

In accordance with  
Rule 6.28 of the  
Insolvency (England &  
Wales) Rules 2016 and  
Section 106(3) of the  
Insolvency Act 1986.

# LIQ14

## Notice of final account prior to dissolution in CVL



Companies House

THU WEDNESDAY



A12 \*A771F942\* 30/05/2018 #125  
COMPANIES HOUSE  
A16 \*A750UTZN\* 10/05/2018 #299  
COMPANIES HOUSE

### 1 Company details

Company number 0 8 2 6 9 9 3 5

Company name in full Tenby Sports Limited

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

### 2 Liquidator's name

Full forename(s) Sandra

Surname McAlister

### 3 Liquidator's address

Building name/number 10 St Helen's Road

Street

Post town Swansea

County/Region

Postcode S A 1 4 A W

Country

### 4 Liquidator's name ①

Full forename(s) Simon Thomas

Surname Barriball

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

### 5 Liquidator's address ②

Building name/number 10 St Helen's Road

Street

Post town Swansea

County/Region

Postcode S A 1 4 A W

Country

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

# LIQ14

## Notice of final account prior to dissolution in CVL

### 6 Liquidator's release

☐ Tick if one or more creditors objected to liquidator's release.

### 7 Final account

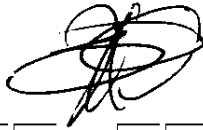
☒ I attach a copy of the final account.

### 8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

<sup>d</sup>0

<sup>d</sup>9

<sup>m</sup>0

<sup>m</sup>5

<sup>y</sup>2

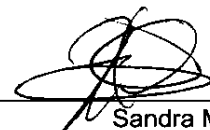
<sup>y</sup>0

<sup>y</sup>1

<sup>y</sup>8

**Tenby Sports Limited**  
**(In Liquidation)**  
**Joint Liquidators' Abstract of Receipts & Payments**  
**From 12 December 2014 To 9 May 2018**

<b>S of A £</b>		<b>£</b>	<b>£</b>
	<b>ASSET REALISATIONS</b>		
3,500.00	Stock	5,644.49	
	Insurance Refund	84.22	
	Director contribution	1,660.50	
	Bank Interest Gross	1.53	
			7,390.74
	<b>COST OF REALISATIONS</b>		
	Specific Bond	18.00	
	Preparation of S. of A.	4,000.00	
	Liquidators Fees	45.44	
	Liquidators Disbursements	506.29	
	Agents/Valuers Fees (1)	564.45	
	Agents disbursements	2,035.00	
	Stationery & Postage	9.25	
	Statutory Advertising	212.31	
			(7,390.74)
	<b>PREFERENTIAL CREDITORS</b>		
(3,438.00)	Wage Arrears & Holiday Pay	NIL	
			NIL
	<b>UNSECURED CREDITORS</b>		
(37,132.16)	Trade & Expense Creditors	NIL	
(7,889.70)	Employees	NIL	
(5,093.34)	Santander	NIL	
(10,500.00)	H M Revenue & Customs (PAYE)	NIL	
(15,000.00)	HM Revenue & Customs (VAT)	NIL	
			NIL
	<b>DISTRIBUTIONS</b>		
(1.00)	Ordinary Shareholders	NIL	
			NIL
<b>(75,554.20)</b>			<b>(0.00)</b>
	<b>REPRESENTED BY</b>		
	Vat Receivable		189.84
	Vat Control Account		(189.84)
			NIL

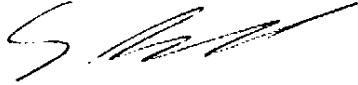


Sandra McAlister  
Joint Liquidator

**Tenby Sports Limited ("the Company")  
In Creditors' Voluntary Liquidation (CVL)  
Company Number: 08269935**

Please be advised that the Company's creditors, having received notice that they must notify the Joint Liquidator's by 08 May 2018 have failed to object to the Joint Liquidator's release from office.

Subsequently the Joint Liquidators have been released from office and the final account is being filed.



**Simon Barriball  
Joint Liquidator**

Simon Barriball and Helen Whitehouse are authorised to act as insolvency practitioners in the UK by the Insolvency Practitioners Association under office holder numbers 11950 and 9680 respectively.

**08 May 2018**

1 March 2018



TO ALL KNOWN MEMBERS & CREDITORS  
(OTHER THAN OPTED OUT CREDITORS)

Dear Sirs

**Tenby Sports Limited ("the Company") Creditors' Voluntary Liquidation ("CVL")**  
**Registered number: 08269935**

As you will be aware Sandra McAlister and Simon Thomas Barriball were appointed as joint liquidators of the Company on 12 December 2014.

**Notice of final account prior to dissolution**

I am writing to advise that it appears to Sandra McAlister and Simon Thomas Barriball that the Company's affairs are fully wound up. I enclose a notice to this effect together with the joint liquidators' final account.

**Release from office**

The Joint Liquidators will have their release from office when they have sent to the Registrar of Companies a copy of the final account and a statement of whether any of the company's creditors objected to the Joint Liquidator's release. Such an objection to the Joint Liquidator's release must be received within eight weeks from the date of this notice. Please note, all objections should be made in writing and sent to Dani Willimas at McAlister & Co Insolvency Practitioners Limited, 10 St Helen's Road, Swansea, SA1 4AW.

In the event that such an objection is received, the Joint Liquidators will apply to the Secretary of State for their release and their release date will be as determined by the Secretary of State.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Sandra McAlister', written over a horizontal line.

**Sandra McAlister**  
**Joint Liquidator**

Sandra McAlister and Simon Thomas Barriball are authorised to act as insolvency practitioners in the UK by the Insolvency Practitioners Association under office holder numbers 9375 and 11950 respectively

Enclosure:                      Notice of final account prior to dissolution  
   Final Account

McAlister & Co Insolvency Practitioners Ltd

Central Processing and Head Office: 10 St Helen's Rd, Swansea SA1 4AW  
T: 03300 563100 F: 01792 459610  
E: enquires@mc-alister.co.uk W: www.mc-alister.co.uk  
Reg. Office: Swansea Company Reg. N: 6414250

TR3



**Tenby Sports Limited ("the Company") Creditors' Voluntary Liquidation ("CVL")**  
**Registered number: 08269935**

**Joint Liquidator's Final Account for the period**  
**12 December 2014 to 1 March 2018 in accordance with s106 Insolvency Act 1986 and R18.14 Insolvency**  
**Rules 2016**

**Key highlights of this report**

A summary of the key information contained within this report is as follows:

- Assets realisations for this period total £7390.74
- There are no further assets remaining to be realised
- There have been no significant changes to the anticipated asset realisations since my last report.
- Liquidators' remuneration has been approved on a Time and Expenses
- Liquidators' fees drawn total £45.44
- Expenses totalling £766.25 have been incurred during the liquidation and the anticipated costs to closure are

**Appendices**

The following appendices are attached which should be read in conjunction with this report:

Appendix 1	Statutory Information
Appendix 2	Receipts and Payments Account
Appendix 3	Liquidators' Time Costs Analysis
Appendix 4	Fee Estimate – not require at the time of appointment. Not included
Appendix 5	Activities
Appendix 6	Category 1 and 2 Disbursements
Appendix 7	Notice of no/no further dividend

## **Asset Realisation and Progression**

The Joint Liquidators confirm that all known assets have been realised

### **Stock**

The sum of £5,644.49 has been realised into the liquidation estate. The stock was sold at fair value by third party agents Gavel Auctioneers Ltd as instructed by the joint liquidators.

### **Insurance Refund**

A refund of £84.22 was received from Insolvency Risk Specialists in relation to Asset Insurance Cover.

### **Director Contributions**

The Director signed a personal guarantee to ensure that the Statement of Affairs fees and disbursements would be paid. £1,660.50 has been received to date of which £360.50 has been realised in the period covered by this report.

### **Bank Interest**

The liquidation funds are being held in an interest bearing account. To date interest of £1.53 has been received.

### **Unrealisable assets**

No assets have proved to be unrealisable to date.

### **Liquidation Costs**

The basis of the Joint Liquidators remuneration was considered and approved on a time costs basis by creditors' on 12 December 2014.

### **Pre Appointment Costs**

*This firm's fee in relation to assistance provided with the preparation of the director's Statement of Affairs, and placing the Company in liquidation, was fixed at £4,000 plus VAT and disbursements*

This fee has been part paid, as detailed within the receipts and payments account.

The balance shall be drawn as and when realisations allow

### **Statement re 3<sup>rd</sup> Parties**

I can confirm that no payment was made to another party for their assistance in preparing the Statement of Affairs, or in regard to the liquidation generally.

### **Liquidators' Remuneration**

Numerous activities have been undertaken by ourselves and our staff in dealing with the liquidation. A number of tasks are generic to every liquidation and a summarised list of these activities is attached in the Appendices for your information.

Details of our remuneration are set out below. You may also find it useful to read "A guide to Liquidators' fees" which can be downloaded from The R3 website at <https://www.r3.org.uk/what-we-do/publications/professional/statements-of-insolvency-practice/e-and-w/sip-9-list>. Kindly ensure that you download the correct version for the date of appointment.

Alternatively please contact our office and we will arrange for a hard copy to be sent to you if you would prefer.

Time costs accrued to date total £9,178.25, which is calculated as 39.20 hours with an average hourly rate of £234.14 per hour. Of this £910.00 was incurred during the period covered by this report.

I can confirm that due to insufficient realisations, no post appointment fee has been drawn to date.

### **Disbursements**

A detailed explanation of category 1 and category 2 disbursements, together with the approved rates for category 2 disbursements, is set out in the Appendices.

Category 1 disbursements are those that are directly attributable to a third party invoice.

Category 2 disbursements are those that are based upon an estimate or an internally set rate in accordance with the schedule previously provided. The category disbursements incurred and paid are set out in the Appendices.

### **Professional Advisors**

The following advisors have been engaged by us during the course of the liquidation to provide the appropriate assistance.

<b>Firm</b>	<b>Description of assignment</b>	<b>Fee basis</b>
Gavel Auctioneers Ltd	Valuation and realisation of Stock	% of Realisations

The use of professional advisors was necessary as either the task required a specialised skill set or it was economical to engage a third party. Advisors were chosen based upon their experience and abilities suitable for nature of the assignment.

## **Creditors**

### **Secured creditors**

There are no charges against the company registered at Companies House.

### **Preferential creditors**

There were preferential claims from former employees of the Company received.

Claims for arrears of pay and holiday pay have been made with the Redundancy Payments Service. A request has been sent for their final claim in this matter.

It is not anticipated that there shall be sufficient realisations to enable a distribution to the preferential creditors in this matter.

### **Prescribed part for the unsecured creditors s176A Insolvency Act 1986**

Section 176A of the 1986 Insolvency Act provides that where the Company has created a floating charge on or after 1 September 2003 the Liquidator must calculate and make a 'prescribed part' of the Company's net property available for the unsecured creditors ahead of any distribution to the floating charge holder.

To the best of our knowledge and belief there are no unsatisfied floating charges created on or after 15 September 2003 so the provisions of s176A do not apply.

### **Unsecured creditors**

The Statement of Affairs estimated unsecured creditor claims of £75,795.20. To date claims totalling £47,751.56 have been received.

It is not anticipated that there shall be sufficient realisations to enable a distribution to the unsecured creditors in this matter.

### **Creditors' further information**

As a creditor, you have a right to request further information with regard to any aspect of this report or to challenge the Liquidators' fees and expenses. If you require further information, please do not hesitate to contact us.

If you are not satisfied with our response, you have the right to request further information from me/us with regard to our remuneration and expenses, with either the permission of the Court or with a collective request from 10% in value of unsecured creditors. This request must be made within eight weeks of receipt of this report.

Further, creditors have the right to apply to Court to challenge the amount of, or the basis of, our remuneration and expenses, with either the permission of the Court or with a collective request from 10% in value of unsecured creditors. This application must be made within 8 weeks of receipt of this report.

Secured creditors may make the same request or the same application in their own right.



**Sandra McAlister**  
Joint Liquidator

**Date:** 1 March 2018



**Tenby Sports Limited ("the Company") Creditors' Voluntary Liquidation ("CVL")**  
**Previously known as:**  
**Registered number: 08269935**

**Appendix 1**

**Company Details**

Description	Tenby Sports Limited (In Liquidation)
Previously known as:	
Registered office:	
Registered number:	08269935
Contact Details For Case Administrator:	Dani Willimas Linda@mcalistenco.co.uk,

**Appointment Details**

Joint Liquidator:	Sandra McAlister Simon Thomas Barriball
Address:	McAlister & Co Insolvency Practitioners Limited,10 St Helen's Road, Swansea, SA1 4AW,
Date of Appointment:	12/12/2014
Actions of Joint Liquidators:	Any act required or authorised under any enactment to be done by a Liquidator may be done by either or both of the Liquidators acting jointly or alone
Former Liquidator: (if applicable)	N/A

**Tenby Sports Limited  
(In Liquidation)**

**Joint Liquidators' Summary of Receipts and Payments**

<b>RECEIPTS</b>	<b>Statement of Affairs (£)</b>	<b>From 12/12/2014 To 11/12/2017 (£)</b>	<b>From 12/12/2017 To 01/03/2018 (£)</b>	<b>Total (£)</b>
Stock	3,500.00	5,644.49	0.00	5,644.49
Insurance Refund		84.22	0.00	84.22
Director contribution		1,660.50	0.00	1,660.50
Bank Interest Gross		1.53	0.00	1.53
		<b>7,390.74</b>	<b>0.00</b>	<b>7,390.74</b>
<b>PAYMENTS</b>				
Specific Bond		18.00	0.00	18.00
Preparation of S. of A.		3,887.23	112.77	4,000.00
Liquidators Fees		0.00	45.44	45.44
Liquidators Disbursements		506.29	0.00	506.29
Agents/Valuers Fees (1)		564.45	0.00	564.45
Agents disbursements		2,035.00	0.00	2,035.00
Stationery & Postage		9.25	0.00	9.25
Statutory Advertising		212.31	0.00	212.31
Wage Arrears & Holiday Pay	(3,438.00)	0.00	0.00	0.00
Trade & Expense Creditors	(37,132.16)	0.00	0.00	0.00
Employees	(7,889.70)	0.00	0.00	0.00
Santander	(5,093.34)	0.00	0.00	0.00
H M Revenue & Customs (PAYE)	(10,500.00)	0.00	0.00	0.00
HM Revenue & Customs (VAT)	(15,000.00)	0.00	0.00	0.00
Ordinary Shareholders	(1.00)	0.00	0.00	0.00
		<b>7,232.53</b>	<b>158.21</b>	<b>7,390.74</b>
<b>Net Receipts/(Payments)</b>		<b>158.21</b>	<b>(158.21)</b>	<b>0.00</b>
<b>MADE UP AS FOLLOWS</b>				
Bank 1 Current		0.01	(189.85)	(189.84)
VAT Receivable / (Payable)		158.20	31.64	189.84
		<b>158.21</b>	<b>(158.21)</b>	<b>0.00</b>

11/11/18

# Time Entry - SIP9 Time & Cost Summary + Cumulative

T100758 - Tenby Sports Limited  
Project Code POST  
To: 01/03/2018

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)	Total Hours Cum (POST Only)	Total Time Costs Cum (POST Only)
Admin & Planning	6.35	6.35	0.00	11.80	24.50	5,695.75	232.48	24.50	5,695.75
Case Specific Matters	0.00	0.60	0.00	1.85	2.45	490.00	200.00	2.45	490.00
Creditors	1.75	2.00	0.00	5.00	8.75	2,010.00	229.71	8.75	2,010.00
Investigations	1.50	0.00	0.00	0.50	2.00	580.00	290.00	2.00	580.00
Realisation of Assets	0.75	0.50	0.00	0.25	1.50	402.50	268.33	1.50	402.50
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Hours / Costs</b>	<b>10.35</b>	<b>9.45</b>	<b>0.00</b>	<b>19.40</b>	<b>38.20</b>	<b>9,178.25</b>	<b>234.14</b>	<b>38.20</b>	<b>9,178.25</b>
<b>Total Fees Claimed</b>						<b>45.44</b>			
<b>Total Disbursements Claimed</b>						<b>745.85</b>			

Time Entry - SIP9 Time & Cost Summary

Category 2 Disbursements

T100758 - Tenby Sports Limited  
Project Code: POST  
To: 01/03/2018

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Amount
20/02/2018	Photocopying, 30 Annual 3 web letters	9.00
Total		9.00

# Time Entry - SIP9 Time & Cost Summary + Cumulative

T100758 - Tenby Sports Limited  
Project Code: POST  
From: 12/12/2017 To: 01/03/2018

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)	Total Hours Cum (POST Only)	Total Time Costs Cum (POST Only)
Admin & Planning	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.50	5,692.75
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.45	490.00
Creditors	0.50	0.00	0.00	3.75	4.25	910.00	214.12	8.75	2,010.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	560.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.50	402.50
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Hours / Costs</b>	<b>0.50</b>	<b>0.00</b>	<b>0.00</b>	<b>3.75</b>	<b>4.25</b>	<b>910.00</b>	<b>214.12</b>	<b>39.20</b>	<b>9,178.25</b>
<b>Total Fees Claimed</b>						<b>45.44</b>			
<b>Total Disbursements Claimed</b>						<b>745.85</b>			

Time Entry - SLP9 Time & Cost Summary  
Category 2 Disbursements

T100758 - Tenby Sports Limited  
Project Code: POST  
From 12/12/2017 To: 01/03/2018

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Amount
20/02/2018	Photocopying 30 Annual 3 web letters	9.00
Total		9.00

## **Joint Liquidators' Activities**

There are a number of activities that are generic to every liquidation and a summarised list of these activities is detailed below.

Staff of different levels will be involved in these activities dependent upon the level of experience required in order to keep costs to an appropriate level.

### **Administration**

- Filing the relevant notices upon appointment
- Circulating notices to creditors, members, employees and other stakeholders advising of the appointment
- Regular case reviews
- Reviewing the circumstances of the case to determine the appropriate strategy

### **Realisation of assets**

- Instruction of, and correspondence with, agents and lawyers with regarding to the valuation and disposal of assets
- Safeguarding assets
- Uplifting of company documents
- Obtaining adequate insurance
- Liaising with, and providing information to, potential purchasers of assets
- Registering relevant notices with Land Registry as appropriate
- Dealing with outstanding pre appointment HMRC returns

### **Creditors**

- Maintaining a list of creditor claims
- Dealing with Retention of Title claims
- Advertising for claims
- Agreement of claims
- Issue of notice of intended dividend
- Payment of dividends

### **Cashiering**

- Opening an appropriate bank account
- Obtaining a specific bond
- Monthly bank statement reconciliations
- Dealing with receipts into the account
- Dealing with payments out of the account
- Post appointment Corporation Tax returns
- Post appointment VAT returns

**Category 1 and 2 Disbursements**

Disbursements are categorised as either Category 1 or Category 2.

**Category 1**

Category 1 disbursements are clearly identifiable third party costs that are directly attributable to the case. Occasionally these disbursements are paid by McAlister & Co Insolvency Practitioners Limited and then recharged to the case, usually when there are insufficient funds within the case to pay the disbursement at the time it falls due. Specific approval from creditors is not required for Category 1 disbursements.

Typical examples of Category 1 disbursements are:

- Postage
- Advertising
- Insurance
- Travel costs
- External room hire
- Document storage

The current levels of Category 1 disbursements incurred and recovered by McAlister & Co Insolvency Practitioners Limited are as follows:

	Cost Incurred	Cost Recovered
	£	£
Postage	39.28	9.25
Searches	9.00	4.00
Statutory Advertising	283.08	212.31
Bonding and insurance	396.79	378.75
Total	728.15	604.31

**Category 2**

Category 2 disbursements are estimated or shared costs which may include some internal recharges from McAlister & Co Insolvency Practitioners Limited. It is likely that it is not possible, or too costly, to calculate the exact cost and an estimate is therefore used. These disbursements can be paid from the case if the basis of the charge has been approved by creditors.

Typical examples of Category 2 disbursements are:

- Photocopying
- Internal room hire
- Stationery

The current levels of Category 2 disbursements incurred and recovered by McAlister & Co Insolvency Practitioners Limited are as follows:

	Cost Incurred	Cost Recovered
	£	£
Photocopying	38.10	42p



**Tenby Sports Limited ("the Company") Creditors' Voluntary Liquidation ("CVL")**

NOTICE IS HEREBY GIVEN that as required by R14.36 Insolvency Rules 2016 notice is hereby given that there will be no dividend available to creditors in this matter and the funds realised have been used for paying the expenses of the insolvency proceedings.

A handwritten signature in black ink, appearing to be 'Sandra McAlister', written over a faint circular stamp or watermark.

Sandra McAlister  
Joint Liquidator  
Date: 1 March 2018

## **MCALISTER & CO INSOLVENCY PRACTITIONERS LIMITED**

### **MCALISTER & CO CHARGE OUT RATES**

<b>POSITION</b>	<b>HOURLY CHARGE OUT RATE (£)</b>
Director & Licensed Insolvency Practitioner	250 - 320
Manager	160 - 225
Case Administrator	110 - 205
Assistant	75 - 140
Secretarial and cashiering	50 - 75

*Please note that our system records time in units of 6 minutes, with a minimum of 1 unit per entry.*

### **MCALISTER & CO DISBURSEMENT CHARGES**

***Category 2 disbursement rates (as defined in SIP 9 – requiring prior approval of creditors)***

Photocopying/Printing	15p per sheet
Mileage	45p mile

#### **Standard Activity**

#### **Example of Work**

##### ***Administration and Planning***

**Statutory reporting and compliance.**  
Compliance with other regulatory requirements.  
Case planning.  
Administrative set up.  
Appointment notification.  
**Maintenance of records and progress reviews**

##### ***Investigation***

**SIP 2 review**  
CDDA report  
Review of questionnaires  
Investigation of antecedence transactions  
Liaising with committee

##### ***Realisation of Assets***

**Identification, secure and insure assets**  
**Retention of property**

##### ***Trading***

Debt collection  
Property, business and asset sales  
Management of operation  
Accounting for trading

##### ***Creditors***

On-going employee issues  
**Communication with creditors**  
**Creditors' claim and queries**  
Reservation of title claims  
Employee claims and Redundancy Payments claims  
Preferential Claims  
Reviewing and evaluating claims

*Rates quoted are correct as at 5 November 2014. All rates are subject to review annually. There may be a number of promotions throughout the various grades during the administration of cases. We reserve the right to change the rates without prior notice. Any change will be reported in the next statutory report to creditors. Should you require clarification on any of the above, do not hesitate to contact McAlister & Co on 01792 459600.*

LIQ14

Notice of final account prior to dissolution in CVL

### 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

Company name

**McAlister & Co Insolvency  
Practitioners Limited**

Address

**10 St Helen's Road  
Swansea**

Post town

**SA1 4AW**

County/Region

Postcode

Country

DX

Telephone

**03300563600**

### Checklist

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.

### Important information

**All information on this form will appear on the public record.**

### Where to send

**You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:**

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.

### Further information

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**