

LIQ14

Notice of final account prior to dissolution in CVL



Companies House

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

1 Company details

Company number 04438062

Company name in full Club Class Services Ltd

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Jamie

Surname Playford

3 Liquidator's address

Building name/number Lawrence House

Street 5 St Andrews Hill

Post town Norwich

County/Region

Postcode NR21AD

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.

LIQ14

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6 Liquidator's release

☐ Tick if one or more creditors objected to liquidator's release.

:

7 Final account

☒ I attach a copy of the final account.

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

d

0

d

5

m

0

m

4

y

2

y

0

y

2

y

4

**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 **Komal Karia**

Company name **Leading Business Services Ltd**

Address **Lawrence House**
5 St Andrews Hill

Post town **Norwich**

County/Region

Postcode **N R 2 1 A D**

Country

DX

Telephone **01603 552028**

**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

Club Class Services Ltd
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 22/06/2023 To 09/02/2024 £	From 22/06/2022 To 09/02/2024 £
	SECONDARY PREFERENTIAL CREDITORS		
(8,561.65)	HMRC	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(29,303.43)	Banks/Finance Companies	NIL	NIL
(8,561.65)	HM Revenue & Customs - PAYE/NIC	NIL	NIL
(4,329.60)	Trade Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(50,856.33)		NIL	NIL
	REPRESENTED BY		
			NIL

Note:

The above figures do not include VAT. Where the entity was not VAT registered, VAT payable is shown as a separate entry in VAT Irrecoverable.



Jamie Playford
Liquidator

CLUB CLASS SERVICES LTD - IN
LIQUIDATION

Liquidator's Final Account

For the period 22 June 2023 to 9 February 2024 in accordance with Section 106 of the Insolvency Act 1986 and Rule 18.14 of the Insolvency (England and Wales) Rules 2016



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Appendix 2 - Receipts & Payments Account for the period of this report

Appendix 3 - Breakdown of the Liquidator's time costs for the period of this report

Appendix 4 - Breakdown of the Liquidator's time costs for the period since appointment

Appendix 5 - Notice of Final Account Prior to Dissolution

1. Introduction

The purpose of this report is to detail the acts and dealings of the Liquidator and it should be read in conjunction with previous reports to creditors.

I was appointed Liquidator of the Company on 22 June 2022.

Since 1 January 2021, I have been licensed to act as an Insolvency Practitioner in the UK by the Institute of Chartered Accountants in England and Wales and prior to that date I was licensed by the Insolvency Practitioners Association. I can confirm that there has been no change in office-holder since the date of the liquidation.

Statutory information regarding the Company is provided at Appendix 1.

2. Progress

Administration

There are certain administrative tasks which I am required to undertake whilst acting as Liquidator of the Company. These actions contribute to the efficient running of the estate and are required by statute and regulation. There is no direct financial benefit for creditors.

These include reviewing the circumstances of the case to determine the appropriate strategy, regular reviews of the case and dealing with any post appointment tax matters and HMRC correspondence.

In addition to any of the matters listed below in the asset and investigations sections, during the period covered by this report, I have undertaken a closure review, drafted the closure documents to conclude the case and ensured that all outstanding tax matters have been completed.

Assets

Actions taken in relation to assets may have a direct financial benefit for creditors by way of a distribution to creditors after settlement of properly incurred costs.

According to the Statement of Affairs lodged in these proceedings, there were no known assets to recover during the Liquidation.

I have not identified any assets to recover during my review into the Company's affairs.

3. Investigations

An initial investigation into the Company's affairs was undertaken to establish whether there were any potential asset recoveries or conduct matters that justified further investigation. These investigations included reviewing the changes in the Company's assets and liabilities in the period from its last accounts for the financial period ending 31 May 2020 to the date of Liquidation and a review of the Company's bank statements.

My initial investigations identified some matters of interest which warranted further explanation by the Director of the Company. These queries related to transactions with the Company's director in the period leading up to liquidation, transactions with unknown parties and an unknown business purpose in the period leading up to the liquidation and unexplained changes in the Company's assets between the period of the last accounts and the date of the liquidation.

I received sufficient information from the relevant party to enable me to conclude that these transactions were made for the benefit of the Company and therefore no further action was warranted as no recovery was anticipated in respect of the same.

A report on the conduct of any individuals, who have been directors of the Company in the three years prior to the insolvency, is required to be submitted to the Secretary of State within three months of my appointment. I confirm that this has been submitted, however the content of this report is confidential.

4. Costs and Expenses

A Receipts & Payments Account for the period covered by this report and the Liquidation in its entirety is enclosed at Appendix 2. Receipts relating to asset realisations have been detailed in the progress section above. Information in relation to the costs and expenses of the Liquidation are detailed below.

Pre-Appointment Costs

It was agreed with the board of directors prior to my appointment that my pre-appointment fee in this matter for assisting with the preparation of the Statement of Affairs and the deemed consent procedure to place the Company into liquidation by fixed at £2,250.00 plus VAT. I received the sum of £2,700.00 from the Company prior to my appointment.

The fixed fee is considered to be fair and reasonable as it provides creditors with certainty as to the level of the fee to be charged for this work. Further, the Liquidator considers that the fee is commensurate with the amount of work required to carry out these activities in their professional experience.

Liquidator's Remuneration

I have not agreed the basis of my post appointment remuneration during the Liquidation.

My time costs for the period 22 June 2023 to 9 February 2024 total £2,265.00 represented by 6.80 hours at an average hourly rate of £333.09. A breakdown of these time costs is enclosed at Appendix 3.

My time costs for the period since my appointment total £8,465.00 represented by 28.80 hours at an average hourly rate of £293.92. A breakdown of these time costs can be seen at Appendix 4.

I confirm that no fees have been drawn to date in respect of these time costs.

Liquidator's Expenses

My category 1 expenses paid since my appointment are detailed below. None of these costs will be recoverable.

Nature of Expenses	Provided by	Incurred this period	Incurred to date
		£	£
Statutory Advertising	Courts Advertising	NIL	186.60
Specific Bond	Marsh	NIL	30.00
Total		NIL	216.60

5. Outcome for Creditors

The following table shows the claims disclosed on the Statement of Affairs, the claims received to date, and the final dividend:

	Statement of Affairs	Claims received	Dividend paid to date
	£	£	p/£
Fixed Charge	NIL	NIL	NIL
Preferential	NIL	NIL	NIL
Secondary Preferential	8,561.65	NIL	NIL
Floating Charge	NIL	NIL	NIL
Unsecured	42,194.68	24,179.72	NIL
Total	50,756.33	24,179.72	

The level of realisations in this case has been sufficient to cover only the costs and expenses of Liquidation. There will be no distribution to any class of creditor. Notice of no dividend was given to creditors on 9 February 2024.

No monies will be paid to unsecured creditors by virtue of the application of Section 176(A) of the Insolvency Act 1986 ("the prescribed part").

6. Further Information

As a creditor, you have a right to request further information with regard to any aspect of this report or to challenge the Liquidator's fees and expenses. If you require further information, please do not hesitate to contact me.

If you are not satisfied with my response, you have the right to request further information from me with regard to my remuneration and expenses, with either the permission of the Court or with a collective request from 10% in value of unsecured creditors. This request must be made within eight weeks of receipt of this report.

Further, creditors have the right to apply to Court to challenge the amount of, or the basis of, our remuneration and expenses, with either the permission of the Court or with a collective request from 10% in value of unsecured creditors. This application must be made within 8 weeks of receipt of this report.

Secured creditors may make the same request or the same application in their own right.

Attached at Appendix 5 of this report is notice of final account prior to dissolution for your information which provides further details of the objection process and the timescales involved.

The officeholder can be contacted by writing to Leading, Lawrence House, 5 St Andrews Hill, Norwich, NR2 1AD or by emailing mail@leading.uk.com.

If you have any queries, please contact Samantha Dennis at this office.



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Jamie Playford
Liquidator

9 February 2024

Jamie Playford FABRP MIPA and Alex Dunton MABRP are Insolvency Practitioners licensed to act in the UK by the ICAEW. When acting as Administrator(s), the affairs, business and property of the Company are being managed by the Administrator(s) who act as agents of the Company and contract without personal liability.

Statutory Information

Client Information

Name:	CLUB CLASS SERVICES LTD
Previous Names:	-
Registered Address:	Lawrence House, 5 St Andrews Hill, Norwich, Norfolk, NR2 1AD
Former Registered Address:	Toad Hall Cattawade Street, Cattawade, Manningtree, England, CO11 1RG
Trading Names:	-
Trading Address:	17A Church Street, Saffron Walden, Essex, CB10 1JW
Principal Trading Activity:	Human resources provision and management of human resources functions

Company Information (where relevant):

Registered Number:	04438062
Date of Incorporation:	14 May 2002

Court Information (where relevant):

Court:	-
Court Number:	-

Appointment Details

Type of Insolvency:	CVL
Name of Officeholder(s):	Jamie Playford
Address of Officeholder(s):	Leading, Lawrence House, 5 St Andrews Hill, Norwich, NR2 1AD
Date of Appointment:	22 June 2022
IP Number(s):	9735
Authorising Body:	ICAEW

Jurisdiction

The insolvent is based in the United Kingdom. The proceedings flowing from the appointment will be COMI proceedings.

Data Protection

Information about the way that we will use, and store personal data on insolvency appointments can be found at the link below. If you are unable to download this, please contact us and a hard copy will be provided to you free of charge.

<https://leading.shortcm.li/privacy>

Creditors Rights

A copy of 'A Creditors Guide to Officeholder Fees' may be found at the link below. Please visit the link and select the document that relates to CVL.

<https://leading.shortcm.li/R3FeeGuides>

Should you wish to lodge a claim in these proceedings, please complete and return the proof of debt form which can be found at the link below:

<https://leading.shortcm.li/Proof-of-Debt>

Ethical Issues and Complaints

I am required to advise you that I am bound by the Insolvency Code of Ethics on all insolvency matters and must remain independent at all times. We give high priority to client service and are keen to ensure that the quality of this is maintained.

If at any time you would like to discuss how the firm's service to you could be improved, or if you are dissatisfied with any element of the service you are receiving, please contact me as soon as possible so that I may discuss our complaints policy with you.

A copy of our complaints policy can be found at the following link:

<https://leading.shortcm.li/Complaints-Policy>

Charge-out Rates and Disbursement Policy

A copy of this firm's charge-out rate and disbursement policy may be found at:

<https://leading.shortcm.li/SIP9>

Hard copies of the documents referred to above will be provided free of charge upon request.

Club Class Services Ltd
(In Liquidation)
Liquidator's Summary of Receipts & Payments

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		NIL	NIL
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(4,329.60)	Trade Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(50,856.33)		NIL	NIL
	REPRESENTED BY		
			NIL

Note:

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Jamie Playford
Liquidator

Time Entry - SIP9 Time & Cost Summary

C121 - Club Class Services Ltd
All Post Appointment Project Codes
From: 22/06/2023 To: 09/02/2024

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	0.00	0.70	1.90	2.80	5.40	1,785.00	330.56
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	0.50	0.20	0.70	1.40	480.00	342.86
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	0.00	1.20	2.10	3.50	6.80	2,265.00	333.09
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

Time Entry - SIP9 Time & Cost Summary

C121 - Club Class Services Ltd
All Post Appointment Project Codes
From: 22/06/2022 To: 09/02/2024

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	0.00	3.00	3.00	11.10	17.10	5,210.00	304.68
Case Specific Matters	0.00	0.00	0.00	0.30	0.30	75.00	250.00
Creditors	0.00	0.00	0.10	1.10	1.20	310.00	258.33
Investigations	0.00	0.50	2.10	6.30	8.90	2,545.00	285.96
Realisation of Assets	0.00	0.00	0.00	1.30	1.30	325.00	250.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	0.00	3.50	5.20	20.10	28.80	8,465.00	293.92
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

S106(2)(c) Insolvency Act 1986
R6.28 Insolvency (England and Wales) Rules 2016

NOTICE OF FINAL ACCOUNT PRIOR TO DISSOLUTION

Re: Club Class Services Ltd ("the Company") Creditors' Voluntary Liquidation ("CVL")
Registered number: 04438062

NOTICE IS HEREBY GIVEN THAT

It appears to the Liquidator that the Company's affairs are fully wound up.

The Liquidator will vacate office under s171 of the Insolvency Act 1986 on delivering to the Registrar of Companies the final account and notice saying whether any creditor has objected to release.

Any creditor may object to the release of the Liquidator by giving notice in writing to the Liquidator before the end of the Prescribed Period. Such an objection must be made in accordance with the Insolvency (England and Wales) Rules 2016.

In the event that such an objection is received, the Liquidator will apply to the Secretary of State for his/her release and his/her release date will be as determined by the Secretary of State.

Creditors have the right to make a written request to the Liquidator for further information about remuneration or expenses set out in the final account under Rule 18.9 of the Insolvency (England and Wales) Rules 2016. Any such request should be made to Samantha Dennis at Lawrence House, 5 St Andrews Hill, Norwich, NR2 1AD. This request should be made with either the permission of the Court or with a collective request from 10% in value of unsecured creditors. This request must be made within eight weeks of receipt of this report.

Creditors have the right to challenge the Liquidator's remuneration and expenses under Rule 18.34. This application must be made within 8 weeks of receipt of this report and with either the permission of the Court or with a collective request from 10% in value of unsecured creditors.

The Liquidator will be released under s173(b) of the Insolvency Act 1986 at the same time as vacating office unless any of the Company's creditors objected to his/her release.

Name of Company:	Club Class Services Ltd
Registration Number:	04438062
Liquidator(s) Contact Details:	Number: 01603 552028
Liquidator(s) IP Number:	9735
Contact Details for the Liquidator's Administrator:	Name: Samantha Dennis Number: 01603 364806 Email: samantha.dennis@leading.uk.com
Prescribed Period:	Rule 6.28(e) states that the prescribed period is the later of (i) eight weeks after delivery of the notice, or (ii) if any request for information is made by the creditors or any application to the court is made with regard to remuneration and expenses, when that request or application is finally determined

Dated: 9 February 2024



Jamie Playford
Liquidator