

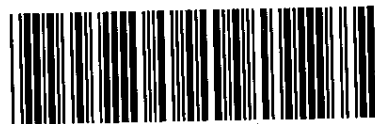
# LIQ03

## Notice of progress report in voluntary winding up



Companies House

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14/04/2018

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COMPANIES HOUSE

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### 1 Company details

Company number 08012595  
Company name in full Advanced Ductwork Solutions Limited

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

### 2 Liquidator's name

Full forename(s) Michael  
Surname Wellard

### 3 Liquidator's address

Building name/number 40a Station Road  
Street Upminster  
Post town  
County/Region Essex  
Postcode RM14 2TR  
Country

### 4 Liquidator's name

Full forename(s) Darren  
Surname Edwards

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

### 5 Liquidator's address

Building name/number 40a Station Road  
Street Upminster  
Post town  
County/Region Essex  
Postcode RM14 2TR  
Country

● 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	2	2	0	2	2	0	1	7	
To date	2	1	0	2	2	0	1	8	

### 7 Progress report

	<input type="checkbox"/> The progress report is attached	
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### 8 Sign and date

Liquidator's signature	Signature <div style="text-align: center;">  </div>	
Signature date	<div style="display: flex; justify-content: space-around;"> <div>d d</div> <div>m m</div> <div>y y y y</div> </div> <div style="text-align: center;"> 1 3    0 4    2 0 1 8 </div>	

# 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.

Michael James Wellard

Aspect Plus Limited

40a Station Road

Upminster

Essex

Postcode

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DX

01708 300170



### 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)**

**IN THE MATTER OF**  
**ADVANCED DUCTWORK SOLUTIONS LIMITED - IN LIQUIDATION**  
**AND**  
**THE INSOLVENCY ACT 1986**

**THE LIQUIDATOR'S FIRST ANNUAL PROGRESS REPORT**  
**PURSUANT TO SECTION 104A OF THE INSOLVENCY ACT 1986**  
**FOR THE YEAR ENDED 21 FEBRUARY 2018**



Aspect Plus Limited  
40a Station Road  
Upminster  
Essex  
RM14 2TR

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**(a) Introduction**

*Advanced Ductwork Solutions Limited ("the Company") was placed into Liquidation by a Special Resolution of the members followed by a meeting of the creditors convened under Section 98 of the Insolvency Act 1986, on 22 February 2017. This report provides an update on the progress in the Liquidation for the year ended 21 February 2018.*

**(b) Statutory Information**

Company Name:	Advanced Ductwork Solutions Limited
Registered Office:	40a Station Road, Upminster, Essex, RM14 2TR
Company Number:	08012595
Trading Address:	Unit 61, Thames Industrial Park, Tilbury, Essex, RM18 5RH

**(c) Joint Liquidators' names and address**

Joint Liquidators' Names:	Darren Edwards and Michael Wellard
Joint Liquidators' Firm:	Aspect Plus Limited
Joint Liquidators' Address:	40a Station Road, Upminster, Essex, RM14 2TR
Appointment Date:	22 February 2017

**(d) Basis of Joint Liquidators' remuneration**

*Pre-appointment costs*

I can advise that a fixed fee of £4,000.00 plus VAT and disbursements and was approved at the first meeting of creditors. This fee relates to the assistance given to the Director of the Company in notifying and convening the members and creditors meetings under Section 98 of the Insolvency Act 1986 and the preparation of the Statement of Affairs and Director's report to creditors. This fee was paid from asset realisations.

*Basis of remuneration*

To date we have not sought the creditors approval for the basis of the Joint Administrators' fees and no post appointment fees have been drawn to date. We are seeking approval of these fees which are to be paid from asset realisations. Please see Section E below for further information.

In accordance with the provisions of Statement of Insolvency Practice 9 ("SIP 9"), a schedule of this firm's charge-out rates is attached at Appendix 3.

*Staff allocation and the use of subcontractors*

The general approach to this firm's resourcing of assignments is to allocate staff with the skills and experience to meet the specific requirements of the case. The constitution of the case team will usually consist of a Partner, Manager, Senior Administrator and an Administrator. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and additional staff may be allocated to meet the demands of the case. We have not utilised the services of any subcontractors in this case.

(e) **Joint Liquidators' remuneration**

We are seeking creditors' approval for fees by a written vote, and formal Notice of this decision can be found at Appendix 6. We are requesting approval of the following resolutions:

1. That a committee be established if sufficient nominations are received;
2. That the basis of the Joint Liquidators' fees be fixed by reference to the time properly given by the Joint Liquidators' and his staff in attending to matters as set out in the fees estimate, such time to be charged at the prevailing standard hourly charge out rates used by Aspect Plus Limited at the time when the work is performed;
3. That the Joint Liquidators' fees incurred to date of £17,937.80 and estimate of future fees to be incurred of £5,145.00 to closure are approved; and
4. That the Joint Liquidators' be authorised to draw funds on account of remuneration and disbursements fixed as above without further recourse to creditors.

Our covering letter attaches a Voting Form for Decisions by Correspondence, which should be returned within the prescribed deadline as set in form at Appendix 7.

*Time costs incurred to date*

This firm's time costs for the year under review are £17,937.80. This represents 99.52 hours at an average rate of £180.24 per hour. We attach at Appendix 2 a Time Analysis, which provides details of the activity during the year, analysed by staff grade.

We have not drawn any fees in respect of these time costs and fees will be limited to the level of assets realised.

Included in the work undertaken in the period of this report is the following:

- Dealing with creditors' enquiries both by correspondence and by telephone and noting their claims;
- Dealing with a former employee both by correspondence and by telephone and noting his claim;
- Carrying out all necessary investigations, including the examination of the company's statutory books and books of accounts and records in order to enable me to prepare and submit a Liquidator's report on the conduct of the directors pursuant to the requirements of the Company Directors Disqualification Act 1986;
- Correspondence with the Company's bankers, Barclays Bank Plc, which included investigations into possible antecedent transactions relating to the period prior to our appointment;
- Liaising with the Company's Director over the collection of the Company's book debts;
- Ascertaining the position regarding the overdrawn Loan Accounts.

- Instructing solicitors, Breeze & Wyles to provide advice and assistance in respect of Director/Shareholder overdrawn loan accounts;
- Instructing agents, SIA Group to provide a professional valuation and advice in respect of the Company's unencumbered assets;
- Corresponding with HM Revenue & Customs ("HMRC") regarding pre and post appointment VAT and Corporation Tax; and
- General statutory and administrative tasks.

*Estimate time costs to close*

Attached at Appendix 4 is an estimate of the Joint Liquidators' time costs to the close of the liquidation. This does not include the time costs incurred to date.

We estimate that our time costs to closure will be £5,145.00, which represents a further 24.00 hours at an average rate of £214.38 per hour.

*Guidance for creditors*

To view an explanatory note concerning Liquidators' remuneration issued by the Joint Insolvency Committee, please contact this office to arrange for a hard copy to be sent to you. Alternatively, you may view the guide to Liquidators' guide to fees online by copying the link below to your web browser:

<https://www.r3.org.uk/what-we-do/publications/professional/fees>

A copy of this firm's charge out rates and disbursement policy is attached at Appendix 3.

**(f) Joint Liquidators' expenses**

Costs incurred in the Liquidation are explained at Section H below in our comments on the Receipts and Payments Accounts

Category 2 disbursements have not been reconciled and no approval from creditors will be sought to recover such expenses.

Category 1 disbursements relate to specific expenditure directly referable to the Liquidation and paid to an independent third party, such as statutory advertising, storage costs and postage. We can advise that the sum of £338.40 has been incurred and paid in respect statutory advertising.

We can advise that this firm utilises an IT system in which to maintain records and information regarding the Liquidation. The IT provider for the use of this software charges a one off fee of £110.00 per case, which has been incurred and paid.

In addition to the above, we are required to obtain specific bond insurance, based on the level of realisations expected to be realised, as required by the Insolvency Practitioners Regulations 2005. This cost has been incurred in the sum of £105.00 and has been paid



This firm uses a commercial archiving company for storage facilities for the Company's records and papers. This is recharged at the rate of £5 per box per annum for storage and on a time costs basis at £37.50 per hour for contents listing together with a small charge to cover the administration costs of archiving and retrieval of documents. We are also required to keep our working papers for 6 years from the conclusion of the Liquidation.

To date, storage costs amount to £252.79.

**(g) Other professional costs**

**Agents & Valuers**

SIA Group was instructed on an informal basis as agents and valuers upon our appointment in relation to providing a desktop valuation and advice, in respect of the Company's motor vehicles.

As no realisation has been made and as the work carried out was relatively nominal, SIA Group have agreed not to charge any fees in this regard.

**Legal Advisers**

I can advise that Breeze & Wyles Solicitors were instructed to provide advice and assistance regarding potential claims against the Company's Director and shareholder for outstanding loan accounts.

The fees of Breeze & Wyles were agreed on a time cost basis. To date, cost of £1,500.00 plus VAT have been incurred and paid. Further cost at the date of this report total £2,724.00 plus Vat and disbursements in respect of dealing with the recovery of the *overdrawn loan accounts*.

**(h) Details of progress for the period under review**

According to the Statement of Affairs lodged in these proceedings, the assets of the company had an estimated value of £12,872.00, which principally comprised book debts, loan accounts and cash at bank.

**Book debts**

The Statement of Affairs indicated that the Company had a debtor ledger with a book value of £60,000. However, as a result of the resignation of the Company's book keeper the books and records had not been maintained and therefore an uncertain value was attributed to the outstanding book debt ledger.

Following our appointment, the Director reviewed the book debt ledger position in more detail in order that a collectable balance could be established. As a result, it was confirmed that the *estimated balance collectable totalled £15,552.39*.

The Director is assisting in the collection of the outstanding book debts on a commission basis as he has a better understanding of the debts collectable within the ledger. To date, only £1,826.23 has been realised in this regard and the remaining balance continues to be pursued by the Director. James Dalgarno has offered to assist in order to speed up the collection process.

Accordingly, this matter remains ongoing.

#### **Directors/Shareholders loan**

The Statement of Affairs stated that there were three outstanding loan accounts owed to the Company by Barry Martin, James Dalgarno and Ken Dalgarno, with book values of £51,0156, £18,057 and £100 respectively.

Following our appointment, the Ken Dalgarno Loan Account of £100 was written off as it was decided that it would not be economical to pursue the recovery of the same. *However, contact was made with Barry Martin and James Dalgarno who both disputed that any funds were owed to the Company.*

We can advise that Breeze & Wyles Solicitors were instructed to provide advice and assistance regarding the outstanding loan account of Barry Martin and they are currently in correspondence with his lawyer to recover the balance due to the Company.

With regard to James Dalgarno, the Director has agreed that any commission due to him from the collection of debts can be applied against the loan due from James Dalgarno. We will continue to monitor this position.

Therefore, these matters remain ongoing.

#### **Cash at bank**

The Statement of Affairs indicated that the Company had cash at bank with an estimated realisable value of £12,872. Following our appointment, the sum of £14,309.30 representing the credit balance held within the Company's bank account was received from Barclays Bank Plc.

#### **Motor Vehicle**

Following a review of the Company's last accounts to 31 May 2015 as part of our investigations, it was discovered that prior to our appointment the Director, Michael Dalgarno, had transferred a Company Vehicle to a connected company of which he is a Director in order to reduce a debt owed to them.

As a result of this transaction it was determined that that a preference had taken place and therefore the company, Strongduct Limited, who had received the benefit of this asset would have to return it or make an offer to retain it which they agreed to do.

Agents were instructed to value and negotiate the sale of the vehicle. However, upon inspection of the vehicle, it transpired that due to a hole in the engine no value could be attributed to it and therefore it was subsequently scrapped.

Accordingly, this asset has been written off and no assets realisation will be made in this regard.

#### **Receipts and payment during the period of this report**

A Receipts and Payments Account is attached at Appendix 1, which is further explained below. It should be noted that all figures in the Receipts and Payment Account are shown net of VAT.

Following is an explanation of some of the receipts and payments which have not been detailed elsewhere in this report.

*Bank interest gross*

Interest earned on the funds in hand amounts to £3.00.

*Preferential Creditors*

This payment relates to a preferential creditor claim received from the Redundancy Payments Office, which has now been paid in full.

**(i) Details of any assets that remain to be realised and outstanding matters**

The only assets that remain outstanding are the book debts and the Directors Loan Accounts.

Subject to the above and prior to finalising the Liquidation, the final tax position is to be confirmed and statutory matters concluded.

**(j) Investigations**

In accordance with the Company Directors Disqualification Act 1986 a report on the conduct of the Directors of the Company has been submitted to the Department for Business Innovation & Skills. As this is a confidential report/return, the Joint Liquidators' are not able to disclose the contents.

Shortly after appointment, an initial assessment was made of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate. This assessment took into account information provided by creditors either at the initial meeting or as a response to our request to complete an investigation questionnaire. The investigations have highlighted the potential claims referred to above.

**(k) Creditors' rights to request information and their right to challenge the Joint Liquidators' remuneration and expenses**

Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Joint Liquidators' provide further information about their remuneration or expenses which have been itemised in this progress report.

Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that the basis fixed for the Liquidator's remuneration, the remuneration charged or the expenses incurred by the Liquidator as set out in this progress report are excessive.

**(l) Any other relevant information**

*Prescribed Part*

We have a duty to advise whether the prescribed part applies in respect of the amount of funds available for unsecured creditors. This provision only applies where the Company has granted a floating charge to a secured creditor on or after 15 September 2003. We can advise that the Company has not granted any charges and therefore there is no prescribed part in this instance.

*Preferential creditors*

The preferential creditors' claims relate to one employee of the Company who had a claim for wage arrears. A claim has been received from the Redundancy Payments Office ("RPO") in the sum of £840.00.

This claim was paid in full on 31 January 2018.

*Unsecured creditors*

The Director's Statement of Affairs included Unsecured creditors' claims in the sum of £273,240.69. Any dividend to unsecured creditors will be dependent on realisations from the book debts and the outstanding Director Loan Accounts. Therefore, the quantum and timing is not known at present. We attach a proof of debt form at Appendix 5 for those creditors who have not yet submitted a claim in the Liquidation.

*Liquidation committee*

Attached at Appendix 9 is Notice of an Invitation to form a creditors committee. Guidance about the role of committee's can be found at:

<https://www.r3.org.uk/liquidation-creditors-committees-and-commissioners-a-guide-for-creditors>

Should you require a paper copy please contact this office and we will arrange for a copy to be sent to you.

If you would like to sit on a liquidation committee please complete the form attached to the covering letter of this report.

*Opting out of receiving further correspondence*

A creditor may at any time elect to be an opted-out creditor. This will mean that no further documents or information will be sent to you, with the exception of:

- Notices of distributions to creditors; or
- If our contact details alter; or
- If the Insolvency Act 1986 or the Insolvency Rules 2016 requires that a document must be delivered to all creditors.

Should you wish to opt out of receiving further documents please complete the attached form at Appendix 8.

**(m) Next report**

We are required to provide a further report on the progress of the Liquidation within two months of the end of the next anniversary of the Liquidation, unless we have concluded matters prior to this date and issued our final account.

On a general note, if you have any comments or concerns in connection with our conduct, please contact either of the Joint Liquidators in the first instance. If the matter is not resolved to your satisfaction you and you wish to take it further you may contact the Insolvency Services directly via the Insolvency Complaints Gateway. They can be contacted as follows:

**Advanced Ductwork Solutions Limited (In Creditors' Voluntary Liquidation)**  
**Annual Progress Report pursuant to Section 104A of the Insolvency Act 1986**  
**13 April 2018**

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- i. Email [ip.complaints@insolvency.gsi.gov.uk](mailto:ip.complaints@insolvency.gsi.gov.uk)
- ii. Telephone +44 (0) 300 678 0015
- iii. Write to The Insolvency Service, IP Complaints, 3<sup>rd</sup> Floor, 1 City Walk, Leeds LS11 9DA

We trust you will find this report adequate for your purposes, but should you require any further information, please do not hesitate to contact in the first instance Robert Cogan at this office.



Michael Wellard  
Joint Liquidator

Date: 13 April 2018



**Advanced Ductwork Solutions Limited - In Creditors Voluntary Liquidation**  
**Joint Liquidators' Abstract of Receipts & Payments**

**From 22 February 2017 To 21 February 2018**

Statement of Affairs £		From 22/02/17 To 21/02/18 £	Total £
<b>ASSET REALISATIONS</b>			
Uncertain	Book Debts	1,826.23	1,826.23
12,872.00	Cash at Bank	14,309.30	14,309.30
	Bank Interest Gross	3.00	3.00
Uncertain	Director's Loan Account – Barry Martin	0.00	0.00
Uncertain	Shareholder's Loan Account – James Dalgarno	0.00	0.00
12,872.00		16,138.53	16,138.53
<b>COST OF REALISATIONS</b>			
	Specific Bond	(105.00)	(105.00)
	Statement of Affairs Fee	(4,000.00)	(4,000.00)
	Office Holders Expenses	(110.00)	(110.00)
	Storage Costs	(252.79)	(252.79)
	Statutory Advertising	(338.40)	(338.40)
NIL		(4,806.19)	(4,806.19)
<b>PREFERENTIAL CREDITORS</b>			
(700)	Employee's Claims	(840.00)	(840.00)
(700)		(840.00)	(840.00)
<b>UNSECURED CREDITORS</b>			
(273,241.00)	Trade Creditor	NIL	NIL
(273,241.00)		NIL	NIL
(261,069.00)		10,492.34	10,492.34

**REPRESENTED BY**

Advance Ductwork Solutions Limited

10,492.34

10,492.34

  
 Michael James Wellard  
 Joint Liquidator

**Joint Liquidators' Remuneration Schedule**  
**Advanced Ductwork Solutions Limited**  
**Between 22 February 2017 and 21 February 2018**

Classification of work function	Partner/Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	5.60	1.30	13.86	19.00	39.76	6,298.40	158.41
Investigations	1.50	0.80	14.00	0.00	16.30	2,963.50	181.81
Realisation of Assets	0.30	15.20	21.36	0.00	36.86	7,483.90	203.04
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.10	6.30	0.20	6.60	1,192.00	180.61
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total hours</b>	<b>7.40</b>	<b>17.40</b>	<b>55.52</b>	<b>19.20</b>	<b>99.52</b>		
<b>Time costs</b>	<b>2,405.00</b>	<b>4,350.00</b>	<b>9,412.80</b>	<b>1,770.00</b>		<b>17,937.80</b>	
<b>Average hourly rate</b>	<b>325.00</b>	<b>250.00</b>	<b>169.54</b>	<b>92.19</b>			<b>180.24</b>

Description	Total Incurred £	Total Recovered £
Statutory Advertising	338.40	338.40
Specific Bond	105.00	105.00
Insolv IT	110.00	110.00
Storage Costs	252.79	252.79
<b>Totals</b>	<b>806.19</b>	<b>806.19</b>

**Summary of Fees**

Time spent in administering the Assignment	Hours	99.52
Total value of time spent to 21 February 2018	£	17,937.80
Total Joint Liquidators' fees charged to 21 February 2018	£	0.00

## Time analysis for the period 22 February 2017 to 21 February 2018 and detailed review of work undertaken

Below is detailed information about the tasks undertaken by the Joint Liquidators in the period of the report.

General Description	Includes
<b>Statutory and General Administration</b>	
<b>Statutory/advertising</b>	Filing of documents to meet statutory requirements VAT returns Advertising in accordance with statutory requirements Bonding the case for the value of the assets
<b>Document maintenance/file review/checklist</b>	Filing of documents Periodic file reviews documenting strategy 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
<b>Bank account administration</b>	Preparing correspondence 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
<b>Planning / Review</b>	Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
<b>Books and records / storage</b>	Dealing with records in storage Sending job files to storage
<b>Pension scheme</b>	Identifying whether there is a pension scheme
<b>Reports</b>	Circulating initial report to creditors upon appointment
<b>Meeting of Creditors</b>	Preparation of meeting notices, proxies/voting forms and advertisements Notice of meeting to all known creditors Collate and examine proofs and proxies/votes to decide on resolutions Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting. Responding to queries and questions following meeting Issuing notice of result of meeting
<b>Investigations</b>	
<b>SIP 2 Review</b>	Correspondence to request information on the company's dealings and 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
<b>Statutory reporting on conduct of director(s)</b>	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report to the Insolvency Service
<b>Examinations</b>	Preparing brief to solicitor Liaising with solicitor regarding examinations
<b>Litigation / Recoveries</b>	Liaising with solicitors regarding recovery actions Attending to negotiations
<b>Realisation of Assets</b>	
<b>Debtors</b>	Collecting supporting documentation Correspondence with directors regarding collection of book debts Reviewing and assessing debtors' ledgers
<b>Other assets:</b>	Liaising with agents to agree disposal strategy Negotiating sales
<b>Creditors and Distributions</b>	
<b>Creditor Communication</b>	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via, email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator
<b>Dealing with proofs of debt</b>	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend



Time analysis for the period 22 February 2017 to 21 February 2018 and detailed review of work undertaken

General Description	Includes
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD

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## Charge out rates and disbursement policy

### Charge out rates

The Joint Liquidators are seeking agreement from the creditors to draw fees on a time cost basis.

Work undertaken by staff is recorded in 6 minute units in an electronic time recording system. Time properly incurred on cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. Details of hourly charge-out rates effective from 1 January 2016 are as follows:

Partners / Directors	£325
Managers	£250
Senior Administrators	£190
Administrators	£150
Junior Administrators	£90

### Disbursements

Category 1 disbursements are payments to independent third parties where there is specific expenditure directly referable to the case. Specific approval from creditors to draw these expenses incurred is not required and the amount recharged to the case is the exact amount incurred.

Examples of Category 1 disbursements include postage, case advertising, specific bond insurance, company search fees, travel and properly reimbursed expenses incurred by personnel in connection with the case. Also included will be services specific to the case where these cannot practically be provided by Aspect Plus Limited, such as printing and room hire.

Category 2 disbursements are expenses that are directly referable to an insolvency assignment but not paid to an independent third party and include elements of shared or allocated costs incurred by Aspect Plus Limited and recharged to the estate. Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration. Examples of Category 2 disbursements are photocopying, all business mileage, internal room hire and internal storage.

The Joint Liquidators are not seeking to recover any Category 2 disbursements.

**Estimated Liquidator's Time Costs and disbursements****Advance Ductwork Solutions Limited (In Liquidation)**

Appointment Date : 22 February 2016

**Estimated time costs for the duration of the case**

<b>Category</b>	<b>Estimated Total Hours</b>	<b>Average Hourly Rate £</b>	<b>Total Cost (Excl VAT) £</b>
<b>Administration &amp; Planning</b>			
Adjudicating creditor claims			
Cashiering & maintenance of case funds			
Collection & storage of books and records			
Case planning, strategy & management	9.0	£211.67	£1,905.00
Regular case reviews & statutory compliance			
Statutory reporting			
Case closure			
<b>Creditors</b>			
Correspondence & telephone calls with creditors			
Meetings of creditors	5.0	£190.00	£950.00
Adjudicating creditor claims			
Distributions to creditors			
<b>Case Specific Matters</b>			
Litigation			
Tax and VAT matters	10.0	£229.00	£2,290.00
Pension matters			
[other]			
<b>Total</b>	<b>24.0</b>	<b>£214.38</b>	<b>£5,145.00</b>

**Estimated category 2 disbursements incurred on the case**

<b>Type of disbursement</b>	<b>Basis</b>	<b>Total Cost (Excl VAT) £</b>
Stationery / fax / postage / telephone	One off cost at £10 per creditor	£250.00
Mileage (own car usage)	45p per mile	£45.00
<b>Total</b>		<b>£295.00</b>

## Proof of Debt – General Form

## Advanced Ductwork Solutions Limited

Date of resolution for voluntary winding-up 22 February 2017

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"> <li>For UK companies: its registered number</li> <li>For other companies: the country or territory in which it is incorporated and the number if any under which it is registered</li> <li>The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act</li> </ul>	
4.	Total amount of claim, including any Value Added Tax, as at the date of winding-up, 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

## NOTICE OF DECISION PROCEDURE

**Company Name: Advanced Ductwork Solutions Limited (In Liquidation) ("the Company")**  
**Company Number: 08012595**

This Notice is given under Rule 15.8 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Joint Liquidators of the Company, Michael James Wellard and Darren Edwards, of Aspect Plus Limited, 40a Station Road, Upminster, Essex, RM14 2TR (telephone number 01708 300170).

It is proposed that the following decisions be made:

1. That a committee be established if sufficient nominations are received;
2. That the basis of the Joint Liquidators' fees be fixed by reference to the time properly given by the Joint Liquidators' and his staff in attending to matters as set out in the fees estimate, such time to be charged at the prevailing standard hourly charge out rates used by Aspect Plus Limited at the time when the work is performed;
3. That the Joint Liquidators' fee incurred to date of £17,937.80 and estimate of future fees to be incurred of £5,145.00 to closure are approved; and
4. That the Joint Liquidators' be authorised to draw funds on account of remuneration and disbursements fixed as above without further recourse to creditors.

*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 Liquidators by one of the methods set out below:*

By post to:      Aspect Plus Limited, 40a Station Road, Upminster, Essex, RM14 2TR  
 By fax to:        01708 202472  
 By email to:     rob@aspectplus.co.uk

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 Decision Date set out below. 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 the Decision Date: 23.59 on 2 May 2018.**


If the Joint Liquidators have 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 Decision Date.

*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.

<b>Names of Insolvency Practitioners:</b>	Michael James Wellard, Darren Edwards
<b>Nature of Appointment:</b>	Joint Liquidators
<b>Date of Appointment:</b>	22 February 2017
<b>Address of Insolvency Practitioners:</b>	40a Station Road, Upminster, Essex, RM14 2TR
<b>IP Numbers</b>	9670,10350
<b>Contact Name</b>	Robert Cogan
<b>Email Address</b>	rob@aspectplus.co.uk
<b>Telephone Number</b>	01708 300170

Signed   
Michael James Wellard  
Joint Liquidator

Dated: 13 April 2018

## VOTE BY CORRESPONDENCE

## Advanced Ductwork Solutions Limited (In Liquidation)

Name of Creditor: \_\_\_\_\_

Address: \_\_\_\_\_

Decisions:

1.	That a committee be established if sufficient nominations are received	*For / Against
2	<i>That the basis of the Joint Liquidators' fees be fixed by reference to the time properly given by the Joint Liquidators' and his staff in attending to matters as set out in the fees estimate, such time to be charged at the prevailing standard hourly charge out rates used by Aspect Plus Limited at the time when the work is performed</i>	*For / Against
3	That the Joint Liquidators' fee incurred to date of £17,937.80 and estimate of future fees to be incurred of £5,145.00 to closure are approved	*For / Against
4	That the Joint Liquidators' be authorised to draw funds on account of remuneration and disbursements fixed as above without further recourse to creditors	*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

**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 2 May 2018, by:**

**Post: Aspect Plus Limited, 40a Station Road, Upminster, Essex, RM14 2TR**

**Fax: 01708 202472**

**Email: please scan in a signed copy of this form and attach it as a pdf to [rob@aspectplus.co.uk](mailto:rob@aspectplus.co.uk)**

## OPTING OUT OF RECEIVING DOCUMENTS

### The consequences of opting-out

As previously advised, most future documents will not be sent to creditors by post. Nevertheless, the Joint Liquidators are required to inform creditors of their rights to opt out of receiving documents.

Creditors have the right to elect to opt out of receiving further documents about the Liquidation unless:

- (i) the Insolvency Act 1986 requires a document to be delivered to all creditors without expressly excluding opted-out creditors;
- (ii) it is a notice relating to a change in the office-holder or the office-holder's contact details; or
- (iii) it is a notice of a dividend or proposed dividend or a notice which the court orders to be sent to all creditors or all creditors of a particular category to which the creditor belongs.

Opting-out will not affect the creditor's entitlement to receive dividends should any be paid to creditors.

Unless the Insolvency (England & Wales) Rules 2016 provide to the contrary, opting-out will not affect any right the creditor may have to vote in a decision procedure or a participate in a deemed consent procedure in the proceedings although the creditor will not receive notice of it.

A creditor who opts out will be treated as having opted out in respect of any consecutive insolvency proceedings of a different kind in respect of the same company.

### How to opt out

A creditor may at any time elect to be an opted-out creditor.

*The creditor's election to opt out must be by a notice in writing authenticated and dated by the creditor.*

The creditor must deliver the notice to the Joint Liquidators (details below).

### How to opt back in

The creditor may at any time revoke the election to opt out by a further notice in writing, authenticated and dated by the creditor and delivered to the Joint Liquidators (details below).

### Contact details

The Joint Liquidators' contact details are as follows:

<b>Names of Liquidators:</b>	Michael James Wellard,/ Darren Edwards
<b>Address of Liquidators:</b>	40a Station Road, Upminster, Essex, RM14 2TR
<b>Email Address</b>	rob@aspectplus.co.uk
<b>Telephone Number</b>	01708 300170



**FORM TO OPT-OUT OF RECEIVING FURTHER CORRESPONDENCE**

**ADVANCED DUCTWORK SOLUTIONS LIMITED - IN LIQUIDATION**

*Date of Liquidation: 22 February 2017*

Name of creditor: .....

I/We confirm that we no longer wish to receive no further information of documents concerning the Liquidation of the Company.

Signed: .....

Date: .....

## NOTICE OF INVITATION TO FORM A LIQUIDATION COMMITTEE

**COMPANY NAME:** ADVANCED DUCTWORK SOLUTIONS LIMITED ("THE COMPANY")  
**COMPANY NUMBER:** 08012595

This Notice is given under Rule 6.19 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Darren Edwards and Michael James Wellard Joint Liquidators' of the Company, 40a Station Road, Upminster, Essex, RM14 2TR (telephone number 01708 300170).

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

By post to: 40a Station Road, Upminster, Essex, RM14 2TR  
By fax to: 01708 202742  
By email to: rob@aspectplus.co.uk

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 date set out below. An email is treated as delivered at 9am on the next business day after it was sent.

**All nominations must be delivered by: 4pm on 2 May 2018**

Nominations can only be accepted if Darren Edwards and Michael James Wellard Joint Liquidators and the Conveners of the meeting is satisfied as to the nominated creditor's eligibility under Rule 17.4 of the Rules.

For further information on the role of Creditors' Committees, go to:

<https://www.r3.org.uk/media/documents/publications/professional/R3%20Guide%20to%20Creditors%20Committees.pdf>

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### 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 are the sole member/shareholder of the Creditor (where it is a company)?

Yes / No