

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 0 5 0 0 1 8 8 2

Company name in full Bitencourt & Sons Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) William Antony

Surname Batty

### 3 Liquidator's address

Building name/number 3 Field Court

Street Grays Inn

Post town London

County/Region

Postcode W C 1 R 5 E F

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 ②

Building name/number

Street

Post town

County/Region

Postcode

Country

#### ② Other liquidator


Use this section to tell us about  
another liquidator.

LIQ03

Notice of progress report in voluntary winding up

<b>6</b>	Period of progress report												
From date	<sup>d</sup>	2	<sup>d</sup>	8	<sup>m</sup>	0	<sup>m</sup>	6	<sup>y</sup>	2	<sup>y</sup>	0	
To date	<sup>d</sup>	2	<sup>d</sup>	7	<sup>m</sup>	0	<sup>m</sup>	6	<sup>y</sup>	2	<sup>y</sup>	0	

<b>7</b>	Progress report											
<input checked="" type="checkbox"/> The progress report is attached												

<b>8</b>	Sign and date												
Liquidator's signature	Signature												
	 X												
Signature date	<sup>d</sup>	2	<sup>d</sup>	8	<sup>m</sup>	0	<sup>m</sup>	6	<sup>y</sup>	2	<sup>y</sup>	0	

**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 **William Antony Batty**

Company name **Antony Batty & Company LLP**

Address **Swan House**

**9 Queens Road**

Post town **Brentwood**

County/Region

Postcode **E s s e x , C**

Country

DX

Telephone **01277 230347**

**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)**

**Bitencourt & Sons Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

Statement of Affairs £		From 28/06/2020 To 27/06/2021 £	From 28/06/2019 To 27/06/2021 £
	ASSET REALISATIONS		
	Bank Interest Gross	4.65	5.40
12,327.00	Book Debts	NIL	NIL
200.00	Office Equipment	NIL	10,200.00
		4.65	10,205.40
	COST OF REALISATIONS		
	Specific Bond	28.00	28.00
		(28.00)	(28.00)
	PREFERENTIAL CREDITORS		
(1,600.00)	Employee Arrears/Holiday Pay	NIL	NIL
		NIL	NIL
	FLOATING CHARGE CREDITORS		
(46,076.00)	Floating Charge Creditor	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(205,222.00)	HM Revenue & Customs - PAYE \ NIC	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(1,000.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(241,371.00)</b>		<b>(23.35)</b>	<b>10,177.40</b>
	REPRESENTED BY		
	Bank 1 Current - interest bearing		10,177.40
			<b>10,177.40</b>



William Antony Batty  
Liquidator



Antony Batty & Company LLP  
Insolvency Practitioners & Accountants

Swan House  
9 Queens Road  
Brentwood  
Essex  
CM14 4HE

Tel: 01277 230347  
Fax: 01277 215053  
[www.antonybatty.com](http://www.antonybatty.com)

**Private and Confidential**

Our ref: BITENCOURT/WAB/PM  
Date: 28 June 2021

To Creditors

Dear Sirs

**BITENCOURT & SONS LIMITED ("THE COMPANY") – IN CREDITORS' VOLUNTARY LIQUIDATION**

I refer to my appointment as Liquidator of the above named Company on 28 June 2019. I have prepared a report on the progress of the Liquidation of the Company for the reporting period from 28 June 2020 to 27 June 2021, following the 2nd anniversary of my appointment as Liquidator.

This report should be read in conjunction with my previous progress report. The report is now available at <http://www.antonybatty.com/client-area>. You will need to enter the following password to access the report: 2061936612. If you cannot access the documents on the web-site or otherwise want to request a paper copy, then please contact me to request a paper copy.

Antony Batty & Company LLP uses personal information in order to fulfil the legal obligations of our Insolvency Practitioners under the Insolvency Act and other relevant legislation, and also to fulfil the legitimate interests of keeping creditors and others informed about the insolvency proceedings. You can find more information on how Antony Batty & Company LLP uses your personal information on our website at <http://www.antonybatty.com/insolvency-resources>.

If creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Paul McFarlane by email at [paul@antonybatty.com](mailto:paul@antonybatty.com), or by phone on 01277 230347.

Yours faithfully

William Antony Batty  
Liquidator

Enc.

**BITENCOURT & SONS LIMITED - IN LIQUIDATION**

**LIQUIDATOR'S PROGRESS REPORT**

ANTONY BATTY & COMPANY LLP  
SWAN HOUSE  
9 QUEENS ROAD  
BRENTWOOD  
ESSEX  
CM14 4HE

## **BITENCOURT & SONS LIMITED - IN LIQUIDATION**

This report is prepared in accordance to the provisions of the Insolvency Act 1986, which require the Liquidator to provide creditors with an update of the progress of the Liquidation. The report has been prepared for the purpose of advising creditors. The report is private and confidential and may not be relied upon, referred to, copied or quoted from, in whole or in part, by creditors for any purpose other than advising them, or by any other person for any purpose whatsoever.

W A Batty was appointed as Liquidator of Bitencourt & Sons Limited on 28 June 2019.

WA Batty, SJ Evans, HF Jesseman and S Illes are licensed as Insolvency Practitioners in the UK by The Institute of Chartered Accountants in England & Wales.

Abbreviations used in this report:

- Bitencourt & Sons Limited - ("the Company")
- W A Batty - ("the Liquidator")
- HM Revenue & Customs - ("HMRC")

## **BITENCOURT & SONS LIMITED – IN CREDITORS’ VOLUNTARY LIQUIDATION**

### **LIQUIDATOR’S PROGRESS REPORT TO CREDITORS AND MEMBERS**

**For the year ending 27 June 2021**

#### **STATUTORY INFORMATION**

Company name:	Bitencourt & Sons Limited
Registered office:	3 Field Court Gray's Inn London WC1R 5EF
Former registered office:	8 High Street Brentwood Essex CM14 4AB
Registered number:	05001882
Liquidator’s name:	William Antony Batty
Liquidator’s address:	Swan House, 9 Queens Road, Brentwood, Essex, CM14 4HE
Liquidator’s date of appointment:	28 June 2019

#### **LIQUIDATOR’S ACTIONS SINCE LAST REPORT**

A sum of £10,200 has been realised for the assets of the Company. I am also in the process of realising book debts which have an estimated to realise value of £12,327 on the statement of affairs. I am currently trying to obtain further supporting documentation to assist with this matter.

Please note that there is certain work that I am required by the insolvency legislation to undertake work in connection with the liquidation that provides no financial benefit for the creditors. A description of the routine work undertaken since my last progress report is contained in Appendix II under Administration.

As part of my role, I may need to access and use data relating to individuals, which may include the members of the Company in relation to my obligations under the Money Laundering Regulations 2017. In doing so, I must abide by data protection requirements. Antony Batty & Company LLP’s Privacy Notice about the way that personal data is used and stored can be found at <http://www.antonybatty.com/insolvency-resources>. If you are unable to download this, please contact my office and a hard copy will be provided to you.

#### **RECEIPTS AND PAYMENTS**

My Receipts & Payments Account for the period from 28 June 2020 to 27 June 2021 is attached at Appendix I. Please note that receipts and payments in the account are shown net of VAT. I have reconciled the account against the financial records that I am required to maintain.

The balance of funds are held in an interest bearing estate bank account.



## **ASSETS**

The Statement of Affairs indicated that the assets of the Company were those detailed below. I have undertaken the following work in the reporting period in order to protect and realise the known assets or potential assets of the Company during the period of this report.

There have been no realisations in the period of the progress report. Please see the previous progress report for details of the asset realisations.

## **Debtors**

According to the statement of affairs book debts had a value of £12,327. I am currently in the process of pursuing these amounts and I am in the process of obtaining further supporting documentation and assistance from the director of the Company.

## **LIABILITIES**

### **Secured Creditors**

An examination of the Company's mortgage register held by the Registrar of Companies, showed that the Company has granted the following charges. HSBC Bank Plc have a fixed and floating charge over the assets of the Company which was created on 8 July 2015 and delivered to Companies House on 8 July 2015. There was an amount outstanding of £46,076 according to the statement of affairs.

The legislation requires that if the Company has created a floating charge after 15 September 2003, a prescribed part of the Company's net property (i.e. the money that would otherwise be available to the charge holder) should be ring-fenced for distribution to unsecured creditors.

### **Preferential Creditors**

The statement of affairs indicates a sum of £1,600 for preferential creditors. I have not been provided with any information about the employees and the amounts outstanding to them and have been unable to progress any potential claims further.

### **Crown Creditors**

The statement of affairs included £205,222 owed to HMRC. HMRC's claim of £229,466 has been received.

### **Non-preferential unsecured Creditors**

The statement of affairs included no non-preferential unsecured creditors apart from HMRC. I have received claims from 3 creditors at a total of £3,163.60. In addition, I have received a claim of £80,000 from the director of the Company.

## **DIVIDEND PROSPECTS**

There is no prospect of a dividend to any class of creditors in the liquidation.

As previously advised, the Company gave a floating charge to HSBC Plc on 8 July 2015 and the prescribed part provisions will apply. On the basis of realisations to date, together with estimated future realisations, and after taking into account the costs of the Liquidation to date, the net property of the Company is £NIL, and I estimate that the prescribed part of the net property for unsecured creditors is £NIL. However, these estimates do not take into account the future costs of the Liquidation, which will reduce the amount of the Company's net property.

## **INVESTIGATION INTO THE AFFAIRS OF THE COMPANY**

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 account of

the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved.

There were no matters that justified further investigation in the circumstances of this appointment.

Within three months of my appointment as Liquidator, I am required to submit a confidential report to the Secretary of State to include any matters which have come to my attention during the course of my work which may indicate that the conduct of any past or present Director would make them unfit to be concerned with the management of the Company. I would confirm that my report has been submitted.

#### **PRE-APPOINTMENT REMUNERATION**

The Board previously authorised the payment of a fee of £5,000 plus disbursements and VAT for my assistance with preparing the statement of affairs and arranging the decision procedure for creditors to appoint a liquidator. No amount has been drawn to date.

#### **LIQUIDATOR'S REMUNERATION**

The general body of creditors approved that the basis of the Liquidator's remuneration be fixed as a set amount of £10,000 plus VAT. I have not drawn any remuneration in the liquidation.

Appendix II contains further information about time spent in the Liquidation and has been categorised into the headings shown below.

- Administration and Planning: includes case planning, administrative set-up, appointment notification, statutory reporting, compliance, cashiering, accounting, bank account reconciliations, and administrative functions.
- Realisation of Assets: includes specific bond application and review identifying, securing, insuring assets, retention of title issues, debt collection, property, business and asset sales.
- Investigations: includes reporting on the conduct of directors, investigating antecedent transactions and any other investigations that may be deemed appropriate.
- Creditors: includes creditor set up, communication and meetings, reviewing and agreeing preferential and unsecured claims, corresponding with secured creditors.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors Guide to Liquidators' Fees' also published by R3, together with an explanatory note which shows Antony Batty & Company LLP's fee policy are available at the link <http://www.antonybatty.com/insolvency-resources>. Please note that there are different versions of the Guidance Notes and in this case you should refer to the most recent version. Please note that our charge out rates increased on 1 June 2019.

#### **LIQUIDATOR'S EXPENSES**

Expenses are any payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also includes disbursements. Disbursements are payments which are first met by the office holder and then reimbursed to the office holder from the estate. Expenses are split into:

- category 1 expenses, which are payments to persons providing the service to which the expense relates who are not an associate of the office holder; and
- category 2 expenses, which are payments to associates or which have an element of shared costs. Before being paid category 2 expenses require approval in the same manner as an office holder's remuneration.

I have incurred total expenses of £28 in the liquidation which was incurred in the previous reporting period and has been paid in this reporting period.

I have used the following professional advisors in the reporting period:

Professional Advisor	Nature of Work	Basis of Fees
Marsh	Insurers/Bonding	Fixed Fee

The choice of professionals used was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them. I also confirmed that they hold appropriate regulatory authorisations. I have reviewed the fees they have charged and am satisfied that they are reasonable in the circumstances of this case.

Total category 1 expenses incurred in the liquidation to date total £233.25 none of which have been incurred in the reporting period. I have not drawn any amount for category 1 expenses in the liquidation.

I am required to seek approval before I can pay any expenses to associates, or pay expenses where there is an element of shared costs, which are known as category 2 expenses. I have obtained approval to pay the following category 2 expenses. I have incurred the following category 2 expenses in the period since the last progress report.

Type of category 2 expense	Amount incurred / accrued in the reporting period
Postage	£4.36
Photocopying	£0.90

Details of the category 2 expenses that I have paid to date and in the reporting period) are included in the receipts and payments account attached.

Nature of expense	Estimated expenses	Expenses incurred to date
Statutory advertising	245	233.25
Bond	10	28
Photocopying	15	24.30
Storage	35	35
File set up	50	75
Companies House	20	20
Postage	15	22.61
<b>Total</b>	<b>390</b>	<b>438.16</b>

As you can see above, the total expenses I have incurred in this matter have exceeded the total expenses I estimated I would incur when my remuneration was approved. The reasons I have exceeded the estimate of expenses are because postage, photocopying and bonding were higher than expected.

## **FURTHER INFORMATION**

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 their 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 unsecured creditors (including the creditor in question), apply to Court to challenge the amount of remuneration charged by the Liquidator as being excessive, and/or the basis of the Liquidator's remuneration, and/or the amount of the expenses incurred as being excessive, within 8 weeks of their receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

To comply with the Provision of Services Regulations, some general information about Antony Batty & Company LLP can be found at <http://www.antonybatty.com/insolvency-resources>.

## **SUMMARY**

The Liquidation will remain open until the book debts have been collected which I estimate will take approximately 6 – 12 months and once resolved the Liquidation will be finalised and our files will be closed.

If creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Paul McFarlane on 01277 230347, or by email at [paul@antonybatty.com](mailto:paul@antonybatty.com).



William Antony Batty  
Liquidator  
Date: 28 June 2021

## Appendix II

### 1. Administration

This represents the work involved in the routine administrative functions of the case by the office holder and their staff, together with the control and supervision of the work done on the case by the office holder and their managers. It does not give direct financial benefit to the creditors, but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow.

- Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.
- Setting up physical case files.
- Setting up the case on the practice's electronic case management system and entering data.
- Issuing the statutory notifications to creditors and other required on appointment as office holder, including gazetting the office holder's appointment.
- Obtaining a specific penalty bond.
- Dealing with all routine correspondence and emails relating to the case.
- Opening, maintaining and managing the office holder's estate bank account.
- Creating, maintaining and managing the office holder's cashbook.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a quarterly basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Preparing, reviewing and issuing progress reports to creditors and members.
- Filing returns at Companies House.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.


### 2. Creditors

Claims of creditors - the office holder needs to maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the creditors. The office holder also needs to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holder is required to undertake this work as part of his statutory functions.

- Maintaining up to date creditor information on the case management system.

Bitencourt & Sons Limited  
(In Liquidation)  
Liquidator's Summary of Receipts and Payments

RECEIPTS	Statement of Affairs (£)	From 28/06/2019 To 27/06/2020 (£)	From 28/06/2020 To 27/06/2021 (£)	Total (£)
Office Equipment	200.00	10,200.00	0.00	10,200.00
Book Debts	12,327.00	0.00	0.00	0.00
Bank Interest Gross		0.75	4.65	5.40
		10,200.75	4.65	10,205.40
PAYMENTS				
Specific Bond		0.00	28.00	28.00
Employee Arrears/Holiday Pay	(1,600.00)	0.00	0.00	0.00
Floating Charge Creditor	(46,076.00)	0.00	0.00	0.00
HM Revenue & Customs - PAYE \ NIC	(205,222.00)	0.00	0.00	0.00
Ordinary Shareholders	(1,000.00)	0.00	0.00	0.00
		0.00	28.00	28.00
Net Receipts/(Payments)		10,200.75	(23.35)	10,177.40
MADE UP AS FOLLOWS				
Bank 1 Current - interest bearing		10,200.75	(23.35)	10,177.40
		10,200.75	(23.35)	10,177.40

  
\_\_\_\_\_  
William Antony Batty  
Liquidator