

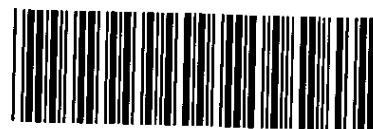
# AM23

## Notice of move from administration to dissolution



Companies House

THURSDAY



A28 \*A88IAEKK\* 27/06/2019 #193  
COMPANIES HOUSE

### 1 Company details

Company number 0 7 9 9 0 1 0 1

Company name in full Loop Photography Limited

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

### 2 Court details

Court name Manchester High Court

Court number 2 7 3 0 2 0 1 8

### 3 Administrator's name

Full forename(s) Claire L

Surname Dwyer

### 4 Administrator's address

Building name/number 4 The Stables

Street Wilmslow Road

Post town Didsbury

County/Region Manchester

Postcode M 2 0 5 P G

Country

AM23

Notice of move from administration to dissolution

**5 Administrator's name <sup>①</sup>**

Full forename(s)

Surname

**① Other administrator**

Use this section to tell us about another administrator.

**6 Administrator's address <sup>②</sup>**

Building name/number

Street

Post town

County/Region

Postcode

Country

**② Other administrator**

Use this section to tell us about another administrator.

**7 Final progress report**

☒ I have attached a copy of the final progress report

**8 Sign and date**

Administrator's  
signature

Signature

x

C) WME

x

Signature date

<sup>d</sup>

<sup>d</sup>

2 6

<sup>m</sup>

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2 0 1 9

**Loop Photography Limited**  
**(In Administration)**  
**Administrator's Summary of Receipts & Payments**

Statement of Affairs £		From 13/08/2018 To 26/06/2019 £	From 13/08/2018 To 26/06/2019 £
	<b>SECURED CREDITORS</b>		
(54,918.00)	GNR Corporation Limited	21,255.74	21,255.74
		(21,255.74)	(21,255.74)
	<b>ASSET REALISATIONS</b>		
20,179.79	Book Debts	21,613.79	21,613.79
31,000.00	Cash at Bank-HSBC Bank plc	32,527.24	32,527.24
26,000.00	Furniture & Equipment	26,000.00	26,000.00
		80,141.03	80,141.03
	<b>COST OF REALISATIONS</b>		
	Administrator's Fees	25,000.00	25,000.00
	Agent's Fees	6,000.00	6,000.00
	Bordereau Insurance	420.00	420.00
	Computer wiping (GDPR)	281.00	281.00
	Copying	92.10	92.10
	Insurance of Assets	280.00	280.00
	JLD PreAppt Fees	5,000.00	5,000.00
	Legal Disbursements	130.40	130.40
	Legal Fees	4,869.60	4,869.60
	Postage	82.44	82.44
	Statutory Advertising	140.00	140.00
		(42,295.54)	(42,295.54)
	<b>PREFERENTIAL CREDITORS</b>		
	Employees (Pref)	1,197.92	1,197.92
	Redundancy Payments Service (Pref)	6,327.90	6,327.90
(8,317.30)	Unpaid Wages & Holiday Pay	NIL	NIL
		(7,525.82)	(7,525.82)
	<b>UNSECURED CREDITORS</b>		
NIL	HMRC - CT	NIL	NIL
(2,854.14)	HMRC - PAYE, NICs	NIL	NIL
(8,778.00)	HMRC - VAT	NIL	NIL
	Prescribed Part distribution	9,063.93	9,063.93
(26,519.01)	Redundancy Pay & Notice Pay	NIL	NIL
(128,677.17)	Trade & Expense Creditors	NIL	NIL
(1,234.62)	Unpaid Wages	NIL	NIL
		(9,063.93)	(9,063.93)
	<b>DISTRIBUTIONS</b>		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(154,218.45)</b>		<b>0.00</b>	<b>0.00</b>
	<b>REPRESENTED BY</b>		
	Trade Creditors		(3,020.34)
	Vat Receivable		3,020.34
			<b>NIL</b>

  
Claire L Dwyer  
Administrator

**Manchester High Court**

**No. 2730 of 2018**

**Loop Photography Limited - In Administration**

**The Administrators Final Progress Report to 26 June 2019**

**Claire L Dwyer  
Jones Lowndes Dwyer LLP  
4 The Stables, Wilmslow Road, Didsbury, Manchester, M20 5PG  
0161 438 8555  
notices@jldlp.co.uk**

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.

Claire L Dwyer was appointed Administrator of Loop Photography Limited on 13 August 2018. The affairs, business and property of the Company are managed by the Administrator. The Administrator acts as agent of the Company and contracts without personal liability.

**Contents**

1. Executive Summary
2. The Progress of the Administration
3. Creditors: Claims and Distributions
4. Investigations
5. The Administrators Fees and Expenses
6. The Outcome of the Administration

**Appendices**

- I. Statutory Information and Definitions
- II. Summary of the Administrators Proposals as Approved
- III. The Administrators Receipts and Payments Account
- IV. Bases of Disbursements
- V. Details of Work Undertaken

## **1. EXECUTIVE SUMMARY**

This report describes the progress since the last progress report ("the Review Period") as well as summarising the progress of the Administration as a whole.

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

### **Asset realisations**

<b>Asset</b>	<b>Estimated to realise per Statement of Affairs £</b>	<b>Total Realisations £</b>
Furniture and Equipment	26,000	26,000
Book debts	20,180	21,614
Cash at bank	31,000	32,527
	<b>77,180</b>	<b>80,141</b>

### **Expenses**

<b>Expense</b>	<b>Estimated per Proposal's Estimated Outcome Statement £</b>	<b>Total expense paid £</b>
Pre-appointment fees	5,000	5,000
Administrators fees	25,000	25,000
Bordereau insurance	420	420
Agents fees	6,000	6,000
Legal fees	5,000	4,870
Legal disbursements	N/A	130
Computer wiping (GDPR)	281	281
Postage and copying	250	174
Advertising	140	140
Insurance of assets	280	280
	<b>42,371</b>	<b>42,295</b>

### **Dividends**

<b>Creditor class</b>	<b>Distribution / dividend paid in the Administration</b>
Secured creditor	38.7p/£ (£21,255.74)
Preferential creditors	100p/£ (£7,525.82)
Unsecured creditors	5.38p/£ (£9,063.93)

### **Outcome of the Administration**

It had been envisaged that the second Administration objective would be achieved, namely that there would be a better result for creditors as a whole than would be likely if the Company were wound up (without first being in Administration). This report explains how this Administration objective was achieved.

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The Administrator is now in the process of filing Notice of the Move to Dissolution, which will bring her office and the Administration to an end.

## **2. THE PROGRESS OF THE ADMINISTRATION**

### **1.1 The Administrators final receipts and payments account**

Attached at Appendix III is a receipts and payments account covering the period from 13 August 2018 to 26 June 2019.

In this section, we have summarised the main asset realisations during the Review Period and in the Administration as a whole, together with details of the associated costs incurred. For a detailed list of work undertaken by the Administrator as a whole, see Appendix V.

### **1.2 Administration (including statutory reporting)**

The Administrator has 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 administration, which has ensured that the Administrators and her staff have carried out the work to high professional standards.

Primarily, these tasks have included:

- Informing all relevant persons of the commencement of the Administration, including filing statutory documents at Companies House and meeting statutory advertising requirements;
- Issuing the Administrators Proposals, seeking relevant creditors' approvals and issuing notice of the outcome;
- Drafting and issuing the progress report to creditors;
- Considering which exit route from Administration is appropriate and drafting this final report;
- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining case files, which must include records to show and explain the administration and any decisions made by the Administrator that materially affects the administration;
- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure that the administration is progressing efficiently, effectively and in line with the statutory requirements;
- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments; and
- Completing periodic tax returns.

### **1.3 Trading**

The Administrator has not traded the business.

### **1.4 Realisation of assets**

As previously advised, following a marketing exercise and the receipt of two offers, Sanderson Weatherall (the Agents instructed by the Administrator) concluded that Evove Photography Ltd's offer was very likely to represent the best net realisation for the asset and they recommended to the Administrator that the offer be accepted.

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Consequently, a sale and purchase agreement was entered into and the Company's unencumbered physical assets were sold to Evoke Photography Ltd on 20 August 2018 on for £26,000 (exclusive of any VAT). Evoke Photography Ltd is a connected Company by virtue of common Directors. As the purchase was being funded by the Directors personal funds personal guarantees were obtained from Heidi Lunt and Angela Foley, Directors of Loop Photography Limited and Evoke Photography Ltd.

The initial consideration of £16,000 plus VAT was received on 20 August 2017 and the remaining £10,000 plus VAT was received in accordance with the agreement.

On the Administrators appointment, the value of the Company's sales ledger was £24,517.79. The Administrator has wrote to the Company's debtors. To date the sum of £21,613.79 has been realised. No further realisations are anticipated.

The Company had cash at bank which was estimated at £31,000. Of this sum £18,970 was transferred to the Administrator on appointment, and a further net £13,557.24 was received, totalling £32,527.24.

### **1.5 Costs incurred but remaining unpaid**

No costs have been incurred but remain unpaid.

## **3. CREDITORS: CLAIMS AND DISTRIBUTIONS**

### **2.1 Secured creditors**

The Company granted a fixed and floating charge to GNR Corporation Limited on 5 July 2016 who was owed £54,918.00 on appointment. During the Review Period, the Administrators' legal advisors, Shoosmiths LLP, have confirmed the validity of the charge.

No distribution was made under its fixed charge.

A distribution of £21,255.74 was distributed under its floating charge.

### **2.2 Preferential creditors**

The Administrator and her staff have assisted employees to obtain payment from the Redundancy Payments Office.

Preferential claims relating to unpaid holiday pay and wage arrears were estimated at £8,317.30 in the Director's Estimated Statement of Affairs. During the Review Period, the Administrator agreed these claims at £7,525.82, and a dividend of 100p in the £ was paid to preferential creditors on 13 November 2018.

### **2.3 Prescribed Part**

The receipts and payments account at Appendix III states the amount paid to unsecured creditors by virtue of the application of the prescribed part

### **2.4 Unsecured creditors**

Unsecured claims were estimated at £168,062.94 in the Director's Estimated Statement of Affairs. A dividend of 5.38p in the £ in relation to the prescribed part was paid on 19 March 2019 to unsecured creditors whose claims totalled £168,324.02.

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#### **4. INVESTIGATIONS**

As part of the Administrators statutory duties, an investigation into the conduct of the Company Directors was completed.

In this regard, a confidential report was submitted to The Insolvency Service on 18 October 2018.

##### **3.1 Initial Assessment of Potential Recoveries**

As part of my duties as Administrator, I reviewed shortly after appointment all the information available to me and conducted an initial assessment of whether there were any matters which may have led to any recoveries for the benefit of creditors.

I confirm that I did not identify any further assets or actions which would lead to a recovery for creditors.

#### **4. THE ADMINISTRATORS FEES AND EXPENSES**

##### **4.1 Pre-Administration Costs**

Included within the Administrators Proposals was a Statement of Pre-Administration Costs.

These costs were approved as detailed below on 24 September 2018:

	£
Jones Lowndes Dwyer LLP's fees	5,000
Jones Lowndes Dwyer LLP's disbursements	0
Agents' costs	3,500
Solicitors' fees and disbursements	3,000

##### **4.2 The Administrators Fees**

The basis of the Administrators fees was fixed on 24 September 2018 by the secured and preferential creditors as follows:

"That the Administrators fees be fixed at £25,000 plus VAT"

"A Creditors' Guide to Administrators' Remuneration" is available for download at [www.r3.org.uk](http://www.r3.org.uk).

Should you require a paper copy, please send your request in writing to the Administrator at the address on the front of this report and this will be provided to you at no cost.

##### **4.3 Comparison of estimates**

The expenses incurred to date are compared with the original expenses estimate as follows:

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## Loop Photography Limited - In Administration

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate) / Comments
Legal costs	5,000	0	5,000	N/A
Agents' and valuers' costs	6,000	0	6,000	N/A
Advertising	140	70	140	N/A
Insurance	280	0	280	N/A
Bonding	420	0	420	N/A
Data wiping computers	281	1	281	N/A
Postage	70	15	82	Error in estimate
Photocopying	180	16	92	N/A
<b>TOTAL</b>	<b>12,371</b>	<b>101</b>	<b>12,295</b>	

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in Appendix IV.

As can be seen above the original expenses estimate has not been exceeded.

#### 4.4 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 Administrator to provide additional information regarding fees or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

#### 4.5 Creditors' right to challenge fees 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 fees which the Administrator is 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 fees and/or expenses being complained of.

Please note that such challenges may not disturb fees or expenses (whether or not discharged from the estate) disclosed in prior progress reports.

### 5. THE OUTCOME OF THE ADMINISTRATION

#### 5.1. Comparison of the outcome with the Administrators Proposals

Attached at Appendix II is a summary of the Administrators Proposals as approved.

It had been envisaged that the second Administration objective would be achieved, namely that there would be a better result for creditors as a whole than would be likely if the

## Loop Photography Limited - In Administration

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Company were wound up (without first being in Administration). As described above, it can be seen that this Administration objective was achieved.

The Administrator is now in the process of filing Notice of the Move to Dissolution, which will bring her office and the Administration to an end.

If you require any further information please contact Ian Jones on 0161 438 8555.



C L Dwyer  
Administrator

**LOOP PHOTOGRAPHY LIMITED - IN ADMINISTRATION****STATUTORY INFORMATION**

Company Name	Loop Photography Limited
Previous Names	
Proceedings	In Administration
Court	Manchester High Court
Court Reference	2730 of 2018
Date of Appointment	13 August 2018
Administrator	Claire L Dwyer Jones Lowndes Dwyer LLP 4 The Stables, Wilmslow Road, Didsbury, Manchester, , M20 5PG
Registered office Address	c/o Jones Lowndes Dwyer LLP 4 The Stables, Wilmslow Road, Didsbury, Manchester, , M20 5PG
Company Number	07990101
Appointment by	Directors

**DEFINITIONS**

The Act	Insolvency Act 1986
The Rules	Insolvency Rules 1986 or Insolvency (England & Wales) Rules 2016 (whichever applied at the time of the event)
The Administrator	Claire L Dwyer of Jones Lowndes Dwyer LLP
The Company	Loop Photography Limited (in Administration)
The Court	Manchester High Court
SIP	Statement of Insolvency Practice
Review Period	Period covered by the report from 13 February 2019 to 26 June 2019

**LOOP PHOTOGRAPHY LIMITED - IN ADMINISTRATION****SUMMARY OF THE ADMINISTRATORS PROPOSALS, AS APPROVED**

In order to achieve the purpose of the Administration, the Administrator formally proposes to creditors that:

- the Administrator continues to manage the business, affairs and property of the Company in order to achieve the purpose of the Administration, in particular that:
    - (i) she collect the deferred sale consideration in relation to the sale of the Company's assets;
    - (ii) she investigate and, if appropriate, pursue any claims that the Company may have against any person, firm or company, whether in contract or otherwise, including any officer or former officer of the Company or any person, firm or company that supplies or has supplied goods or services to the Company; and
    - (iii) she do all such things and generally exercise all her powers as Administrator as she considers desirable or expedient at her discretion in order to achieve the purpose of the Administration or protect and preserve the assets of the Company or maximise the realisations of those assets, or of any purpose incidental to these activities.
  - the Administrator make distributions to any secured or preferential creditors in accordance with Paragraph 65 of Schedule B1 of the Act. Further, she may make a distribution to unsecured creditors, in accordance with the prescribed part provisions.
  - the Administrator ends the Administration in one of the following ways, appropriate to the circumstances of the case at the time:
    - (i) In the event that there is no remaining property that might permit a distribution to the Company's creditors, she shall file a notice of dissolution of the Company pursuant to Paragraph 84 of Schedule B1 of the Act; or
    - (ii) However, in the unlikely event that the Administrator thinks that a distribution will be made to unsecured creditors (and she has not sought the court's permission, and as otherwise unable, to pay the distribution whilst the Company is in Administration), she shall send to the registrar of companies notice to move the Company from Administration to Creditors' Voluntary Liquidation. In such circumstances, Claire L Dwyer will be appointed Liquidator. Creditors may nominate a different person or persons as the proposed liquidator or liquidators in accordance with Paragraph 83(7)(a) of Schedule B1 of the Act and Rule 3.60(6)(b) of the Rules, but they must make the nomination or nominations at any time after they receive the Statement of Proposals, but before it is approved. Information about the process of approval of the Statement of Proposals is set out at Section 8; or
    - (iii) Alternatively, and should there be no likely funds to distribute to unsecured creditors, the Administrator may seek to place the Company into Compulsory Liquidation in order to bring proceedings that only a Liquidator may commence for the benefit of the estate. In such circumstances, Claire L Dwyer may ask the court that she be appointed Liquidator.
-

## LOOP PHOTOGRAPHY LIMITED - IN ADMINISTRATION

## THE ADMINISTRATORS FINAL RECEIPTS AND PAYMENTS ACCOUNT

	Per Statement of Affairs £	Period £	Total Receipts/ Payments £
<b>Receipts</b>			
Furniture and Equipment	26,000	26,000	26,000
Book debts	20,180	21,614	21,614
Cash at bank	31,000	32,527	32,527
	<b>77,180</b>	<b>80,141</b>	<b>80,141</b>
<b>Payments</b>			
Pre-appointment fees	(5,000)	0	(5,000)
Administrators fees	(25,000)	(15,000)	(25,000)
Bordereau insurance	(420)	0	(420)
Agents fees	(6,000)	0	(6,000)
Legal fees	(5,000)	0	(4,870)
Legal disbursements	N/A	0	(130)
Computer wiping (GDPR)	(281)	0	(281)
Postage and copying	(250)	(32)	(175)
Advertising	(140)	(70)	(140)
Insurance of Assets	(280)	0	(280)
	<b>(42,371)</b>	<b>(15,102)</b>	<b>(42,296)</b>
Floating Charge creditor		(21,256)	(21,255)
Preferential creditors		0	(7,526)
Prescribed part distribution*		(9,604)	(9,064)
<b>Balance</b>			<b>0</b>

\* The total sum of £9,063.93 was distributed, which represents 5.38p in the £ on claims totaling £168,324.02. This dividend was paid from the prescribed part in the sum of £9,063.93

## LOOP PHOTOGRAPHY LIMITED - IN ADMINISTRATION

### THE ADMINISTRATORS BASES OF CATEGORY 2 DISBURSEMENTS

#### **Disbursement Policy**

My expenses may be divided into two categories.

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. Legislation provides that liquidators may discharge Category 1 expenses from the funds held in the insolvent estate without further recourse to creditors.

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 creditors have approved the bases of their calculation.

Category 2 disbursements were approved as follows:

- Photocopying at 10p per sheet copied (only charged for circulars to creditors or for exceptional amounts of copying)
  - Mileage, at a maximum of 50p per mile (up to 2,000 cc) or 70p per mile (over 2,000cc).
-

## LOOP PHOTOGRAPHY LIMITED - IN ADMINISTRATION

## DETAILED LIST OF WORK UNDERTAKEN BY THE ADMINISTRATOR

General Description	Includes
<b>Administration (including statutory reporting)</b>	
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	Opening and closing accounts Requesting bank statements 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
Books and records / storage	Dealing with records in storage Sending case files to storage
Creditor reports	Preparing proposal, six monthly progress reports, fee authority report to secured and preferential creditors (where appropriate), conversion to CVL (where appropriate) and final report Seeking extension via creditors (where appropriate)
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
<b>Investigations</b>	
SIP 2 Review	Collection, and making an inventory, of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reviewing company's books and records Review of specific transactions and liaising with directors regarding certain transactions



<b>General Description</b>	<b>Includes</b>
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with the Insolvency Service Submission of report to the Insolvency Service Preparation and submission of supplementary report (if required) Assisting the Insolvency Service with its investigations
<b>Realisation of Assets</b>	
Sale of Assets	Instructing and liaising with agents Preparing an information memorandum Liaising with potential purchasers Assessment and review of offers received Negotiating with intended purchaser Liaising with secured creditors and seeking releases Exchanges with solicitors to agree sale and purchase agreement Surrender of lease (where appropriate) Pursuing deferred sale consideration
Debtors and retentions	Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Dealing with disputes, including communicating with directors/former staff
Bank account	Chasing bank for closure of account
<b>Trading</b>	N/A
<b>Creditors (claims and distribution)</b>	
Creditor communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator
Dealing with proofs of debt ('POD')	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
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 Seeking solicitors' advice on the validity of secured creditors' claims and other complex claims
Distribution procedures	Agreeing allocation of realisations and costs between fixed and floating charges Paying distribution to secured creditors Preparation of correspondence to creditors advising of intention to declare distribution Advertisement of notice of intended distribution Preparation of distribution calculation Preparation of correspondence to creditors announcing

General Description	Includes
	declaration of distribution Preparation of cheques to pay distribution Preparation of correspondence to creditors enclosing payment of distribution Seeking unique tax reference from HMRC, submitting information on PAYE/NI deductions from employee distributions and paying over to HMRC

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Notice of move from administration to dissolution



### 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 **Claire L Dwyer**

Company name **Jones Lowndes Dwyer LLP**

Address  
**4 The Stables  
Wilmslow Road**

Post town **Didsbury**

County/Region **Manchester,**

Postcode **M 2 0 5 P G**

Country

DX

Telephone **0161 438 8555**



### 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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.gov.uk/companieshouse)**