

LIQ03

Notice of progress report in voluntary winding up



Companies House

MONDAY



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A07

20/04/2020

#83

COMPANIES HOUSE

1 Company details

Company number 03640964

Company name in full Chris's Books Limited

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

2 Liquidator's name

Full forename(s) Richard Frank

Surname Simms

3 Liquidator's address

Building name/number Alma Park, Woodway Lane

Street Claybrooke Parva

Post town Lutterworth

County/Region Leicestershire

Postcode LE175FB

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.

LIQ03

Notice of progress report in voluntary winding up

6	Period of progress report							
From date	^d 2	^d 8	^m 0	^m 2	^y 2	^y 0	^y 1	^y 9
To date	^d 2	^d 7	^m 0	^m 2	^y 2	^y 0	^y 2	^y 0
7	Progress report							
	<input checked="" type="checkbox"/> The progress report is attached							
8	Sign and date							
Liquidator's signature	Signature X <i>Richard Simms</i> X							
Signature date	^d 2	^d 0	^m 0	^m 4	^y 2	^y 0	^y 2	^y 0

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 **Georgia Flower**

Company name **F A Simms & Partners Limited**

Address **Alma Park, Woodway Lane
Claybrooke Parva**

Post town **Lutterworth**

County/Region **Leicestershire**

Postcode **L E 1 7 5 F B**

Country

DX

Telephone **01455 555 444**

**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

Chris's Books Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 28/02/2019 To 27/02/2020 £	From 28/02/2019 To 27/02/2020 £
	SECURED ASSETS		
5,229.41	Book Debts - Factored	NIL	NIL
NIL	Goodwill	NIL	NIL
		NIL	NIL
	SECURED CREDITORS		
(67,343.76)	Alfandari Private Equities Limited	NIL	NIL
(82,922.77)	Alfandari Private Equities Limited	NIL	NIL
(6,465.74)	Bibby Factors Northeast Ltd	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
	Bank Interest Gross	0.39	0.39
67.73	Book Debts - Non Factored	488.18	488.18
418.00	Cash in Hand	418.00	418.00
1,000.00	Stock - In- Trade	4,320.00	4,320.00
500.00	Warehouse & Equipment	2,264.00	2,264.00
		7,490.57	7,490.57
	COST OF REALISATIONS		
	Agents/Valuers Fees (1)	1,831.15	1,831.15
	Insolvency Bond	44.00	44.00
	Preparation of S. of A.	4,000.00	4,000.00
	Refund of Costs	418.94	418.94
	Statutory Advertising	127.86	127.86
		(6,421.95)	(6,421.95)
	PREFERENTIAL CREDITORS		
(4,100.00)	Employee Arrears/Hol Pay	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(33,332.38)	Bank	NIL	NIL
(57,018.73)	Directors	NIL	NIL
(19,575.00)	Employees	NIL	NIL
(2,831.00)	H M Revenue & Customs (PAYE)	NIL	NIL
(55,658.23)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(80.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(322,112.47)		1,068.62	1,068.62
	REPRESENTED BY		
	Interest Bearing Current A/C		1,040.81
	Vat Control Account		27.81
			1,068.62

Our ref RFS/GF/11/11069 17
Reply to Georgia Flower
email gflower@fasimms.com



20 April 2020

**Licensed Insolvency Practitioners
Business Rescue Professionals**

Private and Confidential

Dear Sirs

Chris's Books Limited ("the Company") – In Creditors' Voluntary Liquidation

This is my report to members and creditors following the first anniversary of my appointment as Liquidator.

As an Insolvency Practitioner, when carrying out all professional work relating to an insolvency appointment, I am bound by the Insolvency Code of Ethics, as well as by the regulations of our professional body. More details about these matters and general information about F A Simms & Partners Limited that is of relevance to creditors can be found at www.fasimms.co.uk/download.

I can confirm that we have not identified any threats to the ethical fundamental principles in respect of this case.

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 Georgia Flower by email at gflower@fasimms.com, or by phone on 01455 555 444.

Yours faithfully

Richard Simms

**Richard Frank Simms
LIQUIDATOR**

Enc.

Offices Nationwide

Head Office - Alma Park, Woodway Lane, Claybrooke Parva, Lutterworth, Leicestershire LE17 5FB

01455 555 444 01455 552 572 info@fasimms.com www.fasimms.co.uk

Member of the Insolvency Practitioners Association – Registered in England Number 600504

Managing Director: Richard F Simms FCA, FIPA, FARRP

Director: Patricia A Simms MCOM

R F Simms & T M Limited are Licensed Insolvency Practitioners in the UK by the Insolvency Practitioners Association

As advised in the Report, which contains a complete copy, were made to assist in the support of Richard Frank Simms and Patricia A Simms in the liquidation of Chris's Books Limited. The report is for the use of the creditors of Chris's Books Limited only. It is not to be used for any other purpose. The report is the property of F A Simms & Partners Limited and is not to be used for any other purpose. It is not to be used for any other purpose. It is not to be used for any other purpose.

Chris's Books Limited – In Creditors' Voluntary Liquidation

LIQUIDATORS' PROGRESS REPORT TO CREDITORS AND MEMBERS

For the period 28 February 2019 to 27 February 2020

EXECUTIVE SUMMARY

The duties and functions of the Liquidator are the realisation of the Company's Assets, the agreement of creditors' claims, investigations into the conduct of the Directors and the Company's affairs generally, and the eventual distribution of the Liquidation funds between creditors in accordance with their legal entitlements where applicable.

During this period I have, investigated the Conduct of the Director and dealt with the matters arising during the course of the Liquidation.

STATUTORY INFORMATION

Company name:	Chris's Books Limited
Registered office:	F A Simms & Partners Limited Alma Park Woodway Lane Claybrooke Parva Leicestershire LE17 5FB
Former registered office:	Unit D5 Pinetrees Business Park Salhouse Road Norwich NR7 9BB
Registered number:	03640964
Liquidator's names:	Richard Frank Simms
Liquidator's address:	Alma Park, Woodway Lane, Claybrooke Parva, Lutterworth, Leicestershire, LE17 5FB
Liquidator's date of appointment:	28 February 2019
Actions of Joint Liquidators'	Any act required or authorised under any enactment to be done by a Liquidator may be done by either or both of the Liquidators acting jointly or alone.

There was previously a Joint Liquidator, Carolynn Jean Best, who took her release on 21 August 2019 by Court order in proceedings number CR-2019-005569 in the High Court of Justice.

LIQUIDATORS' ACTIONS SINCE APPOINTMENT

Since my appointment as Liquidator I engaged with the Director to obtain the books and records of the Company.

I conducted an analysis of the books and records and the bank statements so obtained to ascertain if there were matters pertaining to them that required further investigation by me and explanation by the director. I sought clarification of issues with former company accountants.

I dealt with claims of creditors.

There is certain work that I am required by the insolvency legislation to undertake work in connection with the liquidation that provides no financial benefit for the creditors. A description of the routine work undertaken since my appointment as Liquidator is contained in Appendix 3.

RECEIPTS AND PAYMENTS

My Receipts & Payments Account for the period from 28 February 2019 to 27 February 2020 is attached at Appendix 2.

The balances of funds are held in an interest bearing.

ASSETS

The assets were sold for £7,036.80. An outline of the different types of asset sold and the amount for which they were sold, together with a comparison against the valuation realised,

Asset category	Valuation basis & amount (£)		Sale Consideration
	Market Value (In-Situ)	Market Value (Ex-Situ)	£
Warehouse Equipment and Forklift Truck	1,200.00	500.00	2,264.00 + VAT
Stock-in-Trade	7,000.00	1,000.00	4,320.00
Total	<u>8,200.00</u>	<u>8,200.00</u>	<u>7,036.80</u>

Book Debts – Factored

The Company factored some of its debtors with Bibby Factors Northeast Limited ("Bibby"). Bibby have confirmed that the facility was terminated as at 14 March 2019 with there being no surplus funds owed to the estate.

Goodwill

The Company Statement of Affairs included Goodwill as an intangible asset with a Book Value of £10,000.00 as per the Company accounts to 31 March 2018. We have not received any interest in respect of this asset and therefore no realisations have been made for the same.

Book Debts – Non Factored

The Company Statement of Affairs anticipated non-factored book debts owed to the Company in the sum of £9,590.31 with an expected to realise value of £67.73. We have collected in £488.18 and no further realisations in this matter are anticipated.

Cash in Hand

The sum of £418.00 was held in a clients' account controlled by F A Simms & Partners Limited prior to the liquidation date. These funds represented a contribution received from Mr Ian Route towards the costs of the Liquidation and were refunded back to Mr Rout upon receipt of the funds from the sale of assets at auction.

Stock-In-Trade

As listed above, The Company had residual Stock-In-Trade to which was sold by the agents, Eddisons Commercial Limited, and £4,320.00 was realised at auction. No further realisations are expected in this matter.

Warehouse & Equipment

As listed above, the agents have valued the Company's warehouse equipment and Forklift Truck and realised £2,264.00 plus VAT. No further realisations are expected in this matter.

LIABILITIES

Secured Creditors

An examination of the Company's mortgage register held by the Registrar of Companies showed that the Company has granted the following charges;

Alfandari Private Equities Limited provided two loans to the Company, the first of which had an outstanding balance of £82,922.77 which was secured by way of a Fixed and Floating Charge Debenture dated 13 November 2017. The second loan had a current outstanding balance of £67,343.76 also secured by a Fixed and Floating Charge Debenture dated 21 February 2018. Both loans are supported by personal guarantees.

Bibby Factors Northeast Limited not only has the factoring agreement referred to above, they also hold a Fixed and Floating Charge Debenture dated 6 June 2018.

The legislation requires that 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. 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 £4,100.00 in preferential creditors. We have not received a claim in this matter to date.

Crown Creditors

The statement of affairs included £2,831.00 owed to HMRC. HMRC's final claim of £2,774.86 has been received.

Non-preferential unsecured Creditors

The statement of affairs included 25 non-preferential unsecured creditors with an estimated total liability of £165,584.34. I have received claims from 18 creditors, 3 of which were not anticipated in the Company Statement of Affairs, at a total of £99,605.19. I have not received claims from 10 creditors with original estimated claims in the statement of affairs of £75,962.36.

DIVIDEND PROSPECTS

Secured creditors - I do not anticipate paying a dividend to secured creditors.

Preferential creditors - I do not anticipate paying a dividend to preferential creditors.

Floating charge creditors - I do not anticipate paying a dividend to Floating charge creditors.

Non-preferential unsecured creditors – I do not anticipate paying a dividend to Non-preferential unsecured creditors.

As previously advised, the Company gave floating charges to Alfandari Private Equities Limited on 21 February 2018 and 13 November 2017 and Bibby Factors Northeast Limited on 6 June 2018 and the prescribed part provisions will apply. On the basis of realisations to date, together with estimated future realisations, and after taking into account the costs of the Liquidation to date, the net property of the Company is £Nil, and I estimate that the prescribed part of the net property for unsecured creditors is £Nil. However, these estimates do not take into account the future costs of the Liquidation, which will reduce the amount of the Company's net property.

Since the Company's net property is less than £10,000, the insolvency legislation does not require me to distribute the prescribed part of the net property to creditors if I think that the costs of distributing the prescribed part would be disproportionate to the benefits to creditors. I am of the view that the costs of distribution would be disproportionate and so will not be making a distribution of the prescribed part of the net property to non-preferential unsecured creditors.

INVESTIGATION 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. I am required by the Statements of Insolvency Practice to undertake such an initial investigation and the work detailed below has been undertaken in connection with that initial investigation. Specifically, I recovered, listed and reviewed the Company's accounting records; obtained and reviewed copy bank statements for the 24 months prior to the Company ceasing to trade from the Company's bankers; and compared the information in the Company's last set of accounts with that contained in the statement of affairs lodged in the Liquidation and made enquiries about the reasons for the changes.

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

Within three 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.

PRE-APPOINTMENT REMUNERATION

The creditors previously authorised the payment of a fee of £4,000.00 plus VAT for my 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 from first realisations on appointment and is shown in the enclosed receipts and payments account.

LIQUIDATORS' REMUNERATION

My remuneration was approved on a time cost basis based on a fees estimate of ££20,440.00. The fees estimate acts as a cap and I cannot draw remuneration in excess of that estimate without first seeking approval from the creditors. My total time costs to 27 February 2020 amount to £11,241.00, representing 91.75 of hours work at a blended charge out rate of £122.52 per hour. There is a difference in the blended rate charged, compared with the estimated blended rate of £143.44 because this matter required less time from staff whose charge-out rate was higher than was originally anticipated.

I have not been able to draw any remuneration in this matter.

As indicated in the approved fees estimate, the following areas of work will be charged on a time cost basis: namely Administration & Planning including Cashiering, Investigations, Creditors Realisation of Assets and case specific matters. The following explains about the areas of work undertaken on a time cost basis, whilst full information about the work that I will undertake on a time cost basis is contained in Appendix 1.

Administration & Planning including Cashiering: This represents the work that is involved in the routine administrative functions of the case by the office holder and their staff, together with the control and supervision of the work done on the case by the office holder and their managers. It does not give direct financial benefit to the creditors, but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow.

Investigations: The insolvency legislation gives the office holder powers to take recovery action in respect of what are known as antecedent transactions, where assets have been disposed of prior to the commencement of the insolvency procedure and also in respect of matters such as misfeasance and wrongful trading. The office holder is required by the Statements of Insolvency Practice to undertake an initial investigation in all cases to determine whether there are potential recovery actions for the benefit of creditors and the time costs recorded represent the costs of undertaking such an initial investigation. If potential recoveries or matters for further investigation are identified then the office holder will need to incur additional time costs to investigate them in detail and to bring recovery actions where necessary and further information will be provided to creditors and approval for an increase in fees will be made as necessary. Such recovery actions will be for the benefit of the creditors and the office holder will provide an estimate of that benefit if an increase in fees is necessary.

The office holder is also required by legislation to report to the Department for Business, Energy and Industrial Strategy on the conduct of the directors and the work to enable them to comply with this statutory obligation is of no direct benefit to the creditors, although it may identify potential recovery actions.

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

Creditors:

Employees - The office holder needs to deal with the ex-employees in order to ensure that their claims are processed appropriately by the Redundancy Payments Office (RPO). That work will include dealing with queries received from both the ex-employees and the RPO to facilitate the processing of the claims. The office holder is required to undertake this work as part of his statutory functions.

Claims of creditors - the office holder needs to maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the creditors. The office holder will also have to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holder is required to undertake this work as part of his statutory functions.

Case specific matters: The office holder must ascertain whether the Company operated a pension scheme, and administer the closure of any schemes. The office holder is also required to notify the pension regulator, the pension protection funds and the trustees of any scheme.

A detailed schedule of my time costs incurred in the period 28 February 2019 to 27 February 2020 is attached as Appendix 3 and a comparison with my original fees estimate is detailed below:

Category	Estimated Time Costs	Actual Time Costs in the period 28 February 2019 to 27 February 2020	Difference
	£	£	£
Administration & Planning Including Cashiering	7,845.00	4,699.00	3,146.00
Case Specific Matters	1,270.00	633.00	637.00
Creditors	4,412.50	1,763.00	2,649.50
Investigations	3,365.00	3,763.50	(398.50)
Realisation of Assets	3,547.50	382.50	3,165.00
Total	20,440.00	11,241.00	9,199.00

As at 20 April 2020, I do not anticipate that the total time costs I will incur in this matter in respect of the categories of work for which I am being remunerated on a time cost basis will exceed the total estimated remuneration I set out in my fees estimate when my remuneration was authorised by the creditors.

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, together with an explanatory note which shows F A Simms & Partners Limited's fee policy are available at the link www.fasimms.co.uk/download. Please note that there are different versions of the Guidance Notes and in this case you should refer to the April 2017 version.

LIQUIDATORS' EXPENSES

I have incurred expenses to 27 February 2020 of £199.86.

I have drawn £171.86 to date.

I have incurred the following expenses in the period since my appointment as Liquidator:

Type of category 1 disbursement	Amount incurred/ accrued in the reporting period	Outstanding	Paid
	£	£	£
Statutory Advertising	127.86	Nil	127.86
IT Charges	25.00	25.00	Nil
Insolvency Bond	44.00	Nil	44.00
Land Registry Search	3.00	3.00	Nil
Total	199.86	28.00	171.86

I have not incurred any category 2 disbursements in the period since my appointment as Liquidator.

I have used the following agents or professional advisors in the reporting period:

Professional Advisor	Nature of Work	Basis of Fees
Eddisons Commercial Limited	Valuer/Auctioneer	Percentage of realisations

The choice of professionals was based on my perception of their experience and ability to perform this type of work and the complexity and nature of the assignment. I also considered that the basis on which they will charge their fees represented value for money. I have reviewed the charges they have made and I am satisfied that they are reasonable in the circumstances of this case.

Nature of expense	Estimated expenses	Expenses incurred to date
Agent / Valuers Fee	£1,850.00	£1,831.15
Total	£1,850.00	£1,831.15

As at 20 April 2020, I do not anticipate that the expenses I will incur in this matter will exceed the total expenses I estimated I would incur when my remuneration was authorised by the creditors.

FURTHER INFORMATION

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 their 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 unsecured creditors (including the creditor in question), apply to Court to challenge the amount of remuneration charged by the Liquidator as being excessive, and/or the basis of the Liquidator's remuneration, and/or the amount of the expenses incurred as being excessive, within 8 weeks of their

receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

To comply with the Provision of Services Regulations, some general information about F A Simms & Partners Limited can be found at www.fasimms.co.uk/download.

During the course of F A Simms & Partners Limited's engagement with the Company prior to the formal appointment of an officeholder, the Board and/or the shareholders of the Company may disclose personal data to us in order that we may provide our services to the Company. The processing of personal data is regulated in the UK by the General Data Protection Regulation EU 2016/679, as supplemented by the Data Protection Act 2018, together with other laws which relate to privacy and electronic communications. In this clause, we refer to these laws as "Data Protection Law". In providing our services, we act as an independent controller and are, therefore, responsible for complying with Data Protection Law in respect of any personal data we process in providing our services to the Company. Our privacy statement can also be accessed at www.fasimms.co.uk/download, explains how we process personal data. The Company is also an independent controller responsible for complying with Data Protection Law in respect of the personal data you process and, accordingly, where you disclose personal data to us you confirm that such disclosure is fair and lawful and otherwise does not contravene Data Protection Law. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law.

SUMMARY

I have now concluded my investigations in this matter we will now look to finalise and close our files.

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 Georgia Flower on 01455 555 444, or by email at gflower@fasimms.com.

Richard Simms

Richard Frank Simms
LIQUIDATOR

Appendix 1

Administration:

This represents the work involved in the routine administrative functions of the case by the office holder and their staff, together with the control and supervision of the work done on the case by the office holder and their managers. It does not give direct financial benefit to the creditors, but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow.

Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the 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 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).

Convening and holding decision procedures and general meetings of members (as applicable).

Dealing with all routine correspondence and emails 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 regular reconciliations of the bank account containing estate funds.

Reviewing the adequacy of the specific penalty bond on a quarterly basis.

Undertaking periodic reviews of the progress of the case.

Overseeing and controlling the work done on the case by case administrators.

Preparing, reviewing and issuing annual progress reports to creditors and members.

Filing returns at Companies House.

Preparing and filing VAT returns.

Preparing and filing Corporation Tax returns.

Seeking closure clearance from HMRC and other relevant parties.

Preparing, reviewing and issuing final reports to creditors and members.

Preparing the final account.

Filing final returns at Companies House.

Realisation of assets:

Corresponding with debtors and attempting to collect outstanding book debts.

Liaising with the bank regarding the closure of the account.

Instructing agents to value known assets.

Liaising with agents to realise known assets.

Liaising with the secured creditors over the realisation of the assets subject to a mortgagee or other charge.

Creditors:

Employees - The office holder needs to deal with the ex-employees in order to ensure that their claims are processed appropriately by the Redundancy Payments Office (RPO). The office holder is required to undertake this work as part of their statutory functions.

Claims of creditors - the office holder needs to maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the creditors. The office holder also needs to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holder is required to undertake this work as part of his statutory functions.

Obtaining information from the case records about employee claims.

Completing documentation for submission to the Redundancy Payments Office.

Corresponding with employees regarding their claims.

Liaising with the Redundancy Payments Office regarding employee claims.

Dealing with creditor correspondence, emails and telephone conversations regarding their claims.

Maintaining up to date creditor information on the case management system.
Requesting additional information from creditors in support of their proofs of debt in order to adjudicate on their claims.

Investigations:

Recovering the books and records for the case.
Listing the books and records recovered.
Submitting an online return on the conduct of the directors as required by the Company Directors Disqualification Act.
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.
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

Case Specific Matters:

De-register the Company from auto enrolment pension obligations.
Closure of the Company pension schemes

Chris's Books Limited
(In Liquidation)
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500.00	Warehouse & Equipment	2,264.00	2,264.00
		7,490.57	7,490.57
	COST OF REALISATIONS		
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		(6,421.95)	(6,421.95)
	PREFERENTIAL CREDITORS		
(4,100.00)	Employee Arrears/Hol Pay	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(33,332.38)	Bank	NIL	NIL
(57,018.73)	Directors	NIL	NIL
(19,575.00)	Employees	NIL	NIL
(2,831.00)	H M Revenue & Customs (PAYE)	NIL	NIL
(55,658.23)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(80.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(322,112.47)		1,068.62	1,068.62
	REPRESENTED BY		
	Interest Bearing Current A/C		1,040.81
	Vat Control Account		27.81
			1,068.62

Time Entry - SIP9 Time & Cost Summary

11069 - Chns's Books Limited
Project Code: POST
From: 28/02/2019 To: 27/02/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	8.00	21.20	1.60	6.75	37.55	4,699.00	132.18
Case Specific Matters	1.20	2.50	0.00	0.00	4.10	633.00	154.39
Creditors	0.70	16.60	0.00	0.20	16.90	1,763.00	104.32
Investigations	4.50	22.10	0.00	5.50	32.10	3,763.50	117.24
Non-Changeable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.40	2.40	0.10	0.00	2.90	382.50	123.19
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	12.80	64.60	1.90	12.45	91.75	11,241.00	122.52
Total Fees Claimed						0.00	
Total Disbursements Claimed						171.86	