

Section 94

The Insolvency Act 1986

Form 4.71

Return of Final Meeting in a  
Members' Voluntary Winding Up  
Pursuant to Section 94 of the  
Insolvency Act 1986

# S94

To the Registrar of Companies

For Official Use

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Company Number

05227231
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Name of Company

European Management Materials (UK) Ltd
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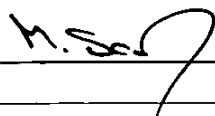
I / We

Georgina Marie Eason  
New Bridge Street House  
30 - 34 New Bridge Street  
London  
EC4V 6BJ

Michael Colin John Sanders  
New Bridge Street House  
30 - 34 New Bridge Street  
London  
EC4V 6BJ

give notice that a general meeting of the company was held/summoned for 09 January 2012 pursuant to section 94 of the Insolvency Act 1986, for the purpose of having an account (of which a copy is attached) laid before it showing how the winding up of the company has been conducted, and the property of the company has been disposed of and that the same was done accordingly / no quorum was present at the meeting

Signed



Date

11 January 2012

MacIntyre Hudson LLP  
New Bridge Street House  
30 - 34 New Bridge Street  
London  
EC4V 6BJ

Ref CR100301/GME/MCJS/JM

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For Official Use

In

SATURDAY



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14/01/2012

#230


COMPANIES HOUSE

**European Management Materials (UK) Ltd**  
**(In Liquidation)**  
**Joint Liquidators' Abstract of Receipts & Payments**  
**From 16 December 2010 To 9 January 2012**

S of A £		£	£
	<b>ASSET REALISATIONS</b>		
8,255 00	VAT Refund	8,042 19	
1,183 00	Cash at Bank and in Hand	740 65	
	Bank Interest Gross	7 01	
			8,789 85
	<b>COST OF REALISATIONS</b>		
	Specific Bond	37 50	
	Joint Liquidators Remuneration	5,000 00	
	Corporation Tax	1 88	
	VAT Irrecoverable	311 22	
	Statutory Advertising	302 40	
	Bank Charges	5 00	
			(5,658 00)
	<b>UNSECURED CREDITORS</b>		
	Unsecured Creditors 100p in the £	200 00	
			(200 00)
	<b>DISTRIBUTIONS</b>		
	Ordinary Shareholders 0 23p per share	2,931 85	
			(2,931 85)
<b>9,438.00</b>			<b>NIL</b>

REPRESENTED BY

**NIL**

  
Michael Colin John Sanders  
Joint Liquidator

## **European Management Materials (UK) Limited**

### **Joint Liquidators' Final Report**

#### **RECEIPTS AND PAYMENTS ACCOUNT**

My Receipts & Payments Account for the period from 16 December 2010 to 14 December 2011 is attached at Appendix 1

#### **ASSETS**

##### **Cash at Bank – Barclays Bank Plc**

The Directors sworn Declaration of Solvency estimated cash at bank to realise £1,183 00

For the period of the liquidation, the Joint Liquidators have received £296 02 from Royal Bank of Scotland Limited N V ("RBS") and £444 63 from Fortis bank No further realisations will be received from RBS or Fortis Bank

##### **VAT Refund**

The Directors sworn Declaration of Solvency estimated a VAT refund to realise £8,255 00

The actual amount realised was £8,042 19

I consider all other receipts to be self-explanatory

#### **LIABILITIES**

##### **Secured Liabilities**

An examination of the Company's mortgage register held by the Registrar of Companies showed that the Company has not granted any debentures

##### **Crown Creditors**

The Declaration of Solvency did not show any amount owed to HM Revenue & Customs However a corporation tax payment of £200 00 was made on 21 July 2011, after a claim was received from their office

No further payments are due to HM Revenue & Customs

##### **Unsecured Creditors**

The Declaration of Solvency did not show any unsecured creditors The Joint Liquidators advertised a notice for claims in the London Gazette in the month following their appointment and with the exception of the claim received from HM Revenue & Customs, have received no claims The last date for proving has passed

##### **VAT**

I have reclaimed post liquidation VAT totalling £749 26 This refund is for relief from VAT on certain services supplied after the Company entered Liquidation

##### **Dividends**

Creditors have been paid in full through a first and final dividend of 100p in the £ on 27 July 2011

## Distribution

On 13 December 2011, a first and final distribution to shareholders of 0.23p per share was declared. A total £2,931.85 was paid out of the liquidation account on this date.

## **LIQUIDATORS' ACTIONS SINCE APPOINTMENT**

Since the date of appointment, the Joint Liquidators have liaised with HM Revenue & Customs in order to obtain confirmation of any outstanding claims and to obtain clearance for closure purposes.

The Joint Liquidators have also prepared and submitted corporation tax returns and have calculated and arranged distribution payments to the shareholder of the Company.

## **LIQUIDATORS' REMUNERATION**

On the 16 December 2010, shareholders agreed that the Joint Liquidators' be remunerated on a time cost basis, and that this remuneration shall not exceed £5,000 plus VAT and disbursements. This included the Declaration of Solvency Fee. A schedule of my time costs incurred to date is attached as Appendix 2.

To date our time costs total £5,633.50 plus VAT against which the Joint Liquidators have drawn £5,000 plus VAT. This equates to total time spent of 32.70 hours at an average hourly charge out rate of £172.28.

In accordance with Statement of Insolvency Practice 9, which is intended to help members be aware of their rights to approve and monitor fees and explain the basis on which a Liquidator's fees are fixed, a breakdown of the Joint Liquidators' time costs in this matter is attached together with the Joint Liquidators' firms' current charge out rates.

Statement of Insolvency Practice 9 A Creditors' Guide to Liquidators' Fees can be downloaded from the following website: <http://www.macintyreHUDSON.co.uk/guide-to-fees>

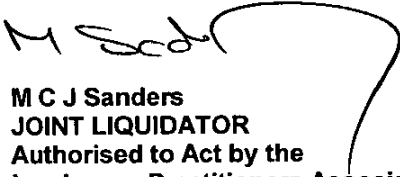
A description of the routine work undertaken in the liquidation to date is as follows:

- 1 Administration and Planning
  - Preparing the documentation and dealing with the formalities of appointment
  - Statutory notifications and advertising
  - Preparing documentation required
  - Dealing with all routine correspondence
  - Maintaining physical case files and electronic case details on IPS
  - Review and storage
  - Case bordereau
  - Case planning and administration
  - Preparing reports to members and creditors
  - Convening and holding meetings of members and creditors
  - Making distribution payments to shareholders
- 2 Cashiering
  - Maintaining and managing the liquidator's cashbook and bank account
  - Ensuring statutory lodgements and tax lodgement obligations are met
- 3 Realisation of Assets
  - Liaising with the Company's bank regarding the closure of the account

## **SUMMARY**

The winding up of the Company is now for all practical purposes complete and I am able to summon final meetings of the Company's members and creditors to receive my final report and seek our release as Joint Liquidators

Members should note that if we obtain our release as Joint Liquidators at the final meetings of members on 9 January 2012 my case files are placed in storage thereafter. If creditors have any queries they are asked to contact my senior administrator, James Mackie, on 020 7429 4100 before the meetings are held

A handwritten signature in black ink, appearing to read 'M C J Sanders', with a large, sweeping loop at the end.

**M C J Sanders**  
**JOINT LIQUIDATOR**  
**Authorised to Act by the**  
**Insolvency Practitioners Association**

Enc

**European Management Materials (UK) Ltd  
(In Liquidation)  
Joint Liquidators' Abstract of Receipts & Payments**

<b>Declaration of Solvency</b>		<b>From 16/12/2010 To 14/12/2011</b>
	<b>ASSET REALISATIONS</b>	
	Cash at Bank	NIL
8,255 00	VAT Refund	8,042 19
1,183 00	Cash at Bank and in Hand	740 65
	Bank Interest Gross	7 01
		<u>8,789 85</u>
	<b>COST OF REALISATIONS</b>	
	Specific Bond	(37 50)
	Joint Liquidators Remuneration	(5,000 00)
	Corporation Tax	(1 88)
	VAT Irrecoverable	(311 22)
	Statutory Advertising	(302 40)
	Bank Charges	(5 00)
		<u>(5,658 00)</u>
	<b>UNSECURED CREDITORS</b>	
	Unsecured Creditors 100p in the £	200 00
		<u>(200 00)</u>
	<b>DISTRIBUTIONS</b>	
	Ordinary Shareholders 0 23p per share	2,931 85
		<u>(2,931 85)</u>
<u>9,438.00</u>		<u><u>NIL</u></u>
	<b>REPRESENTED BY</b>	
		<u><u>NIL</u></u>

\_\_\_\_\_  
Georgina Marie Eason  
Joint Liquidator

**EUROPEAN MANAGMENT MATERIALS (UK) LIMITED**  
(IN LIQUIDATION)

Analysis of Time Costs for the period 16th December 2010 to 14th December 2011

Classification of Work	Partner		Director		Manager		Administrator		Assistant		Cashiering		Total Hours	Time Cost	Average Hourly Rate
	Hours	Cost (£)	Hours	Cost (£)	Hours	Cost (£)	Hours	Cost (£)	Hours	Cost (£)	Hours	Cost (£)		£	£
Administration and Planning	0 00	0 00	0 10	33 50	0 00	0 00	21 00	3 890 00	1 40	56 00	0 00	0 00	22 50	4 079 50	181 31
Trading	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Investigations	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Realisation of Assets	0 00	0 00	0 00	0 00	0 00	0 00	3 40	648 00	0 00	0 00	0 00	0 00	3 40	646 00	190 00
Creditors	0 00	0 00	0 00	0 00	0 00	0 00	1 00	194 00	0 00	0 00	0 00	0 00	1 00	194 00	194 00
Fixed Charge Creditors	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Fixed Charge Realisations	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Cashiering	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	1 00	65 00	4 80	649 00	5 80	714 00	123 10
Other	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00
<b>Total</b>	<b>0 00</b>	<b>0 00</b>	<b>0 10</b>	<b>33 50</b>	<b>0 00</b>	<b>0 00</b>	<b>25 40</b>	<b>4 830 00</b>	<b>2 40</b>	<b>121 00</b>	<b>4 80</b>	<b>649 00</b>	<b>32 70</b>	<b>5 633 50</b>	<b>172 28</b>
<b>Average Hourly Rate £</b>		<b>0 00</b>		<b>335 00</b>		<b>0 00</b>		<b>190 16</b>		<b>50 42</b>		<b>135.21</b>			

INFORMATION TO ASSIST CREDITORS IN MAKING AN INFORMED DECISION ON ANY  
RESOLUTION SEEKING APPROVAL OF THE OFFICE HOLDERS REMUNERATION

**MHA MACINTYRE HUDSON CORPORATE RECOVERY DEPARTMENT**

Our current charge-out rates which may be amended from time to time are as follows

**POSITION**

Partner	430
Director - London	340
Director - Other Offices	240
<b>Managers</b>	
- Senior Manager	300
- Manager	250
<b>Administrators</b>	
- Senior Administrator	200
- Administrator	160
Assistant	140
Cashier	140

Please note that MHA Macintyre Hudson do not make a separate charge for support staff

**MHA MACINTYRE HUDSON DISBURSEMENT CHARGE**

Our current disbursement charges which may be amended from time to time are as follows

**Category 1**

Postage	Per current postal charges
Travel	As per cost
Document Storage	As per cost

**Category 2**

Car Mileage	40p per mile
Photocopying (where applicable)	15p per sheet

It is the firm's policy to recharge all disbursements properly incurred to the relevant insolvency case where there is identifiable specific expenditure. Any costs which may involve an element of shared or allocated costs or are for services provided by the firm, are detailed in the firm's receipts and payments accounts as 'Category 2 Disbursements'. Please note that no charge is made relating to the recovery of the firm's overhead costs.

Should you require clarification on any of the above, do not hesitate to contact MHA Macintyre Hudson on 020 7429 4100

## **NOTICE OF MEETINGS**

### **EUROPEAN MANAGMENT MATERIALS (UK) LIMITED (In Members' Voluntary Liquidation)**

**NOTICE IS HEREBY GIVEN** pursuant to Section 94 of the Insolvency Act 1986 that a Final General Meeting of Members of the above named Company will be held at the offices of MHA MacIntyre Hudson at New Bridge Street House, 30-34 New Bridge Street, London, EC4V 6BJ on Monday the 9<sup>th</sup> day of January 2012 at 10 00 a m for the purposes of receiving an account of the Joint Liquidators' acts and dealings showing the manner in which the winding-up has been conducted and the property of the Company disposed of, and of hearing any explanation that may be given by the Joint Liquidator, Michael Colin John Sanders and Georgina Marie Eason and also of determining by Ordinary Resolution the manner in which the books, accounts and documents of the company and of the Joint Liquidators shall be disposed of

A member entitled to attend and vote at the above meetings may appoint a proxy to attend and vote instead of him or her. A proxy need not be a member of the company. Proxies for use at the meetings must be lodged at the registered office address, MacIntyre Hudson LLP at New Bridge Street House, 30-34 New Bridge Street, London, EC4V 6BJ not later than 12 00 noon on Friday 6<sup>th</sup> January 2012

Dated this 15<sup>th</sup> December 2011

**M C J Sanders  
JOINT LIQUIDATOR  
Authorised to Act by the  
The Insolvency Practitioners Association  
IP No. 8698**

The liquidator or manager who is managing the case can be contacted on 020 7429 4100



**Proxy (Members' Voluntary Liquidation)**

Notes to help  
completion of this  
form

**In the matter of EUROPEAN MANAGEMENT MATERIALS (UK)  
LIMITED  
and in the matter of The Insolvency Act 1986**

Please give full name  
and address for  
communication

Name of Member

\_\_\_\_\_

—

Address

\_\_\_\_\_

—

\_\_\_\_\_

—

Please insert name of  
person (who must be 18  
or over) or "chairman 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

Any resolutions which  
the proxy-holder is to  
propose or vote in  
favour of or against  
should be set out in  
numbered paragraphs  
in the space provided

I appoint the above person to be my/the member's proxy-holder at the **Final**  
meeting of members to be held on **Monday 9<sup>th</sup> January 2012** 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**

- 1) The Joint Liquidators' Final Receipts and Payments Account be accepted  
**\*ACCEPT / REJECT**

\*Please delete

- 2) That the Joint Liquidators be granted their release

**\*ACCEPT / REJECT**

This form must be  
signed

- 3) That the Company's books and records be destroyed fifteen months after the  
date of the final meeting

**\*ACCEPT/REJECT**

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name in  
CAPITALS \_\_\_\_\_

Position with member or relationship to member or other authority for signature

\_\_\_\_\_

—