

In accordance with
Rule 6.28 of the
Insolvency (England &
Wales) Rules 2016 and
Section 106(3) of the
Insolvency Act 1986.

LIQ14

Notice of final account prior to dissolution in CVL



Companies House

TUESDAY



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05/12/2017

#155

COMPANIES HOUSE

1 Company details

Company number 07002010

Company name in full 4D Creative Limited

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

2 Liquidator's name

Full forename(s) Andrew Stephen

Surname McGill

3 Liquidator's address

Building name/number 3rd Floor

Street 9 Colmore Row

Post town Birmingham

County/Region

Postcode B32BJ

Country

4 Liquidator's name ①

Full forename(s) Gregory Andrew

Surname Palfrey

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

5 Liquidator's address ②

Building name/number 4th Floor Cumberland House

Street 15-17 Cumberland Place

Post town Southampton

County/Region

Postcode SO152BG

Country

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

LIQ14

Notice of final account prior to dissolution in CVL

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Liquidator's release

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

7

Final account

☒ I attach a copy of the final account.

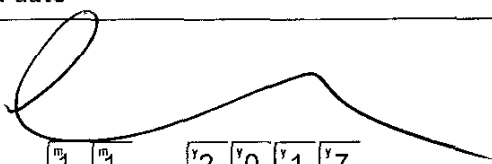
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Sign and date

Liquidator's signature

Signature

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Signature date

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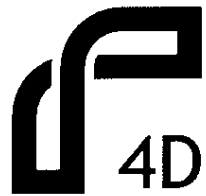
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4D Creative Limited (in creditors' voluntary liquidation)

Joint liquidators' final account

27 September 2017

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1. Glossary

Abbreviation	Description
the Company	4D Creative Limited
the liquidators/joint liquidators	Andrew Stephen McGill and Gregory Andrew Palfrey
SIP	Statement of Insolvency Practice (England & Wales)
IA86	Insolvency Act 1986 If preceded by S this denotes a section number
Sch B1	Schedule B1 of the IA86 If preceded by P this denotes a paragraph number
IR16	Insolvency Rules 2016 If preceded by R this denotes a rule number
SOA	Statement of Affairs
ETR	Estimated to realise
HMRC	HM Revenue & Customs
RBS	Royal Bank of Scotland
RPS	Redundancy Payments Service
Wignall Brownlow	Wignall Brownlow Chartered Surveyors

2. Notice

This report is the final account that the joint liquidators are required to produce as

- a) The Company's affairs are fully wound up;
- b) Creditors have the right to request information from the joint liquidators;
- c) Creditors have the right to challenge the joint liquidators remuneration and expenses;
- d) A creditor may object to the joint liquidators' release by giving notice in writing to them before the end of the prescribed period;
- e) The prescribed period is the later of 28 November 2017 eight weeks from delivery of this notice and final account or a date to be determined in the event that b) or c) above applies;
- f) The joint liquidators will vacate office on delivering to the Registrar of Companies this notice and final account together with a notice whether any creditor has objected to their release (if applicable); and
- g) *The joint liquidators will be released at the same time as vacating office unless any of the Company's creditors objected*

3. Introduction and statutory information

This report provides an account of the liquidators' administration since the last progress report and a summary of the outcome of the liquidation of the Company. It should be read in conjunction with any previous reports. By way of reminder, Matthew Dunham and Andrew Stephen McGill of Smith & Williamson LLP, were appointed liquidators of the Company on 8 May 2015.

As a result of the retirement of Matthew Dunham from Smith & Williamson LLP, a meeting of creditors was convened at 10:30 am on 31 January 2017, to receive the resignation of Matthew Dunham and approve the appointment of Gregory Andrew Palfrey as replacement liquidator.

Consequently, Andrew Stephen McGill and Gregory Andrew Palfrey are the joint liquidators from 31 January 2017.

The principal trading address of the Company was The Landing, The Blue Tower, 3rd Floor, Media City UK, Manchester, M50 2ST.

The Company's registered office is Vantage Point, Hardman Street, Spinningfields, Manchester, M3 3HF and its registered number is 07002010.

4. Realisation of assets

Attached at Appendix I is our receipts and payments account for the period from 1 February 2017 to 27 September 2017. This account includes cumulative figures for the period from 8 May 2015 to 27 September 2017.

The receipts and payments account also includes a comparison with the director's SOA values.

4.1 Furniture & computer equipment

As previously reported, the Company's statement of affairs disclosed furniture and computer equipment with an estimated to realise value of £1,500.

The liquidators engaged Wignall Brownlow to value these assets.

An offer of £1,000 was made by Mrs Colette Gollcher, and was accepted following a recommendation from Wignall Brownlow. Mrs Gollcher is a connected party we would draw your attention to section 4.6 below for further details.

4.2 Book debts

As previously reported, the statement of affairs included a book debt of £10,100 in respect work completed for Bowes Primary School. The actual receipt from this project was £10,650.

In addition, prior to the date of liquidation the Company had been working on a project for Northway Primary and Nursery School. The project was partially complete at the date of liquidation, and the Company's creditors included two suppliers, Gollcher Engineering and Eden Interiors, which had incurred costs as a result of the project. The liquidators liaised with the two suppliers to enable completion of the Northway project, which resulted in a gross receipt of £10,440, of which £10,308 was used to pay the supplier costs. Consequently, the creditor claims were reduced by £10,308, and a small monetary benefit of £132 was received into the estate.

4.3 Former Directors' loan accounts

As previously reported, at the date of liquidation there were outstanding director's loan accounts relating to two former directors of the Company: Benjamin Willetts and Cathy Cross.

The balance outstanding in respect of Mr Willetts' loan was £14,076. An agreement was reached whereby Mr Willetts would repay the loan by way of monthly payments of £675. Mr Willetts subsequently made an offer to bring the matter to a conclusion and the sum of £11,396 has been recovered against Mr Willetts loan account.

The balance outstanding in respect of Mrs Cross's loan was £17,204. We have pursued the monies owed throughout the liquidation, and sought Mrs Cross's proposals for repayment. In the absence of a sensible and agreeable proposal, the liquidators considered alternative options to realise the debt and approached a third party to seek their interest in acquiring the debt. The third party was unable to proceed and the liquidators instructed Sydney Mitchell to advise further.

Following advice from Sydney Mitchell, the liquidators formed the view that it would not have been possible to realise Mrs Cross's loan account without incurring significant legal costs and with no guarantee of any subsequent material realisations becoming available to creditors. Our solicitors advised us that it would not be cost effective or in the best interests of the creditors to pursue this matter, and as such this asset has not been realised.

4.4 Cash at bank & petty cash

As previously reported, funds in the amount of £3,345 were received into the Company's bank account after the bank had been put on notice of the meetings of the Company's members & creditors and prior to the Company being placed into liquidation. These monies were held to the duly appointed liquidators order and were subsequently transferred to the liquidation bank account.

There was no petty cash at the date of appointment.

4.5 Bank interest

During the period covered by this report, bank interest in the amount of 16 pence has been received into the liquidation bank account. The total bank interest received was £46. This interest was received gross of tax.

4.6 Sales to connected parties

In accordance with SIP 13, we would advise you that the following assets were sold to a party connected with the Company:

Date of transaction	Asset involved and nature of transaction	Consideration paid and date	Sold to	Relationship
1 July 2015	Purchase of furniture and computer equipment	£1,000 plus VAT paid on 1 July 2015	C Gollcher	Director

The current SIP (statement of best practice) came into effect on 1 December 2016, after the transaction. However, we would draw your attention to section 4.1 above, which sets out further information.

5. Investigations

Under the Company Directors Disqualification Act 1986 we have a duty to make a submission to the Secretary of State for Business, Energy & Industrial Strategy on the conduct of all those persons who were directors at the date of liquidation or who held office at any time during the three years immediately preceding the liquidation.

We have complied with our duty in this regard. As all submissions are strictly confidential we are unable to disclose their content.

Shortly after appointment, we 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 information provided by creditors either at the initial meeting or as a response to our request to complete an investigation questionnaire. Our investigations have not revealed any issues requiring further report.

6. Creditors

6.1 Secured creditors

RBS holds a floating charge over the Company's assets. At the date of the liquidation the indebtedness was estimated at £50,118. RBS submitted a creditor claim of £49,210.

6.2 Prescribed Part

The Company granted a floating charge to RBS on 5 December 2012. Accordingly, we are required to create a Prescribed Part fund out of the Company's net floating charge property for unsecured creditors.

We confirm that the value of the Company's net floating charge property was £0. Accordingly, there was no Prescribed Part fund available for a distribution to unsecured creditors.

6.3 Preferential creditors

We set out below a summary of preferential claims received:

Preferential creditor	SOA claims £	Claims received £
Employee claims (9 claims)	2,495	4,852
Department for Business, Energy & Industrial Strategy	992	9,137
Total	3,487	13,989

We can confirm that realisations were insufficient to declare a dividend to preferential creditors. We have not therefore taken steps to agree preferential creditor claims.

6.4 Unsecured creditors

We received claims totalling £153,310 from 24 creditors. Total claims as per the director's SOA were £99,713. We can confirm that realisations were insufficient to declare a dividend to unsecured creditors. We have not therefore taken steps to agree unsecured creditor claims.

7. Liquidators' remuneration

The creditors approved that the basis of the liquidators' remuneration be fixed by reference to the time properly spent by them and their staff in attending to matters arising in the liquidation

The liquidators' time costs are:

Period	Total hours hrs	Total cost £	Average hourly rate £/hr	Fees drawn £
8 May 2015 to 7 May 2016	48.45	10,434	217	Nil
8 May 2016 to 31 January 2017	32.65	6,929	212	9,023
1 February 2017 to 27 September 2017	13.55	3,172	234	5,493
Total	94.65	20,535	217	14,516

Attached, as Appendix II, is a time analysis which provides details of the activity costs incurred by staff grade since the date of our last report in respect of the costs fixed by reference to time properly spent by the liquidators and their staff in attending to matters arising in the liquidation. Details of work carried out in the period are also included in the appendix.

Also included at Appendix II is a cumulative time analysis for the period from 8 May 2015 to 27 September 2017 which provides details of the joint liquidators' total time costs since appointment. A total of £14,516 has been drawn on account of these costs.

A copy of "A Creditor's Guide to Liquidator's Fees" can be downloaded free of charge from the ICAEW's website at the following address:

<http://www.icaew.com/-/media/corporate/files/technical/insolvency/creditors-guides/2017/liquidations-creditor-fee-guide-6-april-2017.ashx?la=en>

Alternatively, a hard copy is available on request, free of charge.

It should be noted that, whilst this statement makes reference to the need to provide creditors with a fees and costs estimate in the event that fees are being drawn on a time costs basis, this requirement only applies to appointments on or after 1 October 2015, prior to which, there was no statutory obligation to produce fees and costs estimates.

Details of Smith & Williamson LLP's charge out rates and policies in relation to the use of staff are provided at Appendix III.

8. Liquidation expenses

8.1 Subcontractors

We have not utilised the services of any subcontractors in this case.

8.2 Professional advisers

On this assignment we have used the professional advisers listed below. We have also indicated alongside the basis of our fee arrangement with them, which was subject to review on a regular basis.

Provider/Service(s)	Basis of fee arrangement	Costs	Costs	Total	Total
		incurred in	paid in	costs	costs
		current period	current period	incurred	paid
		£	£	£	£
Wignall Brownlow (valuation and disposal advice)	Fixed fee	Nil	Nil	850	850
Sydney Mitchell LLP (legal advice)	Hourly rate and disbursements	Nil	Nil	733	733

8.3 Liquidators' disbursements

We have paid and/or incurred the following disbursements during the liquidation:

Details of the liquidators' disbursements that have been incurred and/or paid in the current period together with the cumulative totals for the period of the liquidation are set out below.

Description	Costs incurred in	Costs paid in	Total costs	Total costs
	current period	current period	incurred	paid
	£	£	£	£
Statutory advertising	Nil	Nil	75	75
Liquidators' bonds	Nil	Nil	140	140
Company searches	Nil	Nil	150	150
Storage costs	41	41	41	41
Postage	Nil	Nil	18	18
Total	41	41	424	424

8.4 Category 2 disbursements

Approval to recover business mileage, classified as a Category 2 disbursement, was given at the meeting of creditors held on 8 May 2015.

No category 2 disbursements have been incurred during the reporting period.

8.5 Other expenses

Other expenses (i.e. those not detailed in the preceding sections) paid during the current period together with cumulative totals for the period of the liquidation are shown in the receipts and payments summary at Appendix I. Detailed below are those expenses which we consider to be significant in the context of this case.

Supplier/service provider	Nature of expense incurred	Costs incurred in current period £	Costs paid in current period £	Total costs incurred £	Total costs paid £
Smith & Williamson LLP	s.98 fee	Nil	Nil	10,000	10,000

The costs of Smith & Williamson LLP in connection with convening the meeting of creditors pursuant to s.98 of the Insolvency Act 1986 and assisting with the preparation of the Statement of Affairs were agreed by the Director in the sum of £10,000 plus VAT. These costs, which amounted to £10,000, have been paid from the Company's estate.

8.6 Policies regarding use of third parties and disbursement recovery

Appendix III provides details of Smith & Williamson LLP's policies in relation to the use of subcontractors and professional advisers, and the recovery of disbursements.

9. Creditors' rights

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 or otherwise with the court's permission) may request in writing that the liquidators provide further information about their remuneration or expenses which have been itemised in this report.

Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors including their own claim or otherwise with the court's permission) may within 8 weeks of receipt of this 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 (including any paid) by the liquidators, as set out in this report, are excessive.

The above rights apply only to matters which have not been disclosed in previous reports.

Any creditor may object to the release of the joint liquidators by giving notice in writing before the later of 28 November 2017 or the date of any court application to challenge the joint liquidators' remuneration. In these circumstances, the joint liquidators will be obliged to seek their release from the Secretary of State.

On a general note, if you have any comments or concerns in connection with our conduct, please contact Andrew Stephen McGill or Gregory Andrew Palfrey in the first instance. If the matter is not resolved to your satisfaction, you may contact our Head of Legal by writing to 25 Moorgate, London EC2R 6AY or by telephone on 020 7131 4000.

Thereafter, if you wish to take the matter further you may contact the Insolvency Services directly via Insolvency Complaints Gateway. They can be contacted by email, telephone or letter as follows:

i) Email: insolvency.enquiryline@insolvency.gsi.gov.uk

ii) Telephone number: +44 300 678 0015

iii) Postal address: The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds LS11 9DA.

10. Conclusion

This report will conclude the liquidators' administration of the winding up of the Company.

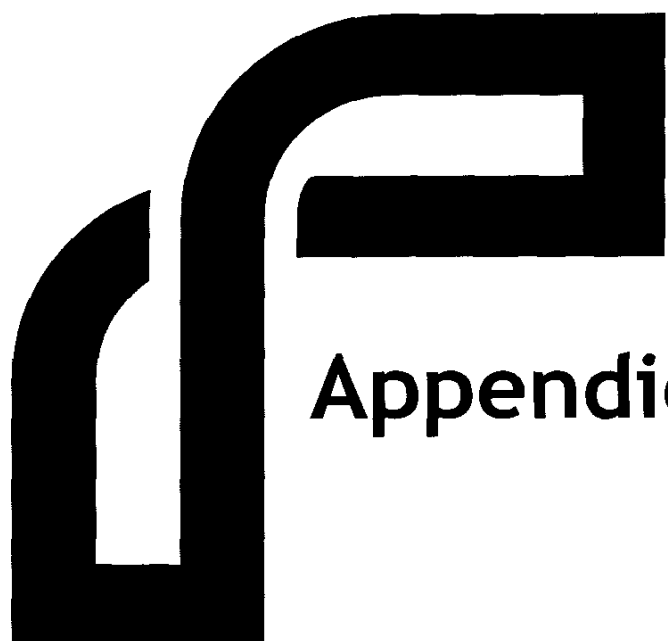
Following our release on 28 November 2017, we are required to submit this final account of the administration of the winding up to the Registrar of Companies, together with a notice stating whether any creditor has objected. The Company will then be dissolved. We are permitted to destroy, or otherwise dispose of, the Company's books, papers and other records at any time after the expiration of a period of one year from the date of dissolution.



Andrew Stephen McGill and Gregory Andrew Palfrey

Joint Liquidators

Date: 27 September 2017



Appendices

I Receipts and payments account

From 1 February 2017 to 27 September 2017, to include cumulative figures for the period 8 May 2015 to 27 September 2017

4D Creative Limited (In Liquidation) Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £	From 01/02/2017 To 27/09/2017 £	From 08/05/2015 To 27/09/2017 £
	ASSET REALISATIONS	
NIL	Leasehold Improvements	NIL
1,500.00	Furniture & Computer Equipment	1,000.00
10,100.00	Book Debts	21,090.00
Uncertain	Former Directors' Loan Accounts	11,395.80
	Cash at Bank	3,345.00
251.00	Petty Cash	NIL
	Bank Interest Gross	46.22
	<u>0.16</u>	<u>36,877.02</u>
	COST OF REALISATIONS	
	S&W Prep of S. of A. Fees	10,000.00
	Liquidator's Fees	14,515.93
	Liquidator's Expenses	308.36
	Agents/Valuers Fees (1)	850.00
	Legal Fees	730.00
	Legal Expenses	3.00
	Corporation Tax	6.60
	Irrecoverable VAT	8.25
	Duress Payments	10,308.63
	Storage Costs	41.23
	Statutory Advertising	75.00
	Bank Charges	30.02
	<u>(5,572.68)</u>	<u>(36,877.02)</u>
	PREFERENTIAL CREDITORS	
(2,494.51)	Redundancy Payments Office	NIL
(991.64)	Employee Wage & Holiday Arrears	NIL
	<u>NIL</u>	<u>NIL</u>
	FLOATING CHARGE CREDITORS	
(50,118.00)	Bank Overdraft	NIL
	<u>NIL</u>	<u>NIL</u>
	UNSECURED CREDITORS	
(72,991.63)	Trade & Expense Creditors	NIL
(4,596.86)	Employees	NIL
(15,434.03)	Redundancy Payments Office	NIL
(32,837.00)	Current Director's Loan & Credit Card	NIL
(27,377.05)	HM Revenue & Customs	NIL
(7,910.00)	Loan - Funding Circle	NIL
	<u>NIL</u>	<u>NIL</u>
	SHAREHOLDERS	
(7.00)	Ordinary Shareholders	NIL
	<u>NIL</u>	<u>NIL</u>
<u>(202,906.72)</u>	<u>(5,572.52)</u>	<u>0.00</u>
	REPRESENTED BY	
		<u>NIL</u>

Notes and further information required by SIP 7

- No payments have been made to us from outside the estate.
- Details of significant expenses paid are provided in the body of our report.
- *Details of payments made to sub-contractors are shown in the body of our report.*
- Information concerning the liquidators' remuneration and disbursements incurred is provided in the body of our report.
- Information concerning the ability to challenge the liquidators' remuneration and expenses of the liquidation is provided in our report.
- All bank accounts were interest bearing.
- There are no foreign currency holdings.
- All amounts in the receipts and payments account are shown exclusive of any attributable VAT. Where VAT is not recoverable it is shown as irrecoverable VAT.

II Time analysis for the period including cumulative time analysis

From 1 February 2017 to 27 September 2017

4D Creative Limited
Breakdown of time spent by Smith & Williamson LLP employees
for the period 1 February 2017 to 27 September 2017

Classification of work function	Hours					Total Hours	Time Cost	Average hourly rate
	Partner / Director	Associate Director	Managers	Other Professional Staff	Support & Secretarial Staff			
Administration & Planning	0.00	0.00	7.10	6.45	0.00	13.55	£3,171.50	£234.06
Totals	0.00	0.00	7.10	6.45	0.00	13.55	£3,171.50	£234.06

Explanation of major work activities undertaken

Administration & Planning

- Statutory duties associated with the appointment;
- Maintaining and reconciling bank accounts; and
- Closure of the case in accordance with IA86 and IR16.

From 8 May 2015 to 27 September 2017

4D Creative Limited
Breakdown of time spent by Smith & Williamson LLP employees
for the period from 8 May 2015 to 27 September 2017

Classification of work function	Hours					Total Hours	Time Cost	Average hourly rate
	Partner / Director	Associate Director	Managers	Other Professional Staff	Support & Secretarial Staff			
Administration & Planning	2.25	0.00	11.60	41.80	3.30	58.95	£11,323.21	£192.08
Investigations	0.00	0.00	2.05	0.00	0.00	2.05	£533.00	£260.00
Realisation of Assets	2.25	0.00	21.50	4.00	0.00	27.75	£7,229.29	£260.51
Creditors	0.00	0.00	4.65	0.90	0.00	5.55	£1,366.50	£246.22
AML & Compliance	0.00	0.00	0.20	0.15	0.00	0.35	£82.00	£234.29
Totals	4.50	0.00	40.00	46.85	3.30	94.65	£20,534.00	£216.95

III Staffing, charging, subcontractor and adviser policies and charge out rates

Introduction

Detailed below are:

- Smith & Williamson LLP's policies in relation to:
 - Staff allocation and the use of subcontractors
 - Professional advisers
 - Disbursement recovery
- Smith & Williamson LLP's current charge out rates

Staff allocation and the use of subcontractors

Our general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.

The constitution of the case team will usually consist of a partner and a partner or director or associate director as joint office holders, a manager, and an administrator or assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment. The charge out rate schedule below provides details of all grades of staff and their experience level.

We may use subcontractors to perform work which might ordinarily be carried out by us and our staff where it is cost effective to do so and/or where the specific expertise offered by the subcontractor is required.

Details of any subcontractors' services utilised during the liquidation are set out in the body of this report.

Use of professional advisers

We select professional advisers such as agents and solicitors on the basis of balancing a number of factors including:

- The industry and/or practice area expertise required to perform the required work.
- The complexity and nature of the assignment.
- The availability of resources to meet the critical deadlines in the case.
- The charge out rates or fee structures that would be applicable to the assignment.
- The extent to which we believe that the advisers in question can add value to the assignment.

Disbursements

Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case.

Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage.

Since 7 July 2012 Smith & Williamson LLP's policy is to recover only one type of Category 2 disbursement, namely business mileage at HMRC's approved mileage rates at the relevant time. Current mileage rates are 45p per mile plus 5p per passenger per mile. Prior to 7 July 2012 approval may have been obtained to recover other types of Category 2 disbursements.

Details of any Category 2 disbursements incurred and/or recovered in the liquidation are set out in the body of this report.

Charge out rates

A schedule of Smith & Williamson LLP's charge out rates was issued to creditors at the time the basis of the liquidators' remuneration was approved. Charge out rates for S&WFS were also provided to creditors at the time the basis of their fees was approved.

The rates applicable to this appointment are set out below. Changes to the charge out rates during the liquidation were applied with effect from 1 July 2015, 2016 and 2017.

Smith & Williamson LLP Restructuring & Recovery Services Charge out rates	London office		Regional offices	
	£/hr		£/hr	
	From 1/7/14	From 1/7/15	From 1/7/14	From 1/7/15
Partner / Director	480	425-480	350	350
Associate Director	370	370	295-325	295-300
Managers	235-310	235-310	190-290	190-290
Other professional staff	150-235	150-235	120-175	120-175
Support & secretarial staff	85	85	60-135	60-135

Smith & Williamson LLP Restructuring & Recovery Services Charge out rates	London office		Regional offices	
	£/hr		£/hr	
	From 1/7/16	From 1/7/17	From 1/7/16	From 1/7/17
Partner / Director (from 1 January 2016)	435-485	435-500	350-375	350-375
Associate Director	370-380	390-410	295-300	295-310
Managers	235-315	250-350	190-290	190-310
Other professional staff	150-235	160-305	120-175	120-180
Support & secretarial staff	85-90	80-170	60-135	60-135

Notes

1. Time is recorded in units representing 3 minutes or multiples thereof.
2. It may be necessary to utilise staff from both regional and London offices, subject to the requirements of individual cases.
3. The firm's cashiering function is centralised and London rates apply. The cashiering function time is incorporated within "Other professional staff" rates.

www.smithandwilliamson.com

Principal offices: London, Belfast, Birmingham, Bristol, Dublin, Glasgow, Guildford, Manchester, Salisbury and Southampton.

Smith & Williamson LLP is regulated by the Institute of Chartered Accountants in England and Wales for a range of investment business activities. A member of Nexia International. Registered in England at 25 Moorgate, London EC2R 6AY No OC369871.

Nexia Smith & Williamson Audit Limited is registered to carry on audit work and regulated by the Institute of Chartered Accountants in England and Wales for a range of Investment business activities. A member of Nexia International.



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Notice of final account prior to dissolution in CVL

**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	Joph Young
Company name	Smith & Williamson LLP
Address	3rd Floor 9 Colmore Row
Post town	Birmingham
County/Region	
Postcode	B 3 2 B J
Country	
DX	
Telephone	0121 710 5200

**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