

In accordance with Rule 18.7 of the Insolvency (England & Wales) Rules 2016 and Sections 92A, 104A and 192 of the Insolvency Act 1986.

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

SATURDAY



\*A7BNF82\*

A15

04/08/2018

#187

COMPANIES HOUSE

### 1 Company details

Company number 0 4 8 8 3 1 1 7

Company name in full A & H Projects Limited

#### → Filling in this form

Please complete in typescript or in bold black capitals.

### 2 Liquidator's name

Full forename(s) David

Surname Kirk

### 3 Liquidator's address

Building name/number Rural Enterprise Centre

Street Vincent Carey Road

Post town Rotherwas

County/Region Hereford

Postcode H R 2 6 F E

Country

### 4 Liquidator's name ①

Full forename(s)

Surname

#### ① Other liquidator

Use this section to tell us about another liquidator.

### 5 Liquidator's address ①

Building name/number

Street

Post town

County/Region

Postcode


Country

#### ① 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	<sup>d</sup> 0	<sup>d</sup> 7	<sup>m</sup> 0	<sup>m</sup> 7	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 7		
To date	<sup>d</sup> 0	<sup>d</sup> 6	<sup>m</sup> 0	<sup>m</sup> 7	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8		
<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	<div>Signature</div> <div><b>X</b> </div>								<b>X</b>	
Signature date	<sup>d</sup> 0	<sup>d</sup> 3	<sup>m</sup> 0	<sup>m</sup> 8	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8		

# 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 **Wendy George**

Company name **Kirks**

Address **Rural Enterprise Centre**

**Vincent Carey Road**

Post town **Rotherwas**

County/Region **Hereford**

Postcode **H R 2 6 F E**

Country

DX

Telephone **01432 373692**



### 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)**

**A & H Projects Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

Statement of Affairs £		From 07/07/2017 To 06/07/2018 £	From 07/07/2017 To 06/07/2018 £
	<b>ASSET REALISATIONS</b>		
500.00	Plant & Machinery	200.00	200.00
200.00	Computer Equipment	150.00	150.00
12,348.96	Cash at Bank	12,249.28	12,249.28
		<u>12,599.28</u>	<u>12,599.28</u>
	<b>COST OF REALISATIONS</b>		
	Specific Bond	100.00	100.00
	Agents/Valuers Fees	35.00	35.00
	Statutory Advertising	224.20	224.20
		<u>(359.20)</u>	<u>(359.20)</u>
	<b>PREFERENTIAL CREDITORS</b>		
(1,369.66)	Employee Arrears/Hol Pay	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	<b>UNSECURED CREDITORS</b>		
(52,736.27)	Trade & Expense Creditors	NIL	NIL
(7,883.38)	Employees	NIL	NIL
(22,470.79)	Directors' Loan Account	NIL	NIL
(734.85)	HM Revenue & Customs - VAT	NIL	NIL
(5,470.80)	HM Revenue & Customs - Corp Tax	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	<b>DISTRIBUTIONS</b>		
(100.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<u>(77,716.79)</u>		<u><b>12,240.08</b></u>	<u><b>12,240.08</b></u>
	<b>REPRESENTED BY</b>		
	Vat Receivable		32.80
	Bank 1 Current		12,207.28
			<u><b>12,240.08</b></u>



David Kirk  
Liquidator

**ANNUAL PROGRESS REPORT**

**A & H PROJECTS LIMITED - IN CREDITORS'  
VOLUNTARY LIQUIDATION**

# **ANNUAL PROGRESS REPORT OF A & H PROJECTS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**

## **Content**

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- Administration and Planning
- Enquires and Investigations
- Realisation of Assets
- Creditors
- Fees and Expenses
- Creditors' Rights
- EU Regulations
- Conclusion

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- Appendix II – Receipts and Payments Account for the period from 7 July 2017 to 6 July 2018
- Appendix III – Fees Estimate
- Appendix IV – Expenses Estimate
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- Appendix VI – Notice of Invitation to Form a Liquidation Committee and Notice of Decision Procedure
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# ANNUAL PROGRESS REPORT OF A & H PROJECTS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

## EXECUTIVE SUMMARY

A summary of key information in this report is detailed below:

### Assets

Asset	Estimated to realise per Statement of Affairs	Realisations to 6 Jul 18	Anticipated future realisations	Total anticipated realisations
Plant & Machinery	£500.00	£200.00	Nil	£200.00
Computer Equipment	£200.00	£150.00	Nil	£150.00
Cash at Bank	£12,348.96	£12,249.28	Nil	£12,249.28

### Expenses

Expense	Amount per fees and expenses estimates	Expense incurred to date	Anticipated further expense to closure	Total anticipated expense
Specific Bond	£100.00	£100.00	Nil	£100.00
Preparation of Statement of Affairs	£5,000.00	Nil	£5,000.00	£5,000.00
Agents/Valuers Fees	£100.00	£35.00	Nil	£35.00
Statutory Advertising	£300.00	£224.20	£90.00	£314.20

### Dividend prospects

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Preferential creditors	Nil	Uncertain
Unsecured creditors	Nil	Uncertain

### Summary of key issues outstanding

- Finalising HM Revenue & Customs' position

### Closure

Based on current information, it is anticipated that the liquidation will be concluded within the next 6 months.

## ADMINISTRATION AND PLANNING

### Statutory information

Statutory information may be found at Appendix I.

The Liquidator is required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found in Appendix III.

## **ANNUAL PROGRESS REPORT OF A & H PROJECTS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**

### **ENQUIRES AND INVESTIGATIONS**

During the reporting period, the Liquidator carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the director by means of a questionnaire and correspondence; making enquiries of the Company's accountants; reviewing information received from creditors; and collecting and examining the Company's bank statements, accounts and other records.

The directors provided the books and records and completed questionnaires as well as a Statement of Affairs.

The information gleaned from this process enabled the Liquidator to meet his statutory duty to submit a confidential report on the conduct of the directors to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This initial assessment has been completed and the Liquidator did not identify any further assets or actions which might lead to a recovery for creditors.

Although this work did not generate any financial benefit to creditors, it was necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

### **REALISATION OF ASSETS**

Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken may be found at Appendix III. The Liquidator formulated and worked through a realisation strategy that sought to maximise realisations net of costs. The financial benefit of those efforts is described further below.

#### **Plant & Machinery and Computer Equipment – Sales of Assets to Connected Parties**

Since appointment, a sale to a connected party has occurred.

The Liquidator instructed Lee Baldwin ANAVA of Asset Management Services (UK) Limited, who are professional independent agents with adequate professional indemnity insurance, to dispose of the Company's assets using the most advantageous method available.

Steven Rose expressed an interest in purchasing the Company's chattel assets. Steven Rose is connected with the Company because he is a director of the Company.

Therefore, Steven Rose was invited to contact Asset Management Services (UK) Limited ("the Agents") directly to progress his interest. The Agents weighed up the advantages of a swift sale, which would avoid the costs of collecting and marketing the assets, against the potential of attracting a better offer, albeit that this would involve incurring more costs. The Agents concluded that a private treaty sale was very likely to represent the best net realisation for the assets and they recommended to the Liquidator that the offer be accepted.

Consequently, the Company's plant, machinery and computer equipment was sold to Steven Rose on 17 July 2017 for £350.00 (exclusive of any VAT), payment being received in full on 18 July 2017.

#### **Cash at Bank**

The sum of £12,249.28 has been received in this respect.



## **ANNUAL PROGRESS REPORT OF A & H PROJECTS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**

### **CREDITORS**

The Liquidator has met his statutory and regulatory duties to report to creditors, as listed below. In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors have provided useful details of the strategies pursued and the outcomes anticipated.

During the reporting period, the following key documents have been issued:

- The report on the creditors' S100 decision.
- This progress report.

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Liquidator has had to carry out key tasks which are detailed in the list at Appendix III. The following sections explain the anticipated outcomes to creditors and any distributions paid.

### **Secured creditor**

The Company has not granted any charges over its assets.

### **Preferential creditors - Employee claims**

On 30 March 2017, two employees were made redundant. The relevant information for the employees to submit claims has been made to the Redundancy Payments Office and information and help has been given to the employees to enable them to submit their claims online.

Employees were shown to be owed the sum of £1,369.66 in respect of arrears of wages, to a maximum of £800 per employee, and holiday pay. No claims have been received to date.

### **Unsecured creditors**

The trade and expense creditors as per the Statement of Affairs totalled £52,736.27. To date, 8 claims totalling £39,054.23 have been received.

Employees were shown to be owed the sum of £7,883.38 in respect of redundancy and notice pay. No claims have been received to date.

An amount of £22,470.79 was shown in respect of a Directors' Loan Account. No claim has been received to date.

HM Revenue & Customs was shown to be owed a total of £6,205.65. A claim of £12,717.01 has been received.

Creditors' claims have not yet been agreed.

### **Dividend prospects**

At present, it is uncertain if there will be a distribution to any class of creditors.

Where a floating charge is created after 15 September 2003 a prescribed part of the company's net property shall be made available to unsecured creditors.

The Company has not granted a floating charge to any creditor after 15 September 2003 and consequently there will be no prescribed part in this Liquidation.

## **ANNUAL PROGRESS REPORT OF A & H PROJECTS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**

### **FEES AND EXPENSES**

#### **Pre-Appointment Costs – Fixed Fee agreed with the Directors**

A fixed fee of £5,000.00 for assisting the directors with placing the Company in Liquidation and with preparing the Statement of Affairs was agreed with the directors.

The creditors have not authorised this fee and therefore this amount remains unpaid.

#### **The Liquidator's Fees**

The basis of the Liquidator's fees has not yet been fixed. However, the Liquidator has attempted during the Review Period to have this fixed by seeking decisions by correspondence under cover of his letter dated 2 August 2017. No voting forms were received before the deadline of 2359 hrs on 23 August 2017.

The Liquidator is therefore to seek decisions by correspondence in relation to the setting of the basis of the Liquidator's fees.

The Liquidator's time costs for the period from 7 July 2017 to 6 July 2018 total £10,062.00 representing 39.3 hours at an average hourly rate of £256.03.

The Liquidator is seeking creditors' approval that the Liquidator's fees be fixed by reference to the time properly given by him and his staff in attending to matters arising in the Liquidation. Appendix III contains information and a detailed list of tasks that have been and will be undertaken in order to progress and conclude the Liquidation.

#### **The Liquidator's Expenses**

Expenses may be divided into two categories.

Category 1 expenses are costs that can be specifically identified as relating to the administration of the case. These are charged to the estate at cost, with no uplift. These include, but are not limited to, such items as advertising, bonding and other insurance premiums and properly reimbursed expenses. Legislation provides that Liquidators may discharge Category 1 expenses from the funds held in the insolvent estate without further recourse to creditors.

Category 2 expenses are costs that are also directly referable to the appointment in question but not to a payment to an independent third party. Payments may only be made in relation to Category 2 expenses after the creditors have approved the bases of their calculation. This firm does not recharge Category 2 expenses.

Appendix IV details the Category 1 expenses that are anticipated during the time in office as Liquidator.

The category 1 disbursements paid for in the period from 7 July 2017 to 6 July 2018 total £359.20, which are detailed within the Executive Summary, and represent the simple reimbursement of actual out of pocket payments made in relation to the assignment.

#### **Agents and Valuers**

Asset Management Services (UK) Limited was instructed as agents and valuers in relation to the Company's chattel assets. Their costs have been agreed on the basis of their standard sales commission rate of 10%, plus VAT. The agents' fees for the Review Period total the sum of £35.00, which has been paid in full.

## **ANNUAL PROGRESS REPORT OF A & H PROJECTS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' together with the firm's charge-out rate and disbursement policy may be found at [www.kirks.co.uk/guides](http://www.kirks.co.uk/guides). A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.

### **Invitation To Form A Liquidation Committee**

Attached at Appendix VI is a Notice of Invitation to Form a Liquidation Committee. The purpose of the Committee is to assist the Liquidator in discharging his functions. The Liquidator does not see a need for a Committee to be formed in this case.

Notwithstanding this, creditors are entitled to seek the formation of a Committee, provided that there are sufficient nominations to form a Committee. At least three nominations would be required by the date set out in Appendix VI.

### **Decisions By Correspondence**

The decisions detailed to be voted on by correspondence which require your consideration are attached at Appendix VII.

The voting form must be completed and returned to Kirks, Rural Enterprise Centre, Vincent Carey Road, Rotherwas, Hereford HR2 6FE no later than 23.59 hrs on 22 August 2018. Any forms received after this time will not be counted.

Please also return the enclosed proof of debt form if you have not previously submitted one.

### **CREDITORS' RIGHTS**

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

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

### **EU REGULATIONS**

The Company's centre of main interest was in the UK as their registered office address was Fiscal House, 367 London Road, Camberley, Surrey GU15 3HQ and their trading address was 11 St Johns Road, Farnborough, Hampshire GU14 9RH and therefore it is considered that the EU Regulations apply. These proceedings are main proceedings as defined in the EU Regulation.

### **CONCLUSION**

The administration of the case will be continuing to finalise the following outstanding matter that is preventing this case from being closed:

- Finalisation of HM Revenue & Customs' position.

**ANNUAL PROGRESS REPORT OF A & H PROJECTS LIMITED - IN CREDITORS'  
VOLUNTARY LIQUIDATION**

If you require any further information, please contact this office.

Signed \_\_\_\_\_

David Kirk

Liquidator

3 August 2018

**ANNUAL PROGRESS REPORT OF A & H PROJECTS LIMITED - IN CREDITORS'  
VOLUNTARY LIQUIDATION**

**Appendix I**

**Statutory Information**

## **STATUTORY INFORMATION**

<b>Name of Liquidator:</b>	David Kirk
<b>Address:</b>	Kirks, Rural Enterprise Centre, Vincent Carey Road, Rotherwas, Hereford, HR2 6FE
<b>Date of Appointment:</b>	7 July 2017
<b>Date of Report:</b>	3 August 2018
<b>Date and Time of Voting Deadline:</b>	23.59 hrs on 22 August 2018
<b>Appointed by:</b>	Members and Creditors

## **REGISTERED NAME, ADDRESS AND NUMBER**

<b>Registered Name:</b>	A & H Projects Limited ("the Company")
<b>Registered Office:</b>	Kirks, Rural Enterprise Centre, Vincent Carey Road, Rotherwas, Hereford, HR2 6FE
<b>Former Registered Office:</b>	Fiscal House, 367 London Road, Camberley, Surrey GU15 3HQ
<b>Registered Number:</b>	04883117
<b>Other Trading Names:</b>	None

**ANNUAL PROGRESS REPORT OF A & H PROJECTS LIMITED - IN CREDITORS'  
VOLUNTARY LIQUIDATION**

**Appendix II**

**Receipts and Payments Account for the period from  
7 July 2017 to 6 July 2018**

**A & H Projects Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**  
**To 06/07/2018**

<b>S of A £</b>		<b>£</b>	<b>£</b>
	<b>ASSET REALISATIONS</b>		
500.00	Plant & Machinery	200.00	
200.00	Computer Equipment	150.00	
12,348.96	Cash at Bank	12,249.28	
			12,599.28
	<b>COST OF REALISATIONS</b>		
	Specific Bond	100.00	
	Agents/Valuers Fees	35.00	
	Statutory Advertising	224.20	
			(359.20)
	<b>PREFERENTIAL CREDITORS</b>		
(1,369.66)	Employee Arrears/Hol Pay	NIL	
			NIL
	<b>UNSECURED CREDITORS</b>		
(52,736.27)	Trade & Expense Creditors	NIL	
(7,883.38)	Employees	NIL	
(22,470.79)	Directors' Loan Account	NIL	
(734.85)	HM Revenue & Customs - VAT	NIL	
(5,470.80)	HM Revenue & Customs - Corp Tax	NIL	
			NIL
	<b>DISTRIBUTIONS</b>		
(100.00)	Ordinary Shareholders	NIL	
			NIL
<b>(77,716.79)</b>			<b>12,240.08</b>
	<b>REPRESENTED BY</b>		
	Vat Receivable		32.80
	Bank 1 Current		12,207.28
			<b>12,240.08</b>



**ANNUAL PROGRESS REPORT OF A & H PROJECTS LIMITED - IN CREDITORS'  
VOLUNTARY LIQUIDATION**

**Appendix III**

**Fees Estimate**

### Fees Estimate for A & H Projects Limited as at 03/08/2018

Below is the fee estimate in respect of the above case for the purpose of obtaining a time-costs resolution. The total amount being sought is £24,265.00 for 84 hours at an average hourly rate of £288.87.

A link to my current charge-out rates may be found at [www.kirks.co.uk](http://www.kirks.co.uk).

Approval for the future remuneration sought is based on an estimate of the work necessary to the completion of the administration of the case. I do not anticipate that it will be necessary to seek approval for fees in excess of this estimate. However, should additional work be necessary beyond what is contemplated, further approval may be sought from creditors.

General Description	Includes	Estimate of No. of Hours	Estimated blended hourly rate £	Estimate of total £
<b>Administration and Planning</b>				
Statutory/advertising	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements Liaising with HM Revenue & Customs Conducting pension search	5	300.00	1,500.00
Document maintenance/file review/checklist	Filing of documents Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists	12	220.00	2,640.00
Communications	Communications with directors Communications with accountant and other organisations	3	300.00	900.00
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments	4	300.00	1,200.00
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case	3	325.00	975.00
Books and records / storage	Dealing with records in storage Sending job files to storage	3	220.00	660.00
<b>Investigations</b>				
SIP 2 Review	Collection and making an inventory of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and director Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with director regarding certain transactions Liaising with the committee/creditors or major creditors about further action to be taken	6	290.00	1,740.00
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations	2	325.00	650.00
<b>Realisation of Assets</b>				
Chattel Assets	Liaising with valuers and auctioneers Reviewing asset listings	1	350.00	350.00
Cash at Bank	Liaising with bank Receipt of funds	1	350.00	350.00

General Description	Includes	Estimate of No. of Hours	Estimated blended hourly rate £	Estimate of total £
Other Assets/Refunds	Receipt of funds Liaising with organisations, including HM Revenue & Customs	3	300.00	900.00
Creditors				
Creditor Communication	Receive and follow up creditor enquiries via telephone, email and post Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF, the Pensions Regulator and pension scheme	5	300.00	1,500.00
Creditor reports	Preparing annual progress report, final report, meeting and general reports to creditors Disclosure of sales to connected parties	15	300.00	4,500.00
Creditors' decisions	Preparation of notices, proxies/voting forms Collate and examine proofs and proxies/votes to establish decisions Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and minutes of meeting. Responding to queries and questions following decisions	4	300.00	1,200.00
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend	3	300.00	900.00
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication Seeking solicitors' advice on the validity of secured creditors' claims and other complex claims, if applicable	4	325.00	1,300.00
Dividend procedures	Agreeing allocation of realisations and costs between fixed and floating charges, if applicable Paying distribution to secured creditors and seeking confirmation of discharged claims, if applicable Preparation of correspondence to creditors advising of intention to declare distribution Advertisement of notice of proposed distribution Preparation of distribution calculation Preparation of correspondence to creditors announcing declaration of distribution Preparation of cheques/BACS to pay distribution Preparation of correspondence to creditors enclosing payment of distribution Seeking unique tax reference from HMRC, submitting information on PAYE/NI deductions from employee distributions and paying over to HMRC Dealing with unclaimed dividends	10	300.00	3,000.00
Creditors Committee	No fees estimate has been provided since this will not incur any costs unless a Committee is elected			
<b>Total</b>		<b>84</b>	<b>288.87</b>	<b>£24,265.00</b>

**ANNUAL PROGRESS REPORT OF A & H PROJECTS LIMITED - IN CREDITORS'  
VOLUNTARY LIQUIDATION**

**Appendix IV**

**Expenses Estimate**

**Expenses Estimate for A & H Projects Limited as at 03/08/2018**

Below are the expenses estimates in respect of category 1 direct expenses.

My estimate for my category 1 expenses for the period of the case is £450.00.

<b>Expenses Category 1</b>	<b>Basis</b>	<b>Estimate of total</b>
Agents/Valuers Fees	Percentage of Realisations	<b>£35.00</b>
Advertising	Fixed Fee	<b>£315.00</b>
Bonding Insurance	Fixed Fee	<b>£100.00</b>
<b>Total</b>		<b>£450.00</b>

**ANNUAL PROGRESS REPORT OF A & H PROJECTS LIMITED - IN CREDITORS'  
VOLUNTARY LIQUIDATION**

**Appendix V**

**Time Cost Summary for the period from 7 July 2017 to 6 July 2018**

Time Entry - SIP9 Time & Cost Summary

AHP082 - A & H Projects Limited  
Project Code: POST  
From: 07/07/2017 To: 06/07/2018

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	0.70	12.30	0.00	8.50	21.50	5,146.00	239.35
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.20	10.00	0.00	0.00	10.20	3,076.00	301.57
Investigations	0.50	2.30	0.00	3.00	5.80	1,300.00	224.14
Realisation of Assets	0.00	1.80	0.00	0.00	1.80	540.00	300.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	1.40	26.40	0.00	11.50	39.30	10,062.00	256.03
Total Fees Claimed							0.00
Total Disbursements Claimed							0.00

**ANNUAL PROGRESS REPORT OF A & H PROJECTS LIMITED - IN CREDITORS'  
VOLUNTARY LIQUIDATION**

**Appendix VI**

**Notice of Invitation to Form a Liquidation Committee  
and  
Notice of Decision Procedure**



# NOTICE OF INVITATION TO FORM A LIQUIDATION COMMITTEE

**Company Name:** A & H Projects Limited ("the Company") In Liquidation

**Company Number:** 04883117

This Notice is given under Rule 6.19 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Liquidator of the Company, David Kirk, of Kirks, Rural Enterprise Centre, Vincent Carey Road, Rotherwas, Hereford HR2 6FE (telephone number 01432 373692), who was appointed by the creditors.

Creditors are invited to nominate creditors (which may include themselves) by completing the section below and returning this Notice to the Liquidator by one of the following methods:

By post to: Kirks, Rural Enterprise Centre, Vincent Carey Road, Rotherwas, Hereford, HR2 6FE  
By fax to: 01392 494349  
By email to: wendy@kirks.co.uk

Please note that, if you are sending nominations by post, you must ensure that you have allowed sufficient time for the Notice to be delivered to the address above by the time set out below. Unless the contrary is shown, an email is treated as delivered at 9 am on the next business day after it was sent.

**All nominations must be delivered by: 12.00 noon on 20 August 2018**

Nominations can only be accepted if the convener is satisfied as to the nominated creditor's eligibility under Rule 17.4 of the Rules.

For further information on the role of Liquidation Committees, go to: <https://www.r3.org.uk/liquidation-creditors-committees-and-commissioners-a-guide-for-creditors> or: [www.kirks.co.uk/guides](http://www.kirks.co.uk/guides).

Signed: \_\_\_\_\_

**David Kirk**  
**Liquidator**

Dated: 3 August 2018

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## NOMINATIONS FOR MEMBERS OF A LIQUIDATION COMMITTEE

On behalf of (name of Creditor): \_\_\_\_\_ ,

at (address of Creditor): \_\_\_\_\_ ,

I nominate the following creditor(s) to be member(s) of a Liquidation Committee (provide name(s) and address(es)):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Name in capitals: \_\_\_\_\_

Position with, or relationship to, Creditor or other authority for signature: \_\_\_\_\_

Are you the sole member/shareholder of the Creditor (where it is a company)?

Yes / No
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## NOTICE OF DECISION PROCEDURE

**Company Name:** A & H Projects Limited (In Liquidation) ("the Company")  
**Company Number:** 04883117

This Notice is given under Rule 15.8 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Liquidator of the Company, David Kirk, of Kirks, Rural Enterprise Centre, Vincent Carey Road, Rotherwas, Hereford HR2 6FE (telephone number 01432 373692).

It is proposed that the following decisions be made:

1. That a liquidation committee be established if sufficient nominations are received.
2. That the firm be paid in the sum of £5,000 plus VAT plus disbursements in respect of the convening of the meeting and the decision procedure for creditors, the production of the information for creditors and for the preparation of the statement of affairs; such fees to be paid from the assets of the Company.
3. That the Liquidator's fees be fixed by reference to the time given by him and his staff in attending to matters arising in the Liquidation, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time it was undertaken.

Also provided is a voting form on which creditors may signify their decisions on the above matters. All voting forms, together with a proof of debt if one has not already been submitted, must be completed and returned to the Liquidator by one of the methods set out below:

By post to: Kirks, Rural Enterprise Centre, Vincent Carey Road, Rotherwas, Hereford HR2 6FE  
By fax to: 01392 494349  
By email to: wendy@kirks.co.uk

Please note that, if you are sending votes by post, you must ensure that you have allowed sufficient time for the forms to be delivered to the address above by the time set out below. Unless the contrary is shown, an email is treated as delivered at 9 am on the next business day after it was sent.

**All voting forms and proofs of debt must be delivered by 23.59 hrs on the Decision Date, 22 August 2018.**

If the Liquidator has not received a proof of debt by the time specified above (whether submitted previously or as a result of this Notice), that creditor's vote will be disregarded. Any creditor whose debt is treated as a small debt in accordance with Rule 14.31(1) of the Rules must still deliver a proof if the creditor wishes to vote. A creditor who has opted out from receiving notices may nevertheless vote if the creditor also provides a proof by the time specified above.

Creditors who meet one or more of the statutory thresholds listed below may, within 5 business days from the date of the delivery of this Notice, require a physical meeting to be held to consider the matter.

Statutory thresholds to request a meeting:	10% in value of the creditors
	10% in number of the creditors
	10 creditors

A creditor may appeal a decision by application to the court in accordance with Rule 15.35 of the Rules. Any such appeal must be made not later than 21 days after the Decision Date.

Signed: \_\_\_\_\_

**David Kirk**  
**Liquidator**

Dated: 3 August 2018

**ANNUAL PROGRESS REPORT OF A & H PROJECTS LIMITED - IN CREDITORS'  
VOLUNTARY LIQUIDATION**

**Appendix VII**

**Proof of Debt Form  
and  
Vote By Correspondence Form**

# PROOF OF DEBT - GENERAL FORM

**A & H Projects Limited**

DETAILS OF CLAIM		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> <li>• For UK companies: its registered number</li> <li>• For other companies: the country or territory in which it is incorporated and the number if any under which it is registered</li> <li>• The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act</li> </ul>	
4.	Total amount of claim, including any Value Added Tax, as at the date of liquidation, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£ ) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [Note the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category  Amount(s) claimed as preferential £
AUTHENTICATION		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO

**VOTE BY CORRESPONDENCE**

**A & H Projects Limited (in Liquidation)**

**Name of Creditor:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Decisions:**

1	That a liquidation committee be established if sufficient nominations are received.	*For / Against
2	That the firm be paid in the sum of £5,000 plus VAT plus disbursements in respect of the convening of the meeting and the decision procedure for creditors, the production of the information for creditors and for the preparation of the statement of affairs; such fees to be paid from the assets of the Company.	*For / Against
3	That the Liquidator's fees be fixed by reference to the time given by him and his staff in attending to matters arising in the Liquidation, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time it was undertaken.	*For / Against

**\* Please delete as applicable to indicate your voting instructions**

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Name in capitals:** \_\_\_\_\_

**Position with, or relationship to, creditor or other authority for signature:** \_\_\_\_\_

**Are you the sole member/shareholder of the creditor (where it is a company)?**

**Yes / No**

**Please complete this form and return it, along with a completed proof of debt if you have not submitted one previously, so that it is delivered by 23.59 hrs on 22 August 2018, by:**

**Post:** Kirks, Rural Enterprise Centre, Vincent Carey Road, Rotherwas, Hereford HR2 6FE

**Fax:** 01392 494349

**Email:** please scan in a signed copy of this form and attach it as a pdf to [wendy@kirks.co.uk](mailto:wendy@kirks.co.uk)