

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

THURSDAY



A29 \*A7EF5SUP\*  
13/09/2018 #67  
COMPANIES HOUSE

### 1 Company details

Company number 0 3 6 2 7 0 9 6  
Company name in full HML (Office Furniture) Limited

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

### 2 Liquidator's name

Full forename(s) Neil Richard  
Surname Gibson

### 3 Liquidator's address

Building name/number 8A Kingsway House  
Street King Street  
Post town Bedworth  
County/Region Warwickshire  
Postcode C V 1 2 8 H Y  
Country

### 4 Liquidator's name ①

Full forename(s)  
Surname

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



### 5 Liquidator's address ②

Building name/number  
Street  
Post town  
County/Region  
Postcode  
Country

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

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<b>6</b>	<b>Period of progress report</b>											
From date	<sup>d</sup> 2	<sup>d</sup> 0	<sup>m</sup> 0	<sup>m</sup> 7	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 7				
To date	<sup>d</sup> 1	<sup>d</sup> 9	<sup>m</sup> 0	<sup>m</sup> 7	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8				
<b>7</b>	<b>Progress report</b>											
<input checked="" type="checkbox"/> The progress report is attached												
<b>8</b>	<b>Sign and date</b>											
Liquidator's signature	Signature 											
Signature date	<sup>d</sup> 1	<sup>d</sup> 2	<sup>m</sup> 0	<sup>m</sup> 9	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8				

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	Neil Richard Gibson
Company name	G I A Insolvency Limited
Address	8A Kingsway House King Street
Post town	Bedworth
County/Region	Warwickshire
Postcode	C V 1 2 8 H Y
Country	
DX	
Telephone	024 7722 0175

**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)

**HML (Office Furniture) Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

Statement of Affairs £		From 20/07/2017 To 19/07/2018 £	From 20/07/2017 To 19/07/2018 £
	<b>ASSET REALISATIONS</b>		
4,800.00	Cash in Hand	4,800.00	4,800.00
425.00	Motor Vehicles	NIL	NIL
NIL	Stock	NIL	NIL
	Tax Refund	57.50	57.50
	Sundry Refund	243.67	243.67
	Bank Interest Gross	1.70	1.70
		<u>5,102.87</u>	<u>5,102.87</u>
	<b>PREFERENTIAL CREDITORS</b>		
(3,691.24)	Wage Arrears & Holiday Pay	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	<b>UNSECURED CREDITORS</b>		
(9,216.45)	Trade & Expense Creditors	NIL	NIL
(43,117.09)	Redundancy and Pay in Lieu of Notice	NIL	NIL
(103,545.49)	Director's Loan - Mr J B Marsland	NIL	NIL
(25,000.00)	HSBC Bank Plc	NIL	NIL
(1,552.41)	HM Revenue & Customs - PAYE/NIC	NIL	NIL
(2,484.12)	HM Revenue & Customs - VAT	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	<b>DISTRIBUTIONS</b>		
(1,000.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<b>(184,381.80)</b>		<b><u>5,102.87</u></b>	<b><u>5,102.87</u></b>
	<b>REPRESENTED BY</b>		
	Bank 2 Current		5,102.87
			<b><u>5,102.87</u></b>

  
 Neil Richard Gibson  
 Liquidator

**HML (OFFICE FURNITURE) LIMITED  
IN CREDITORS' VOLUNTARY LIQUIDATION**

**ANNUAL PROGRESS REPORT**

**Content**

- Statutory Information
- Enquires and Investigations
- Realisation of Assets
- Creditors
- Fees and Expenses
- Creditors' Rights
- EC Regulations
- Conclusion

**Appendices**

- Receipts and Payments account for the period 20 July 2017 to 19 July 2018
- Time cost information for period 20 July 2017 to 19 July 2018

## **Statutory Information**

Company Name	HML (Office Furniture) Limited
Former Trading Name	
Company Number	03627096
Registered Office	8A Kingsway House, King Street, Bedworth, Warwickshire, CV12 8HY
Former Registered Office	76 Catley Road, Sheffield, S9 5JF
Officeholder	Neil Richard Gibson
Officeholders address	G I A Insolvency Limited, 8A Kingsway House, King Street, Bedworth, Warwickshire, CV12 8HY
Date of appointment	20 July 2017

## **ENQUIRES AND INVESTIGATIONS**

I have carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the directors 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 information gleaned from this process enabled me to meet my 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 assessment has been completed and I 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.

## **REALISATION OF ASSETS**

### **Cash in Hand**

As previously reported, AST Green accountants were holding the sum of £4,800 following the sale of the company's plant and machinery and office furniture to an auctioneer prior to the liquidation. This sum has been realised in full.

**Tax Refund**

The company's van was also sold prior to liquidation, and a refund of £57.50 in respect of vehicle excise duty has been received from the DVLA.

**Sundry Refunds**

The company was in credit with Chubb Fire & Security in relation to alarm monitoring and maintenance which had been paid in advance. The sum of £238.07 has been refunded to the company.

The company's account with Yorkshire Water was also in credit and upon closure the sum of £5.60 has been received.

**CREDITORS****Secured creditors**

The Company has not granted any charges over its assets and has no secured creditors.

**Preferential creditors****Employee claims**

The company had five employees who were made redundant as a result of the company's insolvency. The relevant information for employees to submit claims has been made to the Redundancy Payments Office and information and help has been given to employees to enable them to submit their claims online.

Preferential liabilities in relation to employee claims for wage arrears and holiday pay were estimated to be £3,691. Claims have been settled by The Redundancy Payments Office on the company's behalf, and the Redundancy Payments Office have submitted a preferential claim of £3,642.24.

**Unsecured creditors**

The director's statement of affairs detailed eighteen creditors amounting to £184,915. To date claims have been received from nine creditors totalling £82,102. Claims received have not been formally agreed as there is no prospect of a dividend, but the claims received have been in line with expectations.

**Dividend prospects**

There is no prospect of a dividend to any class of creditor.

**Prescribed Part**

Where a floating charge is created after 15 September 2003 a prescribed part of the company's net property shall be made available to unsecured creditors.

The Company has not granted a floating charge to any creditor after 15 September 2003 and consequently there will be no prescribed part in this Liquidation.

**FEES AND EXPENSES****Pre-Appointment Costs**

A fixed fee of £4,000 was agreed by the Company prior to the liquidation. Creditors approval of payment of this sum has not yet been sought and consequently no payment has been made.

**The Liquidator's fees**

All matters are dealt with by the Liquidator personally, at an hourly charge out rate of £250 which reflects this.

The basis of the Liquidator's fees has not yet been fixed, and my proposals for fixing the basis are being sent to creditors under separate cover.

### **Disbursements**

The disbursements that have been incurred and paid during the period are detailed below.

Statement of Insolvency Practice 9 ('SIP9'), requires that the office holder provide a statement of the office-holder's policy in relation to recharges of disbursements. SIP9 defines disbursements as either Category 1 or Category 2 disbursements.

Category 1 disbursements comprise specific expenditure directly referable to the case and a payment to an independent third party. These may include, for example, advertising, room hire, storage, postage, travel expenses, and equivalent costs reimbursed to the office holder or his or her staff.

Category 1 disbursements are recoverable without approval, and it is the policy of G I A Insolvency to recover Category 1 disbursements when they are incurred and when funds permit.

The Category 1 disbursements incurred by and reimbursed to G I A Insolvency are detailed below:

	Paid by G I A Insolvency £	Reimbursed to G I A insolvency £
Advertising	201.39	-
Specific bond	80.00	-
Postage	24.70	-
Storage of books and records	468.00	-
Total	774.09	Nil

Category 2 disbursements are costs which are directly referable to the case but not a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage.

Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration. It is the policy of G I A Insolvency to recover Category 2 disbursements once approval to do so has been obtained and when funds permit.

The only Category 2 disbursement recovered by G I A Insolvency is business mileage, which is charged to the case at 45 pence per mile. No mileage disbursements have been incurred in this case.

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.



**CREDITORS' RIGHTS**

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.

**EC REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)**

The Company's centre of main interest was in England and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

**CONCLUSION**

Creditors will be asked to approve the costs of the liquidation, and once they have been paid the liquidation will be closed.

If you require any further information, please contact me.



Neil Gibson

Liquidator

12 September 2018

**HML (Office Furniture) Limited**  
**(In Liquidation)**  
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	<b>REPRESENTED BY</b>		
	Bank 2 Current		5,102.87
			<u>5,102.87</u>

Time Entry - SIP9 Time & Cost Summary

17024 - HML (Office Furniture) Limited  
All Post Appointment Project Codes  
From: 20/07/2017 To: 19/07/2018

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Case Progression	1.20	0.00	0.00	0.00	1.20	300.00	250.00
Creditors	0.70	0.00	0.00	0.00	0.70	175.00	250.00
Investigations	2.60	0.00	0.00	0.00	2.60	650.00	250.00
Realisation of Assets	0.10	0.00	0.00	0.00	0.10	25.00	250.00
Statutory	2.70	0.00	0.00	0.00	2.70	675.00	250.00
Total Hours	7.30	0.00	0.00	0.00	7.30	1,825.00	250.00
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	