The Insolvency Act 1986

Administrator's progress report

2.24B

Name of Company

P M MOONEY & SONS LIMITED

Company number

Court case number

4752316

In the

Liverpool District Registry of the High Court

278 of 2014

(a) Insert full name(s) and address(es) of administrator(s)

I/We (a) D Moore & K G Murphy of Leonard Curtis, 2nd Floor,

20 Chapel Street, Liverpool L3 9AG

administrator(s) of the above company attach a progress report for the period

from

(b) Insert dates

(b) 27 September 2014

to

(b) 11 March 2015

[full name of court]

Signed

Joint Administrator

Dated

11 March 2015

Contact Details

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the number record.

Leonard Curtis			<u> </u>
2nd Floor, 20 Chapel St	reet, Liverpool L3 94	AG .	
Ref MRA/39		Tel 0151 515 0706	
DX Number	DX	Exchange	



A16 17/03/2015 COMPANIES HOUSE

#216

House, Crown Way, Cardiff, CF14 3UZ DX 3305

DX 33050 Cardiff

When you have completed and signed this form please send it to the Registrar of Companies at Companies

ADMR224B 12-10-10



Registered Number. 4752316 Court Ref. 278 of 2014 Liverpool District Registry of the High Court

Joint Administrators' final progress report in accordance with Rules 2.47 and 2.110 of the Insolvency Rules 1986

Report period 27 September 2014 to 11 March 2015

11 March 2015

Leonard Curtis

2nd Floor, 20 Chapel Street, Liverpool L3 9AG
Tel. 0151 515 0706 Fax: 0151 515 0707
recovery@leonardcurtis co uk
Ref I/39/MRA/NP765E/1010

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STRICTLY PRIVATE AND CONFIDENTIAL NOT FOR PUBLICATION

TO. THE REGISTRAR OF COMPANIES ALL CREDITORS ALL MEMBERS

1 INTRODUCTION

- This report has been produced in accordance with Rules 2 47 and 2 110 of the Insolvency Rules 1986 to provide creditors with an update on the progress of the Administration of P M Mooney & Sons Limited ("the Company") for the period from 27 September 2014 to 11 March 2015. This is the Joint Administrators' final progress report to creditors.
- The Administration of the Company is now for practical purposes complete. Section 10 of this report deals with how the Joint Administrators intend to bring the Administration to an end.
- Much of the information contained in this report encompasses the whole period of the Administration. Please be aware, however, that where reference is made to "the period of this report", this specifically means 27 September 2014 to 11 March 2015, being the period since the end of the period covered by the last progress report.

2 STATUTORY INFORMATION

- D Moore and K G Murphy were appointed as Joint Administrators of P M Mooney & Sons Limited ("the Company") in the jurisdiction of Liverpool District Registry of the High Court, number 278 of 2014 on 27 March 2014. The administration appointment was made by the Directors.
- The administration is being handled by the Liverpool office of Leonard Curtis, which is situated at 2nd Floor, 20 Chapel Street, Liverpool L3 9AG
- 2.3 The Company operated from the director's home address. The business traded under its registered name.
- The registered office address of the Company at the date of the appointment of Administrators was 1st Floor, Cotton House, Old Hall Street, Liverpool, L3 9TX. Following the appointment, this was changed to 2nd Floor, 20 Chapel Street, Liverpool L3 9AG. The registered number of the Company is 4752316.
- For the purposes of paragraph 100(2) of Schedule B1 to the Insolvency Act 1986 (as amended), it should be noted that during the period in which the Administration Order is in force, any act or function required or authorised under any enactment to be done by the Administrator may be exercised by all or any of the persons holding that office
- The Company's main centre of operations is based in the UK. The EC Regulation on Insolvency Proceedings applies and the proceedings are main proceedings under the Regulation.

3 JOINT ADMINISTRATORS' PROPOSALS

3 1 Attached at Appendix A is a summary of the Joint Administrators' approved proposals for achieving one of the three statutory purposes of Administration

- There have been no major amendments to, or deviations from, the proposals during the course of the Administration
- The objective of the administration is to achieve a better result for the Company's creditors as a whole than would be likely if the Company were to be wound up (without first being in Administration) and/or to realise property in order to make a distribution to one or more secured or preferential creditors
- In the opinion of the Joint Administrators, this objective has been achieved as the surplus on the sale of the financed assets would not have been available if the Company had been wound up without first being in administration. There are also sufficient funds to enable a distribution to preferential creditors.

4 PROGRESS OF THE ADMINISTRATION

Attached at Appendix B is the Joint Administrators' receipts and payments account for the period from 27 September 2014 to 11 March 2015 Cumulative figures have also been provided to reflect transactions for the whole of the administration period to date

Sale of Chattel Assets

As previously reported an auction took place on 14 April 2014 with total gross realisations of £100,610 plus VAT which is excess of the agents initial valuation of £92,000. After the settlement of outstanding finance totalling £37,418 the net realisation was £62,638 excluding VAT.

Cash at Bank

At the date of appointment the Company's two bank accounts were in credit to the sum of £28,773. These funds have now been received into the Joint Administrators' bank account with £26,696 being recovered from Barclays Bank plc and £2,077 from Bank of Scotland Limited.

Contract Debts and Retentions

- As previously reported, quantity surveyors consider that the likely realisations from the outstanding contracts with Bellway Homes are estimated at between nil in a worst case scenario and £15,000 at best due to the uncertainty over the level of costs of completion and possible defects
- There have been no realisations to date which reflects the fact that the contracts relate to new build residential properties where realisations are likely to be deferred until the end of latent defects liability period. This could possibly be a minimum of 24 months from completion and possibly much longer.
- The quantity surveyors will continue to monitor the position and explore the possibility of seeking an early settlement from the contractor during the liquidation. No offers have been forthcoming to date

Balance of Funds to Liquidation

The balance of funds available to the joint liquidators is £28,851 15, prior to further costs of administration detailed in paragraphs 7 6 and 7 8

5 ASSETS STILL TO BE REALISED

The only assets still to be realised in this matter, relate to the contract debts and retentions referred to in paragraph 4.4 above

6 INVESTIGATIONS

- Following their appointment, the Joint Administrators 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 directors and its creditors, to identify any further possible realisations for the estate and what further investigations, if any, might be appropriate
- That assessment did not identify any possible further realisations. In addition, the Joint Administrators concluded that no further investigations were required. If, however, any creditor is aware of any particular matters which they consider require investigation, they should please send full details to this office at the address given at the front of this report.

7 JOINT ADMINISTRATORS' REMUNERATION AND DISBURSEMENTS

Pre-Administration Costs

7 1 On 2 June 2014, the general body of creditors consented to the following pre-administration costs and expenses being paid as an expense of the administration

Charged by	Services provided	Total amount charged £
Leonard Curtis	Provision of advice to directors and securing Company assets	7,401
TOTAL		7,401

7 2 These costs have now been paid and are detailed in the receipts and payments account attached at Appendix B

Joint Administrators' Remuneration

- On 2 June 2014, the general body of creditors agreed that the basis of the Joint Administrators' remuneration be fixed by reference to time properly spent by them and their staff in attending to matters ansing from the Administration. Approval was also received to draw category 2 disbursements as detailed at Appendix D.
- 7.3 The Joint Administrators' time costs are summarised below

	Hours N o	Rate / hr £	Total value of time
Time previously reported	126 4	351 08	44,376 00
Time incurred in the period of this report	22 0	331 27	7,288 00
Total Administrators' time costs	148 4	348 14	51,664 00

Please note that Leonard Curtis' chargeout rates were increased on 6 January 2014 Details of the new rates are set out at Appendix D

- The time charged by the Joint Administrators' for the period of this report amounts to £7,288 00. This represents 22 0 hours at an average rate of £331 27 per hour. Attached at Appendix C is a time analysis which provides details of the activity costs incurred by staff grade during this period, along with a description of the work done by the Joint Administrators and their staff in respect of which the time has been charged. Further guidance may be found in "A Creditors' Guide to Administrators' Fees" which may be downloaded from http://www.leonardcurtis.co.uk/resources/creditorsguides. If you would prefer this to be sent to you in hard copy please contact Malcolm Rawsthome of this office on 0151 515 0706.
- 7.5 Administrators' fees drawn to date in respect of these time costs total £29,250 00 plus VAT

The balance of the Joint Administrators' fees, estimated to amount to £12,500 00 will be drawn in the subsequent Liquidation in priority to the Liquidators' fees

Joint Administrators' Disbursements

7.7 The following Category 1 and Category 2 disbursements have been incurred on the case since appointment

Category 1 disbursements

Charged by	Services provided	Total amount pd by LC £	Amount recovered from case	Amount still to be recovered from case
Courts	Statutory advertising	169 20	169 20	nıl
Cope & Co	Swearing Fee	20 00	20 00	nıl
Morecrofts	Swearing Fee	10 00	10 00	nıl
Pelstar Limited	Software Licence	87 00	87 00	nil
AUA Insolvency Risk Services	Bordereau Fees	135 00	135 00	nıl
The Creditor Gateway	Report upload	42 00	14 00	28 00
Company search	Companies House	2 00	Nil	2 00

Category 2 disbursements

No Category 2 disbursements incurred on the case since appointment

Expenses of the Administration

The Joint Administrators have also incurred expenses during the period of this report. These expenses are detailed in the table below, which also indicates whether these expenses have been paid from the case funds.

Nature of expenses	By whom provided	Amount incurred this period	Total amount incurred to date £	Amount paid £	Amount unpaid £
Agents' fees	Robson Kay & Co Ltd	Nil	10,061	10,061	Nil
Agent's disbursements	Robson Kay & Co Ltd	Nil	7,169	7,169	Nil
Solicitors' fees	Brabners LLP	Nil	1,935	1,935	Nil
Quantity surveyor's fees	The Vinden Partnership	Nil	3,500	3,500	Nil
Accountancy fees	Whitnalls	Nil	2,500	2,500	Nil
Bookkeeping costs	Carefree Accounts	Nil	799	79 9	Nıl
Employee Claims	EK Employment Law	120	120	120	Nil
IP bond	AUA Insolvency Risk Serv	135	135	135	Nit
Software licence	Pelstar	87	87	87	Nıl
Statutory Advertising	Courts	169	169	169	Nıl
Sundry disbursements	vanous	74	74	44	30
Corporation Tax Liability	HMRC	14	14	Nil	14
TOTAL		599	26,563	26,519	44

The sundry disbursements of £30 that remain unpaid relate to costs incurred in concluding the administration and have not yet been billed. In addition there will be a Corporation Tax liability for the period of the administration estimated to be £14. These amounts will be paid in the subsequent liquidation.

- 7 9 Attached at Appendix D is additional information in relation to the firm's policy on staffing, the use of subcontractors, disbursements and details of our current charge-out rates by staff grade
- 7 10 Unsecured creditors whose debts amount to at least 5% of the total value of the unsecured claims, or any secured creditor, may request further information regarding remuneration or expenses (other than pre administration costs) by submitting their written requests before 7 April 2015
- In addition, unsecured creditors whose debts amount to at least 10% of the total value of the unsecured claims, or any secured creditor, may apply to court, if they believe the remuneration charged or expenses incurred by the Joint Administrators to be excessive or the basis fixed for the Joint Administrators' remuneration to be inappropriate. Any application should be made within 8 weeks of receipt of this report.

8 OUTCOME FOR CREDITORS

8 1 Secured Creditors

JCB Finance Limited has been repaid in full from the proceeds of sale of the assets subject to finance

8 2 Preferential Claims

To date no preferential claims have been received

8 3 Prescribed Part

As the Company has no unsatisfied post-Enterprise Act charges, there will be no requirement to set aside a prescribed part in this case

8 4 Unsecured Non-Preferential Claims

All unsecured non-preferential claims will be subject to agreement by a subsequently appointed Liquidator in due course. The quantum of unsecured claims is estimated at approximately £220,000 and based upon anticipated realisations may be sufficient to enable a small dividend to be paid to this class of creditor Creditors will be kept advised of developments in this regard.

If you have not already done so, please submit details of your claim to my office A statement of claim form is attached at Appendix E

9 EXTENSIONS TO THE ADMINISTRATION

- The appointment of administrators ordinarily ceases to have effect at the end of the period of one year from the date of their appointment
- 9 2 In certain circumstances it becomes necessary to extend the Administrators' term of office
- 9 3 No extensions were required

10 ENDING THE ADMINISTRATION

The Administration has now been completed. There is likely to be a dividend to unsecured creditors in this case and therefore the appropriate exit route from the Administration is Creditors' Voluntary Liquidation. Attached at Appendix F is Form 2 34B – Notice of Move from Administration to Creditors' Voluntary Liquidation. This Notice was registered by Companies. House on 11 March 2015. On that date, the appointment of the Joint

Administrators ceased to have effect and the appointment of the Joint Liquidators became effective as if a winding up resolution had been passed on that date

- The Proposals provided for the appointment of K G Murphy and I as Joint Liquidators of the Company unless any other nominations for the role of Liquidator were received following receipt of the Proposals but before they were approved. No such nominations were received in this respect and therefore K G Murphy and I will act as Joint Liquidators.
- The Joint Administrators were discharged from liability in respect of any action(s) of theirs as Administrators immediately upon their appointment ceasing to have effect

If you wish to discuss the issues raised in this report or require any additional information please contact this office

for and on behalf of

P. M. MOONEY & SONS LIMITED

D MOORE

JOINT ADMINISTRATOR

Licensed in the UK by the Institute of Chartered Accountants in England and Wales

The affairs, business and property of the Company are being managed by the Joint Administrators, who act as agents of the Company without personal liability

APPENDIX A

SUMMARY OF JOINT ADMINISTRATORS' PROPOSALS

- The Joint Administrators continue to manage the business, affairs and property of the Company in such a manner as they consider expedient with a view to achieving the statutory purposes of the Administration
- If appropriate, the Joint Administrators take any action they consider necessary with a view to the approval of a Company Voluntary Arrangement ("CVA") or Scheme of Arrangement in relation to the Company
- If appropriate, the Joint Administrators file a notice with the Registrar of Companies in order that the Administration will cease and the Company will move automatically into Creditors Voluntary Liquidation. It is further proposed that D Moore and/or K G Murphy be appointed (Joint) Liquidator(s) of the Company and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them. NB Creditors may nominate a different person as the proposed Liquidator, provided that the nomination is made after receipt of these proposals and before the proposals are approved.
- Alternatively, if appropriate, the Joint Administrators apply to Court under Para 65 (3) of Schedule B1 to the Insolvency Act 1986 (as amended) for permission to make a distribution to the unsecured creditors within the Administration
- In the event that there are no monies remaining to be distributed to creditors and as soon as all matters relating to the Administration have been completed, the Joint Administrators file a Notice with the Registrar of Companies that the Company should be dissolved
- The Joint Administrators investigate and, if appropriate, pursue any claims that they or the Company may have against any directors or former directors, other third parties, officers or former officers, advisers or former advisers of the Company
- The Company may be placed into compulsory liquidation in circumstances where assets are still to be realised or investigations concluded yet there will be no return to unsecured creditors. In these circumstances it is further proposed that D Moore and/or K G Murphy be appointed (Joint) Liquidator(s) of the Company and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them.
- The Joint Administrators shall do all such other things and generally exercise all of his powers as contained in Schedule 1 of the Insolvency Act 1986, as he considers desirable or expedient to achieve the statutory purpose of the Administration

APPENDIX B

SUMMARY OF JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD FROM 27 SEPTEMBER 2014 TO 11 MARCH 2015 (TOGETHER WITH CUMULATIVE FIGURES FOR THE WHOLE ADMINISTRATION PERIOD)

	£ Estimated to Realise	£ From 27/09/2014 To 11/03/2015	£ From 27/03/2014 To 11/03/2015
Receipts			
Plant & Machinery 3 JCB Excavators	56,900 00	-	-
Motor Vehicles	6,500 00	-	-
Deposit Interest Gross		13 75	56 79
Plant and Machinery	32,910 00	•	89,810 00
Balance at Bank	28,773 00	-	28,772 47
Motor Vehicles	4,300 00	-	10,800 00
	129,383 00	13 75	129,439 26
Payments		<u> </u>	_
Agents Disbursements		•	7,169 15
JCB Finance Ltd. Finance Settlement		-	37,418 01
Quantity Surveyors Fees		•	3,500 00
Administrators' Remuneration		7,250 00	29,250 00
Pre-Appointment Costs		-	7,401 00
Agents' Fees and Expenses		•	10,061 00
Solicitors' Fees and Expenses		-	1,935 00
Other Professional Fees		120 00	3,418 75
Disbursements CAT1 -			
Statutory Advertising		169 20	169 20
Bordereau Software Licence		135 00 87 00	135 00 87 00
Sundry		44 00	44 00
Disbursements CAT2		•	-
		7,805.20	100,588 11
		(7,791 45)	28,851 15
Represented By:			
Current Account - AIB		(6,875 45)	27,827 15
VAT Control Account		(916 00)	1,024 00
		(7,791.45)	28,851.15

The amount paid to unsecured creditors by virtue of the application of section 176A is £Nil

SUMMARY OF JOINT ADMINISTRATORS' TIME COSTS FOR THE PERIOD FROM 27 SEPTEMBER 2014 TO 11 MARCH 2015

	Dire	Director	Senior Ma	Aanager	Mans	Manager 2	Administrator 1	strator 1	Administrator 2	strator 2	Total	-	Average
	Units	Cost £	Units	Cost £	Units	Cost	Units	Cost F	Units	Cost	Units	Cost	Hourly Rate
Statutory & Review	20	00 006	2	82 00	4	1,408 00	2	52 00		•	89	2,442 00	359 12
Receipts & Payments	•	•	•	•	23	736 00			2	46 00	22	782 00	312 80
Insurance	1	•	•	•	11	544 00		•	•	•	17	544 00	320 00
Liabilities	•	•	•	•	79	2,528 00		•	•	٠	62	2,528 00	320 00
General Administration	•	•	•	•	23	864 00		•	•	٠	27	864 00	320 00
Planning & Strategy	1		•	•	4	128 00		•	•	•	4	128 00	320 00
Total	20	00 006	2	82 00	194	6,208 00	2	52 00	2	46 00	220	7,288 00	
Average Hourly Rate (£)	II	450 00		410 00		320 00	ll II	260 00		230 00		331 27	

All Units are 6 minutes

APPENDIX C (continued)

DESCRIPTION OF TIME SPENT BY CATEGORY

1. Statutory & Review

Time spent dealing with periodic reviews and preparation of reports required under the Company Directors Disqualification Act

2 Receipts and Payments

Time incurred in dealing with estate expenditure, preparing fee notes and recharge of disbursements

3. Insurance

Time spent dealing with pre appointment insurance claims

4. Liabilities

This category includes time incurred in dealing with general queries and statements of claim from creditors by post telephone and email together with the preparation of the first progress report to creditors

5. General Administration

This category includes updating files, administration system and general correspondence

6. Planning & Strategy

This category of time refers to costs incurred in deciding upon the appropriate exit strategy

APPENDIX D

ADDITIONAL INFORMATION IN RELATION TO THE POLICY OF LEONARD CURTIS REGARDING FEES AND DISBURSEMENTS

The following information relating to the policy of Leonard Curtis is considered to be relevant to creditors

Staff Allocation and Support Staff

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 of the secured creditors, a creditors' committee or creditors generally, 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 arising in the appointment, 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

With effect from 6 Jan 2014	Standard	Complex	1 Jan 2012 to 5 Jan 2014	Standard	Complex
	£	£		£	£
Director	450	562	Director	425	531
Senior Manager	410	512	Senior Manager	38 5	48 1
Manager 1	365	456	Manager 1	330	412
Manager 2	320	400	Manager 2	28 5	356
Administrator 1	260	325	Administrator 1	230	287
Administrator 2	230	287	Administrator 2	210	262
Administrator 3	210	262	Administrator 3	190	237
Administrator 4	150	187	Administrator 4	135	168
Support	0	0	Support	0	0

Subcontractors

Details and the cost of any work which has been or is intended to be sub-contracted out that could otherwise be carried out by the office holders or their staff will be provided in any report which incorporates a request for approval of the basis upon which remuneration may be charged

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.

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, 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 General stationery, postage, telephone etc Storage of office files (6 years) Business mileage 10p per copy £100 per 100 creditors/ members or part thereof £66 09 per box

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

45p per mile

APPENDIX E

STATEMENT OF CLAIM FORM

Date of administration order:	27 March 2014
Name of creditor.	
Address of creditor:	
-	
Gross amount of claim: (ie including VAT)	
Amount of VAT	
Details of any document by reference to which the debt can be substantiated: (eg invoices)	
Particulars of how and when debt incurred:	
Particulars of any security held, the value of the security and the date it was given:	
Signature of creditor or person authorised to act on his behalf.	
Name in BLOCK CAPITALS:	
Position with or relation to creditor:	

P. M MOONEY & SONS LIMITED - IN ADMINISTRATION	
FORM 2.34B - NOTICE OF MOVE FROM ADMINISTRATION TO CREDITORS VOLUNTARY LIQU	APPENDIX I

The Insolvency Act 1986

Notice of move from administration to creditors' voluntary liquidation

2.34B

	Name of Company			Company number
	P M MOONEY & SON	IS LIMITED	<u> </u>	4752316
	In the Liverpool District Regis	try of the High Court	[full name of cour	Court case number 278 of 2014
(a) Insert name(s) and address(es) of administrator(s)	I/We (a) D Moo	re & K G Murphy of Leonard Curti	s, 2nd Floor, 20 Chapel Street,	
(b) Insert name and address of registered office of company	-	d administrator(s) of (b) Street, Liverpool L3 9AG	P M MOONEY & SONS LIMI	TED,
(c) Insert date of appointment (d) Insert name of applicant / appointor	on (c) 27 March 2	014	by (d) The Directo	ors
e) Insert name(s) and address(es) of liquidator(s)	hereby give notice that the provisions of para- and it is proposed that	graph 83(1) of Schedule B1 to the	Insolvency Act 1986 apply, hy of Leonard Curtis, 2nd Floor, 20	Chapel Street,
	Liverpool L3 9AG will be the liquidator(s	of the company (IP No(s)	007510 and 11854	
	Signed Joint Adr	ninistrator		
	Dated 03 March	2015		
Contact Details You do not have to give any cont opposite but if you do, it will be contact you if there is a query of	elp Companies House to on the form. The contact	Leonard Curtis 2nd Floor, 20 Chapel Street, Liv L3 9AG	rerpool Tel 0151 515 0	0706
information that you give will be a public record	visible to searchers of the	DX Number	DX Exchange	
Companies House receipt date	e barcode	have completed and signed this form	please send it to the Registrar of Comp	anies at.