

LIQ03

Notice of progress report in voluntary winding up



Companies House

WEDNESDAY



A16 *A7K6JC6W* #296
05/12/2018
COMPANIES HOUSE

1 Company details

Company number 0 4 5 2 9 2 5 6

Company name in full MA.J Trading Limited T/A Forest Chinese Takeaway

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

2 Liquidator's name

Full forename(s) Richard Frank

Surname Simms

3 Liquidator's address

Building name/number Alma Park, Woodway Lane

Street Claybrooke Parva

Post town Lutterworth

County/Region Leicestershire

Postcode L E 1 7 5 F B

Country

4 Liquidator's name ①

Full forename(s) Martin Richard

Surname Buttriss

① Other liquidator
Use this section to tell us about
another liquidator.

5 Liquidator's address ①

Building name/number Alma Park, Woodway Lane

Street Claybrooke Parva

Post town Lutterworth

County/Region Leicestershire

Postcode L E 1 7 5 F B

Country

① Other liquidator
Use this section to tell us about
another liquidator.

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6 Period of progress report

From date	^d 1	^d 3	^m 1	^m 0	^y 2	^y 0	^y 1	^y 7
To date	^d 1	^d 2	^m 1	^m 0	^y 2	^y 0	^y 1	^y 8

7 Progress report

☐ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X

X

Signature date

^d 0	^d 3	^m 1	^m 2	^y 2	^y 0	^y 1	^y 8
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LIQ03

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**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	Michelle Collier
Company name	F A Simms & Partners Limited
Address	Alma Park, Woodway Lane Claybrooke Parva
Post town	Lutterworth
County/Region	Leicestershire
Postcode	L E 1 7 5 F B
Country	
DX	
Telephone	01455 555 444

**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

**MA.J Trading Limited T/A Forest Chinese Takeaway
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £	From 13/10/2017 To 12/10/2018 £	From 13/10/2017 To 12/10/2018 £
	ASSET REALISATIONS	
	Cash at Bank	163.56
3,500.00	Catering Equipment	3,500.00
	Bank Interest Gross	0.37
500.00	Goodwill	500.00
		<u>4,163.93</u>
	COST OF REALISATIONS	
	Preparation of S. of A.	3,283.33
	Office Holders Fees	130.30
	Agents/Valuers Fees (1)	750.00
		<u>(4,163.63)</u>
	UNSECURED CREDITORS	
(68,161.89)	Trade & Expense Creditors	NIL
(176.16)	Directors	NIL
(38,915.47)	H M Revenue & Customs (VAT)	NIL
(57,254.00)	H M Revenue & Customs (PAYE)	NIL
		<u>NIL</u>
	DISTRIBUTIONS	
(1.00)	Ordinary Shareholders	NIL
		<u>NIL</u>
(160,508.52)		0.30
	REPRESENTED BY	
	Interest Bearing Current A/C	0.30
		<u>0.30</u>

**MA.J Trading Limited T/A Forest Chinese Takeaway – In Creditors' Voluntary Liquidation
Formerly**

LIQUIDATORS' PROGRESS REPORT TO CREDITORS AND MEMBERS

For the period 13 October 2017 to 12 October 2018

EXECUTIVE SUMMARY

The purpose of this report is to detail our acts in dealing as Joint Liquidators and it should be read in conjunction with our previous correspondence to Members and Creditors.

My duties and functions as Liquidators are the realisation of Company assets, agreement of the claims of creditors, investigations into the conduct of the director and financial affairs of the Company and the eventual distribution of the Liquidation funds between creditors in accordance with their legal entitlement

STATUTORY INFORMATION

Company name:	MA.J Trading Limited T/A Forest Chinese Takeaway
Registered office:	F A Simms & Partners Limited Alma Park, Woodway Lane Claybrooke Parva Leicestershire, LE17 5FB
Former registered office:	Unit 2 10 Horndean Road Forest Park Brackwell Berkshire RG12 0XQ
Registered number:	04529256
Joint Liquidators' names:	Richard Frank Simms and Martin Richard Buttriss
Joint Liquidators' address:	Alma Park, Woodway Lane, Claybrooke Parva, Lutterworth, Leicestershire, LE17 5FB
Joint Liquidators' date of appointment:	13 October 2017
Actions of Joint Liquidators'	Any act required or authorised under any enactment to be done by a Liquidator may be done by either or both of the Liquidators acting jointly or alone.

LIQUIDATORS' ACTIONS SINCE APPOINTMENT

Martin Richard Buttriss and I were appointed Joint Liquidators of MA.J Trading Limited T/A Forest Chinese Takeaway on 13 October 2017 at a virtual meeting of creditors

Since our appointment as Joint Liquidators we have been dealing with creditors' correspondence and have been reviewing claims submitted into the Liquidation

Investigations were also commenced upon the appointment of the Liquidators into the Directors conduct and my report was subsequently submitted to the relevant department. Mrs Keo Duy Duong has now been disqualified as a Director for 7 years.

I can also advise that the Joint Liquidator's investigations remain ongoing with a view to assessing any potential claims available for recovery of assets for the benefit of the liquidation estate and solicitors have been instructed to assist with this.

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 3.

RECEIPTS AND PAYMENTS

My Receipts & Payments Account for the period 13 October 2017 to 12 October 2018 is attached at Appendix 1.

The balance of funds is held in an interest bearing estate bank account.

ASSETS

On 13 October 2017, I sold the assets of the Company to Mrs Keo Duy Duong a Director of the Company.

On 05 October 2017, a valuation of the assets of the Company was prepared by Mr Malcolm Good of Eddisons Commercial Limited, Malcolm Good is qualified with the National Institute of Valuers and Auctioneers and Eddisons an independent firm of valuers who have confirmed that they hold Professional Indemnity Insurance.

The assets were sold for £4,000.00 plus VAT.

Catering Equipment

The Company had Catering Equipment of which Eddisons Commercial Limited estimated the value of this to be £3,500.00 on an in-situ basis and £500.00 on an ex-situ basis. Upon appointment this was sold back to the Director for a total price of £3,500.00.

Goodwill

The Director also wanted to purchase the Goodwill of the Company of which Eddisons Commercial Limited estimated a value of £500.00 on an in-situ basis and a nil balance on an ex-situ basis. Upon appointment this was sold to the Director for a total price of £500.00.

Cash at Bank

The Company's bankers were written to upon appointment and requested to close the account. The sum of £163.56 was subsequently transferred to the estate account.

Bank Interest

Since the appointment all funds have been held in an interest bearing account and interest totalling £0.37 have been received to date.

LIABILITIES

Secured Creditors

An examination of the Company's mortgage register held by the Registrar of Companies, showed that the Company have no current charges over its assets.

The legislation requires that if the Company has created a floating charge after 15 September 2003, a prescribed part of the Company's net property (i.e. the money that would otherwise be available to the charge holder) should be ring-fenced for distribution to unsecured creditors. In this case there were no creditors secured by a floating charge such that the prescribed part provisions do not apply.

Preferential Creditors

The statement of affairs anticipated that there would be no preferential creditors and, as expected none were received

Crown Creditors

The statement of affairs included £96,169.47 owed to HMRC. HMRC's final claim of £732,306.96 has been received. HMRC's claim is significantly higher than anticipated as their claim includes interest and penalties dating back to 2003, there also are claims in respect of Regulation 80 Determination Tax dating back to 2010.

Non-preferential unsecured Creditors

The statement of affairs included 7 non-preferential unsecured creditors (excluding Crown Creditors) with an estimated total liability of £68,338.05. I have received claims from 5 creditors at a total of £61,987.41. I have not received claims from 3 creditors with original estimated claims in the statement of affairs of £4,659.68.

DIVIDEND PROSPECTS

Secured creditors

The Company had no secured creditors

Preferential creditors

The Company had no preferential creditors

Non-preferential unsecured creditors

There is currently no prospect of a dividend to unsecured non-preferential creditors at this time, however should our investigations result in realisations into the estate sufficient for a dividend to be paid we will notify creditors accordingly.

INVESTIGATION INTO THE AFFAIRS OF THE COMPANY

I undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, and the funds likely to be available to fund an investigation, and the costs involved.

In particular, I considered the following matters of concern raised by creditors:

- Misappropriation of Company money by the Director
- Overdrawn Directors Loan in the Company Accounts
- Cash Diversion
- Behaviour of the Director

I recovered, listed and reviewed the Company's accounting records; obtained and reviewed copy bank statements for the 24 months prior to the Company ceasing to trade from the Company's bankers; and compared the information in the Company's last set of accounts with that contained in the statement of affairs lodged in the liquidation and made enquiries about the reasons for the changes.

During my review of the accounting records and specifically the Company's bank statements, a number of transactions were identified that required further explanation from the Director of the Company and questions were raised in this respect. Whilst some responses were received this matter currently remains ongoing.

I have instructed solicitors, Messrs Howes Percival, to assess and advise on the potential claims identified in this respect and this matter remains ongoing at this time.

I am currently unable to advise as to whether any realisations will be made in this respect and further updates will be provided in future reports.

Within three months of my appointment as Liquidator, I am required to submit a confidential report to the Secretary of State to include any matters which have come to my attention during the course of my work which may indicate that the conduct of any past or present Director would make them unfit to be concerned with the management of the Company. I would confirm that my report has been submitted and the Director Mrs Keo Duy Duong has been disqualified from acting as a Director until 18 November 2025.

PRE-APPOINTMENT REMUNERATION

The Board previously authorised the payment of a fee of £3,500.00 plus VAT for my assistance with preparing the statement of affairs and arranging the decision procedure for creditors to appoint a liquidator.

The fee for preparing the statement of affairs and arranging the decision procedure for creditors to appoint a liquidator was partially paid from first realisations on appointment and is shown in the enclosed receipts and payments account and the rest is unpaid as insufficient realisations have been made to date.

LIQUIDATORS' REMUNERATION

My remuneration was approved on a time cost basis based on a fees estimate of £9,460.00. The fees estimate acts as a cap and I cannot draw remuneration in excess of that estimate without first seeking approval from the creditors. My total time costs to 12 October 2018 amount to £9,640.50, representing 77.70 of hours work at a blended charge out rate of £124.07 per hour. The actual blended charge out rate incurred compares with the estimated blended charge out rate of £137.10 in my fees estimate. There is a difference in the blended rate charged, compared with the estimated blended rate because this matter required more time from staff whose charge-out rate was lower than originally anticipated. As this matter progresses, more involvement from the Insolvency Practitioner may become required, and the blended rate may become more reflective of the initial and current estimate.

I have drawn £130.30 to 12 October 2018

As indicated in the approved fees estimate, the following areas of work will be charged on a time cost basis: namely investigations, trading and case specific matters. The following explains about the areas of work undertaken on a time cost basis, whilst full information about the work that I will undertake on a time cost basis is contained in Appendix 1.

Administration: This represents the work that is involved in the routine administrative functions of the case by the office holder and their staff, together with the control and supervision of the work done on the case by the office holder and their managers. It does not give direct financial benefit to the creditors, but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow.

Investigations: The insolvency legislation gives the office holder powers to take recovery action in respect of what are known as antecedent transactions, where assets have been disposed of prior to the commencement of the insolvency procedure and also in respect of matters such as misfeasance and wrongful trading. The office holder is required by the Statements of Insolvency Practice to undertake an initial investigation in all cases to determine whether there are potential recovery actions for the benefit of creditors and the time costs recorded represent the costs of undertaking such an initial investigation. If potential recoveries or matters for further investigation are identified then the office holder will need to incur additional time costs to investigate them in detail and to bring recovery actions where necessary and further information will be provided to creditors and approval for an increase in fees will be made as necessary. Such recovery actions will be for the benefit of the creditors and the office holder will provide an estimate of that benefit if an increase in fees is necessary

The office holder is also required by legislation to report to the Department for Business, Energy and Industrial Strategy on the conduct of the directors and the work to enable them to comply with this

statutory obligation is of no direct benefit to the creditors, although it may identify potential recovery actions.

Realisation of Assets: This is the work that needs to be undertaken to protect and then realise the known assets in the case. If this work is undertaken, the office holder anticipates that the assets will realise the estimated to realise amounts provided to creditors.

Creditors:

Claims of creditors - the office holder needs to maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the creditors. The office holder will also have to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holder is required to undertake this work as part of his statutory functions.

Dividends - the office holder has to undertake certain statutory formalities in order to enable him to pay a dividend to creditors. This include writing to all creditors who have not lodged proofs of debt and reviewing the claims and supporting documentation lodged by creditors in order to formally agree their claims, which may involve requesting additional information and documentation from the creditors.

A detailed schedule of my time costs incurred to date is attached as Appendix 2 and a comparison with my original fees estimate is detailed below:

Category	Estimated Time Costs	Actual Time Costs in the period 13 October 2017 to 12 October 2018	Difference
	£	£	£
Administration & Planning Including Cashiering	6,057.50	3,986.00	2,071.50
Case Specific Matters	Nil	27.50	27.50
Creditors	1,380.00	252.50	1,127.50
Investigations	1,657.50	5,255.50	3,598.00
Realisation of Assets	365.00	119.00	246.00
Total	9,460.00	9,640.50	(180.50)

Administration & Planning Including Cashiering

To date we have not incurred as much time as was estimated within the fee estimate in respect of this category. This is due to the case remaining ongoing at this time and therefore further time will be incurred within this category. It is anticipated that the time estimated will be in line with the actual time incurred by conclusion of the assignment.

Case Specific Matters

No time was estimated in respect of this category; however time has been incurred in dealing with The Pension Regulator in notifying them of the staging date for the Company. It is not anticipated that any further time will be incurred in relation to this category of work.

Creditors

To date we have not incurred as much time as was estimated within the fee estimate in respect of this category. This is due to the case remaining ongoing at this time and therefore further time will be incurred within this category. It is anticipated that the time estimated will be in line with the actual time incurred by conclusion of the assignment.

Investigations

The time incurred in this category has been significantly higher than was estimated at commencement of the assignment. This is due to the number of matters that have been raised subsequent to our appointment by creditors and the time that has been necessary to review the records and progress our investigations in this matter with a view to potential recoveries for the benefit of the estate.

It is anticipated that minimal further time will be spent in this regard to this category of work in the future

Realisation of Assets

To date we have not incurred as much time as originally anticipated in respect of the asset realisations as we are still on going with our investigations and further realisations are hoping to be made.

As at 12 October 2018 then, as you can see from the information provided in this report, the total time costs I have incurred in this matter, in respect of the categories of work for which I am being remunerated on a time cost basis, have exceeded the total estimated remuneration I set out in my fees estimate when my remuneration was authorised by the creditors. This is because our investigations have been more extensive and time consuming than originally anticipated which has resulted in considerable increase in costs in relation to investigations than was estimated. . Currently I do not intend to draw remuneration in excess of the fees estimate and so will not be seeking a decision to increase my fees estimate

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors Guide to Liquidators' Fees' also published by R3, together with an explanatory note which shows F A Simms & Partners Limited's fee policy are available at the link www.fasimms.co.uk. Please note that there are different versions of the Guidance Notes and in this case you should refer to the April 2017 version

LIQUIDATORS' EXPENSES

I have incurred expenses to 12 October 2018 of £938.80.

I have drawn £750.00 to date.

I have incurred the following expenses in the period since my appointment as Liquidator.

Type of expense	Amount incurred/ accrued in the reporting period	Outstanding	Paid
	£	£	£
Insolvency Bond	44.00	44.00	Nil
Statutory Advertising	119.80	119.80	Nil
IT Charges	25.00	25.00	Nil
Agents/Valuers Fees	750.00	Nil	750.00
Total	938.80	188.80	750.00

I have not incurred any category 2 disbursements in the period since my appointment as Liquidator.

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

Professional Advisor	Nature of Work	Basis of Fees
Eddisons Commercial Limited	Valuer/Auctioneer	Percentage of realisations
Howes Percival LLP	Solicitors	Time costs

The choice of professionals was based on my perception of their experience and ability to perform this type of work and the complexity and nature of the assignment. I also considered that the basis on

which they will charge their fees represented value for money. I have reviewed the charges they have made and am satisfied that they are reasonable in the circumstances of this case.

As previously advised Eddisons Commercial Limited were instructed to assist with the sale of Company's assets to the Director.

We have instructed Howes Percival to assist with our investigations of the Company.

Nature of expense	Estimated expenses	Expenses incurred to date
Insolvency Bond	40.00	44.00
Statutory Advertising	168.94	119.80
IT Charges	25.00	25.00
Agents/Valuers Fees	Nil	750.00
Storage Costs	80.00	Nil
Total	313.94	938.80

As at 12 October 2018 then, as you can see from the information provided in this report, the expenses I have incurred in this matter have exceeded the total expenses I estimated I would incur when my remuneration was authorised by the creditors. The reasons I have exceeded the expenses estimate is because of agent costs that we did not anticipate.

FURTHER INFORMATION

An unsecured creditor may, with the permission of the Court, or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question), request further details of the Joint Liquidators' remuneration and expenses within 21 days of their receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the Court, or with the concurrence of 10% in value of the unsecured creditors (including the creditor in question), apply to Court to challenge the amount of remuneration charged by the Joint Liquidators as being excessive, and/or the basis of the Joint Liquidators' remuneration, and/or the amount of the expenses incurred as being excessive, within 8 weeks of their receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

To comply with the Provision of Services Regulations, some general information about F A Simms & Partners Limited can be found at www.fasimms.co.uk.

During the course of F A Simms & Partners Limited's engagement with the Company prior to the formal appointment of an officeholder, the Board and/or the shareholders of the Company may disclose personal data to us in order that we may provide our services to the Company. The processing of personal data is regulated in the UK by the General Data Protection Regulation EU 2016/679, as supplemented by the Data Protection Act 2018, together with other laws which relate to privacy and electronic communications. In this clause, we refer to these laws as "Data Protection Law". In providing our services, we act as an independent controller and are, therefore, responsible for complying with Data Protection Law in respect of any personal data we process in providing our services to the Company. Our privacy statement can also be accessed at www.fasimms.co.uk/download, explains how we process personal data. The Company is also an independent controller responsible for complying with Data Protection Law in respect of the personal data you process and, accordingly, where you disclose personal data to us you confirm that such disclosure is fair and lawful and otherwise does not contravene Data Protection Law. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law.

SUMMARY

The Liquidation will remain open until our investigations have fully concluded. I am unable to estimate a time this will take but once resolved the Liquidation will be finalised and our files will be closed.

If creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Michelle Collier on 01455 555 444, or by email at mcollier@fasimms.com.



Richard Frank Simms
JOINT LIQUIDATOR

As Insolvency Practitioners, when carrying out all professional work relating to an insolvency appointment, Richard Frank Simms, Martin Richard Buttriss and Carolynn Jean Best are bound by the Insolvency Code of Ethics, as well as by the regulations of their professional body. More details about these matters and general information about F A Simms & Partners Limited that is of relevance to creditors can be found at www.fasimms.co.uk/download

**MA.J Trading Limited T/A Forest Chinese Takeaway
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments**

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500.00	Goodwill	500.00	500.00
		<u>4,163.93</u>	<u>4,163.93</u>
	COST OF REALISATIONS		
	Preparation of S. of A.	3,283.33	3,283.33
	Office Holders Fees	130.30	130.30
	Agents/Valuers Fees (1)	750.00	750.00
		<u>(4,163.63)</u>	<u>(4,163.63)</u>
	UNSECURED CREDITORS		
(68,161.89)	Trade & Expense Creditors	NIL	NIL
(176.16)	Directors	NIL	NIL
(38,915.47)	H M Revenue & Customs (VAT)	NIL	NIL
(57,254.00)	H M Revenue & Customs (PAYE)	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<u>(160,508.52)</u>		<u>0.30</u>	<u>0.30</u>
	REPRESENTED BY		
	Interest Bearing Current A/C		0.30
			<u>0.30</u>

Time Entry - SIP9 Time & Cost Summary

10427 - MA J Trading Limited T/A Forest Chinese Takeaway
 Project Code POST
 From 13/10/2017 To 12/10/2018

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	6.20	15.70	1.70	4.20	27.80	3,694.50	132.90
Case Specific Matters	0.10	0.00	0.00	0.00	0.10	27.50	275.00
Creditors	0.30	1.80	0.00	0.10	2.20	252.50	114.77
Investigations	4.00	40.60	0.00	0.00	44.60	5,244.50	117.59
Non Chargeable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	1.00	0.00	0.00	1.00	119.00	119.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	10.60	59.10	1.70	4.30	75.70	9,338.00	123.36
Total Fees Claimed						130.30	
Total Disbursements Claimed						0.00	

Appendix 3

Administration:

Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.
Setting up physical/electronic case files (as applicable).
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 (this is insurance required by statute that every insolvency office holder has to obtain for the protection of each estate).
Convening and holding decision procedures and general meetings of members (as applicable).
Dealing with all routine correspondence and emails relating to the case.
Opening, maintaining and managing the office holder's estate bank account.
Creating, maintaining and managing the office holder's cashbook.
Undertaking regular reconciliations of the bank account containing estate funds.
Reviewing the adequacy of the specific penalty bond on a quarterly basis.
Undertaking periodic reviews of the progress of the case.
Overseeing and controlling the work done on the case by case administrators.
Preparing, reviewing and issuing annual progress reports to creditors and members.
Filing returns at Companies House.
Preparing and filing VAT returns.
Preparing and filing Corporation Tax returns.
Seeking closure clearance from HMRC and other relevant parties.
Preparing, reviewing and issuing final reports to creditors and members.
Preparing the final account.
Filing final returns at Companies House.

Realisation of assets:

Liaising with the bank regarding the closure of the account.
Instructing agents to value known assets.
Liaising with agents to realise known assets.

Creditors:

Dealing with creditor correspondence, emails and telephone conversations regarding their claims
Maintaining up to date creditor information on the case management system.
Issuing a notice of intended dividend and placing an appropriate gazette notice.
Reviewing proofs of debt received from creditors, adjudicating on them and formally admitting them for the payment of a dividend.
Requesting additional information from creditors in support of their proofs of debt in order to adjudicate on their claims.
Calculating and paying a dividend to creditors, and issuing the notice of declaration of dividend.

Investigations:

Recovering the books and records for the case.
Listing the books and records recovered.
Submitting an online return on the conduct of the directors as required by the Company Directors Disqualification Act.
Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc.
Reviewing books and records to identify any transactions or actions the office holder may take against a third party in order to recover funds for the benefit of creditors