In accordance with Rule 18.7 of the Insolvency (England & Wales) Rules 2016 and Sections 92A, 104A and 192 of the Insolvency Act 1986.

## LIQ03

## Notice of progress report in voluntary winding up



ase

use A04 12/04/2018 COMPANIES HOUSE **Company details** → Filling in this form Company number 3 6 9 5 0 8 8 Please complete in typescript or in bold black capitals. Company name in full Whistledawn Limited Liquidator's name Ian C Full forename(s) Surname **Brown** Liquidator's address 3 Building name/number Yorkshire House Street 18 Chapel Street Post town Liverpool County/Region Postcode L 3 9 Α G Country Liquidator's name • Other liquidator Full forename(s) Use this section to tell us about another liquidator. Surname Liquidator's address @ Building name/number **9** Other liquidator Use this section to tell us about Street another liquidator. Post town County/Region Postcode Country

LIQ03 Notice of progress report in voluntary winding up

6	Period of progress report	, , , , , , , , , , , , , , , , , , , ,	•
From date	<sup>d</sup> 2 <sup>d</sup> 5 <sup>m</sup> 0 <sup>m</sup> 3 <sup>y</sup> 2 <sup>y</sup> 0 <sup>y</sup> 1 <sup>y</sup> 7		
To date	<sup>d</sup> 2 <sup>d</sup> 4 <sup>d</sup> 0 <sup>d</sup> 3 <sup>v</sup> 2 <sup>v</sup> 0 <sup>v</sup> 1 <sup>v</sup> 8		
7	Progress report		
	☐ The progress report is attached		
8	Sign and date		
Liquidator's sign	ature Signature	×	
Signature date	d   d   0   4   2   0   1   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	Bob Evans
Company name	Parkin S Booth & Co
Address	
Address	Yorkshire House
	18 Chapel Street
Post town	Liverpool
County/Region	
Postcode	L 3 9 A G
Country	
DX	
Telephone	0151 236 4331

## ✓ 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.

## **7** 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

of Affairs		From 25/03/2017 To 24/03/2018	From 25/03/2015 To 24/03/2018
£		£	£
	SECURED ASSETS		
260,000.00	Crompton Court -on Trust	NIL	NIL
295,000.00	Limewalk Property - on Trust	109,118.76	109,118.76
(476,466.00)	Lloyds Bank PLC	NIL	NIL
(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Lioyad Baille 1 Eo	109,118.76	109,118.76
	ASSET REALISATIONS		
Uncertain	Leasehold Property Improvements	NIL	NIL
Uncertain	Fixtures & Fittings	NIL	NIL.
200,000.00	<u> </u>	50,000.00	50,000.00
55,000.00	Hexagon Care Services Limited	30,000.00 NIL	
1.00	Book Debts	NIL NIL	73,360.56
	Shares & Investments	NIL	NIL
107,907.00	Cash Held By Factors		107,907.00
	Damages Claims	NIL NII	19.07
Uncertain	Landlords Loans	NIL	NIL 10.500.50
37,044.58	Cash at Bank	NIL	49,563.72
	Credit Cards account	NIL	515.00
NIL	Deferred Tax	NIL	NIL
Uncertain	D Mason Loan	NIL	NIL.
5,805.00	Sundry Debtors	112.71	647.91
Uncertain	Mr P Hoit	NIL	NIL
Uncertain	Whistledawn Care Limited	NIL	30,544.28
46,000.00	Rent deposits	NIL	NIL
	Insurance Refunds	NIL	29,604.27
	Refund of Pre-Liq Legal Fees	NIL	4,644.41
	Refund of Electricity Charges	NIL	26,346.20
	Sundry Refunds	60.00	10,019.62
	Refund of Damage Repairs from YP	NIL	20.45
	No. and on Barriago Nopalio nom ()	50,172.71	383,192.49
	COST OF REALISATIONS		
	Specific Bond	NIL	816.00
	Statement of Affairs Fee	NIL	17,500.00
	Liquidator's Remuneration - on A/C	40,000.00	100,000.00
		40,000.00 NIL	7,000.00
	Invoice Discounting Charges Pensions Advice	NIL	775.00
	Agents/Valuers Fees	NIL C 255 20	200.00
	Hill Dickinson - Legal Fees	6,255.00	19,076.00
	DLA Piper - Legal fees	(4,005.00)	15,076.20
	VAT	8,450.00	32,119.20
	Stationery & Postage	NIL	11.00
	Room Hire	NIL	50.00
	Statutory Advertising	NIL	208.50
		(50,700.00)	(192,831.90)
	PREFERENTIAL CREDITORS		
	DE Arrears & Holiday Pay	NIL	7,607.30
	Former Employee - Unpaid Wages (N	NIL	409.64
		NIL	(8,016.94)
	UNSECURED CREDITORS		

Statement of Affairs		From 25/03/2017 To 24/03/2018	From 25/03/2015 To 24/03/2018
£		£	£
(25,580.51)	Redundancy	NIL	NIL
(27,214.72)	Wages in Lieu of Notice Claims	NIL	NIL
(224,248,00)	Hexagon Care Services Limited	NIL	NIL
(80,964.00)	Inland Revenue	NIL	NIL
(853,369,00)	Loan Interest Outstanding	NIL	NIL
(18,529,408.00)	Landiord claims	NIL	NIL
(12,959,676.00)	Guarantee re Whistledawn Care Lease	NIL	NIL
(4,800,350.00)	HX Management Limited	NIL	NIL
•	-	NIL	NIL
	DISTRIBUTIONS		
(300,000.00)	Ordinary £1 Shareholders	NIL	NIL
(2.00)	Ordinary 1p Shareholders	NIL	NIL
,	, .	NIL	NIL
(37,640,570.63)		108,591.47	291,462.41
	REPRESENTED BY		
	Bank 1 Current		291,462.41
			291,462.41

Note:

lan C Brown Liquidator

#### WHISTLEDAWN LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

#### LIQUIDATOR'S PROGRESS REPORT TO CREDITORS AND MEMBERS

#### FOR THE YEAR ENDING 24 MARCH 2018

#### STATUTORY INFORMATION

Company name: Whistledawn Limited

Registered office Yorkshire House, 18 Chapel Street, Liverpool, L3 9AG

Former registered office: 11th Floor, 100 Old Hall Street, Liverpool, L3 9QJ

Registered number. 03695088

Liquidator's name: Ian C Brown

Liquidator's address. Yorkshire House, 18 Chapel Street, Liverpool, L3 9AG

Liquidator's date of appointment: 25 March 2015

#### LIQUIDATOR'S ACTIONS SINCE LAST REPORT

I have negotiated with the Trustee in Bankruptcy of Mr Holt with regard to the Company's interest in the Limewalk and Crompton Court properties, which has generated £109,118.76 The Crompton Court property has yet to be sold, but should generate a similar figure.

I have also negotiated with the Associated Company Hexagon Care Services Limited in connection with the assets taken over by them following the Liquidation of Whistledawn Limited. A full and final settlement of £50,000 has been received and further details will be included later in the report.

There is certain work that I am required by the Insolvency Legislation to undertake in connection with the Liquidation, that provides no financial benefit for the Creditors. In the period since my last report, this has included reconciliation of the Liquidation bank account, corresponding with Creditors, the preparation of statutory reports, VAT and Corporation Tax matters

#### **RECEIPTS AND PAYMENTS**

My Receipts & Payments Account for the period from 25 March 2017 to 24 March 2018 is attached at Appendix 1.

The balance of funds are held in a non-interest bearing estate bank account.

#### **ASSETS**

#### a) Secured Assets

According to the information available, the Crompton Court and Limewalk properties were both held on trust for the Company, by Mr Holt, a former Director, but Mr Holt disputed the matter. The realisable amounts were considered to be subject to the Fixed Charge of Lloyds Bank PLC for the estimated sum of £476,466.

Mr Holt was declared Bankrupt on 18 January 2016 with Mr Paul Stanley and Paul Barber of Begbies Traynor Preston Office were appointed as the current Joint Trustees of his affairs.

Mr Williams and I have been looking into the into the ownership of the two properties with the assistance of Hill Dickinson LLP, solicitors of No 1, St Paul's Square, Liverpool, L3 9SJ. It is now apparent that the claim of Lloyds Bank Plc has been settled from other realisations in the Bankruptcy and in the circumstances, it was agreed by both parties that the two properties could be sold, with the net proceeds being split equally between the Liquidation and the Bankruptcy of Mr Holt.

The Limewalk property has been sold and 50% of the net proceeds has been received in the sum of £109,118.76.

A purchaser for the Crompton Court property has been found, but there are complications in the documentation and the sale has been delayed. It is anticipated that 50% of the net realisations will be agreed and paid shortly and details will be included in my next report.

#### b) Hexagon Care Services

Hexagon Care Services Limited had acquired assets and part of the business of Whistledawn Limited, which was initially estimated at a figure of £200,000 on the Directors Statement of Affairs of Whistledawn Limited. Hexagon Care Services Limited considered that they had taken on a substantial number of the liabilities of Whistledawn Limited, including certain creditors, the unpaid wages and holiday pay of former employees, together with their unpaid pension contributions, which amounted to in excess of £50,000.

After considerable negotiations and a reconciliation of the inter-company account, a settlement of £50,000 has been accepted in full and final settlement of all claims against Hexagon Care Services Limited.

#### c) Sundry Debtors

£112.71 has been received in the period, which relates to "ride to work". It is now unlikely that any further funds will be received.

#### d) Sundry Refund

A refund of £60 has been received from HSBC Bank PLC in the year

#### **COST OF REALISATIONS**

#### a) Liquidator's Remuneration

Further details will be included later in the report.

#### b) Hill Dickinson and DLA Piper - Legal Fees

Hill Dickinson have been paid £6,255.00 in the year, which relates to their assistance in dealing with the negotiation with Begbies Traynor and the subsequent sale of the Limewalk property and the proposed sale of the Crompton Court property. The amount of £4,005 00 was initially allocated to DLA Piper solicitors in my Receipts and Payments account, but a journal entry has corrected the position.

#### c) VAT

The Company is not registered for VAT and consequently the VAT on charges relating to the sale of the various properties and the Liquidator's remuneration is not recoverable.

#### LIABILITIES

#### Secured Creditors

The two properties referred to above, were initially considered to be subject to the legal charge of Lloyds Bank PLC, however Begbies Traynor as Trustee in Bankruptcy of Mr Holts affairs have confirmed that the charge has been settled by other assets in the Bankruptcy of Mr Holt and consequently there are no current charges over the Company's assets.

#### Preferential Creditors

- a) A former employee has previously been paid £409.61 in respect of his unpaid wages as at the date of Liquidation.
- b) The Redundancy Payments Office has settled the outstanding holiday pay claims of former employees and have been paid £7,607.30, in settlement of their Preferential claim in the Liquidation.

#### Crown Creditors

The statement of affairs included £80,000 owed to HMRC. HMRC's final claim of £70,675.02 has been received.

#### Non-preferential unsecured Creditors

The Statement of Affairs included 340 Unsecured Creditors with an estimated total liability of £37,870,860.

To date, I have received Unsecured claims totalling £8,131,439, however I have also received substantial claims from connected parties and former landlords, which have yet to be finalised and agreed.

On the basis of present information and due to the level of Unsecured Creditors, a small dividend should become payable on the agreed claims, however I am unable to forecast the amount or date of payment pending the results of my further enquiries and agreement of claims.

#### 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.

Following the Bankruptcy of Mr Holt, no further investigation was justified and I negotiated a settlement with the Trustee over the two properties

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

#### **PENSION SCHEME**

2020 Trustees of Albion Wharf, Albion Street, Manchester, M1 5LN have been instructed to deal with the winding-up of the Company Pension Scheme on behalf of the Liquidator.

The previous Scheme was transferred to Now Pensions on 1 April 2013 and although all the employees have either been made redundant or transferred to Hexagon Care Services Limited on 28 February 2015, the Scheme was not brought to a conclusion at the time.

The outstanding pension contributions which amounted to circa £50,000 have been taken on by Hexagon Contracts Limited who have agreed to pay the full amount shortly. No contributions will fall to be treated as a Preferential claim in the Liquidation. The Company Scheme will then be wound-up.

#### PRE-APPOINTMENT REMUNERATION

The Creditors previously authorised the payment of a fee of £17,500.00 for my assistance with preparing the statement of affairs and convening and holding the meeting of creditors at a meeting held on 25 March 2015. The fee was paid on 25 June 2015.

My time costs for undertaking the pre-appointment work were £31,147.00.

#### LIQUIDATOR'S REMUNERATION

At the meeting of creditors held on 25 March 2015 my remuneration was approved on a time cost basis. My total time costs to 10 April 2018 amount to £163,201.00, representing 761.50 of hours work at an average charge out rate of £214.31 per hour, of which £21,805.00, representing 94.10 of hours work, was charged in the period since 25 March 2017, at an average charge out rate of £231.72 per hour.

I have drawn £100,000.00 to 10 April 2018 of which £40,000.00 was drawn in the period since 25 March 2017.

A schedule of my time costs incurred to date and in the period since 25 March 2018 is attached as Appendix 2

Further information about creditors' rights can be obtained by visiting the creditors' information microsite published by the Association of Business Recovery Professionals (R3) at <a href="http://www.creditorinsolvencyguide.co.uk/">http://www.creditorinsolvencyguide.co.uk/</a>. A copy of 'A Creditors Guide to Liquidators' Fees' also published by R3, together with an explanatory note which shows Parkin S Booth & Co's fee policy are available at the link <a href="https://www.parkinsbooth.co.uk">www.parkinsbooth.co.uk</a> Please note that there are different versions of the Guidance Notes and in this case you should refer to the November 2011 version.

#### LIQUIDATOR'S EXPENSES

I have not drawn any expenses in this matter.

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

Professional Advisor	Nature of Work	Basis of Fees
Hill Dickinson LLP	Solicitors	Time Costs

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 am satisfied that they are reasonable in the circumstances of this case.

#### **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 Parkin S Booth & Co can be found at <a href="https://www.parkinsbooth.co.uk">www.parkinsbooth.co.uk</a>

#### SUMMARY

The Liquidation will remain open until the final property has been sold and the claims of unsecured creditors finalised and agreed. I estimate that this will take approximately 6 to 12 months and once resolved the Liquidation will be finalised and our files will be closed.

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 Bob Evans by email at <a href="mailto:be@parkinsbooth.co.uk">be@parkinsbooth.co.uk</a> or by phone on 0151 236 4331.

lan C Brown

From 25/03/2015 To 24/03/2018 £	From 25/03/2017 To 24/03/2018 £		Statement of Affairs £
	·	SECURED ASSETS	
NIL	NIL	Crompton Court -on Trust	260,000.00
109,118.76	109,118.76	Limewalk Property - on Trust	295,000.00
NIL	NIL	Lloyds Bank PLC	476,466.00)
109,118.76	109,118.76		
		ASSET REALISATIONS	
NIL	NIL	Leasehold Property Improvements	Uncertain
NIL	NIL	Fixtures & Fittings	Uncertain
50,000.00	50,000.00	Hexagon Care Services Limited	200,000.00
73,360.56	NIL	Book Debts	55,000.00
NIL	NIL	Shares & Investments	1,00
107,907.00	NIL	Cash Held By Factors	107,907.00
19.07	NIL	Damages Claims	•
NIL	NIL	Landlords Loans	Uncertain
49,563.72	NIL	Cash at Bank	37,044.58
515.00	NIL	Credit Cards account	-,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
NIL	NIL	Deferred Tax	NIL
NIL	NIL	D Mason Loan	Uncertain
647.91	112.71	Sundry Debtors	5,805.00
NIL	NIL	Mr P Holt	Uncertain
30,544.28	NIL	Whistledawn Care Limited	Uncertain
NIL	NIL	Rent deposits	46,000.00
29,604.27	NIL.	Insurance Refunds	40,000.00
4,644.41	NIL		
		Refund of Pre-Liq Legal Fees	
26,346.20	NIL 60.00	Refund of Electricity Charges	
10,019.62		Sundry Refunds	
20.45	NIL 50 172 71	Refund of Damage Repairs from YP	
383,192.49	50,172.71		
		COST OF REALISATIONS	
816.00	NIL	Specific Bond	
17,500.00	NIL	Statement of Affairs Fee	
100,000.00	40,000.00	Liquidator's Remuneration - on A/C	
7,000.00	NIL	Invoice Discounting Charges	
775.00	NiL	Pensions Advice	
200.00	NIL	Agents/Valuers Fees	
19,076.00	6,255.00	Hill Dickinson - Legal Fees	
15,076.20	(4,005.00)	DLA Piper - Legal fees	
32,119.20	8,450.00	VAT	
11.00	NIL	Stationery & Postage	
50.00	NIL	Room Hire	
208.50	NIL	Statutory Advertising	
(192,831.90)	(50,700.00)	Statutory Advertising	
		DDEFEDENTIAL ODERSTORA	
7 007 00	<b>A 111</b>	PREFERENTIAL CREDITORS	
7,607.30	NIL	DE Arrears & Holiday Pay	
409.64	NIL_	Former Employee - Unpaid Wages (N	
70 04C 041	NIL		
(8,016.94)			
(8,016.94)		UNSECURED CREDITORS	

Statement of Affairs		From 25/03/2017 To 24/03/2018	From 25/03/2015 To 24/03/2018
£		£	£
(25,580.51)	Redundancy	NIL	NIL
(27,214.72)	Wages in Lieu of Notice Claims	NIL	NIL
(224,248.00)	Hexagon Care Services Limited	NIL	NIL
(80,964.00)	Inland Revenue	NIL	NIL
(853,369.00)	Loan Interest Outstanding	NIL	NIL
(18,529,408.00)	Landlord claims	NIL	NIL
(12,959,676.00)	Guarantee re Whistledawn Care Lease	NIL	NIL
(4,800,350.00)	HX Management Limited	NIL	NIL
		NIL.	NIL
	DISTRIBUTIONS		
(300,000.00)	Ordinary £1 Shareholders	NIL	NIL
(2.00)	Ordinary 1p Shareholders	NIL	NIL
,		NIL	NIL
(07.040.570.00)		400 504 47	204 400 44
(37,640,570.63)		108,591.47	291,462.41
	REPRESENTED BY		
	Bank 1 Current		291,462.41
			291,462.41

Note:

lan C Brown Liquidator

#### Parkin S Booth & Co

#### TIME & CHARGEOUT SUMMARIES

Whistledawn Limited

To 10/04/2018

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Classification Of work Function	Partner / Insolvency Pract'	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	57.10	24.60	19.70	6 50	107.90	22,893.00	212.17
Investigations	223.70	20.40	30.20	0.00	274.30	64,510.50	235.18
Realisation of Assets	124.60	18.50	0.00	0.00	143.10	35,372.00	247.18
Creditors	69.70	29.40	98.70	32.10	229.90	38,825.50	168.88
Case Specific Matters	6.30	0.00	0.00	0.00	6 30	1,600.00	253.97
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Fees Claimed £	121,255.00	19,831.50	19,395.00	2,719.50		163,201.00	
Total Hours	481.40	92.90	148.60	38.60	761.50		
Average Rate	251.88	213.47	130.52	70.45	ĺ		

#### Parkin S Booth & Co Charging Out Rates

	From	From		From	From
	January	ylut	•	January	γlut
	2009	2015		2009	2015
Partner	£250	£300	Salaried Partner /	£210	£250
			Insolvency Practitioner		
Senior Manager/Consultant	£180	£225	Manager	£150	£175
Case Manager	£120	£150	Administrator	£100	£100
Junior Administrator	£75	£75	Support Staff	£S0	ES0

Where it has been agreed by general resolution of the secured creditors, a creditors' committee or creditors generally, that the office holder's remuneration will be calculated by reference to the time properly given by the office holder and his staff in attending to matters arising in the appointment, then such remuneration will be calculated in units of 6 minutes.

#### Standard Activity Examples of Work

Administration and Planning

Case planning Administrative set-up Appointment notification Maintenance of records Statutory reporting SIP2 review

Investigations

CDDA reports

Investigating antecedent transactions

Realisation of assets Identifying, securing, insuring assets

Retention of title Debt collection

Property, business and asset sales

Trading Management of operations

Accounting for trading
On-going employee issues

Creditors Communication with creditors

Creditors' claims (including employees' and other preferential creditors')

## Parkin S Booth & Co

### TIME & CHARGEOUT SUMMARIES

Whistledawn Limited

From 25/03/2017 to 10/04/2018

#### HOURS

Classification Of work Function	Partner / Insolvency Pract'	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	3.90	3 80	0.40	0.00	8.10	1,915.00	236.42
Investigations	0.70	0.50	0.00	0.00	. 1.20	287.50	239.58
Realisation of Assets	27.20	2.20	0.00	0.00	29.40	7,435.00	252.89
Creditors	35.80	1.80	6.90	6.10	50.60	10,942.50	216.25
Case Specific Matters	4.80	0.00	0.00	0.00	4 80	1,225.00	255.21
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Fees Claimed £	18,385.00	1,867.50	1,095.00	457.50		21,805.00	
Total Hours	72.40	8.30	7.30	6.10	94.10		
Average Rate	253.94	225.00	150.00	75.00			

#### Parkin S Booth & Co Charging Out Rates

	From	From		From	From
	January	July		January	July
	2009	2015		2009	2015
Partner	E250	£300	Salaried Partner /	£210	£250
			Insolvency Practitioner		
Senior Manager/Consultant	£180	£225	Manager	£150	£175
Case Manager	£120	£150	Administrator	£100	£100
Junior Administrator	£75	£75	Support Staff	£50	E50

Where it has been agreed by general resolution of the secured creditors, a creditors' committee or creditors generally, that the office holder's remuneration will be calculated by reference to the time properly given by the office holder and his staff in attending to matters arising in the appointment, then such remuneration will be calculated in units of 6 minutes.

#### Standard Activity Examples of Work

Administration and Planning	Case planning

Administrative set-up Appointment notification Maintenance of records Statutory reporting

Investigations SIP2 review

CDDA reports

Investigating antecedent transactions Identifying, securing, insuring assets

Realisation of assets Identifying, securing, in Retention of title

Debt collection

Property, business and asset sales

Trading Management of operations

Accounting for trading
On-going employee issues

Creditors Communication with creditors

Creditors' claims (including employees' and other preferential creditors')

#### Appendix 3

#### 1 Administration

- Case planning devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.
- Dealing with all routine correspondence and emails relating to the case.
- Maintaining and managing the office holder's estate bank account.
- Maintaining and managing the office holder's cashbook.
- Undertaking regular bank 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 Corporation Tax returns.

#### 2 Creditors

- 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.
- Issuing a notice of intended dividend and placing an appropriate gazette notice.
- Reviewing proofs of debt received from creditors, adjudicating on them and formally admitting them for the payment of a dividend.
- Requesting additional information from creditors in support of their proofs of debt in order to adjudicate on their claims.