

LIQ03

Notice of progress report in voluntary winding up



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 0 6 0 2 3 7 2 5

Company name in full Brand Four Ltd

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) David

Surname Meany

3 Liquidator's address

Building name/number 71 Christchurch Road

Street

Post town Ringwood

County/Region

Postcode B H 2 4 1 D H

Country

4 Liquidator's name ①

Full forename(s) Andrew

Surname Watling

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 71 Christchurch Road

Street

Post town Ringwood

County/Region

Postcode B H 2 4 1 D H

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 <div>0</div>	^d <div>7</div>	^m <div>0</div>	^m <div>5</div>	^y <div>2</div>	^y <div>0</div>	^y <div>2</div>	^y <div>1</div>
To date	^d <div>0</div>	^d <div>6</div>	^m <div>0</div>	^m <div>5</div>	^y <div>2</div>	^y <div>0</div>	^y <div>2</div>	^y <div>2</div>

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d <div>0</div>	^d <div>5</div>	^m <div>0</div>	^m <div>7</div>	^y <div>2</div>	^y <div>0</div>	^y <div>2</div>	^y <div>2</div>
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**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 **David Meany**

Company name **Quantuma Advisory Limited**

Address **High Holborn House**

52-54 High Holborn

Post town **London**

County/Region

Postcode **W C 1 V 6 R L**

Country

DX

Telephone **020 3856 6720**

**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

**Brand Four Ltd
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 07/05/2021 To 06/05/2022 £	From 07/05/2021 To 06/05/2022 £
	SECURED ASSETS		
9,098.79	VAT Refund from ADM Estate	9,098.79	9,098.79
		9,098.79	9,098.79
	SECURED CREDITORS		
(23,251.71)	Market Finance	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
	Bank Interest Gross	0.26	0.26
42,000.00	Claim in IVA - A. Talkes	NIL	NIL
42,000.00	Claim in IVA - T. Talkes	NIL	NIL
2.36	Transfer of Funds from ADM Estate	NIL	NIL
		0.26	0.26
	COST OF REALISATIONS		
	QAL - Debtor Payment	3,804.29	3,804.29
		(3,804.29)	(3,804.29)
	PREFERENTIAL CREDITORS		
(3,281.61)	Employee Arrears/Hol Pay	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(14,000.00)	Accountants - Duncan & Toplis	NIL	NIL
(1,687.00)	Boost Finance	NIL	NIL
(22,108.11)	Capital-on-Tap	NIL	NIL
(12,480.85)	Employees - Redundancy Pay	NIL	NIL
(240,000.00)	Funding Circle	NIL	NIL
(200,000.00)	HM Revenue and Customs - Corporati	NIL	NIL
(10,000.00)	IWOCA	NIL	NIL
(30,260.95)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(2.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(463,971.08)		5,294.76	5,294.76
	REPRESENTED BY		
	Bank 1 Current		5,294.76
			5,294.76



David Meany
Joint Liquidator

Brand Four Ltd

(In Creditors' **Voluntary Liquidation**)

(**"the Company"**)

THE JOINT LIQUIDATORS' **PROGRESS REPORT**

5 July 2022

David Meany and Andrew Watling of Quantuma Advisory Limited, 71 Christchurch Road, Ringwood, BH24 1DH, were appointed Joint Liquidators of Brand Four Ltd on 7 May 2021.

David Meany and Andrew Watling are both licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales.

This report has been prepared for circulation solely to comply with the Joint Liquidators' statutory duty to report to Creditors under the provisions of The Insolvency (England and Wales) Rules 2016 and for no other purpose. This report is intended for the statutory recipients. The report cannot be used or relied upon by any party other than for its intended statutory purpose.

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5	ETHICS
6	THE JOINT LIQUIDATORS' FEES AND EXPENSES

APPENDICES

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Appendix 2	The Joint Liquidators' Receipts and Payments Account
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Appendix 4	Detailed narrative list of work undertaken by the Joint Liquidators during the Review Period
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ABBREVIATIONS

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Liquidators"	David Meany and Andrew Watling of Quantuma Advisory Limited
"the Company"	Brand Four Ltd – In Liquidation
"EOS"	Estimated Outcome Statement
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 7 May 2021 to 6 May 2022
"Whole Period"	Period covered by the report from 7 May 2021 to 6 May 2022

1. INTRODUCTION

Introduction

This report has been prepared to provide Members and Creditors with an update on the progress of the Liquidation of the Company since the appointment as Joint Liquidators on 7 May 2021.

Please note that on 1 August 2020, Quantuma LLP transferred its business to Quantuma Advisory Limited

The firm and the Joint Liquidators have had no other involvement with the Company or its directors, other than their colleagues, Paul Zalkin and Sean Bucknall, previously being appointed as Joint Administrators of the Company on 4 March 2020. Their appointment duly ended on 3 March 2020, leading to the commencement of the Liquidation process.

A schedule of statutory information in respect of the Company is attached at Appendix 1.

Details of the appointment of the Joint Liquidators

David Meany and Andrew Watling of Quantuma Advisory Limited were appointed Joint Liquidators of the Company on 7 May 2021.

The Joint Liquidators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

2. THE PROGRESS OF THE LIQUIDATION

The Joint Liquidators' Receipts and Payments Account

Attached at Appendix 2 is a Receipts and Payments account covering the Review Period. In accordance with the requirements of SIP 7, the Joint Liquidators confirm that the account has been reconciled with that held at the bank.

The rest of this report describes the key developments in the Liquidation over the Review Period. A summary is provided of the main asset realisations during the Review Period and an estimation of those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

Administrative, Statutory & Regulatory Tasks

The Joint Liquidators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the Creditors' Voluntary Liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards. Details of the tasks carried out during the Review Period are included in Appendix 4.

Realisation of assets

VAT Refund from the Administration

The Company has received a VAT refund of £9,098.79 from the prior Administration.

Surplus Cash from the Administration

The prior Administration held funds of £2.36 in respect of surplus cash from floating charge realisations. This has been transferred to the Liquidation estate.

Director's Loan Accounts

The Joint Administrators were advised that the Directors had proposed separate IVAs, which were approved by their creditors on 9 December 2020. Maxine Reid-Roberts and Brian Burke of Quantuma Advisory Limited are the Joint Supervisors of the arrangement.

The Directors' proposals list the Company as a creditor in the IVAs for the following sums:

- Andrew Talkes – £120,000; and
- Tanya Talkes – £120,000.

The Joint Liquidators anticipate recoveries of up to £42,000 from each voluntary arrangement.

The Joint Supervisors' annual progress report dated 3 February 2022 has advised the Joint Liquidators that the debtors continue to make the minimum monthly contributions of £250pm each. Nonetheless, reviews of their Income & Expenditure, as well as the management accounts, are being conducted to see if any additional contributions are due in line with the IVAs' provisions.

An update on this matter will be provided in the next progress report.

Bank Interest Gross

Nominal bank interest accrues on funds held in the estates bank account. The sum of 26p was accrued during the Review Period.

3. CREDITORS: CLAIMS AND DISTRIBUTIONS

Secured Creditors

The Company granted security to the following charge holders:

Charge Holder	Security	Authorised and Issued	Amount outstanding at 7 May 2021
Marketfinance Limited	Fixed and floating charge	19 March 2019	£23,251.71
NatWest	Fixed charge	15 April 2016	£Nil
NatWest	Fixed and floating charge	14 August 2012	£Nil

As detailed above, while the NatWest charges are still showing as outstanding at Companies House, their indebtedness was settled in the Administration.

Preferential Creditors

Preferential claims relating to unpaid holiday pay and wage arrears were estimated at £3,281.61 in the Director's Estimated Statement of Affairs. To date, 11 claims have been received totalling £3,281.61.

It is uncertain whether there will be sufficient realisations to pay a dividend to preferential creditors.

Secondary Preferential Creditors

In any insolvency process started from 1 December 2020, HM Revenue and Customs ("HMRC") is a Secondary Preferential Creditor for the following liabilities:

- VAT;
- PAYE Income Tax;
- Employees' NIC;
- CIS deductions; and
- Student loan deductions.

This will mean that, if there are sufficient funds available, any of the above amounts owed by the Company will be paid after the preferential creditors have been paid in full.

The Director's Estimated Statement of Affairs detailed the liability owing to HMRC as relating solely to Corporation Tax. Accordingly, it is understood that HMRC are not a secondary preferential creditor. To date, HMRC have not submitted a claim to clarify whether any amounts would be classified as a secondary preferential claim.

Prescribed Part

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company must be made available purely for the Unsecured Creditors. This equates to:

- 50% of net property up to £10,000;
- Plus, 20% of net property in excess of £10,000; and
- Subject to a maximum of £600,000.

Based on the details presented in the Directors' Statement of Affairs, the value of the Company's net property, after payment of preferential claims, will be £80,720.75. Accordingly, it is estimated that the prescribed part amounts to £19,144.15, although this calculation does not take the costs of insolvency and realisation into account.

Unsecured Creditors

Unsecured claims were estimated at £530,536.91 in the Director's Estimated Statement of Affairs and, to date, 10 claims have been received totalling £70,479.68.

It is currently uncertain as to whether a dividend will be paid to unsecured creditors.

Claims Process

You are requested to submit claims to the address on the front of this report, marked for the attention of Benjamin Wooster-Wingfield.

A Proof of Debt form is attached at Appendix 5.

4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

Investigations

As part of the Joint Liquidators' statutory duties, an investigation into the conduct of the Company Director was completed.

In this regard, a confidential report was submitted to The Insolvency Service during the term of the Administration. This was submitted on 3 June 2020.

Further Information

To comply with the Provision of Services Regulations, some general information about Quantuma Advisory Limited, including the complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information>.

Information about this insolvency process may be found on the R3 website here <http://www.creditorinsolvencyguide.co.uk>.

General Data Protection Regulation

In compliance with the General Data Protection Regulation, Creditors, Employees, Shareholders, Directors and any other Stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link <http://www.quantuma.com/legal-notices>.

5. ETHICS

Please note that the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>. Additionally, the Joint Liquidators are also bound by the regulations of their Licensing Bodies.

General Ethical Considerations

Prior to the Joint Liquidators' appointment, it was necessary to consider whether any statutory or regulatory rules would prevent the appointments from proceeding. This is particularly the case because:

- Paul Zalkin and Sean Bucknall of Quantuma Advisory Limited acted as the Company's Joint Administrators and therefore had a prior relationship with the Company and its directors;
- Mark Sands and Brian Burke of Quantuma Advisory Limited are Joint Supervisors of Individual Voluntary Arrangements ("IVAs") between the Company's directors/shareholders and their personal creditors, of which the Company is one.

Although it is a routine occurrence for a company's former administrators to become its liquidators, in order to ensure that there is no perceived conflict of interest a decision was taken for alternative Insolvency Practitioners from Quantuma to be appointed as the Joint Liquidators.

We do not consider that there are any perceived conflicts of interest which might be seen to compromise the effectiveness of the proposed Joint Liquidators' work. The fundamental ethical principles which guide the behaviour of regulated individuals have been considered and acted upon.

The safeguards have been reviewed and they are effectively managing the threats previously identified. No other threats to compliance with the Code of Ethics have arisen in the Review Period.

Specialist Advice and Services

When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the Joint Liquidators are obligated to ensure that such advice or work is warranted and that the advice or work contracted reflects the best value and service for the work undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment. Details of the specialists specifically chosen in this matter are detailed below.

6. THE JOINT LIQUIDATORS' FEES AND EXPENSES

A copy of 'A Creditors Guide to Liquidators' Fees' effective from 1 April 2021 together with Quantuma Advisory Limited's current schedule of charge-out rates and chargeable expenses, which includes historical charging information, may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>.

A hard copy of both the Creditors' Guide and Quantuma Advisory Limited's current and/or historic charge-out rate and expenses policies may be obtained on request at no cost.

Joint Liquidators' Fees

Given the limited realisations in this case to date, the Joint Liquidators do not propose to fix their remuneration.

The position as regards fees will be reviewed when the prospects of realising the remaining assets become clearer.

The Joint Liquidators believe this case generally to be of average complexity and no extraordinary responsibility has to date fallen upon them.

Comparison of Estimates

Joint Liquidators' Expenses

Expenses	Expenses incurred in the Review Period £
Category 1 expenses	
Postal services – Accurate Mailing (fees)	219.18
Postal services – Accurate Mailing (disbursements)	100.84
Statutory advertising	264.00
Indemnity Bond	135.00
Storage costs	10.00
TOTAL	£729.02

Details of the expenses paid in the Review Period and the Whole Period are shown in the Receipts and Payments account at Appendix 2.

Other Professional Costs

Postal Services

Accurate Mailing were instructed by the Joint Liquidators to provide postal services during the COVID-19 pandemic. Their costs for the Review Period amount to £219.18 plus disbursements and VAT.

All professional costs are reviewed and analysed before payment is approved.

Creditors' right to request information

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request in writing the Joint Liquidators to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

Creditors' right to challenge remuneration and/or expenses

Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of remuneration which the Joint Liquidators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of.

Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

Future of the Liquidation

The Liquidation will continue to allow the Joint Liquidators to collect in the sums due from the IVAs in respect of the directors' loan accounts.

Should you have any queries in regard to any of the above please do not hesitate to contact Benjamin Wooster-Wingfield on 020 3856 6720 or by e-mail at ben.wooster-wingfield@quantuma.com.

A handwritten signature in black ink, appearing to read 'David Meany', with a stylized flourish extending to the right.

David Meany
Joint Liquidator

BRAND FOUR LTD
(IN LIQUIDATION)

STATUTORY INFORMATION

Company Name	Brand Four Ltd
Trading Address	Lime Kiln Way, Lincoln, Lincolnshire, LN2 4US
Proceedings	In Liquidation
Date of Appointment	7 May 2021
Joint Liquidators	David Meany and Andrew Watling Quantuma Advisory Limited, 71 Christchurch Road, Ringwood, BH24 1DH
Registered office Address	c/o Quantuma Advisory Limited, High Holborn House, 52-54 High Holborn, London, WC1V 6RL
Company Number	06023725
Incorporation Date	8 December 2006

BRAND FOUR LTD
(IN LIQUIDATION)

THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT AS AT 7 MAY 2022

Brand Four Ltd
(In Liquidation)
Joint Liquidators' Summary of Receipts and Payments
To 6 May 2022

RECEIPTS	Statement of Affairs (£)	Total (£)
VAT Refund from ADM Estate	9,098.79	9,098.79
Transfer of Funds from ADM Estate	2.36	0.00
Claim in IVA - A. Talkes	42,000.00	0.00
Claim in IVA - T. Talkes	42,000.00	0.00
Bank Interest Gross		0.26
		<hr/>
		9,099.05
		<hr/>
PAYMENTS		
Market Finance	(23,251.71)	0.00
Former Administrators' fees		(3,804.29)
Employee Arrears/Hol Pay	(3,281.61)	0.00
Trade & Expense Creditors	(30,260.95)	0.00
Employees - Redundancy Pay	(12,480.85)	0.00
Accountants - Duncan & Toplis	(14,000.00)	0.00
Funding Circle	(240,000.00)	0.00
HM Revenue and Customs - Corporation Tax	(200,000.00)	0.00
IWOCA	(10,000.00)	0.00
Capital-on-Tap	(22,108.11)	0.00
Boost Finance	(1,687.00)	0.00
Ordinary Shareholders	(2.00)	0.00
		<hr/>
		3,804.29
		<hr/>
Net Receipts/(Payments)		5,294.76
		<hr/>

MADE UP AS FOLLOWS

Bank 1 Current	5,294.76
	<hr/>
	5,294.76
	<hr/>

Notes

1. The Receipts and Payments account must be read in conjunction with the attached notes and report.
2. Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately.

BRAND FOUR LTD
(IN LIQUIDATION)

SCHEDULE OF THE JOINT LIQUIDATORS'S TIME-COSTS DURING THE REVIEW PERIOD AND
THE WHOLE PERIOD

Time Entry - SIP9 Time & Cost Summary

6008372 - Brand Four Ltd
Project Code: POST
From: 07/05/2021 To: 06/05/2022

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	4.40	0.10	6.40	1.30	12.20	4,158.00	340.82
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.20	0.00	0.90	1.40	2.50	529.50	211.80
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	1.80	0.00	1.80	558.00	310.00
Investigations	0.00	0.00	0.20	0.00	0.20	67.00	335.00
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	0.30	0.00	0.30	100.50	335.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	4.60	0.10	9.60	2.70	17.00	5,413.00	318.41
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

Time Entry - SIP9 Time & Cost Summary

All Disbursements

6008372 - Brand Four Ltd
Project Code: POST
From: 07/05/2021 To: 06/05/2022

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	Disbursement Category	Amount
19/05/2021	Postage: Postage Month 15 - Accurate Mailing	Category 1	8.04
19/05/2021	Agents fees: Service Charge - Month 15 Accurate Mailing	Category 1	16.00
28/05/2021	Postage: Postage Month 16 - Accurate Mailing	Category 1	33.15
28/05/2021	Agents fees: Service Charge - Month 16 Accurate Mailing	Category 1	12.12
16/06/2021	Specific Bond: Bordereau Costs For Andrew Watling	Category 1	67.50
16/06/2021	Specific Bond: Bordereau Costs For David Meany	Category 1	67.50
25/06/2021	Postage: Accurate Mailing-Invoice No: 8906i	Category 1	183.92
05/08/2021	Storage Costs: Collecting Boxes from Total Data	Category 1	5.00
26/08/2021	Storage Costs: Returning Boxes to Total Data	Category 1	5.00
19/11/2021	Postage: Postage Month 22 - Accurate Mailing	Category 1	0.85
19/11/2021	Agents fees: Service Charge - Month 22 Accurate Mailing	Category 1	7.14
19/05/2021	Stationery: Stationery - Month 15 Accurate Mailing	Category 2	7.50
28/05/2021	Stationery: Stationery - Month 16 Accurate Mailing	Category 2	50.70
19/11/2021	Stationery: Stationery - Month 22 Accurate Mailing	Category 2	0.60
		Total	465.02

BRAND FOUR LTD
(IN LIQUIDATION)

DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT LIQUIDATORS DURING
THE REVIEW PERIOD

Description of work undertaken	Includes
<u>ADMINISTRATION & PLANNING</u>	
Administration & Planning	
Initial Statutory and General Notifications & Filing e.g. Advertising the appointment, undertaking statutory notifications to Companies House, HMRC , the Pension Protection Fund, preparing the documentation and dealing with other notification of appointment	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Obtaining a specific penalty bond.	
Recovering & Scheduling the company's books and records.	Collection and making an inventory of company books and records
Setting up electronic case files and electronic case details on IPS.	
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews at 1 month, 2 months & 6 months.	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case 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
VAT & Corporation Tax matters and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
<u>CREDITORS</u>	
Creditors	
Employees - dealing with employee correspondence/calls regarding their claims	
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Continuing to deal with Pension Schemes queries	

Description of work undertaken	Includes
Annual Progress Reports	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties
Initial Appointment Notification to Creditors - Preparing the documentation & sending out initial appointment notification to creditors	Preparing a fee estimate for inclusion with the report to creditors.
<u>INVESTIGATIONS</u>	
Investigations	
<u>REALISATION OF ASSETS</u>	
Realisation of Assets	
Funds from ADM estate	
VAT Refund	Chase HMRC for VAT refund
Directors' loan accounts	Liaise with Joint Supervisors re: progress of the directors' IVAs.
Bank Interest Gross	Collection of bank interest accrued on funds held in the Liquidation estate
<u>CASHIERING</u>	
Opening, maintaining and managing the Office Holders' cashbook and bank account.	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory Receipts and Payments accounts at Companies House

Current Charge-out Rates of the staff working on the case

Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken.

Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes.

Rates are likely to be subject to periodic increase.

Staff	Charge out rates £
Managing Directors	480.00
Directors	500.00
Assistant Manager	335.00
Administrator	240.00
Case Accountant	135.00
Support Staff/Executive Assistant	100.00

BRAND FOUR LTD
(IN LIQUIDATION)

PROOF OF DEBT

PROOF OF DEBT - GENERAL FORM

Brand Four Limited

Date of Resolution for voluntary winding up: 7 May 2021

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 liquidation, 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