

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 8 5 5 5 5 2

Company name in full Blue Yeti Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Simon Franklin

Surname Plant

3 Liquidator's address

Building name/number 9 Ensign House

Street Admirals Way

Post town Marsh Wall

County/Region London

Postcode E 1 4 9 X Q

Country

4 Liquidator's name ①

Full forename(s) Daniel

Surname Plant

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 9 Ensign House

Street Admirals Way

Post town Marsh Wall

County/Region London

Postcode E 1 4 9 X Q

Country

② Other liquidator

Use this section to tell us about
another liquidator.

LIQ03

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6 Period of progress report

From date	^d 3	^d 0	^m 0	^m 9	^y 2	^y 0	^y 1	^y 9	
To date	^d 2	^d 9	^m 0	^m 9	^y 2	^y 0	^y 2	^y 0	

7 Progress report

<input checked="" type="checkbox"/> The progress report is attached	
---	--

8 Sign and date

Liquidator's signature	<div>Signature</div> <div>X </div>	X							
Signature date	^d 2	^d 4	^m 1	^m 1	^y 2	^y 0	^y 2	^y 0	

**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 **Simon Franklin Plant**

Company name **S F P**

Address **9 Ensign House**

Admirals Way

Post town **Marsh Wall**

County/Region **London**

Postcode **E 1 4 9 X Q**

Country

DX

Telephone **020 7538 2222**

**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

Strictly Private and Confidential

Blue Yeti Limited (In Liquidation)

Progress Report to Members and Creditors

**Simon Franklin Plant
MIPA FABRP**

**Daniel Plant
MIPA FABRP**

**SFP
9 Ensign House
Admirals Way
Marsh Wall
London
E14 9XQ**

Tel: +44 (207) 5382222

Fax: +44 (207) 5383322

This report has been written and presented for the sole purpose of complying with the relevant provisions of the Insolvency Act 1986. It may not be disclosed, disseminated or copied without our prior written permission, other than to those entitled under statute or otherwise as ordered by the Court, and no liability will be accepted to any other person or party who acts or refrains from acting on its contents.

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1. Introduction

- 1.1 Pursuant to Paragraph 83 of Schedule B1 of the Act, Simon Franklin Plant and Daniel Plant were appointed Joint Liquidators of the Company on 30 September 2019. Definitions of terms used in this report are provided in **Appendix I** and further statutory information regarding the winding up is provided in **Appendix II**.
- 1.2 This report is prepared pursuant to Section 104A of the Act in relation to the Company. It details the progress of the administration of the Company's estate in the Review Period, i.e. the twelve month period since the date that the Company moved from Administration to CVL. This report also describes matters that occurred after the Joint Administrators' Final Report but before the Joint Liquidators' appointment. This included the further costs incurred primarily in relation to issuing the final progress report and in updating our files as well as the receipts and payments that were recorded. It should be read in conjunction with the Joint Administrators' Final Report dated 23 September 2019.

2. Action to Date – Asset Realisations

- 2.1 Attached at **Appendix III** is the Joint Liquidators' Receipts and Payments Account for the Review Period. The contents are in the main self explanatory.
- 2.2 The sum of £147,294.36, which was the balance remaining on the account in the control of the Joint Administrators at the end of the Administration, has been transferred to the liquidation account.
- 2.3 As reported in the Joint Administrators' Final Report, the assets that were handed over to the Joint Liquidators' control were outstanding book debts totalling £163,550.

Debtors

- 2.4 As previously advised, the Company's sales ledger had been assigned to Bibby. In the preceding Administration, Bibby had recovered its core commitment (and charges applied) in full.
- 2.5 Bibby subsequently reassigned the remaining sales ledger to the Joint Administrators together with surplus funds of £224,036.18.
- 2.6 Following the reassignment of the sales ledger, book debts totalling £16,450.01 were collected in the Administration with the assistance of Ms Menkovic.
- 2.7 The Joint Liquidators have continued to collect the remaining outstanding book debts, estimated to realise £81,775, with the assistance of Ms Menkovic. In the Review Period, £44,442.90 has been received.
- 2.8 All avenues for collections have been exhausted and the remainder of the sales ledger is now considered uncollectable. In light of the above, the Joint Liquidators have now proceeded to close their file in relation to debt collections.

Other Assets

- 2.9 An amount totalling £320.94 in relation to bank interest gross has been received in the Review Period.

- 2.10** Efforts were made to maximise realisations net of costs. The ultimate financial benefit achieved for creditors from these efforts is dependent upon the dividend prospects, which are explained further below.

3. Statutory and General Administration

- 3.1** Prior to the Joint Liquidators appointment, the following threats to compliance with the Code of Ethics had been identified: Daniel Plant and Simon Plant had been the Joint Administrators and this gives rise to threats to their objectivity if the need arose for them, as Joint Liquidators, to review their actions as Joint Administrator. The safeguards put in place to mitigate these threats were that creditors were informed at an early stage of the Joint Administrators intention to become the Liquidator and creditors were invited to nominate an alternative Liquidator, but no nominations were received. The Joint Administrators also received no expressions of dissatisfaction about their actions and, as both the Administrator's and the Liquidator's roles are to act in creditors' best interests as officers of the court, the Joint Administrator considered that the self-review threat was not material to their appointment as Joint Liquidator. The safeguards have been reviewed and they are effectively managing the threats previously identified. No other threats to compliance with the Code of Ethics has arisen to date.
- 3.2** Throughout the Review Period, the Joint Liquidators have carried out the following material tasks in this category:
- 3.2.1** statutory filing and advertising in relation to the Joint Liquidators' appointment;
 - 3.2.2** consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
 - 3.2.3** consulting with staff, SFP Property and external agents to receive updates on their progress and to agree strategies;
 - 3.2.4** maintaining case files, which must include records to show and explain the administration of this liquidation and any decisions made by the Joint Liquidators that materially affect the administration;
 - 3.2.5** conducting periodic case and bond reviews to ensure that the liquidation is progressing efficiently, effectively and in line with the statutory requirements;
 - 3.2.6** maintaining and updating the estate cash book and bank account, including regular bank reconciliations and processing receipts and payments; and
 - 3.2.7** completing periodic tax returns and settling any associated liabilities.

4. Investigation

- 4.1** During the Administration, an investigation into the Company's affairs was commenced to examine whether there were any potential claims arising from transactions made by the Company prior to Administration that might give rise to an action for recovery.
- 4.2** In accordance with the Joint Liquidators' duties, the requisite report has been submitted to the Insolvency Service. All information contained in the report is strictly confidential and the Joint Liquidators are not permitted to divulge details of their report to the Insolvency Service.
- 4.3** Investigations are now complete and there is no prospect of a recovery.
- 4.4** Although these investigations have not generated any financial benefit to creditors, it was necessary to incur the costs in carrying out this work in order for the Joint Liquidators to meet their statutory and regulatory requirements.

- 4.5 Although creditors were invited to provide any relevant information to the Joint Administrators, they are invited similarly to provide to the Joint Liquidators information on any concerns regarding the way in which the Company's business has been conducted and on potential recoveries for the estate.

5. The Joint Liquidators' Remuneration

- 5.1 In accordance with the Rules, the basis of remuneration as agreed in the Administration applies in the liquidation. As reported in their Final Report, the Joint Administrators' fees had been fixed by reference to the time properly given by the Joint Administrators and their staff. Consequently, this basis applies similarly to the Joint Liquidators' remuneration and the Joint Liquidators' fees estimate as approved on 25 November 2019 applies.
- 5.2 A breakdown of the time costs between the grades of staff allocated to the administration of this matter is detailed in **Appendix IV**. The charge out rates of the Joint Liquidators and their staff are detailed in **Appendix V**. During the Review Period, time costs totalling £19,255 have been incurred.
- 5.3 The attached breakdown shows that a significant proportion of the time costs incurred relate to the statutory and general administration of the liquidation. Whilst 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 liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards.
- 5.4 The remuneration anticipated to be charged by the Joint Liquidators (i.e. the total time costs anticipated to be incurred by the Joint Liquidators and their staff to conclusion of the liquidation) is unlikely to exceed the fees estimate
- 5.5 Creditors may access a Guide to Liquidators' Fees at <http://panel.sfpgroup.com> or a hard copy will be provided on request.

6. The Joint Liquidators' Expenses

- 6.1 As advised in the Joint Administrators' Final Report, any remuneration and expenses of the Joint Administrators, including those payable to third parties, that remained unpaid were charged on and payable out of the funds and assets transferred to the Joint Liquidators' control. As detailed in the Joint Liquidators' Receipts and Payments Account attached at **Appendix III**.
- 6.2 Creditors may recall that the Joint Administrators' Final Report provided a breakdown of their time costs up to the date of the Final Report. That breakdown had excluded the time costs incurred in issuing the Final Report and in carrying out other minor tasks to close the Administration files. These time costs amounted to £5,890.50.
- 6.3 Creditors will note that details of expenses paid and incurred during the Review Period are provided in the Joint Liquidators' Receipts and Payments Account attached at **Appendix III**.
- 6.4 The Joint Administrators had been authorised to draw, from the funds held in the insolvent estate, their firm's disbursements calculated on the bases described in **Appendix V**. During the Administration, creditors also resolved that the fees and costs of SFP Property, as described also

in **Appendix V**, may be paid from the funds held in the insolvent estate. In accordance with SIP9, these authorisations apply similarly to the Joint Liquidators.

6.5 When instructing third parties to provide specialist advice and services, the Joint Liquidators must 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. SFP maintains an approved supplier list and reviews these annually to ensure best value. Before instructing specialists on an assignment, the Joint Liquidator assesses whether the instruction is warranted and which approved supplier is appropriate. If the Joint Liquidator prefers to use a specialist that is not on the approved supplier list, that specialist undergoes an assessment process to ensure that best value and service is anticipated. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to the insolvency appointment. Periodically throughout the liquidation, the performance and fees of the specialists are reviewed to assess the value and service provided. The processes were formalised after the current Insolvency Code of Ethics came into force on 1 May 2020.

6.6 The expenses anticipated to be incurred to conclusion of the liquidation are unlikely to exceed the details given to creditors along with the Joint Liquidators' fee proposal dated 4 November 2019.

7. Creditors

7.1 During the Review Period, the following main tasks in this category have been carried out:

- 7.1.1** responding to creditors' queries and logging their claims and supporting information; and
- 7.1.2** maintaining the database as regards creditors' contact details and claims.

7.2 In addition, in order to progress a dividend to non-preferential unsecured creditors, the following material work has been undertaken:

- 7.2.1** claims were reviewed in the Review Period but adjudication has commenced since the date of this report.

7.3 Time has been spent in dealing with creditors and particularly in responding to certain creditors' queries and requests for further information. Although much of this work has had no direct financial benefit to creditors, it is the Joint Liquidators' duty to respond to creditors' reasonable queries.

7.4 No preferential claims have been received and none are anticipated.

7.5 Please note that a Notice of Intended Dividend has been recently issued. Once the Notice of Intended Dividend has expired the Joint Liquidators will progress with a first and final distribution to non-preferential unsecured creditors. A proof of debt form is attached at **Appendix VI**.

8. Conclusion

8.1 At present, the main activities remaining to be done are:

- 8.1.1** adjudication of claims and declaration of a dividend;
- 8.1.2** payment to the Insolvency Service of any uncleared dividend cheques after six months;
- 8.1.3** pursuit of clearance from the relevant government departments and the submission of a final account to members, creditors and the Registrar of Companies.

- 8.2** The Joint Liquidators will issue a further progress report, which will provide an update on all matters described above that are yet to be concluded, shortly after the next anniversary of the appointment, or when they are in a position to conclude the winding up, if that is sooner.
- 8.3** Should you have any questions or queries regarding this report, please contact the Administrator dealing with this matter, Max Edmonds, on 020 7538 2222 or by email on enquiries@sfpgroup.com.

Dated 24 November 2020



Simon Plant
Joint Liquidator

Blue Yeti Limited (In Liquidation)

Progress Report to Members and Creditors

APPENDIX I

- **Definitions**

DEFINITIONS

Parties instructed to assist with the Liquidation

GTC	GTC Appraisals
PDT	PDT Solicitors
SFP Property	SFP Property Limited

Other Parties

The Company	Blue Yeti Limited
The Directors	Kevin Ashford, Ketan Bakrania, Amela Menkovic, Lee Watson
The Joint Liquidators	Simon Franklin Plant and Daniel Plant
Bibby	Bibby Financial Services Limited
The Trading Premises	Second Floor, Room B, 25 St Nicholas Place, Leicester, Leicestershire, LE1 4LD
Lloyds	Lloyds Bank Commercial Finance
RPO	Redundancy Payments Office
HMRC	HM Revenue & Customs
The Court	High Court of Justice
Ms Menkovic	Amela Menkovic

References to Statutory and other Regulatory Provisions and Documents

The Act	The Insolvency Act 1986
The Rules	The Insolvency Rules 1986 or the Insolvency (England & Wales) Rules 2016 (whichever applied at the time of the event described)
TUPE	The Transfer of Undertakings (Protection of Employment) Regulations
CDDA	Company Directors Disqualification Act 1986
SIP	Statement of Insolvency Practice
CVA	Company Voluntary Arrangement
CVL	Creditors' Voluntary Liquidation
The Statement of Affairs	Estimated Statement of Affairs as at the date that the Company was placed into Administration
The Final Report	The Joint Administrators' final progress report issued when the Company moved from

Blue Yeti Limited (In Liquidation)

Progress Report to Members and Creditors

APPENDIX II

- **Statutory Information**

STATUTORY INFORMATION

Blue Yeti Limited (In Liquidation)

Company Number: 07855552

Registered Office: 9 Ensign House
Admirals Way
Marsh Wall
Docklands
London
E14 9XQ

Date of Appointment: 30 September 2019

Joint Liquidators: Simon Franklin Plant and Daniel Plant
SFP
9 Ensign House
Admirals Way
Marsh Wall
London
E14 9XQ

Creditors' Rights to Further Information and Challenge:

Rule 18.9 of the Insolvency (England & Wales) Rules 2016: Within 21 days of receipt of a progress report, a creditor may request the Liquidator to provide further information about the remuneration and expenses set out in the report. A request must be in writing and may be made by either a secured creditor, or by an unsecured creditor with the concurrence of at least 5% in value of unsecured creditors or the permission of the court.

Rule 18.34 of the Insolvency (England & Wales) Rules 2016: Any secured creditor, or any unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors, or with the permission of the Court, may apply to the Court on the grounds that the remuneration or other expenses are excessive. Any such application must be made no later than 8 weeks after receipt of the relevant report.

Blue Yeti Limited (In Liquidation)

Progress Report to Members and Creditors

APPENDIX III

- **Joint Liquidators' Receipts and Payments Account**

Blue Yeti Limited
(In Liquidation)

JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT
FOR THE PERIOD FROM 30 SEPTEMBER 2019 TO 29 SEPTEMBER 2020

	Notes	Estimated outcome statement		From 30/09/19 to 29/09/20
RECEIPTS		£		£
Balance Transferred from Administration		147,294.36		147,294.36
Book Debts		81,775.00		44,442.90
Bank Interest		-		320.94
TOTAL RECEIPTS		229,069.36		192,058.20
		Joint Liquidators' Fees and Expenses Estimates	Expenses incurred (whether or not paid)	Payments made
			From 30/09/19 to 29/09/20	From 30/09/19 to 29/09/20
PAYMENTS / EXPENSES		£	£	£
Surplus Joint Administrators' Fees	1	-	12,570.50	10,000.00
Surplus Joint Administrators' Expenses	1	-	1,668.00	400.00
Joint Liquidators' Fees		37,000.00	19,255.00	-
Joint Liquidators' Category 1 Disbursements		400.00	10.69	-
Joint Liquidators' Category 2 Disbursements		100.00	-	-
Debt Collection Costs		Uncertain	-	-
Statutory Advertising		264.00	87.48	87.48
				-
TOTAL PAYMENTS / EXPENSES		37,764.00	33,591.67	10,487.48
BALANCE IN HAND				181,570.72
REPRESENTED BY				
Interest Bearing Current Account				181,513.22
VAT Receivable				57.50
BALANCE IN HAND				181,570.72

NOTES TO THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT

Notes

Blue Yeti Limited (In Liquidation)

Progress Report to Members and Creditors

APPENDIX IV

- **Breakdown of SFP's Time Costs**



BLUE YETI LIMITED (IN LIQUIDATION)

SUMMARY OF TIME INCURRED FOR THE PERIOD 30 SEPTEMBER 2019 TO 29 SEPTEMBER 2020

	Time spent over the period under review 30 SEPTEMBER 2019 TO 29 SEPTEMBER 2020						Total Time spent 30 SEPTEMBER 2019 TO 29 SEPTEMBER 2020			
CLASSIFICATION OF WORK FUNCTION	Directors (all)	Managers (all)	Administrators (all)	Assistant	Total Hours incurred	Total Costs £	Total hours incurred	Average rate £/hour	Total Costs £	Total per fees estimate £
Statutory and General Administration	4.60	0.30	17.90	1.30	24.10	6,726.50	24.10	279.11	6,726.50	20000.00
Investigations	6.30	9.40	2.90	0.50	19.10	6,620.00	19.10	346.60	6,620.00	5000.00
Realisation of assets	1.00	1.70	11.60	0.00	14.30	3,351.00	14.30	234.34	3,351.00	6000.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors and Members	1.60	0.00	7.50	0.00	9.10	2,557.50	9.10	281.04	2,557.50	7000.00
Total	13.50	11.40	39.90	1.80	66.60	19,255.00	66.60	289.11	19,255.00	38,000.00
Average rate per fees estimate (£/hour)										250.00

Fees drawn on account 0.00

See Appendix for Summary Charge Out Rates for staff

Blue Yeti Limited (In Liquidation)

Progress Report to Members and Creditors

APPENDIX V

- **SFP's Charge-out Rates and Bases of Expenses**

Charge-out rates for office holders and their staff and bases of calculation of associated expenses

Time costs of office holders and their staff are recorded in 6-minute units at the charge-out rates shown. The office holders may be assisted by self-employed individuals engaged to fill temporary or infrequent gaps in the firm's permanent staff resources. Such individuals operate in a manner similar to other members of staff and their time spent on case administration is recorded at whichever rate shown here is appropriate to the role they perform.

These rates are reviewed periodically and are subject to inflationary or other adjustments. Up-to-date schedules of charge-out rates will be provided in all future reports.

For further information regarding fees, please download the relevant Guide at <http://panel.sfpgroup.com/> or a hard copy will be provided on request.

Further information regarding insolvency processes in general is available at www.creditorinsolvencyguide.co.uk

SFP Restructuring Limited	
Grade	Rate £/hr
Director 2	550
Director 1	500
Associate Director	450
Senior Manager 2	375
Senior Manager 1	350
Manager 2	325
Manager 1	300
Assistant Manager	275
Senior Administrator 2	260
Senior Administrator 1	240
Administrator 2	200
Administrator 1	175
Assistant	125
Data Store Administrator	75

SIP9 provides definitions of Category 1 and 2 disbursements. These definitions have been extended, as set out below, to include expenses that are discharged directly from the insolvent estate.

Category 1 Expenses

Category 1 expenses are costs that can be specifically identified as relating to the administration of the case. These are charged to the estate at cost with no uplift. These include, but are not limited to, such items as advertising, bonding and other insurance premiums and properly reimbursed expenses. Postage directly incurred on the case is also charged at cost as a Category 1 expense. Legislation provides that office holders may discharge Category 1 expenses from the funds held in the insolvent estate without further recourse to creditors.

Category 2 Expenses

Category 2 expenses are costs that are also directly referable to the appointment in question but not to a payment to an independent third party. Payments may only be made in relation to Category 2 expenses after the relevant creditors (or committee) have approved the bases of their calculation. Set out below are the bases of the office holders' expenses in this category.

<u>Stationery / Photocopying – standard charge</u>		<u>Stationery / Photocopying – exceptional charge</u>		<u>Mileage</u>	
A single charge will be made to cover the initial mail-out to creditors and members. The charge therefore is dependent upon the type of insolvency and the number of creditors and members.		In the event that an exceptional circular (i.e. not including expected circulars such as notices of appointment) is sent to at least 100 recipients, it will be charged on the following basis.		(Note: if, as an alternative to using the pool or personal car, public transport is used, the costs will be charged as a Category 1 disbursement.)	
	Charge per creditor / member (£)		Per page / envelope (£)		Per mile (£)
Administration ("ADM")	0.24	1 page of headed paper	0.12	Pool car	1.10
CVL (following ADM)	0.16	1 page of continuation paper	0.10	Director's / staff's	
CVL (not following ADM)	0.20	1 page of photocopying paper	0.02	personal car	0.45
CVA	0.20	Envelopes (all sizes)	0.10	Additional cost for	
Compulsory Liquidation (note: only creditors charged)	0.22			each passenger	
Bankruptcy	0.22			in colleague's	
				personal car	0.05

Category 2 Expenses (continued)			
Charges for Record Archiving		SFP Property Limited	
<p>In most cases, the office holders' staff arrange for collection of the company's books and records and create an inventory. The records are then delivered to the storage facilities of an independent agent, who will then be responsible for the records' ongoing storage, responding to retrieval requests and the records' eventual destruction (usually 12 months after the company's dissolution). SFP charges on the following bases (exclusive of staff time costs and the costs of the independent agents):</p>		<p>SFP Property Limited is an entity associated with the office holders. Time is charged on 6-minute units at the rates listed below.</p>	
	<u>Charge</u>	<u>Grade</u>	<u>Rate £/hr</u>
Provision of archive boxes	£5 per box	Director	350
Retrieval costs from site	£1.10 per mile	Senior Manager 2	275
Same Day Delivery (up to 10 items)	£22.50	Senior Manager 1	250
Per item thereafter	£1.50	Manager 2	225
Delivery to third party offices (up to 10 items)	£15.00	Manager 1	200
Per item thereafter	£1.50	Senior Administrator 2	175
		Senior Administrator 1	155
		Administrator 2	135
		Administrator 1	115
		Assistant	100
		<p>SFP Property Limited may also incur direct expenses, such as Land Registry fees, which will be charged to the insolvent estate at cost.</p>	

Blue Yeti Limited (In Liquidation)

Progress Report to Members and Creditors

APPENDIX VI

- **Proof of Debt form**

PROOF OF DEBT - GENERAL FORM

Blue Yeti Limited (in Liquidation)

Date of Liquidation: 30 September 2019

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 £
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