

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 6 6 2 7 8 9
Company name in full Drive Force Recruitment Limited

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

2 Liquidator's name

Full forename(s) Laurence George
Surname Russell

3 Liquidator's address

Building name/number Goodwood House
Street Blackbrook Park Avenue
Post town Taunton
County/Region Somerset
Postcode T A 1 2 P 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 ①

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

① 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 2	^d 6	^m 0	^m 5	^y 2	^y 0	^y 2	^y 2
To date	^d 2	^d 5	^m 0	^m 5	^y 2	^y 0	^y 2	^y 3

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X

[Handwritten Signature]

X

Signature date

^d 2	^d 1	^m 0	^m 7	^y 2	^y 0	^y 2	^y 3
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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 **Helen Blews**Company name **Albert Goodman LLP**Address
Goodwood House
Blackbrook Park AvenuePost town **Taunton**County/Region **Somerset**Postcode **T A 1 2 P X**

Country

DX **laurence.russell@albertgoodman.co.uk**Telephone **01823 286096****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

Email: helen.blews@albertgoodman.co.uk
Our Ref: LR/ST/HB/CG/190265/PF7
Your Ref:



CHARTERED ACCOUNTANTS,
TAX CONSULTANTS &
FINANCIAL PLANNERS

When telephoning, please call Helen Blews on 01823 212195

21 July 2023

PRIVATE AND CONFIDENTIAL

ALL MEMBERS AND CREDITORS

Dear Sir/Madam

DRIVE FORCE RECRUITMENT LIMITED – IN LIQUIDATION

Previously trading from 51-53 Fore Street, North Petherton, Bridgwater, Somerset TA6 6PY

Registered number: 06662789

I refer to my appointment as liquidator of the above company on 26 May 2022 and I am pleased to report on my acts and dealings and the conduct of the winding up for the first year.

Please note that this report includes a request for creditors to approve the terms on which I will be remunerated as liquidator and further details in this respect can be found in sections 3 and 4 below. Please complete and return the decisions by correspondence reply form attached to this report.

1. Progress during the year

I attach my receipts and payments account to 25 May 2023 incorporating an estimated outcome statement and would comment further as follows:-

Receipts

1.1. Book debts (estimated to realise £21,007 net of factoring)

At the time of my appointment there were outstanding book debts totalling £39,625 due from two customers which were estimated to realise £23,650.

These debts were subject to a factoring agreement with Lloyds Bank Commercial Finance Limited ("LBCF") who hold fixed and floating charges over the company's assets created on 11 September 2008 and 30 September 2013. The statement of affairs showed that they were owed £2,643.

During the year LBCF received £28,416 from one customer and, after applying their collection charges of £1,436 and the afore-mentioned balance due to them, the surplus of £24,337 was paid into the liquidation. There remain invoices totalling £7,043 shown as due from this customer which have been reassigned to the company. It is uncertain at this stage whether these will be recovered and therefore, for the purposes of this report, I have shown future receipts as uncertain.

LBCF also reassigned an outstanding book debt of £4,166 due from the other customer. Attempts were made to recover the amount shown as due but the customer advised that the debt had previously been set-off against an amount due to them from the company in respect of damage caused to one of their vehicles which was being driven by a driver provided by the company. Sufficient evidence has been provided to confirm that set-off had been agreed between the parties and therefore no further recoveries are anticipated in respect of this debtor.



Goodwood House
Blackbrook Park Avenue
Taunton TA1 2PX

T: 01823 286096

www.albertgoodman.co.uk

Albert Goodman is the trading name of Albert Goodman LLP,
a limited liability partnership registered in England No.OC 353677
Registered Office: Goodwood House, Blackbrook Park Avenue, Taunton TA1 2PX
A full list of members is available at this address.

Daniel James and Laurence Russell are licensed as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales. They subscribe to this firm's privacy policy, which can be found at: <https://albertgoodman.co.uk/wp/wp-content/uploads/AG1192-Privacy-Notice1.pdf>

Registered to carry on audit work in the UK and regulated for a range of investment business activities by the Institute of Chartered Accountants in England and Wales

1.2. Ex-director's loan account (estimated to realise £uncertain)

The statement of affairs showed an amount due from the ex-director in respect of her loan account of £36,699, which had an uncertain realisable value as the director had passed away prior to my appointment.

Upon liquidation I requested payment of this amount from the solicitors dealing with the ex-director's estate, which was duly received in full.

1.3. Cash held in client account (estimated to realise £5,771)

The statement of affairs showed an amount of £5,771 being held in my firm's client account in respect of funds that were previously held in the company's bank account.

Following my appointment I arranged for these funds to be transferred into the liquidation bank account.

1.4. Office equipment, fixtures and fittings (estimated to realise £nil)

The statement of affairs showed that these items had a book value of £130 but were not estimated to realise anything as it had been determined prior to my appointment that the costs of collecting and selling them at auction was considered to outweigh the amount potentially realisable.

No action has therefore been taken during the liquidation regarding these assets.

Payments

No payments have been made during the year.

2. Expenses incurred

I incurred the following expenses during the year which had not been paid at the anniversary date:-

	£
Statutory advertising	309
Insolvency bond	70
	<u>379</u>

3. Liquidator's remuneration

I did not draw any remuneration during the year and I had outstanding time costs of £5,104 at 25 May 2023. Details of these time costs are given in the attached appendix 2.

Creditors may, under Rule 18.9 of the Insolvency (England and Wales) Rules 2016 and within 21 days of receipt of this report, make a request in writing for further information about the remuneration or expenses set out in it. Such a request may be made by either of the following:-

- (a) a secured creditor, or
- (b) an unsecured creditor with the concurrence of at least 5% in value of unsecured creditors including that creditor or with the permission of the Court.

A secured creditor, or an unsecured creditor with either the concurrence of at least 10% in value of unsecured creditors including that creditor or the permission of the Court, may under Rule 18.34 of the Insolvency (England and Wales) Rules 2016 apply to Court for an order on the grounds that:-

- (a) the remuneration charged by the liquidator, or
- (b) the basis fixed for the liquidator's remuneration, or
- (c) the expenses incurred by the liquidator

is or are, in all the circumstances, excessive or, in the case of an application under sub-paragraph (b), inappropriate.

A copy of Liquidation: A Guide for Creditors on Insolvency Practitioner Fees can be downloaded at <https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees> and is also available free of charge on request from this office.

4. Investigations

Following investigations into the affairs and transactions of the company during the period prior to the liquidation, a questionnaire was completed and submitted to the Department for Business Energy and Industrial Strategy under the Company Directors Disqualification Act 1986 as required.

I subsequently looked into whether there was any movement in the ex-director's loan account balance from when the company became insolvent to see if there was a potential claim, but this was not the case.

The following issues were also identified which have yet to be concluded:-

- reconciling the reduction in the level of book debts from the amount shown in the company's last filed accounts to liquidation
- obtaining and reviewing some missing bank statements that were not in the company's records
- looking into whether there was any abuse of Covid support provided to the company
- reporting the overdrawn ex-director's loan account to the Insolvency Service
- confirming the nature of a payment made to a director shortly prior to liquidation
- examining whether staff loans shown as being due to the company in previous accounts are still due

At this stage it is uncertain whether these issues will result in any recoveries for the benefit of the liquidation.

5. Creditors' claims

5.1. First preferential creditors

The statement of affairs showed no amounts due which would form first preferential claims in the liquidation and no such claims have been received.

5.2. Second preferential creditors

The statement of affairs showed a VAT liability of £11,311 due to HM Revenue & Customs which would form a second preferential claim in the liquidation.

HM Revenue & Customs have submitted a second preferential claim for £5,529 in this respect, which has yet to be agreed.

Based on current information, I anticipate that the second preferential creditor will be paid in full upon the closure of the liquidation.

5.3. Unsecured creditors

I have received five unsecured claims totalling £145,232. This includes an unsecured claim of £3,550 from HM Revenue & Customs in respect of late filing penalties, which was not anticipated on the statement of affairs.

From April 2017 I have had the discretion to admit amounts due to creditors under £1,000 without receiving a claim. However, I can confirm that no amounts have been admitted under these small claims provisions.

There are two creditors with potential claims in the region of £1,710 who have yet to submit details.

Total unsecured claims are therefore expected to be £146,942. This is £27,613 less than shown on the statement of affairs, mainly as a result of the claim received from Funding Circle being substantially less than anticipated.

I anticipate that unsecured creditors will receive a dividend in the region of 25p in the £ upon the closure of the liquidation, but this is subject to the final level of realisations, liquidation costs and creditors' claims.

5.4. Prescribed part fund for unsecured creditors

Where a company has granted a floating charge after 15 September 2003 and funds are available under that floating charge, the liquidator must make part of the company's net property available for the satisfaction of unsecured debts.

However, as the amount due to the secured creditor has been settled in full from book debt collections as referred to in paragraph 1.1 above, these provisions are academic.

6. Approval of pre-liquidation fees and the basis of the liquidator's remuneration

It is necessary to seek creditors' approval to my pre-liquidation fees and the terms on which I am to be remunerated as liquidator. I therefore enclose a notice of decisions by correspondence in this respect and to consider if creditors wish to form a Liquidation Committee which, if appointed, would then deal with these issues.

As the decisions to be considered include approval to Albert Goodman LLP drawing pre-liquidation fees and specifying the terms on which I am to be remunerated as liquidator, an analysis of the work undertaken up to 25 May 2023 and my fee estimate are provided at appendix 2.

I am proposing that my pre-appointment fees be set on a time cost basis at £4,530 plus expenses of £3 in respect of a Land Registry search. I consider that this is fair and reasonable as this represents the time taken to do the work and my firm's charge out rates are competitive compared to other insolvency firms in the South West.

7. Matters remaining to be concluded

The following matters remain to be concluded:-

- Collecting the remaining book debt balance referred to in paragraph 1.1 above
- Concluding my investigations as set out in section 4 above
- Agreeing the second preferential claim and paying this in full as mentioned in paragraph 5.2 above
- Agreeing unsecured creditors' claims and paying a dividend to them as referred to in paragraph 5.3 above
- Obtaining approval to my firm's pre-appointment costs and the basis of my remuneration as liquidator as explained in section 6 above

I shall report again following the next anniversary of my appointment or as soon as I am in a position to conclude this case.

Should you have any queries regarding this report, please do not hesitate to contact this office.

Further information about insolvency processes is available at www.creditorinsolvencyguide.co.uk

Yours faithfully
For and on behalf of
Drive Force Recruitment Limited



LAURENCE RUSSELL (IP No. 9199)
Liquidator

Enc

Appendix 1

DRIVE FORCE RECRUITMENT LIMITED - IN LIQUIDATION RECEIPTS AND PAYMENTS ACCOUNT INCORPORATING AN ESTIMATED OUTCOME STATEMENT AT 25 MAY 2023

	As per statement of affairs £	Realised £	Anticipated £	Forecast total at 25/05/2023 £
Receipts				
Assets specifically pledged				
Book debts	23,650	28,416	uncertain	28,416
Less: collection charges	-	(1,436)	-	(1,436)
Less: due to Lloyds TSB Commercial Finance Limited	(2,643)	(2,643)	-	(2,643)
Surplus	21,007	24,337	uncertain	24,337
Assets not specifically pledged				
Ex-director's loan account	uncertain	36,699	-	36,699
Cash held in client account	5,771	5,771	-	5,771
Office equipment, fixtures and fittings	-	-	-	-
	26,778	66,807	uncertain	66,807
Payments				
Pre-liquidation costs	-	-	(4,533)	(4,533)
Liquidator's remuneration	-	-	(19,899)	(19,899)
Statutory advertising	-	-	(309)	(309)
Insolvency bond	-	-	(70)	(70)
	26,778	66,807	(24,811)	41,996
Less: first preferential creditors	-	-	-	-
	26,778	66,807	(24,811)	41,996
Less: second preferential creditors	(11,311)	-	(5,529)	(5,529)
	15,467	66,807	(30,340)	36,467
Less: floating charge creditor	-	-	-	-
	15,467	66,807	(30,340)	36,467
Less: unsecured creditors	(174,555)	-	(36,467)	(36,467)
	(159,088)	66,807	(66,807)	-
Estimated dividend re second preferential creditors		0%	100%	100%
Estimated dividend re unsecured creditors		0%	25%	25%
Represented by:				
Non-interest bearing current account - LRussellReDriveForceRecruitmentLtdInLiq		66,807		

Note 1

The figures on the receipts and payments account incorporating an estimated outcome statement are shown net of VAT.

Appendix 2(i)

APPENDIX REGARDING INSOLVENCY PRACTITIONER'S REMUNERATION AND FEE ESTIMATE

Case name	Drive Force Recruitment Limited
Office holder	Laurence Russell
Firm	Albert Goodman LLP
Address	Goodwood House Blackbrook Park Avenue Taunton Somerset TA1 2PX
Telephone	01823 286096
Reference	LR/ST/HB/CG/190265
Type of appointment	Liquidator
Date of appointment	26 May 2022
Decision date	18 August 2023

1 OVERVIEW OF THE CASE

This has been provided in the body of the report to which this appendix has been attached.

2 EXPLANATION OF OFFICE HOLDERS' TIME CHARGING POLICY

All staff who work specifically on this assignment will have their time costed and charged to it, including secretarial and cashiery time.

CHARGEOUT RATES

The current charge out rates of the grades of staff likely to work on this assignment are as follows:-

Partner	£395 per hour
Insolvency practitioner	£325 per hour
Manager	£225 per hour
Assistant manager	£195 per hour
Administrators	£125 per hour
Assistant and support staff	£100 per hour

INCREASES IN CHARGE OUT RATES

It is the policy of this firm to review staff charging rates periodically and the following increases have been implemented during the administration of this case to date:-

	Pre-appointment	Liquidation
Partner	N/A	32%
Insolvency practitioner	10%	20%
Senior manager	0%	N/A
Manager	N/A	108%
Assistant manager	N/A	63%
Administrators	0 – 10%	87%
Assistant and support staff	10%	89%

This estimate does not take account of any increase in rates that may occur in the future or of staff promotions and changes.

Appendix 2(i)

3 TIME AND CHARGE OUT SUMMARY

A summary of the time spent on this assignment and the time costs incurred up to 25 May 2023 is provided at appendix 2(ii).

I have not drawn any remuneration in respect of the above time costs, which amount to £5,104.31. Additionally, I have outstanding time costs of £4,530.15 in respect of my pre-appointment work.

4 NARRATIVE DESCRIPTION OF WORK CARRIED OUT UP TO 25 MAY 2023

Appendix 2(ii) outlines the time costs incurred in relation to the activities undertaken up to 25 May 2023, which can be summarised as follows. Staff of different levels were involved in the activities shown depending upon the experience required and, where significant, further information is provided. In this respect the insolvency practitioner was heavily involved in the pre-appointment work due to its importance. Additionally, the manager was heavily involved with the investigation and creditors matters as, following their promotion from administrator to manager, it was considered beneficial for the manager to continue to deal with these issues rather than reassigning them to an administrator with no experience of the case.

Pre-appointment

The following pre-appointment activities have been undertaken:-

- Liaising with the directors and the company's accountants to obtain all the necessary information
- Preparing the statement of affairs and the directors' report
- Assisting the directors with the appointment of a liquidator using the deemed consent procedure including preparing all the relevant paperwork in this respect

Post-appointment

The following post-appointment activities have been undertaken:-

Administration and planning

Case planning is necessary to ensure that the case is dealt with in a timely and efficient manner, which therefore keeps costs to a minimum. In addition, there are various administrative tasks that are undertaken in order to comply with current rules, regulations and best practice guides, which have no financial benefit to creditors. The following work has been undertaken:-

- Setting up and maintaining the case records
- Arranging an insolvency bond
- Notifying creditors and all other interested parties of appointment
- Statutory filing and advertising in respect of appointment
- Undertaking a data protection registration check
- Undertaking a Pension Protection Fund check
- Opening and maintaining the case bank account to required professional standards
- Cashiering
- Taking possession of the company's books and records and cataloguing the same
- Undertaking progress reviews
- Providing an informal update on the liquidation to a director

Realisation of assets

The following activities have been undertaken in order to generate funds to cover the costs of the liquidation, pay the second preferential creditor's claim in full and pay a dividend to unsecured creditors:-

- Book debt collection including liaising with the factoring company, a debt collection company used by them, and a director
- Liaising with the solicitors dealing with the ex-director's estate and obtaining repayment of the ex-director's loan account
- Requesting and receiving the company's cash held in my firm's client account
- Considering whether a terminal loss relief claim was worthwhile and concluding it was not

Appendix 2(i)

Investigations

The following work has been done in order for me to comply with the statutory requirement to complete a questionnaire on the directors' conduct in the period leading up to the liquidation and to fulfil my obligations more generally, which may result in further recoveries that could enhance the dividend being paid to unsecured creditors:-

- Sending questionnaires to the directors and reviewing these upon completion
- Reviewing company records including bank statements
- Completing a questionnaire under the Company Directors Disqualification Act
- Dealing with queries raised by the Insolvency Service on the questionnaire submitted
- Considering whether any claim may arise in respect of the movement on the ex-director's loan account and concluding that there is no claim to make

Creditors

In order to receive and agree the second preferential and unsecured creditors' claims, and to comply with rules, regulations and best practice guides which have no financial benefit to creditors, the following tasks have been undertaken:-

- Communicating with creditors including requesting details of HM Revenue & Customs' claim
- Advertising for claims
- Recording and maintaining a list of creditors' claims
- Advising a creditor of the dividend prospects

5 FEE ESTIMATE

Taking into account the time costs incurred up to 25 May 2023 of £5,104.31 referred to in section 3 above and my future estimated time costs of £14,795 detailed in appendix 2(iii), my time costs are estimated to total £19,899.31 as also shown in appendix 2(iii). This is on the assumption that the case will progress as currently anticipated and be open for approximately 21 months.

Assuming the case proceeds as explained, I do not anticipate that it will be necessary to seek creditors' approval for an increased fee estimate.

However, if this estimate is likely to be exceeded then I reserve the right to seek approval from creditors to an increased fee estimate. This could occur if the remaining book debt proves problematic to realise or substantial follow up work is required regarding my investigations and / or on making recoveries in this respect.

Based on current information I expect realisations will be £66,807 as shown on the enclosed receipts and payments account incorporating an estimated outcome statement at appendix 1, which should result in the second preferential creditor's claim being paid in full and a dividend in the region of 25p in the £ being paid to unsecured creditors, subject to the final levels of realisations, liquidation costs and creditors' claims.

6 NARRATIVE DESCRIPTION OF FUTURE WORK

It is anticipated that the following work will be done in the period from 26 May 2023 to closure:-

Administration and planning

Case planning is necessary to ensure that the case is dealt with in a timely and efficient manner, which therefore keeps costs to a minimum. In addition, there are various administrative tasks that are undertaken in order to comply with current rules, regulations and best practice guides, which have no financial benefit to creditors. The following work is expected to be undertaken:-

- Maintaining the case records and bank account to required professional standards
- Cashiering
- VAT and corporation tax administration
- Undertaking progress reviews
- Preparing my fee estimate and instigating a decision by correspondence procedure for it to be considered by creditors

Appendix 2(i)

- Preparing my annual progress report to members and creditors
- Statutory filing in this respect

Realisation of assets

The following activity will be undertaken in order to try and generate funds to cover the costs of the liquidation and pay the second preferential creditor's claim in full and a dividend to unsecured creditors:-

- Book debt collection including liaising with the factoring company, a director and a debtor

Investigations

The following work is expected to be undertaken, which may result in further recoveries that could enhance the dividend being paid to unsecured creditors:-

- Reconciling the reduction in the level of book debts from the amount shown in the company's last filed accounts to liquidation by reviewing company records
- Obtaining and reviewing some missing bank statements that were not in the company's records
- Looking into whether there was any abuse of Covid support provided to the company
- Reporting the overdrawn ex-director's loan account to the Insolvency Service
- Confirming the nature of a payment made to a director shortly prior to liquidation including liaising with them
- Examining whether staff loans shown as being due to the company in previous accounts are still due and recovering these if so including reviewing company records

At this stage it is difficult to estimate the amount of investigation work that will be undertaken to conclude the above matters as this varies significantly from case to case depending on particular findings. This fee estimate reflects the above anticipated future work and, should further work be required in addition to this including the need to take recovery action, I may revert to creditors to seek approval for an increase in the fee estimate at a later date.

Creditors

In order to receive and agree the second preferential and unsecured creditors' claims, and to comply with rules, regulations and best practice guides which have no financial benefit to creditors, the following tasks will be undertaken:-

- Communicating with creditors
- Chasing the remaining unsecured claims
- Issuing a notice of intention to pay a dividend to unsecured creditors
- Maintaining a list of creditors' claims
- Reviewing and evaluating the second preferential creditor's claim including liaising with them in this respect
- Paying the second preferential creditor's claim in full
- Reviewing and evaluating the unsecured claims received
- Paying a dividend to unsecured creditors

Closure

The following work will be done to facilitate the orderly closure of the case, and to comply with rules, regulations and best practice guides which has no benefit to creditors:-

- Corresponding with HM Revenue & Customs to obtain tax clearance to close the case
- Preparing the final report to members and creditors
- Statutory filing in respect of the closure of the case
- Closure of the liquidation bank account

Staff of different levels will be involved in the activities shown depending upon the experience required.

Appendix 2(i)

7 EXPENSES

Expenses are any payments from the liquidation which are neither the liquidator's remuneration nor a distribution to a creditor or a member. Expenses also include disbursements. Disbursements are payments which are first met by the liquidator and then reimbursed from the liquidation.

Expenses are divided into those that do not need approval before they are charged to the liquidation (category 1) and those that do (category 2):-

Category 1: These are payments to persons providing the service to which the expense relates who are not an associate of the liquidator. Such items of expenditure include statutory advertising and the insolvency bond. Category 1 expenses can be paid without prior approval.

Category 2: These are payments to associates or which have an element of shared costs. Before being paid, category 2 expenses require approval in the same manner as the liquidator's remuneration whether they are paid directly from the liquidation or as a disbursement. It is this firm's policy that the only expenses recharged to an assignment are the simple reimbursement of actual payments made to third parties relating to a particular case, which are category 1, except for mileage. Mileage is charged at standard rates which comply with HM Revenue & Customs limits. There are no expenses levied in respect of the recovery of overhead costs.

Details of the category 1 expenses that have been incurred and those that are expected to be incurred are shown below:-

Category 1 expense	Basis	Incurred at 25/05/2023	Future expenses	Total expenses
		£	£	£
Statutory advertising	Fixed fee	309	-	309
Insolvency bond	Fixed fee	70	-	70

In accordance with the expenses policy shown above, no category 2 expenses have been or are expected to be charged to this assignment in respect of general overheads or mileage.

8 SUPPORTING DOCUMENTS

A receipts and payments account for this assignment is provided as part of the report to which this appendix is attached.

9 FURTHER INFORMATION

A copy of Liquidation: A Guide for Creditors on Insolvency Practitioner Fees can be downloaded at <https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees> and is also available free of charge on request from this office.

Drive Force Recruitment Limited
Creditors' voluntary liquidation
Time cost analysis at 25 May 2023

Work type	Hours							£	£	
	Partner	Insolvency practitioner	Senior manager	Manager	Assistant manager	Administrators	Assistant & support staff	Total hours	Time cost	Average hourly cost
Administration/planning	0.0	1.2	0.0	6.0	2.7	5.7	3.1	18.7	1,880.37	100.55
Realisation of assets	0.0	0.5	0.0	2.3	4.2	0.4	0.0	7.4	941.99	127.30
Investigations	0.0	2.0	0.0	8.5	1.6	0.0	0.0	12.1	1,818.00	150.25
Creditors	0.0	0.3	0.0	2.4	0.8	0.0	0.1	3.6	463.95	128.88
Total hours	0.0	4.0	0.0	19.2	9.3	6.1	3.2	41.8		122.11
Total costs									5,104.31	
Fees drawn									0.00	
Time written off									0.00	
Outstanding time costs									5,104.31	

Appendix 2(iii)

Drive Force Recruitment Limited
 Creditors' voluntary liquidation
 Fee estimate date 20 July 2023

Work type	INCURRED UP TO 25/05/23		ESTIMATED FUTURE TIME COSTS FROM 26/05/23 TO CLOSURE								TOTAL		
	Hours	£	Partner	Insolvency practitioner	Manager	Assistant manager	Administrators	Assistant & support staff	Total future hours	Total future time costs £	Total hours	Total time costs £	Average hourly cost £
Administration/planning	17.4	1,880.37	0.0	5.5	7.0	10.0	7.0	1.5	31.0	6,337.50	48.4	8,217.87	169.79
Realisation of assets	7.4	941.99	0.0	0.5	3.0	2.0	0.0	0.0	5.5	1,227.50	12.9	2,169.49	168.18
Investigations	13.4	1,818.00	0.0	4.0	4.0	2.0	0.0	0.0	10.0	2,590.00	23.4	4,408.00	188.38
Creditors	3.6	463.95	0.0	1.0	2.5	5.0	0.0	1.0	9.5	1,962.50	13.1	2,426.45	185.23
Closure	0.0	0.00	0.0	2.5	2.0	2.0	7.0	1.5	15.0	2,677.50	15.0	2,677.50	178.50
Totals	41.8	5,104.31	0.0	13.5	18.5	21.0	14.0	4.0	71.0	14,795.00	112.8	19,899.31	176.41

PROOF OF DEBT - GENERAL FORM

Drive Force Recruitment Limited – In Liquidation Date of liquidation 26 May 2022	
1.	Name of Creditor
2.	Address of Creditor for correspondence
3.	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date of the meeting
4.	Details of any documents by reference to which the debt can be substantiated. [Note there is no need to attach them now but the Liquidator may call for any document or evidence to substantiate the claim at his discretion as may the chairman or convenor of any meeting]
5.	If amount in 3 above includes outstanding uncapitalised interest please state amount £
6.	Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form)
7.	Particulars of any security held, the value of the security, and the date it was given.
8.	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates. Please supply the relevant details and evidence.
9.	Signature of creditor or person authorised to act on his behalf
	Name in BLOCK LETTERS
	Position with or in relation to creditor
	Address of person signing (if different from 2 above)
Admitted to vote for	Admitted for dividend for
£	£
Date	Date
Liquidator	Liquidator

DRIVE FORCE RECRUITMENT LIMITED – IN LIQUIDATION
Company number: 06662789

NOTICE OF DECISIONS BY CORRESPONDENCE
Pursuant to Rules 6.19 and 15.8 of the Insolvency (England and Wales) Rules 2016

NOTICE IS GIVEN to creditors of the following decisions to be made by correspondence:-

Formation of Liquidation Committee

Creditors are asked to decide whether a Liquidation Committee should be established if sufficient creditors are willing to be members of that Committee. Creditors are invited to put forward their nominations for membership of the Committee, such nominations must be received by **30 August 2023** ("the decision date"). The liquidator can only accept nominations if they are satisfied as to the creditors' eligibility under Rule 17.4 of the Insolvency (England and Wales) Rules 2016.

Under this rule, a creditor is eligible to be a member of the Committee if they have proved for their debt, their debt is not fully secured and their proof has not been wholly disallowed for voting purposes or wholly rejected for the purpose of distribution or dividend. A Committee member cannot be both a creditor and a member. Additionally, although a body corporate may be a member of a Liquidation Committee, it cannot act otherwise than by a representative appointed under Rule 17.17 of the Insolvency (England and Wales) Rules 2016.

Additionally, a Liquidation Committee may only be formed if a minimum of three creditors are willing to become members.

A copy of the publication Liquidation / Liquidation Committee – A Guide for Creditors can be found at <https://www.r3.org.uk/technical-library/england-wales/technical-guidance/creditor-guides> and will be provided free of charge on request from this office.

In the event that a Liquidation Committee is not formed, creditors are required to consider the following fee resolutions:-

Pre-liquidation fees

It is necessary to seek creditors' approval to Albert Goodman LLP drawing pre-liquidation fees as follows:-

In respect of the preparation of the statement of affairs and the directors' report	£3,030
In respect of assisting with the deemed consent procedure to appoint a liquidator	£1,500
plus disbursements of £3 in respect of a Land Registry fee and VAT	

Liquidator's fees

Creditors are also required to set the basis on which the liquidator is to be remunerated. It is proposed that remuneration be drawn on a time cost basis with authority to draw fees on account, subject to the attached fee estimate dated 20 July 2023, plus expenses including mileage at HM Revenue & Customs limits and VAT.

A copy of the guidance note "Liquidation: A Guide for Creditors on Insolvency Practitioner Fees" is available at <https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees> and will be provided free of charge on request from this office.

I attach a resolution slip for completion and return should you wish to vote. The completed document should be returned to Albert Goodman LLP, Goodwood House, Blackbrook Park Avenue, Taunton, Somerset TA1 2PX so that it is received no later than **23:59 on 30 August 2023** ("the decision date") along with proof of your debt if you have not already lodged this.

If your debt is for £1,000 or less you must still deliver proof of your debt if you wish to vote.

If you have opted out from receiving notices in this matter you may still vote if you provide proof of your debt.

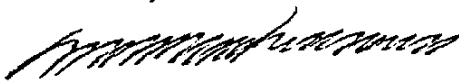
Failure to provide proof of your debt will result in your resolution slip being disregarded.

If you are not satisfied with this decision procedure, you may request a physical meeting of creditors be convened. A meeting will be convened if creditors requesting a meeting represent a minimum of 10% in value or 10% in number of all creditors, or simply comprise 10 creditors. Any request for a physical meeting must be delivered to Albert Goodman LLP, Goodwood House, Blackbrook Park Avenue, Taunton, Somerset TA1 2PX by **21 August 2023**.

A person claiming that they or another person has been excluded from a meeting of creditors may make a complaint in accordance with Rule 15.38 of the Insolvency (England and Wales) Rules 2016. This complaint must be made not later than 4pm on the business day after the decision date or the day on which the complainant received the indication under Rule 15.37 of the Insolvency (England and Wales) Rules 2016.

A creditor or member may appeal against a decision made in accordance with Rule 15.35 of the Insolvency (England and Wales) Rules 2016. This appeal must be made not later than 21 days after the decision date.

Dated 20 July 2023



LAURENCE RUSSELL
Liquidator

DRIVE FORCE RECRUITMENT LIMITED – IN LIQUIDATION

DECISIONS BY CORRESPONDENCE REPLY FORM

Voting on decisions:-

1. That a Liquidation Committee should be established **FOR/AGAINST***

I wish to nominate the following creditor to act as a member of the Liquidation Committee:

Name of nominated creditor _____

2. That Albert Goodman LLP may draw pre-liquidation fees as follows:- **FOR/AGAINST***

In respect of the preparation of the statement of affairs and
the directors' report £3,030

In respect of assisting with the deemed consent procedure
to appoint a liquidator £1,500

plus a disbursement of £ 3 in respect of a Land Registry fee and VAT

3. That the liquidator's remuneration be drawn on a time cost basis with **FOR/AGAINST***
authority to draw fees on account, subject to the fee estimate dated 20 July
2023, plus expenses including mileage at HM Revenue & Customs limits and
VAT.

Signature: _____

Name of signatory: _____

Position with or in relation to creditor: _____

Name of creditor: _____

***Please delete as applicable**