

WU07

Notice of progress report in a winding-up by the court



Companies House

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

1 Company details

Company number 0 8 0 9 7 9 3 5

Company name in full AM2PM Feltham Limited

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

2 Liquidator's name

Full forename(s) Laura Anne

Surname Walshe

3 Liquidator's address

Building name/number Gill House

Street 140 Holyhead Road

Post town Birmingham

County/Region West Midlands

Postcode B 2 1 0 A F

Country

4 Liquidator's name ①

Full forename(s)

Surname

① **Other liquidator**
Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

② **Other liquidator**
Use this section to tell us about
another liquidator.

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6

Period of progress report

From date	^d 2	^d 5	^m 0	^m 3	^y 2	^y 0	^y 2	^y 2
To date	^d 2	^d 4	^m 0	^m 3	^y 2	^y 0	^y 2	^y 3

7

Progress report

☒ The progress report is attached

8

Sign and date

Liquidator's signature

Signature

X

P. M. M. M. M.

X

Signature date

^d 1	9	^m 0	^m 5	^y 2	^y 0	^y 2	^y 3
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Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **Stephanie Jolly**

Company name **Keywood Group Limited**

Address **Gill House**

140 Holyhead Road

Post town **Birmingham**

County/Region **West Midlands**

Postcode **B 2 1 0 A F**

Country

DX

Telephone **0121 201 0399**



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

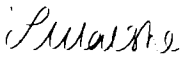
For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

AM2PM Feltham Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £	From 25/03/2022 To 24/03/2023 £	From 25/03/2022 To 24/03/2023 £
ASSET REALISATIONS		
Cash at Bank	4,899.80	4,899.80
Deposit on Petition	1,600.00	1,600.00
	<u>6,499.80</u>	<u>6,499.80</u>
COST OF REALISATIONS		
Administration Fee	5,000.00	5,000.00
OR Bank Charges	88.00	88.00
OR General Fee	6,000.00	6,000.00
OR Liquidator Fee	734.97	734.97
	<u>(11,822.97)</u>	<u>(11,822.97)</u>
	(5,323.17)	(5,323.17)
REPRESENTED BY ISA NIB		<u>(5,323.17)</u>
		(5,323.17)

Note:


 Laura Anne Walshe
 Liquidator

IN THE HIGH COURT OF JUSTICE NO 001156 OF 2021

AM2PM FELTHAM LIMITED (IN LIQUIDATION)

THE LIQUIDATOR'S PROGRESS REPORT TO 24 MARCH 2023

This report has been prepared for the sole purpose of updating the creditors and members 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.

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1. EXECUTIVE SUMMARY

- 1.1 A winding-up order was made against AM2PM Feltham Limited ("the Company") on 19 January 2022 upon a petition presented by Premier Exports London Limited. I, Laura Anne Walshe of Keywood Group Limited was appointed as Liquidator of the Company by the Secretary of State on 25 March 2022. This report describes the progress during 25 March 2022 to 24 March 2023 ("the review period").

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

Assets

Asset	Estimated to realise per Statement of Affairs	Realisations made within the review period	Anticipated future realisations (at closure)	Total anticipated realisations (at closure)
Deposit on Petition	1,600.00	1,600.00	Nil	1,600.00
Cash at Bank	4,949.00	4,899.80	Nil	4,899.80
Rights of Action	84,667.00	Nil	Nil	Nil

2.3 Expenses

Since it was uncertain as to whether the company had assets which could be realised in order to meet the costs of the liquidation, it was not anticipated that any expenses would be paid out of estate funds and therefore no expense estimate was initially provided, and no authority sought. Further information on expenses incurred to date, but not paid is included within this report.

2.4 Dividend prospects

Creditor class	Distribution paid to date P/£	Total Anticipated distribution P/£
Secured creditor	N/A	N/A
Preferential creditors	N/A	N/A
Secondary Preferential creditors	Nil	Nil
Unsecured creditors	Nil	Nil

Summary of matters outstanding

- 2.5 For the reasons outlined within this report the administration of the liquidation is ongoing will be progressed to conclusion at the earliest opportunity.

Closure

- 2.6 Based on current information it is anticipated that the liquidation may be concluded within the next 12 months, subject to there being no matters arising which would prevent matters from concluding within this estimated timescale. Further information will be provided to all known creditors within my next report.

2. ASSET REALISATIONS

- 2.1 The Liquidator's receipts and payments account for the review period ending 24 March 2023 is attached at **Appendix II**. This report describes the key developments in the liquidation over the review period. For a detailed list of work undertaken by the Liquidator as a whole, see **Appendix III**.

Summary of Assets

- 2.2 According to the Official Receiver's observations and initial report, the assets of the Company had a total estimated value of £84,667 which comprised principally as outlined below. The following narrative confirms the work actually done as regards each asset, and why that work was necessary. The narrative also confirms whether the work undertaken provided a financial benefit to creditors, and what remains to be done.

Cash at Bank

- 2.3 In accordance with the Official Receiver's report it was estimated that the Company had cash at bank totalling £4,949. During the review period it was confirmed that the sum of £4,899.80 had been remitted into the Insolvency Service Account on 14 February 2022. No additional amount has been realised and it should be noted that no further realisations are expected.

Rights of Action

- 2.4 In accordance with the Official Receiver's report it was estimated that the Company might receive a financial benefit as a result of legal action, which was entered into prior to the start of the liquidation. For the purpose of this report, it should be noted that the Company was the Claimant/Part 20 Defendant in Claim Number H00CL654 in the County Court sitting at Central London. Mr R Samani was the Defendant/Part 20 Claimant ("Mr Samani").
- 2.5 In summary, the claim sought repayment of a loan allegedly made by the Company to Mr Samani in the sum of £84,666.67, plus interest. However, the claim was opposed for various reasons and the counterclaim sought an explanation of payments allegedly received by the Company on behalf of Mr R Samani, which had not been accounted for. The Company had not (at the time) filed any defence to the counterclaim and a hearing relating to the Company's application to strike out certain parts of Mr Samani's defence was listed for 21 February 2022.
- 2.6 Solicitors acting for Mr Samani had written to the Official Receiver to enquire as to whether the Official Receiver would agree to an adjournment of the company's application, so that a decision could be made on whether the company (in liquidation) would continue with the claim. The Official Receiver then requested a stay over proceedings, to ensure adverse costs were not incurred and to enable further information to be obtained.
- 2.7 Following my appointment as Liquidator, I corresponded with all relevant parties in the matter and duly considered the prospects of success, and the likelihood of a positive recovery for the benefit of the insolvent estate. It was noted that there would be difficulties in bringing the claim to trial, and a risk of adverse costs.
- 2.8 Ultimately, the entirety of the proceedings under claim number H00CL654 were discontinued and by consent it was ordered on 22 July 2022 that:

- 1 The Application is withdrawn.
- 2 The Claimant shall pay the Defendant's costs in the proceedings under claim number H00CL654 (including in respect of the Application) in an amount to be assessed, if not agreed, such costs to rank as an unsecured creditor claim in the Liquidation of the Claimant.
- 3 The costs payable by the Claimant to the Defendant under paragraph 2 of this Order shall be claimed by the Defendant, as an unsecured creditor, in the liquidation of the Claimant.

2.9 On the above basis no realisations will be made in this regard.

3. ADMINISTRATION (INCLUDING STATUTORY REPORTING)

3.1 A Liquidator is required to meet a number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the liquidation, which ensure that myself and my staff carry out their work to high professional standards.

Material administrative tasks carried out in the review period include (but are not limited to):

- Liaising with the Official Receiver to arrange the handover of the case files, books and records, and control of the Company's assets; and
- Consulting with and instructing staff and where appropriate independent advisers as regards practical and legal aspects of the case to make decisions and ensure progress; and
- Maintaining files, which must include records which document the administration and any decisions made by the Liquidator; and
- Conducting periodic case reviews to ensure that all administrative matters are dealt with and that the liquidation is progressing efficiently, effectively and in line with the statutory requirements;
- Preparing an annual progress report to creditors and members, and also preparation of statutory forms to enable this report to be submitted to the Registrar of Companies;
- Reviewing and updating the estate cash book and Insolvency Service Account (ISA), including bank reconciliations and processing receipts and payments;

4. INVESTIGATION

4.1 The Official Receiver was initially responsible for investigating the reasons for the Company's insolvency, including any business dealings and affairs, and reporting on the conduct of the directors. The report provided by the Official Receiver noted that:

Bhaveshkumar Dhirajlal DOBARIYA states that the company was trading profitably over the last few years. Due to legal disputes between the petitioning creditor and the company, the company incurred huge costs in legal fees. The petitioning creditor obtained a judgement and petitioned for the company to be wound up. Bhaveshkumar Dhirajlal DOBARIYA attributes the

insolvency of the company to increased legal costs.

- 4.2 Shortly after appointment, I undertook a preliminary review of the information available and made an initial assessment of whether there were any matters which may lead to recoveries for the benefit of creditors. No further assets were identified and it is anticipated that there are no actions which may lead to a recovery for creditors. However, this will remain subject to review.

5. CREDITORS' CLAIMS AND DIVIDEND PROSPECTS

- 5.1 Since my appointment, I (and my team) have carried out the following main tasks as regards creditors and the continuous monitoring of dividend prospects:

- Uploaded and maintained creditor information on our case management system;
- Reviewed and responded to creditor correspondence and telephone conversations;
- Reviewed and recorded claims received;
- Reviewed and monitored dividend prospects

Although this work has not had a financial benefit for creditors, it is necessary.

Secured Creditor

- 5.2 The Company granted a debenture to National Westminster Bank PLC ("the bank") which was created on 9 August 2017 and delivered on 11 August 2017 giving a fixed and floating charge over all of the assets of the company. As per the Statement of Affairs it was noted that no amount was outstanding to the bank, and no claim has been received.

Preferential creditors

- 5.3 Preferential creditor claims may consist of employee claims for arrears of wages and accrued holiday pay, subject to certain statutory limits, and where applicable, unpaid occupational pension scheme contributions. As per the Statement of Affairs it was noted that the Company did not have any preferential creditors, and I confirm that no such claims have been received during the review period.

Secondary preferential creditors

- 5.4 The Finance Bill 2020 gave preference to certain debts outstanding to HM Revenue & Customs ("HMRC") in the event of an insolvency procedure commencing after 1 December 2020. This legislative change means that HMRC are paid ahead of creditors holding a qualifying floating charge, and ahead of non-preferential creditors. As per the Statement of Affairs it was noted that no amounts were outstanding to HMRC which would have the above status, and no such claim has been received from HMRC.

Unsecured Creditors

- 5.5 Unsecured claims were estimated at £709,430.56 in the Director's Estimated Statement of Affairs. I have received claims within the review period totalling £19,068.00 and all creditors are invited to submit particulars of their claims to this office. During the review period I have been notified that HMRC opened an enquiry relating to Corporation Tax and I will continue to liaise with representatives of HMRC as may be necessary.

Dividend Prospects

- 5.6 Dividend prospects will depend entirely on whether realisations are successfully made in the liquidation. At present there is no prospect of a dividend to any class of creditor, although the final position will be reported in due course.
- 5.7 It should be noted where a floating charge is created after 15 September 2003 a prescribed part of the company's net property shall be made available to unsecured creditors. The Company has not granted a floating charge to any creditor after 15 September 2003 and consequently there will be no prescribed part in this Liquidation.
- 5.8 In the event that it may become possible to pay a dividend to unsecured creditors it is essential that you complete and return the enclosed Proof of Debt Form. A dividend cannot be paid to a creditor if a proof of debt form has not been completed.

6. ETHICS

- 6.1 Please also be advised that Liquidator is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

General ethical considerations

- 6.2 Prior to the Liquidator's appointment, a review of ethical issues was undertaken and no ethical threats were identified. A further review has been carried out and no threats have been identified in respect of the management of the insolvency appointment over the Review Period.

Specialist Advice and Services

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

7. THE LIQUIDATOR'S FEES AND DISBURSEMENTS

The Liquidator's Remuneration

- 7.1 It is this firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. It is common for a junior member of staff deal with the day-to-day case administration and for the Insolvency Practitioner to deal with any complex issues, and to oversee the work undertaken generally. Where the issues are contentious the work will be closely supervised or undertaken by the Insolvency Practitioner.

- 7.2 To date, the basis of the Liquidator's remuneration (fees) has not been fixed. Please note, in accordance with the current insolvency legislation, it will be for the committee to fix the basis of this remuneration and expenses in due course, and if it fails to do so (or if there is no committee) the basis of remuneration will be fixed by the creditors via a separate decision procedure or by the Court.
- 7.3 The Liquidator's remuneration may be fixed as one of the following:
- (i) the basis of time properly given by the Liquidator and her 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 Keywood Group Limited at the time the work is performed (plus VAT); and/or
 - (ii) As a percentage of the value of assets which are realised, distributed or both realised and distributed by the liquidator; and/or
 - (iii) A set amount for the Liquidation
- 7.4 Rule 18.22 IR 2016 provides for the application of scale fees where creditors fail to fix the basis of the office-holder's remuneration in a winding up by the Court and in any event if the basis of remuneration is not fixed by the creditors within 18 months after the date of the liquidator's appointment. In this circumstance the liquidator is entitled to such sum as is arrived at (a) by applying the realisation scale set out in Schedule 11 to the moneys received by the liquidator or trustee from the realisation of the assets of the company (including any Value Added Tax on the realisation but after deducting any sums paid to secured creditors in respect of their securities and any sums spent out of money received in carrying on the business of the company); and (b) adding to the sum arrived at under sub-paragraph (a) such sum as is arrived at by applying the distribution scale set out in Schedule 11 to the value of assets distributed to creditors of the company or bankrupt (including payments made in respect of preferential debts) and to contributories.
- 7.5 Please note that the total time costs for the period 25 March 2022 to 24 March 2023 total £7,070.00, representing 24.30 hours at an average hourly rate of £290.95. Further information is set out within this report and appendices to explain the work undertaken to date, and the work which remains to be done in administering this liquidation, and what benefit may be derived.
- 7.6 Please note that an expense estimate is now enclosed at **Appendix V** and is provided on the assumptions stated below, that:
- there will be insufficient funds to pay a distribution to unsecured creditors; and
 - no exceptional work will be required in order to progress the liquidation to closure; and
 - the liquidation may be concluded in approximately 12 months

The Liquidator's Expenses and Disbursements

- 7.7 Expenses are any payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or member and includes disbursements. Disbursements are

payments which are first met by the office holder, and then reimbursed to the office holder from the estate. Such expenses are divided into those that do not need approval before they are charged to the estate (category 1) and those that do (category 2).

- 7.8 Please note that the Liquidator is authorised to pay Category 1 expenses from the funds held in the estate without prior approval. Category 2 expenses are payments to associates or which have an element of shared costs. Before being paid, category 2 expenses require approval in the same manner as remuneration. Approval is now sought in relation to Category 2 expenses, as set out within the enclosed expense estimate. This firm's disbursement charging policy is enclosed at **Appendix VI**.

- 7.9 The following disbursements have been incurred within the review period and not yet paid:

Expense	Amount incurred to date £	Amount still to be paid £
Statutory Advertising	175.40	175.40
Bond	50.00	50.00
Postage	9.50	9.50
Total	234.90	234.90

- 7.10 A copy of "A Creditor's Guide to Liquidator's Fees" is available to download at:

<https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/>

- 7.11 Should you require a paper copy, please send your request in writing and a copy will be provided at no cost. Further information on the insolvency process may be found on the R3 Creditors website:

<http://www.creditorinsolvencyguide.co.uk/>

8. CREDITORS' RIGHT TO REQUEST INFORMATION AND TO CHALLENGE THE LIQUIDATOR'S FEES AND EXPENSES

- 8.1 An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Liquidator's fees and expenses within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.
- 8.2 An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

9. CONCLUSION

- 9.1 The administration of the case is continuing and the outstanding matters detailed within this report will be concluded at the earliest opportunity.

- 9.2 It should be noted that this report has been produced during the Covid-19 global pandemic and our team may have been subject to various restrictions throughout. The firm is confident that it has taken every reasonable step to ensure that such restrictions have had no negative impact on the progression of this matter, or the quality of reports provided. If there are any queries relating to this matter or the content of this report, please contact this office.

Signed: 
Laura Anne Walshe
Liquidator

Dated: 19 May 2023

AM2PM Feltham Limited (In Liquidation)**STATUTORY INFORMATION**

Company Name	AM2PM Feltham Limited
Previous Names	N/A
Proceedings	In Liquidation
Court	High Court of Justice
Court Reference	001156
Date of Appointment	25 March 2022
Liquidator	Laura Anne Walshe
Liquidator's Address	Gill House, 140 Holyhead Road Birmingham West Midlands B21 0AF
Registered office address	Gill House, 140 Holyhead Road, Birmingham West Midlands B21 0AF
Company Number	08097935

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 Liquidator	Laura Anne Walshe of Keywood Group Limited
The Company	AM2PM Feltham Limited (in Liquidation)
The Court	High Court of Justice
SIP	Statement of Insolvency Practice
Review Period	Period covered by report from 25/03/22 to 24/03/23


AM2PM Feltham Limited (In Liquidation)

THE LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT (25/03/2022 to 24/03/2023)

AM2PM Feltham Limited
(In Liquidation)
LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 25/03/2022 To 24/03/2023 £	From 25/03/2022 To 24/03/2023 £
RECEIPTS			
Cash at Bank		4,899.80	4,899.80
Deposit on Petition		1,600.00	1,600.00
		<u>6,499.80</u>	<u>6,499.80</u>
PAYMENTS			
Administration Fee		5,000.00	5,000.00
OR General Fee		6,000.00	6,000.00
OR Liquidator Fee		734.97	734.97
OR Bank Charges		88.00	88.00
		<u>11,822.97</u>	<u>11,822.97</u>
Net Receipts/(Payments)		<u>(5,323.17)</u>	<u>(5,323.17)</u>
MADE UP AS FOLLOWS			
ISA NIB		(5,323.17)	(5,323.17)
		<u>(5,323.17)</u>	<u>(5,323.17)</u>

Note:



 Laura Anne Walshe
 Liquidator

AM2PM Feltham Limited (In Liquidation)
SUMMARY OF WORK UNDERTAKEN AND YET TO BE UNDERTAKEN

Detailed list of work undertaken for AM2PM Feltham Limited (In Liquidation)

Below is detailed information about the tasks undertaken by the Liquidator, and those yet to be undertaken by the Liquidator. Whilst a number of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards. Further information as to the work which will be done and why it is necessary is provided within my progress report

General Description	Includes
Statutory and General Administration	
Statutory notices and advertising	Preparation and submission of forms to Companies House to meet statutory requirements. Preparation and submission of statutory adverts for advertisement in The London Gazette and any other publication (as necessary). Preparation and submission of VAT forms and returns to HMRC as necessary on appointment and on a case-by-case basis thereafter. Calculation and bordereau submission for the case, and notifying the insurer of increases, as required.
Document maintenance/file review/checklist	Undertaking periodic file reviews and documenting case strategy, and tasks remaining to be done. Undertaking periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards. Maintenance of case diaries, case filing, and checklists as may be appropriate on a case-by-case basis.
Bank account administration	Liaising with banks on the opening of an IP case account, updating this bank information onto IPS. Reconciling receipts and payments into the estate account upon the transaction having cleared. Correspondence with the IP bank, and other third parties as regards specific transfers and giving verbal authority as required. Dealing with remittances and the payment of estate costs via BACS or cheque as may be necessary.
Planning / Review	Discussions with team members and third parties regarding case strategy and matters to be pursued. Discussions with team members and independent advisers to consider practical, technical and legal aspects of the case. Discussions with third parties on case specific matters, in particular with representatives of HMRC.
Pension scheme	Making enquiries of the Director and other sources in order to identify whether there is a pension scheme. Submitting statutory notices to various parties if a pension scheme is identified (where applicable). Liaising and providing information to be able to finalise winding up the pension scheme (where applicable).
Reports / Decisions	Preparation of an initial report to creditors, and accompanying schedules of information.

General Description	Includes
	<p>Preparation of decision procedure notices, voting forms and other documents as required.</p> <p>Preparation of decision procedure records, collating correspondence votes</p> <p>Preparation of an annual report to creditors, and accompanying schedules of information.</p> <p>Collating and examining proofs and voting forms for use in relation to decision procedures.</p> <p>For virtual or physical meetings, the preparation of additional documents such as an attendance register, and minutes etc.</p>
Closure	<p>Periodically reviewing the case to identify whether the case can be closed. If not, identifying what remains to be done before the case can be closed.</p> <p>Periodically reviewing whether tax clearance can be obtained from HMRC, and dealing with the submission of any final returns.</p>
Investigations	
SIP2 Review	<p>Liaising with the Official Receiver regarding their initial investigations into the company's insolvency.</p> <p>Issuing correspondence to the Director / former Director(s) for the collection and schedule of books and records.</p> <p>Issuing correspondence to the Director / former Director(s) for the completion of a standard CDDA Questionnaire.</p> <p>Issuing correspondence to various third parties as may be required to obtain information on the company's dealings.</p> <p>Reviewing completed questionnaires (from company creditors and directors) and identifying matters requiring further attention.</p> <p>Reviewing specific transactions on a case-by-case basis and liaising with director(s) and other third parties, as required.</p>
Realisation of Assets	
Cash at Bank	<p>Reviewing realisations prior to my appointment and reconciling the balance to the closing statement and the records of the case.</p>
Rights of Action (Legal Claim)	<p>Reviewing Claim Number H00CL654 to which the Company was the Claimant/Part 20 Defendant.</p> <p>Liaising with the Official Receiver regarding this matter and the work undertaken prior to my appointment.</p> <p>Liaising with the Defendant's Solicitor regarding this matter and reaching an appropriate outcome.</p>
Insurance	<p>Identification of potential issues requiring attention of insurance specialists.</p> <p>Correspondence with IP insurer regarding initial and ongoing insurance requirements.</p> <p>Correspondence with previous brokers, insurers and other third parties as required.</p>
Creditors and Distributions	
Creditor Communication	<p>Preparation of correspondence to company creditors and their representatives via email and post.</p> <p>Dealing with creditor correspondence and issuing responses to creditors as may be required.</p>

General Description	Includes
Dealing with proofs of debt ("POD")	Receiving creditor claims and proof of debt forms submitted together with supporting documentation. Issuing requests for POD's and / or supporting information where necessary.
Dividend Procedures	Reviewing balance of funds available for distribution between each class of creditor. Monitoring dividend prospects and routine reporting to creditors.
Support	
IP Banking	Periodically reviewing the Insolvency Services Account and liaising with the Estate Accounts Customer Services team as and when may be required. Periodically entering the O.R. estate account transactions onto IPS and completing regular reconciliations of the ISA account and also ensuring that such transactions are correctly posted to the firms case management systems to ensure accurate reporting.

AM2PM Feltham Limited (In Liquidation)
INFORMATION ON THE LIQUIDATOR'S TIME COSTS

Appendix IV

Time Entry - Detailed SIP9 Time & Cost Summary

AMPM2244 - AM2PM Feltham Limited
From: 25/03/2022 To: 24/03/2023
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
700 : Formalities	7.50	0.00	0.00	13.25	20.75	5,650.00	272.29
Admin & Planning	7.50	0.00	0.00	13.25	20.75	5,650.00	272.29
501 : Unsecured Creditors	1.55	0.00	0.00	0.00	1.55	620.00	400.00
Creditors	1.55	0.00	0.00	0.00	1.55	620.00	400.00
306 : Other Assets	2.00	0.00	0.00	0.00	2.00	800.00	400.00
Realisation of Assets	2.00	0.00	0.00	0.00	2.00	800.00	400.00
Total Hours	11.05	0.00	0.00	13.25	24.30	7,070.00	290.95
Total Fees Claimed						0.00	

AM2PM Feltham Limited (In Liquidation)
EXPENSE ESTIMATE

Appendix V

AM2PM Feltham Limited – In Liquidation**Expense Estimate**

My estimate for my category 1 expenses for the period of the case is £397.78 + VAT (where applicable) and no approval from creditors is required for these to be paid. My estimate for category 2 expenses for the period of the case is £3.50.

In the event that it proves necessary for me to incur additional expenses in performing my duties, I will provide further details in my progress reports, but there is no statutory obligation to ask creditors to approve any adjusted estimate.

Expenses (Category 1)	Basis	Estimate (Net of Vat where applicable) £
Advertising – Appointment of a Liquidator	£87.70 + VAT (before 01/01/23)	87.70
Advertising – Notice to Creditors	£87.70 + VAT (before 01/01/23)	87.70
Advertising	£93.50 + VAT (after 01/01/23)	93.50
Bonding	QBE UK Ltd Specific Bond Rates	50.00
Postage	Royal Mail Rates	9.50
Postage (Postworks 1 st Class)	£0.88 + VAT per item	13.20
Postage (Postworks 1 st Class) (Large letter)	£1.37 + VAT per item	19.18
Postage (Postworks Handling fee, + 30 sheets)	£1.00 + VAT per item	7.00
Postage (Black, single sided surcharge)	£0.01 + VAT per page	10.00
Postage (Colour, single sided surcharge)	£0.02 + VAT per page	20.00
Total		397.78

Expenses (Category 2)	Basis	Estimate (Net of Vat where applicable)
Stationery Charges	£0.50 per creditor, + VAT	3.50
Total		3.50

The disbursement charging policy approved by Keywood Group Ltd is appended to this estimate.

Additional statutory fees will be charged in Compulsory Liquidation and I which are referred to on the disbursement charging policy (for Winding-Up Orders made on petitions lodged on or after 21st July 2016)

Statutory Fees	Estimate £
OR General Fee	6,000.00
OR Administration Fees	5,000.00
OR Compulsory Banking Fees	198.00
OR Liquidator Fee	734.97
Total	11,632.97

AM2PM Feltham Limited (In Liquidation)
DISBURSEMENT CHARGING POLICY AND CHARGE OUT RATES

Keywood Group Limited - Disbursement Charging Policy

Expenses are any payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member and includes disbursements. Expenses are payments which are first met by the office holder, and then reimbursed to the office holder from the estate. Expenses are divided into those that do not need approval before they are charged to the estate (category 1) and those that do require approval (category 2).

Category 1 Expenses

These are specific items of expenditure directly referable to the insolvent estate, and payable to an independent third party (not an associate of the office holder). Where there are funds available in the insolvent estate, these funds will be used to settle these disbursements. If no funds are available within the insolvent estate, these costs will be paid by Keywood Group Limited and reimbursed out of the estate funds as soon as funds permit. They are permitted to be drawn without prior approval and common examples are provided below (although this list is not exhaustive):

Category 1 Expenses	Basis
Advertising (before 1 January 2023)	£87.70 + VAT per advert
Advertising (after 1 January 2023)	£93.50 + VAT per advert
Anti-Money Laundering Verification Check (CreditSafe)	£0.75 + VAT per check
Bank Charges (Insolvency Services Account)	£22.00 per quarter
Bonding	QBE UK Ltd Rates
Insurance	QBE UK Ltd Rates
Postage (Postworks 1 st Class)	£0.88 + VAT per item
Postage (Postworks 1 st Class) (Large letter)	£1.37 + VAT per item
Postage (Postworks 2 nd Class)	£0.59 + VAT per item
Postage (Postworks 2 nd Class) (Large Letter)	£1.08 + VAT per item
Postage (Postworks International (Europe) - prices starting at)	£2.20 + VAT per item
Postage (Postworks International (World) - prices starting at)	£3.70 + VAT per item
Postage (Postworks Handling fee, over 30 sheets)	£1.00 + VAT per item
Postage (Black, single sided surcharge)	£0.01 + VAT per page
Postage (Colour, single sided surcharge)	£0.02 + VAT per page

Category 2 Expenses

These items of expenditure are also directly referable to the insolvent estate but are not payable to an independent third party. They may include an element of shared or allocated cost incurred by the office holder, or their firm, but can be allocated to the appointment on a proper and reasonable basis. Category 2 expenses require approval whether paid directly from the estate or as a disbursement, and require prior approval in the same manner as an office holder's remuneration:

Category 2 Expenses	Basis
Mileage	£0.45 + VAT per mile
Printing / Photocopying (Black & White)	£0.05 + VAT per sheet
Printing / Photocopying (Colour)	£0.09 + VAT per sheet
Stationery Charges	£0.50 + VAT per creditor

Please note that where an office holder has obtained approval for the basis of category 2 expenses, that basis may continue to be used in a sequential appointment where further approval of the basis

of remuneration is not required, or where the office holder is replaced.

Statement of Fees (for Winding-Up Orders made on petitions lodged on or after 21st July 2016)

The following fees are also charged in cases where a petition is presented on or after the 21 July 2016. In cases where a petition is presented before this date but an order is made on or after the 21st July 2016, the fees will be charged in accordance with the fees order in place at the time of the petition being presented.

In summary, the fees charged are as follows:

Fee Description	Current fee
Official Receiver's general fee	£6,000
Trustee / Liquidator fee	15% of asset value realised by Official Receiver
Income Payment Agreement/Order set up fee	£150
Dismissed / withdrawn petition refund fee	£50
Debtor application bankruptcy administration fee	£1,990
Creditor petition bankruptcy administration fee	£2,775
Company winding up administration fee	£5,000

Additional Fees

1. In addition to the above fees, direct costs related to the insolvency estate will be charged against the estate.
2. If the Official Receiver, as liquidator, issues a dividend payment to creditors there will be an additional fee. This is currently: Creditors Fee 1 - 10 £366.00 11 - 20 £452.40 21 - 30 £573.60 > 31 £660.00
3. Advertisements for dividend payments are not covered by the administration fee and are also charged to the estate.
4. Creditors may wish to note that if a liquidator other than the official receiver is appointed, their approved professional fees, and any costs and disbursements they incur, will additionally need to be met from the insolvent estate.

AM2PM Feltham Limited (In Liquidation)
PROOF OF DEBT FORM

Appendix VII

PROOF OF DEBT - GENERAL FORM
AM2PM Feltham Limited

DETAILS OF CLAIM		
1.	Name of Creditor (if a company, registered name)	
2.	Address of Creditor (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 administration, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [Note the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category Amount(s) claimed as preferential £
11.	If you wish any dividend payment that may be made to be paid in to your bank account please provide BACS details. Please be aware that if you change accounts it will be your responsibility to provide new information	Account No.: Account Name: Sort code:
AUTHENTICATION		
Signature of creditor or person authorised to act on 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 Liquidator is 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; or
- (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 Liquidator (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 Liquidator (details below).

Contact details

The Liquidators' contact details are as follows:

Liquidator's Name:	Laura Anne Walshe
Liquidator's Telephone:	0121 201 0396
Email:	laura@keywoodgroup.co.uk
Liquidator's Address:	Gill House, 140 Holyhead Road, Birmingham, West Midlands, B21 0AF