

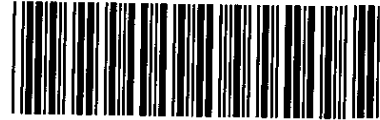
LIQ14

Notice of final account prior to dissolution in CVL



Companies House

WEDNESDAY



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05/06/2019

#233

COMPANIES HOUSE

1 Company details

Company number 0 7 2 6 9 7 8 4

Company name in full UK's Media Limited

→ Filling in this form
Please complete in type-script or in
bold black capitals

2 Liquidator's name

Full forename(s) Craig

Surname Johns

3 Liquidator's address

Building name/number Regency House

Street 45-51 Chorley New Road

Post town Bolton

County/Region

Postcode B L 1 4 Q R

Country

4 Liquidator's name ①

Full forename(s) Jason Mark

Surname Elliott

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

5 Liquidator's address ②

Building name/number Regency House

Street 45-51 Chorley New Road

Post town Bolton

County/Region

Postcode B L 1 4 Q R

Country

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

LIQ14

Notice of final account prior to dissolution in CVL

6 Liquidator's release

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

7 Final account

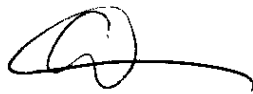
☒ I attach a copy of the final account.

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

0

3

0

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2

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1

9

UK's Media Limited
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments
From 8 April 2015 To 3 April 2019

Statement of Affairs			£	£
	FLOATING CHARGE RECEIPTS			
325.00	Book Debts		NIL	
	Cash at Bank		671.44	
15,194.00	Cash held on appointment		15,193.95	
Uncertain	Directors' Loan Account		39,400.00	
				55,265.39
	FLOATING CHARGE PAYMENTS			
	Specific Bond		226.00	
	Preparation of S. of A.		7,500.00	
	Joint Liquidators' Fees		41,539.84	
	Joint Liquidators' Expenses		3.60	
	Agents/Valuers Fees		2,500.00	
	Agents/Valuers Disbursements		24.00	
	Storage Costs		117.35	
	Statutory Advertising		338.40	
				(52,249.19)
	UNSECURED DISTRIBUTION			
(9,534.80)	Trade & Expense Creditors		223.84	
(45,492.30)	HM Revenue & Customs VAT		2,040.78	
(23,526.45)	HM Revenue & Customs CT		687.00	
(400.00)	HM Revenue & Customs PAYE/NIC (Est)		64.58	
				(3,016.20)
(63,434.55)				0.00
	REPRESENTED BY			
				NIL

Note:

- (1)
A first and final distribution to unsecured creditors of £3,000 at a rate of 2.94 pence in the pound was declared on 11 March 2019.
An equalizing distribution of £16.92 at the same rate was declared on 2 April 2019

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

Statement of Affairs £		From 08/04/2018 To 03/04/2019 £	From 08/04/2015 To 03/04/2019 £
	FLOATING CHARGE RECEIPTS		
325.00	Book Debts	NIL	NIL
	Cash at Bank	NIL	671.44
15,194.00	Cash held on appointment	NIL	15,193.95
Uncertain	Directors' Loan Account	900.00	39,400.00
		900.00	55,265.39
	FLOATING CHARGE PAYMENTS		
	Agents/Valuers Disbursements	NIL	24.00
	Agents/Valuers Fees	NIL	2,500.00
	Joint Liquidators' Expenses	NIL	3.60
	Joint Liquidators' Fees	5,814.84	41,539.84
	Preparation of S. of A.	NIL	7,500.00
	Specific Bond	NIL	226.00
	Statutory Advertising	84.60	338.40
	Storage Costs	117.35	117.35
		(6,016.79)	(52,249.19)
	UNSECURED DISTRIBUTION		
(23,526.45)	HM Revenue & Customs CT	687.00	687.00
(400.00)	HM Revenue & Customs PAYE/NIC (Est)	64.58	64.58
(45,492.30)	HM Revenue & Customs VAT	2,040.78	2,040.78
(9,534.80)	Trade & Expense Creditors	223.84	223.84
		(3,016.20)	(3,016.20)
(63,434.55)		(8,132.99)	0.00
	REPRESENTED BY		
			NIL

Note:

(1)

A first and final distribution to unsecured creditors of £3,000 at a rate of 2.94 pence in the pound was declared on 11 March 2019.

An equalizing distribution of £16.92 at the same rate was declared on 2 April 2019

UK'S MEDIA LIMITED (THE COMPANY) - IN LIQUIDATION

COMPANY NUMBER - 07269784

THE INSOLVENCY ACT 1986

Notice of Final Account under R6.28 of the Insolvency (England and Wales) Rules 2016

NOTICE IS HEREBY GIVEN to the Company's creditors that:

- 1 The Company's affairs are fully wound up.
- 2 Within 21 days of the receipt of this final account, a secured creditor or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors or any unsecured creditor with the permission of the court) may request in writing that the Joint Liquidators provide further information about their remuneration or expenses included within the final account.
- 3 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 final account, make an application to court on the grounds that, in all the circumstances, the basis fixed for the Joint Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Joint Liquidators, as set out in the final account, are excessive.
- 4 A creditor may object to the release of the Joint Liquidators by giving notice in writing to the Joint Liquidators by the end of the period of 8 weeks from the delivery of this notice. However, if any request for information or any application to court is made, the period will run until that request or application is finally determined.
- 5 The Joint Liquidators will vacate office under s171 of the Insolvency Act 1986 on delivering the final account to the Registrar of Companies at the end of the above period. The notice delivered will state whether any creditor has objected to the Joint Liquidators' release.
- 6 The Joint Liquidators will be released under s173 of the Insolvency Act 1986 at the same time as vacating office unless any of the creditors have objected to this, in which case the Joint Liquidators will apply to the Secretary of State for his release in the alternative.

Date: 3 April 2019



Craig Johns - Joint Liquidator

Craig Johns and Jason Mark Elliott, the Joint Liquidators whose address is Regency House, 45-53 Chorley New Road, Bolton, BL1 4QR may be contacted at this address or by telephone on 0161 827 1200 or via email at Kate.Spencer@cowgills.co.uk

Joint Liquidators' Final Account to Creditors and Members

**UK's Media Limited
- In Liquidation**

3 April 2019

 **cowgill**

UK'S MEDIA LIMITED - IN LIQUIDATION

CONTENTS

- 1** Introduction
- 2** Joint Liquidators' Receipts and Payments
- 3** Work undertaken by the Joint Liquidators
- 4** Outcome for Creditors
- 5** Joint Liquidators' Remuneration & Expenses
- 6** Conclusion

APPENDICES

- A** Joint Liquidators' Receipts and Payments Account for the Period from 8 April 2018 to 3 April 2019 together with a Cumulative Receipts and Payments Account for the Period from 8 April 2015 to 3 April 2019
- B** Joint Liquidators' Time Analysis for the Period from 8 April 2018 to 3 April 2019
- C** Joint Liquidators' Cumulative Time Analysis for the Period from 8 April 2015 to 3 April 2019
- D** Additional Information in Relation to the Joint Liquidators' Fees, Expenses & Disbursements

UK'S MEDIA LIMITED - IN LIQUIDATION

1 Introduction

- 1.1 I, Craig Johns, of Cowgill Holloway Business Recovery LLP, Regency House, 45-53 Chorley New Road, Bolton, BL1 4QR ("**CHBR**") was appointed Joint Liquidator of UK's Media Limited ("**the Company**") along with my colleague Jason Mark Elliott on 8 April 2015. The affairs of the Company are now fully wound-up and this is our final account of the Liquidation, which covers the period since our last progress report ("**the Period**").
- 1.2 Information about the way that we will use, and store personal data in relation to insolvency appointments can be found at <https://www.cowgills.co.uk/services/business-recovery/privacy-notice/>. If you are unable to download this, please contact our office and a hard copy will be provided to you.
- 1.3 This report should be read in conjunction with the Directors' Report and Statement of Affairs ("**SOA**") presented to the initial meeting of creditors held on 8 April 2015 and our first, second and third annual progress reports which were issued to creditors on 3 June 2016, 6 June 2017 and 31 May 2018 respectively.
- 1.4 The trading address of the Company was 1st Floor, Caroline House, 115-125 Bradshawgate, Bolton, BL2 1BJ.
- 1.5 The registered office of the Company was changed to CHBR, Regency House, 45-53 Chorley New Road, Bolton, BL1 4QR and its registered number is 07269784.

2 Joint Liquidators' Receipts and Payments

- 2.1 At Appendix A, we have provided an account of our Receipts and Payments for the Period with a comparison to the SOA values, together with a Cumulative account since our appointment, which provides details of the remuneration charged and expenses incurred and paid by the Joint Liquidators.

3 Work undertaken by the Joint Liquidators

- 3.1 This section of the report provides creditors with an overview of the work undertaken in the Liquidation since the date of our last annual progress report, together with information on the overall outcome of the Liquidation.

Steps on Appointment

- 3.2 Time spent on this activity relates to, but is not limited to, dealing with the initial statutory and non-statutory notifications relating to the appointment and case set up, initial correspondence with creditors, shareholders, the directors, Companies House and statutory advertising.

General Administration (including statutory compliance & reporting)

- 3.3 As you may be aware, the Joint Liquidators must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work we anticipated undertaking in this regard was outlined previously and we would confirm that in this period of the Liquidation, the only matters that have affected the costs to any particular extent relate to, but is not limited to, realisation of the Company's assets, dealing with general

UK'S MEDIA LIMITED - IN LIQUIDATION

creditor queries and correspondence, production of monthly bank reconciliations and producing and posting income and expenditure vouchers, regular reviews of the liquidation and compliance with our statutory reporting duties.

Asset Realisation / Management

Cash Held on Appointment

- 3.4 The SOA detailed that the sum of £15,194 was estimated to be received in respect to 'Cash Held on Appointment'. This amount was made up as follows:
- 3.5 The sum of £3,194 was held in CHBR's client account in respect of the credit balance that was held in the Company's bank account at the date the Company ceased to trade. These monies were transferred to the Liquidation account immediately upon appointment.
- 3.6 The sum of £12,000 was held by Robson Kay Associates Limited ("**Robson Kay**"), in respect to a pre liquidation sale, undertaken by the Company of its assets to Design & Build Publishing Limited (Design & Build), a Company associated by way of a common Director, Lee-John Ryan. It is understood that the Company instructed Robson Kay to provide advice regarding this transaction.
- 3.7 Following our appointment, the Joint Liquidators approached Robson Kay for their comments on the suitability of the sale. Robson Kay confirmed that the sale proceeds were greater than what would have been achieved had the assets been uplifted and sold at auction. As such, they considered that the sale was conducted at fair value. Monies in this regard were received from Robson Kay on 9 April 2015.

Cash at Bank

- 3.8 As detailed above, the positive balance in the Company's bank account had been transferred to the CHBR Client account prior to the Liquidation. Following our appointment we wrote to the Company's bankers Lloyds TSB Bank Plc ("**TSB**") to request that the account be closed and any residual balance be transferred to the Liquidation.
- 3.9 The sum of £671 was received from TSB on 6 September 2016 representing the closing balance in the Company's bank account. No further realisations will be made in this regard.

Directors Loan Account

- 3.10 At the date of Liquidation, the Company's accountant, Sedulo Group Limited ("**Sedulo**"), advised there was an outstanding DLA in relation to both Directors. This was included in SOA as estimated to realise ("**ETR**") "uncertain" as it was not known whether the Directors were in a position to repay this in full.
- 3.11 As per the previous progress report, following our appointment, the Joint Liquidators entered into correspondence with the Directors to assess their ability to repay the overdrawn DLA.
- 3.12 An offer of settlement was received from one of the Directors, Michaela Wain, in the sum of £40,000 which was in settlement of both overdrawn DLA's which was to be paid by way of monthly deferred payments at a rate of £1,500 per month. The sum of £900 has been received in the period of this report and the total amount in sum of £39,400 has been received since the Joint Liquidators appointment leaving £600 outstanding under the agreed settlement.

UK'S MEDIA LIMITED - IN LIQUIDATION

- 3.13 The Directors have indicated they are unable to pay the remaining balance due under the settlement for the overdrawn DLA's. As any further realisations would be used solely to discharge the Joint Liquidators outstanding time costs it is not considered that there will be any benefit to unsecured creditors to continue to pursue the outstanding amount which has now been written off.

Unrealisable Assets

Book Debts

- 3.14 The SOA detailed that the Company had two book debts outstanding which were estimated to realise the sum of £325 for the purpose of the SOA
- 3.15 Following appointment, the Joint Liquidators sought to recover these outstanding book debts. However, disputes were raised and no realisations have been made. Due to the nominal value it is not commercially viable to pursue these any further and therefore no realisations have been made in this regard.

Creditors (claims and distributions)

- 3.16 Further information on the outcome for creditors in this case can be found at Section 4 of this report. The Joint Liquidators are not only required to deal with correspondence and claims from unsecured creditors, 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 as well as dealing with the general handling of communications with stakeholders, such as customers and suppliers.
- 3.17 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal. We would confirm that in this case we would confirm that there are no preferential creditors.
- 3.18 The above work will not necessarily bring any financial benefit to creditors generally and the more creditors there are on an assignment, the higher the resultant cost will usually be, however the Joint Liquidators are required by statute to undertake this work. In this case we have issued a first and final distribution to unsecured creditors in the sum of £3,000 on 11 March 2019 at a rate of 2.94 pence in the pound. An equalizing distribution was issued to one creditor whose claim was subsequently agreed on 2 April 2019. Further information can be found at Section 4 of this report.

Reporting and Returns

- 3.19 Time spent on this activity relates to, but is not limited to, preparation and distribution of our first, second and third progress reports to creditors together with statutory returns to be filed at Companies House.

Planning and Strategy

- 3.20 Time spent on this activity relates to, but is not limited to regular reviews undertaken by the case administrator, manager and Joint Liquidators monitoring the progression of the Liquidation and strategizing as to the appropriate outcome in the Liquidation.

Distribution and Closure

- 3.21 Time spent on this activity relates to, but is not limited to, dealing with the final calculations and movements of the Liquidation along with a draft of the Joint Liquidators first and final progress report and subsequently circulating this report.

Investigations

- 3.22 You may recall from our first progress report to creditors that some of the work the Joint 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 Joint Liquidators can pursue for the benefit of creditors.
- 3.23 Our report on the conduct of the Directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986 was submitted during the first year of the Liquidation and is confidential.
- 3.24 Since our last progress report we would advise that no further asset realisations have come to light that may be pursued by us for the benefit of creditors.

4 Outcome for Creditors

Secured Creditors

- 4.1 There are no secured creditors; furthermore, no claims of a secured nature have been received.

Preferential Creditors

- 4.2 There are no preferential creditors. Furthermore, no preferential claims have been received.

Unsecured Creditors

- 4.3 We received claims totalling £104,170 from 10 unsecured creditors. The claims of eight unsecured creditors totalling £102,634 have been agreed. Two unsecured creditor claims totalling £1,536 have been rejected as no supporting documentation was submitted to substantiate their claims.
- 4.4 The Company has not granted any floating charges. Accordingly, there was no requirement to create a fund out of the Company's net floating charge property for unsecured creditors (known as the **Prescribed Part**), which only applies to charges created after 15 September 2003.
- 4.5 We can confirm that a first and final dividend of £3,000 at a rate of 2.94 pence in the pound was paid to the unsecured creditors on 11 March 2019. An equalizing distribution in the sum of £16.92 was paid at the same rate on 2 April 2019 to a creditor whose claim was subsequently agreed. No further dividend will be declared.
- 4.6 We can confirm that there are insufficient funds available to enable a further distribution to be made to the ordinary unsecured creditors. The funds realised have already been used or

UK'S MEDIA LIMITED - IN LIQUIDATION

allocated for defraying the expenses of the Liquidation. Pursuant to Rule 14.37 of the Insolvency (England and Wales) Rules 2016, we therefore give notice that there will be no further ordinary unsecured dividend in the Liquidation.

5 Joint Liquidators' Remuneration & Expenses

- 5.1 At the first meeting of creditors held on 8 April 2015, creditors approved that we could draw an SOA fee in the sum of £7,500 plus VAT. I can confirm that the SOA fee has been drawn in full. At the same meeting, the 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.
- 5.2 Our time costs for the Period are £5,770. This represents 31 hours at an average rate of £184 per hour. Attached at 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 us in managing the Liquidation.
- 5.3 Also attached at Appendix C is a Cumulative Time Analysis for the Period from 8 April 2015 to 3 April 2019 which provides details of our time costs since the commencement of the Liquidation. These time costs total £41,955 which represents 196 hours at an average rate of £214 per hour.
- 5.4 A narrative explanation of the work undertaken by the Joint Liquidators during the Period can be found at Section 3 of this report and we would confirm that £41,540 plus VAT has been drawn against our total time costs since our appointment and that no further amounts will be drawn in the Liquidation.
- 5.5 Attached at Appendix D is additional information in relation to the Joint Liquidator's fees and the expenses and disbursements incurred in the Liquidation.
- 5.6 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from <http://www.cowgills.co.uk/wp-content/uploads/2016/01/Creditors-Guide-to-Liquidators-Fees.pdf>.

6 Conclusion

- 6.1 This final account will conclude our administration of this case. The Notice accompanying this account explains creditors' rights on receipt of this information and also when we will vacate office and obtain our release as Joint Liquidators.

Yours faithfully



Craig Johns
Joint Liquidator

Enc

Appendix A

**Joint Liquidators' Receipts and Payments Account for the Period from 8 April
2018 to 3 April 2019 together with a Cumulative Receipts and Payments
Account for the Period from 8 April 2015 to 3 April 2019**

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

Statement of Affairs £		From 08/04/2018 To 03/04/2019 £	From 08/04/2015 To 03/04/2019 £
	FLOATING CHARGE RECEIPTS		
325.00	Book Debts	NIL	NIL
	Cash at Bank	NIL	671.44
15,194.00	Cash held on appointment	NIL	15,194.55
Uncertain	Directors' Loan Account	900.00	39,400.00
		900.00	55,265.99
	FLOATING CHARGE PAYMENTS		
	Specific Bond	NIL	226.00
	Preparation of S. of A	NIL	7,500.00
	Joint Liquidators' Fees	5,814.84	41,538.84
	Joint Liquidators' Expenses	NIL	1.60
	Agents/Valuers Fees	NIL	2,500.00
	Agents/Valuers Disbursements	NIL	21.00
	Storage Costs	117.35	117.35
	Statutory Advertising	84.60	338.40
		(6,016.79)	(52,249.19)
	UNSECURED DISTRIBUTION		
(9,534.80)	Trade & Expense Creditors	223.84	223.84
(45,492.30)	HM Revenue & Customs VAT	2,040.78	2,040.78
(23,526.45)	HM Revenue & Customs CT	687.00	687.00
(400.00)	HM Revenue & Customs PAYE/NIC (Est)	64.58	64.58
		(3,016.20)	(3,016.20)
(63,434.55)		(8,132.99)	0.00
	REPRESENTED BY		
			NIL

Note:

(1)

A first and final distribution to unsecured creditors of £3,000 at a rate of 2.94 pence in the pound was declared on 11 March 2019.

An equalizing distribution of £16.92 at the same rate was declared on 2 April 2019

Appendix B

Joint Liquidators' Time Analysis for the Period from 8 April 2018 to 3 April 2019

	Partner	Director	Manager	Senior Administrator	Administrator	Administrator	Cashier	Total Hours	Total Cost £	Average Cost £
Steps on Appointment										
General Administration		1.60		13.50		0.50	4.40	20.00	3,408.00	170.40
Creditor Claims		1.20		3.25				4.45	885.00	198.88
Asset Realisation / Management		4.00		1.70				5.70	1,306.00	229.12
Planning and Strategy										
Employee Matters										
Distribution & Closure				0.30			0.60	0.90	126.00	140.00
Reporting & Returns										
Investigations				0.25				0.25	45.00	180.00
Total Hours	-	-	6.80	19.00	-	0.50	5.00	31.30	5,770.00	184.35

Joint Liquidators' Final Account

Appendix C

Joint Liquidators' Cumulative Time Analysis for the Period from 8 April 2015 to 3 April 2019

	Partner	Director	Manager	Senior Administrator		Junior Administrator		Cashier	Total Hours	Total Cost £	Average Cost £
				Administrator	Administrator	Administrator	Administrator				
Steps on Appointment	4.50		1.60	3.40					9.50	2,699.50	284.16
General Administration			6.90	46.50		0.70		20.90	75.00	12,673.00	168.97
Creditor Claims			1.20	5.15					6.35	1,727.00	193.23
Asset Realisation / Management	7.60		38.30	26.15					72.05	17,132.00	237.78
Planning and Strategy				5.50					5.50	990.00	180.00
Employee Matters											
Distribution & Closure				0.30				0.60	0.90	126.00	140.00
Reporting & Returns	3.50	4.50		5.20				2.10	15.30	3,850.50	251.67
Investigations				4.55					11.05	3,256.50	294.71
Total Hours	22.10	4.50	48.00	96.75		0.70		23.60	195.65	41,954.50	214.44

Joint Liquidators' Final Account

Additional Information in Relation to the Joint Liquidators' Fees, Expenses & Disbursements

1 Staff Allocation and the Use of Sub-Contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of a Partner, 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.
- 1.3 We have not utilised the services of any sub-contractors in this case.

2 Professional Advisors

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

Name of Professional Advisor	Basis of Fee Arrangement
Robson Kay Associates Limited (valuation and disposal advice)	Fixed Fee

- 2.2 Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

3 Joint Liquidators' Expenses & Disbursements

Summary of the Joint Liquidators' expenses

- 3.2 A summary of the expenses paid by the Joint Liquidators during the Period can be found in the Receipts and Payments account at Appendix A together with an outline of the total expenses paid during the Liquidation.
- 3.3 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 of 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.
- 3.4 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

UK'S MEDIA LIMITED - IN LIQUIDATION

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. Details of Category 2 disbursements charged by this firm (where appropriate) were provided at the time the Liquidator's fees were approved by creditors. This firm does not charge Category 2 disbursements.

4 Charge-Out Rates

- 4.1 Cowgill Holloway Business Recovery LLP's current charge-out rates effective from March 2012 are detailed below.

Staff Grade	Rate per Hour
Partner	£375
Consultant	£300
Director	£300
Manager	£250
Senior Administrator	£180
Administrator	£150
Cashier/Support	£120
Junior Administrator	£100

- 4.2 Please note this firm records its time in minimum units of 6 minutes

**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	Kate Spencer				
Company name	Cowgill Holloway Business Recovery LLP				
Address	Regency House 45-53 Chorley New Road				
Post town	Bolton				
County/Region					
Postcode	B	L	1	4	Q R
Country					
DO					
Telephone	0161 827 1200				

**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