

LIQ14

Notice of final account prior to dissolution in CVL



Companies House

FRIDAY



A16 *A8DWDLQ3* 13/09/2019 #48
COMPANIES HOUSE

base
use

1 Company details

Company number 0 6 5 2 6 6 4 9
Company name in full 121 ACCIDENT MANAGEMENT LTD

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

2 Liquidator's name

Full forename(s) DAVID NORMAN
Surname KAYE

3 Liquidator's address

Building name/number 50
Street TRINITY WAY
Post town SALFORD
County/Region MANCHESTER
Postcode M 3 7 F X
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.

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6

Liquidator's release

☐ Tick if one or more creditors objected to liquidator's release.

:

7

Final account

☒ I attach a copy of the final account.

8

Sign and date

Liquidator's signature

Signature

X

Henry?

X

Signature date

d

1

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3

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m

9

y

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y

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y

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y

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LIQ14

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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 NORMAN KAYE						
Company name	CRAWFORDS ACCOUNTANTS LLP						
Address	50 TRINITY WAY						
Post town	SALFORD						
County/Region	MANCHESTER						
Postcode	M	3		7	F	X	
Country							
DX							
Telephone							



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

121 ACCIDENT MANAGEMENT LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION
LIQUIDATOR'S FINAL ACCOUNT

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15 July 2019

1. INTRODUCTION

The purpose of this report is to detail my acts and dealing as Liquidator and it should be read in conjunction with my previous correspondence to creditors.

2. BACKGROUND

The members' and creditors' meetings were held on 23 January 2014, when I was appointed Liquidator of the company.

The company's former registered office was 69 Windsor Road, Prestwich, Manchester, M25 0DB and this was changed to Stanton House, 41 Blackfriars Road, Salford, Manchester, M3 7DB. This was changed to Units 13-15 Brewery Yard, Deva City Office Park, Trinity Way, Salford, M3 7BB and then to 50 Trinity Way, Salford, Manchester, M3 7FX

The company's former trading address was 198 Elliott Street, Tyldesley, Manchester, M29 8DS and lately to First Floor, 22 Exchange Quay, Salford Quays, Salford, Manchester, M5 3EQ.

The company's statutory information is appended at Appendix 1.

3. ASSET REALISATIONS

Fixtures & Fittings and Computer Equipment

The company's fixtures and fittings and computer equipment were valued by Robson Kay & Company, independent agents and valuers, with an estimated realisable value of £1,000 and the sums of £1,425 plus VAT and £1,050 plus VAT were realised into the liquidation, respectively.

Work-in-Progress and Book Debts

According to the Directors' Statement of Affairs verified by a Statement of Truth lodged in these proceedings, the company's most significant class of asset was work-in-progress and this was made up of 470 live PPI claims, of which 180 were approved by the Financial Ombudsman Service ("FOS") and 290 cases were waiting for decision by the FOS. As sanctioned by creditors, I retained the use of the services of the former directors who had assisted with the collection of the company's work-in-progress and book debts. I can confirm that no further sum was collected since the last reporting period and that all possible avenues of collections had been exhausted with no prospect of any further recoveries into the liquidation. I can confirm that a total of £72,457.75 was collected from the company's work-in-progress and £15,933.90 was collected from the company's book debts in the liquidation. Accordingly, the collections of outstanding debts were successfully concluded.

Tax Refund

The sum of £49 was received from HM Revenue and Customs in respect of a tax refund which was not anticipated at the outset of the Liquidation.

Cash at Bank

I can confirm that £836.84 was recovered from the company's former bank account but this was not anticipated at the outset of the liquidation.

Bank Interest

The sum of £7.95 in bank interest was earned in the liquidation from funds held in the Liquidator's bank account since the last reporting period, totalled £64.85 for the entire period of the liquidation.

Rates Refund and Sundry

The sum of £325.96 was received from rates refund together with sundry receipts of £195.34 which came to light following my appointment as Liquidator of the company. Both of these receipts were not anticipated at the outset of the liquidation.

Cash Held by Accountants

Prior to liquidation, a cash balance of £6,000 was received from the company which was then transferred into the Liquidator's bank account upon appointment.

Third Party Funds

In one claim, I received £2,108.74 directly from the financial institution and deducted the agreed commission rate and returned the net balance of £1,729.17 to the claimant.

4. INVESTIGATION

The appropriate investigation into the company's affairs were conducted and the relevant form was submitted to the Department for Business, Innovation and Skills in accordance with the Company Directors Disqualification Act 1986. The contents of this report remain confidential.

As previously reported, the Insolvency Service issued disqualification proceedings against the Directors of the company and all three Directors, Glenn Paul Thwaites, Mark John Jenkins, and Constantine Nicholas, each accepted disqualification undertaking for a period of 5 years, which commenced on 12 January 2016 for Glenn Paul Thwaites and on 26 January 2016 for the other two Directors, respectively.

I can confirm that my investigations into the company's affairs were concluded and was satisfied that there were no matters justifying further investigations in the circumstances having taking into account of potential recoveries, the funds likely to be available to fund an investigation and the costs involved. Although this work did not result in any financial benefit to creditors, it was necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

In accordance with Statement of Insolvency Practice 13, I can confirm that the company's residual assets were sold to Key Link Assured Limited, a connected company with common directors, in the sum of £2,472 plus VAT as defined by Section 435 of the Insolvency Act 1986. I formed the opinion that the connected party transaction was transacted at arm's length, for value, and was for the best price obtainable in the circumstances.

5. CREDITORS' CLAIMS

Preferential claims were agreed in the sum of £2,870.10 in respect of subrogated claims from the Redundancy Payments Office. I can confirm that the sum of £2,870.10 was distributed to The Redundancy Payments Office on 22 March 2018 in respect of their preferential claim in the liquidation, which represented a dividend rate of 100 pence in the pound.

The non-preferential unsecured creditors, as per the Statement of Affairs totalled £724,301. The HM Revenue and Customs' claim of £623,598 was by far the greatest claim in the liquidation followed by bank creditor of £46,808, trade creditors of £41,115 and finance creditors of £12,780. This category of claims was not agreed as there was no prospect of a dividend to non-preferential unsecured creditors in the liquidation.

6. DIVIDEND PROSPECTS

As advised above, the preferential claim was paid in full in the liquidation.

I can confirm that there was no prospect of a dividend to the unsecured creditors in the liquidation due to insufficient realisations into the liquidation after discharging the costs and expenses of the liquidation

Section 176A of the Insolvency Act 1986 (as amended) requires the Liquidator to set aside a percentage of a company's assets for the benefit of the unsecured creditors in cases where the company gave a "qualifying floating charge" over its assets to a lender on or after 15 September 2003. This is known as the "prescribed part of the net property." A company's net property is that left after paying the preferential creditors, but before paying the lender who holds a floating charge.

A Liquidator has to set aside: -

- 50% of the first £10,000 of the net property; and
- 20% of the remaining net property up to a maximum of £600,000.

In this case, the register of mortgages and charges recorded a debenture created on 24 February 2010 in favour of National Westminster Bank Plc, being a fixed and floating charge over the assets of the company. The net property of the company was less than £10,000 and therefore, the prescribed part provisions did not apply in this case.

7. COSTS AND EXPENSES

A resolution was passed by creditors at the meeting of creditors on 23 January 2014 which approved the Statement of Affairs fee in the sum of £6,000 plus VAT and the Liquidator's remuneration was approved on a time cost basis with authority to draw such fees on account.

Summary of Costs

The total time spent on this case amounted to 260.45 hours reflected in a total time cost of £50,375.65 plus VAT equated to an average hourly rate of £193. As at the date of my last report, my remuneration was £48,164.65 plus VAT. My remuneration charged during the period of the report was £2,211 plus VAT.

The sum of £35,000 plus VAT was drawn in respect of the Liquidator's remuneration up to my last annual report. Since that time, a further sum of £10,000 plus VAT was drawn on account and a final Liquidator's remuneration of £2,085.69 was drawn at the time of concluding the liquidation, which brought the total Liquidator's remuneration drawn to £47,085.69 plus VAT for the entire period of the liquidation. The Liquidator's remuneration was restricted to the remaining funds available in the liquidation after discharging the costs and expenses of the liquidation. The Liquidator's unbilled time cost was therefore written-off as irrecoverable but I reserve the right to recover these costs should additional funds become available to the company.

Crawfords rate of hourly charges are: Partner £325, manager £205, assistant £127, cashier £105, junior assistant £88 exclusive of VAT.

In common with all professional firms, charge out rates were increased from time to time over the period of the liquidation.

A summary of time spent in accordance with SIP 9 is attached.

The payments shown on the summary of the attached receipts and payments account are in the main self-explanatory.

Payments

Specific Bond

The sum of £330 was paid to AUA Insolvency Risk Services Limited in respect of specific bonding for the insolvent estate.

Statement of Affairs

My firm was paid £5,000 plus VAT in respect of the Statement of Affairs fee and a payment of £1,000 plus VAT was paid to Millers Accountants for their assistance in the preparation of the Statement of Affairs.

Office Holder's Fees

The sum of £35,000 plus VAT was drawn in respect of the Liquidator's remuneration up to my last annual report. Since that time, a further sum of £10,000 plus VAT was drawn on account and a final Liquidator's remuneration of £2,085.69 was drawn at the time of concluding the liquidation, which brought the total Liquidator's remuneration drawn to £47,085.69 plus VAT for the entire period of the liquidation.

Agents/Valuers Fees

The sum of £642.50 plus VAT was paid to Robson Kay and Company Limited for their valuation of the company's assets.

Third Party Funds

In one claim, I received the sum of £2,108.74 directly from the financial institution and deducted the agreed commission rate and returned the net balance of £1,729.17 to the claimant.

Statutory Advertising

The sum of £201 plus VAT was paid to Legal and Public Notices Advertising Agency in respect of statutory advertising.

Software Subscription

I made further payments of £750 plus VAT since the last reporting period to Bright Office Limited for the use of their software in collecting the company's work-in-progress and book debts, totalled £14,035 plus VAT for the entire period of the liquidation. Bright Office Limited also confirmed that no further payment was due and they had in turn terminated the software agreement with the Company.

Debt Collection Fee

The sum of £86.96 plus VAT was paid to Oriel in relation to a late payment from a debtor.

Case Management Fee

The sum of £110 was paid to Visionblue Solutions for the use of case management software provided by an independent external software provider.

Commission Payment

I can confirm that commission payment of £19,457.70 was paid in respect of realisation of the company's work-in-progress, which was approved by creditors at the outset of the liquidation.

Licence Fees

The sum of £6,087.30 was paid to the Ministry of Justice, a regulatory body for claims management, in the liquidation in order to continue with the debt collection of the company's work-in-progress and book debts.

Redirection of Mail

The sum of £1,280.58 plus VAT was paid to Royal Mail Group Limited for the redirection of mail from the Company's former trading premises.

Agent's Disbursements

The sum of £531.38 plus VAT was paid to Robson Kay and Company Limited in respect of their disbursements incurred in the liquidation.

Disbursements

Crawfords disbursement policy is as follows:

Category 1 Disbursements:

- Category 1 expenses are expenses directly attributable to the insolvent case. These include insolvency bonds, advertising, company searches, post redirection orders, postages and travelling and accommodation costs incurred by staff whilst attending to the administration of the insolvent estate.
- Postage will be charged at the first class postage rate prevailing.
- The list as stated above is not exhaustive and any other external supplies and services, specifically identifiable to the case will also be recovered as a category 1 disbursement at cost.

Category 2 Disbursements:

- Category 2 expenses are additional overheads that relate to the insolvent estate but are not directly attributable to it.
- These expenses include, *inter alia*, stationery, photocopying, storage costs and travel which will be charged at up to 50p per mile.
- Crawfords Accountants LLP does not seek to recover Category 2 disbursements except for travel and business mileage directly attributable to the case.

In accordance with Statement of Insolvency Practice No.9 (SIP 9), creditors must be provided with a statement of all expenses incurred during the period irrespective of whether payment was made during the period. The expenses incurred are itemised in the enclosed receipts and payments account and represent only those expenses properly chargeable and necessarily disbursed in the course of the Liquidation.

Within 21 days from receipt of this report creditors may request further information about the remuneration and expenses. The request must be made in writing and made either by a secured creditor or an unsecured creditor or creditors that total at least 5% in value of unsecured creditors or with the permission of the Court. Other than in specific circumstances, which if applicable I would explain, I will provide this within 14 days.

A copy of the creditors' guide to Liquidator's fees, Crawfords' disbursements policy, creditors' and members' rights to request further information, are available to download from <http://www.crawfordsinsolvency.co.uk/>. Alternatively you may request a copy from this office free of charge by post or e-mail.

The General Data Protection Regulation requires that individuals whose data is being held be contacted and provided with information about their rights. A privacy notice is available at <https://www.crawfordsaccountants.co.uk/privacy-policy/>

Other professional Costs

As sanctioned at the initial meeting of creditors, solicitors and agents may be appointed at my discretion. Agents and debt collectors were paid on a combination of time spent and level of realisations, where appropriate.

I engaged the services of the following professional firms in the liquidation: -

- Robson Kay & Company – Agents and Valueers – Percentage Basis
- Key Link Assured Limited / Glenn Thwaites – Debt Collection Agent – Percentage Basis
- Bright Office Limited – Software Provider – Fixed Monthly Fee

The commission payments to Bright Office Limited and Glenn Thwaites were all necessary payments made from the insolvent estate in order to collect in the company's outstanding work-in-progress and book debts. Without payment to these parties, the collection would have been far more difficult and protracted to realise into the insolvent estate and invariably would have required much greater time costs than those that had been paid out to these parties. Having reviewed their charges, I am satisfied that the level of fees incurred was reasonable.

8. CONCLUSION

I can confirm that the administration of this liquidation was concluded.

For and on behalf of
121 Accident Management Limited



David Kaye
Liquidator

Statutory Information

Company Name	121 Accident Management Ltd
Trading Name	121 Claims Management
Company Number	06526649
Date of Incorporation	7 March 2008
Previous Name	None
Principal Activity	Claims Management
Former Registered Office	69 Windsor Road, Prestwich, Manchester, M25 0DB
Former Trading Address	198 Elliott Street, Tyldesley, Manchester, M29 8DS
Current Registered Office	50 Trinity Way, Salford, Manchester, M3 7FX
Officeholder	David Norman Kaye
Officeholder's address	50 Trinity Way, Salford, Manchester, M3 7FX
Date of appointment	23 January 2014
Changes to Officeholder	None

APPENDIX 2

121 Accident Management Limited - In Creditors' Voluntary Liquidation Liquidator's Final Receipts & Payments Account

From 23 January 2014 To 10 July 2019

S of A £	£	£
ASSET REALISATIONS		
1,000.00(Fixtures & Fittings	1,425.00	
(Computer Equipment	1,050.00	
Uncertain WIP/Book Debts	72,457.75	
Uncertain Book Debts	15,933.90	
NIL Tax Refund	49.00	
NIL Cash at Bank	836.84	
NIL Bank Interest Gross	64.85	
NIL Rates Refund	325.96	
NIL Sundry	195.34	
6,000.00 Cash Held by Accountants	6,000.00	
NIL Third Party Funds	2,108.74	
		100,447.38
COST OF REALISATIONS		
Specific Bond	(330.00)	
Statement of Affairs Fee	(6,000.00)	
Office Holders Fees	(45,000.00)	
Agents/Valuers Fees	(642.50)	
Third Party Funds	(1,729.17)	
Statutory Advertising	(201.00)	
Software Subscription	(14,035.00)	
Debt Collection Fee	(86.96)	
Case Management Fee	(110.00)	
Commission Payment	(19,457.70)	
Licence Fees	(6,087.30)	
Royal Mail Service	(1,280.58)	
Agents Disbursements	(531.38)	
		(95,491.59)
PREFERENTIAL CREDITORS		
Dividend to Preferential Creditor at 100p/£	(2,870.10)	
		(2,870.10)
		<u>2,085.69</u>
REPRESENTED BY		
VAT Refund	2,075.00	
Balance at Bank	10.69	
		<u>2,085.69</u>
FINAL DISTRIBUTION		
Liquidator's Final Remuneration – limited to funds available		2,085.69
		<u>2,085.69</u>



David Norman Kaye
Liquidator

APPENDIX 3

121 ACCIDENT MANAGEMENT LIMITED - IN LIQUIDATION

LIQUIDATOR'S TIME AND CHARGEOUT SUMMARY

Entire Period – 23 January 2014 to 15 July 2019

Classification of Work Function	Partner	Manager	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	23.30	145.45	16.20	184.95	35,388.35	191
Investigations	5.00	10.50	-	15.50	3,417.50	220
Realisation of Assets	19.20	0.90	-	20.10	5,830.50	290
Creditors	0.70	2.90	9.90	13.50	1,881.50	139
Trading	-	-	-	-	-	-
Bank	-	10.40	12.90	23.30	3,193.30	137
Tax	0.90	1.90	0.30	3.10	664.50	214
	49.10	172.05	39.30	260.45	50,375.65	193

Previous Period – 23 January 2014 to 22 January 2019

Classification of Work Function	Partner	Manager	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	19.70	142.55	16.20	178.45	33,626.75	188
Investigations	5.00	10.50	-	15.50	3,417.50	220
Realisation of Assets	19.20	0.90	-	20.10	5,830.50	290
Creditors	0.70	2.90	9.90	13.50	1,881.50	139
Trading	-	-	-	-	-	-
Bank	-	9.30	12.70	22.00	2,947.90	134
Tax	0.90	0.90	0.30	2.10	460.50	219
	45.50	167.05	39.10	251.65	48,164.65	191

Previous Period – 23 January 2019 to 15 July 2019

Classification of Work Function	Partner	Manager	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	3.60	2.90	-	6.50	1,761.60	271.02
Investigations	-	-	-	-	-	-
Realisation of Assets	-	-	-	-	-	-
Creditors	-	-	-	-	-	-
Trading	-	-	-	-	-	-
Bank	-	1.10	0.20	1.30	245.40	188.77
Tax	-	1.00	-	1.00	204.00	204.00
	3.60	5.00	0.20	8.80	2,211.00	251

Current Individual Hourly Charge Out Rate £	325.00	204.00	127.00
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121 ACCIDENT MANAGEMENT LIMITED -- IN CREDITORS' VOLUNTARY LIQUIDATION

SUMMARY OF COSTS AND EXPENSES

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

	Actual Expenses incurred in the Review Period	Actual Expenses incurred to date	Notes
	£	£	
Statutory Bonding	0.00	330.00	
Statement of Affairs (Pre-appointment Fee)	0.00	6,000.00	1
Liquidator's Fees -- approved on a time cost basis	12,085.69	47,085.69	2
Agents/Valuers Fees	0.00	642.50	
Third Party Funds	0.00	1,729.17	
Statutory Advertising	0.00	201.00	
Software Subscription	750.00	14,035.00	
Debt Collection Fee	0.00	86.96	
Case Management Fee	0.00	110.00	
Commission Payment	0.00	19,457.70	
Licence Fees	0.00	6,087.30	
Royal Mail Service	0.00	1,280.58	
Agents Disbursements	0.00	531.38	

Notes

- 1 Statement of Affairs fee was approved in the sum of £6,000 plus VAT. The sum of £5,000 plus VAT was drawn by my firm in respect of the Statement of Affairs fee and payment of £1,000 plus VAT was paid to Millers Accountants for their assistance in the preparation of the Statement of Affairs.
- 2 The Liquidator's remuneration was approved on a time cost basis and the sum of £35,000 plus VAT was drawn in respect of the Liquidator's remuneration up to my last annual report. Since that time, a further sum of £10,000 plus VAT was drawn on account and a final Liquidator's remuneration of £2,085.69 was drawn at the time of concluding the liquidation, which brought the total Liquidator's remuneration drawn to £47,085.69 plus VAT for the entire period of the liquidation. The Liquidator's remuneration was restricted to the remaining funds available in the liquidation after discharging the costs and expenses of the liquidation. The Liquidator's unbilled time cost was therefore written-off as irrecoverable but I reserve the right to recover these costs should additional funds become available to the company.

APPENDIX 5

121 ACCIDENT MANAGEMET LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION WORK UNDERTAKEN BY THE LIQUIDATOR DURING THE REPORTING PERIOD

I have set-out below the key areas of work which have been undertaken by the Liquidator and his staff during the reporting period in the liquidation. This list is a summary of the routine work undertaken during the reporting period and is not intended to be an exhaustive list.

Administration and Planning

Work Undertaken

Case set-up and case planning;
 Review of case strategy;
 Review ethics and money laundering checks;
 Regular case management and reviewing of progress, including regular team update meetings;
 Reviewing and authorising case workers correspondence and other work;
 Dealing with queries arising on appointment;
 Allocating and managing staff/case resourcing and budgeting exercises and reviews;
 Liaising with legal advisors regarding various instructions, including agreeing content of engagement letters;
 Maintenance of office holder's case management records;
 Internal notification of administration of the insolvent estate;
 Complying with internal filing and information recording practices
 Reviewing matters affecting the outcome of the liquidation;

✓
✓
✓
✓
✓
✓
✓
✓

Statutory Compliance

Liaising with the post-appointment insurance broker to provide information, assess risks and ensure appropriate cover in place and on-going monitoring of the adequacy of the level of insurance premiums;
 Notifying creditors of appointment of Liquidator and complying with statutory requirements including but not limited to advertising the appointment of Liquidator and special resolution for winding-up the affairs of the company in London Gazette; filing of Notice of Appointment of Liquidator, special resolutions for the winding-up of the company, Statement of Affairs of the company accompanying by a Statement of Truth, and notice of change of the company's registered office at the Registrar of Companies, circulating a report to creditors following the appointment of Liquidator, notifying HM Revenue and Customs and all interested parties of the appointment of Liquidator;
 Obtaining searches and documentary evidence to verify identity of stakeholders to ensure compliance with all applicable current laws and legislations;
 Agreeing the basis of the Liquidator's remuneration in accordance with the current applicable legislations, laws and current best practice;
 Requesting the delivery of the company's statutory and non-statutory books and records and scheduling of the records received;
 Preparing annual reports to creditors and shareholders and reporting on the progress of the efficacy of the liquidation, including filing of receipts and payments account at the Registrar of Companies within the relevant timescales;
 Preparing final report to creditors and shareholders and reporting on the progress of the efficacy of the liquidation, including filing of receipts and payments account at the Registrar of Companies within the relevant timescales;
 Preparing minutes of meetings of creditors and shareholders;
 Ensuring compliance with all statutory obligations within the relevant timescales;
 Finalising administrative matters and diarise for destruction of company's records in accordance with applicable laws and legislations

✓
✓
✓
✓

Asset Realisation

Reviewing, insuring, and realising assets into the liquidation;
 Liaising with agents regarding the sale of business assets;
 Reviewing outstanding debtors and management of debt collection strategy;
 Instructing agents to assist with assets realisations and subsequent communications with the agents on the efficacy of the assets realisations;
 Instructing solicitors to assist with assets realisations and subsequent communications with the solicitors on the efficacy of the assets realisations;

✓

Investigation

Reviewing the company's books and records;
Reviewing the directors' questionnaire;
Preparing CDDA Checklists;
Preparing a statutory report on the conduct of the directors and submitting the report within the relevant timescales.
Reviewing and recovering potential antecedent transactions for the benefit of creditors in the liquidation.

Creditors

Liaising with employees regarding their employment claims;
Dealing with employees' claims and filing of all relevant redundancy forms with the Redundancy Payments Office;
Up-dating the list of secured, preferential, and unsecured creditors;
Responding to enquiries from creditors regarding the administration and submission of their claims; ✓
Reviewing completed forms submitted by creditors, recording claims amounts and maintaining claim records; ✓
Dealing with assignment of debts;
Reviewing and assessing of retention of title claims

Distribution

Dividend to preferential creditors in the liquidation ✓
Dividend to unsecured creditors

Cashiering

Opening of the Liquidator's bank account for the liquidation;
Preparing and processing vouchers for the payment of post-appointment invoices; ✓
Creating remittances and sending payments to settle post-appointment invoices; ✓
Reconciling post-appointment bank accounts to internal systems; ✓
Maintenance of accounting records onto a computerised system (e.g. Visionblue Solutions Software); ✓
Monitoring cheque presentations and re-issuing replacement cheques of any unrepresented cheques, where applicable; ✓
Ensuring compliance with appropriate risk management procedures in respect of receipts and payments; ✓

Tax

Analysing VAT related transactions; ✓
Collating information and preparing VAT returns for the post-appointment periods; ✓
Analysing Corporation Tax related transactions; ✓
Collating information and preparing Corporation Tax returns for the post-appointment periods. ✓
Dealing with post-appointment tax compliance ✓

Other

Where applicable - disclaiming of the company's lease and filing of Notice of Disclaimer to all interested parties under the lease;