

LIQ03

Notice of progress report in voluntary winding up



Companies House

FRIDAY



A19 *A90R6ZFT* 13/03/2020 #150
COMPANIES HOUSE

1 Company details

Company number 0 7 4 5 9 0 7 9

Company name in full PDQ Shopfitting Ltd

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

2 Liquidator's name

Full forename(s) Bai

Surname Cham

3 Liquidator's address

Building name/number CVR Global LLP

Street 20 Furnival Street

Post town LONDON

County/Region

Postcode E C 4 A 1 J Q

Country

4 Liquidator's name ①

Full forename(s) David

Surname Elliott

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

5 Liquidator's address ②

Building name/number CVR Global LLP

Street 20 Furnival Street

Post town LONDON

County/Region

Postcode E C 4 A 1 J Q

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 1	^d 6	^m 01	^y 20	^y 19
To date	^d 1	^d 5	^m 01	^y 20	^y 20

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X 

X

Signature date

^d 1	^d 2	^m 03	^y 20	^y 20
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PDQ Shopfitting Ltd
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £	From 16/01/2019 To 15/01/2020 £	From 24/05/2018 To 15/01/2020 £
SECURED ASSETS		
Freehold Land & Property	NIL	NIL
Goodwill	10,966.33	10,966.33
Intellectual Property	NIL	NIL
	<u>10,966.33</u>	<u>10,966.33</u>
COSTS OF REALISATION		
O/s Utilities from Administration	189.76	189.76
	<u>(189.76)</u>	<u>(189.76)</u>
SECURED CREDITORS		
National Westminster Bank Plc	NIL	NIL
	<u>NIL</u>	<u>NIL</u>
ASSET REALISATIONS		
Bank Interest Gross	93.92	93.92
Book Debts	576.00	576.00
Contracts	NIL	NIL
Funds from Administration	100,866.31	100,866.31
Furniture & Equipment	NIL	NIL
Motor Vehicles	4,946.23	4,946.23
Stock	NIL	NIL
Work in Progress	NIL	NIL
	<u>106,482.46</u>	<u>106,482.46</u>
COST OF REALISATIONS		
Accountancy Fees	4,190.00	4,190.00
Agents Disbursements	NIL	NIL
Agents/Valuers Fees (1)	NIL	NIL
Corporation Tax	5,651.55	5,651.55
Document Repository	NIL	NIL
Former Administrators' Fees	15,000.00	15,000.00
Insurance of Assets	56.00	56.00
Land Registry Fee	NIL	NIL
Legal Disbursements	NIL	NIL
Legal Fees (1)	NIL	NIL
Office Holders Fees	17,607.00	17,607.00
Petitioners Costs	3,785.00	3,785.00
Pre-Administration Fees	NIL	NIL
Property Expense – Service Charge	NIL	NIL
Specific Bond	20.00	20.00
Statement Reader	NIL	NIL
Stationery & Postage	NIL	NIL
Statutory Advertising	78.45	78.45
Storage Costs	40.00	40.00
	<u>(46,428.00)</u>	<u>(46,428.00)</u>
	<u>70,831.03</u>	<u>70,831.03</u>
REPRESENTED BY		
Interest Bearing Bank Account		100.14
Interest Bearing Current Account		63,325.72
Vat Receivable		7,405.17
		<u>70,831.03</u>

ANNUAL PROGRESS REPORT

PDQ Shopfitting Ltd – In Liquidation (“the Company”)

Company Number: 07459079

**CVR Global LLP
20 Furnival Street
London
EC4A 1JQ
Telephone Number: 020 3794 8750
E-mail: ahalaí@cvr.global**

This report has been prepared for the sole purpose of updating the creditors for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

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5. Cost of Realisations
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9. Creditors' Rights
10. EC Regulations
11. Conclusion

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- Appendix 5 - Time costs summary for the Review period and comparison with estimate
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1. EXECUTIVE SUMMARY

A summary of key information in this report is detailed below.

1.1 Assets

Asset	Future estimated realisations as per the Joint Administrators' Final Progress Report (£)	Realisations to date (£)	Anticipated future realisations (£)	Total anticipated realisations (£)
Goodwill	26,667	10,966	5,700	16,666
Cash at Bank	Uncertain	-	-	-
Motor Vehicles	-	4,946	-	4,946
Book Debts	31,190	576	-	576
Bank Interest Gross	Uncertain	93	107	200
Funds from Administration	-	100,866	-	100,866

1.2 Expenses

Expense	Future estimated payments as per the Joint Administrators' Final Progress Report (£)	Expense incurred to date (£)	Anticipated future expense to closure (£)	Total anticipated expense (£)
Joint Liquidators' fees	20,000	18,632	16,368	35,000
Former Joint Administrators' Fees	15,000	15,000	-	15,000
Corporation Tax	Uncertain	5,652	3,205	7,774
Agents' Fees	16,268	4,190	Uncertain	4,190
Agents' Disbursements	1,957	-	Uncertain	Uncertain
Petition Creditor's Costs	3,350	3,785	-	3,785
ATE Insurance	56	56	-	56
Statutory Advertising	156	78	87	165
Specific Bond	200	20	-	20
Stationery & Postage	600	-	475	475
Storage Costs	300	66	534	600
O/s Utilities from Administration	800	190	-	190

1.3 Dividend prospects

Creditor class	Distribution / dividend paid to date (£)	Anticipated distribution / dividend, based upon the above (£)
Secured creditor	275,982	-
Preferential creditors	-	-
Unsecured creditors	-	54,916

1.4 Summary of key issues outstanding

- Investigations to be undertaken as noted in section 3 of this report;
- Realisations in respect of the Company's deferred goodwill contributions and book debts;
- Issue notice of intended dividend, adjudicate on creditor claims and payment of distribution; and
- Statutory matters in the closure of the liquidation.

1.5 Closure

Due to the issues outstanding as listed above, it is anticipated that the liquidation will move to closure within the next 12 months.

2. GENERAL ADMINISTRATION

2.1 Statutory information

Statutory information may be found at Appendix 1.

The Joint Liquidators are required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the liquidation of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found in the attached appendices.

3. ENQUIRIES AND INVESTIGATIONS

As creditors may recall, an investigation into the Company's affairs prior to insolvency was conducted in the period of Administration.

During the Review Period, the Joint Liquidators have been in further correspondence with the Company's bankers in respect of certain transactions identified as a result of our initial investigations and have received all relevant information in this regard. This information revealed matters that the Joint Liquidators considered merited further investigation.

Due to the sensitive nature of these investigations, the Joint Liquidators are unable to provide any further information at this time. An update will be provided to creditors in due course.

4. REALISATION OF ASSETS

Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken may be found in the attached appendices. The Joint Liquidators formulated and worked through a realisation strategy that sought to maximise realisations net of costs. The financial benefit of those efforts is described further below.

4.1 Goodwill

During the Review Period, the consideration due for goodwill from Orchard Shopfitting Limited ("OSL") was calculated by the Joint Liquidators at £30,000 as OSL's turnover did not reach the threshold requiring the payment of goodwill above the de minimis level.

To date, OSL have paid sums totalling £24,300, of which £10,966 has been realised during the Liquidation period, leaving a balance of £5,700.

On 23 January 2020, the Joint Liquidators received notice from Yerrill Murphy Insolvency & Business Recovery Professionals ("YM") of the commencement of a Deemed Consent process to place OSL into liquidation. I advise that OSL formally entered liquidation 13 February 2020 with Ian Yerrill of YM was appointed Liquidator of OSL.

It is currently uncertain if there will be a dividend distribution in the Liquidation of OSL in respect of the Company's remaining balance of £5,700. However, creditors will recall that the goodwill consideration due from OSL was personally guaranteed by Mr Peter Morgan and as such, the Joint Liquidators will consider pursuing Mr Morgan under his personal guarantee in the event no recovery is achieved from OSL's liquidation.

4.2 Cash at Bank

As creditors may recall, National Westminster Bank Plc ("NatWest") held £7,853 in the Company's bank account. During the Review period, NatWest have confirmed that this credit balance was used to offset large debit balances held across the other bank accounts held by the Company. Therefore, there will be no assets realisations in respect of the Company's cash at bank.

4.3 Motor Vehicles

During the Review Period, the sum of £4,946 was realised in the Liquidation estate in respect of the surplus funds following the sale of two motor vehicles by Volkswagen Financial Services (UK) Limited.

4.4 Book Debts

As creditors are aware, at the date of the Joint Administrators' appointment the value of the Company's sales ledger totalled circa £72,000 and was estimated to realise circa £64,000. As part of the sale of the Company's business and assets, OSL undertook to provide assistance with queries arising from the realisation of the book debts. During the period of Administration, the sum of £41,295 was realised for the benefit of creditors.

During the Review Period, Robert Pearce Associates ("RPA") were instructed to assist with the collection of the remaining debtor ledger. Further sums of £576 have been realised into the Liquidation estate. RPA have advised that there have been no responses other than one debtor who is currently disputing the amounts owing to the Company. All avenues in order to collect the remaining

debtors have been exhausted and pending the outcome of the disputed debtor it is unlikely that any further realisations will be made in this regard.

A further update will be provided to creditors in due course.

4.5 Funds from Administration

Following the move from Administration to Creditors' Voluntary Liquidation on 16 January 2019, the sum of £100,866 was transferred to the liquidation estate.

4.6 Bank Interest Gross

The sum of £94 has been received in respect of gross bank interest during the Review Period.

5. COST OF REALISATIONS

5.1 Corporation Tax

During the Review Period, Stephen Hill Partnership Ltd ("SHPL") were instructed to compute the corporation tax liabilities arising in the administration from the sale of the Property and goodwill consideration.

The corporation tax liability of £5,652 has been paid to HM Revenue & Customs ("HMRC")

5.2 Petitioner's Costs

Creditors may recall that a petition was issued against the Company prior to my appointment as Joint Administrators. As the Company had a moratorium in the administration, the petition remain extant until the Company moved from administration into liquidation at which point, the Joint Liquidators agreed with the petitioner to the withdrawal of the petition upon payment of with the petition costs as an expense of the liquidation.

5.4 Statutory Advertising

The sum of £78 was paid in respect of statutory advertising during the Review Period.

5.5 Specific Bond

During the Review Period, the sum of £20 was paid in relation to the Office Holders' specific bond.

5.7 Storage Costs

The sum of £40 has been paid during the Review Period in respect of storage costs.

5.8 Outstanding Utilities from Administration

During the Review Period, the sum of £190 was paid to British Gas Services (Commercial) Limited for utilities provided at the former trading premises of the Company whilst the property was marketed for sale.

6. CREDITORS

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Joint Liquidators have had to carry out key tasks which are detailed in the attached appendices. The following sections explain the anticipated outcomes to creditors and any distributions paid.

6.1 Secured creditors

NatWest held a legal charge secured on the Company's freehold property at Unit C, Orchard Business Centre, 20/20 Estate, Kent, ME16 0JZ ("the Property") dated 19 August 2016. NatWest was also granted a debenture dated 19 January 2017 incorporating fixed and floating charges in respect of a term loan.

The sum of £275,982, representing NatWest's total indebtedness was paid from the sale of the Property during the Administration period in settlement of their charge.

6.2 Preferential creditors

The employees' contracts of employment were transferred to OSL under TUPE. As such, we are not aware of any employee claims in the Liquidation.

6.3 Unsecured creditors

Unsecured claims were estimated at £1,104,642 in the Estimated Financial Statement as at 24 May 2018, included within the Joint Administrators' Proposals.

To date, claims totalling £1,278,540 have been received from 68 creditors with a further 131 creditors yet to submit details of their claims.

A dividend to unsecured creditors is anticipated to be paid in the liquidation, although the quantum and timing is currently unknown.

6.4 Dividend prospects

Due to the future distribution to unsecured creditors, you are requested to submit claims to the address on the front of this report, marked for the attention of Anish Halai. In the event a claim has already been submitted, you are not required to submit a further claim.

A Proof of Debt Form is attached at Appendix 8.

7. FEES AND EXPENSES

7.1 Former Joint Administrators' Fees

The basis of the Former Joint Administrators' remuneration was approved by creditors on 22 June 2018 in accordance with the following:

- That the Joint Administrators' remuneration be fixed on a time costs basis in accordance with the time properly given by them and their staff in attending to matters arising during the Administration. Such remuneration may be drawn from time to time from administration funds. In the event of a subsequent liquidation and in accordance with Rule 18.20 the basis of

remuneration fixed in the Administration will apply in the Liquidation. The estimate for such work is £45,000.

During the Review Period, the sum of £15,000 has been drawn on account of time costs incurred during the Administration of the Company.

7.2 The Joint Liquidators' fees

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day to day administration on cases and a manager and director then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a (senior) manager or partner.

The basis of the Joint Liquidators' fees was approved by creditors on 18 January 2019 in accordance with the following:

- That a liquidation committee be established if sufficient nominations are received.
- That the Joint Liquidators' fixed on a time costs basis in accordance with the time properly given by them and their staff in attending to matters arising during the Liquidation being an additional £20,000 plus VAT and disbursements over the amount agreed on 22 June 2018, is now estimated to be £65,000 plus VAT and disbursements. Such remuneration may be drawn from time to time from funds available.

The time costs for the Review Period total £18,632, representing 82.3 hours at an average hourly rate of £226. The sum of £17,607 has been drawn on account of time costs incurred.

The time costs for the Review period are detailed in the attached appendices.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators consider(s) that:

- the adjusted fees estimate is likely to be exceeded; and
- the original expenses estimate is unlikely to be exceeded.

The main reasons why the fees estimate is likely to be exceeded is in respect of the administration and investigations in this matter as noted in section 3 of this report. The Joint Liquidators have incurred unforeseen time costs in corresponding with the Company's bankers in respect of certain transactions identified as a result of some initial investigations. It was also required to seek confirmation as regards the Company's credit balance which was held on account at the date of Administration which is detailed further in section 4.2 of this report. Furthermore, additional time costs have been incurred in respect of realisation of assets and case specific matters in dealing with RPA and the disputed debtors. A review of the Company's deferred goodwill consideration was required in accordance with the sale and purchase agreement and liaising with the director, Peter Morgan regarding repayment terms. During the Review Period, the Joint Liquidators have been required to review documentation from YM in respect of the proposed Liquidation of OSL. It is anticipated that further time costs will be incurred in assisting YM in their investigations and monitoring the liquidation of YM in respect of any potential distribution to the Company.

The Joint Liquidators intend to seek creditors' approval to fees in addition to that previously estimated and the relevant creditors will be invited to consider the Joint Liquidators' proposal under section 8 of this report.

7.3 Disbursements

The disbursements that have been incurred and not yet paid during the Review Period are detailed in the attached appendices. Also included in the attached appendices is a comparison of the expenses likely to be incurred in the Liquidation as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

The category 1 disbursements incurred for the Review Period total £182 and are detailed in the appendices and represent the reimbursement or payments made in relation to the assignment.

There are no category 2 disbursements incurred for the Review Period.

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>.

A copy of 'A Creditors' Guide to Fees' can be found at <https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/more/28886/page/1/version-3-issued-october-2015/>. A hard copy of both Guides may be obtained on request.

7.4 Accountancy Fees

As noted in section 5.1 of this report, SHPL were instructed to provide advice in respect of the Company's Corporation Tax and Capital Gains Tax liabilities which accrued from the sale of the Property in the Administration period and collection of the Company's goodwill consideration.

In addition, SHPL constructed the financial accounts for the Administration periods, 24 May 2018 to 31 December 2018 and 1 January 2019 to 15 January 2019 and revised the Company's tax computations prior to Administration, for the year ending 31 December 2017 and period ending 28 February 2018

Their costs were agreed on a fixed fee basis totaling £4,190 plus VAT.

7.5 Debtor Collection Fees

As detailed in section 4.4 of this report, RPA were instructed to assist with the collection of the remaining debtor ledger. Their costs have been agreed on the basis of their standard sales commission rate of 10%, plus disbursements and VAT.

To date, no fees have been paid to RPA.

8. PROPOSED DECISIONS

The Joint Liquidators are seeking creditors' approval of the proposed decisions by means of a vote by correspondence.

Attached at Appendix 10 is a Notice of Decision Procedure, which sets out the following decisions that the Joint Liquidator is asking the creditors to consider.

In the event that no liquidation committee is established I would ask that the creditors consider the following decision:

- That the Joint Liquidators' remuneration be fixed on a time costs basis in accordance with the time properly given by them and their staff in attending to matters arising during the Liquidation, now estimated to be £35,000 plus VAT and disbursements. Such remuneration may be drawn from time to time from funds available.

Creditors are invited to vote on these proposed decisions by completing and returning the enclosed Vote by Correspondence Form (Appendix 11) together with a Proof of Debt Form (Appendix 8), if one has not already been submitted. The Joint Liquidators must receive completed forms by no later than 23.59 on 14 April 2020 to enable the vote to be counted.

Whilst a vote by correspondence is being sought, creditors who meet a statutory threshold as set out in the Notice attached at Appendix 10 can require that a physical meeting of creditors be convened. Such a request must be made to the Joint Liquidators within 5 business days of the date on which this report was delivered. If you wish to request a physical meeting, please set out in writing which of the decision(s) above you wish the meeting to consider.

9. CREDITORS' RIGHTS

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Joint Liquidators' remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Joint Liquidators' fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

Please note that information relevant and useful to creditors can be found at the following website, www.creditorinsolvencyguide.co.uk and <https://www.r3.org.uk/what-we-do/publications/professional/fees>. Hard copies of these publications are available on request by contacting the Joint Liquidators' office.

10. EC REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)

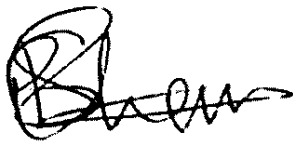
The Company's centre of main interest was in Unit C and D Orchard Business Centre, 20/20 Estate, Maidstone, Kent, ME16 0JZ and therefore, it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

11. CONCLUSION

The administration of the case will continue following outstanding matters that are preventing this case from being closed:

- Investigations to be undertaken as noted in section 3 of this report;
- Realisations in respect of the Company's deferred goodwill contributions and book debts;
- Issue notice of intended dividend, adjudicate on creditor claims and payment of distribution; and
- Statutory matters in the closure of the liquidation.

If you require any further information, please contact Anish Halai of this office.

A handwritten signature in black ink, appearing to be 'B. Cham', written over a horizontal line.

Signed _____
B CHAM
Joint Liquidator

Annual Progress Report of PDQ Shopfitting Ltd – In Liquidation

Appendix 1

Statutory Information

Company Name:	PDQ Shopfitting Ltd
Company Number:	07459079
Registered Office:	CVR Global LLP, 20 Furnival Street, London, EC4A 1JQ
Former Registered Office:	Unit C and D Orchard Business Centre, 20/20 Estate, Maidstone, Kent, ME16 0JZ
Officeholders:	Bai Cham and David Elliott
Officeholders' address:	CVR Global LLP, 20 Furnival Street, London, EC4A 1JQ
Date of appointment:	16 January 2019

Annual Progress Report of PDQ Shopfitting Ltd – In Liquidation

Appendix 2

Receipts and Payments account for the Review Period

**PDQ Shopfitting Ltd
(In Liquidation)
JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT**

	Statement of affairs £	From 16/01/2019 To 15/01/2020 £	From 24/05/2018 To 15/01/2020 £
RECEIPTS			
Goodwill		10,966.33	10,966.33
Motor Vehicles		4,946.23	4,946.23
Book Debts		576.00	576.00
Bank Interest Gross		93.92	93.92
Funds from Administration		100,866.31	100,866.31
		<u>117,448.79</u>	<u>117,448.79</u>
PAYMENTS			
O/s Utilities from Administration		189.76	189.76
Former Administrators' Fees		15,000.00	15,000.00
Petitioners Costs		3,785.00	3,785.00
Specific Bond		20.00	20.00
Office Holders Fees		17,607.00	17,607.00
Accountancy Fees		4,190.00	4,190.00
Corporation Tax		5,651.55	5,651.55
Storage Costs		40.00	40.00
Statutory Advertising		78.45	78.45
Insurance of Assets		56.00	56.00
		<u>46,617.76</u>	<u>46,617.76</u>
Net Receipts/(Payments)		<u>70,831.03</u>	<u>70,831.03</u>
MADE UP AS FOLLOWS			
Interest Bearing Bank Account		100.14	100.14
Interest Bearing Current Account		63,325.72	63,325.72
VAT Receivable / (Payable)		7,405.17	7,405.17
		<u>70,831.03</u>	<u>70,831.03</u>

Appendix 3

Detailed list of work undertaken in the Review Period.

ADMINISTRATION AND PLANNING	Work involved in this category relates mainly to routine and statutory functions. It does not necessarily provide financial benefit to creditors but ensures that the case is managed and administered in accordance with legislation and in a professional manner. Specific work is detailed below:
Statutory/advertising	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Document maintenance/file review/checklist	Filing of documents Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	Preparing correspondence transferring bank accounts Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
INVESTIGATIONS	The office holders are required to undertake an investigation in to the affairs of the company or individual prior to the commencement of the insolvency process. An office holder is required to submit a report on the conduct of the Directors who were in office in the period three years prior to the commencement of the insolvency process, to the Insolvency Service, in accordance with legislation. Occasionally such investigations identify further potential asset recoveries. Specific work is detailed below:
SIP 2 Review	Correspondence to request information on the company's dealings, making further enquiries of third parties Reconstruction of financial affairs of the company Review of specific transactions and liaising with directors regarding certain transactions
REALISATION OF ASSETS	This involves work in realising assets of the company or individual, which are known and stated in the statement of affairs. It may also include work involved in asset recoveries identified post appointment, which were either unknown or identified during the office holders' investigations. Specific work is detailed below:
Freehold Property	Liaising with utility providers regarding invoices Review of lease disclaimer documents
Goodwill	Review sale agreements and purchaser's financial statements Collection and review of deferred consideration Discussions with Yerrill Murphy regarding claim prior to OSL liquidation
Debtors	Review the Company records in respect of debtor disputes Liaise with RPA regarding collections and prospects of recovery
Other assets	Transfer of funds from Administration Tax return to claim VAT from the Administration
CREDITORS	This involves work in dealing with creditor queries and correspondence, including reports and where funds permit agreeing creditor claims and provision of dividends to creditors. This may also involve assisting employees. Specific work is detailed below:
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post
Creditors' decisions	Collate and examine proofs and proxies/votes to establish decisions Responding to queries and questions following decisions Issuing notice of result of decision process
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend
Processing proofs of debt	Receipt of POD Adjudicating POD
Petitioner's Costs	Reviewing petitioning creditor's costs Liaising with the petitioning creditor's solicitors Issuing payment and review of court directions
CASE SPECIFIC MATTERS	Liaising with accountants regarding Corporation Tax Returns Issuing payment of the HMRC Corporation Tax liability Review of the Company bank statements in respect of certain transactions

Annual Progress Report of PDQ Shopfitting Ltd – In Liquidation

Current Charge-out Rates for the firm

Time charging policy

Charge-out rates are normally reviewed annually when rates are adjusted to reflect such matters as inflation; increases in direct wage costs; and changes to indirect costs such as Professional Indemnity Insurance. It is the firm's policy for the cashier's time spent on an assignment to be charged to the case. However, secretarial and office admin support time is charged only in respect of identifiable blocks of time devoted to the case where we consider it to be viable to do so. All time is recorded in 6 minute units.

Staff	Charge out rates £
Insolvency Practitioner/Partners	390-495
Consultants	390-495
Directors	360-390
Associate Directors	330-360
Managers	300-330
Assistant Manager	290-310
Senior Executive	240-275
Executive	155-190
Cashier	135-185
Secretarial/Admin/Analyst	90-125

Direct expenses ("Category 1 Disbursements")

Category 1 disbursements as defined by SIP 9, which can be specifically identified as relating to the administration of the case, will be charged to the estate at cost, with no uplift. These include but are not limited to such items as advertising our appointment, meetings and requesting claims from creditors, storage in relation to the books and records of the company or individuals and the assignment records, online reporting facilities in relation to the uploading of documents and reports for creditors, bonding and other insurance premiums to protect the estate and its assets, and properly reimbursed expenses incurred by personnel in connection with the case.

Indirect expenses ("Category 2 Disbursements")

It is our normal practice to also charge the following indirect disbursements ("Category 2 Disbursements as defined by SIP 9) to the case, where appropriate:

Circulars to creditors:

Plain/headed paper including photocopying	12p per side
Envelopes	12p each
Postage	Actual cost

Room Hire

For the convenience of creditors and to save the cost of booking an outside hotel room, meetings of creditors are occasionally held internally at our offices. Where meetings of creditors are held in one of our internal meeting rooms, a charge of £100 plus VAT may be levied to cover the cost of booking the room.

Travel

Mileage incurred as a result of any necessary travelling is charged to the estate at the H M Revenue & Customs approved rate, currently 45p per mile.

All of the above costs are subject to amendment by the firm at any time and if amended will be notified to creditors with the next circular sent to all creditors.

Company Searches & Electronic Verification of Identity

Included in expense and/or disbursements, Company Searches and electronic Verification of Identity include an element of shared costs. Such expenses are of an incidental nature but are generally incurred on each case. In line with the cost of the external provision of such services, a charge of £15 plus VAT is levied to cover the cost of these searches.

Annual Progress Report of PDQ Shopfitting Ltd – In Liquidation

Appendix 4

Actual time cost information for Review Period

PDQ SHOPFITTING LIMITED - CVL - PDQS66325

Time and Chargeout Summary for the period 16/01/2019 to 15/01/2020							
Classification of work function	Hours					Time Cost £	Average hourly rate £
	Partner / Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours		
Administration & Planning							
(A)Appointment Documents	0.00	0.00	1.30	0.00	1.30	247.00	190.00
(A)Case Reviews	0.00	1.60	2.60	0.00	4.20	1,008.00	240.00
(A)Cashiering	0.10	2.60	6.40	10.20	19.30	3,778.00	195.75
(A)General Administration	2.90	0.40	2.70	0.30	6.30	1,830.50	290.56
(A)Statutory Filing, advertising & bordereau	0.00	0.30	0.10	0.00	0.40	116.00	290.00
Total for Administration & Planning	3.00	4.90	13.10	10.50	31.50	6,979.50	221.57
Investigations							
(I)Investigations (not SIP2/CDDA)	0.00	0.10	2.50	0.00	2.60	508.00	195.38
Total for Investigations	0.00	0.10	2.50	0.00	2.60	508.00	195.38
Realisation of Assets							
(R)Book Debts	0.00	1.10	5.60	0.00	6.70	1,413.00	210.90
(R)Cash at Bank	0.00	0.20	0.00	0.00	0.20	66.00	330.00
(R)Insurance	0.00	0.10	0.00	0.00	0.10	31.00	310.00
(R)Motor Vehicles	0.00	0.00	0.70	0.00	0.70	133.00	190.00
(R)Other Assets	0.00	0.10	1.70	0.00	1.80	356.00	197.78
(R)Property	0.00	0.80	0.00	0.00	0.80	254.00	317.50
(R)Sales of Business	0.00	2.80	0.90	0.00	3.70	1,077.00	291.08
Total for Realisation of Assets	0.00	5.10	8.90	0.00	14.00	3,330.00	237.86
Creditors							
(C)Claims & Proofs	1.20	0.10	2.10	3.80	7.20	1,373.00	190.69
(C)Correspondence	0.00	0.90	8.20	0.00	9.10	1,849.00	203.19
(C)Dividends	0.00	0.00	0.40	0.00	0.40	76.00	190.00
(C)Meetings	0.00	0.20	0.00	0.00	0.20	62.00	310.00
(C)Pension Creditors	0.00	0.00	0.60	0.00	0.60	114.00	190.00
(C)Reports & Circulars	0.00	0.20	0.00	2.60	2.80	387.00	138.21
Total for Creditors	1.20	1.40	11.30	6.40	20.30	3,861.00	190.20
Case Specific Matters							
(CS)Other Special Issues	0.00	0.00	3.90	0.00	3.90	741.00	190.00
(CS)Post appointment tax returns	4.70	2.80	1.50	0.70	9.70	3,113.50	320.98
(CS)Pre Appointment Taxation	0.00	0.30	0.00	0.00	0.30	99.00	330.00
Total for Case Specific Matters	4.70	3.10	5.40	0.70	13.90	3,953.50	284.42
Total Hours	8.90	14.60	41.20	17.60	82.30	18,632.00	226.39

Annual Progress Report of PDQ Shopfitting Ltd – In Liquidation

Appendix 5

Time costs summary for the Review Period, & comparison with estimate

	Adjusted fees estimate			Actual time costs incurred during the Review Period		
Work category	Number of hours	Blended hourly rate £ per hour	Total fees £	Number of hours	Average hourly rate £ per hour	Total time costs £
Administration (including statutory reporting)	29	227.28	6,591.12	31.50	221.57	6,979.50
Investigations	3	227.28	681.84	2.60	195.38	508.00
Realisation of assets	14	227.28	3,181.92	14	237.86	3,330.00
Creditors (claims and distribution)	40	227.28	9,091.20	20.30	190.20	3,861.00
Case Specific Matters	2	227.28	454.56	13.90	284.40	3,953.50
Total	88	227.28	20,000.64	82.30	226.39	18,632.00

Annual Progress Report of PDQ Shopfitting Ltd – In Liquidation

Appendix 6

Expenses summary for the Review Period and comparison with estimate

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Category 1 Expenses			
Statutory Advertising	156.00	78.00	
Bonding	200.00	20.00	
ATE Insurance	56.00	56.00	
Storage	300.00	106.00	
Total	556.00	182.00	
Category 2 Expenses			
Stationery & Postage	600.00	-	
Total	600.00	-	

Annual Progress Report of PDQ Shopfitting Ltd – In Liquidation

Appendix 7

Estimated Outcome Statement

PDQ SHOPFITTING LIMITED - IN LIQUIDATION

ESTIMATED OUTCOME STATEMENT AS AT 15 JANUARY 2020

	Notes	Realisations / Payments to date £	Estimated future Realisations / Payments £	Estimated to realise £
ASSET REALISATIONS				
ASSETS SUBJECT TO FIXED CHARGE				
Goodwill		10,966	5,700	16,666
Surplus c/d		<u>10,966</u>	<u>5,700</u>	<u>16,666</u>
ASSETS SUBJECT TO FLOATING CHARGE				
Surplus b/d - Fixed charge property		10,966	5,700	16,666
Book debts		576	-	576
Motor Vehicles		4,946	-	4,946
Funds from Administration		100,866	-	100,866
Bank Interest Gross		93	107	200
		<u>117,447</u>	<u>5,807</u>	<u>123,254</u>
COSTS OF REALISATIONS				
Former Joint Administrators' fees		(15,000)	-	(15,000)
Joint Liquidators' fees		(17,607)	(17,393)	(35,000)
Corporation tax	1	(5,652)	(3,205)	(8,857)
Agent's fees		(4,190)	Uncertain	Uncertain
Agent's disbursements		-	Uncertain	Uncertain
Legal fees		-	Uncertain	Uncertain
Petition creditor's costs		(3,785)	-	(3,785)
ATE Insurance		(56)	-	(56)
Statutory Advertising		(78)	(87)	(165)
Specific Bond		(20)	-	(20)
Stationery & Postage		-	(475)	(475)
Storage Costs		(40)	(560)	(600)
Utilities		(190)	-	(190)
		<u>(46,618)</u>	<u>(21,720)</u>	<u>(68,338)</u>
Surplus/(deficiency) available to preferential creditors				54,916
Preferential creditors				-
Net property				54,916
Prescribed part c/f				-
Funds available to unsecured creditors				54,916
Unsecured creditors				
Trade & Expense creditors			971,427	
Director's Loan			32,000	
HM Revenue & Customs - CT, PAYE/NIC & VAT			<u>455,113</u>	
				(1,458,540)
Deficiency as regards unsecured creditors				(1,403,624)
Issued Share Capital				(4)
Deficiency as regards members				<u>(1,403,628)</u>

Notes

¹ It is anticipated that a Corporation Tax liability will accrue following the Goodwill realisations and the existing and future realisations due in respect of gross bank interest. Calculation of the future sum is detailed below:

Goodwill Realisation = £16,666

Bank Interest = £200

Total Taxable Realisations = £16,866

Corporation Tax Liability = £3,205 (19% of £16,866)

PROOF OF DEBT - GENERAL FORM

PDQ Shopfitting Ltd – In Liquidation

DETAILS OF CLAIM		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> For UK companies: its registered number For other companies: the country or territory in which it is incorporated and the number if any under which it is registered The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act 	
4.	Total amount of claim, including any Value Added Tax, as at the date of administration, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [Note the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category Amount(s) claimed as preferential £
AUTHENTICATION		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO

Appendix 9

Fees and Costs Estimate

Below is the fee estimate in respect of the above case, for the purpose of obtaining a time-costs resolution. The total amount being sought is £35,000 for 173 hours at an average hourly rate of £202.

My current charge-out rates are detailed below.

Approval for the future remuneration sought is based on an estimate of the work necessary to the completion of the administration of the case. In the event additional work is necessary beyond what is contemplated, further approval may be sought from creditors.

General Description	Includes	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of total (£)
ADMINISTRATION AND PLANNING	Work involved in this category relates mainly to routine and statutory functions. It does not necessarily provide financial benefit to creditors but ensures that the case is managed and administered in accordance with legislation and in a professional manner. Specific work is detailed below:			
Statutory/advertising	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements	5	214.29	1,071.45
Document maintenance/file review/checklist	Filing of documents Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists	18	214.29	3,857.22
Bank account administration	Preparing correspondence converting bank account Bank account reconciliations Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments	6	214.29	1,285.74
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case	17	214.29	3,642.93
Books and records / storage	Dealing with records in storage Sending job files to storage	3	214.29	642.87
Total		49	214.29	10,500.21
INVESTIGATIONS	The office holders are required to undertake an investigation into the affairs of the company or individual prior to the commencement of the insolvency process. An office holder is required to submit a report on the conduct of the Directors who were in office in the period three years prior to the commencement of the insolvency process, to the Insolvency Service, in accordance with legislation. Occasionally such investigations identify further potential asset recoveries. Specific work is detailed below:			
SIP2 Review	Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Review of specific transactions and liaising with directors regarding certain transactions Strategy meeting regarding litigation Reviewing terms of solicitors' conditional fee agreements Preparing brief to solicitors/Counsel Liaising with solicitors regarding recovery actions Dealing with ATE insurers	25	180.00	4,500.00
Total		25	180.00	4,500.00

General Description	Includes	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of total (£)
REALISATION OF ASSETS	This involves work in realising assets of the company or individual, which are known and stated in the statement of affairs. It may also include work involved in asset recoveries identified post appointment, which were either unknown or identified during the office holders' investigations. Specific work is detailed below:			
Freehold/Leasehold Property	Dealing with utility provider invoices Review of lease disclaimer documentation	2	204.55	409.10
Debtors	Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Receiving updates from RPA Agreeing RPA agency agreements Dealing with disputes, including communicating with directors/former staff	12	204.55	2,454.60
Goodwill	Collecting deferred consideration Review sale and purchase agreements and OSL's financial statements Submitting relevant claim in the Liquidation of OSL for the remaining balance owing	5	204.55	1,022.75
Cash at Bank	Liaising with NatWest regarding the funds held on account Seeking confirmation of the balances owing to NatWest	2	204.55	409.10
Other assets	Transfer of funds from Administration Tax return to claim VAT from Administration	1	204.55	204.55
Total		22	204.55	4,500.10
CREDITORS	This involves work in dealing with creditor queries and correspondence, including reports and where funds permit agreeing creditor claims and provision of dividends to creditors. This may also involve assisting employees. Specific work is detailed below:			
Petitioner's Costs	Reviewing petitioning creditor's costs Liaising with the petitioning creditor's solicitors Issuing payment and review of court directions	2	172.73	345.46
Creditor reports	Preparing annual progress report, investigation, meeting and general reports to creditors	18	172.73	3,109.14
Creditors' decisions	Preparation of decision notices, proxies/voting forms Collate and examine proofs and proxies/votes to establish decisions Consider objections received and requests for physical meeting or other decision procedure Responding to queries and questions following decisions Issuing notice of result of decision process	8	172.73	1,381.84
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post	4	172.73	690.92
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend	5	172.73	863.65
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication	10	172.73	1,727.30
Dividend procedures	Preparation of correspondence to creditors advising of intention to declare distribution Advertisement of notice of proposed distribution Preparation of distribution calculation Preparation of correspondence to creditors announcing declaration of distribution Preparation of cheques/BACS to pay distribution Preparation of correspondence to creditors enclosing payment of distribution	8	172.73	1,381.84

General Description	Includes	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of total (£)
	Dealing with unclaimed dividends			
Total		55	172.73	9,500.15
CASE SPECIFIC MATTER	Liaising with accountants regarding Corporation Tax computations Payment of Corporation Tax liability in the period of Administration to HMRC Ongoing review of Corporation Tax and VAT liabilities Filing tax returns in the Liquidation Obtaining tax clearance from HMRC prior to closure Review of YM documents in respect of the liquidation of OSL Review files and provide assistance to YM in respect of their investigations of OSL	22	272.73	6,000.06
Total		22	272.73	6,000.06
Grand Total		173	202.32	35,000.52

Current Charge-out Rates for the firm

Time charging policy

Charge-out rates are normally reviewed annually when rates are adjusted to reflect such matters as inflation; increases in direct wage costs; and changes to indirect costs such as Professional Indemnity Insurance. It is the firm's policy for the cashier's time spent on an assignment to be charged to the case. However, secretarial and office admin support time is charged only in respect of identifiable blocks of time devoted to the case where we consider it to be viable to do so. All time is recorded in 6 minute units.

Staff	Charge out rates £
Partners	390-495
Consultants	390-495
Directors	360-390
Associate Directors	330-360
Managers	300-330
Assistant Manager	290-310
Senior Executive/Analyst	240-275
Executive	155-190
Cashier	135-185
Secretarial/Administration support staff	90-125

Direct expenses ("Category 1 Disbursements")

Category 1 disbursements as defined by SIP 9, which can be specifically identified as relating to the administration of the case, will be charged to the estate at cost, with no uplift. These include but are not limited to such items as advertising our appointment, meetings and requesting claims from creditors, storage in relation to the books and records of the company or individuals and the assignment records, online reporting facilities in relation to the uploading of documents and reports for creditors, bonding and other insurance premiums to protect the estate and its assets, and properly reimbursed expenses incurred by personnel in connection with the case. Such expenses currently anticipated and estimated are as follows:

Indirect expenses ("Category 2 Disbursements")

It is our normal practice to also charge the following indirect disbursements ("Category 2 Disbursements as defined by SIP 9) to the case, where appropriate:

Circulars to creditors:

Plain/headed paper including photocopying	12p per side
Envelopes	12p each
Postage	Actual cost

Room Hire

For the convenience of creditors and to save the cost of booking an outside hotel room, meetings of creditors are occasionally held internally at our offices. Where meetings of creditors are held in one of our internal meeting rooms, a charge of £100 plus VAT may be levied to cover the cost of booking the room.

Travel

Mileage incurred as a result of any necessary travelling is charged to the estate at the H M Revenue & Customs approved rate, currently 45p per mile.

All of the above costs are subject to amendment by the firm at any time and if amended will be notified to creditors with the next circular sent to all creditors.

Company Searches & Electronic Verification of Identity

Included in expense and/or disbursements, Company Searches and electronic Verification of Identity include an element of shared costs. Such expenses are of an incidental nature but are generally incurred on each case. In line with the cost of the external provision of such services, a charge of £15 plus VAT is levied to cover the cost of these searches.

NOTICE OF DECISION PROCEDURE

Company Name: PDQ Shopfitting Ltd (In Liquidation) ("the Company")

Company Number: 07459079

This Notice is given under Rule 15.8 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Joint Liquidator of the Company, Bai Cham, of CVR Global LLP, 20 Furnival Street, London, EC4A 1JQ (telephone number 020 3794 8725), who was appointed by the creditors.

It is proposed that the following decisions be made:

1. That a Liquidation Committee will not be established.
2. That the Joint Liquidators' remuneration be fixed on a time costs basis in accordance with the time properly given by them and their staff in attending to matters arising during the Liquidation, now estimated to be £35,000 plus VAT and disbursements. Such remuneration may be drawn from time to time from funds available.

Also provided is a voting form on which creditors may signify their decisions on the above matters. All voting forms, together with a proof of debt if one has not already been submitted, must be completed and returned to the Joint Liquidator by one of the methods set out below:

By post to: CVR Global LLP, 20 Furnival Street, London, EC4A 1JQ

By fax to: 020 7900 2572

By email to: ahalai@cvr.global

Please note that, if you are sending votes by post, you must ensure that you have allowed sufficient time for the forms to be delivered to the address above by the time set out below. Unless the contrary is shown, an email is treated as delivered at 9am on the next business day after it was sent.

All voting forms and proofs of debt must be delivered by 23.59 on the Decision Date, 14 April 2020.

If the Joint Liquidator has not received a proof of debt by the time specified above (whether submitted previously or as a result of this Notice), that creditor's vote will be disregarded. Any creditor whose debt is treated as a small debt in accordance with Rule 14.31(1) of the Rules must still deliver a proof if the creditor wishes to vote. A creditor who has opted out from receiving notices may nevertheless vote if the creditor also provides a proof by the time specified above.

Creditors who meet one or more of the statutory thresholds listed below may, within 5 business days from the date of the delivery of this Notice, require a physical meeting to be held to consider the matter.

Statutory thresholds to request a meeting: 10% in value of the creditors
 10% in number of the creditors
 10 creditors

A creditor may appeal a decision by application to the court in accordance with Rule 15.35 of the Rules. Any such appeal must be made not later than 21 days after the Decision Date.

Signed: _____



B CHAM

Joint Liquidator

Dated: 12 March 2020

VOTE BY CORRESPONDENCE

PDQ Shopfitting Ltd (in Liquidation)

Name of Creditor: _____

Address: _____

Decisions:

1. That a Liquidation Committee will not be established.	*For / Against
2. That the Joint Liquidators' remuneration be fixed on a time costs basis in accordance with the time properly given by them and their staff in attending to matters arising during the Liquidation, now estimated to be £35,000 plus VAT and disbursements. Such remuneration may be drawn from time to time from funds available.	*For / Against

* Please delete as applicable to indicate your voting instructions

Signed: _____ Dated: _____

Name in capitals: _____

Position with, or relationship to, creditor or other authority for signature: _____

Are you the sole member/shareholder of the creditor (where it is a company)? Yes / No

NOTE: Once a vote has been cast and submitted, it cannot be changed.

Please complete this form and return it, along with a completed proof of debt if you have not submitted one previously, so that it is delivered by 23.59 on 14 April 2020, by:

Post: CVR Global LLP, 20 Fumival Street, London, EC4A 1JQ

Fax: 020 7900 2572

Email: please scan in a signed copy of this form and attach it as a pdf to ahalai@cvr.global

Annual Progress Report of PDQ Shopfitting Ltd – In Liquidation

Appendix 12

Notice of Invitation to form a Liquidation Committee

NOTICE OF INVITATION TO FORM A LIQUIDATION COMMITTEE

Company Name: PDQ Shopfitting Ltd ("the Company") In Liquidation
Company Number: 07459079

This Notice is given under Rule 6.19 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Joint Liquidator of the Company, Bai Cham, of CVR Global LLP, 20 Furnival Street, London, EC4A 1JQ (telephone number 020 3794 8725), who was appointed by the creditors.

Creditors are invited to nominate creditors (which may include themselves) by completing the section below and returning this Notice to the Joint Liquidator by one of the following methods:

By post to: CVR Global LLP, 20 Furnival Street, London, EC4A 1JQ
By fax to: 0207 900 2572
By email to: ahalai@cvr.global

Please note that, if you are sending nominations by post, you must ensure that you have allowed sufficient time for the Notice to be delivered to the address above by the time set out below. Unless the contrary is shown, an email is treated as delivered at 9am on the next business day after it was sent.

All nominations must be delivered by: 23.59 on 14 April 2020

Nominations can only be accepted if the convener is satisfied as to the nominated creditor's eligibility under Rule 17.4 of the Rules.

For further information on the role of Liquidation Committees, please contact Anish Halai of this office.



Signed: _____

Dated: 12 March 2020

B CHAM
Joint Liquidator

NOMINATIONS FOR MEMBERS OF A LIQUIDATION COMMITTEE

On behalf of (name of Creditor): _____ ,

at (address of Creditor): _____ ,

I nominate the following creditor(s) to be member(s) of a Liquidation Committee (provide name(s) and address(es)):

1. _____

2. _____

3. _____

Signed: _____

Dated: _____

Name in capitals: _____

Position with, or relationship to, Creditor or other authority for signature: _____

Are you the sole member/shareholder of the Creditor (where it is a company)?

☐ Yes / ☐ No

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 **Anish Halai**

Company name **CVR Global LLP**

Address **20 Furnival Street**

Post town **LONDON**

County/Region

Postcode **E C 4 A I J Q**

Country

DX

Telephone **020 3794 8750**



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