

# Liquidator's Progress Report

# S.192

Pursuant to Sections 92A and 104A and 192  
of the Insolvency Act 1986

To the Registrar of Companies

Company Number

04902783

Name of Company

A1 Medical Services Limited

*XI* We

Chris Newell, 81 Station Road, Marlow, Bucks, SL7 1NS

Peter Hughes-Holland, 81 Station Road, Marlow, Bucks, SL7 1NS

the liquidator(s) of the company attach a copy of ~~my~~ our Progress Report  
under section 192 of the Insolvency Act 1986

The Progress Report covers the period from 29/01/2016 to 28/01/2017

*SE*  
Signed \_\_\_\_\_

Date 23/2/2017

Quantuma LLP  
81 Station Road  
Marlow  
Bucks  
SL7 1NS

Ref: 6000937/CRN/PJH/JLL/MV/BE

THURSDAY



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A28

02/03/2017

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COMPANIES HOUSE

**A1 Medical Services Limited**  
**(In Liquidation)**  
**Joint Liquidators' Abstract of Receipts & Payments**

| <b>Statement<br/>of Affairs</b> |                            | <b>From 29/01/2016<br/>To 28/01/2017</b> |
|---------------------------------|----------------------------|--|
|                                 | <b>ASSET REALISATIONS</b>  |  |
| 1,200 00                        | Cash at Bank               | 301 59                                   |
|                                 | Bank Interest Gross        | 0 14                                     |
|                                 |                            | <u>301 73</u>                            |
|                                 | <b>UNSECURED CREDITORS</b> |  |
| (1,000 00)                      | Mountsides Limited         | NIL                                      |
| (23,000 00)                     | HM Revenue & Customs - VAT | NIL                                      |
| Uncertain                       | HM Revenue & Customs - CT  | NIL                                      |
| Uncertain                       | Companies House            | NIL                                      |
|                                 |                            | <u>NIL</u>                               |
| <u>(22,800.00)</u>              |                            | <u><b>301.73</b></u>                     |
|                                 | <b>REPRESENTED BY</b>      |  |
|                                 | Bank 1 Current             | 301 73                                   |
|                                 |                            | <u><b>301.73</b></u>                     |

**A1 MEDICAL SERVICES LIMITED  
IN CREDITORS' VOLUNTARY LIQUIDATION  
("THE COMPANY")**

**THE JOINT LIQUIDATORS' PROGRESS REPORT**

**28 FEBRUARY 2017**

This report has been prepared for the sole purpose of updating the members and creditors for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by members and creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

Chris Newell and Peter Hughes-Holland were appointed Joint Liquidators of A1 Medical Services Limited on 29 January 2016

Chris Newell is licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association and Peter Hughes-Holland is licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales

Quantuma LLP  
81 Station Road, Marlow, Buckinghamshire, SL7 1NS  
01628 478100

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## **ABBREVIATIONS**

For the purpose of this report the following abbreviations shall be used:

|                         |  |
|-------------------------|--|
| "the Act"               | Insolvency Act 1986  |
| "the Rules"             | Insolvency Rules 1986  |
| "the Joint Liquidators" | Chris Newell and Peter Hughes-Holland of Quantuma LLP                |
| "the Company"           | A1 Medical Services Limited – In Liquidation                         |
| "SIP"                   | Statement of Insolvency Practice (England & Wales)                   |
| "Review Period"         | Period covered by the report from 29 January 2016 to 28 January 2017 |

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## **1. INTRODUCTION**

### **Introduction**

This report has been prepared to provide member and creditors with an update on the progress of the Liquidation of the Company since our appointment as Joint Liquidators on 29 January 2016

A schedule of statutory information in respect of the Company is attached at Appendix 1

### **Details of the appointment of the Joint Liquidators**

Chris Newell and Peter Hughes-Holland of Quantuma LLP were appointed Joint Liquidators of the Company on 29 January 2016

The Joint Liquidators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them

## **2. THE PROGRESS OF THE LIQUIDATION**

### **The Joint Liquidators' receipts and payments account**

Attached at Appendix 2 is a receipts and payments account covering the Review Period.

The rest of this report describes the key developments in the Liquidation over the Review Period.

We have summarised the main asset realisations during the Review Period and an estimation of the those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

### **VAT Basis**

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately. All VAT has now been reclaimed

### **Administrative, Statutory & Regulatory Tasks**

The Joint Liquidators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the Liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards

During the Review Period, primarily these tasks have included.

- Informing all relevant persons of the commencement of the Liquidation, including filing statutory documents at Companies House and meeting statutory advertising requirements,
- Drafting and issuing the progress report to creditors,
- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining electronic case files, which must include records to show and explain the Liquidation and any decisions made by the Joint Liquidators that materially affect the Liquidation,
- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure that the Liquidation is progressing efficiently, effectively and in line with the statutory requirements,
- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments; and
- Completing periodic tax returns
- Preparing a report on the conduct of the directors as required by the Company Directors Disqualification Act

### **Realisation of assets**

The only asset listed on the Statement of Affairs was cash at bank which has been realised in full

### **Estimated future realisations**

There will be no further realisations.

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### **Costs incurred but remaining unpaid**

During the Review Period, the Joint Liquidators have also incurred time costs and category 2 disbursements, not all of which have yet been discharged. Further details of these costs are set out below.



### **3. CREDITORS: CLAIMS AND DISTRIBUTIONS**

#### **Secured creditors**

There are no secured creditors.

#### **Preferential creditors**

There are no preferential creditors

#### **Prescribed Part**

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company must be made available purely for the unsecured creditors. This equates to

- 50% of net property up to £10,000;
- Plus, 20% of net property in excess of £10,000
- Subject to a maximum of £600,000

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

#### **Unsecured creditors**

Unsecured claims were estimated at £24,000 in the Director's Estimated Statement of Affairs and to date claims received from unsecured creditors total £26,508.

It is not anticipated that a dividend will be paid to unsecured creditors

#### **Notice of No Dividend**

In accordance with Rule 4.186 and Rule 11.7 I confirm that no dividend will be distributed as the funds realised have already been distributed or used or allocated for defraying the expenses of the Liquidation.

#### **4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS**

##### **Investigations**

As part of the Joint Liquidators' statutory duties, an investigation into the conduct of the Company Director was completed

In this regard, a confidential report was submitted to The Insolvency Service on 28 July 2016

##### **SIP2 - Initial Assessment of Potential Recoveries**

As part of our duties as Joint Liquidators, we are obliged to review shortly after appointment all the information available to us and conduct an initial assessment of whether there are any matters which 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 review has been completed and we confirm that we did not identify any further assets or actions which would lead to a recovery for creditors

Should creditors have any information in relation to the above which you feel we should be made aware of, please contact us as a matter of urgency.

##### **EC Regulations**

Council Regulation (EU) No 1346/2000 applies and these are the main proceedings as defined in that regulation.

##### **Further Information**

Please note that the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>.

Additionally the Joint Liquidators are also bound by the regulations of their Licensing Bodies.

To comply with the Provision of Services Regulations, some general information about Quantuma LLP, including our complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information/>.

Information about this insolvency process may be found on the R3 website here <http://www.creditorinsolvencyguide.co.uk/>.

## 5. THE JOINT LIQUIDATORS' REMUNERATION AND EXPENSES

A copy of 'A Creditors Guide to Liquidators' Fees' effective from 1 October 2015 together with the firm's current schedule of charge-out rates and chargeable disbursements may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>

A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request at no cost

### Pre-Appointment Costs

A fixed fee of £5,000 plus VAT and disbursements was agreed and paid by the director prior to the Section 98 meeting of creditors

### Joint Liquidators' Remuneration

The basis of the Joint Liquidators' fees was fixed on 8 March 2016 by postal resolutions considered and approved by creditors follows:

- 1 That the Joint Liquidators' fees for undertaking the work outlined in the Fee Estimate enclosed with the report to Creditors dated 9 February 2016 and prepared in connection with fee approval, will be charged by reference to the time properly spent by them and their staff in dealing with the matters relating to the Liquidation, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time the work is undertaken.
2. That the Joint Liquidators be permitted to recover Category 2 Disbursements, as defined in the Schedule of Current Charge Out Rates and Chargeable Disbursements provided to Creditors.

No remuneration has been drawn to date

We believe this case generally to be of average complexity and no extraordinary responsibility has to date fallen upon us as Joint Liquidators.

### Comparison of estimates

The Joint Liquidators' time costs incurred to date (whether or not they have been charged to the Liquidation estate) are compared with the original fees estimate as follows. The fee estimate covered the period of the whole of the liquidation.

For a detailed list of work undertaken by the Joint Liquidators during the Review Period, see Appendix 5.

| Work category               | Original fees estimate |                                |              | Actual time costs incurred during the Review Period |                                |                    | Actual time costs incurred to date |                                |                    |
|-----------------------------|------------------------|--------------------------------|--------------|---|--------------------------------|--------------------|------------------------------------|--------------------------------|--------------------|
|                             | No. of hours           | Blended hourly rate £ per hour | Total fees £ | No. of hours  | Average hourly rate £ per hour | Total time costs £ | No. of hours                       | Average hourly rate £ per hour | Total time costs £ |
| Administration and Planning | 9 00                   | 185 00                         | 1,665.00     | 33.80   | 175 70                         | 5,938.75           | 33 80                              | 175 70                         | 5,938.75           |
| Creditors                   | 5.00                   | 185.00                         | 925 00       | 4 60  | 188 04                         | 865 00             | 4 60                               | 188.04                         | 865.00             |
| Investigations              | 6.00                   | 195.00                         | 1,170 00     | 4.10  | 189.51                         | 777.00             | 4.10                               | 189.51                         | 777.00             |

|                       | Original fees estimate |                                |                 | Actual time costs incurred during the Review Period |                                |                    | Actual time costs incurred to date |                                |                    |
|-----------------------|------------------------|--------------------------------|-----------------|---|--------------------------------|--------------------|------------------------------------|--------------------------------|--------------------|
| Work category         | No. of hours           | Blended hourly rate £ per hour | Total fees £    | No. of hours  | Average hourly rate £ per hour | Total time costs £ | No. of hours                       | Average hourly rate £ per hour | Total time costs £ |
| Realisation of Assets | 2 00                   | 180 00                         | 360.00          | 1 00  | 179 00                         | 179 00             | 1.00                               | 179.00                         | 179.00             |
| Cashiering            | 9 00                   | 180 00                         | 1,620.00        | 1.65  | 125 00                         | 206 25             | 1.65                               | 125 00                         | 206 25             |
| Closing Procedures    | 6.00                   | 180 00                         | 1,080.00        | -   | -                              | -                  | -                                  | -                              | -                  |
| <b>TOTAL</b>          | <b>31.00</b>           | <b>220.00</b>                  | <b>6,820.00</b> | <b>45.15</b>  | <b>176.43</b>                  | <b>7,966.00</b>    | <b>45.15</b>                       | <b>176.43</b>                  | <b>7,966.00</b>    |

The expenses incurred to date are compared with the original expenses estimate as follows

| Expenses                        | Original expenses estimate £ | Actual expenses incurred in the Review Period £ | Actual expenses incurred to date £ | Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate) |
|---------------------------------|------------------------------|---|------------------------------------|--|
| Storage of books and records    | 400 00                       | -   | -                                  |  |
| Collection of books and records | 50.00                        | -   | -                                  |  |
| Advertising                     | 225.00                       | 229 00  | 229 00                             | Courts advertising raised their fees slightly since the estimate was provided                  |
| Bonding                         | 135 00                       | 135 00  | 135.00                             |  |
| Photocopying                    | 10 00                        | 2.00  | 2.00                               |  |
| Postage                         | 10.00                        | 2 60  | 2.60                               |  |
| Stationery                      | 10 00                        | 2 50  | 2.50                               |  |
| <b>TOTAL</b>                    | <b>840.00</b>                | <b>371.05</b>                                   | <b>371.05</b>                      |  |

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in Quantuma LLP's current schedule of charge-out rates and chargeable disbursements referred to above. Creditors approved the payment of Category 2 disbursements on these bases on 8 March 2016

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators consider that.

- the original fees estimate has been exceeded, and
- the original expenses estimate is unlikely to be exceeded

The main reason why the fees estimate has been exceeded is due to pursuing missing funds which were incorrectly paid into the Company account which needed refunding to the payer. However, given the limited realisations anticipated in this case, the Joint Liquidators do not propose to draw fees in excess of the fees estimate.

#### **Creditors' right to request information**

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request in writing the Joint Liquidators to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

#### **Creditors' right to challenge remuneration and/or expenses**

Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of remuneration which the Joint Liquidators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of

Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

#### **Future of the Liquidation**

I have finalised my administration of the liquidation. Final meetings will be convened shortly where the Joint Liquidators will seek their release from office. The Company will then be dissolved three months after the date of the final meetings

Should you have any queries in regard to any of the above please do not hesitate to contact Ben Ekbery on 01628 478100 or by e-mail at [ben.ekbery@quantuma.com](mailto:ben.ekbery@quantuma.com).



**Chris Newell**  
**Joint Liquidator**

**Appendix 1****A1 Medical Services Limited – In Liquidation****STATUTORY INFORMATION**

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|                 |                                     |
|-----------------|-------------------------------------|
| Company Name    | A1 Medical Services Limited         |
| Trading Address | 20-22 Bedford Row, London, WC1R 4JS |

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|                           |   |
|---------------------------|---|
| Proceedings               | In Liquidation  |
| Date of Appointment       | 29 January 2016   |
| Joint Liquidators         | Chris Newell<br>Peter Hughes-Holland<br>Quantuma LLP<br>81 Station Road<br>Marlow<br>Buckinghamshire<br>SL7 1NS |
| Change in Office Holder   | -   |
| Registered office Address | c/o Quantuma LLP<br>81 Station Road<br>Marlow<br>Buckinghamshire<br>SL7 1NS                                     |
| Company Number            | 04902783  |
| Incorporation Date        | 17 September 2003   |

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**A1 Medical Services Limited – In Liquidation**

**Appendix 2**

**THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT  
AS AT 28 JANUARY 2017**

**A1 Medical Services Limited  
(In Liquidation)**

**Joint Liquidators' Summary of Receipts and Payments  
To 28 January 2017**

| <b>RECEIPTS</b>               | <b>Statement<br/>of Affairs (£)</b> | <b>Total (£)</b> |
|-------------------------------|-------------------------------------|------------------|
| Cash at Bank                  | 1,200.00                            | 301 59           |
| Bank Interest Gross           |                                     | 0 14             |
|                               |                                     | <hr/>            |
|                               |                                     | 301.73           |
|                               |                                     | <hr/>            |
| <b>PAYMENTS</b>               |                                     |                  |
| Mountsides Limited            | (1,000 00)                          | 0.00             |
| HM Revenue & Customs - VAT    | (23,000 00)                         | 0.00             |
| HM Revenue & Customs - CT     |                                     | 0.00             |
| Companies House               |                                     | 0.00             |
|                               |                                     | <hr/>            |
|                               |                                     | 0 00             |
|                               |                                     | <hr/>            |
| Net Receipts/(Payments)       |                                     | 301 73           |
|                               |                                     | <hr/>            |
| <br><b>MADE UP AS FOLLOWS</b> |                                     |                  |
| Bank 1 Current                |                                     | 301 73           |
|                               |                                     | <hr/>            |
|                               |                                     | 301.73           |
|                               |                                     | <hr/>            |



Appendix 3

A1 Medical Services Limited – In Liquidation

DETAILED LIST OF WORK UNDERTAKEN BY THE JOINT LIQUIDATORS DURING THE REVIEW PERIOD

| Description of work undertaken   | Includes  | No. of Hours during the period from 29/01/2016 to 28/01/2017 | Total cost during the period from 29/01/2016 to 28/01/2017 | Blended hourly rate during the period from 29/01/2016 to 28/01/2017<br>£ |
|--|---|--|--|--|
| <b>ADMINISTRATION &amp; PLANNING</b>   |   |  |  |  |
| Administration & Planning  |   | 5.50   | 1,248.00   | 226.91   |
| Initial Statutory and General Notifications & Filing e.g. Advertising the appointment, undertaking statutory notifications to Companies House, HMRC, the Pension Protection Fund; preparing the documentation and dealing with other notification of appointment | Filing of documents to meet statutory requirements<br>Advertising in accordance with statutory requirements   | 0.40   | 140.00   | 350.00   |
| Obtaining a specific penalty bond  |   | 0.20   | 20.00  | 100.00   |
| Setting up electronic case files and electronic case details on IPS.   |   | 1.20   | 135.00   | 112.50   |
| General Administration - Dealing with all routine correspondence and emails relating to the case   |   | 20.50  | 2,615.50   | 127.59   |
| Case strategy & completing file reviews at 1 month, 3 months & 6 months  | Discussions regarding strategies to be pursued<br>Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case<br>Periodic file reviews<br>Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards<br>Maintenance of statutory and case progression task lists/diaries<br>Updating checklists | 5.90   | 1,761.75   | 298.60   |
| VAT & Corporation Tax matters and returns.   | Preparation and filing of VAT Returns<br>Preparation and filing of Corporation Tax Returns  | 0.10   | 18.50  | 185.00   |
| <b>ADMINISTRATION &amp; PLANNING TOTAL</b>   |   | <b>33.80</b>   | <b>5,938.75</b>  | <b>175.70</b>  |
|  |   |  |  |  |
| <b>CREDITORS</b>   |   |  |  |  |
| Creditors  |   | 0.90   | 115.00   | 127.78   |

| Description of work undertaken  | includes   | No. of Hours during the period from 29/01/2016 to 28/01/2017 | Total cost during the period from 29/01/2016 to 28/01/2017 | Blended hourly rate during the period from 29/01/2016 to 28/01/2017<br>£ |
|---|--|--|--|--|
| Employees   |  | 2.00   | 245.00   | 122.50   |
| Creditors' Meeting  | Preparation of meeting notices, proxies/voting forms and advertisements<br>Notice of meeting to all known creditors<br>Collate and examine proofs and proxies/votes to decide on resolutions<br>Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting<br>Responding to queries and questions following meeting<br>Issuing notice of result of meeting | 0.80   | 280.00   | 350.00   |
| Initial Appointment Notification to Creditors - Preparing the documentation & sending out initial appointment notification to creditors | Preparing a fee estimate for inclusion with the report to creditors  | 0.90   | 225.00   | 250.00   |
| <b>CREDITORS TOTAL</b>  |  | <b>4.60</b>  | <b>865.00</b>  | <b>188.04</b>  |
|   |  |  |  |  |
| <b><u>INVESTIGATIONS</u></b>  |  |  |  |  |
| Investigations  |  | 0.70   | 228.50   | 326.43   |
| CDDA Reports - Preparing a report or return on the conduct of the directors as required by the Company Directors Disqualification Act   | Preparing statutory investigation reports<br>Liaising with Insolvency Service<br>Submission of report with the Insolvency Service<br>Preparation and submission of supplementary report if required<br>Assisting the Insolvency Service with its investigations  | 3.40   | 548.50   | 161.32   |
| <b>INVESTIGATIONS TOTAL</b>   |  | <b>4.10</b>  | <b>777.00</b>  | <b>189.51</b>  |
|   |  |  |  |  |
| <b><u>REALISATION OF ASSETS</u></b>   |  |  |  |  |
| Financed Assets   |  | 0.40   | 74.00  | 185.00   |
| Cash at Bank  | Contacting the bank to arrange closure of the account and  | 0.60   | 105.00   | 175.00   |

| Description of work undertaken     | Includes                           | No. of Hours during the period from 29/01/2016 to 28/01/2017 | Total cost during the period from 29/01/2016 to 28/01/2017 | Blended hourly rate during the period from 29/01/2016 to 28/01/2017 |
|------------------------------------|------------------------------------|--|--|---|
|                                    | payment of the funds to the estate |  |  |   |
| <b>REALISATION OF ASSETS TOTAL</b> |                                    | <b>1.00</b>  | <b>179.00</b>  | <b>179.00</b>   |
|                                    |                                    |  |  |   |
| <b>CASHIERING</b>                  |                                    |  |  |   |
| Cashiering                         |                                    | 1.65   | 206.25   | 125.00  |
| <b>CASHIERING TOTAL</b>            |                                    | <b>1.65</b>  | <b>206.25</b>  | <b>125.00</b>   |
|                                    |                                    |  |  |   |

#### Current Charge-out Rates of the staff working on the case

##### Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken

Support staff include secretarial and administrative support

The minimum unit of time recorded is 6 minutes.

Rates are likely to be subject to periodic increase.

| Staff                             | Charge out rates |
|-----------------------------------|------------------|
| Partners                          | 350.00           |
| Senior Manager                    | 250.00           |
| Assistant Manager                 | 185.00           |
| Senior Administrator              | 175.00           |
| Administrator                     | 150.00           |
| Assistant Administrator           | 100.00           |
| Case Accountant                   | 125.00           |
| Support Staff/Executive Assistant | 95.00            |

**PROOF OF DEBT - GENERAL FORM**

| A1 Medical Services Limited  |  |
|--|--|
| Date of Winding-Up Order / Resolution for voluntary winding up 29 January 2016 |  |
| 1.   | Name of Creditor<br>(If a company please also give company registration number)  |
| 2.   | Address of Creditor for correspondence   |
| 3.   | Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into liquidation (see note)  |
| 4.   | Details of any documents by reference to which the debt can be substantiated. [Note there is no need to attach them now but the liquidator may call for any document or evidence to substantiate the claim at his discretion as may the chairman or convenor of any meeting] |
| 5.   | If amount in 3 above includes outstanding uncapitalised interest please state amount £   |
| 6.   | Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form)  |
| 7.   | Particulars of any security held, the value of the security, and the date it was given   |
| 8.   | Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates.   |
| 9.   | Signature of creditor or person authorised to act on his behalf  |
|  | Name in BLOCK LETTERS  |
|  | Position with or in relation to creditor   |
|  | Address of person signing (if different from 2 above)  |
| Admitted to vote for   | Admitted for dividend for  |
| £  | £  |
| Date   | Date   |
| Liquidator   | Liquidator   |