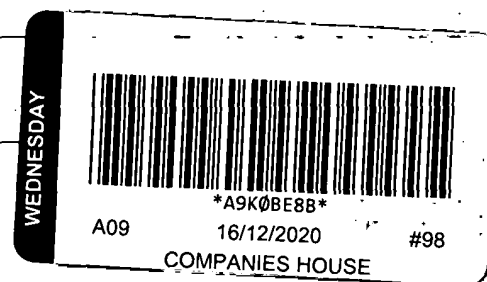


# LIQ14

## Notice of final account prior to dissolution in CVL



Companies House



lease

ouse

<b>1</b>	<b>Company details</b>		<b>→ Filling in this form</b> Please complete in typescript or in bold black capitals.
Company number	0 4 9 1 4 0 5 5		
Company name in full	Four Graphics Limited		
<b>2</b>	<b>Liquidator's name</b>		
Full forename(s)	Andrew		
Surname	Pear		
<b>3</b>	<b>Liquidator's address</b>		
Building name/number	82 St John Street		
Street			
Post town	London		
County/Region			
Postcode	E C 1 M 4 J N		
Country			
<b>4</b>	<b>Liquidator's name ①</b>		
Full forename(s)	Michael		
Surname	Solomons		
	<b>① Other liquidator</b> Use this section to tell us about another liquidator.		
<b>5</b>	<b>Liquidator's address ②</b>		
Building name/number	82 St John Street		
Street			
Post town	London		
County/Region			
Postcode	E C 1 M 4 J N		
Country			
	<b>② Other liquidator</b> Use this section to tell us about another liquidator.		

LIQ14

Notice of final account prior to dissolution in CVL

**6 Liquidator's release**

☐ Tick if one or more creditors objected to liquidator's release.

**7 Final account**

☒ I attach a copy of the final account.

**8 Sign and date**

Liquidator's signature

Signature

X



X

Signature date

<sup>d</sup>0

<sup>d</sup>8

<sup>m</sup>1

<sup>m</sup>2

<sup>y</sup>2

<sup>y</sup>0

<sup>y</sup>2

<sup>y</sup>0



# LIQ14

## Notice of final account prior to dissolution in CVL



### 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 **Sam Constable**

Company name **BM Advisory**

Address **82 St John Street**

Post town **London**

County/Region

Postcode **E C 1 M 4 J N**

Country

DX

Telephone **020 7549 8050**



### 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)**

## TO ALL MEMBERS AND KNOWN CREDITORS

82 St John Street  
London EC1M 4JN

T +44 (0)20 7549 8050  
F +44 (0)20 7549 2400

[www.bm-advisory.com](http://www.bm-advisory.com)

Our ref: HT/FOU002AP

8 October 2020

Dear Sirs

### **Four Graphics Limited – In Creditors' Voluntary Liquidation ("the Company")**

I have now concluded the winding up of the affairs of the Company. Accordingly, I have prepared my final account on the Liquidation, which includes my final report for the period 4 May 2020 to 8 October 2020 (the reporting period). Unless a creditor requests further information or makes an application to Court regarding my remuneration, I intend to deliver my final account to the Registrar of Companies following the end of the prescribed period, being 8 December 2020. At the time of delivering the final account the Joint Liquidators will be released from office, unless a creditor has objected to our release.

The Liquidators have acted jointly and severally in all matters relating to the Liquidation and there have been no changes in the office holders since my last report. This report should be read in conjunction with my previous reports, copies of which are available on request. Further information can also be found at [www.creditorinsolvencyguide.co.uk](http://www.creditorinsolvencyguide.co.uk) which is designed to provide creditors with a step by step guide to the insolvency process. Statutory information regarding the Company is attached at **Appendix I**.

### **CONDUCT OF LIQUIDATION**

The Company was incorporated on 29 September 2003 to provide graphic printing services principally to corporate clients. The Company initially traded from a leasehold premises in Bermondsey, South East London and its turnover grew steadily year on year.

In 2016 expansion to the business was planned due to the Company having to outsource circa £2.5 million of work per annum to printers, not having the capacity to undertake it in house. Larger leasehold premises were secured and further funding obtained which was secured by way of personal guarantees provided by the directors, to facilitate the expansion and for the purchase of specialised machinery to allow for the previously outsourced work to be undertaken. Unfortunately, the Company subsequently experienced a downturn in turnover and delays in the opening of the new leasehold premises had a significant impact on the forecast revenue. Although efforts were made by the directors to minimise overheads it became apparent that there was insufficient working capital to continue trading and advice was sought from BM Advisory with the Company subsequently being placed into Administration on 5 May 2017.

Please refer to the reports issued during the Administration for a detailed background on the Company and the events leading up to my appointment as Administrator, as well as the actions undertaken during that process.

During the Liquidation I have continued with efforts to collect outstanding debtors as well as investigations into potential recoveries from associated entities. Further enquiries were made of the directors as appropriate as well as investigations into transactions that occurred prior to my appointment as Administrator. A preferential distribution was also made representing 100p in the £.

I have attended to the statutory obligations incumbent on Liquidators generally, including (but not limited to), filing the relevant notices with the respective authorities as well as completing and submitting required tax returns. During this reporting period I have continued with these obligations as well as preparing the Liquidation for closure.

## **RECEIPTS AND PAYMENTS ACCOUNT**

A receipts and payments account for the reporting period, and the whole period of the Liquidation, is attached at **Appendix II** and shows a balance on hand of Nil.

## **ASSETS**

### **Cash at bank**

Funds of £28,511 were received from the Administration estate following conversion.

### **Administration VAT Refund**

The sum of £14,538 was received in respect of a VAT refund which was due during the Administration.

### **Associated company debt: Four Graphics Middle East LLC ("FGME")**

I do not anticipate there being any realisations from this source and have now concluded my investigations into the operations between the Company and FGME.

No further realisations have been made during this period.

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## **LIABILITIES**

### **Secured creditor**

As previously advised, the Company granted the following charges:

- Ultimate Invoice Finance Limited | fixed and floating charges created 4 April 2017
- Lloyds Commercial Finance Limited | fixed and floating charges created 30 June 2014
- City Business Finance Limited t/a Print Finance | fixed charge in respect of machinery which had been leased to the Company created 20 February 2014

Ultimate was owed £479,133 as at the date of appointment and their indebtedness has been settled in full from book debt realisations during the Administration. It is not anticipated any amounts are due to Lloyds under its charges and the assets over which City Business Finance had its security were included as part of the sale with the relevant purchasing entity taking on the liability.

### **Preferential creditors**

A distribution of £4,226 has been made to preferential creditors which represented 100p in the £. No further claims are expected.

### **Unsecured creditors**

The Statement of Affairs indicated there to be unsecured creditors totalling £1,525,970 and to date I have received claims totalling £1,540,936.

Of the unsecured claims received, £208,961 is from HMRC in respect of unpaid PAYE & VAT and £235,417 from Funding Circle in respect of an unsecured loan provided to the Company.

## DIVIDENDS

The following distribution was made to the preferential creditors:

Date	Amount of Distribution	Rate of Distribution
17 July 2018	£4,226	100 pence in the £

Notice is given that no further dividend is available to preferential or unsecured creditors in this matter because net asset realisations have been insufficient to cover the costs and expenses of the Liquidation.

## PRESCRIBED PART

The Prescribed Part Fund is created out of the Company's net floating charge property pursuant to Section 176A of the Insolvency Act 1986, as long as the floating charge was registered later than 15 September 2003.

As previously advised, the Company granted a fixed and floating charge to Lloyds Bank Commercial Finance Limited and Ultimate Invoice Finance Limited on 30 June 2014 and 4 April 2017 respectively. As detailed in this report the money due to Ultimate was fully repaid under its fixed charge and it has been established that no further amounts were due to Lloyds. Accordingly, the prescribed part provisions do not apply.

## JOINT LIQUIDATORS' INVESTIGATIONS

I undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking into account public interest and the potential recoveries and costs involved. Further enquiries were made regarding investment made into the Company and by the Company into an associated entity, as well as the sale of certain assets.

I was required to submit a confidential report to the Secretary of State to include any matters which came to my attention during the course of my work. I confirm that my report was submitted.

## PRE-APPOINTMENT REMUNERATION

The Joint Liquidators were appointed following the Company's conversion from Administration to Liquidation. Therefore, there was no pre-appointment Liquidators' remuneration to report on.

## JOINT LIQUIDATORS' REMUNERATION

The Joint Liquidators' remuneration is fixed on the same basis as the preceding Joint Administrators. Accordingly, as agreed by creditors the Joint Liquidators are to be remunerated by reference to time properly spent by them and their staff in attending to matters arising from the Liquidation of the Company. The work estimated to be undertaken in the Liquidation was included in the fee estimate produced in the Administration.

A total of 9.4 hours have been spent during this reporting period at a cost of £3,715, resulting in an average hourly charge rate of £240. During the course of both the Administration and Liquidation to date I have incurred 528.8 hours at an average hourly rate of £271. This is compared to anticipated hours of 118.3 at an average hourly rate of £288, which I estimated at the outset of my appointment for the whole period of the Administration/Liquidation. A summary of my time costs for this reporting period and the work undertaken is attached at **Appendix III**, together with a comparison to a revised fee estimate that was approved by creditors on 21 November 2019, my time costs for the whole period of the Liquidation and BM Advisory's policy on fees.

I have drawn £63,686 plus VAT, against total time costs of £144,532, none of which was drawn in this reporting period.



As previously advised, as result of having to recreate the Company's debtor ledger, difficulties encountered in collecting aged book debts, further investigation having required to be undertaken into the relationship between the UK & Dubai operations and higher than anticipated creditor interaction, time costs exceeded the original estimate and an increase was subsequently granted. Whilst the total time costs are still in excess of current approval, I do not intend to seek further fee approval due to there being insufficient funds available to the estate.

A guide to fees can be found at [www.bm-advisory.com/resources/](http://www.bm-advisory.com/resources/) and provides information relating to Liquidators' remuneration. A hard copy is available on request.

Please note that a secured creditor, or unsecured creditor with the permission of the Court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question), may request further details of the Joint Liquidators' remuneration and expenses, within 21 days of receipt of this report.

Furthermore, a secured creditor, or unsecured creditor with the permission of the Court or with the concurrence of 10% in value of the creditors (including the creditor in question), may apply to Court to challenge the amount and/or basis of the Joint Liquidators' fees and the amount of any proposed expenses or expenses already incurred, within eight weeks of receipt of this report.

## JOINT LIQUIDATORS' DISBURSEMENTS

The Joint Liquidators' disbursements are fixed on the same basis as the preceding Joint Administrators. Accordingly, Category 2 disbursements were agreed by creditors and are as detailed in my firm's policy on fees, attached at **Appendix III**. Category 1 disbursements did not need approval and could be drawn at the Liquidators' discretion without authority.

Detailed below are the expenses I expected to incur during the Liquidation and what I have incurred in this reporting period and to date, together with details of what has been paid in this period and what remains unpaid.

		Estimated total cost £	Incurred in period £	Incurred to date £	Paid during period £	Remains unpaid £
Statutory advertising	Category 1	351.00	-	141.35	-	-
Printing	Category 2	80.00	-	158.85	-	51.60
Postage	Category 1	310.00	-	633.51	-	212.40
Other advertising	Category 1	175.00	-	175.00	-	-
Storage	Category 1	90.00	-	400.35	-	130.00
Bond	Category 1	312.00	-	312.00	-	-
<b>TOTAL</b>		<b>1,318.00</b>	<b>-</b>	<b>1,821.06</b>	<b>-</b>	<b>394.00</b>

The remaining unpaid expenses will be written off due to insufficient realisations.

During the Liquidation, I instructed solicitors to provide general legal advice as well as assist with debtor collections. Detailed below are the fee arrangements agreed in each instance, the estimated total cost and the costs incurred in this period and to date, together with fees paid in this period and what remains unpaid. The choice of professionals was based on my perception of their experience and ability to perform this type of work, the complexity and nature of this assignment and the basis of my fee arrangement with them. The fees charged have been reviewed and I am satisfied that they are reasonable in the circumstances.

	Fee arrangement	Estimated total cost £	Incurred in period £	Incurred to date £	Paid during period £	Remains unpaid £
Legal fees – Clyde & Co LLP	Time costs	17,500	-	15,000	-	500

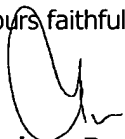
The expenses incurred have exceeded the estimate previously given to creditors. This is as a result of higher than anticipated postage and printing costs, as well as much higher than anticipated levels of books and records collected requiring storage.

## **SUMMARY**

The winding up of the Company is now complete. Therefore, I intend to deliver my final account to the Registrar of Companies following the end of the prescribed period, being 8 December 2020. At the time of delivering the final account the Joint Liquidators will be released from office, unless a creditor has objected to our release. Notice of my final account is attached at **Appendix IV**.

Information about our privacy policy, complaints procedure, Professional Indemnity insurance and the Provision of Services Regulations, can be found at [www.bm-advisory.com/about/legals-compliance/](http://www.bm-advisory.com/about/legals-compliance/). If you have any queries regarding this report, please contact Sam Constable of this office on 020 7549 8050 or email [sam.constable@bm-advisory.com](mailto:sam.constable@bm-advisory.com).

Yours faithfully



**Andrew Pear**  
Joint Liquidator



## APPENDIX I

### STATUTORY INFORMATION

Company name:	Four Graphics Limited
Registered office:	82 St John Street, London, EC1M 4JN/Arundel House, 1 Amberley Court, Whitworth Road, Crawley, West Sussex, RH11 7XL/1 Liverpool Terrace, Worthing, West Sussex, BN11 1TA
Former registered office:	Unit 14-15 Rotherhithe Business Estate, Rotherhithe New Road, London, SE16 3EH
Former trading address:	Unit 14-15 Rotherhithe Business Estate, Rotherhithe New Road, London, SE16 3EH
Registered number:	04914055
Joint Liquidators' names:	Andrew Pear and Michael Solomons
Joint Liquidators' address:	82 St John Street, London, EC1M 4JN
Liquidators' date of appointment:	4 May 2018

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**Four Graphics Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £	From 04/05/2020 To 08/10/2020 £	From 05/05/2017 To 08/10/2020 £
14,538.37		
ASSET REALISATIONS		
Admin VAT refund	NIL	14,538.37
Bank interest (gross)	NIL	14.32
Transfer from Administration estate	NIL	28,510.79
	NIL	43,063.48
COST OF REALISATIONS		
Joint Administrators' disbursements	NIL	1,015.36
Joint Administrators' fees	NIL	33,686.28
Legal fees	NIL	4,000.00
Statutory advertising	NIL	71.15
Storage costs	NIL	65.00
	NIL	(38,837.79)
PREFERENTIAL CREDITORS		
Employees/Former employees	NIL	942.30
HMRC - PAYE / NIC	NIL	362.49
Redundancy Payments Service	NIL	2,920.90
	NIL	(4,225.69)
<b>14,538.37</b>	<b>NIL</b>	<b>0.00</b>
REPRESENTED BY		
		<b>NIL</b>

### APPENDIX III



A summary of the work undertaken in this reporting period is detailed below and was required to be undertaken to deal with the specific circumstances of the case, as well as meet our statutory duties obligations.

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**BM ADVISORY**  
**STATEMENT OF POLICY ON FEES**

**Introduction**

This statement has been prepared in accordance with guidelines set out in Statement of Insolvency Practice 9 issued by the Association of Business Recovery Professionals (R3).

The following information applies to all appointments of partners, directors, consultants or staff of BM Advisory, to act as any of the following:-

Liquidator, Receiver, Administrator or Administrative Receiver of a Limited Company or Limited Liability Partnership  
Trustee in Bankruptcy  
Supervisor of an Individual, Company or Partnership Voluntary Arrangement  
Administrator under the Insolvent Estates Order

When acting as Nominee, the provisions of the Insolvency Act 1986 ("the Act") require that the amount of the fees payable to the Office Holder be specified within the Debtor's proposals. Such fees will nevertheless be fixed to take account of the Office Holder's expected time costs arising as referred to below.

**Policy on fees**

In accordance with the Act, the Office Holder may seek approval of their remuneration either on a fixed fee basis, on a percentage basis or on a time costs basis. When an Office Holder's fees are charged by reference to time costs, they will be charged at the firm's usual rates applicable at the time the work is carried out. Rates may be varied from time to time, at the sole discretion of BM Advisory, and such changes will be notified in retrospect with each report to Creditors. It is the policy of BM Advisory to use as junior grade of staff as compatible with the efficient conduct of the matter in order to ensure costs are kept to a minimum. Time is recorded in 6 minute units with supporting narrative to explain the work undertaken.

As at 1 March 2020 the hourly rates applicable are:

Grade	£
Partner 1	430
Partner 2	380
Associate Director	360
Senior Manager	340
Manager	310
Assistant Manager	285
Senior Administrator	240
Administrator	185
Junior Administrator	125
Cashier	115
Support staff	85

Rates vary between individuals, reflecting experience and qualification. For certain more complex tasks, BM Advisory may seek to apply a higher rate in respect of work undertaken, but subject to prior authorisation in accordance with the Act.

Further information on the manner in which an Office Holder's fees may be fixed, can be found in the guidance notes on our website: [www.bm-advisory.com/resources/](http://www.bm-advisory.com/resources/).

**Disbursements**

Disbursements are categorised as either Category 1 or Category 2.

Category 1 expenses are directly referable to an invoice from a third party, which is either in the name of the case or BM Advisory; in the case of the latter, the invoice makes reference to, and therefore can be directly attributed to, the case. These disbursements are recoverable in full from the case without the prior approval of creditors either by a direct payment from the case or, where BM Advisory has made payment on behalf of the case, by a recharge of the amount invoiced by the third party. Examples of category 1 disbursements are statutory advertising, external meeting room hire, external storage and specific bond insurance.

Category 2 expenses are incurred by BM Advisory and recharged to the case; they are not attributed to the case by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full from the case, subject to the basis of the disbursement charge being approved by creditors in advance. Examples of Category 2 disbursements are photocopying, internal room hire and internal storage.

It is proposed that the following Category 2 disbursements are recovered:

Meeting room hire	Up to £200
Postage	£0.51 - £2.25
Mileage (per mile)	At the HMRC approved mileage rate at the time the mileage was incurred
Photocopies (per sheet)	£0.15
Storage (per box per month)	£0.35

The costs recharged are based upon the actual cost of the materials used or the costs which would have been incurred if that service had been sourced externally.



**Four Graphics Limited**  
**- In Creditors' Voluntary Liquidation ("the Company")**  
**Company number 04914055**

**NOTICE IS HEREBY GIVEN THAT**, pursuant to section 106 of the Insolvency Act 1986 ("the Act"), the Company's affairs are fully wound up.

The Joint Liquidators will vacate office under section 171 of the Act on delivering to the Registrar of Companies the final account and notice confirming whether any creditor has objected to their release. The Joint Liquidators will be released at the same time as vacating office under section 173 of the Act unless a creditor has objected to their release.

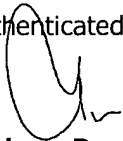
**FURTHER INFORMATION**

Please note that a secured creditor, or unsecured creditor with the permission of the Court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question), may request further details of the Liquidators' remuneration and expenses, within 21 days of receipt of this report.

Furthermore, a secured creditor, or unsecured creditor with the permission of the Court or with the concurrence of 10% in value of the creditors (including the creditor in question), may 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 eight weeks of receipt of this report.

Creditors have the right to object to the release of the Joint Liquidators by giving notice in writing to the Liquidators before the end of the prescribed period, being eight weeks after the delivery of this notice or when an information request or court application is finally determined.

Authenticated by



**Andrew Pear**  
Joint Liquidator  
8 October 2020

Contact details: Andrew Pear and Michael Solomons of BM Advisory LLP, 82 St John Street, London, EC1M 4JN. Email: [info@bm-advisory.com](mailto:info@bm-advisory.com).

