

LIQ03

Notice of progress report in voluntary winding up



Companies House

TUESDAY



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27/03/2018

#108

COMPANIES HOUSE

1

Company details

Company number 0 6 5 2 6 6 4 9
Company name in full 121 Accident Management Limited

→ Filling in this form
Please complete in green ink or
bold black capitals

2

Liquidator's name

Full forename(s) David
Surname Kaye

3

Liquidator's address

Building name/number Units 13 -15 Brewery Yard
Street Deva City Office Park
Trinity Way
Post town Salford
County/Region
Postcode M 3 7 B B
Country United Kingdom

4

Liquidator's name ①

Full forename(s)
Surname

① Other liquidator
Use this section to tell us about
another liquidator

5

Liquidator's address ②

Building name/number
Street
Post town
County/Region
Postcode
Country

② Other liquidator
Use this section to tell us about
another liquidator

LIQ03

Notice of progress report in voluntary winding up

6

Period of progress report

From date

2 3 0 1 2 0 1 7

To date

2 2 0 1 2 0 1 8

7

Progress report

☒ The progress report is attached

8

Sign and date

Liquidator's signature

X

[Handwritten signature]

X

Signature date

2 2 0 1 2 0 1 8

**121 ACCIDENT MANAGEMENT LIMITED
IN CREDITORS' VOLUNTARY LIQUIDATION**

LIQUIDATOR'S ANNUAL PROGRESS REPORT

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22 March 2018

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 and then to Units 13-15 Brewery Yard, Deva City Office Park, Trinity Way, Salford, M3 7BB.

The company's former trading address was at 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 valueers, 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 relates to work-in-progress which was made up of 470 live PPI claims of which 180 had been 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 have been assisting with the collection of the company's work-in-progress and book debts. A further sum of £255.00 has been collected in respect of the company's work-in-progress during the reporting period, totalling £69,891.91. No realisation has been achieved for book debts during the period and the sum realised from book debts remain at £15,888.22.

Cash at Bank

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

Bank Interest

Bank interest in the sum of £2.04 has been earned in the liquidation during the period under review, totalling £37.45.

Rates Refund and Sundry

A rates refund of £325.96 and a sundry receipt of £195.34 were received into the liquidation which came to light following my appointment as Liquidator of the company.

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 has been conducted and the relevant form submitted to the Department for Business, Innovation and Skills in accordance with the Company Directors Disqualification Act 1986. The contents of this report are confidential.

I previously reported that the Insolvency Service had 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.

As previously reported, I concluded my investigation into the company's affairs and am satisfied that there are no matters justifying further investigation 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 am satisfied that the company assets were transacted at arm's length.

5. CREDITORS' CLAIMS

Preferential claims have been received in the sum of £2,870.10 in respect of subrogated claims from the Redundancy Payments Office. I have agreed the preferential claims in the sum of £2,870.10 and have distributed a dividend to preferential creditors in full, being the Redundancy Payments Office, and the dividend will be reflected in the next receipts and payments account.

The non-preferential unsecured creditors, as per the Statement of Affairs totalled £724,301, which is made up by far the greatest is crown claims in the sum of approximately £623,598 followed by bank creditor of £46,808, trade creditors of £41,115 and finance creditors with a claim of £12,780. Claims will only be paid if there is a prospect of a dividend to unsecured creditors.

6. DIVIDEND PROSPECTS

As advised above, the preferential claim has now been paid in full and will be reflected in the next receipts and payments account. However, I am not in a position to advise on the likelihood of a dividend to unsecured creditors until I have completed the debt collection exercise, which remains on-going. If there are no further substantial recoveries into the liquidation, there will be no prospect of a dividend to unsecured creditors in 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 records 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. Based on the current information available, the net property of the company is less than £10,000 and therefore, the prescribed part provisions do not apply in this case. Should this position change in the future due to further recoveries into the insolvent estate, I will advise creditors accordingly.

7. COSTS AND EXPENSES

A resolution was passed by creditors at the meeting of creditors on 23 January 2014 fixing the Statement of Affairs fee in the sum of £6,000 plus VAT and fixing the Liquidator's remuneration in accordance with the time spent and authorising payments on account.

Summary of Costs

The total time spent on this case amounts to 242.35 hours reflected in a total time cost of £46,185.75 plus VAT equating to an average hourly rate of £191. As at the date of my last report, my remuneration was £44,201.50 plus VAT. My remuneration charged during the period of the report is £1,984.25 plus VAT. During the reporting period, I have drawn a further £10,000 plus VAT on account of my Liquidator's remuneration, totalling £35,000 plus VAT to date. I have yet to draw my remuneration in full and will only be able to do so if further recoveries can be achieved into the liquidation, which remains uncertain at this stage.

Crawfords rate of hourly charges are: Partner £295, manager £185, assistant £115, cashier £95, junior assistant £80 exclusive of VAT.

In common with all professional firms, charge out rates may increase 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 £180 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

I have drawn on account £10,000 plus VAT in respect of my Liquidator's remuneration during the reporting period, totalling £35,000 plus VAT.

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 have made payments totalling £2,695 plus VAT to Bright Office Limited for using their software in collecting the company's work-in-progress and book debts during the period under review, totalling £11,905 plus VAT. During the period, I have negotiated a reduced fee with the software provider.

Debt Collection Fee

The sum of £86.96 plus VAT was paid to Key Link Assured Limited (check as Insolv showing 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 have not made any payment in respect of commission payment on the realisations of the company's work-in-progress during the reporting period and the sum paid remains at £18,986.91. There were two commission payments with combined value of £643.50 were omitted from the last report but has now been reflected in this year's report.

Licence Fees

During the year, I have made a payment of £205.37 to the Ministry of Justice which is the regulatory body for claims management in order to continue with the debt collection of the company's work-in-progress and book debts, totalling £5,736.94.

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.

An overview of the Liquidation

I have set-out below a summary of the additional information which will provide creditors with some guidance in respect of work which is likely to be incurred during the remaining period of the liquidation until I am in a position to conclude the liquidation. I must emphasise that these guidance are based solely on present information available and are therefore estimates only. The final position of the liquidation and actual costs may well be different to the guidance provided below.

Anticipated Work

I am continuing with the collection of the company's work-in-progress and book debts but the recoveries of the outstanding balances remain uncertain. Once the collection of the company's remaining work-in-progress and book debts have been completed, I will consider if there is a likelihood of a dividend to unsecured creditors. If there are no further substantial recoveries into the liquidation, there will be no prospect of a dividend to unsecured creditors in the liquidation.

Anticipated Costs of Work

My on-going costs will primarily relate to on-going collection of the company's remaining work-in-progress, as well as finalising administrative matters with a view to concluding the liquidation.

Actual Work Done

I have set-out the assets realisations achieved in the liquidation in this report, as well as my other statutory and non-statutory work which I am required to undertake as Liquidator of the company. It should be noted that the work set-out in this report is intended to provide an overall summary of work carried out by my staff and myself as Liquidator of the company, and does not intend to provide a full and comprehensive coverage of all the work which has been undertaken as to do so would be too onerous and therefore give rise to unnecessary costs.

Actual Costs of Work and Expenses

Please refer to the attached receipts and payments account detailing all the receipts and payments incurred in the liquidation up to the period of reporting. These are all necessary costs which have been incurred during the costs of the liquidation.

Financial Benefit of Work to Creditors

I can confirm that preferential creditors have now been paid in full in the liquidation. However, I am not in a position to advise on the likelihood of a dividend to unsecured creditors until I have completed the debt collection exercise, which remains on-going. If there are no further substantial recoveries into the liquidation, there will be no prospect of a dividend to unsecured creditors in the liquidation. Should this position change, I will report to creditors at the next appropriate report. I can confirm that all the work which has been undertaken in the liquidation is necessary in order to wind-up the affairs of the company.

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.

Other professional Costs

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

I have engaged the services of the following professional firms: -

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

8. CONCLUSION

The following matters remain outstanding: -

- On-going realisation of company's work-in-progress and book debts
- Procurement and agreement of creditors' claims, where appropriate

For and on behalf of
121 Accident Management Limited



David N 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	Units 13-15 Brewery Yard, Deva City Office Park, Trinity Way, Salford, Manchester, M3 7BB
Officeholder	David N Kaye
Officeholder's address	Units 13-15 Brewery Yard, Deva City Office Park, Trinity Way, Salford, Manchester, M3 7BB
Date of appointment	23 January 2014
Changes to Officeholder	None

Appendix 2

121 Accident Management Ltd - In Creditors Voluntary Liquidation Liquidator's Abstract of Receipts & Payments

From 23 January 2017 To 22 January 2018

S of A £		From 23/01/17 To 22/01/18	From 23/01/14 To 22/01/18
ASSET REALISATIONS			
1,0000.00(Fixtures & Fittings	NIL	1,425.00
(Computer Equipment	NIL	1,050.00
Uncertain	WIP/Book Debts	255.00	69,891.91
Uncertain	Book Debts	NIL	15,888.22
NIL	Cash at Bank	NIL	836.84
NIL	Bank Interest Gross	2.04	37.45
NIL	Rates Refund	NIL	325.96
NIL	Sundry	NIL	195.34
6,000.00	Cash Held by Accountants	NIL	6,000.00
NIL	Third Party Funds	NIL	2,108.74
		257.04	97,759.46
COST OF REALISATIONS			
	Specific Bond	NIL	(180.00)
	Statement of Affairs Fee	NIL	(6,000.00)
	Office Holders Fees	(10,000.00)	(35,000.00)
	Agents/Valuers Fees	NIL	(642.50)
	Third Party Funds	NIL	(1,729.17)
	Statutory Advertising	NIL	(201.00)
	Software Subscription	(2,695.00)	(11,905.00)
	Debt Collection Fee	NIL	(86.96)
	Case Management Fee	NIL	(110.00)
	Commission Payment	NIL	(18,986.91)
	Licence Fees	(205.37)	(5,736.94)
	Royal Mail Service	NIL	(1,280.58)
	Agents Disbursements	NIL	(531.38)
		(12,900.37)	(82,390.44)
		(12,643.33)	15,369.02
REPRESENTED BY			
	VAT Payable		(1,435.56)
	VAT Recoverable		6,001.11
	Balance at Bank		10,803.47
			15,369.02

121 ACCIDENT MANAGEMENT LIMITED - IN LIQUIDATION

LIQUIDATOR'S TIME AND CHARGEOUT SUMMARY

Classification of Work Function	Partner	Manager	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	17.80	137.45	16.20	171.45	32,094.25	187
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	2.50	9.90	13.10	1,807.50	138
Trading	-	-	-	-	-	-
Bank	-	7.40	12.70	20.10	2,575.50	128
Tax	0.90	0.90	0.30	2.10	460.50	219
	43.60	159.65	39.10	242.35	46,185.75	191
Current Individual Hourly Charge Out Rate £	295.00	185.00	115.00			

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	180.00	
Statement of Affairs (Pre-appointment Fee)	0.00	6,000.00	1
Liquidator's Fees – approved on a time cost basis	10,000.00	35,000.00	2
Agents/Valuers Fees	0.00	642.50	
Third Party Funds	0.00	1,729.17	
Statutory Advertising	0.00	201.00	
Software Subscription	2,695.00	11,905.00	
Debt Collection Fee	0.00	86.96	
Case Management Fee	0.00	110.00	
Commission Payment	0.00	18,986.91	
Licence Fees	205.38	5,736.94	
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. My firm had drawn the sum of £5,000 plus VAT 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 During the reporting period, I have drawn a further £10,000 plus VAT on account of my Liquidator's remuneration, totalling £35,000 plus VAT to date. I have yet to draw my remuneration in full.

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;

✓
✓
✓
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✓
✓
✓

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

Based on preliminary information available, there is no likelihood of a dividend to any class of creditor in the liquidation. ✓

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;

LIQ03

Notice of progress report in voluntary winding up



Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name	David N Kaye
Company name	Crawfords Accountants LLP
Address	Units 13 -15 Brewery Yard
	Deva City Office Park
	Trinity Way
Post town	Salford, Manchester
County/Region	Lancashire
Postcode	M 3 7 B B
Country	
DX	
Telephone	0161 828 1000



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