

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

TUESDAY



A17 \*A7FPITPN\*  
02/10/2018 #182  
COMPANIES HOUSE

### 1 Company details

Company number 0 3 6 3 2 2 4 7

Company name in full Albany Dry Lining Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Benjamin John

Surname Wiles

### 3 Liquidator's address

Building name/number The Shard

Street 32 London Bridge Street

Post town London

County/Region

Postcode S E 1 9 S G

Country United Kingdom

### 4 Liquidator's name

Full forename(s) Paul David

Surname Williams

#### Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address

Building name/number The Shard

Street 32 London Bridge Street

Post town London

County/Region

Postcode S E 1 9 S G

Country United Kingdom

#### Other liquidator

Use this section to tell us about  
another liquidator.

LIQ03

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**Period of progress report**

From date	<sup>d</sup> 0	<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> 7
To date	<sup>d</sup> 0	<sup>d</sup> 1	<sup>m</sup> 0	<sup>m</sup> 9	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8

7

**Progress report**

☒ The progress report is attached

8

**Sign and date**

Liquidator's signature

Signature

X



X

Signature date

<sup>d</sup> 0	<sup>d</sup> 1	<sup>m</sup> 1	<sup>m</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8
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# Progress Report to Creditors

1 October 2018

Albany Dry Lining Limited  
(In Creditors' Voluntary Liquidation)

Joint Liquidators' Progress Report to Creditors  
for the period from 2 September 2017 to 1 September 2018

Duff & Phelps Ltd.  
The Shard  
32 London Bridge Street  
London  
SE1 9SG

## Definitions

Word or Phrase	Definition
the Act	The Insolvency Act 1986 (as amended)
the Appointment Date	2 September 2015, being the date of appointment of the Joint Liquidators
the Bank / Natwest	National Westminster Bank plc, with whom the Company banked and the holder of a fixed and floating charge over the Company's assets
BEIS	The Department for Business, Energy & Industrial Strategy
Category 1 Disbursements	The Joint Liquidators' external and incidental costs and expenses in dealing with the Liquidation
Category 2 Disbursements	The Joint Liquidators' internal costs and expenses in dealing with the Liquidation
the Company	Albany Dry Lining Limited (In Creditors' Voluntary Liquidation) (Company Number: 03632247)
Crestel	Crestel Partnerships Limited, an associated company by way of common directorship and shareholder. Benjamin John Wiles and Geoffrey Wayne Bouchier of Duff & Phelps were appointed Joint Administrators of Crestel on 6 July 2015
the Cumulative Period	2 September 2015 to 1 September 2018
CVL / Liquidation	Creditors' Voluntary Liquidation
the Directors	Howard Lavers, Laurence Haldron, Mark Judson and Paul Richards, the Directors of the Company
Duff & Phelps	Duff & Phelps Ltd., The Shard, 32 London Bridge Street, London SE1 9SG
Essential	Essential Partnerships, the partnership through which Howard Lavers and Laurence Haldron invoiced the Company for management services
HMRC	HM Revenue & Customs
the Joint Liquidators	Benjamin John Wiles and Paul David Williams of Duff & Phelps Ltd., The Shard, 32 London Bridge Street, London SE1 9SG

Word or Phrase	Definition
M&C	M & C Construction & Project Management, an associated company through which Mark Judson invoiced the Company for management services
Prescribed Part	Pursuant to Section 176A of the Act, where a floating charge is created after 15 September 2003 a designated amount of a company's net property (floating charge assets less costs of realisation) shall be made available to non-preferential unsecured creditors
Previous Reports	The Joint Liquidators' First Meeting of Creditors Report dated 2 September 2015; the Joint Liquidators' Progress Report to Creditors dated 25 October 2016 and the Progress Report to Creditors dated 23 October 2017
the Reporting Period	2 September 2017 to 1 September 2018
RPS	Redundancy Payments Service
the Rules	The Insolvency Rules 2016 (England and Wales)
the Secured Creditor / NatWest	The holder of a fixed and floating charge over the Company's assets
SIP 9	Statement of Insolvency Practice 9 – Industry best practice for Insolvency Practitioners in relation to disclosure of remuneration and disbursements
SOA	Statement of Affairs, documentation supplied by the Directors outlining the Company's financial position as at the appointment date

## **Contents**

1. Introduction
2. Progress of the Liquidation
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5. Joint Liquidators' Costs and Expenses
6. Joint Liquidators' Receipts and Payments Accounts
7. Statement of Creditors' Rights
8. Conclusion

## **Appendices**

1. Statutory Information
2. Joint Liquidators' Receipts and Payments Accounts
3. Analysis of Time Charged and Expenses Incurred
4. Statement of Creditors' Rights
5. Proof of Debt Form

## **1. Introduction**

- 1.1 The purpose of this Annual Progress Report is to detail the Joint Liquidators' acts and dealings, together with the conduct of the Liquidation, during the Reporting Period.
- 1.2 The Joint Liquidators were appointed on the Appointment Date.
- 1.3 For further details on the background of the Company, please refer to the Previous Reports.
- 1.4 Should any creditor or member require a copy of the Previous Reports, please contact the Joint Liquidators' office.

## **2. Progress of the Liquidation**

- 2.1 The manner in which the affairs and business of the Company have been managed during the Reporting Period are set out in the remainder of this report.

### **Book Debts**

- 2.2 As at the Appointment Date, the Company's book debts had a book value of £3,024,448. It should be noted that around £2,398,213 of the Company's debtors are due from Crestel. Based on current information it is unlikely that there will be sufficient asset realisations in the Administration of Crestel to enable a significant dividend to non-preferential unsecured creditors, in repayment of the debt that is due.
- 2.3 During the course of our investigation it was found that certain book debts were settled pre-appointment and the Company's records were not updated accordingly. In addition, there are substantial counter-claims for damages which are being offset against certain book debts.
- 2.4 The Joint Liquidators have been in continued correspondence with the debtors in the Liquidation regarding the sums due to the Company.
- 2.5 During the Reporting Period, the Joint Liquidators have consulted with a quantity surveyor and are currently liaising with them regarding potential recoveries. They are currently reviewing the records before we agree next steps. A further update on the anticipated recoveries will be provided in the next report.

### **Motor Vehicles**

- 2.6 As detailed in the Previous Reports, the Company owned a small number of motor vehicles, which as at 31 May 2014 had a book value of £33,250, but most of which required significant repairs and maintenance.
- 2.7 The Directors advised that the title of three of the Company's motor vehicles was transferred to both Essential and M & C prior to the Appointment Date.
- 2.8 The Joint Liquidators' have received an amount of £500 in respect of two motor vehicles that were transferred to M & C, in line with the sale agreed by the Directors prior to the Appointment

Date. We are advised that fair value was obtained in light of the age and condition of these vehicles.

- 2.9 As previously advised, one vehicle was transferred to Essential prior to the Appointment Date and the Joint Liquidators are currently assessing whether this transfer was made for fair value. We are waiting for agents advice and will update creditors in the next report.
- 2.10 The fourth vehicle remained in the name of the Company as at the Appointment Date. Given the age of the vehicle, a failed MOT and the cost of repairs required to make it roadworthy, the Joint Liquidators disclaimed their interest in the vehicle.

### **3. Investigations**

- 3.1 A report on the conduct of the Directors was submitted to BEIS on 26 February 2016. The content of this report remains confidential. There are no outstanding lines of enquiry.
- 3.2 Should any creditor have information concerning the Company's affairs that they would like to bring to the Joint Liquidators' attention, please contact this office.
- 3.3 The Joint Liquidators have incurred time costs of £473 in the Reporting Period in relation to investigations.

### **4. Liabilities and Dividends**

#### **Secured Creditor**

- 4.1 The Company granted a debenture to NatWest on 23 October 2006, which confers fixed and floating charges over all of the Company's assets.
- 4.2 According to the SOA, NatWest is owed approximately £169,000 in respect of an overdraft facility.
- 4.3 The Joint Liquidators have received a claim of £170,238 from NatWest, which is subject to interest of charges.
- 4.4 It is currently uncertain whether there will be any return to Natwest under its security. Any return will be dependent upon asset realisations in the Liquidation.

#### **Preferential Creditors**

- 4.5 As at the Appointment Date, the Company had no employees, due to them being made redundant prior to this date. Employees are owed arrears of wages and accrued holiday pay and, in that respect, preferential claims were estimated to be £1,186.
- 4.6 The Joint Liquidators have received a claim from the RPS for the amount of £1,184.
- 4.7 Based on current information, it is uncertain as to whether there will be a dividend to the preferential creditors due to the uncertainty of the level of asset realisations.



**Prescribed Part**

- 4.8 The Prescribed Part is applicable in this instance as the Company granted a floating charge to Natwest on 23 October 2006. However, based on current information it is uncertain as to whether the Prescribed Part will be applied in this case due to the uncertainty of the level of asset realisations.

**Non-Preferential Unsecured Creditors**

- 4.9 As previously reported, the SOA included non-preferential unsecured creditors of £469,738.
- 4.10 To date, the Joint Liquidators have received non-preferential unsecured claims totalling £3,065,158.
- 4.11 Based on current information, it is currently uncertain as to whether there will be a dividend to the non-preferential unsecured creditors due to the uncertainty of the level of asset realisations.
- 4.12 Attached at Appendix 5 is a Proof of Debt form. Any creditor that is yet to submit a claim against the Company should complete this form and return it to this office as soon as possible, together with full supporting documentation.
- 4.13 During the Reporting Period, the Joint Liquidators' have incurred time costs totalling £71 in relation to liaising with the Company's creditors and providing updates on the Liquidation

**5. Joint Liquidators' Costs and Expenses**

- 5.1 The Joint Liquidators' remuneration was fixed on the basis of time properly charged, as agreed at the meeting of creditors held on 2 September 2015.
- 5.2 The Joint Liquidators have not drawn any remuneration or disbursements during the Reporting Period.
- 5.3 The time costs incurred in the Reporting Period total £6,933, representing total hours of 31 with an average charge out rate of £224 and are analysed at Appendix 3. Total time costs incurred for the Cumulative Period are £79,132. Time has been charged in six minute units.
- 5.4 The Joint Liquidators have incurred no Category 1 Disbursements during the Reporting Period. The Joint Liquidators have incurred Category 1 Disbursements totalling £1,787 in the Cumulative Period and these are analysed at Appendix 3. The Joint Liquidators have not incurred any Category 2 Disbursements during the Cumulative Period.
- 5.5 Pre-appointment remuneration of £7,500 plus VAT has been paid to Duff & Phelps, in respect of the assistance given to the Directors in the preparation of the SOA, the convening of the requisite meetings to place the Company into Liquidation and assisting the Directors in the period leading up to the Liquidation. This was paid direct to Duff & Phelps by the Directors. The full amount due to Duff & Phelps for the work carried out prior to the appointment date is £12,500. This was a fixed fee, approved by creditors at the meeting held on 2 September 2015. The remaining balance of £5,000 plus VAT and disbursements will be drawn from the Liquidation, dependant on the level of asset realisations.

- 5.6 During the Reporting Period, an amount of £1,125 has been incurred in respect of the Joint Liquidators' obligations in undertaking case reviews and managing the Joint Liquidators' diary system and IPS setup and maintenance. Although this work has not led to a direct return to creditors, it is necessary to ensure that the case runs efficiently.
- 5.7 During the Reporting Period, an amount of £2,554 has been incurred in respect of strategy, planning and control, cashiering and accounting and tax compliance and planning. Although this work has not led to a direct return to creditors, it is necessary to ensure that the case runs smoothly.
- 5.8 An amount of £2,710 has been incurred in the Reporting Period in respect of statutory matters. This time has not led to a direct benefit to creditors but has been incurred in the preparation of the Joint Liquidators' previous progress report, and is necessary under insolvency legislation
- 5.9 As detailed in the Previous Reports, a winding-up petition was issued by one of the Company's creditors on 29 July 2015 with a court hearing scheduled for 13 October 2015. It was agreed at the meeting of creditors that the petitioning costs would be paid as an expense of Liquidation. The Joint Liquidators have not been in a position to settle the petitioning costs during the Reporting Period due to insufficient levels of asset realisations.
- 5.10 The Joint Liquidators have not incurred any further expenses in dealing with the Liquidation.

## **6. Joint Liquidators' Receipts and Payments Accounts**

- 6.1 Detailed Receipts and Payments Accounts for the Cumulative Period and Reporting Period are shown at Appendix 2.
- 6.2 As at 1 September 2018, there was a cash balance of £592.

## **7. Statement of Creditors' Rights**

- 7.1 Information regarding the fees and disbursements of the Joint Liquidators, including the rights of creditors to challenge such costs, are attached at Appendix 4.

## **8. Conclusion**

- 8.1 I shall be continuing with the Liquidation of the Company and I have a duty to provide creditors with a progress report on an annual basis.
- 8.2 If you require any further information, please contact Katie Baldwin of this office.



**Benjamin Wiles**  
Joint Liquidator

## **Appendix 1**

### **Statutory Information**

**Statutory Information**

<b>Date of Incorporation</b>	16 September 1998
<b>Registered Number</b>	03632247
<b>Company Directors</b>	Howard Lavers Laurence Haldron Mark Judson Paul Richards
<b>Shareholder</b>	Howard Lavers 100 Ordinary Shares (100% of the issued share capital)
<b>Trading Address</b>	1 Singer Way Kempston MK42 7AW
<b>Registered Office</b>	<b>Current:</b> c/o Duff & Phelps Ltd, The Shard 32 London Bridge Street London SE1 9SG  <b>Former:</b> Croft Chambers 11 Bancroft Hitchin Hertfordshire SG5 1JQ

## **Appendix 2**

### **Joint Liquidators' Receipts and Payments Accounts**

# Albany Dry Lining Limited (In Creditors' Voluntary Liquidation)

## Joint Liquidators' Receipts and Payments Accounts

Statement of Affairs		Reporting Period 2 September 2017 to 1 September 2018	Cumulative Period 2 September 2015 to 1 September 2018
(£)		(£)	(£)
	<b>Secured Creditors</b>		
(169,000.00)	National Westminster Bank plc	Nil	Nil
		<b>Nil</b>	<b>Nil</b>
	<b>Asset Realisations</b>		
Uncertain	Motor Vehicles	Nil	500.00
Uncertain	Debtors	Nil	Nil
	Sundry Receipts	Nil	93.75
	Bank Interest	0.42	0.42
(169,000.00)		<b>0.42</b>	<b>594.17</b>
	<b>Costs of Realisation</b>		
	Bank Charges	Nil	(2.60)
		<b>Nil</b>	<b>(2.60)</b>
	<b>Balance</b>		<b>591.57</b>
	<b>Represented By</b>		
	Floating Account		591.57
			<b>591.57</b>

## **Appendix 3**

### **Analysis of Time Charged and Expenses Incurred**

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**Albany Dry Lining Limited (In Creditors' Voluntary Liquidation)****Analysis of Joint Liquidators' Time Costs for the Reporting Period**

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Classification of Work Function	Managing Director	Manager	Hours			Total Hours	Time Cost (£)	Avg Hourly Rate (£)
			Senior	Assistant	Support			
<b>Administration and Planning</b>								
Case review & Case Diary management	0 00	0 60	0 00	4 40	0 00	5 00	1,089 50	217 90
Cashiering & accounting	0 00	0 00	0 20	1 30	0 00	1 50	326 00	217 33
IPS set up & maintenance	0 00	0 00	0 00	0 30	0 00	0 30	36 00	120 00
Statutory matters (Meetings & Reports & Notices)	0 00	0 70	0 00	14 20	0 00	14 90	2,710 00	181 88
Strategy planning & control	0 00	3 10	0 00	1 70	0 00	4 80	1 753 50	365 31
Tax Compliance / Planning	0 00	0 20	0 00	2 90	0 00	3 10	474 50	153 06
<b>Creditors</b>								
Non Pref Creditors / Employee claims handling	0 00	0 00	0 00	0 30	0 00	0 30	70 50	235 00
<b>Investigations</b>								
Financial review and investigations (S238/239 etc)	0 00	1 10	0 00	0 00	0 00	1 10	473 00	430 00
<b>Total Hours.</b>	<b>0 00</b>	<b>5 70</b>	<b>0 20</b>	<b>25 10</b>	<b>0 00</b>	<b>31 00</b>		<b>223 65</b>
<b>Total Fees Claimed (£):</b>	<b>0 00</b>	<b>2,451 00</b>	<b>78 00</b>	<b>4,404 00</b>	<b>0 00</b>		<b>6,933 00</b>	

**Category 1 Disbursements**

There have been no Category 1 Disbursements during the Reporting Period

**Category 2 Disbursements**

There have been no Category 2 Disbursements during the Reporting Period



## Albany Dry Lining Limited (In Creditors' Voluntary Liquidation)

### Analysis of Joint Liquidators' Time Costs for the Cumulative Period

Classification of Work Function	Managing Director	Manager	Hours Senior	Assistant	Support	Total Hours	Time Cost (£)	Avg Hourly Rate (£)
<b>Administration and Planning</b>								
Case review & Case Diary management	0 00	6 20	9 50	23 40	0 00	39 10	10,311 50	263 72
Cashiering & accounting	0 00	0 70	2 20	13 90	0 00	16 80	3,822 50	227 53
Dealings with Directors and Management	0 00	0 30	0 80	3 60	0 00	4 70	1,073 00	228 30
IPS set up & maintenance	0 00	0 00	0 00	3 50	0 00	3 50	644 00	184 00
Insurance	0 00	0 00	0 10	0 50	0 00	0 60	129 00	215 00
Statutory matters (Meetings & Reports & Notices)	0 00	2 70	6 20	42 20	0 00	51 10	10,927 00	213 84
Strategy planning & control	0 10	4 50	3 30	6 50	0 00	14 40	4,315 00	299 65
Tax Compliance / Planning	0 00	0 60	0 60	7 70	0 00	8 90	1,747 50	196 35
							<b>32,969.50</b>	
<b>Creditors</b>								
Communications with Creditors / Employees	0 00	3 60	2 90	0 80	0 00	7 30	2,641 00	361 78
Creditors committee	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Non Pref Creditor claims adjudication & dist'n	0 00	0 00	0 00	0 20	0 00	0 20	38 00	190 00
Non Pref Creditors / Employee claims handling	0 00	1 40	0 90	6 50	0 00	8 80	2,141 00	243 30
Pref claims adjudication & distribution	0 00	0 00	0 80	0 30	0 00	1 10	342 50	311 36
Secured Creditors	0 00	0 10	0 00	0 00	0 00	0 10	48 00	480 00
							<b>5,210.50</b>	
<b>Investigations</b>								
CDDA & reports & Communication	0 00	15 50	0 50	47 20	0 00	63 20	16,134 00	255 28
Financial review and investigations (S238/239 etc)	0 00	3 60	0 00	2 20	0 00	5 80	1,881 00	324 31
							<b>18,015.00</b>	
<b>Realisation of Assets</b>								
Book debts	0 00	24 10	11 10	49 60	0 00	84 80	22,643 00	267 02
Freehold and Leasehold Property	0 00	0 20	0 00	0 00	0 00	0 20	96 00	480 00
Other Tangible Assets	0 00	0 00	0 10	0 00	0 00	0 10	34 00	340 00
Plant & Machinery & Fixtures & Motor Vehicles	0 00	0 20	0 20	0 00	0 00	0 40	164 00	410 00
							<b>22,937.00</b>	
<b>Total Hours</b>	<b>0 10</b>	<b>63.70</b>	<b>39.20</b>	<b>208.10</b>	<b>0.00</b>	<b>311.10</b>		<b>254 36</b>
<b>Total Fees Claimed (£)</b>	<b>60 00</b>	<b>25,993 00</b>	<b>13,365.00</b>	<b>39,714 00</b>	<b>0.00</b>		<b>79,132.00</b>	

<b>Category One Disbursements</b>	(£)
Storage Costs	1322 75
Statutory Advertising	338 40
Insurance	106 00
Bordereau	20 00
<b>Total Category One Disbursements</b>	<b>1,787.15</b>

#### Category 2 Disbursements

There have been no Category 2 Disbursements during the Reporting Period

## **Appendix 4**

### **Statement of Creditors' Rights**

### **Information for creditors on remuneration and disbursements of the Joint Liquidators**

Information regarding the fees and disbursements of the Joint Liquidators, including details of Duff & Phelps' disbursements policy and hourly charge out rates for each grade of staff that may undertake work on this case, is in a document called "A Creditors' Guide to Liquidators' Fees". This can be viewed and downloaded from the Duff & Phelps website at <http://www.duffandphelps.com/uk-restructuring/creditor-guides> (click on the document 'Liquidation (appointment from 1 November 2011 to 30 September 2015)'). Should you require a copy, please contact this office.

### **Creditors have the right to request information from the Joint Liquidators under Rule 18.9 of the Rules**

Any secured creditor, or any non-preferential unsecured creditor with the concurrence of at least 5% in value of the non-preferential unsecured creditors (including the creditor in question) or any non-preferential unsecured creditor with the permission of the Court may make a written request to the Joint Liquidators for further information concerning remuneration or expenses. Such a request must be made within 21 days of receipt of this report and a response will be provided within 14 days of receipt of the request.

### **Creditors have the right to challenge the Joint Liquidators remuneration and expenses under Rule 18.34 of the Rules**

Any secured creditor, or any non-preferential unsecured creditor with the concurrence of at least 10% in value of the non-preferential unsecured creditors (including that creditor) or any non-preferential unsecured creditor with the permission of the Court, may make an application to Court on the grounds that the remuneration charged or expenses incurred are excessive and / or that the basis fixed for the Joint Liquidators remuneration is inappropriate. The application to Court must be made no later than eight weeks after the receipt of the Progress Report where the charging of the remuneration or the incurring of expenses in question occurs

## **Appendix 5**

### **Proof of Debt Form**

## Proof of Debt – General Form

Albany Dry Lining Limited (In Creditors' Voluntary Liquidation)	
Date of resolution for voluntary winding-up : 2 September 2015	
1.	Name of creditor (If a company please also give company registration number).
2.	For correspondence: Address of creditor
	REF:
	Contact telephone number of creditor
	Email address of creditor
3.	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into liquidation.
4.	Details of any documents by reference to which the debt can be substantiated. (Note: There is no need to attach them now but the liquidator may call for any document or evidence to substantiate the claim at his discretion as may the chairman or convenor of any meeting).
5.	If amount in 3 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.	Signature of creditor or person authorised to act on his behalf
	Name in BLOCK LETTERS
	Position with or in relation to creditor  Address of person signing (if different from 2 above)
Admitted to vote for	Admitted for dividend for
£	£
Date	Date
Liquidator	Liquidator

**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 **Cullum Attwell**

Company name **Duff & Phelps Ltd.**

Address **The Shard**

**32 London Bridge Street**

Post town **London**

County/Region

Postcode **S E 1 9 S G**

Country **United Kingdom**

DX

Telephone **020 7089 4700**

**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)**