

LIQ03

Notice of progress report in voluntary winding up



Companies House

SATURDAY



A23 *A73CBH00* #127
07/04/2018
COMPANIES HOUSE

1 Company details

Company number 0 5 7 0 0 2 8 3

Company name in full Signright Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Darren

Surname Edwards

3 Liquidator's address

Building name/number 40a Station Road

Street Upminster

Post town

County/Region Essex

Postcode

Country

4 Liquidator's name

Full forename(s)

Surname

● Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address

Building name/number

Street

Post town

County/Region

Postcode

Country

● 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	1	5	0	2	2	0	1	7
To date	1	4	0	2	2	0	1	8

7 Progress report

☐ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X *[Handwritten Signature]*

X

Signature date

^d0^d6

^m0^m4

^y2^y0^y1^y8

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.

Darren Edwards

Aspect Plus Limited

40a Station Road

Upminster

Essex

Postcode	R	M	1	4		2	T	R
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DX

0800 988 1897

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

**IN THE MATTER OF
SIGNRIGHT LIMITED - IN LIQUIDATION ("the Company")**

**AND
THE INSOLVENCY ACT 1986**

**THE LIQUIDATOR'S SECOND ANNUAL PROGRESS REPORT
PURSUANT TO SECTION 104A OF THE INSOLVENCY ACT 1986
FOR THE YEAR ENDED 14 FEBRUARY 2018**



Aspect Plus Limited
40a Station Road
Upminster
Essex
RM14 2TR

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SIGNRIGHT LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION
Annual Progress Report pursuant to Section 104A of the Insolvency Act 1986
5 April 2018

This firm's time costs for the total period of the Liquidation are £6,575.90. This represents 35.31 hours at an average hourly rate of £186.20. These time costs are disclosed in Appendix 3.

The Liquidator has drawn no remuneration on account of these time costs.

Included in the work undertaken by me and my staff is the following:

- Dealing with creditors' enquiries both by correspondence and by telephone and noting their claims;
- Carrying out all necessary investigations, including the examination of the Company's statutory books and books of accounts and records in order to enable me to prepare and submit a Liquidator's report on the conduct of the Directors pursuant to the requirements of the Company Directors Disqualification Act 1986;
- Instructing solicitors Cassowary to provide advice and assistance in relation to potential claims against the Directors in respect of preference payments made prior to Liquidation;
- Corresponding with HM Revenue & Customs regarding pre-appoint VAT and PAYE position, completion of returns and provision of supporting information;
- Correspondence with the Company's bankers, Barclays Bank Plc, which included investigations into possible antecedent transactions relating to the period prior to my appointment;
- Reviewing potential recovery actions;
- General statutory and administrative tasks; and
- Preparation of my annual reports to creditors.

To view an explanatory note concerning Liquidators' remuneration issued by the Joint Insolvency Committee, please contact this office to arrange for a hard copy to be sent to you. Alternatively, you may view the guide to Liquidators' guide to fees online by copying the link below to your web browser:

<https://www.r3.org.uk/what-we-do/publications/professional/fees>

A copy of this firm's charge out rates and disbursement policy is attached at Appendix 4.

(e) Liquidator's expenses

Costs incurred in the Liquidation are explained at Section (f) below my comments on the Receipts and Payments Accounts.

Category 2 disbursements have not been reconciled and no payments have been made in this regard. These will include costs which are directly referable to the Liquidation but are not paid to an independent third party and will include shared or allocated costs such as photocopying, internal room hire and business mileage.

Category 1 disbursements relate to specific expenditure directly referable to the Liquidation and paid to an independent third party, such as statutory advertising, storage costs and postage. I can advise that the sum of £338.40 has been incurred and not paid in respect statutory advertising.



I can advise that this firm utilises an IT system in which to maintain records and information regarding the Liquidation. A one off fee of £110.00 per case is charged by the IT provider for the use of this software which has been incurred but not paid to date.

In addition to the above, I am required to obtain a specific bond insurance, based on the level of realisations expected to be realised, as required by the Insolvency Practitioners Regulations 2005. This cost has been incurred in the sum of £40.00 but has not yet been paid.

This firm uses a commercial archiving company for storage facilities for the Company's records and papers. This is recharged at the rate of £5 per box per annum for storage and on a time costs basis at £37.50 per hour for contents listing together with a small charge to cover the administration costs of archiving and retrieval of documents. I am also required to keep my working papers for 6 years from the conclusion of the Liquidation.

(f) Other professional costs

Agents & Valuers

SIA Group (UK) Limited ("SIA") were instructed on informal basis, as agents and valuers upon my appointment in relation to providing a desktop valuation and advice, in respect of the Company's plant and machinery.

As no realisation has been made and as work carried out was relatively nominal, SIA have agreed not to charge any fees in this regard.

Legal Advisers

I can advise that Solicitors Cassoway were instructed to provide advice and assistance to potential claims against the Directors in respect of the repayment of their loan accounts prior to Liquidation.

Cassoway have agreed to work under a Conditional Fee Agreement and will only be paid from any successful recovery.

(g) Details of progress for the period under review

According to the Statement of Affairs lodged in the proceedings, the assets of the Company had an estimated value of £3,000, which comprised of plant and machinery.

Plant and Machinery

As previously report, agents were instructed to value the plant and machinery. However, due to its poor condition it would be disproportionate to the benefit to remove and repair. As a result, no value could be attributed to the Company's plant and machinery.

Directors' Loan Account

Investigation into the affairs of the Company highlighted potential claims against the Directors for the repayment of their loan accounts prior to liquidation. This matter has now been referred to solicitors, Cassoway for recovery.

Receipts

A Receipts and Payments Account is attached at Appendix 1, from which you will note that no receipts have been received in the period covered by this report.

Payments

Consequently, there have been no payments in this regard.

(h) Details of any assets that remain to be realised and outstanding matters

As reported above there are potential claims against the Directors for repayment of their loan accounts prior to Liquidation. This matter has now been referred to solicitors and matters in this regard have not yet been concluded, therefore, recoveries in respect of the same are still uncertain.

Subject to the above and prior to finalising the Liquidation, the final tax position is to be confirmed and statutory matters concluded.

(i) Investigations

In accordance with the Company Directors Disqualification Act 1986 a report on the conduct of the Directors of the Company has been submitted to the Department for Business Innovation & Skills. As this is a confidential report/return, the Liquidator is not able to disclose the contents.

Shortly after appointment, an initial assessment was made of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate. This assessment took into account information provided by creditors either at the initial meeting or as a response to my request to complete an investigation questionnaire. These investigations have highlighted potential claims against the Directors, as reported above.

(j) Creditors' rights to request information and their right to challenge the Liquidator's remuneration and expenses

Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Liquidator provides further information about his remuneration or expenses which have been itemised in this progress report.

Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that the basis fixed for the Liquidator's remuneration, the remuneration charged or the expenses incurred by the Liquidator as set out in this progress report are excessive.

(k) Any other relevant information:

Prescribed Part

I have a duty to advise whether the prescribed part applies in respect of the amount of funds available for unsecured creditors. This provision only applies where the Company has granted a floating charge to a secured creditor on or after 15 September 2003. I can advise that the Company has not granted any charges and therefore there is no prescribed part in this instance.

Secured creditors

There are no secured creditors.

Preferential creditors

The Liquidator has not received any preferential claims.

Unsecured creditors

Unsecured creditors' claims in the sum of £39,968.80 have been received and noted. Based on current information, it is uncertain at present if there will be a dividend payable to the unsecured creditors. This is subject to any recoveries made in respect of the overdrawn the Directors' Loan Accounts. We attach a proof of debt form at Appendix 5 for those creditors who have not yet submitted a claim in the Liquidation.

Opting out of receiving further correspondence

A creditor may at anytime elect to be an opted-out creditor. This will mean that no further documents or information will be sent to you, with the exception of:

- Notices of distributions to creditors; or
- If out contact details alter; or
- If the Insolvency Act 1986 or the Insolvency Rules 2016 requires that a document must be delivered to all creditors.

Should you wish to opt out of receiving further documents, please complete the attached form at Appendix 6.

(n) Next report

I am required to provide a further report on the progress of the Liquidation within two months of the end of the next anniversary of the Liquidation, unless I have concluded matters prior to this date and issued my final account.

On a general note, if you have any comments or concerns in connection with my conduct, please contact the Liquidator in the first instance. If the matter is not resolved to your satisfaction and you wish to take it further you may contact the Insolvency Services directly via the Insolvency Complaints Gateway. The can be contacted as follows:

- i. Email ip.complaints@insolvency.gsi.gov.uk
- ii. Telephone +44 (0) 300 678 0015
- iii. Write to the Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds, LS11 9DA

I trust you will find this report adequate for your purposes but should you require any further information, please do not hesitate to contact in the first instance Robert Cogan at this office.



Darren Edwards
Liquidator

Date: 5 April 2018

**Signright Limited - In Creditors Voluntary Liquidation
Liquidator's Abstract of Receipts & Payments**

From 15 February 2016 To 14 February 2018

Statement of Affairs £	From 15/02/17 To 14/02/18	From 15/02/16 To 14/02/18
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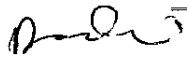
ASSET REALISATIONS

3,000.00	Plant & Machinery	NIL	NIL
<u>3,000.00</u>		<u>NIL</u>	<u>NIL</u>

UNSECURED CREDITORS

(65,433.35)	Trade Creditor	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<u>(62,433.35)</u>		<u>NIL</u>	<u>NIL</u>

REPRESENTED BY

	_____ _____ _____ NIL
	
-----	Darren Edwards Liquidator

Liquidator's Remuneration Schedule
Signright Limited
Between 15 February 2017 and 14 February 2018

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	1.60	0.50	3.81	1.80	7.71	1,554.90	201.67
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.30	0.70	7.40	0.00	8.40	1,550.50	184.58
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total hours	1.90	1.20	11.21	1.80	16.11		
Time costs	617.50	300.00	2,001.90	186.00		3,105.40	
Average hourly rate	325.00	250.00	178.58	103.33			192.76

Description	Total Incurred £	Total Recovered £
Statutory Advertising	338.40	0.00
Specific Bonding	40.00	0.00
Insolv IT	110.00	0.00
Totals	488.40	0.00

Summary of Fees

Time spent in administering the Assignment	Hours	16.11
Total value of time spent to 14 February 2018	£	3,105.40
Total Liquidator's fees charged to 14 February 2018	£	0.00

Appendix 2

Detailed list of work undertaken for Signright Limited in Creditors' Voluntary Liquidation for the review period 15/02/2016 to 14/02/2018

Below is detailed information about the tasks undertaken by the Liquidator.

General Description	Includes
Statutory and General Administration	
Statutory/advertising	Filing of documents to meet statutory requirements 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
Planning / Review	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
Pension scheme	Identifying whether there is a pension scheme
Reports	Circulating initial report to creditors upon appointment
Meeting of Creditors	Preparation of meeting notices, proxies/voting forms and advertisements notice of meeting to all known creditors Collate and examine proofs and proxies/votes to decide on resolutions 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 meeting Issuing notice of result of meeting.
Closure	Review case to ensure all matters have been finalised Draft final report Obtain clearance to close case from HMRC together with submitting final tax return Obtain final accounts from agents solicitors and others instructed Convene and hold final meetings File documents with Registrar of Companies
Investigations	
SIP 2 Review	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
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

Litigation / Recoveries	Liaising with solicitor regarding examinations Preparing brief to solicitors/Counsel Liaising with solicitors regarding recovery actions
Realisation of Assets	
Plant and Equipment	Liaising with agents to agree disposal strategy
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
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD

Liquidator's Remuneration Schedule
Signright Limited
Between 15 February 2016 and 14 February 2018

Classification of work function	Partner/Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	2.60	1.30	5.01	3.60	12.51	2,449.90	195.84
Investigations	1.30	3.30	4.80	4.00	13.40	2,335.50	174.29
Realisation of Assets	0.30	1.20	7.40	0.00	8.90	1,675.50	188.26
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.40	0.10	0.00	0.50	115.00	230.00
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total hours	4.20	6.20	17.31	7.60	35.31		
Time costs	1,365.00	1,550.00	2,952.90	708.00		6,575.90	
Average hourly rate	325.00	250.00	170.59	93.16			186.23

Description	Total Incurred £	Total Recovered £
Statutory Advertising	338.40	0.00
Specific Bonding	40.00	0.00
Insolv IT	110.00	0.00
Totals	488.40	0.00

Summary of Fees

Time spent in administering the Assignment	Hours	35.31
Total value of time spent to 14 February 2018	£	6,575.90
Total Liquidator's fees charged to 14 February 2018	£	0.00

Estimated Liquidator's Time Costs and disbursements

Charge-out rates

The Liquidator is seeking agreement from the relevant body of creditors to draw fees on a time cost

Work undertaken by staff is recorded in 6 minute units in an electronic time recording system. Time

Partners	£325
Managers	£250
Senior Administrators	£190
Administrators	£150
Junior Adminstrators	£90

A fee estimate is provided on the following page, from which you will see that we estimate that my time

My fees estimate details the work that I anticipate will need to be undertaken on this case for the

Expenses

Below is an outline of the expenses that may be incurred during the assignment.

Agents and Valuers	There will be a fixed fee for valuations from £150 to £1,000 plus VAT. Marketing
Debt collection Agents	It is anticipated that the agent will be paid a percentage of debtor realisations.
Solicitors	will be monitored by the office holder and disclosed to creditors in future progress
ERA specialists	Time cost basis which would be monitored by the office holder and disclosed to

Disbursements

Category 1 disbursements are payments to independent third parties where there is specific expenditure

Examples of Category 1 disbursements include postage, case advertising, specific bond insurance,

An indication of Category 1 disbursements is set out below: -

Insolv Case Management Fee (No VAT)	£110.00
Specific Bond (No VAT)	£105.00
Statutory Advertising (Exc. VAT)	£338.40
External Storage of Insolvency Practitioners working papers	£500.00

Category 2 disbursements are expenses that are directly referable to an insolvency assignment but not

An estimate of category 2 disbursements is provided on the following page, from which you will see that

Further information

To view an explanatory note concerning Office Holder's remuneration issued by the Joint Insolvency

Proof of Debt – General Form

Signright Limited

Date of resolution for voluntary winding-up 16 February 2016

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 winding-up, 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 £
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

OPTING OUT OF RECEIVING DOCUMENTS

The consequences of opting-out

As previously advised, most future documents will not be sent to creditors by post. Nevertheless, the Liquidator is required to inform creditors of their rights to opt out of receiving documents.

Creditors have the right to elect to opt out of receiving further documents about the Liquidation unless:

- (i) the Insolvency Act 1986 requires a document to be delivered to all creditors without expressly excluding opted-out creditors;
- (ii) it is a notice relating to a change in the office-holder or the office-holder's contact details; or
- (iii) it is a notice of a dividend or proposed dividend or a notice which the court orders to be sent to all creditors or all creditors of a particular category to which the creditor belongs.

Opting-out will not affect the creditor's entitlement to receive dividends should any be paid to creditors.

Unless the Insolvency (England & Wales) Rules 2016 provide to the contrary, opting-out will not affect any right the creditor may have to vote in a decision procedure or a participate in a deemed consent procedure in the proceedings although the creditor will not receive notice of it.

A creditor who opts out will be treated as having opted out in respect of any consecutive insolvency proceedings of a different kind in respect of the same company.

How to opt out

A creditor may at any time elect to be an opted-out creditor.

The creditor's election to opt out must be by a notice in writing authenticated and dated by the creditor.

The creditor must deliver the notice to the Liquidator (details below).

How to opt back in

The creditor may at any time revoke the election to opt out by a further notice in writing, authenticated and dated by the creditor and delivered to the Liquidator (details below).

Contact details

The Liquidator's contact details are as follows:

Names of Liquidator(s):	Darren Edwards
Address of Liquidator(s):	40a Station Road, Upminster, Essex, RM14 2TR
Email Address	rob@aspectplus.co.uk
Telephone Number	01708 300170

FORM TO OPT-OUT OF RECEIVING FURTHER CORRESPONDENCE

SIGNRIGHT LIMITED - IN LIQUIDATION

Date of Liquidation: 15 February 2016

Name of creditor:

I/We confirm that we no longer wish to receive no further information of documents concerning the Liquidation of the Company.

Signed:

Date: