments account for the period ended 12 April 2019. Details of progress during the period are set out in sections 2 and 3 below.

2 ASSET REALISATIONS

Other assets

I received notification that a refund of bank charges was due from the Company's former bank. I submitted the relevant documentation and can confirm that £2,591.39 has been received into the liquidation estate.

The only other asset realisation during the period has been bank interest received of £34.60.

3 INVESTIGATIONS

There were no matters that justified further investigation in the circumstances of this appointment.

4 PRE-APPOINTMENT FEES

The creditors previously authorised the payment of a fee of £5,000 plus VAT to Menzies LLP for assistance with preparing the statement of affairs and arranging the decision procedure for creditors to appoint a Liquidator.

The fee for preparing the statement of affairs and arranging the decision procedure for creditors to appoint a liquidator was paid by Cargo Services (UK) Limited, the parent company and shareholder of the Company.

5 JOINT LIQUIDATORS' REMUNERATION

At a meeting of creditors held on 13 April 2016, it was resolved that my remuneration be fixed by reference to time properly spent by myself and my staff in attending to matters arising in the liquidation as set out in the fees estimate of £30,080 plus VAT. The fees estimate acts as a cap and I cannot draw remuneration in excess of that estimate without first seeking approval from the creditors. Following a decision by correspondence on 28 June 2018, creditors approved my revised fee estimate of £42,937.60.

I attach at Appendix 3 a breakdown of time costs by work category and staff grade for the period 13 April 2018 to 12 April 2019, which includes details of our charge out rates. My time costs during this reporting period are £9,737.50, which represents 53.80 hours at an average charge out rate of £180.99 per hour. My total time costs incurred for the period to 12 April 2019 amount to £42,153.48, representing 269.70 hours at an average rate of £156.30 per hour.

I have drawn remuneration of £40,600 to 12 April 2019 of which £11,000 was drawn during this period, as shown in the Receipts and Payment account at Appendix 2.

Given the size and technical nature of the liquidation, much of the work described in the sections above was undertaken by me, a manager and a senior administrator. Additional assistance was provided by cashiers dealing with banking and statutory duties, and administrators offering various support services. All time spent on administering various duties was charged directly to the case in 6 minute units.

A narrative explanation of work done during the period since my last progress report is set out at Appendix 3a.

As at 12 April 2019, I can confirm that total time costs that I will incur in the Liquidation will exceed the total estimated remuneration which was set out in my fees estimate, when my remuneration was authorised by the creditors. Please see Appendix 4 which details the actual time costs incurred as compared to the revised fee estimate provided to creditors in my report dated 7 June 2018.

The reason for exceeding the revised fee estimate is due to the complicated nature of the unsecured dividend process including protracted correspondence with a number of creditors in seeking further evidence and advice regarding their claims. However, I enclose notice of intention to pay a first and final dividend to the unsecured creditors, with a final date of proving of 16 July 2019, when this dividend has been declared and all cheques cleared, I will be in a position to close my files. Currently I do not intend to draw remuneration in excess of the fees estimate and so will not be seeking a decision to increase my fees estimate.

I only anticipate needing to seek approval to draw fees in excess of this increased estimate if my additional work leads to further areas of investigation, potential further asset recoveries, or any associated action, such as arbitration or legal proceedings.

An explanatory note "A Creditors' Guide to Liquidators' Fees" can be found on the following link - <https://www.menzies.co.uk/helping-you/business-recovery/fees-guide/>. Alternatively, it is available free of charge by contacting Menzies LLP. Please note that there are different versions and you should refer to the version for appointments after September 2015.

6 JOINT LIQUIDATORS' EXPENSES AND DISBURSEMENTS

Expenses

Please see the receipts and payments account detailed at Appendix 2, which shows the payments made from the estate during the liquidation.

I have not incurred any expenses during this period.

The total expenses incurred and paid to 12 April 2019 is therefore £1,427.

Disbursements

In relation to disbursements, where my firm has incurred a cost that is directly referable to this matter and the payment was made to a third party, these costs have been or will be reimbursed, subject to

sufficient funds being available in the estate. These are also shown in my receipts and payments at Appendix 2.

No disbursements have or will be claimed which, while directly referable to this matter, did not involve a payment to a third party. Neither will any cost be reimbursed which included an element of shared or allocated cost (e.g. photocopying).

7 CREDITORS' CLAIMS AND OUTCOME FOR CREDITORS

Secured creditor

There are no outstanding charges registered against the company. Accordingly, there are no known secured creditors.

The legislation requires that if the Company has created a floating charge on or 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. In this case there were no creditors secured by a floating charge such that the prescribed part provisions do not apply.

Preferential creditors

The statement of affairs anticipated £1,910.58 in respect of preferential creditors. Claims totaling £1,324.40 have been received.

I can advise that preferential creditors have received a dividend of 100 pence in the pound on their claims in this matter.

Unsecured (ie non-preferential) creditors

The statement of affairs included 9 unsecured creditors with an estimated total liability of £5,845,158.45. I have received claims from 9 creditors at a total of £5,683,363.96. I have not received claims from 5 creditors with original estimated claims in the statement of affairs of £471,030.

A notice of intended dividend is enclosed at appendix 5, with a further proof of debt form enclosed at appendix 6.

It is anticipated that a dividend of approximately 0.2p in the £ will be declared and paid to unsecured creditors following the final date of proving.

8 CREDITORS' RIGHTS TO FURTHER INFORMATION AND TO CHALLENGE LIQUIDATORS' REMUNERATION AND EXPENSES

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/>. A copy of 'A Creditors Guide to Liquidators' Fees' also published by R3, is available at the link <http://www.menzies.co.uk/helping-you/business-recovery/fees-guide/>. Please refer to the version for appointments after September 2015.

Creditors' right to request information

Any secured creditor, or an unsecured creditor with the support of at least 5% in value of unsecured creditors or with the leave of court, may (in writing) request me to provide additional information regarding remuneration or expenses already supplied within this report. In accordance with rule

18.9(2) of the Rules, such a request or application for leave must be made within 21 days of receipt of this report.

Creditors' right to challenge remuneration and/or expenses

Any secured creditor, or an unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the court, may apply to court for one or more orders under Rule 18.36(4) or 18.37(4) of the Rules. In accordance with rule 18.34(3) such applications must be made within eight weeks of receipt of this report.

9 DATA PROTECTION NOTICE

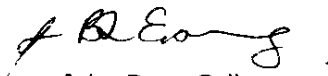
The Joint Liquidators are data controllers of personal data as defined by the relevant provisions of the applicable data protection legislation. Menzies LLP will act as a data processor on their instructions. Personal data will be kept secure and processed only for matters relating to the insolvency appointment. Full details of our privacy notice is at the following link:
<https://www.menzies.co.uk/legal/>.

10 SUMMARY

I intend declaring and paying the unsecured dividend and once resolved, I will be in a position to conclude the Liquidation.

I will report again on the progress of the Liquidation after the next anniversary of the Liquidation or in the draft final account, whichever is earlier.

Should you require further information, or if you want hard copies of any of the documents made available on-line, please contact my colleague Rhiannon Warner-Jones by email at RWarner-Jones@menzies.co.uk or by phone on 029 2067 4991.



John Dean Cullen
JOINT LIQUIDATOR

Appendix 1
Statutory information

Company name:	Cardiff Stevedoring & Cargo Handling Company Limited
Company number:	03381750
Registered office:	2 Sovereign Quay, Havannah Street, Cardiff, CF10 5SF
Former registered office:	c/o Ryan Transport, Birdport, Corporation Road, Newport, Gwent, NP19 4RE
Former trading address:	Roath Dock Cargo Terminal, Compass Place, Port of Cardiff, Cardiff, CF10 5LU
Principal trading activity:	Cargo handling for water transport activities
Joint Liquidators' names:	John Dean Cullen and Bethan Louise Evans
Joint Liquidators' address:	2 Sovereign Quay, Havannah Street, Cardiff, CF10 5SF
Date of appointment:	13 April, 2016
Contact details of Joint Liquidators:	Rhiannon Warner-Jones on 029 2067 4991 or at RWarner-Jones@menzies.co.uk
Details of any changes of Liquidator:	There have been no changes of Liquidator during the winding up.

Appendix 2
Cardiff Stevedoring & Cargo Handling Company Limited
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments

Statement of Affairs		From 13/04/2018 To 12/04/2019	From 13/04/2016 To 12/04/2019
	SECURED ASSETS		
58,012.00	Book Debts	NIL	14,128.96
(44,787.18)	HSBC Invoice Finance (UK) Limited	NIL	NIL
		NIL	14,128.96
	ASSET REALISATIONS		
Uncertain	Transit Shed ('N Shed')	NIL	NIL
	Book Debts	NIL	4.73
8,288.00	VAT Refund	NIL	38,463.65
	Bank Charge Refund	2,591.39	2,591.39
Uncertain	Funds held by Cardiff Council	NIL	NIL
	Bank Interest Gross	34.60	58.32
		2,625.99	41,118.09
	COST OF REALISATIONS		
	Specific Bond	NIL	120.00
	Liquidator's remuneration	11,000.00	40,600.00
	Agents/Valuers Fees	NIL	326.00
	Legal Fees	NIL	500.00
	Re-Direction of Mail	NIL	175.00
	Statutory Advertising	NIL	306.00
		(11,000.00)	(42,027.00)
	PREFERENTIAL CREDITORS		
	PAYE & NI	NIL	131.86
(1,910.58)	Employee Arrears/Hol Pay	NIL	1,192.54
		NIL	(1,324.40)
	UNSECURED CREDITORS		
(5,614,476.39)	Trade & Expense Creditors	NIL	NIL
(70,628.20)	Employees	NIL	NIL
(30,176.00)	HM Revenue and Customs	NIL	NIL
(185,894.88)	Intercompany Debt	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(2.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(5,881,575.23)		(8,374.01)	11,895.65
	REPRESENTED BY		
	Barclays IB		11,895.65
			11,895.65

Note:

Appendix 2
Cardiff Stevedoring & Cargo Handling Company Limited
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments

**Statement
of Affairs**

**From 13/04/2018
To 12/04/2019**

**From 13/04/2016
To 12/04/2019**

All items detailed on the receipts and payments account are shown net of VAT as the Company was VAT registered and VAT has therefore been recovered for the benefit of the liquidation estate.

Cardiff Stevedoring & Cargo Handling Limited - In Creditors' Voluntary Liquidation

APPENDIX 3

TIME CHARGE OUT SUMMARY FOR THE PERIOD FROM 13 APRIL 2018 TO 12 APRIL 2019

HOURS

Classification of work function	Partner/ Director	Manager	Senior	Administrator	Support	£		
						Total Hours	Time Costs	Average Hourly Rate
Admin and Planning								
Investigations	3.30	4.00	0.50	20.40	2.20	30.40	5,470.00	179.93
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.10	0.00	0.00	0.80	0.00	0.90	143.50	159.44
Support	1.90	6.30	0.00	14.30	0.00	22.50	4,124.00	183.29
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	5.30	10.30	0.50	35.50	2.20	53.80		
Total Costs	2,297.50	2,494.00	111.50	4,637.50	197.00		9,737.50	

CHARGE OUT RATES OF INSOLVENCY TEAM MEMBERS

	From 1 October 2018	10 May 2018 - 30 Sept 2018	1 Oct 2017 - 9 May 2018
	£ per hour	£ per hour	£ per hour
Partner/Director	375-505	365-505	365-505
Manager	250-345	225-295	225-295
Senior	215	210	195
Administrator	80-200	75-195	75-195
Support Staff	95-100	80-95	80-95

Note 1 There may have been a number of promotions through the various grades during the period of the administration.

Note 2 Overhead costs are reflected in the charge out rates detailed.

Note 3 The charge-out rate of the Insolvency Practitioners for this assignment are currently £435 & £405 per hour, and the administrator is £130 per hour.

Note 4 Time is recorded in minimum units of 6 minutes.

Appendix 3a
Cardiff Stevedoring & Cargo Handling Company Limited (In Creditors' Voluntary Liquidation)
("the Company")
Narrative of work undertaken in the period from 13 April 2018 to 12 April 2019

A description of the work undertaken since my last progress report is as follows:

1 Administration and planning

There are certain aspects of the case that are required by statute and for the efficient running of the case. They are not expected to provide a direct quantifiable benefit to creditors; however, without them, other aspects of the case which do provide a quantifiable benefit to creditors would be less efficient. They include the maintenance of physical case files and electronic case management information, periodic review of files, strategic case planning and the routine administration of the case.

Also included is the preparation of documentation and reports, and dealing with general correspondence. Cashiering duties are also included which involve the lodging of receipts, the preparation and processing of invoices for payments, reconciling the bank account, preparing VAT and Corporation Tax returns, and producing the receipts and payments account.

2 Asset realisations

Net asset realisations provide the financial benefit to creditors and their quantum directly contributes to any dividend ultimately available to creditors. This has included communications with the Company's former bank to facilitate a repayment of bank charges and receipt of the funds.

3 Investigations

Further investigation

No time costs were incurred in relation to further investigation.

4 Creditors (claims and distribution)

Time spent in this category included reviewing creditor claims and ensuring that they had adequately proven their claims in the estate. Work undertaken in this respect was necessary to ensure that only those entitled to receive a dividend did so and that any claim was validly and adequately evidenced.

It also involved dealing with creditor specific correspondence and queries and taking telephone calls from creditors, maintaining creditor information on the electronic case management files as well as the physical case files. Strategy meetings and reviews have also been held surrounding communications for one of the larger creditor claims.

I have also prepared a progress report to members and creditors for circulation following the anniversary of the liquidation to advise upon the progress made over the year.

Cardiff Stevedoring & Cargo Handling Company - In Liquidation

Appendix 4 FEE ESTIMATE COMPARISON AGAINST TIME COSTS INCURRED

Classification of work function	Fee Estimate			Actual - 13 Apr 2016 to 12 Apr 2019		
	£			£		
	Total Hours	Blended Hourly Rate	Total Time Costs	Total Hours	Blended Hourly Rate	Total Time Costs
Administration	142.80	209.14	20,780.04	146.80	146.90	21,564.54
Asset realisation	12.40	162.39	3,224.00	13.30	254.39	3,383.44
Creditors (claims and distribution)	52.80	204.32	8,203.50	40.10	162.02	6,497.00
Investigations	69.50	179.72	10,708.50	69.50	154.08	10,708.50
Estimated total hours	277.50			269.70		
Estimated average blended rate		154.65			156.30	
Estimated total cost			42,916.04			42,153.48

CHARGE OUT RATES OF INSOLVENCY TEAM MEMBERS

	From 1 October 2018	10 May 2018 - 30 Sept 2018	1 Oct 2017 - 9 May 2018
	£ per hour	£ per hour	£ per hour
Partner/Director	375-505	365-505	365-505
Manager	250-345	225-295	225-295
Senior	215	210	195
Administrator	80-200	75-195	75-195
Support Staff	95-100	80-95	80-95

Note 1 There may have been a number of promotions through the various grades during the period of the administration.

Note 2 Overhead costs are reflected in the charge out rates detailed.

Note 3 The charge-out rate of the Insolvency Practitioner for this assignment is currently £435 per hour, and the administrator is £125 per hour

Note 4 Time is recorded in minimum units of 6 minutes.

CARDIFF STEVEDORING & CARGO HANDLING COMPANY LIMITED - (IN LIQUIDATION)

Company registered number: 03381750

Notice to unsecured creditors of intention to declare a dividend

Notice is given under rule 14.29 of The Insolvency (England and Wales) Rules 2016, by John Dean Cullen and Bethan Louise Evans, the Joint Liquidators to the creditors of Cardiff Stevedoring & Cargo Handling Company Limited, that we intend declaring a final dividend to the unsecured (i.e non-preferential) creditors within two months of the last date for proving specified below.

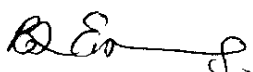
Creditors who have not already proved are required, on or before 16 July 2019, the last date for proving, to submit a proof of debt to me at Menzies LLP, 2 Sovereign Quay, Havannah Street, Cardiff, CF10 5SF and, if so requested by me, to provide such further details or produce such documentary or other evidence as may appear to be necessary. A creditor who has not proved his debt before the date specified above is not entitled to disturb the dividend because he has not participated in it. No further public advertisement or invitation to prove debts will be given.

The prescribed part provisions do not apply.

Creditors requiring further information regarding the above, should either contact me at 2 Sovereign Quay, Havannah Street, Cardiff, CF10 5SF, or contact Rhiannon Warner-Jones by telephone on 029 2049 5444, or by email at RWarner-Jones@menzies.co.uk.

Please Note: The last date for submitting a proof of debt 16 July 2019.

Dated: 10 June 2019



Bethan Louise Evans
Joint Liquidator

Proof of Debt

under rule 14.4 The Insolvency (England and Wales) Rules 2016

Cardiff Stevedoring & Cargo Handling Company Limited - In Creditors' Voluntary Liquidation ("the Company")

Company registration number: 03381750

Date of Liquidation : 13/04/2016

1	Name of creditor	
2	Address of creditor for correspondence.	
3	If the creditor is a company, provide company registration number	
4	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into liquidation.	
5	If amount in 4 above includes outstanding uncapitalised interest please state amount.	£
6	Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form).	
7	Particulars of any security held, the value of the security, and the date it was given.	
8	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates.	
9	Details of any documents by reference to which the debt can be substantiated. (Note 1).	
10	Signature of creditor or person authorised to act on creditor's behalf _____ Date: _____	
	Name in BLOCK LETTERS _____	
	Position with, or relation to, creditor (e.g. director) _____ Address of person signing (if different from 2 above) _____	
Admitted to vote for		Admitted for dividend for
£		£
Date		Date
Liquidator		Liquidator

Please see overleaf for notes to the form

Notes:

1. There is no need to attach them now but the office holder may ask you to produce any document or other evidence which is considered necessary to substantiate the whole or any part of the claim, as may the chairman or convenor of any qualifying decision procedure.
2. This form can be authenticated for submission by email by entering your name in block capitals and sending the form as an attachment from an email address which clearly identifies you or has been previously notified to the office holder. If completing on behalf of a company, please state your relationship to the company.