

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

TUESDAY



A21 \*A6K5DID7\* 28/11/2017 #240  
COMPANIES HOUSE

### 1 Company details

Company number 0 4 6 2 2 8 5 1  
Company name in full Spectrum Installations Limited

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

### 2 Liquidator's name

Full forename(s) Paul  
Surname Masters

### 3 Liquidator's address

Building name/number Leonard Curtis  
Street Bamfords Trust House  
85-89 Colmore Row  
Post town Birmingham  
County/Region  
Postcode B 3 2 B B  
Country

### 4 Liquidator's name ①

Full forename(s) Conrad  
Surname Beighton

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


### 5 Liquidator's address ②

Building name/number Leonard Curtis  
Street Bamfords Trust House  
85-89 Colmore Row  
Post town Birmingham  
County/Region  
Postcode B 3 2 B B  
Country

② Other liquidator  
Use this section to tell us about  
another liquidator.

LIQ03

Notice of progress report in voluntary winding up

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



**LEONARD CURTIS**  
BUSINESS RESCUE & RECOVERY

**Spectrum Installations Limited  
(In Creditors' Voluntary Liquidation)**

Company Number: 04622851

Former Registered Office: Unit 7 Springfield Industrial Estate, Newport, Shropshire TF10 7NB

Former Trading Address: Unit 7 Springfield Industrial Estate, Newport, Shropshire TF10 7NB

**Joint Liquidators' First Progress Report  
pursuant to Section 104A(1) of the Insolvency Act 1986 (as amended)  
and Rule 18.3 of the Insolvency (England and Wales) Rules 2016**

**incorporating**

**Request for Approval of the Joint Liquidators' Remuneration and Category 2  
Disbursements**

**27 November 2017**

Leonard Curtis  
Bamfords Trust House, 85-89 Colmore Row,  
Birmingham B3 2BB  
Tel: 0121 200 2111 Fax: 0121 200 2122  
recovery@leonardcurtis.co.uk  
Ref: B/24/AR/SSB24C/1010

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**TO ALL MEMBERS, CREDITORS AND THE REGISTRAR OF COMPANIES**

**1 INTRODUCTION**

- 1.1 Paul Masters and Conrad Beighton were appointed Joint Liquidators of Spectrum Installations Limited ("the Company") on 28 October 2016.
- 1.2 Paul Masters and Conrad Beighton are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales.
- 1.3 There has been no change in office holder since the date of liquidation.
- 1.4 This report provides an update on the conduct of the liquidation for the period from 28 October 2016 to 27 October 2017, as required by Section 104A(1) of the Insolvency Act 1986 (as amended) ("the Act") and Rule 18.3 of the Insolvency (England and Wales) Rules 2016 ("the Rules"). It contains details of the progress made, the expected outcome for creditors and other information that the Joint Liquidators are required to disclose.
- 1.5 All figures are stated net of VAT.

**Opting-out**

- 1.6 If you are a creditor, you can choose to opt out of receiving information regarding the liquidation, but this does not preclude correspondence in regard to changes in office holder, your claim, or dividend rights. A full list of exceptions can be found at Rule 1.37 of the Insolvency (England and Wales) Rules 2016. Creditors electing to opt out should complete the notice at Appendix E and return it to the office of Leonard Curtis. Creditors can opt back into receiving correspondence by giving notice in writing to this office.

**Provision of documentation on website**

- 1.7 Pursuant to Rule 1.49 of the Insolvency (England and Wales) Rules 2016, future documents will be available on a prescribed website rather than being issued to creditors by post. The information required to access is provided at Appendix F, in addition to details of various statutory exemptions.

**2 CONDUCT OF THE LIQUIDATION**

- 2.1 The Company's registered office was changed to Bamfords Trust House, 85-89 Colmore Row, Birmingham B3 2BB on 15 November 2016.

**Assets Realised**

**Debtors and Retentions**

- 2.2 At the date of liquidation, outstanding debtors and retentions totalled £75,101, as extracted from the Company's most recent sales ledger. The estimated to realise value of £7,925 was provided by the director and is based on his expectation of collectability.

- 2.3 Following their appointment, the Joint Liquidators wrote to all debtors requesting that outstanding balances be paid in full. The director subsequently advised that, of the sales ledger previously provided, the sum of £56,464 was what remained outstanding. The Joint Liquidators continued to pursue all remaining debtors and the sum of £3,137 has been received during the period of this report. To date, two debtors in the sum of £51,945 have disputed the balance due and, following further review, the Joint Liquidators considered the disputes valid and have deemed these debts to be uncollectable.
- 2.4 Collections are still ongoing, however, it is uncertain whether there will be any further realisations in this regard. There are two remaining debtors in the sum of £3,964 who are currently disputing the balances due. The Joint Liquidators have, therefore, requested further information before they can determine if these balances are recoverable. Creditors shall be advised of the outcome in due course.

#### **Balance at Bank**

- 2.5 The Company held a current account with Barclays Bank Plc ("Barclays"), which had an estimated credit balance of £3,985. The Joint Liquidators wrote to Barclays on appointment, requesting all funds held to be transferred to the liquidation account.
- 2.6 Barclays subsequently advised that the Company's account held a credit balance of £4,042, this was received in full by the Joint Liquidators on 6 March 2017.

#### **Motor Vehicles**

- 2.7 Prior to entering into liquidation, the Company was in possession of two vehicles which were subject to a finance agreement with Mercedes Benz Finance ("Mercedes"). The Joint Liquidators instructed independent valuation agents at MGR Appraisals Ltd ("MGR") to value both vehicles. The estimated to realise values of £3,000 and £6,800, respectively, were based on the forced sales values, as provided by MGR.
- 2.8 At the date of liquidation, the sum outstanding to Mercedes totalled £19,073. Based on this, no equity was available in either vehicle. Accordingly the vehicles were returned to Mercedes.

#### **Assets Still to be Realised**

- 2.9 As detailed above, debtor collections are still ongoing. Creditors will be updated further in due course.

### **3 RECEIPTS AND PAYMENTS ACCOUNT**

- 3.1 A summary of the Joint Liquidators' receipts and payments for the period from 28 October 2016 to 27 October 2017 is attached at Appendix A.

### **4 OUTCOME FOR CREDITORS**

#### **Secured Creditors**

##### **Barclays**

- 4.1 The Company granted an "all monies" debenture in favour of Barclays, incorporating fixed and floating charges over all of the Company's assets. This was created on 11 April 2011 and registered on 21 April 2011.
- 4.2 The Company granted a second "all monies" debenture in favour of Barclays, incorporating fixed and floating charges over all of the Company's assets. This was created on 1 June 2011 and registered on 7 June 2011.

- 4.3 The director estimated that an outstanding sum of £11,177 was due to Barclays in respect of a credit card facility operated by the Company. To date, Barclays has not submitted a claim within the liquidation. *Notwithstanding this, based on current asset realisations the Joint Liquidators do not anticipate that sufficient funds will be available with which to make a distribution to Barclays.*

**Preferential Creditors**

- 4.4 At the date of liquidation, the Company had one preferential creditor with an estimated claim of £1,726, in respect of wage arrears and holiday pay.
- 4.5 Following their appointment the Joint Liquidators were advised that this employee was not owed anything by the Company and, accordingly, they would not be submitting a preferential claim.
- 4.6 Subsequently, no preferential claims have been received during the liquidation.

**Prescribed Part**

- 4.7 The Insolvency Act 1986 provides that, where a company has created a floating charge after 15 September 2003, a prescribed part of the company's net property must be made available to the unsecured creditors and not be distributed to the floating charge holder except in so far as it exceeds the amount required for the satisfaction of unsecured claims. The net property represents the assets available after the costs and expenses of the insolvency procedure and the discharge of preferential creditor claims in full.
- 4.8 As the Company's net property is less than £10,000, there is no requirement to set aside a prescribed part in this case.

**Unsecured Creditors**

- 4.9 The amount due to unsecured creditors as per the director's estimated statement of affairs was £177,903.
- 4.10 Based on current information, it is unlikely that sufficient funds will be available with which to enable a distribution to unsecured creditors.
- 4.11 If you have not already done so, please submit details of your claim by completing and returning the proof of debt form, attached at Appendix D, to this office. Please include documentation to support your claim.

**5 INVESTIGATIONS**

- 5.1 Following their appointment, the Joint Liquidators considered the information acquired in the course of appraising and realising the business and assets of the Company, together with information provided by the Company's director and its creditors, to identify any further possible realisations for the estate and what further investigations, if any, might be appropriate.
- 5.2 During the meeting of creditors held on 26 October 2016, HM Revenue and Customs raised concerns with the Joint Liquidators regarding the sale of the Company's assets, which took place prior to the Joint Liquidators' appointment, and the Company's involvement in the Clavis Herald Tax Scheme. Both of these matters are currently being investigated by the Joint Liquidators. Creditors will be updated further in this regard in due course.
- 5.3 *Notwithstanding the above, the Joint Liquidators have complied with their statutory obligations under the Company Directors Disqualification Act 1986 and the appropriate report has been submitted to the relevant authority.*

**6 JOINT LIQUIDATORS' REMUNERATION, EXPENSES, DISBURSEMENTS AND CREDITORS' RIGHTS**

**Remuneration**

- 6.1 A fee of £4,250 plus VAT in respect of the preparation of the statement of affairs was approved by creditors on 28 October 2016. To date, this fee has not been drawn by the Joint Liquidators, however, this is expected to be drawn shortly.
- 6.2 No resolutions were taken at the meeting of creditors with regards to the Joint Liquidators' remuneration.
- 6.3 The Joint Liquidators' remuneration must be fixed:
- (a) As a percentage of the value of the assets which are realised, distributed, or both realised and distributed by the Joint Liquidators; or
  - (b) By reference to the time properly given by the Joint Liquidators and their staff in attending to matters arising in the Liquidation as set out in a Fees Estimate; or
  - (c) As a set amount.
- 6.4 It may be fixed as any one or more of the bases set out above and different bases may be set for different things done by the Joint Liquidators. Additionally, the basis of remuneration may be one or a combination of the bases set out above and different bases or percentages may be fixed in respect of different things done by the Joint Liquidators.

**Creditor Determination of the Basis of Remuneration**

- 6.5 In the absence of a liquidation committee, responsibility for the determination of the basis of the Joint Liquidators' remuneration is placed upon the general body of creditors. In this case the Joint Liquidators wish to seek creditors' agreement to the basis of their remuneration being fixed by reference to the time properly given by them and their staff in attending to matters as set out in a Fees Estimate. The Joint Liquidators' Fees Estimate is set out at Appendix B and contains the following information:
- Details of the work that the Joint Liquidators and their staff propose to undertake;
  - The hourly rate or rates the Joint Liquidators and their staff propose to use; and
  - The time that the Joint Liquidators anticipate that each part of the work will take.
- 6.6 The Fees Estimate is based upon information currently available to the Joint Liquidators about the Company's affairs provided by the director. Based upon such information, the Joint Liquidators do not anticipate that the Fees Estimate will be exceeded. However should information come to light during the course of the liquidation which means that the Joint Liquidators will be required to undertake work not envisaged at the time that the Fees Estimate was provided, it may be necessary for the Joint Liquidators to revert to creditors for further approval.
- 6.7 The time charged by the Joint Liquidators and their staff for the period from 28 October 2016 to 27 October 2017 amounts to £24,633, which represents 116.2 hours at an average hourly rate of £211.98. Details of the time costs incurred during the period of this report are attached at Appendix C. Please note that the Fees Estimate at Appendix B incorporates this time.
- 6.8 The Joint Liquidators' receipts and payments account from the date of appointment up to the date of this report is attached at Appendix A.



- 6.9 Attached at Appendix E is additional information in relation to Leonard Curtis' policy on staffing, the use of subcontractors, disbursements and details of current charge-out rates by staff grade.

**Expenses**

- 6.10 Prior to seeking approval of the basis of their remuneration, the Joint Liquidators are also required to provide all known creditors with details of the expenses that they consider will be, or are likely to be, incurred during the course of the liquidation. A summary of the Joint Liquidators' expenses incurred from 28 October 2016 to 27 October 2017 is attached at Appendix D. To assist creditors' understanding of this information, it has been separated into the following two categories:

- *Standard Expenses*: this category includes expenses payable by virtue of the nature of the liquidation process and / or payable in order to comply with legal or regulatory requirements.
- *Case Specific Expenses*: this category includes expenses likely to be payable by the Joint Liquidators in carrying out their duties in dealing with issues arising in this particular liquidation. Included within this category are costs that are directly referable to the liquidation but are not paid to an independent third party (and which may include an element of allocated costs). These are known as 'category 2 disbursements' and they may not be drawn without creditor approval.

- 6.11 Creditors are asked to pass a resolution to approve the basis for recharging Category 2 disbursements. The full resolution is set out on the attached Voting Form and further details on how to vote are set out below.

- 6.12 During the liquidation, the following professional advisors and / or subcontractors have been used:

| <b>Name of Professional Advisor</b>   | <b>Service Provided</b>                  | <b>Basis of Fees</b>         |
|---------------------------------------|--|------------------------------|
| MGR Appraisals Ltd                    | Cost of valuing assets                   | Time costs and disbursements |
| AGS Accountants and Business Advisors | Assistance with the statement of affairs | Fixed Fee                    |

**Method of Decision Procedure - Correspondence**

- 6.13 Please be advised that a decision procedure is required to:
- decide the basis upon which the Joint Liquidators will be remunerated and authorising payment of Category 2 disbursements (please see Appendix H).
- 6.14 The Joint Liquidators propose to conduct the vote on the above via correspondence and we attach Notice of this at Appendix G together with information on requisite majorities (please see Appendix K). The proposed decisions are set out in full on the Notice. We also enclose at Appendix H a voting form for your completion.
- 6.15 **Creditors are requested to indicate whether or not they approve the proposed decisions by taking the following action:**
- Please complete the Voting Form (Appendix H), indicating how you wish to vote on the proposed decisions and return it as soon as possible, but no later than 15 December 2017 ("the Decision Date")**
  - Unless you have already done so, please complete the proof of debt form attached at Appendix F and submit this with evidence in support of your claim, together with your voting form, no later than the date shown above.**

6.16 In order for votes on the proposed decisions set out above to be counted, creditors must have delivered the **voting form** together with proof of their claim to Leonard Curtis, Bamfords Trust House, 85-89 Colmore Row, Birmingham B3 2BB, on or before the Decision Date, failing which their votes will be disregarded. Creditors attention is drawn to Chapter 9 of Part 1 of the Insolvency Rules, which detail the rules for delivery of documents.

6.17 For the decisions to be passed, the Joint Liquidators must receive at least one valid vote by the closing date specified in the notice.

#### **Effect of Approval of the Decisions**

6.18 The total amount set out in the Fees Estimate is £40,094. Once approved by creditors, the remuneration drawn by the Joint Liquidators must not exceed the total amount without further creditor approval. In the event that realisations prove insufficient to cover the actual time costs incurred, the irrecoverable costs will be written off.

#### **Creditors’ Rights**

6.19 Under Rule 18.9 of the Rules, within 21 days of receipt of this report, a secured creditor, or an unsecured creditor with either the concurrence of at least five per cent in value of the unsecured creditors (including the creditor in question), or with the permission of the court, may request in writing that the Joint Liquidators provide further information about their remuneration or expenses which have been itemised in this report.

6.20 Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10 per cent in value of the unsecured creditors (including that creditor), or the permission of the court, may within eight weeks of receipt of the progress report that first reports the fee basis, the charging of the remuneration or the incurring of the expenses in question, make an application to court on the grounds that, in all the circumstances, the basis fixed for the Joint Liquidators’ remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Joint Liquidators, as set out in the progress report, are excessive.

6.21 Unless the court orders otherwise, the costs of the application shall be paid by the applicant and are not payable as an expense of the liquidation.

### **7 MATTERS STILL TO BE DEALT WITH**

7.1 Matters still to be dealt with before conclusion of the liquidation include the following:

- The realisation of the remaining assets being debtors and retentions, as detailed in section 2;
- The investigation into matters brought to the Joint Liquidators’ attention, as detailed in section 5; and
- The approval and billing of the Joint Liquidators’ fees and disbursements.

### **8 OTHER MATTERS**

8.1 For your information, a creditor’s guide to liquidators’ fees, which sets out the rights of creditors and other interested parties under the insolvency legislation, may be accessed from the following website via the link below:

<https://www.r3.org.uk/what-we-do/publications/professional/fees>

8.2 If you would prefer this to be sent to you in hard copy form, please contact Amy Richardson of this office on 0121 200 2111.

8.3 Creditors are also encouraged to visit the following website, which provides a step by step guide designed to help creditors navigate through an insolvency process:

<http://www.creditorinsolvencyguide.co.uk>

8.4 The Joint Liquidators are bound by the Insolvency Code of Ethics, which can be found at:

<https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>

## **9 NEXT REPORT**

9.1 The Joint Liquidators are required to provide progress report which must be delivered within two months of the next anniversary to the liquidation or earlier if the liquidation has finalised.

9.2 Creditors' attention is drawn to Appendix J of this report, which provides further information about the availability of future documents on the prescribed website.

If you require further information in the meantime please contact this office in writing, Electronic communications should include a full postal address.

Yours faithfully  
for and on behalf of  
**SPECTRUM INSTALLATIONS LIMITED**



**PAUL MASTERS  
JOINT LIQUIDATOR**

Paul Masters and Conrad Beighton are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 8262 and 9556, respectively

## APPENDIX A

SUMMARY OF JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS FROM 28 OCTOBER 2016 TO  
27 OCTOBER 2017

|                           | Statement of<br>Affairs<br>£ | 28 October 2016 To<br>27 October 2017<br>£ |
|---------------------------|------------------------------|--|
| <b>Receipts</b>           |                              |  |
| Motor Vehicle 1           | 3,000.00                     | -  |
| Motor Vehicle 2           | 6,900.00                     | -  |
| Debtors and Retentions    | 7,925.00                     | 3,136.85                                   |
| Balance at Bank           | 3,985.00                     | 4,041.85                                   |
|                           | <u>21,810.00</u>             | <u>7,178.70</u>                            |
| <b>Payments</b>           |                              |  |
| Agents' Fees and Expenses |                              | 300.00                                     |
| Other Professional Fees   |                              | 750.00                                     |
|                           |                              | <u>1,050.00</u>                            |
| <b>Balance</b>            |                              | <u>6,128.70</u>                            |
| <b>Represented By</b>     |                              |  |
| Current Account           |                              | 5,918.70                                   |
| VAT Control Account       |                              | 210.00                                     |
| <b>Total</b>              |                              | <u>6,128.70</u>                            |

## APPENDIX B

## SUMMARY OF JOINT LIQUIDATORS' TIME COSTS FOR THE PERIOD FROM 28 OCTOBER 2016 INCORPORATING A COMPARISON OF THE JOINT LIQUIDATORS' FEES ESTIMATE

|                        | Fees Estimate |           |             | Incurred to 27 October 2017 |           |             | Variance    |
|------------------------|---------------|-----------|-------------|-----------------------------|-----------|-------------|-------------|
|                        | Total         |           |             | Total                       |           |             |             |
|                        | Units         | Cost      | Average     | Units                       | Cost      | Average     | Cost        |
|                        | No            | £         | hourly rate | No                          | £         | hourly rate | £           |
| Statutory & Review     | 142           | 3,381.00  | 238.10      | 77                          | 1,470.00  | 190.91      | (1,911.00)  |
| Receipts & Payments    | 105           | 2,543.00  | 242.24      | 72                          | 1,520.50  | 211.18      | (1,022.50)  |
| Insurance              | 11            | 225.00    | 204.55      | 7                           | 143.50    | 205.00      | (81.50)     |
| Assets                 | 274           | 6,461.00  | 235.80      | 217                         | 4,910.00  | 226.27      | (1,551.00)  |
| Liabilities            | 281           | 6,761.50  | 240.62      | 140                         | 3,422.00  | 244.43      | (3,339.50)  |
| General Administration | 212           | 4,186.50  | 197.48      | 164                         | 2,796.50  | 170.52      | (1,390.00)  |
| Appointment            | 50            | 1,925.00  | 385.00      | 50                          | 1,925.00  | 385.00      | -           |
| Planning & Strategy    | 245           | 5,392.50  | 220.10      | 185                         | 3,354.00  | 181.30      | (2,038.50)  |
| Investigations         | 384           | 9,218.00  | 240.05      | 250                         | 5,091.00  | 203.64      | (4,127.00)  |
|                        | 1,704         | 40,093.50 | 235.29      | 1,162                       | 24,632.50 | 211.98      | (15,461.00) |

## JOINT LIQUIDATORS' FEES ESTIMATE

### DETAILS OF WORK PROPOSED TO BE UNDERTAKEN

#### Statutory and Review

This category of activity encompasses work undertaken for both statutory and case management purposes. Whilst this work will not directly result in any monetary value for creditors, it will ensure that the case is managed efficiently and resourced appropriately, which will be of benefit to all creditors. The work to be carried out under this category will comprise the following:

- Case management reviews. These will be carried out periodically throughout the life of the case. In the early stages of the case this will involve weekly team meetings to discuss and agree case strategy and a month 1 review by Leonard Curtis' Compliance team to ensure that all statutory and best practice matters have been dealt with appropriately. As the case progresses we will as a minimum carry out three monthly and six monthly reviews to ensure that the case is progressing as planned
- Allocation of staff, management of staff, case resourcing and budgeting.
- Review of time costs data to ensure accurate posting of time and to ensure compliance with Statement of Insolvency Practice 9;
- Review of work carried out by more junior members of staff to ensure quality of work and adherence to standards, legislation and best practice;
- The team is required under the Company Directors' Disqualification Act 1986 to review the Company's records and consider information provided by creditors on the conduct of the directors involved in the Company during the three years leading up to the insolvency. This will result in the preparation and submission of statutory returns or reports on all directors to the Insolvency Service. Evidence of unfit conduct can result in directors being disqualified for periods of up to 15 years;
- Review of director's statement of affairs and filing of document at Companies House in accordance with statutory requirements; and
- Completion of case closing procedures at the end of the case.

#### Receipts and Payments

This category of work will not result in a direct financial benefit for creditors. However, close monitoring of case bank accounts is essential to ensure that bank interest is maximised where possible, estate expenses are properly managed and kept to a minimum and amounts payable to creditors are identified and distributed promptly.

- Opening of case bank account;
- Management of case bank account to ensure compliance with relevant risk management procedures;
- Regular review of case bank account by senior member of staff to ensure that fixed and floating charge assets have been properly identified and prescribed part funds have been set aside where appropriate
- Preparation of periodic receipts and payments accounts for inclusion in statutory reports, it is estimated that one further receipts and payments account will need to be prepared;
- Timely completion of all post appointment tax and VAT returns; and
- Managing estate expenses.

#### Insurance

Insolvency Practitioners are obliged to comply with certain statutory requirements when conducting their cases. Some of these requirements are in place to protect company assets (see insurance and bonding matters below), whilst requirements in respect of company pension schemes are there to protect the pension funds of Company employees. Whilst there is no direct financial benefit to Company creditors in dealing with these, close control of case expenditure is crucial to delivering maximum returns to the appropriate class of creditor.

- Calculation and request of joint administrators' bond in accordance with the Insolvency Practitioners' Regulations 2005. A Bond is a legal requirement on all administrations and is essentially an insurance policy to protect creditors against the fraud or dishonesty of the Insolvency Practitioner. The bond is calculated by reference to the value of assets which are estimated before costs to be available to unsecured creditors;
- Periodic review of bonding requirements to ensure that creditors are appropriately protected. The bond is reviewed upon each large receipt of monies into the case and also at three month intervals in accordance with best practice;
- Completion and submission of statutory notifications under the Pensions Act 2004. This includes liaising with the Company director to establish the existence of Company pension schemes, making the statutory notifications under s22 and s120 of the pensions legislation; and
- Liaising with the pensions regulator regarding the Company's automatic enrolment in a work place pension scheme.

### **Assets**

- Agreeing strategy for realisation of Company assets. A significant amount of time has been spent liaising with Company debtors pursuing payment all outstanding balances due to the Company;
- Instruction of and liaising with agents at MGR Appraisals regarding the valuation of Company assets; and
- Liaising with Company's bankers regarding pre-appointment bank accounts.

### **Liabilities**

This category of time includes both statutory and non-statutory matters.

#### *Statutory*

- Processing of claims from the Company's creditors. The Company has 57 known unsecured creditors and 1 secured creditor. As a distribution to creditors is unlikely based on current information creditor claim are being logged but have not yet been formally agreed;
- Preparation, review and submission of pre-appointment tax and VAT returns; and
- Preparation and submission of periodic progress reports to creditors. It is estimated that one final progress report will be issued.

#### *Non-statutory*

- Dealing with enquiries from the Company's creditors. Time has been incurred in respect of correspondence with various unsecured creditors.

### **General Administration**

- General planning matters;
- Setting up and maintaining the Joint Liquidators' records;
- Arranging collection and storage of Company records; and
- Dealing with general correspondence and communicating with director, shareholders and former accountants.

### **Appointment**

- Preparation of case plan; and
- Formulation of case strategy, including recording of any strategic decisions.

**Planning & Strategy**

- Statutory notifications to creditors and other interested parties following the Joint Liquidators' appointment;
- Preparation of Fees Estimate and Statement of Expenses;
- Convening a meeting by correspondence to agree Fees Estimate with appropriate body of creditors; and
- Preparing a record of the decisions made.

**Investigations**

- Collecting and reviewing the Company's records;
- Conducting initial investigations into the Company's affairs/records to identify the possibility of further realisations and enable the submission of returns due under the Companies Directors Disqualification Act 1986; and
- Investigating matters brought to the Joint Liquidators' attention by HM Revenue and Customs following the meeting of creditors held on 26 October 2016.



## SUMMARY OF THE JOINT LIQUIDATORS' TIME COSTS FOR THE PERIOD FROM 28 OCTOBER 2016 TO 27 OCTOBER 2017

|                                | Director  |                 | Senior Manager |               | Manager 1 |                 | Manager 2  |                 | Administrator 4 |                  | Total        |                  | Average          |                  |
|--------------------------------|-----------|-----------------|----------------|---------------|-----------|-----------------|------------|-----------------|-----------------|------------------|--------------|------------------|------------------|------------------|
|                                | Units     | Cost<br>£       | Units          | Cost<br>£     | Units     | Cost<br>£       | Units      | Cost<br>£       | Units           | Cost<br>£        | Units        | Cost<br>£        | Hourly Rate<br>£ | Hourly Rate<br>£ |
| Statutory & Review             | -         | -               | -              | -             | 2         | 73.00           | 16         | 512.00          | 59              | 885.00           | 77           | 1,470.00         | 190.91           |                  |
| Receipts & Payments            | 8         | 360.00          | -              | -             | 3         | 109.50          | 8          | 256.00          | 53              | 795.00           | 72           | 1,520.50         | 211.18           |                  |
| Insurance                      | -         | -               | -              | -             | 1         | 36.50           | 1          | 32.00           | 5               | 75.00            | 7            | 143.50           | 205.00           |                  |
| Assets                         | 24        | 1,080.00        | -              | -             | -         | -               | 55         | 1,760.00        | 138             | 2,070.00         | 217          | 4,910.00         | 226.27           |                  |
| Liabilities                    | 21        | 945.00          | 1              | 41.00         | 12        | 438.00          | 24         | 768.00          | 82              | 1,230.00         | 140          | 3,422.00         | 244.43           |                  |
| General Administration         | 2         | 90.00           | -              | -             | 1         | 36.50           | 15         | 480.00          | 146             | 2,190.00         | 164          | 2,796.50         | 170.52           |                  |
| Appointment                    | 25        | 1,125.00        | -              | -             | -         | -               | 25         | 800.00          | -               | -                | 50           | 1,925.00         | 385.00           |                  |
| Planning & Strategy            | 15        | 675.00          | -              | -             | 6         | 219.00          | -          | -               | 164             | 2,460.00         | 185          | 3,354.00         | 181.30           |                  |
| Investigations                 | 1         | 45.00           | -              | -             | 42        | 1,533.00        | 24         | 768.00          | 183             | 2,745.00         | 250          | 5,091.00         | 203.64           |                  |
| <b>Total</b>                   | <b>96</b> | <b>4,320.00</b> | <b>1</b>       | <b>41.00</b>  | <b>67</b> | <b>2,445.50</b> | <b>168</b> | <b>5,376.00</b> | <b>830</b>      | <b>12,450.00</b> | <b>1,162</b> | <b>24,632.50</b> |                  |                  |
| <b>Average Hourly Rate (£)</b> |           | <b>450.00</b>   |                | <b>410.00</b> |           | <b>365.00</b>   |            | <b>320.00</b>   |                 | <b>150.00</b>    |              | <b>211.98</b>    |                  |                  |
| <b>All Units are 6 minutes</b> |           |                 |                |               |           |                 |            |                 |                 |                  |              |                  |                  |                  |

## APPENDIX D

## STATEMENT OF LIKELY EXPENSES

## Standard Expenses

| Type                  | Charged by          | Description  | Standard Amount<br>£ | Total Amount Incurred to Date<br>£ | Amount Paid<br>£ | Amount Unpaid<br>£ |
|-----------------------|---------------------|--|----------------------|------------------------------------|------------------|--------------------|
| AML Checks            | Business Tax Centre | Electronic client verification                         | 5.00                 | 5.00                               | -                | 5.00               |
| Bond Fee              | AUA Insolvency Risk | Insurance bond   | 80.00                | 25.00                              | -                | 25.00              |
| Company Searches      | Companies House     | Extraction of company information from Companies House | 2.00                 | -                                  | -                | -                  |
| Document Hosting      | Pelstar Computing   | Hosting of documents for creditors                     | 7.00                 | 7.00                               | -                | 7.00               |
| Software Licence Fee  | Pelstar Computing   | Case management system licence fee                     | 87.00                | 87.00                              | -                | 87.00              |
| Statutory Advertising | Courts Advertising  | Advertising  | 315.20               | 241.65                             | -                | 241.65             |
| Storage Costs         | Auctus              | Storage of books and records                           | 50.00                | -                                  | -                | -                  |
|                       |                     | <b>Total standard expenses</b>                         | <b>546.20</b>        | <b>365.65</b>                      | <b>-</b>         | <b>365.65</b>      |

## Case Specific Expenses

| Type              | Charged by                          | Description                          | Standard Amount<br>£ | Total Amount Incurred to Date<br>£ | Amount Paid<br>£ | Amount Unpaid<br>£ |
|-------------------|-------------------------------------|--------------------------------------|----------------------|------------------------------------|------------------|--------------------|
| Agents' Fees      | MGR Appraisals Ltd                  | Cost of valuing assets               | 300.00               | 300.00                             | 300.00           | -                  |
| Professional Fees | AGS Accountants & Business Advisors | Assistance with Statement of Affairs | 750.00               | 750.00                             | 750.00           | -                  |
|                   |                                     | <b>Total case specific expenses</b>  | <b>1,050.00</b>      | <b>1,050.00</b>                    | <b>1,050.00</b>  | <b>-</b>           |

APPENDIX E

**LEONARD CURTIS POLICY REGARDING FEES, EXPENSES AND DISBURSEMENTS**

The following Leonard Curtis policy information is considered to be relevant to creditors:

**Staff Allocation and Charge Out Rates**

We take an objective and practical approach to each assignment which includes active director involvement from the outset. Other members of staff will be assigned on the basis of experience and specific skills to match the needs of the case. Time spent by secretarial and other support staff on specific case related matters, e.g. report despatching, is not charged.

Where it has been agreed by resolution that the office holders' remuneration will be calculated by reference to the time properly given by the office holders and their staff in attending to matters as set out in a fees estimate, then such remuneration will be calculated in units of 6 minutes at the standard hourly rates given below. In cases of exceptional complexity or risk, the insolvency practitioner reserves the right to obtain authority from the appropriate body of creditors that their remuneration on such time shall be charged at the higher complex rate given below.

With effect from 6 January 2014 the following hourly charge out rates apply to all assignments undertaken by Leonard Curtis:

| 6 Jan 2014 onwards | Standard | Complex |
|--------------------|----------|---------|
|                    | £        | £       |
| Director           | 450      | 562     |
| Senior Manager     | 410      | 512     |
| Manager 1          | 365      | 456     |
| Manager 2          | 320      | 400     |
| Administrator 1    | 260      | 325     |
| Administrator 2    | 230      | 287     |
| Administrator 3    | 210      | 262     |
| Administrator 4    | 150      | 187     |
| Support            | 0        | 0       |

Office holders' remuneration may include costs incurred by the firm's in-house legal team, who may be used for non-contentious matters pertaining to the insolvency appointment.

**Subcontractors**

Where we subcontract out work that could otherwise be carried out by the office holder or his/her staff, this will be drawn to the attention of creditors in any report which incorporates a request for approval of the basis upon which remuneration may be charged. An explanation of why the work has been subcontracted out will also be provided.

**Professional Advisors**

Details of any professional advisor(s) used will be given in reports to creditors. Unless otherwise indicated the fee arrangement for each is based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery of relevant disbursements.

The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

**Expenses**

We are required to provide creditors with an estimate of the expenses we expect to be incurred in respect of an assignment and report back to them on actual expenses incurred and paid in our periodic progress reports. There are two broad categories of expenses: standard expenses and case specific expenses. These are explained in more detail below:

- a) Standard Expenses – this category includes expenses which are payable in order to comply with legal or regulatory requirements and therefore will generally be incurred on every case. They will include:

## Spectrum Installations Limited – In Creditors' Voluntary Liquidation

| Type                  | Description   | Amount   |      |           |                |     |        |       |     |       |       |     |       |       |     |       |       |     |        |       |     |        |       |     |                                  |  |
|-----------------------|---|--|------|-----------|----------------|-----|--------|-------|-----|-------|-------|-----|-------|-------|-----|-------|-------|-----|--------|-------|-----|--------|-------|-----|----------------------------------|--|
| AML checks            | Electronic client verification in compliance with the Money Laundering Regulations 2007                                     | £5.00 plus VAT per individual  |      |           |                |     |        |       |     |       |       |     |       |       |     |       |       |     |        |       |     |        |       |     |                                  |  |
| Bond / Bordereau fee  | Insurance bond to protect the insolvent entity against and losses suffered as a result of the fraud or dishonesty of the IP | £10.00 to £1,200.00 dependent on value of assets within case   |      |           |                |     |        |       |     |       |       |     |       |       |     |       |       |     |        |       |     |        |       |     |                                  |  |
| Company searches      | Extraction of company information from Companies House  | £1.00 per document unless document can be accessed via the free service  |      |           |                |     |        |       |     |       |       |     |       |       |     |       |       |     |        |       |     |        |       |     |                                  |  |
| Document hosting      | Hosting of documents for creditors/shareholders   | <table> <tr> <th>Type</th><th>First 100</th><th>Every addtl 10</th></tr> <tr> <td>ADM</td><td>£14.00</td><td>£1.40</td></tr> <tr> <td>CVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>MVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CPL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CVA</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>BKY</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>IVA</td><td colspan="2">£10 p.a. or £25 for life of case</td></tr> </table> | Type | First 100 | Every addtl 10 | ADM | £14.00 | £1.40 | CVL | £7.00 | £0.70 | MVL | £7.00 | £0.70 | CPL | £7.00 | £0.70 | CVA | £10.00 | £1.00 | BKY | £10.00 | £1.00 | IVA | £10 p.a. or £25 for life of case |  |
| Type                  | First 100   | Every addtl 10   |      |           |                |     |        |       |     |       |       |     |       |       |     |       |       |     |        |       |     |        |       |     |                                  |  |
| ADM                   | £14.00  | £1.40  |      |           |                |     |        |       |     |       |       |     |       |       |     |       |       |     |        |       |     |        |       |     |                                  |  |
| CVL                   | £7.00   | £0.70  |      |           |                |     |        |       |     |       |       |     |       |       |     |       |       |     |        |       |     |        |       |     |                                  |  |
| MVL                   | £7.00   | £0.70  |      |           |                |     |        |       |     |       |       |     |       |       |     |       |       |     |        |       |     |        |       |     |                                  |  |
| CPL                   | £7.00   | £0.70  |      |           |                |     |        |       |     |       |       |     |       |       |     |       |       |     |        |       |     |        |       |     |                                  |  |
| CVA                   | £10.00  | £1.00  |      |           |                |     |        |       |     |       |       |     |       |       |     |       |       |     |        |       |     |        |       |     |                                  |  |
| BKY                   | £10.00  | £1.00  |      |           |                |     |        |       |     |       |       |     |       |       |     |       |       |     |        |       |     |        |       |     |                                  |  |
| IVA                   | £10 p.a. or £25 for life of case  |  |      |           |                |     |        |       |     |       |       |     |       |       |     |       |       |     |        |       |     |        |       |     |                                  |  |
| Post re-direction     | Redirection of post from Company's premises to office-holders' address  | 0-3 months £185.00<br>3-6 months £275.00<br>6-12 months £445.00  |      |           |                |     |        |       |     |       |       |     |       |       |     |       |       |     |        |       |     |        |       |     |                                  |  |
| Software Licence fee  | Payable to software provider for use of case management system  | £87.00 plus VAT per case   |      |           |                |     |        |       |     |       |       |     |       |       |     |       |       |     |        |       |     |        |       |     |                                  |  |
| Statutory advertising | Advertising of appointment, notice of meetings etc.<br>- London Gazette<br>- Other  | £83.02 plus VAT per advert<br>Dependent upon advert and publication  |      |           |                |     |        |       |     |       |       |     |       |       |     |       |       |     |        |       |     |        |       |     |                                  |  |
| Storage costs         | Costs of storage of case books and records  | £5.07 plus VAT per box per annum plus handling charges   |      |           |                |     |        |       |     |       |       |     |       |       |     |       |       |     |        |       |     |        |       |     |                                  |  |

- b) Case-specific expenses – this category includes expenses (other than office-holders' fees) which are likely to be payable on every case but which will vary depending upon the nature and complexity of the case and the assets to be realised. They will include:

| Type                 | Description   | Amount  |
|----------------------|---|---|
| Agents' fees         | Costs of appointed agents in valuing and realising assets   | Time costs plus disbursements plus VAT                              |
| Debt Collection fees | Costs of appointed debt collectors in realising debts   | Generally agreed as a % of realisations plus disbursements plus VAT |
| Legal fees           | Costs of externally appointed solicitors. Will generally comprise advice on validity of appointment, drafting of sale contracts, advice on retention of title issues and advice on any reviewable transactions. | Time costs plus disbursements plus VAT                              |
| Other disbursements  | See <b>disbursements</b> section below  | See <b>disbursements</b> section below                              |

### Disbursements

Included within both of the above categories of expenses are disbursements, being amounts paid firstly by Leonard Curtis on behalf of the insolvent entity and then recovered from the entity at a later stage. These are described as Category 1 and Category 2 disbursements.

- a) Category 1 disbursements: These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include, for example, advertising,

room hire, storage, postage, telephone charges, travel expenses (excl. mileage), and equivalent costs reimbursed to the office holder or his or her staff. Category 1 disbursements may be drawn without prior approval.

- b) Category 2 disbursements: These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage. In the event of charging for category 2 disbursements the following items of expenditure are recharged on this basis and are believed to be in line with the cost of external provision:

|  |   |
|--|---|
| Internal photocopying                      | 10p per copy                                    |
| General stationery, postage, telephone etc | £100 per 100 creditors/ members or part thereof |
| Storage of office files (6 years)          | £81.25 per box                                  |
| Business mileage                           | 45p per mile                                    |

Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration.

PROOF OF DEBT – GENERAL FORM

Insolvency (England and Wales) Rules 2016

## Rule 14.4

### Proof of Debt – General Form

CREDITORS' VOLUNTARY LIQUIDATION

RELEVANT DATE FOR CLAIMS: 28 OCTOBER 2016

Name of Company in Liquidation:

SPECTRUM INSTALLATIONS LIMITED

Company registration number:

04622851

[Liquidation only]

1 Name of creditor  
(If a company, provide the company registration number).

2 Correspondence address of creditor (including any email address)

3 Total amount of claim (£)  
(include any Value Added Tax)

4 If amount in 3 above includes (£)  
outstanding uncapitalised interest, state amount.

5 Details of how and when the debt was incurred.  
(If you need more space, attach a continuation sheet to this form)

6 Details of any security held, the value of the security and the date it was given.

7 Details of any reservation of title claimed in respect of goods supplied to which the debt relates.

8 Details of any document by reference to which the debt can be substantiated

**SPECTRUM INSTALLATIONS LIMITED – In Creditors' Voluntary Liquidation**

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9 Signature of creditor  
(or person authorised to act on the creditor's behalf)

10 Date of signature

11 Address of person signing if different from 2 above

12 Name in BLOCK LETTERS:

13 Position with, or relation to, creditor

**INTERNAL USE ONLY:**

Added to IPS:

☐

Admitted:

☐

Other Data  
Required:

☐

Admitted to vote for

Amount (£)

Date

Admitted for dividend for

Amount (£)

Date

Liquidator

Liquidator

Notes:

1. There is no need to attach them now but the office holder may ask you to produce any document or other evidence which is considered necessary to substantiate the whole or any part of the claim, as may the chairman or convenor of any qualifying decision procedure.

2. This form can be authenticated for submission by email 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.

**NOTICE TO CREDITORS OF A DECISION PROCEDURE USING CORRESPONDENCE TO DECIDE THE BASIS UPON WHICH THE JOINT LIQUIDATORS WILL BE REMUNERATED IN ACCORDANCE WITH RULE 18.16 OF THE INSOLVENCY (ENGLAND AND WALES) RULES 2016**

**SPECTRUM INSTALLATIONS LIMITED ("THE COMPANY") IN CREDITORS' VOLUNTARY LIQUIDATION  
COMPANY NUMBER: 04622851**

Notice is given that a decision, via correspondence, has been scheduled for 15 December 2017 ("the Decision Date").

The decisions to be considered are:

1. That the remuneration of the Joint Liquidators be payable by reference to the time properly given by the Joint Liquidators and their staff in attending to matters as set out in the Fees Estimate (for an amount totalling £40,094)
2. That the basis for recharging Category 2 disbursements incurred by the Joint Liquidators be fixed and payable by reference to the schedule of chargeout rates and additional information circulated to creditors and that the Joint Liquidators be authorised to be reimbursed such costs as and when funds permit.

In order for votes on the proposed decisions set out above to be counted, creditors must have delivered the **voting form** accompanying this notice together with proof of their claim to Leonard Curtis, Bamfords Trust House, 85-89 Colmore Row, Birmingham B3 2BB, on or before the Decision Date, failing which their votes will be disregarded. Creditors' attention is drawn to Chapter 9 of Part 1 of the Insolvency (England and Wales) Rules 2106 ("the Rules"), which detail the rules for delivery of documents.


A creditor whose claim is less than £1,000 must still deliver proof of their claim with their voting form if they wish to vote on the proposed decisions.

Any creditor who has opted-out from receiving notices may nevertheless vote, providing they returned their voting form and have submitted proof of their claim.

If creditors are not satisfied with the decision procedure implemented they may request a physical meeting be convened providing their claim is 10% of the value of the creditors, 10% of the number of creditors request the same or 10 individual creditors request that a meeting be convened. All requests to hold a meeting should be made, in writing, to [Birmingham.meetingreq@leonardcurtis.co.uk](mailto:Birmingham.meetingreq@leonardcurtis.co.uk) within five business days of this notice of a decision procedure being delivered to you (the deemed delivery date of this notice is 29 November 2017)

A creditor may appeal a decision in accordance with Rule 15.35 of the Rules. Such an appeal must be made by not later than 21 days after the Decision Date.

Creditors attention is further drawn rules 15.28, 15.31, 15.33 and 15.34 of The Rules which detail the rules for voting. Extracts from the Rules have also been included with this notice.



Signed ..... Dated 27 November 2017  
**PAUL MASTERS**  
**JOINT LIQUIDATOR**  
Leonard Curtis  
Bamfords Trust House, 85-89 Colmore Row, Birmingham B3 2BB  
0121 200 2111



VOTING FORM FOR CREDITORS

**SPECTRUM INSTALLATIONS LIMITED ("the Company") IN CREDITORS' VOLUNTARY LIQUIDATION**  
**COMPANY NUMBER: 04622851**

Please indicate whether you agree or disagree with each of the decisions set out below and return this form, together with proof in respect of your claim, to Leonard Curtis, Bamfords Trust House, 85-89 Colmore Row, Birmingham B3 2BB, on or before 15 December 2017 (the Decision Date) in order that approval may be determined.

**Decisions to be considered**

1. That the remuneration of the Joint Liquidators be payable by reference to the time properly given by the Joint Liquidators and their staff in attending to matters as set out in the Fees Estimate (for an amount totalling £40,094)

**\*Agree / Reject**

2. That the basis for recharging Category 2 disbursements incurred by the Joint Liquidators be fixed and payable by reference to the schedule of chargeout rates and additional information circulated to creditors and that the Joint Liquidators be authorised to be reimbursed such costs as and when funds permit.

**\*Agree / Reject**

Dated .....

Signed .....

Position .....

Name of Creditor: .....

## CREDITOR'S NOTICE ELECTING TO OPT OUT FROM RECEIVING DOCUMENTS

Insolvency (England and Wales) Rules 2016

Rule 1.38

## Creditor's Election to Opt Out

Insert full name of  
Company

|                       |  |
|-----------------------|--|
| <b>Re:</b>            | <b>Spectrum Installations Limited (In Liquidation)</b> |
| <b>Previous Name:</b> |  |
| <b>Registered No:</b> | <b>04622851</b>  |

|                               |   |
|-------------------------------|---|
| <b>Address of<br/>Company</b> | <b>Bamfords Trust House, 85-89 Colmore Row, Birmingham B3 2BB</b> |
|-------------------------------|---|

a) Insert full name  
and address of  
creditor making the  
election

|               |  |
|---------------|--|
| <b>I, (a)</b> |  |
|---------------|--|

a creditor of the above Company, elect to opt out of receiving documents.

I acknowledge that I shall remain an opted-out creditor for the duration of these and any following proceedings unless and until I elect in writing to revoke my opt out.

I acknowledge that I shall continue to receive:

- all documents that the Insolvency Act 1986 or the court requires to be delivered to all creditors;
- notice of any change in the office-holder or their contact details; and
- notice of any distributions applicable to me.

b) Insert name and  
address of office  
holder to whom you  
will deliver this notice

|            |  |
|------------|--|
| <b>(b)</b> |  |
|------------|--|

\*This form can be authenticated for submission by email by entering your name and email address and sending the form as an attachment from an email address which clearly identifies you.

|                                 |  |
|---------------------------------|--|
| <b>Signed / Authenticated*</b>  |  |
| <b>Date</b>                     |  |
| <b>Name (BLOCK LETTERS)</b>     |  |
| <b>Relationship to Creditor</b> |  |

NOTICE OF GENERAL USE OF WEBSITE TO DELIVER DOCUMENTS

RE: SPECTRUM INSTALLATIONS LIMITED ("THE COMPANY") CREDITORS' VOLUNTARY LIQUIDATION  
("CVL")

REGISTERED NUMBER: 04622851

NOTICE IS HEREBY GIVEN THAT Paul Masters and Conrad Beighton will deliver all future documents in this case (other than those listed below) to <http://leonardcurtis.insolvencydata.co.uk>

The documents will be made available for viewing and downloading without any further notice to you. The details of the website are:

Address of website: <http://leonardcurtis.insolvencydata.co.uk> ("the Website")

Password: **2W3P2ABM**

Paul Masters and Conrad Beighton are not obliged to delivery any documents to you (other than those listed below) unless they are requested to do so by you.

You may, at any time, request a hard copy of any or all of the following:

- All documents currently available for viewing on the Website
- All future documents which may be made available on the Website

Such requests should be made to:

Telephone number: 0121 200 2111

Email address: [recovery@leonardcurtis.co.uk](mailto:recovery@leonardcurtis.co.uk)

Postal address: Leonard Curtis, Bamfords Trust House, 85-89 Colmore Row, Birmingham B3 2BB

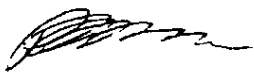
This notice does not apply to the delivery of the following documents:

- a document for which personal delivery is required;
- a notice under Rule 14.29 of the Insolvency (England and Wales) Rules 2016 of intention to declare a dividend; and
- a document which is not delivered generally.

All documents and information made available via the website will remain on the website for at least two months after the conclusion of the administration of the liquidation.

Dated 27 November 2017

Signed \_\_\_\_\_

  
Paul Masters  
Joint Liquidator  
Leonard Curtis  
Bamfords Trust House, 85-89 Colmore Row, Birmingham B3 2BB  
0121 200 2111

## EXTRACTS FROM THE INSOLVENCY (ENGLAND &amp; WALES) RULES 2016

**Creditors' voting rights**

- 15.28** (1) In an administration, an administrative receivership, a creditors' voluntary winding up, a winding up by the court and a bankruptcy, a creditor is entitled to vote in a decision procedure or to object to a decision proposed using the deemed consent procedure only if—
- (a) the creditor has, subject to 15.29, delivered to the convener a proof of the debt claimed in accordance with paragraph (3), including any calculation for the purposes of rule 15.31 or 15.32, and
  - (b) the proof was received by the convener—
    - (i) not later than the decision date, or in the case of a meeting, 4pm on the business day before the meeting, or
    - (ii) in the case of a meeting, later than the time given in sub-paragraph (i) where the chair is content to accept the proof; and
  - (c) the proof has been admitted for the purposes of entitlement to vote.
- (2) In the case of a meeting, a proxy-holder is not entitled to vote on behalf of a creditor unless the convener or chair has received the proxy intended to be used on behalf of that creditor.
- (3) A debt is claimed in accordance with this paragraph if it is—
- (a) claimed as due from the company or bankrupt to the person seeking to be entitled to vote; or
  - (b) in relation to a member State liquidator, claimed to be due to creditors in proceedings in relation to which that liquidator holds office.
- (4) The convener or chair may call for any document or other evidence to be produced if the convener or chair thinks it necessary for the purpose of substantiating the whole or any part of a claim.
- (5) In a decision relating to a proposed CVA or IVA every creditor, secured or unsecured, who has notice of the decision procedure is entitled to vote in respect of that creditor's debt.
- (6) Where a decision is sought in an administration under sub-paragraph 3.52(3)(b) (pre-administration costs), paragraph 18.18(4) (remuneration: procedure for initial determination in an administration) or paragraph 18.26(2) (first exception: administrator has made statement under paragraph 52(1)(b) of Schedule B1), creditors are entitled to participate to the extent stated in those paragraphs.

**Calculation of voting rights**

- 15.31** (1) Votes are calculated according to the amount of each creditor's claim—
- (a) in an administration, as at the date on which the company entered administration, less—
    - (i) any payments that have been made to the creditor after that date in respect of the claim, and
    - (ii) any adjustment by way of set-off which has been made in accordance with rule 14.24 or would have been made if that rule were applied on the date on which the votes are counted;
  - (b) in an administrative receivership, as at the date of the appointment of the receiver, less any payments that have been made to the creditor after that date in respect of the claim;
  - (c) in a creditors' voluntary winding up, a winding up by the court or a bankruptcy, as set out in the creditor's proof to the extent that it has been admitted;
  - (d) in a proposed CVA—
    - (i) at the date the company went into liquidation where the company is being wound up,
    - (ii) at the date the company entered into administration (less any payments made to the creditor after that date in respect of the claim) where it is in administration,
    - (iii) at the beginning of the moratorium where a moratorium has been obtained (less any payments made to the creditor after that date in respect of the claim), or
    - (iv) where (i) to (iii) do not apply, at the decision date;
  - (e) in a proposed IVA—
    - (i) where the debtor is not an undischarged bankrupt—
      - (aa) at the date of the interim order, where there is an interim order in force,
      - (bb) otherwise, at the decision date,
    - (ii) where the debtor is an undischarged bankrupt, at the date of the bankruptcy order.
- (2) A creditor may vote in respect of a debt of an unliquidated or unascertained amount if the convener or chair decides to put upon it an estimated minimum value for the purpose of entitlement to vote and admits the claim for that purpose

- (3) But in relation to a proposed CVA or IVA, a debt of an unliquidated or unascertained amount is to be valued at £1 for the purposes of voting unless the convener or chair or an appointed person decides to put a higher value on it.
- (4) Where a debt is wholly secured its value for voting purposes is nil.
- (5) Where a debt is partly secured its value for voting purposes is the value of the unsecured part.
- (6) However, the value of the debt for voting purposes is its full value without deduction of the value of the security in the following cases—
  - (a) where the administrator has made a statement under paragraph 52(1)(b) of Schedule B1 and the administrator has been requested to seek a decision under paragraph 52(2); and
  - (b) where, in a proposed CVA, there is a decision on whether to extend or further extend a moratorium or to bring a moratorium to an end before the end of the period of any extension.
- (7) No vote may be cast in respect of a claim more than once on any resolution put to the meeting; and for this purpose (where relevant), the claim of a creditor and of any member State liquidator in relation to the same debt are a single claim.
- (8) A vote cast in a decision procedure which is not a meeting may not be changed.
- (9) Paragraph (7) does not prevent a creditor or member State liquidator from—
  - (a) voting in respect of less than the full value of an entitlement to vote; or
  - (b) casting a vote one way in respect of part of the value of an entitlement and another way in respect of some or all of the balance of that value.

***Procedure for admitting creditors' claims for voting***

- 15.33** (1) The convener or chair in respect of a decision procedure must ascertain entitlement to vote and admit or reject claims accordingly.
- (2) The convener or chair may admit or reject a claim in whole or in part.
- (3) If the convener or chair is in any doubt whether a claim should be admitted or rejected, the convener or chair must mark it as objected to and allow votes to be cast in respect of it, subject to such votes being subsequently declared invalid if the objection to the claim is sustained.

***Requisite majorities***

- 15.34** (1) A decision is made by creditors when a majority (in value) of those voting have voted in favour of the proposed decision, except where this rule provides otherwise
- (2) In the case of an administration, a decision is not made if those voting against it—
  - (a) include more than half in value of the creditors to whom notice of the decision procedure was delivered; and
  - (b) are not, to the best of the convener or chair's belief, persons connected with the company.
- (3) Each of the following decisions in a proposed CVA is made when three-quarters or more (in value) of those responding vote in favour of it—
  - (a) a decision approving a proposal or a modification;
  - (b) a decision extending or further extending a moratorium; or
  - (c) a decision bringing a moratorium to an end before the end of the period of any extension.
- (4) In a proposed CVA a decision is not made if more than half of the total value of the unconnected creditors vote against it.
- (5) For the purposes of paragraph (4)—
  - (a) a creditor is unconnected unless the convener or chair decides that the creditor is connected with the company;
  - (b) in deciding whether a creditor is connected reliance may be placed on the information provided by the company's statement of affairs or otherwise in accordance with these Rules; and
  - (c) the total value of the unconnected creditors is the total value of those unconnected creditors whose claims have been admitted for voting.
- (6) In a case relating to a proposed IVA—
  - (a) a decision approving a proposal or a modification is made when three-quarters or more (in value) of those responding vote in favour of it;
  - (b) a decision is not made if more than half of the total value of creditors who are not associates of the debtor vote against it.
- (7) For the purposes of paragraph (6)—
  - (a) a creditor is not an associate of the debtor unless the convener or chair decides that the creditor is an associate of the debtor;

- (b) in deciding whether a creditor is an associate of the debtor, reliance may be placed on the information provided by the debtor's statement of affairs or otherwise in accordance with these Rules; and
- (c) the total value of the creditors who are not associates of the debtor is the total value of the creditors who are not associates of the debtor whose claims have been admitted for voting.

***Appeals against decisions under this Chapter***

- 15.35** (1) A decision of the convener or chair under this Chapter is subject to appeal to the court by a creditor, by a contributory, or by the bankrupt or debtor (as applicable).
- (2) In a proposed CVA, an appeal against a decision under this Chapter may also be made by a member of the company.
- (3) If the decision is reversed or varied, or votes are declared invalid, the court may order another decision procedure to be initiated or make such order as it thinks just but, in a CVA or IVA, the court may only make an order if it considers that the circumstances which led to the appeal give rise to unfair prejudice or material irregularity.
- (4) An appeal under this rule may not be made later than 21 days after the decision date.
- (5) However, the previous paragraph does not apply in a proposed CVA or IVA, where an appeal may not be made after the end of the period of 28 days beginning with the day—
- (a) in a proposed CVA, on which the first of the reports required by section 4(6) or paragraph 30(3) of Schedule A1 was filed with the court(a); or
  - (b) in a proposed IVA—
    - (i) where an interim order has not been obtained, on which the notice of the result of the consideration of the proposal required by section 259(1)(a) has been given, or
    - (ii) otherwise, on which the report required by section 259(1)(b)(b) is made to the court.
- (6) The person who made the decision is not personally liable for costs incurred by any person in relation to an appeal under this rule unless the court makes an order to that effect.
- (7) The court may not make an order under paragraph (6) if the person who made the decision in a winding up by the court or a bankruptcy is the official receiver or a person nominated by the official receiver.

***Eligibility for membership of creditors' or liquidation committee***

- 17.4** (1) This rule applies to a creditors' committee in an administration, an administrative receivership, and a bankruptcy and to a liquidation committee in a creditors' voluntary winding up and a winding up by the court.
- (2) A creditor is eligible to be a member of such a committee if—
- (a) the person has proved for a debt;
  - (b) the debt is not fully secured; and
  - (c) neither of the following apply—
    - (i) the proof has been wholly disallowed for voting purposes, or
    - (ii) the proof has been wholly rejected for the purpose of distribution or dividend.
- (3) No person can be a member as both a creditor and a contributory.
- (4) A body corporate may be a member of a creditors' committee, but it cannot act otherwise than by a representative appointed under rule 17.17.

**NOTICE OF AN INVITATION TO FORM A LIQUIDATION COMMITTEE**

**SPECTRUM INSTALLATIONS LIMITED ("the Company") Proposed Creditors' Voluntary Liquidation ("CVL")**  
**Registered number: 04622851**

NOTICE IS HEREBY GIVEN, IN ACCORDANCE WITH R6.19 OF THE INSOLVENCY (ENGLAND AND WALES) RULES 2016, THAT

Creditors are invited to decide whether a liquidation committee should be established if sufficient creditors are willing to be members of that committee. Paul Masters as Convener of the Decision Procedure invites creditors to put forward their nominations for membership of the committee. Such nominations must be received by the Convenor, in writing, by the date specified in this notice. The Convenor can only accept nominations if they are satisfied as to the creditors' eligibility under R17.4 of the Insolvency (England and Wales) Rules 2016 (a copy of which is enclosed).

|   |  |
|---|--|
| Name of Company                           | SPECTRUM INSTALLATIONS LIMITED   |
| Registered Number                         | 04622851   |
| Proposed Joint Liquidators                | Paul Masters and Conrad Beighton of Leonard Curtis, Bamfords Trust House, 85-89 Colmore Row, Birmingham B3 2BB |
| Nominations MUST be received by:          | 15 December 2017   |
| Contact Details of the Joint Liquidators: | Telephone: 0121 200 2111<br>Alternative Contact: Amy Richardson  |

Dated: 27 November 2017

Signed 

Name: **PAUL MASTERS**

The Convener

Extract from the Insolvency (England and Wales) Rules 2016

Rule 17.4

Eligibility for membership of creditors' or liquidation committee

- (1) This rule applies to a creditors' committee in an administration, an administrative receivership, and a bankruptcy and to a liquidation committee in a creditors' voluntary winding up and a winding up by the court.
- (2) A creditor is eligible to be a member of such a committee if:
  - (a) the person has proved for a debt;
  - (b) the debt is not fully secured; and
  - (c) neither of the following apply;
    - (i) the proof has been wholly disallowed for voting purposes, or
    - (ii) the proof has been wholly rejected for the purpose of distribution or dividend.
- (3) No person can be a member as both a creditor and a contributory.
- (4) A body corporate may be a member of a creditors' committee, but it cannot act otherwise than by a representative appointed under rule 17.17.



## GUIDANCE NOTE FOR CREDITORS EXPLAINING THE PROCEDURE FOR ESTABLISHING A LIQUIDATION COMMITTEE

### Functions of the committee

In addition to any functions conferred on a committee by any provisions of the Insolvency Act 1986, the committee is to –

- (a) assist the office-holder in discharging the office-holder's functions; and
- (b) act in relation to the office-holder in such manner as may from time to time be agreed.

### Purpose of the committee

The purpose of the committee is to represent the interests of the creditors as a whole, not just the interests of its individual members. The principal function of the committee is to fix the joint liquidators remuneration. In addition, the committee may also serve to assist the joint liquidators generally and act as a sounding board for them to obtain views on matters in the liquidation.

The joint liquidators are required to report to the committee on matters relating to the liquidation and to submit copies of their accounts when required. Meetings are generally held when determined by the joint liquidators, and voting is by majority in number. Votes may also be taken by post.

Committee members are not entitled to remuneration, but they may be reimbursed for reasonable travelling expenses incurred on committee business.

Although the joint liquidators should normally have regard to the views of the creditors' committee, they may always refer matters of contention to a general body of creditors or to the court. It has been held, in a liquidation case, that the court has a residual discretion not to follow the wishes of a committee where the special circumstances of the case warrant it.

### Establishment of committee – Insolvency (England & Wales) Rules 2016

Where the joint liquidators seek any decision from the creditors, the joint liquidators must, at the same time, deliver to the creditors a notice inviting them to decide whether a creditors' committee should be established if sufficient creditors are willing to be members of the committee.

Where the creditors decide that a creditors' committee should be established, notice should be given to the convener or chair of the decision procedure.

Before a creditor may act as a member of the committee that person must agree to do so.

Where a creditor has duly appointed a proxy-holder or representative, that proxy-holder or representative who is attending a meeting to establish the committee, may give the appointing creditor's agreement to act as a member of the committee (unless the proxy or instrument conferring authority contains a statement to the contrary).

Where a decision has been made to establish a committee but not as to its membership, the joint liquidators must seek a decision from the creditors about creditor members of the committee.

The committee is not established and cannot act until the joint liquidators have delivered a notice of its members to the Registrar of Companies.

The notice which must be delivered by the joint liquidators to the Registrar of Companies must contain the following:

- A statement that the committee has been duly constituted;
- Identification details for any company that is a member of the committee;
- The full name and address of each member that is not a company.

The notice must also be signed and dated by the Joint Liquidators.

This notice must be delivered as soon as reasonably practicable after the minimum number of persons, being at least 3 members but not more than five members, have agreed to act as members and been elected.

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 **Amy Richardson**

Company name **Leonard Curtis**

Address **Bamfords Trust House**

**85-89 Colmore Row**

**Birmingham**

Post town

County/Region

Postcode **B 3 2 B B**

Country

DX

Telephone **0121 200 2111**



**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)**