

LIQ03

Notice of progress report in voluntary winding up



Companies House

WEDNESDAY



A08 *A841F100* #410
24/04/2019
COMPANIES HOUSE

1 Company details

Company number 0 8 0 1 2 5 9 5
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 R M 1 4 2 T R
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 R M 1 4 2 T R
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	8
To date	2	1	0	2	2	0	1	9

7 Progress report

☐ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X 

X

Signature date

^d1^d2^m0^m4^y2^y0^y1^y9

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

R

M

1

4

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T

R

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 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

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

**THE JOINT LIQUIDATORS' SECOND ANNUAL PROGRESS REPORT
PURSUANT TO SECTION 104A OF THE INSOLVENCY ACT 1986
FOR THE YEAR ENDED 21 FEBRUARY 2019**



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

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ADVANCED DUCTWORK SOLUTIONS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION
Annual Progress Report pursuant to Section 104A of the Insolvency Act 1986
17 April 2019

(a) Introduction

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 2019.

Rule 18.3: Progress Report

(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) Liquidator's Name 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

We can advise that a fixed fee of £4,000.00 plus VAT and disbursements 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

Notice was given, pursuant to Rule 15.13 of the Insolvency Rules 2016 seeking a decision from Creditors on the following, by way of correspondence:

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.

Votes were cast on the proposed resolutions and subsequently approved on 2 May 2018.

We can advise that there has been an increase in the charge-out rates during this appointment and current and previous rates are detailed at Appendix 4.



Aspect Plus Limited

Staff allocation and the use of subcontractors

The general approach to this firm's resourcing our 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) Liquidator's remuneration

This firm's time costs for the year under review are £6,893.50. This represents 36.30 hours at an average rate of £189.90 per hour. We attach at Appendix 2 a Time Analysis which provides details of the activity during the year, analysed by staff grade.

The total time costs during the period of appointment amount to £24,831.30 representing 135.82 hours at an average hourly rate of £182.83 and a comparison between the original estimate and time costs to date is given at Appendix 3.

The Joint Liquidators have drawn the sum of £15,000.00 on account of these time costs.

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:

<http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees>

A copy of this firm's charge out rates and disbursement policy is attached at Appendix 4.

We can advise that R3, the Association of Business Recovery Professionals have a website for creditors which provides information to assist those creditors who are unfamiliar with the insolvency process. Please copy the following link in your web browser to access information: -

www.creditorinsolvencyguide.co.uk

Included in the work undertaken by me and my staff is the following:-

- Dealing with a former employee both by correspondence and by telephone and noting claims;
- 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 post appointment VAT and Corporation Tax; and
- General statutory and administrative tasks.

(f) Liquidator's expenses

Costs incurred in the Liquidation are explained at Section (g) 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 £219.00 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 £302.79.

(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

We can advise that Breeze & Wyles Solicitors were instructed to provide advice and assistance claims against the Company's Director for an outstanding loan account.

The fees of Breeze & Wyles were agreed on a time cost basis. To date, cost of £5,250.00 plus VAT have been incurred and paid.



Collection Agent

We instructed Rob Pearce of RPA Associates who specialise in the collection of disputed book debts, to assist with the recovery of sums due of circa £15,552.39.

Fees have been agreed on a percentage basis at 50% on a no win no fee basis of any realisations made. To date, no realisations have been made and no fees have been paid. Any fees charged will be dependant on recoveries made for the benefit of the Liquidation.

(h) Details of progress for the period under review

Book Debts

As previously reported, it was established that the Company had a collectable outstanding book debt ledger in the sum of £15,552.39.

Following our appointment, it was agreed that Michael and James Dalgarno would assist in the collection of the outstanding book debts as they had a better understanding of the collectable debts. However, to date they were only able to recover £1,826.23 in this regard.

Therefore, RPA Associates have been instructed to assist with the recovery of the outstanding ledger. Accordingly, this collection process remains ongoing.

Director's/Shareholders Loan Accounts

As previously reported, at the date of our appointment Barry Martin and James Dalgarno had outstanding loans due to the Company in the sums of £51,000 and £18,057.

We can advise in the period covered by this report a settlement in the sum of £15,000 was accepted from Barry Martin in full and final settlement of the outstanding loan.

In addition, it was agreed with Michael Dalgarno that in order to reduce James Dalgarno loan account, that any commission due to him from the collection of debts would be set off against his outstanding loan account. As he was not able to recover any sums due in this regard, we have now issued a final warning for repayment of the same. Should no response be received, we will have no choice other than to explore the avenues available to us as Liquidators to recover the outstanding balance due.

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.

Receipts

Directors/Shareholders Loan Accounts

As advised above, I am pleased to report that a settlement was accepted in the sum of £15,000.00 in respect of the repayment of the outstanding Director's/Shareholders loan account.

Bank interest gross

Interest earned on the funds in hand in the period covered by this report amounts to £58.56.



Payments

Joint Liquidators' Fees

Please refer to Section (e) for further information.

Legal fees

This fee relates to the work carried out by Breeze & Wyles in respect of the recovery of the outstanding Director's/Shareholders Loan Account, as detailed earlier in this report.

Storage costs

This firm uses a commercial archiving company for storage facilities for the Company's records and papers as detailed earlier in this report.

Specific Bond

This payment relates to specific bond insurance which is based on the level of realisations expected to be realised and is required by the Insolvency Practitioners Regulations 2005.

Bank Charge

This payment relates to a fee charged by the bank for the use of its services.

(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 Director's Loan Account.

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/return 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 Liquidator is 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 my request to complete an investigation questionnaire. The investigations have not revealed any issues requiring further report.

(k) Creditors' rights to request information and their right to challenge the Liquidator's 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 Liquidator provides further information about his remuneration or expenses which have been itemised in this progress report.



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17 April 2019

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

As Liquidators, 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.

Secured creditors

There are no secured creditors.

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 Account. 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.

(n) Next report

I am 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 I have concluded matters prior to this date and issued my final account.

COMPLAINTS

Every endeavour will be made to try to resolve any issues that may arise, however, if any matter is not dealt with to your satisfaction your complaint should be made to the Insolvency Service whose website address for complaints is <http://www.bis.gov.uk/insolvency/contact-us/IP-Complaints-Gateway>. Alternatively you may contact the Insolvency Service in writing, by email or by telephone as follows: -



ADVANCED DUCTWORK SOLUTIONS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION
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By Email ip.complaints@insolvency.gsi.gov.uk

By Post The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds
LS11 9DA;

By telephone 0845 602 9848 - calls are charged at between 1p and 10.5p per minute
from a land line; for mobiles, between 12p and 41p per minute if you're
calling from the UK.

I 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 of Advance Ductwork Limited

Date: 17 April 2019



Aspect Plus Limited

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

From 22 February 2018 To 21 February 2019

Statement of Affairs £	From 22/02/18 To 21/02/19 £	From 22/02/17 To 21/02/19 £
ASSET REALISATIONS		
Uncertain Book Debts	NIL	1,826.23
12,872.00 Cash at Bank	NIL	14,309.30
Bank Interest Gross	58.56	61.56
Uncertain Directors/Shareholders Loans	15,000.00	15,000.00
12,872.00	15,058.56	31,197.09
COST OF REALISATIONS		
Specific Bond	(114.00)	(219.00)
Statement of Affairs Fee	NIL	(4,000.00)
Liquidator's Fees	(15,000.00)	(15,000.00)
Liquidator's Expenses	NIL	(110.00)
Legal Fees	(5,250.00)	(5,250.00)
Storage Costs	(50.00)	(302.79)
Statutory Advertising	NIL	(338.40)
Preferential Creditors	(840.00)	(840.00)
Bank Charges	(20.35)	(20.35)
	(21,274.35)	(26,080.54)
		<u>5,116.55</u>
REPRESENTED BY		
Advanced Ductwork Solutions Limited		5,116.55
		<u>5,116.55</u>



Michael James Wellard
 Joint Liquidator

Joint Liquidators' Remuneration Schedule
Advanced Ductwork Solutions Limited
Between 22 February 2018 and 21 February 2019

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	0.00	2.50	19.50	2.70	24.70	3,957.00	160.20
Investigations	0.00	1.20	0.00	0.00	1.20	300.00	250.00
Realisation of Assets	0.30	9.30	0.10	0.00	9.70	2,531.50	260.98
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	0.70	0.00	0.70	105.00	150.00
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total hours	0.30	13.00	20.30	2.70	36.30		
Time costs	97.50	3,340.00	3,213.00	243.00		6,893.50	
Average hourly rate	325.00	256.92	158.28	90.00			189.90

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
Totals	806.19	806.19

Summary of Fees

Time spent in administering the Assignment	Hours	36.30
Total value of time spent to 21 February 2019	£	6,893.50
Total Joint Liquidators' fees charged to 21 February 2019	£	6,893.50

ADVANCED DUCTWORK SOLUTIONS LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION
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Appendix 2

Detailed list of work undertaken for Advance Ductwork Limited in Creditors' Voluntary Liquidation for the review period 22/02/2018 to 21/02/2019

Below is detailed information about the tasks undertaken by the Joint Liquidators.

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

General Description	Includes
Statutory and General Administration	
Statutory/advertising	Filing of documents to meet statutory requirements Increase Bond for the value of the assets
Document maintenance/file review/checklist	Filing of documents Periodic file reviews documenting strategy Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	Requesting bank statements Bank account reconciliations Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Investigations	
SIP 2 Review	Correspondence to request information on the company's dealings and making further enquiries of third parties Review of specific transactions and liaising with directors regarding certain transactions
Litigation / Recoveries	Liaising with solicitors regarding recovery actions Attending to negotiations
Realisation of Assets	
Debtors	Collecting supporting documentation Correspondence with directors regarding collection of book debts Reviewing and assessing debtors' ledgers
Other assets	Liaising with agents to agree disposal strategy Negotiating sales
Creditors and Distributions	
Dealing with proofs of debt	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



Joint Liquidators' Remuneration Schedule
Advanced Ductwork Solutions Limited
Between 22 February 2017 and 21 February 2019

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	5.60	3.80	33.36	21.70	64.46	10,255.40	159.10
Investigations	1.50	2.00	14.00	0.00	17.50	3,263.50	186.49
Realisation of Assets	0.60	24.50	21.46	0.00	46.56	10,015.40	215.11
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.10	7.00	0.20	7.30	1,297.00	177.67
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total hours	7.70	30.40	75.82	21.90	135.82		
Time costs	2,502.50	7,690.00	12,625.80	2,013.00		24,831.30	
Average hourly rate	325.00	252.96	166.52	91.92			182.83

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
Totals	806.19	806.19

Summary of Fees

Time spent in administering the Assignment	Hours	135.82
Total value of time spent to 21 February 2019	£	24,831.30
Total Joint Liquidators' fees charged to 21 February 2019	£	15,000.00

Appendix 4

Aspect Plus Ltd Disbursement Policy

Charge-out rates

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 charge-out rates effective from 1 January 2019, together with those previously charged are as follows:

Charge Out Rates from 01/01/2019		Charge Out Rates Prior to 01/01/2019	
Partners	£400	Partners	£325
Managers	£300	Managers	£250
Senior Administrators	£240	Senior Administrators	£190
Administrators	£190	Administrators	£150
Junior Administrators	£100	Junior Administrators	£90

Expenses

Below is an outline of the expenses that may be incurred during the assignment.

Agents and Valuers	There will be a fixed fee for valuations estimated from £150 to £1,000 plus VAT. Marketing will be on a percentage basis from 2% to 20%. Costs incurred will depend on the size and complexity of the assets to be realised
Debt collection Agents	It is anticipated that the agent will be paid a percentage of debtor realisations. This percentage will vary from approximately 5% to 25% depending upon the age and complexity of the debt
Solicitors	If Solicitors are instructed then this will normally be on a time costs basis which will be monitored by the office holder and disclosed to creditors in future progress reports. Where possible, "no win, no fee" type arrangements will be sought to minimise risk to the assignment.
ERA specialists	Time cost basis which would be monitored by the office holder and disclosed to creditors in future progress reports

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.

Further information



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17 April 2019

To view an explanatory note concerning Office Holder's 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 a guide to fees online by copying the link below to your web browser:

<http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees>



Aspect Plus Limited

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"> 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 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

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:

Names of Liquidator(s):	Michael James Wellard, Darren Edwards
Address of Liquidator(s):	40a Station Road, Upminster, Essex, RM14 2TR
Email Address	mike@aspectplus.co.uk
Telephone Number	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: