

LIQ03

Notice of progress report in voluntary winding up



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 0 3 7 2 1 3 7 1

Company name in full CJS PROPERTY SERVICES LIMITED

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Jeremy

Surname Frost

3 Liquidator's address

Building name/number One

Street Elmfield Park

Post town Bromley

County/Region Kent

Postcode B R 1 1 L U

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

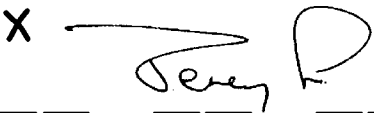
Country

② Other liquidator

Use this section to tell us about
another liquidator.

LIQ03

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6	Period of progress report															
From date	d	1	d	0	m	0	m	3	y	2	y	0	y	2	y	1
To date	d	0	d	9	m	0	m	3	y	2	y	0	y	2	y	2
7	Progress report															
<input checked="" type="checkbox"/> The progress report is attached																
8	Sign and date															
Liquidator's signature	Signature 															
Signature date	d	0	d	2	m	0	m	5	y	2	y	0	y	2	y	2

**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 Kelly Walford

Company name Frost Group Limited

Address One

Elmfield Park

Post town Bromley

County/Region Kent

Postcode B R 1 1 L U

Country UK

DX

Telephone 0845 2600101

**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

CJS PROPERTY SERVICES LIMITED – IN MEMBERS’ VOLUNTARY LIQUIDATION

LIQUIDATOR’S PROGRESS REPORT TO MEMBERS

For the year ending 09 March 2022

STATUTORY INFORMATION

Company name:	CJS Property Services Limited
Registered office:	Frost Group Limited, Court House, The Old Police Station South Street, Ashby-De-La-Zouch, Leicestershire LE65 1BS
Former registered office:	Frost Group Limited, Regus, City South Tower, 26 Elmfield Road, Bromley BR1 1LR
Registered number:	03721371
Liquidator’ name:	Jeremy Charles Frost
Liquidator’s address:	Frost Group Limited, One Elmfield Park, Bromley BR1 1LU
Liquidator’ date of appointment:	10 March 2020

LIQUIDATOR’S ACTIONS SINCE LAST REPORT

We have requested tax clearance from HMRC and await a response. Once HM Revenue and Customs (“HMRC”) have agreed to the liquidation being closed, I will send my draft final account to members.

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 1.

RECEIPTS AND PAYMENTS ACCOUNT

My Receipts & Payments Account for the period from 10 March 2021 to 09 March 2022 is attached at Appendix 2.

Members will note that the only asset listed on the Declaration of Solvency was a shareholders’ loan account in the sum of £847,611.36. A distribution of specie for this amount were declared on 10 March 2020 representing a distribution of £423,805.68 per £1 ordinary share.

There were no other transactions for the duration of the Liquidation.

LIABILITIES

Secured Creditors

An examination of the Company’s mortgage register held by the Registrar of Companies, showed that the Company does not have any outstanding charges.

Preferential Creditors

The Declaration of Solvency did not show any preferential creditors and none have come forward to make a claim in the Liquidation.

Crown Creditors

The Declaration of Solvency included no amount owed to HMRC. No claim has been received.

Non-preferential unsecured Creditors

The Declaration of Solvency included no non-preferential unsecured creditors. No claims have been received.

Share Capital

The following distributions in specie were made to the Members:

Date	Amount distribution	Rate of distribution per share
10 March 2020	£847,611.36	£423,805.68 per £1 ordinary share

REMUNERATION

The Company qualified for a Silver Service MVL at a fixed fee of £2,000 plus disbursements and VAT. These fees and disbursements were paid before the Company entered liquidation and as such there is no requirement for me to provide details of our time costs in this matter.

It is a Statutory Requirement that a Liquidator report on the liquidation after each 12 month anniversary.

On appointment the Company was not expecting to receive any Corporation Tax ("CT") or PAYE refunds and therefore, as prescribed in the Letter of Engagement any CT/PAYE refunds that might have been paid were abandoned by the Company. An unexpected CT refund totalling £251.54 was indeed received from HMRC and were duly processed by the Frost Group Limited. The cost of processing was in excess of the total value, therefore, in line with the signed letter of engagement, Frost Group Limited have raised an invoice for the total amount (including VAT) as a contribution to that cost.

A breakdown of the disbursements charged is detailed below:

Expenses / Disbursements	Provider	£
Statutory specific penalty bond	IRS	198.00
Statutory Advertising	TMP	237.00
		£435.00

Expenses are any payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a members. Expenses also includes disbursements. Disbursements are payments which are first met by the office holder and then reimbursed to the office holder from the estate. Expenses are split into:

- category 1 expenses, which are payments to persons providing the service to which the expense relates who are not an associate of the office holder; and
- category 2 expenses, which are payments to associates or which have an element of shared costs. Before being paid category 2 expenses require approval in the same manner as an office holder's remuneration.

FURTHER INFORMATION

A Member may, with the permission of the court or with at least 5% of the total voting rights of all the Members having the right to vote at general meetings of the company request further details of the Liquidator's remuneration and expenses, within 21 days of receipt of this report.

A Member may, with the permission of the court or with at least 10% of the total voting rights of all the Members having the right to vote at general meetings of the company, 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.

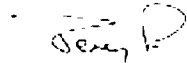
The Liquidation will remain open until the final Corporation tax clearance is received from HMRC.

For the avoidance of doubt, all personal data which Frost Group Limited holds is held in line with the General Data Protection Regulations and Data Protection Act 2018, and will be processed on the basis that it is required for statutory purposes. All personal data held by the Liquidator will be held for the duration of the Liquidation and will be destroyed after 12 months if held in the form of any business

records not returned to you or for 10 (ten) years if held as part of the Liquidator's case files. Should you require further clarification on this point please contact my office.

Please note that when carrying out all professional work relating to an insolvency appointment, Insolvency Practitioners are bound by the Insolvency Code of Ethics, a copy of which can be found at <http://www.insolvency-practitioners.org.uk/regulation-and-guidance/ethics-code> when carrying out all professional work relating to an insolvency appointment. They are also bound by the regulations of their professional bodies which can be found at <http://www.insolvency-practitioners.org.uk/>

If members have any queries regarding the conduct of the Liquidation they should contact Kelly Walford on 0845 260 0101, or by email at kellyw@frostbr.co.uk.



Jeremy C Frost MIPA FABRP
Liquidator

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Appendix 1

1. Administration

This represents the work involved in the routine administrative functions of the case by the office holder and his staff, together with the control and supervision of the work done on the case by the office holder and the managers. It does not give direct financial benefit to the members or creditors, but has to be undertaken by the office holder to meet his requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holder 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 both physical/electronic case files.
- 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.
- Dealing with all routine correspondence and emails relating to the case.
- 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 Members.
- Filing returns at Companies House.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.

Appendix 2

Liquidator's Abstract of Receipts & Payments

Appendix 3

Practice fee recovery policy for Frost Group Limited

Charge out Rates

A Members' Guide to Liquidator's fees England and Wales

Cjs Property Services Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Declaration of Solvency £		From 10/03/2021 To 09/03/2022 £	From 10/03/2020 To 09/03/2022 £
	ASSET REALISATIONS		
847,611.36	Loans & Advances	NIL	847,611.36
		NIL	847,611.36
	DISTRIBUTIONS		
	Ordinary Shareholders	NIL	847,611.36
		NIL	(847,611.36)
847,611.36		NIL	NIL
	REPRESENTED BY		
			NIL

Note:

Assets have been valued in line with the final balance sheet.

Distribution represents £423,805.68 per £1 ordinary share.