

AM10

Notice of administrator's progress report



Companies House

FRIDAY



A18 *A8BMCW1* #257
09/08/2019
COMPANIES HOUSE

1 Company details

Company number 0 4 8 0 8 5 2 2

Company name in full Park Royal Haulage Limited

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

2 Administrator's name

Full forename(s) Julien

Surname Irving

3 Administrator's address

Building name/number Leonard Curtis

Street Tower 12, 18/22 Bridge Street

Spinningfields

Post town Manchester

County/Region

Postcode M 3 3 B Z

Country

4 Administrator's name

Full forename(s) Andrew

Surname Poxon

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

5 Administrator's address

Building name/number Leonard Curtis

Street Tower 12, 18/22 Bridge Street

Spinningfields

Post town Manchester

County/Region

Postcode M 3 3 B Z

Country

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

AM10

Notice of administrator's progress report

6 Period of progress report

From date	d	1	d	7	m	0	m	2	y	2	y	0	y	1	y	9
To date	d	0	d	8	m	0	m	8	y	2	y	0	y	1	y	9

7 Progress report

☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X 

X

Signature date

d	0	d	8	m	0	m	8	y	2	y	0	y	1	y	9
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---



LEONARD CURTIS
BUSINESS RESCUE & RECOVERY

PARK ROYAL HAULAGE LIMITED
(IN ADMINISTRATION)

Registered Number: 04808522

Court Ref: 2740/2017

High Court of Justice Business and Property Courts in Manchester - Company & Insolvency List (CHD)

**Joint Administrators' final progress report in accordance
with Rules 3.53 and 18.3 of the Insolvency (England and Wales) Rules 2016**

Report period
17 February 2019 to 8 August 2019

8 August 2019

Julien Irving and Andrew Poxon - Joint Administrators
Leonard Curtis
Tower 12, 18/22 Bridge Street, Spinningfields, Manchester M3 3BZ
Tel: 0161 831 9999 Fax: 0161 831 9090
recovery@leonardcurtis.co.uk
Ref: M/38/KP/P898K/1010

CONTENTS

- 1 Introduction
- 2 Statutory Information
- 3 Joint Administrators' Proposals
- 4 Progress of the Administration
- 5 Investigations
- 6 Joint Administrators' Remuneration and Disbursements
- 7 Outcome for Creditors
- 8 Matters Still to be Dealt With
- 9 Extensions to the Administration
- 10 Ending the Administration
- 11 Data Protection

APPENDICES

- A Summary of Joint Administrators' Approved Proposals
- B Summary of Joint Administrators' Receipts and Payments Account for the Period from 17 February 2019 to 8 August 2019
- C Summary of Joint Administrators' Time Costs for the Period from 17 February 2019 to 8 August 2019
- D Summary of Joint Administrators' Time Costs from 17 August 2017 to 8 August 2019 Incorporating a Comparison of the Joint Administrators' Fee Estimate
- E Summary of Joint Administrators' Expenses from 17 February 2019 to 8 August 2019 Incorporating a Comparison of the Joint Administrators' Statement of Likely Expenses
- F Estimated Outcome Statement
- G Leonard Curtis Policy regarding Fees, Expenses and Disbursements
- H Proof of Debt Form
- I AM22 - Notice of Move from Administration to Creditors' Voluntary Liquidation
- J Privacy Notice

**STRICTLY PRIVATE AND CONFIDENTIAL
NOT FOR PUBLICATION**

**TO: THE REGISTRAR OF COMPANIES
ALL CREDITORS
ALL MEMBERS**

1 INTRODUCTION

- 1.1 This report has been produced in accordance with Rules 3.53 and 18.3 of the Insolvency (England and Wales) Rules 2016 ("the Rules") to provide creditors with an update on the progress of the Administration of Park Royal Haulage Limited ("the Company") for the period from 17 February 2019 to 8 August 2019. This is the Joint Administrators' final progress report to creditors.
- 1.2 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.
- 1.3 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 17 February 2019 to 8 August 2019, being the period since the end of the period covered by the last progress report.

2 STATUTORY INFORMATION

- 2.1 Julien Irving and Andrew Poxon were appointed as Joint Administrators of the Company in the jurisdiction of the High Court of Justice Business and Property Courts in Manchester - Company & Insolvency List (CHD), number 2740/2017 on 17 August 2017. The Administration appointment was made by the Directors. The Joint Administrators can confirm that there has been no change in office-holder since the date of Administration.
- 2.2 The Administration is being handled by the Manchester office of Leonard Curtis, which is situated at Tower 12, 18/22 Bridge Street, Spinningfields, Manchester M3 3BZ.
- 2.3 The principal trading address of the Company was Borden Way, Croft Lane, Hollins Vale, Bury BL9 8QQ. The business traded under its registered name.
- 2.4 The registered office address of the Company at the date of the appointment of the Joint Administrators was Borden Way, Croft Lane, Hollins Vale, Bury BL9 8QQ. Following the appointment, this was changed to Tower 12, 18/22 Bridge Street, Spinningfields, Manchester M3 3BZ. The registered number of the Company is 04808522.
- 2.5 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 Joint Administrators may be exercised by all or any of the persons holding that office.
- 2.6 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.

- 3.2 There have been no major amendments to, or deviations from, the proposals during the course of the Administration to date.
- 3.3 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).
- 3.4 This objective has not yet been achieved, however, the Joint Administrators anticipate being in a position to make an unsecured distribution following conversion to creditors' voluntary liquidation.
- 3.5 The third objective, namely realising property in order to make a distribution to one or more secured or preferential creditors, will be achieved as it is anticipated that preferential creditors will be repaid in full, shortly following conversion to Creditors' Voluntary Liquidation.

4 PROGRESS OF THE ADMINISTRATION

- 4.1 Attached at Appendix B is the Joint Administrators' receipts and payments account for the period from 17 February 2019 to 8 August 2019. Cumulative figures have also been provided to reflect transactions for the whole of the Administration period to date.

4.2 Book Debts

On our appointment, the Company had a book debt ledger of £351,529.

At the date of appointment, the directors identified specific provisions of £82,255 which were not considered to be collectible.

The Joint Administrators initially retained the services of the credit controller to assist in collection however he was made redundant in October 2017.

In addition, Cerberus Receivables Management ("CRM") were instructed by the Joint Administrators to oversee collections and assist where required.

To date, book debt realisations total £236,786.27, which is in excess of the initially estimated figure. No further collections are anticipated.

4.3 Fixtures and Fittings

The Company held a small amount of office furniture and equipment and workshop equipment on our appointment.

Cerberus Asset Management ("CAM") were instructed to provide a desktop valuation of the assets and advised the items had an in-situ value of £1,155 and an ex-situ value of £375.

An offer of £1,000 was accepted from a connected party and funds have been received in full.

4.4 Connected Party Debtors

The Company records detailed a sum of £11,716 due from connected parties, in respect of loan accounts.

The Joint Administrators conducted a review of the sums due and requested payment.

The sum of £3,306.13 has been realised. The Joint Administrators do not foresee any future realisations.

PARK ROYAL HAULAGE LIMITED – IN ADMINISTRATION

4.5 Cash at Bank

The Joint Administrators' Report & proposals detailed a sum of £150,339.28 was anticipated to be received. The sum of £145,627.15 was received. The balance related to debtor monies received on or shortly before appointment but were not banked until after our appointment. As such, the balance is reflected in the debtor collections. A balance of £1,289.67 was identified as being due to a connected company, during the period of this report, and has been duly refunded.

4.6 Rates Refund

The sum of £8,827.36 has been received from Bury MBC in relation to rates refunds due to the Company.

4.7 Bank Interest

During the period of this report, an amount of £237.41 has been accrued in interest, with a total amount of £653.48 having been accrued during the duration of the Administration.

5 INVESTIGATIONS

- 5.1 As previously reported, following their initial assessment, the Joint Administrators identified a number of antecedent transactions. These investigations are ongoing and the relevant parties have been contacted. An offer for settlement was received which was rejected and a revised offer has since been made which the Joint Administrators are considering. Full details will be provided in the subsequent liquidation so as not to prejudice the position. This action will be continued following conversion to creditors' voluntary liquidation.

6 JOINT ADMINISTRATORS' REMUNERATION AND DISBURSEMENTS

Pre-Administration Costs

- 6.1 On 26 October 2017, 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	Providing insolvency advice to the directors and company on the available options, assisting with employee redundancies, dealing with the appointment formalities including servicing of documents on Natwest as required	30,471.00
Cerberus Asset Management	Review of assets position assistance on site with regards security, cessation of trade and redundancies	5,000.00
TOTAL		35,471.00

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

Joint Administrators' Remuneration

- 6.2 On 26 October 2017, 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 arising from the Administration for an amount not exceeding £132,721.50, as set out in a Fees Estimate.
- 6.3 The Joint Administrators have since reverted to the general body of creditors to request approval to a revised Fees Estimate.

PARK ROYAL HAULAGE LIMITED – IN ADMINISTRATION

6.4 On 28 September 2018, 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 arising from the Administration for an amount not exceeding £205,750.50, as set out in a revised Fees Estimate.

6.5 The Joint Administrators' time costs are summarised below:

	Hours No.	Rate / hr £	Total value of time £
Time previously reported	521.1	339.48	176,902.50
Time incurred in the period of this report	82.1	349.89	28,726.00
Total Administrators' time costs	603.2	340.90	205,628.50

6.6 The time charged by the Joint Administrators for the period of this report amounts to £28,288.00. This represents 80.9 hours at an average rate of £349.67 per hour. A summary of time costs incurred in the period is attached at Appendix C. A detailed description of work undertaken attributable to each category of time costs and an explanation of why it was necessary for that work to be performed is also provided at Appendix C.

6.7 In addition, a summary of the Joint Administrators' time costs encompassing the whole of the Administration incorporating a comparison with time costs as set out in the Joint Administrators' Fees Estimate, is attached at Appendix D.

6.8 You will note that time costs incurred do not exceed the time as set out in the Fees Estimate. As demonstrated at Appendix D, costs attributable to each category of time generally fall within those anticipated.

6.9 Further guidance may be found in "A Creditors' Guide to Administrators' Fees" which may be downloaded from:

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

If you would prefer this to be sent to you in hard copy please contact Katie Parker of this office on 0161 831 9999.

6.10 To date, the remuneration drawn by the Joint Administrators totals £200,821.50 plus VAT.

The balance of the Joint Administrators' fees, amounting to £4,807 will be drawn in the subsequent Liquidation in priority to the Liquidators' fees.

Joint Administrators' Statement of Likely Expenses

6.11 Creditors will recall that the Joint Administrators have previously circulated a 'Statement of Likely Expenses' in this matter.

Expenses are separated into the following categories:

- (i) **Standard Expenses:** this category includes expenses payable by virtue of the nature of the Administration process and / or payable in order to comply with legal or regulatory requirements.
- (ii) **Case Specific Expenses:** this category includes expenses likely to be payable by the Joint Administrators in carrying out their duties in dealing with issues arising in a particular case. Also included within this category are costs that are directly referable to the Administration but are not paid to an independent third party (and which may include an element of allocated costs).

- 6.12 These are known as "Category 2 disbursements" and are subject to the approval of the secured creditors. On 26 October 2017, the general body of creditors also approved that category 2 disbursements could be drawn by the Joint Administrators, as detailed at Appendix G.
- 6.13 A copy of the Joint Administrators' statement of likely expenses, together with comparative details of expenses incurred during the current reporting period and confirmation as to whether those amounts are paid or unpaid is set out at Appendix E.
- 6.14 You will note that, in general, the nature and value of expenses incurred to date fall within those anticipated within the original statement of expenses.
- 6.15 The area where significant variation has occurred is in relation to legal fees for Nexus Solicitors, which were included in the Statement of Likely Expenses at £10,000 and a total of £18,340 has been incurred. The reason for this variance is that additional work has been undertaken by Nexus Solicitors with regards to general legal advice provided relating to ongoing investigations, and antecedent transactions which should generate a realisation for the benefit of the estate.
- 6.16 In addition, professional fees for Trident Tax of £987.50 have been incurred in this period which were not included in the Statement of Likely Expenses. Trident Tax have been instructed to carry out work in relation to the tax liabilities of the Company to help establish the correct liability due to HMRC.
- 6.17 Attached at Appendix G is additional information in relation to the firm's policy on staffing, the use of sub-contractors, disbursements and details of our current charge-out rates by staff grade.
- 6.18 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 5% in value of the unsecured creditors (including the creditor in question), or with the permission of the court, may make a written request to the Joint Administrators for further information about remuneration or expenses set out in this report.
- 6.19 Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or the permission of the court, may apply to the court, on the grounds that the basis fixed for the Joint Administrators' remuneration is inappropriate, or the remuneration or expenses charged by the Joint Administrators are, in all the circumstances, excessive.
- 6.20 The application must be made no later than eight weeks after receipt of the progress report that first reports the fee basis, the charging of the remuneration or the incurring of the expenses in question.
- 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 Administration.

7 OUTCOME FOR CREDITORS

7.1 Secured Creditors

National Westminster Bank Plc ("Natwest")

Natwest holds security by way of a debenture created on 22 July 2003 and provided funding by way of an overdraft with a limit of £100,000.

On appointment, the Company's accounts were in credit. As such, Natwest have no claim in the Administration.

7.2 Preferential Claims

The only categories of claims which have preferential status are those of employees in respect of wages (up to £800 each) and accrued holiday pay and outstanding pension contributions (to statutory limits).

I can advise all employees (with the exception of the credit controller) were made redundant by the directors, with the assistance of the Joint Administrator's and Insol Group Limited ("Insol") on cessation of trade on 7 August 2017.

The credit controller was initially retained to assist with debtor collections, however, was made redundant in October 2017.

All salaried employees were owed wages from 1 August 2017 whilst weekly paid employees were owed wages from 17 July 2017.

Employees also had claims for holidays accrued since 1 January 2017, less days taken.

The Company records detail that further pension contributions deducted but not yet paid over are due.

The employees made the relevant claims to the Redundancy Payments Office ("RPO") who have made certain payments to the employees and take their place as subrogated creditor. The employees may have further residual claims, which are being calculated by Insol. We have requested details of the RPO's claim, however, for illustrative purposes, Insol have estimated preferential claims to total £28,273.82.

It is anticipated preferential creditors will be repaid in full shortly after conversion to creditors' voluntary liquidation.

7.3 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.

7.4 Unsecured Non-Preferential Claims

From April 2017, the Joint Administrators have had the discretion to admit claims from creditors with claims under £1,000 without receiving a proof of debt. The Joint Administrators confirm that, to date, no claims have been admitted under the small claims provisions.

It is anticipated that there will be sufficient funds available to enable a dividend distribution to be paid to unsecured creditors.

If you have not already done so, please submit details of your claim to my office. A proof of debt form is attached at Appendix H for your ease of use.

All unsecured claims will be subject to agreement by a subsequently appointed Liquidator in due course.

8 MATTERS STILL TO BE DEALT WITH

8.1 The following matters are still to be dealt with in the subsequent Liquidation:

- Progress investigations and agree a settlement in relation to potential antecedent transactions;
- The formal agreement and payment of preferential creditor claims;
- The unpaid remuneration and expenses will need to be defrayed;
- The formal agreement of unsecured creditor claims; and
- A dividend payment to the unsecured creditors.

9 EXTENSIONS TO THE ADMINISTRATION

- 9.1 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 may be necessary to extend the administrators' term of office.
- 9.3 In this case, consent to a twelve-month extension of the Administration was obtained from;
- each secured creditor of the Company; and
 - Unsecured creditors via a decision procedure.
- 9.4 No further extensions are required.

10 ENDING THE ADMINISTRATION

- 10.1 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 to enter into Creditors' Voluntary Liquidation. Attached at Appendix I is Notice of Move from Administration to Creditors' Voluntary Liquidation. This Notice was sent to Companies House on 8 August 2019. Upon registration of this Notice by Companies House, the appointment of the Joint Administrators ceases to have effect and the appointment of the Joint Liquidators becomes effective as if a winding up resolution had been passed on that date.
- 10.2 The Proposals provided for the appointment of Andrew Poxon and Julien Irving 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 Andrew Poxon and I will act as Joint Liquidators.
- 10.3 The Joint Administrators are discharged from liability in respect of any action(s) of theirs as Joint Administrators immediately upon their appointment ceasing to have effect.

11 DATA PROTECTION

- 11.1 Finally, when submitting details of your claim in the administration, you may disclose personal data to the Joint Administrators. The processing of personal data is regulated in the UK by the General Data Protection Regulation EU 2016/679 as supplemented by the Data Protection Act 2018, together with other laws which relate to privacy and electronic communications. The Joint Administrators act as Data Controllers in respect of personal data they obtain in relation to this administration and are therefore responsible for complying with Data Protection Law in respect of any personal data they process. The Joint Administrators' privacy notice, which is attached to this report at Appendix J, explains how they process your personal data. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law.

PARK ROYAL HAULAGE LIMITED – IN ADMINISTRATION

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

Yours faithfully
for and on behalf of
PARK ROYAL HAULAGE LIMITED



JULIEN IRVING
JOINT ADMINISTRATOR

Julien Irving and Andrew Poxon are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 13092 and 8620, respectively

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.

SUMMARY OF JOINT ADMINISTRATORS' PROPOSALS

1. 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.
2. 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.
3. 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 Julien Irving and/or Andrew Poxon 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.
4. 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.
5. 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.
6. 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.
7. 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 Julien Irving and/or Andrew Poxon 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.
8. 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.

**SUMMARY OF JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD FROM
17 FEBRUARY 2019 TO 8 AUGUST 2019**

	Estimated to realise	Transactions Previously Reported	This Period	Cumulative
	£	£	£	£
RECEIPTS				
Cash at Bank	150,339.00	145,627.15	(1,289.67)	144,337.48
Fixtures and Fittings	1,000.00	1,000.00	-	1,000.00
Trade Debtors	215,347.00	236,786.27	-	236,786.27
Stock	-	-	-	-
Connected Party Debtors	-	3,306.13	-	3,306.13
Prepayment and Investments	-	-	-	-
Bank Interest	-	416.07	237.41	653.48
Rates Refund	-	8,827.36	-	8,827.36
Monies Received in Error	-	-	1,289.67	1,289.67
	366,686.00	395,962.98	237.41	396,200.39
PAYMENTS				
Destruction Costs		(549.89)	-	(549.89)
Pre-Appointment Administrators Fee		(30,471.00)	-	(30,471.00)
Pre- Appointment Agents Fee		(5,000.00)	-	(5,000.00)
Administrators Remuneration		(167,621.50)	(33,200.00)	(200,821.50)
Agents Fees & Expenses		(11,357.05)	-	(11,357.05)
Solicitor's Fees & Expenses		(11,290.00)	(7,050.00)	(18,340.00)
Debt Collection Expenses		(22,227.67)	-	(22,227.67)
Other Professional Fees		(8,979.15)	(1,562.50)	(10,541.65)
Disbursements CAT1		(955.45)	(107.60)	(1,063.05)
Disbursements CAT2		(369.07)	(21.75)	(390.82)
Bank Charges		(37.50)	-	(37.50)
Wages & Salaries		(3,718.04)	-	(3,718.04)
Insurance		-	(168.00)	(168.00)
		(262,576.32)	(42,109.85)	(304,686.17)
BALANCE IN HAND		133,386.66	(41,872.44)	91,514.22

APPENDIX C

**SUMMARY OF JOINT ADMINISTRATORS' TIME COSTS FOR THE PERIOD
FROM 17 FEBRUARY 2019 TO 8 AUGUST 2019**

	Units	Cost £	Average hourly rate £
Statutory and Review	49	1,889.50	385.61
Receipts and Payments	180	5,151.00	286.17
Insurance, Bonding and Pensions	43	1,392.50	323.84
Assets	240	10,057.50	419.06
Liabilities	259	8,138.00	314.21
Planning & Strategy	3	109.50	365.00
Investigations	27	1,088.00	402.96
LEGAL SERV – Preparation	20	900.00	450.00
	821	28,726.00	349.89

DESCRIPTION OF TIME SPENT BY CATEGORY

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 ensures that the case is managed efficiently and resourced appropriately, which is of benefit to all creditors. The work carried out under this category has comprised the following:

- Case management reviews. During the period of this report case reviews have been carried out, and any issues identified actioned appropriately;
- Review of work carried out by more junior members of staff to ensure quality of work and adherence to standards, legislation and best practice;
- Preparation of the third progress report to creditors; 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.

- Management of case bank account(s) to ensure compliance with relevant risk management procedures;
- Updating the Estimated Outcome Statement;
- Instructing and liaising with Trident Tax in relation to tax issues associated with the Company;
- Timely completion of all post appointment tax and VAT returns; and
- Managing estate expenses.

Insurance, Bonding and Pensions

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.

- Completion and submission of statutory notifications under the Pensions Act 2004. This has included liaising with the Company directors to establish the existence of Company pension schemes and liaising with Insol with regards to submitting claims to the Redundancy Payments Service for reimbursement of unpaid contributions to the scheme.

Assets

- Time has been spent liaising with instructed Solicitors, Nexus Solicitors, investigating the antecedent transactions. The Joint Administrators have held meetings with Nexus Solicitors and have corresponded in the form of emails and letters in order to pursue a potential recovery;
- Obtaining funds from the sale of the company assets; and
- Dealing with funds received into the Joint Administrators bank account in error.

Liabilities

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

Statutory

- Processing of claims from the Company's creditors – all claims received from the Company's creditors have been logged. Claims have not formally been agreed at this stage; and
- Preparation and submission of periodic progress reports to creditors – this has included the Joint Administrators Third Progress Report.

Non-statutory

- Dealing with enquiries from the Company's creditors – time has been spent liaising with the Company's creditors by post, email and telephone calls;
- Dealing with enquiries from H M Revenue & Customs;
- Liaising with Trident Tax in relation to tax issues associated with the Company;
- Instructing our in-house legal team in relation to instructions provided to Trident Tax in relation to the Company's tax liabilities; and
- Dealing with enquiries from the Company's employees

Planning & Strategy

- Providing instructions in relation to the preparation of the Statement of Affairs.

Investigations

- Reviewing the Company's SAGE system in relation to the antecedent transactions identified; and
- Liaising with instructed Solicitors, Nexus Solicitors in relation to the antecedent transactions identified. The Joint Administrators have held meetings with Nexus Solicitors and have corresponded in the form of emails and letters in order to pursue a potential recovery;

Legal Services

- Time has been spent by our in-house legal team liaising with Trident Tax in relation to the Company's tax liabilities.

PARK ROYAL HAULAGE LIMITED – IN ADMINISTRATION

APPENDIX D

**SUMMARY OF JOINT ADMINISTRATORS' TIME COSTS
FROM 17 AUGUST 2017 TO 8 AUGUST 2019
INCORPORATING A COMPARISON OF THE JOINT ADMINISTRATORS' INITIAL FEE ESTIMATE**

	FEES ESTIMATE			INCURRED TO DATE			VARIANCE
	Total			Total			
	Units No	Cost £	Average hourly rate £	Units No	Cost £	Average hourly rate £	
Statutory and Review	295.00	10,972.50	371.95	437.00	16,223.50	371.25	(5,251.00)
Receipts and Payments	303.00	7,576.00	250.03	518.00	13,538.00	261.35	(5,962.00)
Insurance, Bonding and Pensions	88.00	2,979.00	338.52	139.00	4,604.00	331.22	(1,625.00)
Assets	1,515.00	62,322.00	411.37	1,690.00	71,150.50	421.01	(8,828.00)
Liabilities	1,779.00	55,333.50	311.04	1,575.00	43,776.50	277.95	11,557.50
Landlords	73.00	2,345.50	321.30	58.00	1,798.00	310.00	547.50
General Administration	221.00	5,465.00	247.29	178.00	4,192.00	235.51	1,273.00
Pre-Appointment Creditors Meeting	-	-	-	10.00	450.00	450.00	(450.00)
Appointment	429.00	13,841.50	322.65	286.00	8,633.50	301.87	5,208.00
Planning & Strategy	48.00	1,248.00	260.00	51.00	1,357.50	266.18	(109.50)
Post Appointment Creditors Decisions	467.00	15,391.50	329.58	467.00	15,391.50	329.58	-
Investigations	693.00	26,182.50	377.81	520.00	21,520.50	413.86	4,662.00
Legal Services - Preparation	72.00	1,906.00	264.72	92.00	2,806.00	305.00	(900.00)
Legal Services - Attendance	1.00	26.00	260.00	1.00	26.00	260.00	-
Legal Services - Drafting Documents	7.00	105.00	150.00	7.00	105.00	150.00	-
Legal Services - Letter Out	1.00	26.00	260.00	1.00	26.00	260.00	-
Legal Services - Telephone Call	1.00	15.00	150.00	1.00	15.00	150.00	-
Legal Services - Email Out	1.00	15.00	150.00	1.00	15.00	150.00	-
	5,994	205,750.00	343.26	6,032.00	205,628.50	340.90	121.50

**SUMMARY OF JOINT ADMINISTRATORS' EXPENSES
FROM 17 FEBRUARY 2019 TO 8 AUGUST 2019
INCORPORATING A COMPARISON OF THE JOINT ADMINISTRATORS'
STATEMENT OF LIKELY EXPENSES**

Standard Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
AML Checks	Business Tax Centre	Electronic client verification	5.00	25.00	-	25.00	-
Bond Fee	AUA Insolvency Risk Services	Insurance bond	400.00	400.00	-	400.00	-
Company Searches	Companies House	Extraction of company information from Companies House	5.00	-	-	-	-
Document Hosting	Pelstar Computing	Hosting of documents for creditors	70.00	131.60	19.60	131.60	-
Software Licence Fee	Pelstar Computing	Case management system licence fee	87.00	87.00	-	87.00	-
Statutory Advertising	Courts Advertising	Advertising	83.02	83.02	-	83.02	-
Storage Costs	Auctus Limited	Storage of books and records	100.00	273.50	62.56	273.50	-
Miscellaneous	Court Fee	Court Fee for Notice of Intention	-	50.00	-	50.00	-
		Total standard expenses	750.02	1,050.12	82.16	1,050.12	-

PARK ROYAL HAULAGE LIMITED – IN ADMINISTRATION

Case Specific Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Legal Fees	Nexus Solicitors	General legal advice	10,000.00	18,340.00	900.00	18,340.00	-
Agent's Fees	Cerberus Asset Management	Costs of valuing and realising assets, advice with regards asset disposals	7,500.00	11,357.05	-	11,357.05	-
Debt Collection Fees	Cerberus Receivables Management	Assistance with debt collection process	23,651.00	22,227.67	-	22,227.67	-
Professional Fees	N/a	Pension advice	2,500.00	-	-	-	-
Staff Mileage	Leonard Curtis Staff	Category 2 disbursement requiring specific creditor / committee approval	200.00	390.82	21.75	390.82	-
Accountancy Fee	David West and Associates	Assistance with Statement of Affairs and tax work	5,000.00	5,225.00	-	5,225.00	-
Insurance	N/a	Premium in relation to retained employee	1,000.00	168.00	168.00	168.00	-
Destruction Costs	ECS Limited	Destruction of files	-	549.89	-	549.89	-
Professional Fees	Insol Group	Dealing with employee claims	4,000.00	1,920.00	575.00	1,920.00	-
Professional Fees	Insol Group	Post appointment payroll, including RTI assumptions	-	250.00	-	250.00	-
Agent's Fees	CAPA	Investigating refund from local authority in respect of non-domestic rates refund	-	2,159.15	-	2,159.15	-
Wages	Mark Howker	Assistance with collection of debts	-	3,718.04	-	3,718.04	-
Professional Fees	Trident Tax	Tax work in relation to the Company	-	987.50	987.50	987.50	-
		Total case specific expenses	53,851.00	67,293.12	2,652.25	67,293.12	-

ESTIMATED OUTCOME STATEMENT

APPENDIX F

Amount available to class of creditor	Preferential £'000	Unsecured £'000
Amount due to creditor per Estimated Financial Position	28	N/K
Estimated dividend rate (as a %)	(28)	(1,642)
	100%	TBC%

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.

The following hourly charge out rates apply to all assignments undertaken by Leonard Curtis:

6 Jan 2014 onwards	Standard	Complex	1 Aug 2019 onwards	Standard	Complex
	£	£		£	£
Director	450	562	Director	525	656
Senior Manager	410	512	Senior Manager	445	556
Manager 1	365	456	Manager 1	395	494
Manager 2	320	400	Manager 2	345	431
Administrator 1	260	325	Administrator 1	280	350
Administrator 2	230	287	Administrator 2	250	313
Administrator 3	210	262	Administrator 3	230	288
Administrator 4	150	187	Administrator 4	165	206
Support	0	0	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:

Type	Description	Amount
AML checks	Electronic client verification in compliance with the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017	£5.00 plus VAT per search

PARK ROYAL HAULAGE LIMITED – IN ADMINISTRATION

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. Cost per upload, plus VAT.	<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 £204.00 3-6 months £303.00 6-12 months £490.00																								
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. - London Gazette - Other	£85.95 plus VAT per advert 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 disbursements section below	See disbursements 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.

APPENDIX H

Proof of Debt – General Form
Relevant date: 17 August 2017

Name of Company in Administration:

Park Royal Haulage Limited

Company registered number:

04808522

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

2. Correspondence address of creditor (including email address)

3. Total amount of claim (£) at relevant date (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

APPENDIX H (cont)

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 relates

--

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

--

10. Date of signing:

--

11. Address of person signing (if different from 2 above)

--

12. Name in BLOCK LETTERS

--

13. Position with, or relation to, creditor

--

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 OF MOVE FROM ADMINISTRATION TO CREDITORS' VOLUNTARY LIQUIDATION

AM22

Notice of move from administration to creditors' voluntary liquidation



Companies House

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

1		Company details
Company number	0 4 8 0 8 5 2 2	
Company name in full	Park Royal Haulage Limited	
		→ Filling in this form Please complete in typescript or in bold black capitals.
2		Court details
Court name	High Court of Justice Business and Property Courts in Manchester - Company & Insolvency List (CHD)	
Court case number	2 7 4 0 / 2 0 1 7	
3		Administrator's name
Full forename(s)	Julien	
Surname	Irving	
4		Administrator's address
Building name/number	Leonard Curtis	
Street	Tower 12, 18/22 Bridge Street Spinningfields	
Post town	Manchester	
County/Region		
Postcode	M 3 3 B Z	
Country		

AM22

Notice of move from administration to creditors' voluntary liquidation

5	Administrator's name ①	
Full forename(s)	Andrew	① Other administrator Use this section to tell us about another administrator.
Surname	Poxon	
6	Administrator's address ②	
Building name/number	Leonard Curtis	② Other administrator Use this section to tell us about another administrator.
Street	Tower 12, 18/22 Bridge Street	
	Spinningfields	
Post town	Manchester	
County/Region		
Postcode	M 3 3 B Z	
Country		
7	Appointor/applicant's name	
	Give the name of the person who made the appointment or the administration application.	
Full forename(s)	The Board of Directors	
Surname		
8	Proposed liquidator's name	
Full forename(s)	Julien	
Surname	Irving	
Insolvency practitioner number	1 3 0 9 2	
9	Proposed liquidator's address	
Building name/number	Leonard Curtis	
Street	Tower 12, 18/22 Bridge Street	
	Spinningfields	
Post town	Manchester	
County/Region		
Postcode	M 3 3 B Z	
Country		

AM22

Notice of move from administration to creditors' voluntary liquidation

10		Proposed liquidator's name¹	
Full forename(s)	Andrew		
Surname	Poxon		
Insolvency practitioner number	8	6	2 0
		1 Other liquidator Use this section to tell us about another liquidator.	
11		Proposed liquidator's address²	
Building name/number	Leonard Curtis		
Street	Tower 12, 18/22 Bridge Street		
	Spinningfields		
Post town	Manchester		
County/Region			
Postcode	M	3	3 B Z
Country			
		2 Other liquidator Use this section to tell us about another liquidator.	
12		Period of progress report	
From date	d 1 d 7	m 0 m 2	y 2 y 0 y 1 y 9
To date	d 0 d 8	m 0 m 8	y 2 y 0 y 1 y 9
13		Final progress report	
		<input checked="" type="checkbox"/> I have attached a copy of the final progress report.	
14		Sign and date	
Administrator's signature	Signature X  X		
Signature date	d 0 d 8	m 0 m 8	y 2 y 0 y 1 y 9

Notice of move from administration to creditors' voluntary liquidation

Presenter information

Contact name	Katie Parker									
Company name	Leonard Curtis									
Address	Tower 12, 18/22 Bridge Street									
Spinningfields										
Manchester										
Post town										
County/Region										
Postcode	M	3		3	B	Z				
Country										
DX										
Telephone	0161 831 9999									

Checklist

- ☒ The company name and number match the information held on the public Register.
- ☒ You have attached the required documents.
- ☒ You have signed and dated the form.

Important information

Where to send

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

Further information

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

**LEONARD CURTIS
PRIVACY NOTICE FOR CREDITORS**

Information we collect and hold about you

By requesting details of your claim in this insolvency, we may collect Personal Data from you, particularly if you are a consumer creditor, a sole trader or are lodging a claim in your personal capacity.

Personal Data is information relating to a living individual. Whenever Personal Data is processed, collected, recorded, stored or disposed of it must be done within the terms of the General Data Protection Regulation ("the GDPR"). Examples of Personal Data include but may not be limited to your name, address, telephone number and email contact details.

If you do not provide us with the information we require, this may adversely affect our ability to deal with your claim, but we would ask you not to submit more Personal Data than we request from you.

Legal justification for processing your Personal Data

The processing of your Personal Data by us is necessary to enable us to comply with legal obligations under the Insolvency Act 1986 and associated legislation which we are subject to as Insolvency Practitioners.

How we use your information

All information you supply to us is required to enable us to comply with our duties under the Insolvency Act 1986 and associated legislation. It will be used to enable us to assess the extent of the insolvent entity's liabilities, to allow you to vote on any decision procedures, to enable us to communicate with you, to process your claim and to pay any dividends which may be due to you from the insolvent estate.

Who we share your information with

We may be required to share some of your Personal Data with other creditors. The data which will be shared with other creditors will be limited to that specifically required to be disclosed under insolvency legislation.

We may share some of your information with our Data Processors. Data Processors include solicitors, accountants and employment law specialists who assist us with our duties where required. We will only share your information with our Data Processors if we require their specialist advice. All of our Data Processors are subject to written contracts with us to ensure that your Personal Data is processed only in accordance with the GDPR.

How long will we hold your Personal Data for?

We will need to hold your Personal Data for a period of time after the insolvency has been concluded. This is to enable us to deal with any queries which might arise. Our Records Management Policy requires us to destroy our physical files 6 years after closure of the case. Electronic data files will be removed from our Case Management System 6 years after conclusion of the case but may be held on our server for a longer period of time but with restricted access.

Your rights in respect of your Personal Data

You have the right to request access to your Personal Data and to require it to be corrected or erased. You also have the right to request a restriction in the way we process your Personal Data or to object to its processing. You should be aware however that we may not be able to comply with your request if this would affect our ability to comply with our legal obligations.

You have the right to Data Portability. This is a right to have the Personal Data we hold about you to be provided to you in a commonly used and machine-readable format so that you can transfer that Data to another organisation in a way that is not too onerous to upload the Data.

Your right to complain

PARK ROYAL HAULAGE LIMITED – IN ADMINISTRATION

You have the right to be confident that we are handling your Personal Data responsibly and in line with good practice. If you have a concern about the way we are handling your Personal Data you should contact our Privacy Manager in the first instance.

If you are unable to resolve your concerns with us, you have the right to complain to the Information Commissioners' Office. The Information Commissioner can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire SK6 5AF or on 0303 123 1113.

Contacting us

If you have any questions relating to the processing of your Personal Data, please write to our Privacy Manager at Leonard Curtis, 5th Floor, Grove House, 248A Marylebone Road, London NW1 6BB Alternatively our Privacy Manager can be contacted by telephone on 0207 535 7000 or by email: privacy@leonardcurtis.co.uk.

Data Controller: LEONARD CURTIS

AM10

Notice of administrator's progress report



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 **Katie Parker**

Company name **Leonard Curtis**

Address **Tower 12, 18/22 Bridge Street**

Spinningfields

Manchester

Post town

County/Region

Postcode **M 3 3 B Z**

Country

DX

Telephone **0161 831 9999**



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☒ The company name and number match the information held on the public Register.
- ☒ You have attached the required documents.
- ☒ You have signed the form.



Important information

All information on this form will appear on the public record.



Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.



Further information

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse