

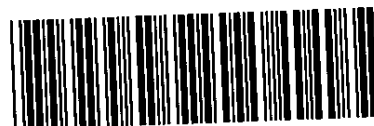
LIQ03

Notice of progress report in voluntary winding up



Companies House

WEDNESDAY



A19 *A807IEJ6* #187
27/02/2019
COMPANIES HOUSE

1 Company details

Company number 0 5 1 2 5 7 1 6

Company name in full A & J Walmsley Limited

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

2 Liquidator's name

Full forename(s) Andrew David

Surname Rosler

3 Liquidator's address

Building name/number Lancaster House,

Street 171 Chorley New Road,

Post town Bolton,

County/Region

Postcode B L 1 4 Q Z

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

6 Period of progress report

From date	^d 1	^d 6	^m 0	^m 2	^y 2	^y 0	^y 1	^y 8
To date	^d 1	^d 5	^m 0	^m 2	^y 2	^y 0	^y 1	^y 9

7 Progress report

☐ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d 2	^d 5	^m 0	^m 2	^y 2	^y 0	^y 1	^y 9
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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 Michael Walsh

Company name Ideal Corporate Solutions Limited

Address Lancaster House,
171 Chorley New Road,

Post town Bolton,

County/Region

Postcode B L 1 4 Q Z

Country

DX

Telephone 01204 663000

Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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

Important information

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

Where to send

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

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

Further information

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

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

ANNUAL PROGRESS REPORT

A & J WALMSLEY LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Content

- Administration and Planning
- Enquiries and Investigations
- Realisation of Assets
- Creditors
- Fees and Expenses
- Invitation to Form a Liquidation Committee
- Proposed Decisions
- Creditors' Rights
- EU Regulations
- Conclusion

Appendices

- Appendix I - Statutory Information
- Appendix II – Receipts and Payments account for the period 16 February 2019 to 15 February 2019
- Appendix III - Detailed list of work undertaken in the period undertaken and Future fees estimate
- Appendix IV - Time cost information for period 16 February 2019 to 15 February 2019
- Appendix V - Time costs summary for period and comparison with adjusted estimate
- Appendix VI - Expenses summary for period and comparison with adjusted estimate
- Appendix VII – Notice of Invitation to Form a Liquidation Committee
- Appendix VIII – Notice of Virtual Meeting
- Appendix IX – Proxy Form
- Appendix X – Proof of Debt

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.

Reporting

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 Review Period, the following key documents have been issued:

- The report on the creditors' S100 decision;
- A report to creditors to consider the basis of the Liquidators remuneration dated 12 April 2018;
- A report to creditors to consider an uplift in the Liquidators remuneration dated 26 September 2018; and
- This report of the progress of the Liquidation to date and to consider an uplift in the Liquidators remuneration.

Other administration tasks

During the Review Period, the following material tasks in this category were carried out:

- Case reviews

ENQUIRIES AND INVESTIGATIONS

During the Review 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 questionnaires; 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 a completed questionnaire as well as a Statement of Affairs.

The information gleaned from this process enabled the Liquidator to meet their statutory duty to submit a confidential report on the conduct of the directors (past and present) 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.

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.

Book debts

The sum of £12,000.00 was due from HSBC Invoice Finance (UK) Limited ("HSBC") in respect of work completed by the company during the week immediately prior to Liquidation. Following appointment, the Liquidator contacted HSBC to request payment of the funds due to the Company. I can confirm that the sum of £12,316.54 has been received to date. No further funds are expected to be received in this respect.

Overdrawn Director's Loan Account

The statement of affairs listed an overdrawn Directors Loan Account in the sum of £49,212.00. The Directors explained that they believed the amount listed on the statement of affairs should be reduced as they had paid Company expenses personally and that their accountant would review their loan accounts and provide the Liquidator with an accurate balance. The Company's accountant reviewed the loan accounts and provided the Liquidator a revised balance of £39,674.00, stating that the balance was reduced as they Directors had paid Company travel expenses and telephone costs.

Following protracted negotiations, the Director's made an offer of £30,000.00 in full and final settlement, payable in a lump sum. This offer was accepted by the Liquidator and the sum of £30,000.00 was received on 27 September 2018. No further funds are to be received in this respect.

Cash at Bank

Cash at Bank was scheduled on the Statement of Affairs in the sum of £18,624.00. The Liquidator entered into correspondence with NatWest and requested they transfer the balance held in the Company bank account to the Liquidation estate. On review of the Company's bank statements, numerous direct debits were paid on 19 February 2018 prior to the bank receiving the Liquidator's letter requesting they close the account and transfer the balance held to the Liquidator. Due to numerous direct debits leaving the account, the sum of £16,975.15 was transferred to the liquidation estate. No further funds are expected to be received in this respect.

Third Party Insurers

The sum of £899.00 has been received from AXA Insurance UK PLC in respect of hire charges incurred as a result of a motor accident on 26 October 2017, prior to Liquidation. No further funds are expected to be received in this respect.

CREDITORS

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 creditors

The Company has no Secured Creditors'.

Preferential creditors

Employee claims

36 employees were made redundant on 16 February 2018. The relevant information for employees to submit claims has been made to the Redundancy Payments Office.

Claims of £96,641.41 have been received from the Redundancy Payments Office of which £4,951.84 is claimed preferentially.

A distribution of 100p in the £ was paid to the preferential creditor whose claims totalled £4,951.84.

Unsecured creditors

HMRC were scheduled to be owed £235,611.33 on the Statement of Affairs. A claim of £290,911.08 has been received.

The trade and expense creditors were scheduled to be owed £59,513.50 on the Statement of Affairs. Please be advised that proofs of debt are still being received and therefore the total value of unsecured claims is not known at present.

Dividend prospects

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.

To date, a dividend of £6,951.84 (0.46p/£) was paid out to creditors on 20 November 2018. The quantum and timing of a further dividend is currently unknown.

FEES AND EXPENSES

Pre-Appointment Costs

Fixed fee agreed with the Directors and ratified by creditors.

The creditors authorised the fee of £7,500.00 for assisting the directors with placing the Company in Liquidation and with preparing the Statement of Affairs on 27 April 2018.

The fee was paid from first realisations on appointment and is shown in the enclosed receipts and payments account.

The Liquidator's fees

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day to day administration on cases and a manager and director then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a manager or director.

The basis of the Liquidator's fees was approved by creditors on 27 April 2018 in accordance with the following resolutions:

"The Liquidator be authorised to recover the Statement of Affairs fee in the sum of £7,500.00 plus VAT."

"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 to a limit of £25,000.00; and

"That the Liquidator be authorised to recover all Category 2 disbursements, calculated on the bases detailed in Appendix 2."

Further fees in excess of the fees estimate were approved by the creditors on 23 October 2018 in accordance with the following resolution:

"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 to a limit of £35,000.00

The Liquidator's time costs for the period from 16 February 2018 to 18 February 2019 total £36,585.00 representing 181.95 hours at an average hourly rate of £201.07. The sum of £35,000.00 has been drawn on account of time costs incurred. The Liquidator's time costs are detailed at Appendix IV.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Liquidator considers that:

- the adjusted fees estimate has likely to be exceeded; and
- the adjusted expenses estimate has not been exceeded.

The Liquidator intends to seek creditors' approval to fees in addition to that previously estimated.

Disbursements

The disbursements that have been incurred are detailed on Appendix VI. Also included in Appendix VI is a comparison of the expenses likely to be incurred in the Liquidation as a whole with the adjusted expenses estimate.

The category 1 disbursements paid for in the period 16 February 2018 to 15 February 2019 total £851.47 are detailed at Appendix VI. To date, the sum of £844.57 has been drawn on account in this respect.

The category 2 disbursements for the period 16 February 2018 to 15 February 2019 total £96.27. The basis of calculation of this category of disbursement was disclosed to creditors prior to their approval, which was given on 27 April 2018, and are also detailed at Appendix VI. To date, the sum of £88.92 has been drawn on account in this respect.

Information about this insolvency process may be found on the R3 website here <https://www.r3.org.uk/what-we-do/creditor-insolvency-guide>. A copy of 'A Creditors Guide to Liquidators' Fees' may be found at <https://www.r3.org.uk/media/documents/publications/professional/Liquidations%20Creditor%20Fee%20Guide%20April%202017.pdf>

A hard copy of the Creditors Guide may be obtained free of charge on request.

Whilst a virtual meeting has been summoned, creditors who meet a statutory threshold as set out in the Notice attached at Appendix VIII can require that a physical meeting of creditors be convened. Such a request must be made to the Liquidator within 5 business days of the date on which this report was delivered. If you wish to request a physical meeting, please set out in writing which of the decisions above you wish to consider.

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 (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)

The Company's centre of main interest was in the UK as their registered office address was 10 Bolton Street, Ramsbottom, Bury, Lancashire, BLO 9HX and their trading address was 10 Bolton Street, Ramsbottom, Bury, Lancashire, BLO 9HX 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 matters that are preventing this case from being closed:

- i. Virtual meeting of creditors to consider an uplift in the Liquidator remuneration;
- ii. Case closure review; and
- iii. Issue final report to creditors with a view to closing the case.

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

Signed 

Andrew Rosler

Liquidator

25 February 2019

Appendix I

Statutory Information

Company Name	A & J Walmsley Limited
Company Number	05125716
Registered Office	C/o Ideal Corporate Solutions Limited, Lancaster House, 171 Chorley New Road, Bolton, BL1 4QZ
Former Registered Office	10 Bolton Street, Ramsbottom Bury Lancashire BL0 9HX
Office holders	9151
Office holders' address	Ideal Corporate Solutions Limited, Lancaster House, 171 Chorley New Road, Bolton, BL1 4QZ
Date of appointment	16 February 2019

Appendix II

Receipts and Payments account for the period 16 February 2018 to 15 February 2019

**A & J Walmsley Limited
(In Liquidation)**

LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 16/02/2018 To 15/02/2019 £	From 16/02/2018 To 15/02/2019 £
RECEIPTS			
Cash at Bank	18,624.00	16,975.15	16,975.15
Debtors	12,000.00	12,316.54	12,316.54
Bank Interest Gross		13.09	13.09
Bank Interest Net of Tax		2.29	2.29
Third Party Insurers		899.00	899.00
Overdrawn Directors Loan Account	49,212.00	30,000.00	30,000.00
		<u>60,206.07</u>	<u>60,206.07</u>
PAYMENTS			
Statement of Affairs Fee		7,500.00	7,500.00
Liquidators Fees		35,000.00	35,000.00
Cat 1 Disbursements		311.62	311.62
Cat 2 Disbursements		88.92	88.92
Agents Fees		250.00	250.00
Legal Fees		4,000.00	4,000.00
Virtual Meeting Fees		150.00	150.00
Statutory Advertising		382.95	382.95
Employee Arrears/Hol Pay	(8,107.70)	0.00	0.00
Unsecured Dividend	(59,513.50)	6,951.84	6,951.84
Employees	(141,211.70)	0.00	0.00
Customs & Excise	(235,611.33)	0.00	0.00
Ordinary Shareholders	(2.00)	0.00	0.00
		<u>54,635.33</u>	<u>54,635.33</u>
Net Receipts/(Payments)		<u>5,570.74</u>	<u>5,570.74</u>
MADE UP AS FOLLOWS			
Bank 1 Current		5,070.74	5,070.74
VAT Receivable / (Payable)		500.00	500.00
		<u>5,570.74</u>	<u>5,570.74</u>

Appendix III

Detailed list of work undertaken for A & J Walmsley Limited in Creditors' Voluntary Liquidation for the period 16 February 2018 to 15 February 2019.

General Description	Includes
Statutory and General Administration	
Statutory/advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Annual corporation tax returns Quarterly VAT returns Advertising in accordance with statutory requirements Bonding the case for the value of the assets
Document maintenance/file review/checklist	Filing of documents Periodic file reviews documenting strategy 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
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
Books and records / storage	Dealing with records in storage Sending job files to storage
Pension scheme	Identifying whether there is a pension scheme Submitting the relevant notices if a pension scheme is identified Instructing agents to wind up any pension scheme Liaising and providing information to be able to finalise winding up the pension scheme
Reports	Circulating initial report to creditors upon appointment Preparing annual progress report, investigation and general reports to creditors Disclosure of sales to connected parties
Creditors' decisions	Preparation of decision procedure notices, proxies/voting forms and advertisements Notice of decision procedure to all known creditors Collate and examine proofs and proxies/votes to conclude decisions For virtual or physical meetings: 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 Responding to queries and questions following decisions
Investigations	
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 directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions

ANNUAL PROGRESS REPORT OF A & J WALMSLEY LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

General Description	Includes
	Liaising with the committee/creditors or major creditors about further action to be taken
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 information if required Assisting the Insolvency Service with its investigations
Examinations	Preparing brief to solicitor Liaising with solicitor(s) regarding examinations Attendance at examination Reviewing examination transcripts Liaising with solicitor(s) regarding outcome of examinations and further actions available
Litigation / Recoveries	Strategy meeting regarding litigation Seeking funding from creditors Reviewing terms of solicitors' conditional fee agreements Preparing brief to solicitors/Counsel Liaising with solicitors regarding recovery actions Dealing with ATE insurers Attending to negotiations Attending to settlement matters
Realisation of Assets	
Plant and Equipment	Liaising with valuers, auctioneers and interested parties Reviewing asset listings Liaising with secured creditors and landlords
Debtors	Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Receiving updates from factoring companies and liaising reassignment of ledger Liaising with debt collectors and solicitors Agreeing debt collection agency agreements Dealing with disputes, including communicating with directors/former staff Pursuing credit insurance claims Submitting VAT bad debt relief claims
Creditors and Distributions	
Creditor Communication	Receive and follow up creditor enquiries via telephone 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 and the Pensions Regulator
Dealing with proofs of debt ("POD")	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
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
Dividend procedures	Agreeing allocation of realisations and costs between fixed and floating charges Paying distribution to secured creditors and seeking confirmation of discharged claims

ANNUAL PROGRESS REPORT OF A & J WALMSLEY LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

General Description	Includes
	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

Current Charge-out Rates for the firm

Time charging policy

Support staff do charge their time to each case.

Support staff include cashier, secretarial and administration support

The minimum unit of time recorded is 6 minutes.

Staff	Charge out rates £
Insolvency Practitioner	350.00
Senior Manager	250.00
Administrator	120.00
Junior Administrator	75.00
Cashier	100.00

Fee Estimate to closure

General Description	Includes	Estimate of No. of Hours	Estimated average hourly rate	Estimate of total
Administration and Planning		116	192.67	22,350.00
Statutory/advertising	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements Production of a final account			
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			
Bank account administration	Preparing and submitting correspondence to Bank Bank account reconciliations Correspondence with Bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments			
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			
Books and records / storage	Dealing with records in storage Sending job files to storage			
Creditor reports	Preparing annual progress report, investigation, meeting and general reports to creditors Disclosure of sales to connected parties			
Creditors Decisions	Preparation of decision procedure notices, proxies/voting forms and advertisements Notice of decision procedure to all known creditors Collate and examine proofs and proxies/votes to conclude decisions For virtual or physical meetings: 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 Responding to queries and questions following decisions			
Investigations		41	210.98	8,650.00
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 directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions Liaising with the committee/creditors or major creditors about further action to be taken Advising OR of any matters that may be relevant to their reporting requirements on the director(s)			
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			
Examinations	Preparing brief to solicitor Liaising with solicitor(s) regarding examinations Attendance at examination Reviewing examination transcripts Liaising with solicitor(s) regarding outcome of examinations and further actions available			
Litigation / Recoveries	Strategy meeting regarding litigation Seeking funding from creditors			

ANNUAL PROGRESS REPORT OF A & J WALMSLEY LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

General Description	Includes	Estimate of No. of Hours	Estimated average hourly rate	Estimate of total
	Reviewing terms of solicitors' conditional fee agreements Preparing brief to solicitors/Counsel Liaising with solicitors regarding recovery actions Dealing with ATE insurers Attending to negotiations Attending to settlement matters			
Realisation of Assets		56	167.86	9,400.00
Debtors	Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Receiving updates from factoring companies and liaising reassignment of ledger Liaising with debt collectors and solicitors Agreeing debt collection agency agreements Dealing with disputes, including communicating with directors/former staff Pursuing credit insurance claims Submitting VAT bad debt relief claims			
Overdrawn Directors Loan Account	Liaising with Accountants to agree figure Liaising with solicitors to put a repayment plan in place Examining company records to support amount			
Cash at Bank	Liaising with the Bank to secure funds			
Creditors		37	143.24	5,300.00
Creditor Communication	Receive and follow up creditor enquiries via telephone 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 and the Pensions Regulator			
Dealing with proofs of debt ("POD")	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend			
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			
Dividend procedures	Agreeing allocation of realisations and costs between fixed and floating charges Paying distribution to secured creditors and seeking confirmation of discharged claims Preparation of correspondence to creditors advising of intention to declare distribution Advertisement of notice of intended dividend 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			
Liquidation Committee	No fees estimate has been provided since this will not incur any costs unless a Committee is elected Holding an initial meeting of the Committee Reporting to committee members Seeking the committees approval on case strategy Calling and holding meetings of the committee as required and the circumstances of the case dictate			

ANNUAL PROGRESS REPORT OF A & J WALMSLEY LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

General Description	Includes	Estimate of No. of Hours	Estimated average hourly rate	Estimate of total
Total		250	182.80	45,700.00

Appendix IV

Time cost information for period 16 February 2018 to 15 February 2019

Time Entry - SIP9 Time & Cost Summary

A6301 - A & J Walmsley Limited
Project Code: POST
From: 16/02/2018 To: 15/02/2019

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	24.00	16.50	0.00	60.05	100.55	19,202.50	190.97
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	1.50	8.50	0.00	14.60	24.60	4,290.00	174.39
Investigations	0.00	11.00	0.00	7.80	18.80	3,710.00	197.34
Realisation of Assets	9.20	20.50	0.00	8.30	38.00	9,382.50	246.91
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	34.70	56.50	0.00	90.75	181.95	36,585.00	201.07
Total Fees Claimed						35,000.00	
Total Disbursements Claimed						400.54	

Time Entry - SIP9 Time & Cost Summary

Category 2 Disbursements

A6301 - A & J Walmsley Limited
Project Code: POST
From 16/02/2018 To: 15/02/2019

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Amount
01/05/2018	Photocopies	73.65
31/05/2018	Photocopies	0.60
26/09/2018	Photocopies	3.15
12/10/2018	Photocopies	8.37
25/10/2018	Photocopies	0.15
31/10/2018	Photocopies	3.00
21/11/2018	Photocopies	5.25
30/11/2018	Photocopies - November	1.50
31/01/2019	Photocopies Photocopy Charges	0.60
Total		96.27

Appendix V**Time costs summary for period and comparison with adjusted estimate for A & J Walmsley Limited in Creditors Voluntary Liquidation**

	Adjusted fees estimate			Actual time costs incurred during the Review Period		
Work category	Number of hours	Average hourly rate £ per hour	Total fees £	Number of hours	Average hourly rate £ per hour	Total time costs £
Administration (including statutory reporting)	73.00	144.52	10,550.00	100.55	190.97	19,202.50
Realisation of assets	56.00	167.86	£9,400.00	38.00	246.91	9,382.50
Creditors (claims and distribution)	37.00	143.24	5,300.00	24.60	174.39	4,290.00
Investigations	41.00	210.98	8,650.00	18.80	197.34	3,710.00

Appendix VI**Expenses summary for period and comparison with adjusted estimate**

Below are details of the Liquidator's expenses for the period under review and the total to date.

	Adjusted expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses paid in the review period £
Professional Costs			
Legal costs	4,000.00	4,000.00	4,000.00
Agents' and valuers' costs	0.00	250.00	250.00
Category 1 Disbursements			
Virtual Meeting Fees	0.00	150.00	150.00
Postage	85.00	37.52	33.62
Advertising	222.75	382.95	382.95
Land registry fee	0.00	9.00	6.00
Bonding	272.00	272.00	272.00
Category 2 Disbursements			
Photocopying	100.00	96.27	88.92

Appendix VII

Invitation to form a Liquidation Committee

NOTICE OF INVITATION TO FORM A LIQUIDATION COMMITTEE

Company Name: A & J Walmsley Limited ("the Company") In Liquidation

Company Number: 05125716

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, Andrew Rosler, of Ideal Corporate Solutions Limited, Lancaster House, 171 Chorley New Road, Bolton, BL1 4QZ (telephone number 01204 663000), 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: Ideal Corporate Solutions Limited, Lancaster House, 171 Chorley New Road, Bolton, BL1 4QZ

By fax to: 01204 663030

By email to: michael.walsh@idealcs.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 9am on the next business day after it was sent.

All nominations must be delivered by: 12:00 noon on 22 March 2019

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>.

Signed: _____

Andrew Rosler
Liquidator

Dated: _____

25.02.2019.

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)?

Appendix VIII

Notice of Virtual Meeting

NOTICE OF DECISION PROCEDURE

Company Name: A & J Walmsley Limited (In Liquidation) ("the Company")
Company Number: 05125716

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, Andrew Rosler, of Ideal Corporate Solutions Limited, Lancaster House, 171 Chorley New Road, Bolton, BL1 4QZ (telephone number 01204 663000), who was appointed by the creditors.

It is proposed that the following decisions be made:

1. That a Liquidation Committee will be established.
2. 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, it is anticipated to be £45,700.00 up to closure, 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.

Please contact the Liquidator (details below) to receive instructions on how to access the virtual meeting, which will be held on an online conferencing platform.

This virtual meeting will be recorded in order to establish and maintain records of the existence of relevant facts or decisions that are taken at the meeting. By attending this meeting, you consent to being recorded. Where any recording of the meeting also entails the processing of personal data, such personal data shall be treated in accordance with the Data Protection Act 2018.

The virtual meeting may be suspended or adjourned by the chair of the meeting (and must be adjourned if it is so resolved at the meeting).

Also provided is a proxy form to enable creditors to appoint a proxy-holder to attend on their behalf (note: any creditor who is not an individual must appoint a proxy-holder, if they wish to attend or be represented at the meeting).

All proxy forms, together with a proof of debt if one has not already been submitted, must be completed and returned by one of the methods set out below:

By post to: Ideal Corporate Solutions Limited
By fax to: 01204 663 030
By email to: Michael.Walsh@idealcs.co.uk

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

All proofs of debt must be delivered prior to the virtual meeting on 25 March 2019.

All proxy forms must be delivered to the convener or chair before they may be used at the meeting fixed for 11:00 AM on 25 March 2019

If a proof of debt has not been received 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

ANNUAL PROGRESS REPORT OF A & J WALMSLEY LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION


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 set out 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 matters detailed above.

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

Creditors who have taken all steps necessary to attend the virtual meeting under the arrangements made by the convener, but that do not enable them to attend the whole or part of the meeting, may complain under Rule 15.38 of the Rules. A complaint must be made as soon as reasonably practicable and in any event no later than 4pm on the business day following the day on which the person was, or appeared to be, excluded; or where an indication is sought under Rule 15.37, the day on which the complainant received the indication.

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: 
Andrew Rosler
Liquidator
Convener

Dated: 25.02.2019

Appendix IX

Proxy Form

Proxy

In the matter of A & J Walmsley Limited

and

Notes to help completion of
the form

in the matter of the Insolvency Act 1986

Please give full name and
address for communication

Name of creditor _____

Address _____

Please insert name of person or
"chair of the meeting". If you
wish to provide for alternative
proxy-holders in the
circumstances that your first
choice is unable to attend
please state the names of the
alternatives as well

Name of proxy-holder

1 _____

2 _____

3 _____

Please delete words in brackets
if the proxy-holder is only to
vote as directed i.e. he has no
discretion

I appoint the above person to be my/the creditor's proxy-holder at the meeting of creditors to be held on 25 March 2019, or at any adjournment of that meeting. The proxy-holder is to propose or vote as instructed below (and in respect of any resolution for which no specific instruction is given, may vote or abstain at his/her discretion).

Voting instructions for resolutions:

SEE ATTACHED SHEET

This form must be signed

Signature _____ Dated _____

Name in CAPITAL LETTERS _____

Only to be completed if the
creditor has not signed in
person

Position with creditor or relationship to creditor or other

authority for signature: _____

Are you are the sole member/shareholder of the creditor?

Yes / No

This proxy may be completed with the name of the person or the chair of the meeting who is to be the proxy-holder.

Proxy (continued)

In the matter of A & J Walmsley 2019

and

in the matter of the Insolvency Act 1986

Name of creditor _____

Voting instructions for resolutions:

1	That a Liquidation Committee be established, if sufficient creditors are willing to become members	*For / Against
2	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, it is anticipated to be £45,700.00 up to closure, 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**

Appendix X

Proof of Debt

PROOF OF DEBT - GENERAL FORM
A & J Walmsley Limited – In Liquidation

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"> For UK companies: its registered number For other companies: the country or territory in which it is incorporated and the number if any under which it is registered The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act 	
4.	Total amount of claim, including any Value Added Tax, as at the date of administration, 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 £
11.	If you wish any dividend payment that may be made to be paid in to your bank account please provide BACS details. Please be aware that if you change accounts it will be your responsibility to provide new information	Account No.: Account Name: Sort code:
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