

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

TUESDAY



A11 \*A831PVF4\* #371  
09/04/2019  
COMPANIES HOUSE

### 1 Company details

Company number 0 3 8 3 8 6 8 1

Company name in full China Clearance Limited

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

### 2 Liquidator's name

Full forename(s) Stephen

Surname Hunt

### 3 Liquidator's address

Building name/number Griffins

Street Tavistock House South

Post town Tavistock Square

County/Region London

Postcode W C 1 H 9 L G

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	<sup>d</sup> 1	<sup>d</sup> 6	<sup>m</sup> 0	<sup>m</sup> 2	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8
To date	<sup>d</sup> 1	<sup>d</sup> 5	<sup>m</sup> 0	<sup>m</sup> 2	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9

**7** Progress report

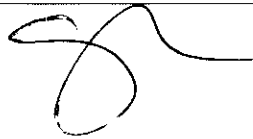
☒ The progress report is attached

**8** Sign and date

Liquidator's signature

Signature

X



X

Signature date

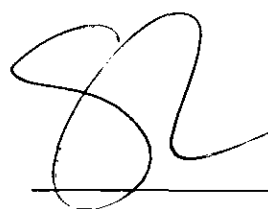
<sup>d</sup> 2	<sup>d</sup> 5	<sup>m</sup> 0	<sup>m</sup> 4	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9
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**China Clearance Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

Statement of Affairs £		From 16/02/2018 To 15/02/2019 £	From 16/02/2015 To 15/02/2019 £
	<b>ASSET REALISATIONS</b>		
NIL	Book Debts	NIL	NIL
187.15	Cash at Bank	NIL	NIL
	Bank Interest Gross	NIL	2.84
	Third Party Funds	<u>NIL</u>	<u>3,500.00</u>
		NIL	3,502.84
	<b>COST OF REALISATIONS</b>		
	Specific Bond	NIL	72.00
	Preparation of S. of A.	NIL	3,158.04
	Statutory Advertising	<u>NIL</u>	<u>295.15</u>
		NIL	(3,525.19)
	<b>UNSECURED CREDITORS</b>		
(353,356.88)	Trade & Expense Creditors	NIL	NIL
(500.00)	Directors	NIL	NIL
(95,000.00)	H M Revenue & Customs	<u>NIL</u>	<u>NIL</u>
		NIL	NIL
	<b>DISTRIBUTIONS</b>		
(100.00)	Ordinary Shareholders	<u>NIL</u>	<u>NIL</u>
		NIL	NIL
<b>(448,769.73)</b>		<u><b>NIL</b></u>	<u><b>(22.35)</b></u>
	<b>REPRESENTED BY</b>		
	VAT Receivable		4.47
	Disbursement account		(26.82)
			<u><b>(22.35)</b></u>

**Note:**

A negative balance on the Disbursement account (formerly known as No 2 account) represents sums paid by Griffins for the estate but yet to be recovered from the estate.



Stephen Hunt  
Liquidator

**China Clearance Limited  
In Creditors' Voluntary Liquidation**

**Liquidator's Annual Progress Report to Members and Creditors  
for the year ending 15 February 2019**



## **Contents**

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- 7.Liquidator's Remuneration
- 8.Liquidator's Expenses and Disbursements
- 9.Quality of Service, Data Privacy and Code of Ethics
10. Creditors' Rights
11. Conclusion

## **Appendices**

- A. Statutory Information
- B. Receipts and payments account for the period 16 February 2018 to 15 February 2019, together with an account for the entire period of the liquidation
- C. Griffins' time analysis for the period 16 February 2018 to 15 February 2019, together with pre-appointment period 17 June 2016 to 24 April 2017 and for the entire period of the appointment
- D. Statutory and Creditor Compliance Tasks
- E. Creditors' Rights - Rules 18.9 and 18.34 of the Insolvency (England and Wales) Rules 2016 ("the IR 2016")



## **1 Introduction**

In accordance with Rules 18.3 and 18.7 of the IR 2016, I now provide creditors with an annual progress report which should be read in conjunction with my previous reports. Additional information in respect of the company and office holders is attached at Appendix A.

## **2 Receipts and Payments Accounts**

An account of my receipts and payments for the period 16 February 2018 to 15 February 2019 is at Appendix B, together with an account for the entire period of the liquidation and a comparison with the amounts recorded in the Statement of Affairs.

The receipts and payments account reflects actual payments made to date rather than accrued unpaid expenses (see Section 9 for total expenses incurred to date).

My specific bond and Land Registry searches have been paid by Griffins and are not shown in the receipts and payments account at Appendix B. These costs will be recharged to the estate as and when funds become available.

The receipts and payments accounts contain information from prior to my appointment and as such I am unable to verify these figures.

## **3 Realisation of Assets**

There have been no asset realisations during the reporting period.

## **4 Investigations**

As Liquidator, I undertook investigations into the company's affairs which included a review of the financial information available and obtaining further information from third parties.

During this review I undertook the following preliminary enquiries:

- Invited creditors to bring to my attention any particular matters which they considered requires investigation;
- Made enquiries of accountants, solicitors and other professionals who acted for the company;
- Compared the statement of affairs with the last management accounts in order to ascertain whether all significant fixed and current assets could be identified and material movements in fixed and current assets could be properly explained;
- Conducted a review of the books and records for the six-month period prior to the liquidation in order to identify any unusual or exceptional transactions;



- Include any additional enquires undertaken.

In conducting this exercise I had regard to the size of the business, the level of assets available to fund any identified further investigations or actions, and the materiality of any matters that have arisen.

This review identified that there were no further matters to investigate.

The purpose of my appointment was to investigate the affairs of the company and the conduct of Mrs Sharma, in particular to establish whether she was in breach of, or had neglected her statutory duties.

I have not identified any further issues which may lead to recoveries for the liquidation estate. My investigations into the affairs of the company and Mrs Sharma's conduct are now complete.

## **5 Statutory and Professional Compliance**

I am required to meet a considerable number of statutory and regulatory obligations. This work does not provide a direct financial benefit to creditors but is a necessary requirement of the liquidation process.

Whilst these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progression of the liquidation. This ensures that my staff and I carry out our work to high professional standards.

In order that creditors can have an informed understanding of these matters, they are listed at Appendix D.

## **6 Creditors' Communication, Claims and Distributions**

I am required, as Liquidator, to undertake certain tasks in relation to creditors' claims. This work does not provide a direct financial benefit to the liquidation estate but is essential to the administration of the case.

In order that creditors can have an informed understanding of these matters, they are also listed at Appendix D.

The current position as regards creditors' claims is detailed below.

### **Secured Creditors**

An examination of the company's mortgage register held by the Registrar of Companies shows that the company has no outstanding charges over its assets.

### **Preferential Creditors**

No preferential claims have been received in the liquidation and none are expected.



### Unsecured Creditors

The Statement of Affairs showed unsecured creditors with a total value of £448,856.88.

I have received claims totalling £222,084.90 but I have not adjudicated on any of these claims yet. I am aware of creditors who have not yet submitted their claims. Their total estimated debts are a further £137,865.88.

### Distributions

There is no prospect of a dividend to creditors.

## **7 Liquidator's Remuneration**

The time my staff and I have recorded as incurred for the period 16 February 2018 to 15 February 2019 totals £5,356.63.

The time my staff and I have recorded prior to my appointment for the period 17 June 2016 to 24 April 2017 totals £1,898.34.

The time my staff and I have recorded as incurred for the entire period of my appointment totals £12,104.10.

The time incurred is recorded in my time analysis report, attached at Appendix C, under the following classifications:

- Administration and Planning
- Creditors
- Investigations

The report also provides details of the activity costs incurred by staff grade to date.

### Fee Resolution

At the meeting of creditors held on 16 February 2015, it was approved that the Liquidator's remuneration shall be fixed according to time properly incurred by the Liquidator and his staff. Creditors also approved that the Liquidator was authorised to draw as an expense of the liquidation the sum of £5,000 plus disbursement and VAT, in respect of the preparation of the Statement of Affairs. I intend to rely on this resolution passed at the Section 98 (S98) meeting of creditors.

Mrs Sharma drew £3,158.04 in fees in respect of the preparation of the Statement of Affairs.

To date, I have not drawn any fees for acting as Liquidator.

It is Griffins' policy to use the most junior grade of staff compatible with the efficient conduct of a matter, in order to ensure that costs to creditors are kept to a minimum. Where investigation work has been undertaken, this will normally be carried out by a





senior member of staff and partner. Such investigations are conducted with regard to the level of assets available to fund any further investigations or actions, and the materiality of any matters that have been identified.

Further information regarding remuneration can be found in "A Creditors' Guide to Liquidators' Fees", which is available for download at <http://www.griffins.net/technical/>. A hard copy can be provided upon request. A hard copy of Griffins charge-out rates and disbursements policy may be obtained on request at no cost.

In addition, creditors can find more information on the insolvency process at <http://www.creditorinsolvencyguide.co.uk/>.

## **8 Liquidator's Expenses and Disbursements**

'Expenses' are amounts properly payable by the office holder from the estate. These may include, but are not limited to, legal and agents' fees.

'Disbursements' are expenses met by the office holder and reimbursed to the office holder in connection with an insolvency appointment and will fall into two categories, category 1 and category 2.

In accordance with our current policy, no category 2 disbursements have been drawn since my appointment.

No disbursements have been incurred or paid during the period of my report.

## **9 Quality of Service, Data Privacy and Code of Ethics**

My staff and I endeavour to provide the best possible standards at all times.

Our updated privacy policy explains the measures we take to protect your data and the legal basis for doing so. Please review our updated Privacy Policy on our website: <http://www.griffins.net/data-privacy-notice/>.

I am bound by Code of Ethics for Insolvency Practitioners when carrying out all professional work relating to insolvency appointments. Please refer to Institute of Chartered Accountants in England and Wales website for further details: <https://www.icaew.com/-/media/corporate/files/members/regulations-standards-and-guidance/ethics/code-of-ethics-part-d-insolvency-practitioners-1-jan-2011.ashx>

If you would like to make any comments, suggestions, raise a query or make a complaint about the service you have received, please contact my team manager, Ian Tilbury in the first instance at [ian.tilbury@griffins.net](mailto:ian.tilbury@griffins.net). We will provide a response within 28 days.

## **10 Creditors' Rights**

Creditors are advised that Rule 18.9 of the IR 2016 provides the right to make a request to the Liquidator for further information about remuneration or expenses which have been



itemised in this report. Further, Rule 18.34 of the IR 2016, provides creditors with a right to challenge the Liquidator's remuneration and expenses.

Copies of these Rules are attached at Appendix E, for your information.

## **11 Conclusion**

A final account will be made available to all members and creditors in due course.



**Stephen Hunt**  
Liquidator

Date: 18 March 2019



**China Clearance Limited  
In Creditors' Voluntary Liquidation**

Statutory information



### Company information

Company name: China Clearance Limited

Trading name: As above

Company registration number: 03838681

Nature of business: Wholesalers

Registered office: Griffins, Tavistock House South, Tavistock Square, London, WC1H 9LG

Previous registered office: 257 Hagley Road  
Birmingham  
Wst Midlands  
B16 9NA

Trading address: 3 Mousell Street  
Cheetham Hill  
Manchester  
M8 8HY

### Liquidator's details

Name: Stephen Hunt

IP number: 9183

Name of firm: Griffins

Firm's address: Tavistock House South, Tavistock Square, London WC1H 9LG

Date of Successor Appointment: 25 April 2017

### Former Liquidator's details

Name: Gagen Sharma

IP number: 9145

Name of firm: Sharma & Co

Firm's address: 257 Hagley Road, Birmingham, West Midlands, B16 9NA



Date of Appointment: 16 February 2015

Date ceased to act: 26 November 2016



**China Clearance Limited  
In Creditors' Voluntary Liquidation**

Receipts and payments account for the period 16 February 2018 to 15 February 2019,  
together with an account for the entire period of the liquidation



**China Clearance Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

Statement of Affairs £	From 16/02/2018 To 15/02/2019 £	From 16/02/2015 To 15/02/2019 £
	<b>ASSET REALISATIONS</b>	
NIL	Book Debts	NIL
187.15	Cash at Bank	NIL
	Bank Interest Gross	2.84
	Third Party Funds	3,500.00
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	<b>COST OF REALISATIONS</b>	
	Specific Bond	72.00
	Preparation of S. of A.	3,158.04
	Statutory Advertising	295.15
		<u>(3,525.19)</u>
	<b>UNSECURED CREDITORS</b>	
(353,356.88)	Trade & Expense Creditors	NIL
(500.00)	Directors	NIL
(95,000.00)	H M Revenue & Customs	NIL
		<u>NIL</u>
	<b>DISTRIBUTIONS</b>	
(100.00)	Ordinary Shareholders	NIL
		<u>NIL</u>
<b>(448,769.73)</b>	<b>NIL</b>	<b>(22.35)</b>
	<b>REPRESENTED BY</b>	
	VAT Receivable	4.47
	Disbursement account	(26.82)
		<u><b>(22.35)</b></u>

**Note:**

A Negative balance on the disbursement account (formerly known as No 2 account) represents sums paid by Griffin's for the estate but yet to be recovered from the estate.

  
 Stephen Hunt  
 Liquidator



**China Clearance Limited  
In Creditors' Voluntary Liquidation**

Griffins' time analysis for the period 16 February 2018 to 15 February 2019, together with pre-appointment period 17 June 2016 to 24 April 2017 and for the entire period of the appointment





## Time Entry - Detailed SIP9 Time & Cost Summary

CHINA03 - China Clearance Limited  
From: 16/02/2018 To: 15/02/2019  
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Administrators	Total Hours	Time Cost (£)	Average Hourly Rate (£)
CLOSING : Closing an Insolvency	0.00	0.00	0.00	0.00	0.25	0.25	65.00	260.00
STATUTORY : Statutory Duties	0.50	1.67	3.33	0.25	3.42	7.75	2,502.06	322.85
Administration & Planning	0.50	1.67	3.33	0.25	3.67	9.03	2,567.06	320.88
CREDITOR : Creditor Related Work	0.00	0.00	0.92	0.00	0.00	0.92	318.34	347.28
Creditors	0.00	0.00	0.92	0.00	0.00	0.92	318.34	347.28
INV-FURTHER : Further Investigations	0.00	0.00	7.17	0.00	0.00	7.17	2,439.15	340.35
INV-INIT : Initial Investigations	0.00	0.08	0.00	0.00	0.00	0.08	32.08	384.96
Investigations	0.00	0.08	7.17	0.00	0.00	7.25	2,471.23	340.86
Total Hours	0.50	1.75	11.42	0.25	3.67	16.17	5,356.63	331.34
Total Fees Claimed							0.00	



## Time Entry - Detailed SIP9 Time & Cost Summary

CHINA03 - China Clearance Limited  
 From: 17/06/2016 To: 24/04/2017  
 Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Administrators	Total Hours	Time Cost (£)	Average Hourly Rate (£)
INV-FURTH : Further Investigations	0.00	0.00	1.42	0.00	0.00	1.42	474.59	335.00
INV-INIT : Initial Investigations	0.00	0.00	2.58	0.00	0.00	2.58	865.42	335.00
PARACOST : Parallel Costs	0.00	0.00	1.67	0.00	0.00	1.67	558.33	335.00
Investigations	0.00	0.00	5.67	0.00	0.00	5.67	1,898.34	335.00
<b>Total Hours</b>	<b>0.00</b>	<b>0.00</b>	<b>5.67</b>	<b>0.00</b>	<b>0.00</b>	<b>5.67</b>	<b>1,898.34</b>	<b>335.00</b>
<b>Total Fees Claimed</b>							<b>0.00</b>	



# Time Entry - Detailed SIP9 Time & Cost Summary

CHINA03 - China Clearance Limited  
From: 25/04/2017 To: 15/02/2019  
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Administrators	Total Hours	Time Cost (£)	Average Hourly Rate (£)
CLOSING : Closing an Insolvency STATUTORY : Statutory Duties	0.00 0.75	0.00 2.25	0.00 5.42	0.00 0.33	0.25 7.87	0.25 13.58	65.00 4,218.70	260.00 310.58
Administration & Planning	0.75	2.25	5.42	0.33	7.92	13.83	4,283.70	309.87
CREDITOR : Creditor Related Work	0.00	0.00	0.92	0.00	0.00	0.92	318.34	347.28
Creditors	0.00	0.00	0.92	0.00	0.00	0.92	318.34	347.28
INV-FURTHER : Further Investigations	0.00	0.00	17.75	0.00	0.00	17.75	5,982.91	337.83
INV-INIT : Initial Investigations	0.08	0.67	2.58	0.00	1.08	4.42	1,508.15	341.89
Investigations	0.08	0.67	20.33	0.00	1.08	22.17	7,502.06	338.44
Total Hours	0.83	2.92	26.67	0.33	9.00	38.92	12,104.10	327.88
Total Fees Claimed							0.00	



## **Statutory and Creditor Compliance Tasks**

### **Post-Appointment Statutory and Professional Compliance**

I am required, as Liquidator, to undertake the following tasks:

- On appointment, set the case up on our insolvency database and maintain and separately record all financial records on the case, including the recording of creditors and employees;
- Notify creditors of my appointment; and advertise the appointment in the Gazette
- Obtain a Specific Penalty bond for a sum equal to the company's assets subject to the statutory provisions. This bond covers any losses to the estate for any possible fraud or dishonesty of the Liquidator whether acting alone or in collusion with one or more persons and/or the fraud and dishonesty of any person committed with the connivance of the Liquidator;
- Convene and hold a meeting of creditors to provide creditors with the opportunity to establish a Liquidation Committee;
- Undertake a one month case review to ensure that all initial statutory matters have been completed, asset realisation and initial investigations commenced;
- Establish whether the company has an occupational pension scheme.

### **Annual Statutory and Professional Compliance**

In addition to the tasks identified above, each year I am required to undertake the following statutory tasks:

- Prepare and issue an Annual Report to creditors;
- Undertake bi-annual case reviews to ensure that the case is being progressed efficiently and in a timely manner; statutory duties have been undertaken; consider any ethical, money laundering and Bribery Act 2010 issues pertaining to the case and ensure that any identified matters are addressed;
- Submit VAT returns to HM Revenue and Customs, to ensure that any VAT refunds or payments are received or paid;
- Submit annual Tax returns to HM Revenue and Customs;
- Maintain the case cash book, by undertaking quarterly reconciliations.



## **Statutory and Creditor Compliance Tasks**

### **Closing Statutory and Professional Compliance**

After concluding all case related matters, I am required to:

- Prepare and submit a letter to HM Revenue and Customs requesting clearance to close the case;
- Reconcile the cash book ready for closure;
- Prepare and issue the Final Account to creditors;
- If the creditors have so resolved, obtain my release from the Secretary of State;
- Retain and store the liquidation records for a minimum of 6 years after the vacation of office.

### **Tasks in relation to creditors' claims**

- Ensure that all creditors' claims are listed with the correct addresses and references and that the amount claimed correlates to the Statement of Affairs;
- Enter proof of debt forms/claims as and when they are received;
- Deal with enquires from creditors.



**China Clearance Limited  
In Creditors' Voluntary Liquidation**

Creditors' rights - Rules 18.9 and 18.34 of the Insolvency (England and Wales) Rules 2016



**Creditors' rights – Rules 18.9 and 18.34 of the Insolvency (England and Wales) Rules 2016****Insolvency (England and Wales) Rules 2016****Rule 18.9****Creditors' and members' requests for further information in administration, winding up and bankruptcy**

(1) The following may make a written request to the office-holder for further information about remuneration or expenses (other than pre-administration costs in an administration) set out in a progress report under rule 18.4(1)(b), (c) or (d) or a final report under rule 18.14—

- (a) a secured creditor;
- (b) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question);
- (c) members of the company in a members' voluntary winding up with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the company;
- (d) any unsecured creditor with the permission of the court; or
- (e) any member of the company in a members' voluntary winding up with the permission of the court.

(2) A request, or an application to the court for permission, by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one member or creditor.

(3) The office-holder must, within 14 days of receipt of such a request respond to the person or persons who requested the information by—

- (a) providing all of the information requested;
- (b) providing some of the information requested; or
- (c) declining to provide the information requested.

(4) The office-holder may respond by providing only some of the information requested or decline to provide the information if—

- (a) the time or cost of preparation of the information would be excessive; or
- (b) disclosure of the information would be prejudicial to the conduct of the proceedings;
- (c) disclosure of the information might reasonably be expected to lead to violence against any person; or
- (d) the office-holder is subject to an obligation of confidentiality in relation to the information.

(5) An office-holder who does not provide all the information or declines to provide the information must inform the person or persons who requested the information of the reasons for so doing.

(6) A creditor, and a member of the company in a members' voluntary winding up, who need not be the same as the creditor or members who requested the information, may apply to the court within 21 days of—



**Creditors' rights – Rules 18.9 and 18.34 of the Insolvency (England and Wales) Rules 2016**

- (a) the office-holder giving reasons for not providing all of the information requested;
  - or
  - (b) the expiry of the 14 days within which an office-holder must respond to a request.
- (7) The court may make such order as it thinks just on an application under paragraph (6).

**Rule 18.34****Remuneration and expenses: application to court by a creditor or member on grounds that remuneration or expenses are excessive**

(1) This rule applies to an application in an administration, a winding-up or a bankruptcy made by a person mentioned in paragraph (2) on the grounds that—

- (a) the remuneration charged by the office-holder is in all the circumstances excessive;
- (b) the basis fixed for the office-holder's remuneration under rules 18.16, 18.18, 18.19, 18.20 and 18.21 (as applicable) is inappropriate; or
- (c) the expenses incurred by the office-holder are in all the circumstances excessive.

(2) The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable—

- (a) a secured creditor,
- (b) an unsecured creditor with either—
  - (i) the concurrence of at least 10% in value of the unsecured creditors (including that creditor), or
  - (ii) the permission of the court, or
- (c) in a members' voluntary winding up—
  - (i) members of the company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the company, or
  - (ii) a member of the company with the permission of the court.

(3) The application by a creditor or member must be made no later than eight weeks after receipt by the applicant of the progress report under rule 18.3, or final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question ("the relevant report").





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 **Aminata Barrie**

Company name **Griffins**

Address **Tavistock House South**  
**Tavistock Square**

Post town **London**

County/Region

Postcode **W C 1 H 9 L G**

Country

DX

Telephone **020 7554 9600**

**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)**