

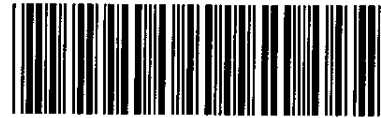
LIQ03

Notice of progress report in voluntary winding up



Companies House

FRIDAY



A25

A8WUWLW2

17/01/2020

#27

COMPANIES HOUSE

1 Company details

Company number 0 6 8 5 7 9 5 0

Company name in full Agrizone UK Limited

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

2 Liquidator's name

Full forename(s) Philip B

Surname Wood

3 Liquidator's address

Building name/number 570-572 Etruria Road

Street Newcastle

Post town Staffordshire

County/Region

Postcode S T 5 0 S U

Country

4 Liquidator's name ①

Full forename(s) Christopher

Surname Knott

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

5 Liquidator's address ②

Building name/number 570-572 Etruria Road

Street Newcastle

Post town Staffordshire

County/Region

Postcode S T 5 0 S U

Country

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

LIQ03

Notice of progress report in voluntary winding up

6 Period of progress report

From date	^d 2	^d 6	^m 1	^m 1	^y 2	^y 0	^y 1	^y 8
To date	^d 2	^d 5	^m 1	^m 1	^y 2	^y 0	^y 1	^y 9

7 Progress report

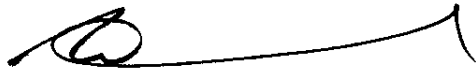
☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d1

^d5

^m0

^m1

^y2

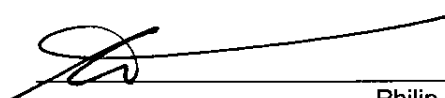
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Agrizone UK Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 26/11/2018 To 25/11/2019 £	From 26/11/2018 To 25/11/2019 £
	PLANT & MACHINERY		
36,380.69	Manitou 625 Handler	NIL	NIL
(35,380.69)	Manitou Finance	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
18,600.00	Book Debts	15,631.00	15,631.00
29,000.00	Fixtures, Fittings and Equipment	22,838.66	22,838.66
1,000.00	Funds held on Trust	1,000.00	1,000.00
NIL	Goodwill	NIL	NIL
5,000.00	Motor Vehicles	6,500.00	6,500.00
NIL	Office Equipment	NIL	NIL
		45,969.66	45,969.66
	COST OF REALISATIONS		
	Agents/Valuers Fees(1)	8,877.15	8,877.15
	Pension Costs	450.00	450.00
	Unpaid Pension Contributions	70.64	70.64
		(9,397.79)	(9,397.79)
	COST OF ADMINISTRATION		
	Bank Charges	5.80	5.80
	Insurance of Assets	392.00	392.00
	Liquidators Fees	20,340.00	20,340.00
	Liquidators Outlays	22.50	22.50
	Payroll Fees	240.00	240.00
	Specific Bond	272.00	272.00
		(21,272.30)	(21,272.30)
	PREFERENTIAL CREDITORS		
(3,874.84)	5 Employees' Holiday Pay	NIL	NIL
		NIL	NIL
	FLOATING CHARGE CREDITORS		
(83,440.96)	Royal Bank of Scotland plc	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(16,764.00)	4 Employees' Redundancy Payments	NIL	NIL
(12,920.74)	5 Employees Pay in lieu of notice claim	NIL	NIL
(4,008.82)	HM Revenue & Customs - VAT	NIL	NIL
(193,689.29)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(2.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(260,100.65)		15,299.57	15,299.57
	REPRESENTED BY		
	Bank 1 - Current		15,299.57
			15,299.57



Philip B Wood
Joint Liquidator

Joint Liquidators' Annual Progress Report to Creditors & Members

Agrizone UK Limited - In Liquidation

25 November 2019

AGRIZONE UK LIMITED - IN LIQUIDATION

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- 3** Progress of the Liquidation
- 4** Creditors
- 5** Joint Liquidators' Remuneration & Disbursements
- 6** Joint Liquidators' Expenses
- 7** Creditors' Rights
- 8** Next Report

APPENDICES

- A** Receipts and Payments Account for the Period from 26 November 2018 to 25 November 2019
- B** Time Analysis for the Period from the 26 November 2018 to 25 November 2019
- C** Remuneration & Disbursements Schedule
- D** Privacy Statement

AGRIZONE UK LIMITED - IN LIQUIDATION

1 Introduction and Statutory Information

- 1.1 I, Christopher Knott, together with my partner Philip Wood, of Barringtons Corporate Recovery, 570-572 Etruria Road, Newcastle, Staffordshire, ST5 0SU and Mark Malone of Begbies Traynor (Central) LLP, 3rd Floor, Temple Point, 1 Temple Row, Birmingham, B2 5LG, was appointed as Joint Liquidator of Agrizone UK Limited (the **Company**) on 26 November 2018. This progress report covers the period from 26 November 2018 to 25 November 2019 (**the Period**).
- 1.2 Information about the way that we will use, and store personal data on insolvency appointments can be found in the attached Privacy Notice.
- 1.3 The principal trading address of the Company was Westcott Mill Farm, Goldstone, Market Drayton, Shropshire, TF9 2ED.
- 1.4 The registered office of the Company has been changed to 570-572 Etruria Road, Newcastle, Staffordshire, ST5 0SU and its registered number is 06857950.

2 Receipts and Payments

- 2.1 At Appendix A is my Receipts and Payments Account covering the Period of this report.

3 Progress of the Liquidation

- 3.1 This section of the report provides creditors with an update on the progress made in the liquidation during the Period and an explanation of the work done by the Liquidator and his staff.
- 3.2 During the period the following work has been carried out:

Administration & Planning

- Post appointment checklists, paperwork and notifications.
- Correspondence with regards to the P45's.
- Completion and filing of tax forms.
- Telephone calls to numerous parties.
- Instruct Clumber Consultancy regarding the company's pension and review the pension report.
- Documents with regards to disclaiming the lease.
- Case filing.
- Regular case reviews.
- General maintenance of case files.
- General queries.
- Diary updates.
- Case specific bond.
- Cashiering.
- Bank reconciliations.

Investigations

- You may be aware that a liquidator has a duty to enquire into the affairs of an insolvent company to determine its property and liabilities and to identify any actions which could lead to the recovery of funds. In addition, a liquidator is also required to consider the conduct of the Company's directors and to make an appropriate submission to the Department for Business, Energy and Industrial Strategy. We can confirm that we have discharged our duties in these respects.

AGRIZONE UK LIMITED - IN LIQUIDATION

Realisation of assets

- Emails re insurance cover of assets.
- Various correspondence re insurance cover of assets.
- Determine asset realisation strategy.
- Instruct agent with regards to sale of assets.
- Liaise with agent regarding sale of assets.
- Site visit with agent.
- Discuss asset sale strategy with agent.
- Telephone calls with director re various assets.
- Emails with director re asset sale.
- Cashiering
- Review position of funds held on trust.

Creditors

- Various phone calls with creditors.
- General creditor queries.
- Input creditors' proof of debt forms.
- Emails re employee claims.

Statutory & Compliance

- This includes preparing and filing the statutory appointment documentation, calculating the specific bond insurance, undertaking regular reviews and filing other documentation at Companies House. These items are not necessarily financially beneficial to any class of creditor but are requirements of the Statutory Regulations and the Insolvency Act and Rules.

Administration (including statutory compliance & reporting)

- 3.3 An office holder must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work I anticipated would need to be done in this area was outlined to creditors in my initial fees estimate/information.
- 3.4 Where the costs of statutory compliance work or reporting to creditors exceeds the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Liquidators.
- 3.5 As noted in my initial fees estimate/information, this work will not necessarily bring any financial benefit to creditors but is required on every case by statute.

Realisation of Assets

Fixtures, Fittings & Equipment

- 3.6 The amount of £22,838.66 has been received in respect of the fixtures, fittings and equipment belonging to the company.

Motor Vehicles

- 3.7 £6,500 has been received in respect of the sale of the motor vehicles.

Book Debts

- 3.8 The amount of £15,631 has been received in respect of the book debts due to the company at the date of liquidation.

AGRIZONE UK LIMITED - IN LIQUIDATION

Funds held on Trust

- 3.9 The sum of £1,000 has been received in respect of funds held on trust by the directors.
- 3.10 It is considered that the work the Liquidator and his staff have undertaken to date will bring a financial benefit to creditors. This may be a distribution to secured creditors of the Company only (from which a Prescribed Part fund may be derived for the benefit of unsecured creditors) or may, depending on realisations and the extent of any 3rd party security, result in a distribution to the preferential and unsecured creditors of the Company.

Creditors (claims and distributions)

- 3.11 Further information on the anticipated outcome for creditors in this case can be found at section 3 of this report. The Liquidators are not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.
- 3.12 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal.
- 3.13 The above work will not necessarily bring any financial benefit to creditors generally, however the Liquidators are required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Liquidators in dealing with those claims.
- 3.14 I consider the following matters worth noting in my report to creditors at this stage:
- There are approximately 21 unsecured creditor claims in this case with a value per the director's statement of affairs of £227,382.85
 - Dealing with the claims of 4 employees
 - I anticipate claims from preferential creditors totalling £4,939.64

Investigations

- 3.15 Some of the work the Liquidators are required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 (**CDDA 1986**) and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidators can pursue for the benefit of creditors.
- 3.16 I can confirm that I have submitted a report on the conduct of the Directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986. As this is a confidential report, I am unable to disclose the contents.
- 3.17 Shortly after appointment, I made an initial assessment of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate. This assessment took into account any information provided by creditors. My investigations have not revealed any issues requiring further report or any further potential recoveries which could be pursued for the benefit of creditors.

AGRIZONE UK LIMITED - IN LIQUIDATION

Matters still to be dealt with

- 3.18 Preferential creditors' claims are to be agreed and a first and final dividend is to be paid to preferential creditors.

4 Creditors

Secured Creditors

- 4.1 Manitou Finance held a fixed charge over an item of plant and machinery, namely a Manitou 625 Handler. Despite the agent's best efforts, no acceptable offers were received for this item. The item was subsequently collected by the finance company. At the date of the liquidation, the indebtedness to the secured creditor was estimated at £35,380.69. A claim has not yet been received from Manitou Finance.

Preferential Creditors

- 4.2 A summary of preferential claims is detailed below.

Preferential claim	Agreed Claim £	Statement of Affairs Claim £	Dividend paid p in the £1
Employee claims (Total number of claims = (3)	£1,241.61	Nil	Nil
Department for Business, Energy & Industrial Strategy (BEIS)	£3,698.03	£3,874.84	Nil

Unsecured Creditors

- 4.3 I have received claims totalling £230,535.06 from 10 creditors. I have yet to receive claims from 10 creditors whose debts total £167,050.21 as per the Company's statement of affairs.
- 4.4 The Company granted a floating charge to The Royal Bank of Scotland on 23 June 2009. Accordingly, I am required to create a fund out of the Company's net floating charge property for unsecured creditors (known as the **Prescribed Part**).
- 4.5 At present, I am unable to calculate any provision with regards to the Prescribed Part. This is because I am waiting to pay a dividend to preferential creditors.
- 4.6 I would confirm that it is anticipated there will be insufficient funds realised after defraying the expenses of the liquidation to pay a dividend to unsecured creditors.

5 Joint Liquidators' Remuneration and Disbursements

- 5.1 Creditors approved that the basis of the Joint Liquidators' remuneration be fixed by reference to the time properly spent by them and their staff in managing the liquidation. Fees were estimated to be £28,867.50.

AGRIZONE UK LIMITED - IN LIQUIDATION

5.2 A copy of that estimate is reproduced below:

Category of work	Estimated Number of Hours	Average blended charge out rate £	Estimated cost £
Administration (inc statutory compliance & reporting)	58.9	240.49	14,165.00
Realisation of assets	15.8	361.39	5,710.00
Creditors (claims & distributions)	21.2	232.66	4,932.50
Investigations	8.8	300.56	2,645.00
Statutory & Compliance	4.2	336.90	1,415.00
Total estimated fees			£28,867.50

5.3 My time costs for the Period are £28,403. This represents 113.6 hours at an average rate of £250.02 per hour. Attached as Appendix B is a Time Analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by me in managing the liquidation.

5.4 I can confirm that £20,340 has been drawn against total time costs during the period.

5.5 At the date of this report, I would confirm that my fees estimate for the liquidation remains unchanged. This is because I consider my estimate to be sufficient at present.

5.6 Disbursements amounting to £22.50 have been drawn during the period. In addition, disbursements amounting to £263.95 have been incurred but not yet drawn, as follows:

Type of Disbursement	Cost
Statutory Advertising	£247.30
Mileage	£16.65
Specific Penalty Bond	£22.50
TOTAL COST	£286.45

5.7 Attached as Appendix C is a remuneration and disbursement schedule.

5.8 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from www.bcr-insolvency.co.uk/downloads - appointments post 6 April 2017.

6 Joint Liquidators' Expenses

6.1 The following expenses have been incurred since my appointment as Liquidator:

Supplier / Service Provider	Nature of expense incurred	Amount incurred to date £	Paid to date £	Amount Outstanding £
Hinson Parry	Assistance provided with the valuation and sale of the company's assets	8,877.15	8,877.15	Nil
Clumber Consultancy	Assistance provided with the winding up of the company pension scheme	450.00	450.00	Nil
Nest	Unpaid pension contributions	70.64	70.64	Nil
Marsh Limited	Specific penalty bond	272.00	272.00	Nil
Marsh Limited	Insurance of company assets	392.00	392.00	Nil
Fearns Marriott	Assistance provided with closing the payroll of the company	240.00	240.00	Nil

AGRIZONE UK LIMITED - IN LIQUIDATION

Santander	Bank charges accrued on the liquidation bank account.	5.80	5.80	Nil
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7 Creditors' Rights

- 7.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Liquidators provide further information about their remuneration or expenses which have been itemised in this progress report.
- 7.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidators, as set out in this progress report, are excessive.

8 Next Report

- 8.1 I am required to provide a further report on the progress of the liquidation within two months of the next anniversary of the liquidation, unless I have concluded matters prior to this, in which case I will write to all creditors with my final account.
- 8.2 If you have any queries in relation to the contents of this report, I can be contacted by telephone on 01782 713700 or by email at insol@bcr-insolvency.co.uk.

Yours faithfully



Christopher Knott
Joint Liquidator

AGRIZONE UK LIMITED - IN LIQUIDATION

Appendix A

Receipts and Payments Account for the Period from 26 November 2018 to 25 November 2019

Agrizone UK Limited
(In Liquidation)

JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT

	Notes	Statement of affairs £	From 26/11/2018 To 25/11/2019 £
RECEIPTS			
Fixtures, Fittings and Equipment		29,000.00	22,838.66
Motor Vehicles		5,000.00	6,500.00
Book Debts		18,600.00	15,631.00
Funds held on Trust		<u>1,000.00</u>	<u>1,000.00</u>
		53,600.00	45,969.66
PAYMENTS			
Agents/Valuers Fees			8,877.15
Pension Costs			450.00
Unpaid Pension Contributions			70.64
Specific Bond			272.00
Insurance of Assets			392.00
Payroll Fees			240.00
Bank Charges			5.80
Liquidators Fees			20,340.00
Liquidators Disbursements			<u>22.50</u>
			30,670.09
BALANCE - 25 November 2019	1		15,299.57

Notes

1 Funds were held in a non-interest bearing account with Barclays



Christopher Knott
Joint Liquidator

AGRIZONE UK LIMITED - IN LIQUIDATION

Appendix B

Time Analysis for the Period from the 26 November 2018 to 25 November 2019

ANALYSIS OF LIQUIDATOR'S TIME COSTS FOR PERIOD 26 NOVEMBER 2018 TO 25 NOVEMBER 2019

Re: AGRIZONE UK LIMITED

	Liquidator	Manager	Senior Case Administrator	Administrator	Trainee Administrator	Assistants & Support	Total	Total Cost	Average hourly Charge-Out
Administration & Planning	15.4	2.4	19.1	14.7	6.5	3.8	61.9	£13,836.50	£223.53
Investigations	1.9	3.7	1.2	2.0	0.0	0.0	8.8	£2,645.00	£300.56
Realisation of assets	14.3	0.5	1.0	0.0	0.0	0.0	15.8	£5,710.00	£361.39
Creditors	0.8	6.3	9.5	5.9	1.2	0.4	24.1	£5,408.50	£224.41
Statutory & Compliance	0.6	1.4	0.0	0.0	0.0	1.0	3.0	£803.00	£267.67
Total Hours	33.0	14.3	30.8	22.6	7.7	5.2	113.6	£28,403.00	£250.02

ANALYSIS OF DISBURSEMENTS FROM 26 NOVEMBER 2018 TO 25 NOVEMBER 2019

Type of Disbursement	Total Cost
Advert	£247.30
Mileage	£16.65
Bonding	£22.50
Total Cost	£286.45

BCR - Hourly rates:

Liquidators	£475.00
Manager	£295.00
Senior Case Administrator	£250.00
Administrator	£175.00
Trainee Administrator	£150.00
Assistants & Support	£125.00

Begbies Traynor - Hourly rates:

Partner	£495.00
Manager	£345.00
Senior Administrator	£225.00
Administrator	£175.00
Trainee Administrator	£140.00
Assistants & Support	£140.00

AGRIZONE UK LIMITED - IN LIQUIDATION

Appendix C

Remuneration & Disbursement Schedule

BCR Remuneration and Disbursement Schedule

Remuneration

If a resolution has, or will be proposed which authorises remuneration to be drawn by the office holder on a time cost basis by reference to time properly spent on the case, the following rates will prevail. Time is charged to a case in actual hours and minutes, with time being recorded in 6-minute units. Periodically, this firm may increase its hourly rates and should this occur during the administration of the case, creditors will be informed when the office holder next reports to them.

Charge out rates with effect from 1 October 2019 are as follows:

Director/Partner	£475 per hour
Manager	£295 per hour
Senior Administrator	£250 per hour
Case Administrator	£175 per hour
Trainee Administrator	£150 per hour
Support	£125 per hour

Disbursements

Disbursements are charged as follows:
(with effect from 1 October 2019).

Category 1 Disbursements

These comprise specific expenses which relate to the administration of the insolvency case and which are paid to an independent third party. Examples include postage, case advertising, specific case bond, company search costs and any travel and accommodation (excluding mileage). Approval is not required for the drawing of Category 1 disbursements.

Category 2 Disbursements (approval required)

These represent costs which, while being in the nature of expenses or disbursements, include elements of shared or allocated costs. Examples include the following:

- Mileage/motor expenses are charged at the rate of 45p per mile.
- Storage of books and records is charged at the rate of £5 per box per quarter for a small box and £10 per quarter for a large box.

Further Information

Should you require further clarification in respect of remuneration and disbursements, then please contact Phil Wood, Chris Knott or Nick West.

BCR
570-572 Etruria Road,
Newcastle,
Staffordshire
ST5 0SU

Tel:	01782 713 700
Fax:	01782 713 379
Website:	www.bcr-insolvency.co.uk
Email:	insol@bcr-insolvency.co.uk

For copies of creditors guides to fees please refer to:
www.bcr-insolvency.co.uk/downloads

AGRIZONE UK LIMITED - IN LIQUIDATION

Appendix D

Privacy Statement

Privacy Notice

Use of personal information

We process personal information to enable us to carry out our work as insolvency practitioners which includes processing data that was held by companies/individuals before our appointment together with data collected during an insolvency procedure or a fixed charge receivership. Our legal obligation to process personal data arises from work we are required to carry out under insolvency and other related legislation.

Insolvency practitioners are Data Controllers of personal data in so far as defined by data protection legislation. Barringtons Corporate Recovery Limited and Barringtons Corporate Recovery LLP will act as Data Processor on their instructions about personal data in relation to an insolvency procedure or fixed charge receivership.

Personal data will be kept secure and processed only for matters relating to the insolvency procedure being dealt with.

The data we may process

The personal data insolvency practitioners may process in most cases will be basic details that may identify an individual and will typically be sufficient to allow us to carry out our work as insolvency practitioners, for example, dealing with the claims of individuals who are owed monies by the companies/individuals over whom we have been appointed.

However, insolvency practitioners may be appointed over entities that process personal data that is considered more sensitive, for example health records and this sensitive data will usually have been created before our appointment. Although we will take appropriate steps to safeguard sensitive data (or to destroy it where it is appropriate to do so), subject to limited exceptions, for example, where we identify previous conduct and/or action that requires further investigation, we will not be processing sensitive data.

Sharing information

We may share personal data with third parties where we are under a legal or regulatory duty to do so, or it is necessary for the purposes of undertaking our work as insolvency practitioners. We may also share personal data to lawfully assist the police or other law enforcement agencies with the prevention and detection of crime, where disclosure is necessary to protect the safety or security of any persons and/or otherwise as permitted by the law.

How long will we hold it?

Personal data will be retained for as long as any legislative or regulatory requirement requires us to hold it. Typically, this may be up to 6 years after which it will be destroyed.

What are your rights?

You have the right to receive the information contained in this document about how your personal data may be processed by us.

You also have the right to know that we may be processing your personal data and, in most circumstances, to have information about the personal data of yours that we hold, and you can ask for certain other details such as what purpose we may process your data for and how long we will hold it.

Individuals have the right to request that incorrect or incomplete data is corrected and in certain circumstances, you may request that we erase any personal data on you which may be held or processed as part of our work as insolvency practitioners. If you have any complaints about how we handle your personal data, please contact Lucy Hill at 570-572 Etruria Road, Newcastle, Staffordshire, ST5 0SU, or via e-mail to insol@bcr-insolvency.co.uk so we can resolve the issue, where possible. You also have the right to lodge a complaint about any use of your information with the Information Commissioners Office (ICO), the UK data protection regulator.

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	Philip B Wood
Company name	Barringtons Corporate Recovery
Address	570-572 Etruria Road
	Newcastle
Post town	Staffordshire
County/Region	
Postcode	S T 5 0 S U
Country	
DX	
Telephone	01782 713700

**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