

LIQ03

Notice of progress report in voluntary winding up



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 0 7 6 9 6 2 9 7

Company name in full 5 Stars Recruitment Ltd

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) David

Surname Meany

3 Liquidator's address

Building name/number The Old Town Hall

Street 71 Christchurch Road

Post town Ringwood

County/Region

Postcode B H 2 4 1 D H

Country

4 Liquidator's name ①

Full forename(s) Tauseef A

Surname Rashid

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number The Old Town Hall

Street 71 Christchurch Road

Post town Ringwood

County/Region

Postcode B H 2 4 1 D H


Country

② Other liquidator

Use this section to tell us about
another liquidator.

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6		Period of progress report																
From date	^d 0		^d 2		^m 0		^m 6		^y 2		^y 0		^y 2		^y 1			
To date	^d 0		^d 1		^m 0		^m 6		^y 2		^y 0		^y 2		^y 2			
7		Progress report																
		<input checked="" type="checkbox"/> The progress report is attached																
8		Sign and date																
Liquidator's signature	Signature																	
																		
Signature date	^d 2		^d 5		^m 0		^m 7		^y 2		^y 0		^y 2		^y 2			

LIQ03

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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 **Julia Mazur**

Company name **Quantuma Advisory Limited**

Address **The Old Town Hall**
71 Christchurch Road

Post town **Ringwood**

County/Region

Postcode **B H 2 4 1 D H**

Country

DX

Telephone **01202 970430**



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

5 Stars Recruitment Ltd
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 02/06/2021 To 01/06/2022 £	From 02/06/2021 To 01/06/2022 £
	ASSET REALISATIONS		
Uncertain	Current Assets	NIL	NIL
Uncertain	Fixed Assets	NIL	NIL
		NIL	NIL
	SECONDARY PREFERENTIAL CREDITORS		
(13,800.00)	HMRC PAYE	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(50,021.66)	Bounce Back Loan	NIL	NIL
(30,870.00)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(94,791.66)		NIL	NIL
	REPRESENTED BY		
			NIL

Note:



 David Meany
 Joint Liquidator

5 Stars Recruitment Ltd

(In Creditors' **Voluntary Liquidation**)

(**"the Company"**)

THE JOINT LIQUIDATORS' **PROGRESS REPORT**

25 JULY 2022

David Meany and Yin Lee of Quantuma Advisory Limited, The Old Town Hall, 71 Christchurch Road, Ringwood, BH24 1DH, were appointed Joint Liquidators of 5 Stars Recruitment Ltd on 2 June 2021.

Tauseef Rashid replaced Yin Lee as Joint Liquidator of the Company with effect from 13 July 2022

David Meany and Tauseef Rashid are licensed to act as Insolvency Practitioners by the Institute of Chartered Accountants in England and Wales and Yin Lee is licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association

This report has been prepared for circulation solely to comply with the Joint Liquidators' statutory duty to report to Creditors under the provisions of The Insolvency (England and Wales) Rules 2016 and for no other purpose. This report is intended for the statutory recipients. The report cannot be used or relied upon by any party other than for its intended statutory purpose.

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ABBREVIATIONS

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Liquidators"	David Meany and Yin Lee of Quantuma Advisory Limited (Tauseef Rashid replaced Yin Lee as Joint Liquidator with effect from 13 July 2022)
"the Company"	5 Stars Recruitment Ltd (in Liquidation)
"EOS"	Estimated Outcome Statement
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 2 June 2021 to 1 June 2022
"Whole Period"	Period covered by the report from 2 June 2021 to 1 June 2022

1. INTRODUCTION

Introduction

This report has been prepared to provide Members and Creditors with an update on the progress of the Liquidation of the Company since the appointment as Joint Liquidators on 2 June 2021.

A schedule of statutory information in respect of the Company is attached at Appendix 1.

Details of the Appointment of the Joint Liquidators

David Meany and Yin Lee of Quantuma Advisory Limited were appointed Joint Liquidators of the Company on 2 June 2021.

Tauseef Rashid replaced Yin Lee as Joint Liquidator of the Company with effect from 13 July 2022 and the appropriate filings have been submitted to Companies House in this regard, although as at the date of this report these have not yet been published. Tauseef Rashid is a licensed Insolvency Practitioner and consented to act as Joint Liquidator.

The Joint Liquidators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

2. THE PROGRESS OF THE LIQUIDATION

The Joint Liquidators' Receipts and Payments Account

Attached at Appendix 2 is a Receipts and Payments account covering the Review Period. In accordance with the requirements of SIP 7, the Joint Liquidators confirm that the account has been reconciled with that held at the bank.

The rest of this report describes the key developments in the Liquidation over the Review Period. A summary is provided of the main asset realisations during the Review Period and an estimation of those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

Administrative, Statutory & Regulatory Tasks

The Joint Liquidators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the Creditors' Voluntary Liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards. Details of the tasks carried out during the Review Period are included in Appendix 5.

Realisation of Assets

Current Assets

As per the Statement of affairs the Company has current assets with an estimated amount to realise of uncertain. The Joint Liquidators identified two loans which appeared to be due to the Company however following initial correspondence and discussions with a litigation funder and on further review, the loans are not considered to be realisable.

The Company also has a claim in the Liquidation of Logistics.com (UK) Ltd however there is no prospect of dividend in this matter.

Fixed Assets

As per the Statement of affairs the Company has Fixed assets with an estimated amount to realise of uncertain. The Joint Liquidators sought to realise these assets however it was confirmed that these were abandoned at the former premises prior to liquidation. No recoveries are therefore expected.

Estimated Future Realisations

There are no estimated future realisations.

3. CREDITORS: CLAIMS AND DISTRIBUTIONS

Secured Creditors

The Company has no Secured Creditors.

Secondary Preferential Creditors

In any insolvency process started from 1 December 2020, HM Revenue and Customs ('HMRC') is a Secondary Preferential Creditor for the following liabilities:

- VAT
- PAYE Income Tax
- Employees' NIC
- CIS deductions
- Student loan deductions

This will mean that, if there are sufficient funds available, any of the above amounts owed by the Company will be paid after the Preferential Creditors have been paid in full.

HMRC's secondary preferential claims relating to PAYE were estimated at £13,800.00 in the Director's Estimated Statement of Affairs. To date, HMRC have submitted a claim totalling £13,876.40 in respect of their secondary preferential claim.

It is uncertain whether there will be sufficient realisations to pay a dividend to HMRC in respect of their secondary preferential claim.

Prescribed Part

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company must be made available purely for the Unsecured Creditors. This equates to:

- 50% of net property up to £10,000;
- Plus, 20% of net property in excess of £10,000.
- Subject to a maximum of £600,000.

The Company has not granted a floating charge to any Creditor and consequently there will be no prescribed part in this Creditors Voluntary Liquidation.

Unsecured Creditors

Unsecured claims were estimated at £80,891.66 in the Director's Estimated Statement of Affairs and, to date, 1 claim has been received totalling £50,253.08.

It is not anticipated that a dividend will be paid to Unsecured Creditors.

Notice of No Dividend

In accordance with Rule 14.36 and Rule 14.37 no dividend will be distributed as no funds have been realised.

4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

Investigations

During the Review Period, the Joint Liquidators carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the Directors by means of questionnaires (and interviews); making enquiries of the Company's accountants; reviewing information received from Creditors; and collecting and examining the Company's bank statements, accounts and other records.

The Directors provided some books and records and a completed questionnaire as well as a Statement of Affairs.

The information gleaned from this process enabled the Joint Liquidators to meet their statutory duty to submit a confidential report on the conduct of the Directors (past and present) to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of Creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This initial assessment revealed matters that the Joint Liquidators considered merited further investigation. Having already issued initial communications without success and given the limited realisations in the matter, the Joint Liquidators sought funding to pursue these claims. Due to the limited financial means of the individuals and companies involved the Joint Liquidators were unable to secure a funding agreement and have no option but to write the potential claims off.

Although this work did not generate any financial benefit to Creditors, it was necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

Further Information

To comply with the Provision of Services Regulations, some general information about Quantuma Advisory Limited, including the complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information>.

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

General Data Protection Regulation

In compliance with the General Data Protection Regulation, Creditors, Employees, Shareholders, Directors and any other Stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link <http://www.quantuma.com/legal-notices>.

5. ETHICS

Please note that the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>. Additionally the Joint Liquidators are also bound by the regulations of their Licensing Bodies.

General Ethical Considerations

Prior to the Joint Liquidators' appointment, a review of ethical issues was undertaken and no ethical threats were identified.

A further review has been carried out and no threats have been identified in respect of the management of the insolvency appointment over the Review Period.

Specialist Advice and Services

When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the Joint Liquidators are obligated to ensure that such advice or work is warranted and that the advice or work contracted reflects the best value and service for the work undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment. Details of the specialists specifically chosen in this matter are detailed below.

6. THE JOINT LIQUIDATORS' FEES AND EXPENSES

A copy of 'A Creditors Guide to Liquidators' Fees' effective from 1 April 2021 together with Quantuma Advisory Limited's current schedule of charge-out rates and chargeable expenses, which includes historical charging information, may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>.

A hard copy of both the Creditors' Guide and Quantuma Advisory Limited's current and/or historic charge-out rate and expenses policies may be obtained on request at no cost.

Pre-Appointment Costs

Quantuma Advisory Limited's fee for assisting the Directors in convening the procedure to seek a decision from Creditors on the nomination of a Liquidator and helping with the preparation of the statement of affairs was £5,000.00 plus expenses and VAT.

The fee was agreed and paid by the Director prior to the Company being placed into Liquidation.

Joint Liquidators' Fees

The basis of the Joint Liquidators' fees has not yet been fixed. However, the Joint Liquidators have attempted during the Review Period to have this fixed by completing a fee report to creditors and sending a vote by correspondence on 15 July 2021. No votes for the Joint Liquidators' fees were received.

The Joint Liquidators believe this case generally to be of average complexity and no extraordinary responsibility has to date fallen upon them.

Comparison of Estimates

The Joint Liquidators' time costs incurred to date (whether or not they have been charged to the Liquidation estate) are compared with the original unapproved fees estimate and the actual time costs incurred to the end of the Review Period. The fees estimate covered the life of the case.

For a detailed schedule of work undertaken by the Joint Liquidators during the Review Period, see Appendix 3. A detailed narrative list of the work undertaken during the Review Period is provided at Appendix 4.

	Original fees estimate			Actual time costs incurred during the Review Period		
Work category	No. of hours	Blended hourly rate £	Total fees £	No. of hours	Average hourly rate £	Total time costs £
Administration Planning	Fixed £10,000			18.5	225.24	4,167.00
Cashiering				0.50	174.00	87.00
Creditors				11.30	220.22	2,488.50
Investigations				23.00	230.41	5,299.50
Realisation of Assets				1.70	247.06	420.00
Closing Procedures				0.40	158.00	395.00
TOTAL			10,000.00	55.00	226.58	12,462.00

Joint Liquidators' Expenses

An amended Statement of Insolvency Practice 9 (SIP 9), was issued on 1 April 2021. The amended SIP 9 has changed some of the terminology and introduced additional disclosure requirements. The information below may therefore not reflect the information previously provided.

The expenses, which include disbursements that have been incurred and not yet paid during the Review Period and the Whole Period are detailed below. This includes 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.

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 & other Advertising	£176.00	£176.00	N/A
Indemnity Bond	£135.00	£135.00	N/A
AML Search	£3.00	NIL	N/A
TOTAL	£314.00	£311.00	N/A

Details of the expenses paid in the Review Period and the Whole Period are shown in the Receipts and Payments account at Appendix 2.

Since 1 April 2021, where expenses include shared, allocated or associate costs, they are classed as Category 2 expenses and require the approval of Creditors.

Cost to Closure

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators consider that the original expense estimate has been exceeded.

The Joint Liquidators do not propose to seek any fee approval and will look to proceed with the closure of the case in the coming months.

Other Professional Costs

Litigation Funders

Manolete PLC were instructed by the Joint Liquidators to review the merits of the claims, appropriate legal matters and determine whether they would consider funding action. They do not charge for their initial review and were unable to proceed therefore no costs have been incurred in the Review Period and no further cost are anticipated in this regard.

Creditors' Right to Request Information

Any Secured Creditor, or Unsecured Creditor with the support of at least 5% in value of the Unsecured Creditors or with permission of the Court, may request in writing the Joint Liquidators to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

Creditors' Right to Challenge Remuneration and/or Expenses

Any Secured Creditor, or Unsecured Creditor with the support of at least 10% in value of the Unsecured Creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of remuneration which the Joint Liquidators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of.

Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

Future of the Liquidation

The Joint Liquidators will be proceeding to conclude the liquidation and seek their release. A Final Report will be circulated in due course.

Should you have any queries in regard to any of the above please do not hesitate to contact Julia Mazur on 01202 059 465 or by e-mail at Julia.Mazur@quantuma.com.



David Meany
Joint Liquidator

**5 STARS RECRUITMENT LTD
(IN LIQUIDATION)****STATUTORY INFORMATION**

Company Name	5 Stars Recruitment Ltd
Trading Address	Sir Robert Peel House, 344-346 High Rd, Ilford, IG1 1QB
Proceedings	In Liquidation
Date of Appointment	2 June 2021
Joint Liquidators	David Meany and Yin Lee Quantuma Advisory Limited The Old Town Hall, 71 Christchurch Road, Ringwood, BH24 1DH
Change in Office Holder	Tauseef Rashid replaced Yin Lee as Joint Liquidator of the Company with effect from 13 July 2022
Registered office Address	c/o Quantuma Advisory Limited The Old Town Hall, 71 Christchurch Road, Ringwood, BH24 1DH
Company Number	07696297
Incorporation Date	07 July 2011

5 STARS RECRUITMENT LTD
(IN LIQUIDATION)

THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT AS AT 1 JUNE 2022

Statement of Affairs £		From 02/06/2021 To 01/06/2022 £	From 02/06/2021 To 01/06/2022 £
	ASSET REALISATIONS		
Uncertain	Current Assets	NIL	NIL
Uncertain	Fixed Assets	NIL	NIL
		NIL	NIL
	SECONDARY PREFERENTIAL CREDITORS		
(13,800.00)	HMRC PAYE	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(50,021.66)	Bounce Back Loan	NIL	NIL
(30,870.00)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(94,791.66)		NIL	NIL
	REPRESENTED BY		
			NIL

VAT Basis

As the Company is not registered for VAT the receipts and payments are shown gross of VAT.

Time Entry - Detailed SIP9 Time & Cost Summary

6008418 - 5 Stars Recruitment Ltd
From: 02/06/2021 To: 01/06/2022
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 : Administration & Planning	0.00	0.00	0.00	2.40	2.40	324.00	135.00
100A : Initial Notification(s) & Filing	0.10	0.00	0.60	0.30	1.00	253.50	253.50
101 : Insurance / Bonding	0.00	0.00	0.10	0.00	0.10	20.00	200.00
101A : Bonding	0.00	0.00	0.10	0.00	0.10	20.00	200.00
102A : Recover Schedules Books and Records	0.00	0.00	0.20	0.00	0.20	47.50	237.50
104 : General Administration	0.00	0.00	1.40	1.30	2.70	428.00	158.52
105 : Case strategy / Review	0.90	3.40	5.20	1.50	11.00	2,090.00	263.45
106 : VAT & CT matters and returns	0.00	0.00	0.20	0.60	0.80	121.00	151.25
506 : Tax / VAT	0.00	0.00	0.20	0.00	0.20	55.00	275.00
Admin & Planning	1.00	3.40	8.00	6.10	18.50	4,167.00	225.24
600 : Cashiering	0.00	0.00	0.30	0.20	0.50	87.00	174.00
Cashiering	0.00	0.00	0.30	0.20	0.50	87.00	174.00
201 : Creditors	0.00	0.00	6.50	0.30	6.80	1,340.50	197.13
202A : Employees	0.00	0.00	3.20	0.20	3.40	798.00	234.71
203 : Creditor correspondence / Call	0.00	0.00	0.50	0.10	0.60	151.00	251.67
204A : Dealing with Pension Schemes	0.00	0.00	0.10	0.00	0.10	27.50	275.00
212 : Initial Appointment Notifications to Creditors	0.00	0.00	0.10	0.00	0.10	27.50	275.00
213 : Interim Fee Report to Creditors	0.50	0.00	0.00	0.00	0.50	144.00	480.00
Creditors	0.50	0.00	10.40	0.60	11.50	2,488.50	220.22
300 : Investigations	0.00	0.00	16.60	0.00	16.60	3,320.00	200.00
300A : SIP 2 Review	0.80	0.00	1.50	0.00	2.30	711.00	309.13
301 : CDDA Reports	1.00	0.00	2.00	0.00	3.00	966.00	322.00
302 : Pursuing Antecedent Transactions	0.00	0.00	1.10	0.00	1.10	302.50	275.00
Investigations	1.80	0.00	21.20	0.00	23.00	5,299.50	230.41
402 : Plant and Machinery	0.00	0.00	0.10	0.00	0.10	27.50	275.00
405 : Debtors	0.00	0.00	0.80	0.00	0.80	190.00	237.50
411 : Cash at Bank	0.00	0.00	0.70	0.10	0.80	202.50	253.13
Realisation of Assets	0.00	0.00	1.60	0.10	1.70	420.00	247.06
Total Hours	3.10	3.40	41.50	7.00	55.00	12,462.00	226.58
Total Fees Claimed						0.00	

5 STARS RECRUITMENT LTD
(IN LIQUIDATION)

DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT LIQUIDATORS DURING
THE REVIEW PERIOD

Description of work undertaken	Includes
<u>ADMINISTRATION & PLANNING</u>	
Administration & Planning -	
Initial Statutory and General Notifications & Filing e.g. Advertising the appointment, undertaking statutory notifications to Companies House, HMRC , the Pension Protection Fund, preparing the documentation and dealing with other notification of appointment	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Obtaining a specific penalty bond.	
Recovering & Scheduling the company's books and records.	Collection and making an inventory of company books and records
Setting up electronic case files and electronic case details on IPS.	
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews at 1 month, 2 months & 6 months.	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case 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
VAT & Corporation Tax matters and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
<u>CREDITORS</u>	
Creditors -	
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Final Accounts	
Dealing with HMRC/RPO claims	
Annual/Progress Reports	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties
Initial Appointment Notification to Creditors - Preparing the documentation & sending out initial appointment notification to creditors	Preparing a fee estimate for inclusion with the report to creditors.
Interim Fee Report to Creditors	

Description of work undertaken	Includes
<u>INVESTIGATIONS</u>	
Investigations -	
SIP 2 Review - Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc.	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 Preparation of deficiency statement Review of specific transactions and liaising with Directors regarding certain transactions Liaising with the committee/creditors or major creditors about further action to be taken
CDDA Reports - Preparing a report or return on the conduct of the Directors as required by the Company Directors Disqualification Act.	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations
Investigating & Pursuing Antecedent Transactions	
<u>REALISATION OF ASSETS</u>	
Realisation of Assets –	
Current assets	
Fixed assets	
<u>CASHIERING</u>	
Opening, maintaining and managing the Office Holders' cashbook and bank account.	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory Receipts and Payments accounts at Companies House
<u>CLOSING PROCEDURES</u>	
Filing final statutory returns at Companies House/Court	

Current Charge-out Rates of the staff working on the case

Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken

Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes.

Rates are likely to be subject to periodic increase.

Staff	Charge out rates £
Director	£400.00-£525.00
Senior Manager	£345.00-£460.00
Manager	£325.00-£395.00
Senior Administrator	£250.00-£310.00
Administrator	£200.00-£275.00
Assistant Administrator	£160.00-£210.00
Case Accountant	£110.00-£140.00

5 STARS RECRUITMENT LTD
(IN LIQUIDATION)

PROOF OF DEBT - GENERAL FORM

5 Stars Recruitment Ltd

Date of Resolution for voluntary winding up 2 June 2021

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 liquidation, 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 £
11.	If you wish any dividend payment that may be made to be paid in to your bank account please provide BACS details. Please be aware that if you change accounts it will be your responsibility to provide new information	Account No.: Account Name: Sort code:
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