

LIQ03

Notice of progress report in voluntary winding up



Companies House

TUESDAY



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15/10/2019

#208

COMPANIES HOUSE

1 Company details

Company number 0 8 1 5 6 4 6 3

Company name in full Hollinberry Estates Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Carl

Surname Jackson

3 Liquidator's address

Building name/number Office D

Street Beresford House

Post town Town Quay

County/Region Southampton

Postcode S O 1 4 2 A Q

Country

4 Liquidator's name ①

Full forename(s) Simon

Surname Campbell

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number Office D

Street Beresford House

Post town Town Quay

County/Region Southampton

Postcode S O 1 4 2 A Q

Country

② 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	^d 2	^d 1	^m 0	^m 8	^y 2	^y 0	^y 1	^y 8
To date	^d 2	^d 0	^m 0	^m 8	^y 2	^y 0	^y 1	^y 9

7 Progress report

☐ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X

[Handwritten signature]

X

Signature date

^d 1	^d 4	^m 1	^m 0	^y 2	^y 0	^y 1	^y 9
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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.

Contact name **Andrea Terraneo**Company name **Quantuma LLP**Address
Office D
Beresford HousePost town **Town Quay**County/Region **Southampton**Postcode **S O 1 4 2 A Q**

Country

DX **info@quantuma.com**Telephone **02380336464****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

Hollinberry Estates Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 21/08/2018 To 20/08/2019 £	From 21/08/2018 To 20/08/2019 £
	ASSET REALISATIONS		
NIL	Associated Debtors	NIL	NIL
	Bank Interest Gross	0.70	0.70
	Energy Refund	1,772.48	1,772.48
Uncertain	Urban Student Life Ltd	NIL	NIL
		1,773.18	1,773.18
	COST OF REALISATIONS		
	Statutory Advertising	81.45	81.45
		(81.45)	(81.45)
	UNSECURED CREDITORS		
(1,481,215.10)	Associated creditors	NIL	NIL
(138,036.14)	Group company creditors	NIL	NIL
(5,402,317.01)	Landlords Yield	NIL	NIL
(1,147.71)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(7,022,815.96)		1,691.73	1,691.73
	REPRESENTED BY		
	Bank 1 Current		1,675.44
	Vat Receivable		16.29
			1,691.73

HOLLINBERRY ESTATES LIMITED (IN LIQUIDATION)

THE JOINT LIQUIDATORS' PROGRESS REPORT

11 October 2019

This report has been prepared for the sole purpose of updating the members and creditors for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by members and creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

Carl Jackson and Simon Campbell of Quantuma LLP, Office D, Beresford House, Town Quay, Southampton, SO14 2AQ, were appointed Joint Liquidators of Hollinberry Estates Limited on 21 August 2018.

Carl Jackson is licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales and Simon Campbell is licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association



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ABBREVIATIONS

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Liquidators"	Carl Jackson and Simon Campbell of Quantuma LLP
"the Company"	Hollinberry Estates Limited (in Liquidation)
EOS"	Estimated Outcome Statement
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 21 August 2018 to 20 August 2019

1. INTRODUCTION

Introduction

This report has been prepared to provide members and creditors with an update on the progress of the Liquidation of the Company since our appointment as Joint Liquidators on 21 August 2018.

A schedule of statutory information in respect of the Company is attached at Appendix 1.

Details of the appointment of the Joint Liquidators

Carl Jackson and Simon Campbell of Quantuma LLP were appointed Joint Liquidators of the Company on 21 August 2018.

The Joint Liquidators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

2. THE PROGRESS OF THE LIQUIDATION

The Joint Liquidators' Receipts and Payments Account

Attached at Appendix 2 is a receipts and payments account covering the Review Period.

The rest of this report describes the key developments in the Liquidation over the Review Period.

We have summarised the main asset realisations during the Review Period and an estimation of the those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

VAT Basis

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately. All VAT has now been reclaimed.

Administrative, Statutory & Regulatory Tasks

The Joint Liquidators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the Liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards.

During the Review Period, primarily these tasks have included:

- Informing all relevant persons of the commencement of the Liquidation, including filing statutory documents at Companies House and meeting statutory advertising requirements;
- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining electronic case files, which must include records to show and explain the Liquidation and any decisions made by the Joint Liquidators that materially affect the Liquidation;
- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure that the Liquidation is progressing efficiently, effectively and in line with the statutory requirements;
- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments; and



- Completing periodic tax returns.
- Preparing a report on the conduct of the directors as required by the Company Directors Disqualification Act.

Realisation of Assets

Funds Held by USL

As previously advised, USL were instructed by the Company to act as a sub-agent to collect rent along with other duties. On receipt of rent, USL would pass funds to the Company for subsequent payments to Buyers. The rental income was insufficient and therefore Buyers did not receive their assured yields.

Following further correspondence with USL, we understand that they are holding c£100k in respect of 4 different properties. We are negotiating a mechanism to apportion this sum so that each party can distribute net funds to the buyers. This process is ongoing

Intercompany Debtors

As previously advised, the sum of £661,263 was owed by group undertakings, but as all of the associated debtors are in some form of insolvency, it is not anticipated that there will be any realisations in this regard.

Energy Refund

We have received the sum of £1,772.48 in relation to an electricity refund in the Period.

Bank Interest

During the Review Period, bank interest of £0.70 has accrued on the Liquidation account.

Estimated Future Realisations

The Joint Liquidators are still investigating whether there are any realisations due from the funds held by USL.

Payments

The only payment made during the Period is the sum of £81.45 in relation to statutory advertising.

Costs Incurred but Remaining Unpaid

Costs incurred during the Review Period, but which as yet remain unpaid. These costs are separately detailed below:

Cost Description	Amount (£)
Bordereau	135.00
Room Hire	623.42
Storage	91.19
Travel	191.33
Subsistence	139.46
TOTAL	1,181.40



During the Review Period, the Joint Liquidators have also incurred time costs totalling £39,400.50 representing 179.05 hours at an average hourly rate of £220.05. No category 2 disbursements were incurred.

3. CREDITORS: CLAIMS AND DISTRIBUTIONS

Secured Creditors

The Company did not grant any security on its assets. No secured claim was received during the Review Period.

Preferential Creditors

The Company did not employ any member of staff other than its director. No preferential claim was received during the reporting period.

Prescribed Part

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company must be made available purely for the unsecured creditors. This equates to:

- 50% of net property up to £10,000;
- Plus, 20% of net property in excess of £10,000.
- Subject to a maximum of £600,000.

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.

Unsecured Creditors

Unsecured claims were estimated at £7,022,715.96 in the Director's Estimated Statement of Affairs and, to date, 331 claims have been received totalling £2,185,229.99.

It is not clear whether a dividend will be paid to unsecured creditors.

Dividends

In accordance with Rule 14.36 and Rule 14.37 I confirm that no dividend will be distributed as insufficient funds will be available.

4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

Investigations

During the Review Period, the Joint Liquidators carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the director(s) (and senior employees) by means of questionnaires (and interviews); making enquiries of the Company's accountants; reviewing information received from creditors; and collecting and examining the Company's bank statements, accounts and other records.

The directors did not provide all of the books and records or all the completed questionnaires.

The information gleaned from this process enabled the Joint Liquidators to meet their statutory duty to submit a confidential report on the conduct of the directors (past and present) to the Insolvency Service.



This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This initial assessment revealed matters that the Joint Liquidators considered merited further investigation however we cannot divulge the details at this stage as to do so may jeopardise any potential claim.

Although this work did not generate any financial benefit to creditors, it was necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

EU Regulations (Whether Proceedings Are Main Proceedings or Territorial)

The Company's centre of main interest was in the UK as their registered office address and their trading address was Drake House, Gadbrook Park, Northwich, Cheshire, CW9 7RA and therefore it is considered that the EU Regulations apply. These proceedings are main proceedings as defined in the EU Regulation.

Further Information

Please note that the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>. Additionally the Joint Liquidators are also bound by the regulations of their Licensing Bodies.

To comply with the Provision of Services Regulations, some general information about Quantuma LLP, including our complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information/>.

Information about this insolvency process may be found on the R3 website here <http://www.creditorinsolvencyguide.co.uk/>.

General Data Protection Regulation

In compliance with the General Data Protection Regulation, creditors, employees, shareholders, directors and any other stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link www.quantuma.com/legal-notices/.

5. THE JOINT LIQUIDATORS' REMUNERATION AND EXPENSES

A copy of 'A Creditors Guide to Liquidators' Fees' effective from 6 April 2017 together with the firm's current schedule of charge-out rates and chargeable disbursements may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>.

A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request at no cost.

Pre-Appointment Costs

The pre-appointment fee was approved on a time cost basis by the creditors committee on 17 October 2018 and the time costs for undertaking the pre-appointment work were £17,500. A schedule detailing the pre-appointment time-costs is attached.



Joint Liquidators' Remuneration

The basis of the Joint Liquidators' fees was fixed on 15 November 2018 by a resolution passed by the creditors committee as follows:

1. the basis of the Joint Liquidators' fees be fixed by reference to the time properly given by the Joint Liquidators and their 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 Quantuma LLP at the time when the work is performed (plus VAT). The time costs drawn will not exceed £50,852 without additional approval from creditors
2. the Liquidators be authorised to recover all Category 2 disbursements, calculated on the bases detailed in Quantuma LLP's Summary.

No fees have been drawn to date.

We believe this case generally to be of average complexity with the exception of investigations which have proved more complicated due to the lack of company records and the funds held by USL otherwise no extraordinary responsibility has to date fallen on the Joint Liquidators.

Comparison of Estimates

The Joint Liquidators' time costs incurred to date (whether or not they have been charged to the Liquidation estate) are compared with the original fees estimate and the actual time costs incurred to date. The fee estimate covered the period of the whole liquidation.

For a detailed schedule of work undertaken by the Joint Liquidators during the Review Period, see Appendix 5. A detailed narrative list of the work undertaken during the Review Period is provided at Appendix 6.

Work category	Original fees estimate			Actual time costs incurred during the Review Period and to date		
	No. of hours	Blended hourly rate £ per hour	Total fees £	No. of hours	Average hourly rate £ per hour	Total time costs £
Administration and Planning	40.90	270.89	11,079.50	51.20	224.76	11,507.50
Creditors	124.50	229.83	28,613.50	94.30	215.58	20,329.50
Investigations	26.50	273.28	7,242.00	29.35	232.28	6,817.50
Realisation of Assets	6.00	267.92	1,607.50	0.90	295.56	266.00
Cashiering	4.50	125.00	562.50	3.30	145.45	480.00
Closing Procedures	7.70	226.88	1,747.00	-	-	-
TOTAL	210.10	242.04	50,852.00	179.05	220.05	39,400.50

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



Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period and to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Category 1 Expenses			
Accounting fees	96.00	-	
Advertising	244.35	81.45	
Room Hire	311.71	311.71	
Bonding	135.00	135.00	
Postage	2,577.10	-	
Travel & Subsistence	148.77	330.79	
Category 2 Expenses			
Storage	50.00	91.19	
Stationery	375.00	-	
Photocopying	3,975.00	-	
TOTAL	7,915.53	950.14	

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in Quantuma LLP's current schedule of charge-out rates and chargeable disbursements referred to above. Creditors approved the payment of Category 2 disbursements on these bases on 15 November 2019.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators consider that:

- the original fees estimate is unlikely to be exceeded; and
- the original expenses estimate is unlikely to be exceeded.

Other Professional Costs

Solicitors

Knights Plc were instructed by the Joint Liquidators to advise on appropriate legal matters surrounding the funds held by USL. Their costs have been agreed on the basis of their standard hourly charge out rates, plus disbursements and VAT. The Solicitors' have not been paid in the Review Period.


All professional costs are reviewed and analysed before payment is approved.

Creditors' Right to Request Information

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request in writing the Joint Liquidators to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

Creditors' right to challenge remuneration and/or expenses

Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the



basis of remuneration which the Joint Liquidators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of.

Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

Future of the Liquidation

The Joint Liquidators will continue their investigations surrounding the funds held by USL and identifying whether there are any funds to be returned to the freeholders, together with further investigations following a review of what records have been made available and matters raised by creditors.

Should you have any queries in regard to any of the above please do not hesitate to contact Lucy Garner on 02380 336464 or by e-mail at lucy.garner@quantuma.com.



Simon Campbell
Joint Liquidator

**Hollinberry Estates Limited
(IN LIQUIDATION)****STATUTORY INFORMATION**

Company Name	Hollinberry Estates Limited
Trading Address	Drake House, Gadbrook Park, Northwich, Cheshire, CW9 7RA
Proceedings	In Liquidation
Date of Appointment	21 August 2018
Joint Liquidators	Carl Jackson Simon Campbell Quantuma LLP Office D, Beresford House, Town Quay, Southampton, SO14 2AQ
Registered office Address	c/o Quantuma LLP Office D, Beresford House, Town Quay, Southampton, SO14 2AQ
Company Number	08156463
Incorporation Date	25/07/2012

**Hollinberry Estates Limited
(IN LIQUIDATION)**

**THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD 21
AUGUST 2018 TO 20 AUGUST 2019**

Hollinberry Estates Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 21/08/2018 To 20/08/2019 £	From 21/08/2018 To 20/08/2019 £
	ASSET REALISATIONS		
NIL	Associated Debtors	NIL	NIL
	Bank Interest Gross	0.70	0.70
	Energy Refund	1,772.48	1,772.48
Uncertain	Urban Student Life Ltd	NIL	NIL
		1,773.18	1,773.18
	COST OF REALISATIONS		
	Statutory Advertising	81.45	81.45
		(81.45)	(81.45)
	UNSECURED CREDITORS		
(1,481,215.10)	Associated creditors	NIL	NIL
(138,036.14)	Group company creditors	NIL	NIL
(5,402,317.01)	Landlords Yield	NIL	NIL
(1,147.71)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(7,022,815.96)		1,691.73	1,691.73
	REPRESENTED BY		
	Bank 1 Current		1,675.44
	Vat Receivable		16.29
			1,691.73

**Hollinberry Estates Limited
(IN LIQUIDATION)**

**SCHEDULE OF JOINT LIQUIDATORS' TIME COSTS FOR THE PERIOD 21 AUGUST 2018 TO 20
AUGUST 2019**

Time Entry - Detailed SIP9 Time & Cost Summary

6002687 - Hollinberry Estates Limited
From: 21/08/2018 To: 20/08/2019
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 Administration & Planning	0.00	0.00	2.50	1.50	4.00	610.50	152.63
100A Initial Statutory & General Notifications & Filing	0.00	0.40	0.10	0.00	0.50	97.50	195.00
102 Scheduling records	0.20	10.50	0.00	0.00	10.70	2,165.00	202.34
102A Recovering & Scheduling books and records	0.00	0.00	0.00	1.70	1.70	161.50	95.00
103 IPS Case / File set up / Filing	0.00	0.00	0.00	0.80	0.80	77.50	96.88
104 General Administration	1.50	1.10	0.40	7.80	10.80	1,580.50	146.34
105 Case strategy / Review	17.00	4.60	1.00	0.00	22.60	6,795.00	300.66
106 VAT & CT matters and returns	0.00	0.10	0.00	0.00	0.10	20.00	200.00
Admin & Planning	18.70	16.70	4.00	11.80	51.20	11,507.50	224.76
600 Cashiering	0.00	0.90	0.00	2.40	3.30	480.00	145.45
Cashiering	0.00	0.90	0.00	2.40	3.30	480.00	145.45
201 Creditors	0.00	0.20	0.00	1.50	1.70	190.00	111.76
203 Creditor correspondence / Call	0.20	33.80	0.50	0.40	34.90	8,623.50	247.09
204 Unsecured Creditors claims	0.00	2.10	0.60	12.20	14.90	1,856.00	124.56
205 Committee reporting	1.90	5.00	0.00	0.00	6.90	1,867.50	270.65
205A Committee Meetings, Minutes & Liaising with Members	6.70	8.90	0.10	0.00	15.70	4,120.00	262.42
209 Creditors meetings	0.00	7.70	0.10	9.00	16.80	2,842.50	169.20
212 Initial Appointment Notifications to Creditors	0.00	3.40	0.00	0.00	3.40	830.00	244.12
Creditors	8.80	61.10	1.30	23.10	94.30	20,325.50	215.58
300 Investigations	7.70	12.70	0.50	0.75	21.65	5,295.00	244.57
300A SIP 2 Review	0.00	4.40	0.00	0.00	4.40	880.00	200.00
301 CDDA Reports	0.00	1.40	1.70	0.00	3.10	577.50	186.29
302 Pursuing Antecedent Transactions	0.20	0.00	0.00	0.00	0.20	65.00	325.00
Investigations	7.90	18.50	2.20	0.75	29.35	6,817.50	232.28
401 Freehold / Leasehold Property	0.00	0.00	0.10	0.00	0.10	18.50	185.00
405 Debtors	0.70	0.00	0.00	0.00	0.70	227.50	325.00
406 Sale of Business	0.00	0.10	0.00	0.00	0.10	20.00	200.00
Realisation of Assets	0.70	0.10	0.10	0.00	0.90	266.00	295.56
Total Hours	36.10	97.30	7.60	38.05	179.05	39,400.50	220.05
Total Fees Claimed						0.00	

**Hollinberry Estates Limited
(IN LIQUIDATION)**

DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT LIQUIDATORS DURING THE REVIEW PERIOD

Description of work undertaken	Includes
ADMINISTRATION & PLANNING	
Initial Statutory and General Notifications & Filing e.g. Advertising the appointment, undertaking statutory notifications to Companies House, HMRC, the Pension Protection Fund, preparing the documentation and dealing with other notification of appointment	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Obtaining a specific penalty code	
Recovering & Scheduling the company's books and records	Collection and making an inventory of company books and records
Setting up electronic case files and managing correspondence on IRS	
General Administration - Dealing with all routine correspondence and emails relating to the case	
Case strategy & completing the reviews at 1 month, 2 months & 6 months	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
VAT & Corporation Tax matters and returns	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
CREDITORS	
Dealing with creditor correspondence, emails and telephone conversations	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Dealing with Pension Schemes	Corresponding with the PPF and the Pensions Regulator
Committee Reporting	Reporting to committee members
Committee Meetings, Minutes & liaising with Committee members	Holding an initial meeting of the committee Seeking the committee's approval on case strategy Calling and holding meetings of the committee as required and the circumstances of the case dictate
Creditors' Meeting	Preparation of meeting notices, proxies/voting forms and advertisements Notice of meeting to all known creditors

Description of work undertaken	Includes
	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.
Annual/Progress Reports	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties
Initial Appointment Notification to Creditors - Preparing the documentation & sending out initial appointment notification to creditors	Preparing a fee estimate for inclusion with the report to creditors.
Interim Fee Report to Creditors	
INVESTIGATION	
SIP 2 Review of Records by Third Investigation with a view to identifying potential areas of concern by reading and obtaining information from relevant third parties such as the bank, accountants, etc.	Correspondence to request information on the company's dealings, 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
Obtain Report from the Insolvency Service on the grounds of the directors' disqualification from the Company Directors Disqualification Act	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations
Investigating & Reporting Suspicious Transactions	
REALISATION OF ASSETS	
Debtors	Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Receiving updates from factoring companies and arranging for reassignment of ledger Liaising with debt collectors and solicitors Agreeing debt collection agency agreements Dealing with disputes, including communicating with directors/former staff Pursuing credit insurance claims Submitting VAT bad debt relief claims