

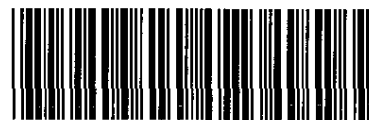
LIQ03

Notice of progress report in voluntary winding up



Companies House

TUESDAY



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A19

28/11/2017

#8

COMPANIES HOUSE

1 Company details

Company number 03951012

Company name in full Z-Guard (London) Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Steven Philip

Surname Ross

3 Liquidator's address

Building name/number 1 St James' Gate

Street

Post town Newcastle upon Tyne

County/Region

Postcode NE1 4AD

Country

4 Liquidator's name ①

Full forename(s) Matthew

Surname Higgins

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 1 St James' Gate

Street

Post town Newcastle upon Tyne

County/Region

Postcode NE1 4AD

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	0	d	2	m	1	m	1	y	2	y	0	y	1	y	6
To date	d	0	d	1	m	1	m	1	y	2	y	0	y	1	y	7

7

Progress report

☒ The progress report is attached

8

Sign and date

Liquidator's signature

Signature

X

[Handwritten signature]

X

Signature date

d	3	d	0	m	1	m	1	y	2	y	0	y	1	y	7
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

In the matter of
Z-Guard (London) Limited ('the Company') In Liquidation
Joint Liquidators' progress report
29 November 2017

Steven Philip Ross and Matthew Higgins Joint Liquidators
RSM Restructuring Advisory LLP
1 St James' Gate
Newcastle upon Tyne
NE1 4AD

Tel: 0191 255 7000

Email: restructuring.newcastle@rsmuk.com

Sections

1. Progress of the liquidation
2. Details of what remains to be done and matters preventing closure
3. Creditors' claims and dividend prospects
4. Receipts and payments summary
5. Joint Liquidators' remuneration and expenses
6. Notice of Qualifying Decision Procedure
7. Creditors' right to information and ability to challenge remuneration and expenses

Appendices

- A. Statutory information
- B. Dividend prospects
- C. Summary of receipts and payments
- D. RSM Restructuring Advisory LLP current charging, expenses and disbursements policy statement
- E. RSM Restructuring Advisory LLP Newcastle current charge out and category 2 disbursement rates
- F. Statement of expenses incurred in the period from 02 November 2016 to 01 November 2017
- G. Joint Liquidators' time cost analysis for the period from 02 November 2016 to 01 November 2017
- H. Joint Liquidators' fee scope and assumptions
- I. Estimate of the Joint Liquidators' expenses likely to be incurred
- J. Notice of a Qualifying Decision Procedure
- K. Voting paper
- L. Invitation to form a committee & Committee consent to act
- M. Proof of debt form

This report has been prepared in accordance with relevant legislation to provide creditors, members and the registrar of companies with information relating to the progress of the liquidation in the period from 02 November 2016 to 01 November 2017

This report has been prepared solely to comply with the statutory requirements the relevant legislation. It has not been prepared for use in respect of any other purpose, or to inform any investment decision in relation to any debt or financial interest in the Company. Any estimated outcomes for creditors are illustrative and may be subject to significant change.

Neither the Liquidators nor RSM Restructuring Advisory LLP accept any liability whatsoever arising from any decision or action taken or refrained from because of information contained in this report.

1 Progress of the liquidation

The costs incurred to date and those expected to be incurred in dealing with the matters below are set out in detail at Section 5.

1.1 Realisation of assets

Plant, machinery and equipment, office furniture and equipment, had been valued by H & H James Sutherland (Auctioneers) Limited (N.A.V.A.) (Members of The National Association of Valuers and Auctioneers), of Newcastle upon Tyne and the total of £7,000 was that expected to be realised at public auction. The valuation of the assets did not take into account the prior costs of the realisation of the assets, such as decommissioning, storage, uplift and auctioneers fees as applicable. The assets were subsequently sold to an independent third party for £7,000 plus VAT on 5 October 2016

I can confirm that the sale proceeds of £8,400 including vat has been paid in full.

Book debts

The Company's book debts with a book value of £598 had been discounted in the directors statement of affairs to realise £Nil.

I can confirm that the collection of the book debts has been completed and £600 was recovered.

I have now completed the recovery of assets in this case.

1.1.1 Claim for compensation for mis-selling of interest rate hedging product

The Joint Liquidators have now completed their investigations and confirmed that there is no evidence of mis-selling and therefore no redress due to the Company.

1.2 Connected party transactions

None in this matter.

1.3 Investigations

In accordance with our statutory obligations, we have filed the appropriate documentation in relation to the conduct of the directors

We can advise you that, following our initial assessment, no further investigations were deemed necessary

1.4 Administration and planning

Time has been spent on matters such as filing of appointment documents, submission of statement of affairs, handling of receipts and payments account, submission of VAT returns, undertaking file reviews, dealing with post appointment taxation, liaising with directors and shareholders and convening any non-statutory meetings

2 Details of what remains to be done and matters preventing closure

2.1 Assets remaining to be realised

All assets have now been realised.

3 Creditors' claims and dividend prospects

Dividend prospects and projected returns to creditors are attached, including any amount due to under the prescribed part.

3.1 Prescribed part

The 'Prescribed Part' is a statutory amount, calculated as a percentage of net floating charge realisations, which entitles unsecured creditors to a share of realisations. This is calculated on a sliding scale up to maximum of £600,000 before costs.

There are no creditors secured by charges over the assets and undertakings of the Company. There is therefore no requirement to estimate the amount of the prescribed part of the assets under Section 176A of the Insolvency Act 1986.

4 Receipts and payments summary

We attach a summary of our receipts and payments for the period from 02 November 2016 to 01 November 2017, along with cumulative figures where applicable.

VAT basis

Receipts and payments are shown net of VAT with any amount due to or from HM Revenue and Customs shown separately.

5 Joint Liquidators' remuneration and expenses

5.1 Closure costs in prior administration

Details of the actual costs incurred in closing the previous administration procedure are identified in the receipts and payments account.

5.2 Pre-appointment fees and expenses

At the S98 meeting of creditors held on 2 November 2016 creditors agreed the following resolutions.

- Statement of Affairs' fee £4,000 plus VAT
- Summoning, advertising and holding the creditors' meeting £2,500 plus VAT

These costs have been paid in full from the assets of the company.

5.3 Post-appointment remuneration

The Joint Liquidators are seeking approval for their post-appointment remuneration of £5,000 plus VAT to be drawn on a fixed fee basis in accordance with the attached resolution. The fixed fee has been requested (rather than any other basis) because time costs are greater than realisations.

The fixed fee has been based on the assumptions set out in the attached appendix. Should these prove to be inaccurate, or the circumstances change, the Joint Liquidators may need to seek approval to increase their fees.

Please note that the Joint Liquidators are required to carry out much of this work, for example issuing progress reports to creditors and undertaking investigations into directors' conduct, which is required by statute, but which will not necessarily result in a financial benefit to creditors. Other work will be determined by the particular circumstances of the appointment.

Consequently, the Joint Liquidators cannot draw more than £5,000 plus VAT without obtaining the further approval of creditors.

Details of the amount of remuneration drawn in the period are detailed below.

5.3.1 Remuneration and expenses incurred in the period from 02 November 2016 to 01 November 2017

Joint Liquidators have incurred total time costs of £7,870.30 plus VAT since appointment of which £Nil has been paid and £7,870.30 remains outstanding.

Joint Liquidators have drawn fees of £Nil in relation to the administration of the liquidation in the period.

5.4 Expenses and disbursements

Attached are the Joint Liquidators' charging, expenses and disbursement policy statement, together with the current rates. Details of the expenses (including category 1 and category 2 disbursements) that the Joint Liquidators have incurred in the period of the report are attached.

Creditors are requested to approve the attached resolution in respect of category 2 disbursements.

The Joint Liquidators are requesting creditors agree the basis upon which they are to be remunerated and may draw disbursements in accordance with the notice attached at Appendix J.

Accordingly, you are requested to complete and return the enclosed Voting Paper together with a completed Proof of Debt form to 1 St James' Gate, Newcastle upon Tyne NE1 4AD by no later than the decision date stated in the notice attached. Documents sent by fax are acceptable. If you have previously submitted a proof of debt form in these proceedings, there is no requirement to submit a further form unless your claim has changed.

In accordance with the relevant legislation creditors have a right to request further information about remuneration or expenses and to challenge such remuneration or expenses.

Any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or the permission of the court, may apply to court on the grounds that the remuneration charged, the basis fixed or expenses incurred by the liquidator are in all the circumstances excessive.

A Creditors' Guide to Liquidators' Fees, which provides information for creditors in relation to the remuneration of a Liquidator, can be accessed at <http://rsm.insolvencypoint.com> under 'general information for creditors'. A hard copy can be requested from my office by telephone, email or in writing.

Yours faithfully

f R

Steven Philip Ross
RSM Restructuring Advisory LLP
2012-2013

[illegible]

Appendix A

Statutory information

Company information	
Company name:	Z-Guard (London) Limited
Company number:	03951012
Date of incorporation:	20 March 2000
Trading name:	None
Trading address:	Unit 102-2A, Throckley Way, Middlefield Industrial Estate, South Shields, Tyne & Wear. NE34 0NU
Principal activity:	Manufacture of other fabricated metal products
Registered office:	RSM Restructuring Advisory LLP, 1 St James' Gate, Newcastle upon Tyne NE1 4AD
Previous registered office:	None

Liquidation information		
Joint Liquidators:	Steven Philip Ross and Matthew Higgins	
Date of appointment:	02 November 2016	
Correspondence address & contact details of case manager:	Martin Madgwick 0191 255 7000 RSM Restructuring Advisory LLP, 1 St James' Gate, Newcastle upon Tyne NE1 4AD	
Name, address & contact details of Joint Liquidators:	Primary Office Holder Steven Philip Ross RSM Restructuring Advisory LLP 1 St James' Gate Newcastle upon Tyne NE1 4AD 0191 255 7000 IP Number: 9503	Joint Office Holder: Matthew Higgins RSM Restructuring Advisory LLP 1 St James' Gate Newcastle upon Tyne NE1 4AD 0191 255 7000 IP Number: 13570

Appendix B

Dividend prospects

	Owed	Paid to date	Estimated future prospects
Preferential creditors	£6,881	NIL	NIL
Unsecured creditors	£194,205	NIL	NIL
Estimated net property	N/A		
Estimated prescribed part available for unsecured creditors	N/A		

Any estimated outcome for creditors is illustrative and may be subject to change.

Receipts and Payments Abstract: 1085008 - Z-Guard (London) Limited In Liquidation

Bank, Cash and Cash Investment Accounts: From: 02/11/2016 To: 01/11/2017

SOA Value £	02/11/2016 to 01/11/2017		Total to 01/11/2017	
	£	£	£	£
ASSET REALISATIONS				
8,400.00	Cash at Bank on Appointment	8,400.00	8,400.00	
0.00	Oilquip Payment	600.00	600.00	
				9,000.00
COST OF REALISATIONS				
0.00	Advertisements	(253.80)	(253.80)	
0.00	Agents / Valuers Fees	(545.00)	(545.00)	
0.00	Postage	(39.33)	(39.33)	
0.00	Preparation of Statement of Affairs	(6,500.00)	(6,500.00)	
0.00	Statutory Advertising	(84.60)	(84.60)	
				(7,422.73)
PREFERENTIAL CREDITORS				
(2,473.29)	Holiday Pay	0.00	0.00	
(4,407.32)	Wages	0.00	0.00	
				0.00
UNSECURED CREDITORS				
(41,755.98)	Banks/Institutions	0.00	0.00	
(16,085.29)	Department of Employment	0.00	0.00	
(11,954.00)	HM Revenue and Customs	0.00	0.00	
(124,409.91)	Trade and Expense Creditors	0.00	0.00	
				0.00
EQUITY				
(100.00)	Ordinary	0.00	0.00	
				0.00
(192,785.79)		1,577.27	1,577.27	
REPRESENTED BY				
	Interest Bearing Current Account		92.72	
	VAT Receivable (Payable)		1,484.55	
				1,577.27
				1,577.27

Appendix D

RSM Restructuring Advisory LLP current charging, expenses and disbursements policy statement

Charging policy

- Partners, directors, managers, administrators, cashiers, secretarial and support staff are allocated an hourly charge out rate which is reviewed from time to time.
- Work undertaken by cashiers, secretarial and support staff will be or has been charged for separately and such work will not or has not also been charged for as part of the hourly rates charged by partners, directors, managers and administrators.
- Time spent by partners and all staff in relation to the insolvency estate is charged to the estate.
- Time is recorded in 6-minute units at the rates prevailing at the time the work is done.
- The current charge rates for RSM Restructuring Advisory LLP Newcastle are attached.
- Time billed is subject to Value Added Tax at the applicable rate, where appropriate.
- It is the office holder's policy to ensure that work undertaken is carried out by the appropriate grade of staff required for each task, having regard to its complexity and the skill and experience actually required to perform it.
- RSM Restructuring Advisory LLP's charge out rates are reviewed periodically.

Expenses and disbursements policy

- Only expenses and disbursements properly incurred in relation to an insolvency estate are re-charged to the insolvency estate.
- Expenses and disbursements which comprise external supplies of incidental services specifically identifiable to the insolvency estate require disclosure to the relevant approving party, but do not require approval of the relevant approving party prior to being drawn from the insolvency estate. These are known as 'category 1' disbursements
- Expenses and disbursements which are not capable of precise identification and calculation (for example any which include an element of shared or allocated costs) or payments to outside parties that the firm or any associate has an interest, require the approval of the relevant approving party prior to being drawn from the insolvency estate. These are known as 'category 2' disbursements.
- A resolution to consider approving category 2 disbursements at the rates prevailing at the time the cost is incurred to RSM Restructuring Advisory LLP Newcastle will be proposed to the relevant approving party in accordance with the legislative requirements.
- General office overheads are not re-charged to the insolvency estate as a disbursement.
- Any payments to outside parties in which the office holder or his firm or any associate has an interest will only be made with the approval of the relevant approving party.
- Expenses and disbursements re-charged to or incurred directly by an insolvency estate are subject to VAT at the applicable rate, where appropriate.

Appendix E

RSM Restructuring Advisory LLP Newcastle current charge out and category 2 disbursement rates

HOURLY CHARGE OUT RATES		
		Current rates £
Partner		385.00 – 485.00
Directors / Associate Directors		275.00 – 330.00
Manager		215.00 to 275.00
Assistant Manager		230.00
Administrators		145.00 – 215.00
Support staff		75.00 – 127.00

“CATEGORY 2” DISBURSEMENT RATES	
Internal room hire	£100 per hour
Subsistence	£25 per night (from 3 rd September 2013) £23 per night (up to 2 nd September 2013)
Travel (car)	38p per mile (up to and including 31 March 2010) 40p per mile (from 1 April 2010) 42.5p per mile (from 1 April 2011)
“Tracker” searches	£10 per case

Appendix F

Statement of expenses incurred in the period from 02 November 2016 to 01 November 2017

Expenses (excluding category 2 disbursements) Type and purpose	Incurred in period	
	Paid £	Unpaid £
Bond	Nil	85.00
Filing of Land Registry	Nil	7.00
Postage	39.33	65.40
Chattel asset agent valuation	545.00	Nil
Statutory Advertising	338.40	Nil
Sub Total	£922.73	£196.73
Category 2 disbursements		
Recipient, type and purpose		
RSM Restructuring Advisory LLP - Mileage	Nil	13.60
Sub Total	£Nil	£13.60
Total	£922.73	£171.00

NOTE: This appendix may include estimated amounts where actual invoices have not been received. The amounts paid in the period are shown in the attached receipts and payments account. Invoices may have been paid in a period after that in which they were incurred.

Appendix G

Joint Liquidators' time cost analysis for the period from 02 November 2016 to 01 November 2017

SIP9 Summary Level 2
Z-Guard (London) Limited
1085008 / 700 - CVL - Post Appointment

For the period 29/10/2016 to 03/11/2017

Period	Hours Spent	Partners	Directors / Associate Directors	Managers	Assistant Managers	Administrators	Assistants & Support Staff	Total Hours	Total Time Costs	Average Rates
From Jan 2003										
Administration and Planning										
Appointment	0.0	0.0	0.0	0.0	0.0	2.5	0.0	2.5	£ 330.00	132.00
Background information	0.0	0.0	0.0	0.0	0.0	3.3	0.0	3.3	£ 474.50	143.79
Case Management	0.0	0.0	0.0	3.7	0.0	0.7	0.8	5.2	£ 1,172.45	225.47
Pre-appointment matters	0.0	0.0	0.0	0.0	0.0	0.5	0.0	0.5	£ 66.00	132.00
Receipts and Payments	0.0	0.0	0.0	0.5	0.0	4.7	0.0	5.2	£ 928.45	178.55
Tax Matters	0.0	0.0	0.0	0.0	0.0	0.4	0.0	0.4	£ 58.00	145.00
Total	0.0	0.0	0.0	4.2	0.0	12.1	0.8	17.1	£ 3,029.40	177.16
Investigations										
Investigations/CDDA	0.0	0.0	0.0	2.5	0.0	1.0	0.0	3.5	£ 819.50	234.14
Total	0.0	0.0	0.0	2.5	0.0	1.0	0.0	3.5	£ 819.50	234.14
Realisation of Assets										
Assets - general/other	0.0	0.0	0.4	0.0	0.0	0.0	0.0	0.4	£ 132.00	330.00
HP/Leasing creditors	0.0	0.0	0.6	1.0	0.0	0.0	0.0	1.6	£ 473.00	295.63
ROT/ Third Party Assets	0.0	0.0	0.0	0.5	0.0	0.0	0.0	0.5	£ 137.50	275.00
Total	0.0	0.0	1.0	1.5	0.0	0.0	0.0	2.5	£ 742.50	297.00
Creditors										
1st creditors/shareholders meetings and reports	0.0	0.0	0.7	2.0	0.0	0.0	0.0	2.7	£ 705.00	261.11
Employees	0.0	0.0	0.7	0.0	0.0	4.0	0.0	4.7	£ 980.00	208.51
Other Creditor Meetings and Reports	0.0	0.0	0.0	0.0	0.0	0.0	1.2	1.2	£ 85.80	71.50
Secured Creditors	0.0	0.0	0.0	0.5	0.0	0.0	0.0	0.5	£ 123.75	247.50
Unsecured Creditors	0.0	0.0	0.3	2.0	0.0	5.6	0.0	7.9	£ 1,384.35	175.23
Total	0.0	0.0	1.7	4.5	0.0	9.6	1.2	17.0	£ 3,278.90	192.88
Total Hours (From Jan 2003)	0.0	0.0	2.7	12.7	0.0	22.7	2.0	40.1	£ 7,870.30	196.27
Total Time Cost (From Jan 2003)	£ 0.00	£ 849.00	£ 849.00	£ 3,341.25	£ 0.00	£ 3,532.80	£ 147.25	£ 7,870.30		
Total Hours	0.0	0.0	2.7	12.7	0.0	22.7	2.0	40.1	£ 7,870.30	196.27
Total Time Cost	£ 0.00	£ 849.00	£ 849.00	£ 3,341.25	£ 0.00	£ 3,532.80	£ 147.25	£ 7,870.30		
Average Rates	0.00	314.44	263.09	0.00	0.00	155.63	73.63	196.27		

Appendix H

Joint Liquidators' fee scope and assumptions

Activity	Scope and assumptions
Administration and planning	<p>Work that must be carried out in order to comply with statutory requirements imposed by the insolvency legislation.</p> <p>This includes filing and advertising of appointment documents, filing of Statement of Affairs, handling of receipts and payments, submission of VAT and income tax issues, pension queries, undertaking file reviews, case planning and strategy, dealing with redirected mail, convening any non-statutory meetings, liaising with the directors, case closure formalities.</p> <p>The fixed fee assumes that there are no pension schemes, that the Company's records are up to date, that no liquidation committee is appointed, and that the case can be concluded in 18 months</p>
Realisation of assets	<p>All aspects of the realisation of assets including identifying, securing and insuring assets such as book debts, property, chattels, stock and WIP with no contentious matters. Other matters include dealing with landlords and arranging collection of leased assets.</p> <p>The fixed fee assumes there will be no legal action required to realise the assets; the Joint Liquidators receives full co-operation of the directors and that no contentious matters will arise;</p> <p>The fixed fee also assumes that there are no environmental and/or health and safety issues.</p>
Creditors	<p>Includes dealing with creditor queries, agreement of claims, distributions to creditors, and preparation of statutory formal reports to creditors.</p>
Investigations	<p>Collection and review of the Company's records in order to identify any potential or actual asset recoveries, antecedent transactions, transactions at under value or voidable dispositions.</p> <p>Reporting to the Department for Business, Energy and Industrial Strategy on the conduct of the directors.</p> <p>The fixed fee assumes that the Joint Liquidators' investigations uncover no material antecedent transactions which require legal advice or recovery action being undertaken.</p>
Trading	<p>No trading is expected</p>
Case specific matters	<p>N/A</p>

Appendix I

Estimate of the Joint Liquidators' expenses likely to be incurred

Expenses (excluding category 2 disbursements)		£
Type and purpose		
Bond		85.00
Statutory advertising		438.40
Website fee		8.00
Storage agent (collection/storage of records)		250.00
Chattel asset agent valuation		545.00
Land Registry		7.00
	Sub Total	£1,333.40
Category 2 disbursements		£
Recipient, type and purpose		
RSM Restructuring Advisory LLP - Mileage		13.60
	Sub Total	£13.60
	Total	£1,347.00

Appendix J

Notice of Qualifying Decision Procedure

Z-Guard (London) Limited In Liquidation

Company No: 03951012

Steven Philip Ross and Matthew Higgins appointed as Liquidators to the above company on 02 November 2016

Notice delivered to the creditors on: 01 December 2017

Decision date: 20 December 2017

Notice Seeking Decision by a Qualifying Decision Procedure Pursuant to Section 246ZE of the Insolvency Act 1986 and

Rule 18.20 of the Insolvency (England and Wales) Rules 2016 where the Liquidators request the creditors determine the Liquidators' remuneration basis

Notice is hereby given to the creditors of the above named company seeking their decision on the following matters:

1. That in accordance with the fee scope and assumptions provided to creditors 29 November 2017 the Liquidators shall be authorised to draw remuneration at the fixed amount of £5,000 (plus VAT).
2. That the Liquidators shall be authorised to draw 'category 2' disbursements out of the assets as an expense of the liquidation, at the rates prevailing at the time the cost is incurred, current details of which have been advised.
3. To appoint a Liquidation Committee to assist the Liquidators **(Note: If you vote in favour of this resolution please ensure you nominate a representative).**

The decision is being sought by correspondence

A voting form is attached, detailing the matters which require your decision, which should be completed and returned to me on or before the decision date.

Please note that to be able to vote you must have submitted a proof of debt form on or before the decision date, and that proof must have been admitted for the purposes of entitlement to vote.

CREDITORS who have OPTED OUT from receiving notices may nevertheless vote if the creditor provides a proof and voting form in accordance with the above provisions.

CREDITORS whose debts are treated as a SMALL DEBT in accordance with Rule 14.31(1) of the Insolvency (England and Wales) Rules 2016 must still deliver a proof if they wish to vote. Rule 14.31(1) states that Office Holders may treat a debt, which is a small debt according to the accounting records or the statement of affairs of the company, as if it were proved for the purposes of paying a dividend. Small debts are defined in Rule 14.1(3) as a debt (being the total amount owed to a creditor) which does not exceed £1,000

The decisions on the matters above will be deemed to have been made at 23.59 hours on the decision date unless the threshold for requisitioning a physical meeting is met or exceeded within the requisite time scale.

A creditor who disagrees with the manner in which they are treated in relation to the above decision procedure may appeal to the Court within 21 days of the decision date.

Request for Physical Meeting

Creditors may request that a physical meeting of creditors should be held to consider the proposed decisions by providing written notice of their request (together with a completed proof of debt) on or 08 December 2017 to:

Martin Madgwick
RSM Restructuring Advisory LLP, 1 St James' Gate, Newcastle upon Tyne NE1 4AD
Tel: 0191 255 7000
Email: restructuring.newcastle@rsmuk.com

A physical meeting will be held if requisitioned by either 10% in value of the company's creditors, or 10% in number of the company's creditors or 10 of the company's creditors (collectively 'the requisition threshold'). If the threshold is met or exceeded, the proposed decision procedure will be terminated (and the proposed decisions will not be deemed to have been made) and a physical meeting of creditors will then be held.

Establishment of committee

Unsecured creditors have the right to decide whether a liquidation committee should be established, if sufficient creditors are willing to be members of a committee. Specific nominations for committee membership will be sought by correspondence. Any queries should be communicated to this office by telephone, email or in writing. Guidance on acting as a committee member can be found at the R3 website, www.R3.org.uk. A hard copy can be requested by telephone, email or in writing to this office.

You may also wish to note that R3 have also produced guidance on the different insolvency processes, which can again be located at their website.

Name, address & contact details of Joint Liquidators

Primary Office Holder

Steven Philip Ross
RSM Restructuring Advisory LLP
1 St James' Gate
Newcastle upon Tyne
NE1 4AD

Tel: 0191 255 7000

Email: restructuring.newcastle@rsmuk.com

IP Number: 9503

Joint Office Holder:

Matthew Higgins
RSM Restructuring Advisory LLP
1 St James' Gate
Newcastle upon Tyne
NE1 4AD

Tel: 0191 255 7000

Email: restructuring.newcastle@rsmuk.com

IP Number: 13570

Dated: 29 November 2017



Steven Philip Ross
RSM Restructuring Advisory LLP
Joint Liquidator

NOTE: Please complete the enclosed proof of debt form and return it together with a detailed statement of your account, and voting form, and any other relevant documentation to Martin Madgwick, RSM Restructuring Advisory LLP, 1 St James' Gate, Newcastle upon Tyne NE1 4AD.

Appendix K

Voting paper

Z-Guard (London) Limited In Liquidation

Company No: 03951012

Steven Philip Ross and Matthew Higgins appointed as Liquidators to the above company on 02 November 2016

Notice delivered to the creditors on: 01 December 2017

Decision date: 02 November 2016

Voting Paper – Qualifying Decision Procedure pursuant to Rule 18.20 of the Insolvency (England and Wales) Rules 2016 where the Liquidators request the creditors determine the Liquidators' remuneration basis

If you wish your vote to be counted please ensure you return this form, duly completed together with a proof of debt form (if one has not already been submitted) and a detailed statement of your claim on or before the decision date stated above.

Voting instructions for decisions

* delete as applicable

1. That in accordance with the fee scope and assumptions provided to creditors 29 November 2017 the Liquidators shall be authorised to draw remuneration at the fixed amount of £5,000 (plus VAT).	For / Against*
2. That the Liquidators shall be authorised to draw 'category 2' disbursements out of the assets as an expense of the liquidation, at the rates prevailing at the time the cost is incurred current details of which have been advised.	For / Against*
3. To appoint a Liquidation Committee to assist the Liquidators (Note: If you vote in favour of this resolution please ensure you nominate a representative below) Name, address and contact details of nominated creditors (up to 5) for whom you wish to vote for appointment to the creditors' /liquidation committee of Z-Guard (London) Limited. Note: each creditor must complete a consent to act form (see attached)	For / Against*

*I/We confirm that *I am, am not / *we are, are not a connected party or associate of the company as defined by Sections 249 and 435 of the Insolvency Act 1986.

Name of creditor _____

Address of creditor _____

Signed. _____ Date: _____

Name in BLOCK LETTERS _____

Position of signatory in relation to creditor, if not the creditor _____

Rule 17.5 of the Insolvency (England and Wales) Rules 2016

Z-Guard (London) Limited IN LIQUIDATION

Company No: 03951012

STEVEN PHILIP ROSS AND MATTHEW HIGGINS appointed as Liquidators to the above company on 02 November 2016
Liquidation committee consent to act

If you personally are a creditor, please complete only Part A of this form

If you represent a creditor (eg your employer), please complete only Part B

Part A

I hereby consent to act as a member of the Liquidation committee in respect of the Joint Liquidators of the above-named.

Your name

Your address:

Telephone:

E-mail:

Please sign here.

Dated.

Part B

I am duly authorised by proxy to act as a representative of the below named company as its representative on the Liquidation committee in respect of the Joint Liquidators of the above-named, and hereby consent to do so

Representative's name

Creditor represented

Representative's position
in relation to the creditor.

Representative's address:

Telephone:

E-mail:

Please sign here:

Dated:

Rule 14.4 Insolvency (England and Wales) Rules 2016**Proof of Debt****Z-Guard (London) Limited In Liquidation****Company No: 03951012****Steven Philip Ross and Matthew Higgins appointed as Liquidators to the above company on 02 November 2016**

Relevant date for creditors' claims: 02 November 2016

1	Name of creditor If a company please also give company registration number	
2	Address of creditor for correspondence	
3	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the relevant date. Less any payments made after that date in relation to the claim, any deduction in respect of discounts and any adjustment by way of mutual dealings and set off in accordance with relevant legislation	£
4	Details of any documents by reference to which the debt can be substantiated. There is no need to attach them now unless the Joint Liquidator has requested it	
5	If amount in 3 above includes outstanding uncapitalised interest please state amount.	£
6	Particulars of how and when debt incurred If you need more space append a continuation sheet to this form	
7	Particulars of any security held, the value of the security, and the date it was given.	£ Date
8	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates.	
	Signature of creditor or person authorised to act on his behalf	
	Name in BLOCK LETTERS	
	Date	
	Position with or in relation to creditor	
	Address of person signing (if different from 2 above)	

Notes:

1 This form can be authenticated for submission by email, to restructuring.newcastle@rsmuk.com, by entering your name in block capitals and sending the form as an attachment from an email address which clearly identifies you or has been previously notified to the office holder. If completing on behalf of a company, please state your relationship to the company.

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	Steven Philip Ross
Company name	RSM Restructuring Advisory LLP
Address	1 St James' Gate
Post town	Newcastle upon Tyne
County/Region	
Postcode	N E 1 4 A D
Country	
DX	
Telephone	0191 255 7000



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