

LIQ03

Notice of progress report in voluntary winding up



Companies House

SATURDAY



A13 *A769BVSR* 19/05/2018 #312
COMPANIES HOUSE

1 Company details

Company number 0 8 3 0 9 5 0 6

Company name in full Bazalgett Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Nicholas Charles Osborn

Surname Lee

3 Liquidator's address

Building name/number 158 Edmund Street

Street Birmingham

Post town B3 2HB

County/Region

Postcode

Country

4 Liquidator's name ①

Full forename(s) Dean

Surname Nelson

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 158 Edmund Street

Street Birmingham

Post town B3 2HB

County/Region

Postcode

Country

② Other liquidator

Use this section to tell us about
another liquidator.

LIQ03

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6 Period of progress report

From date	^d 2	^d 2	^m 0	^m 3	^y 2	^y 0	^y 1	^y 7
To date	^d 2	^d 1	^m 0	^m 3	^y 2	^y 0	^y 1	^y 8

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d 1	^d 8	^m 0	^m 5	^y 2	^y 0	^y 1	^y 8
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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	Marina Bray
Company name	Smith Cooper
Address	158 Edmund Street
	Birmingham
Post town	B3 2HB
County/Region	
Postcode	
Country	
DX	
Telephone	0121 236 6789



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

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

Statement of Affairs £		From 22/03/2017 To 21/03/2018 £	From 22/03/2017 To 21/03/2018 £
	ASSET REALISATIONS		
14,828.00	Cash at Bank	14,828.00	14,828.00
	Bank Interest Gross	2.76	2.76
		<u>14,830.76</u>	<u>14,830.76</u>
	COST OF REALISATIONS		
	Specific Bond	NIL	NIL
	Preparation of S. of A.	1,900.00	1,900.00
	Cost of convening meeting	6,000.00	6,000.00
	Office Holders Fees	NIL	NIL
	Irrecoverable VAT	1,580.00	1,580.00
	Statutory Advertising	NIL	NIL
		<u>(9,480.00)</u>	<u>(9,480.00)</u>
	UNSECURED CREDITORS		
(1,350,718.00)	Associated Creditors	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<u>(1,335,891.00)</u>		<u>5,350.76</u>	<u>5,350.76</u>
	REPRESENTED BY		
	Bank 1 Current		5,350.76
			<u>5,350.76</u>

Note:



 Nicholas Charles Osborn Lee
 Joint Liquidator

BAZALGETT LIMITED – IN CREDITORS’ VOLUNTARY LIQUIDATION
THE JOINT LIQUIDATORS’ ANNUAL PROGRESS REPORT TO 21 MARCH 2018

ANNUAL PROGRESS REPORT OF BAZALGETT LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

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ANNUAL PROGRESS REPORT OF BAZALGETT LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

1. EXECUTIVE SUMMARY

This report describes the progress since the appointment of Joint Liquidators' on 22 March 2017.

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

Assets

Asset	Estimated to realise per Statement of Affairs (£)	Realisations to date (£)	Anticipated future realisations (£)	Total anticipated realisations (£)
Cash at Bank	14,828.00	14,828.00	0.00	14,828.00
Bank Interest Gross	N/A	2.76	Uncertain	Uncertain
Total	14,828.00	14,830.76	Uncertain	Uncertain

Expenses

Expense	Amount per fees and expenses estimates (£)	Expense incurred to date (£)	Anticipated further expense to closure (£)	Total anticipated expense (£)
Specific Bond	N/A	48.00	0.00	48.00
Preparation of S.of A.	N/A	4,000.00	0.00	4,000.00
Cost of Convening meeting	N/A	6,000.00	0.00	6,000.00
Office Holders Fees	N/A	0.00	7,500.00	7,500.00
Irrecoverable VAT	N/A	1,580.00	891.80	2,471.80
Total	N/A	11,628.00	8,391.80	20,019.80

Dividend prospects

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Secured creditor	n/a	n/a
Preferential creditors	n/a	n/a
Unsecured creditors	n/a	n/a

Summary of key issues outstanding

- Obtain creditors approval for the Joint Liquidators post appointment fee.
- Obtain tax clearance from HMRC.
- Finalising the costs of the liquidation.

Closure

Based on current information, it is anticipated that the liquidation will be concluded within the next 8 months.

ANNUAL PROGRESS REPORT OF BAZALGETT LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

2. INTRODUCTION

The purpose of this report is to detail the Joint Liquidators' acts and dealings for the period 22 March 2017 to 21 March 2018 ("the Review Period"), and should be read in conjunction with previous reports submitted.

Nicholas Charles Osborn Lee and Dean Anthony Nelson of Smith Cooper were appointed Joint Liquidators on 22 March 2017.

3. BACKGROUND

Registered Name, Address and Number

Name:	Bazalgett Limited
Registered office:	158 Edmund Street, Birmingham, B3 2HB
Registered Number:	08309506

Appointment Details

Nicholas Charles Osborn Lee Smith Cooper, 158 Edmund Street, Birmingham, B3 2HB	Dean Anthony Nelson Smith Cooper, 158 Edmund Street, Birmingham, B3 2HB
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Date of appointment of Joint Liquidators: 22 March 2017

Further statutory information may be found at Appendix 1.

4. ADMINISTRATION AND PLANNING

Statutory information

Statutory information may be found at Appendix 1.

The Joint Liquidators are required to meet a considerable 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 administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found in Appendix 4.

During the Review Period, the following key documents have been issued:

- The Joint Liquidators first report to creditors which was presented at the creditors meeting held on 22 March 2017, and sent to creditors on 29 March 2017.

ANNUAL PROGRESS REPORT OF BAZALGETT LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Other administration tasks

During the Review Period, the following material tasks in this category were carried out:

- Case reviews
- Bond reviews

5. ENQUIRIES AND 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 by means of questionnaires; 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 provided a completed questionnaire.

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 has been completed and the Joint Liquidators did not identify any further assets or actions which might lead to a recovery for creditors.

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.

6. REALISATION OF ASSETS

The Joint Liquidators' receipts and payments account for the Review Period is attached at Appendix 2.

Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken may be found at Appendix 4. The Joint Liquidators formulated and worked through a realisation strategy that sought to maximise realisations net of costs. The financial benefit of those efforts is described further below.

Cash at Bank

The directors Statement of Affairs disclosed cash at bank of £14,828, representing a credit balance held in the Company's account with The Royal Bank of Scotland International Limited ("RBS"). Upon appointment we wrote to RBS to request the credit balance, and the closure of the account. There was a delay in the bank responding to our request, and additional time has been incurred as a result. Accordingly the sum of £14,828 was remitted to the Joint Liquidators in November 2017.

Bank interest

All funds received in to the Liquidation estate are banked into an interest bearing account. Gross bank interest of £2.76 has been received in the Review Period.

ANNUAL PROGRESS REPORT OF BAZALGETT LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

7. CREDITORS' CLAIMS AND DIVIDEND PROSPECTS

The Joint Liquidators have met their statutory and regulatory duties to report to creditors.

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Joint Liquidators have had to carry out key tasks which are detailed in the list at Appendix 4. The following sections explain the anticipated outcomes to creditors and any distributions paid.

The Joint Liquidators have met their statutory and regulatory duties to report to creditors, as listed below. In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors have provided useful details of the strategies pursued and the outcomes anticipated.

Secured creditors

The Company had granted the following security: -

Type of charge	Date created	Beneficiary
Fixed and Floating charge	6 June 2014	The Royal Bank of Scotland International Limited

There is one charge registered against the Company in favour of The Royal Bank of Scotland International Limited. However, the bank has confirmed that the charge has been discharged.

Prescribed Part

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. There are no monies owed by the Company and therefore, the Prescribed Part will not apply in this case.

Unsecured creditors

Associated Creditors

The Statement of Affairs disclosed a liability to associated creditors totalling £1,350,718, which is comprised as follows:-

Volaw Trust & Corporate Services Limited £10,718.88. This is an associated company as there are common directors. During the Review Period Volaw Trust & Corporate Services Limited submitted a claim for £10,718.88.

Louise McGlinn- £1,339,999. Ms McGlinn is an associated creditor, as she is the beneficial owner of Volaw Nominees One Limited, the shareholder company. During the Review Period we received a claim from Ms McGlinn for the sum of £1,339,999.

There are insufficient funds to be able to make a distribution to the unsecured creditors in this case.

8. JOINT LIQUIDATORS' REMUNERATION AND COSTS

Pre appointment costs

At the first meeting of creditors held on 22 March 2017 it was resolved by the general body of creditors that Smith Cooper be paid £6,000 plus VAT in respect of advising the director, preparing the relevant documents, and attending the required meetings, and £4,000 plus VAT for their assistance in the preparation of the director's statement of affairs. To date the amount of £7,900 has been paid on account of this fee, leaving a balance due of £2,100 plus VAT.

Basis of remuneration

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day to day administration on cases and a manager and director then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a director or partner.

I am therefore seeking to agree the basis of my fees as follows:-

Fixed fee basis

There are certain tasks that the Joint Liquidators must carry out on nearly every Liquidation, namely Administration, Creditors and Investigation. Although they are required by statute or regulatory guidance, or are necessary for the orderly conduct of the proceedings, they do not produce any direct benefit for creditors, but still must be carried out.

Administration: This represents the work that is involved in the routine administrative functions of the case by the office holders and their staff, together with the control and supervision of the work done on the case by the office holders and their managers. It does not give direct financial benefit to the creditors, but has to be undertaken by the office holders to meet their requirements under the insolvency legislation and SIPs, which set out required practice that office holders must follow.

Realisation of Assets: This is the work that needs to be undertaken to protect and then realise the known assets in the case. If this work is undertaken, the office holder anticipates that the assets will realise the estimated to realise amounts provided to creditors.

Creditors: The Joint Liquidators need to maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the creditors. The Joint Liquidators will also have to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The Joint Liquidators are required to undertake this work as part of their statutory functions.

Investigations: The insolvency legislation gives the Joint Liquidators powers to take recovery action in respect of what are known as antecedent transactions, where assets have been disposed of prior to the commencement of the insolvency procedure and also in respect of matters such as misfeasance and wrongful trading. The Joint Liquidators are required by the SIP's to undertake an initial investigation in all cases to determine whether there are potential recovery actions for the benefit of creditors

Having completed their investigations, the Joint Liquidators are not aware of any specific matters that require further investigation.

The Joint Liquidators are also required by legislation to report to the Department for Business, Innovation and Skills on the conduct of the directors and the work to enable them to comply with this statutory obligation is of no direct benefit to the creditors, although it may identify potential recovery actions. As previously stated, this report has been submitted.

ANNUAL PROGRESS REPORT OF BAZALGETT LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

After taking into account the nature and value of the assets involved and that this is a routine case. The Joint Liquidators have therefore concluded that a fixed fee of £7,500 is necessary to cover that work, however due to the paucity of assets the Joint Liquidators will only be able to draw at most £2,164.96 as shown by the EOS attached at appendix 3. They have also compared the proposed fixed fee with their past time records for undertaking the work in respect of cases of a similar size and complexity and taken that into account when determining the level of the fixed fee sought, and as a result believe that this demonstrates why the fixed fee is expected to produce a fair and reasonable reflection of the work that they anticipate will be necessarily and properly undertaken.

Creditors' decision on the Joint Liquidators' proposed fees

Attached at Appendix 8 is a Notice of Decision Procedure, which sets out the decisions that the Joint Liquidators are requesting creditors to consider.

In order to vote by correspondence on the decision in relation to the basis and quantum of the Joint Liquidators' proposed fees, creditors should complete the Vote by Correspondence form, attached at Appendix 9.

In order to vote, the Vote by Correspondence Form must be completed and returned to Smith Cooper, 158 Edmund Street, Birmingham, B3 2HB by no later than 23:59 pm on 11 June 2018. Any votes received after this time will not be counted.

Please also complete and return the Proof of Debt form, which is attached at Appendix 12, in order to quantify your claim for voting purposes. This is not required if you have previously submitted a completed Proof of Debt form.

Disbursements

The disbursements that have been incurred during the Review Period are detailed on appendix 5.

No category 2 disbursements have been drawn during the review period. The basis of calculation of these category 2 disbursements is provided at Appendix 6.

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' has been provided previously. However, a hard copy be obtained on request. The firm's charge-out rate and disbursement policy may be found at Appendix F.

9. CREDITORS' RIGHTS

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 Joint Liquidators' remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

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 Joint Liquidators' 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.

10. EU REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)

The Company's centre of main interest was in the UK as its registered office address was 101 Wigmore Street, London, W1U 1FA and its trading address was Fifth Floor, 37 Esplanade, St. Helier, Jersey, JE1 2TR and therefore it is considered that the EU Regulations apply. These proceedings are main proceedings as defined in the EU Regulation.

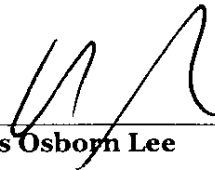
ANNUAL PROGRESS REPORT OF BAZALGETT LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

CONCLUSION

The administration of the case will be continuing to finalise the following outstanding matters that are preventing this case from being closed:

- Obtain creditors approval for the Joint Liquidators post appointment fee.
- Obtain tax clearance from HMRC.
- Finalising the costs of the liquidation.

If you require any further information, please contact Marina Bray at this office.

Signed 
Nicholas Charles Osborn Lee
Joint Liquidator
18 May 2018

ANNUAL PROGRESS REPORT OF BAZALGETT LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix 1

Statutory Information

Company Name	Bazalgett Limited
Former Trading Name	
Company Number	08309506
Registered Office	158 Edmund Street, Birmingham, B3 2HB
Former Registered Office	101 Wigmore Street, London, W1U 1FA
Office holders	Nicholas Charles Osborn Lee and Dean Anthony Nelson
Office holders' address	Smith Cooper, 158 Edmund Street, Birmingham, B3 2HB
Date of appointment	22 March 2017

ANNUAL PROGRESS REPORT OF BAZALGETT LIMITED - IN CREDITORS' VOLUNTARY
LIQUIDATION

Appendix 2

Joint Liquidators' abstract of receipts and payments account

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

Statement of Affairs £		From 22/03/2017 To 21/03/2018 £	From 22/03/2017 To 21/03/2018 £
	ASSET REALISATIONS		
14,828.00	Cash at Bank	14,828.00	14,828.00
	Bank Interest Gross	2.76	2.76
		<u>14,830.76</u>	<u>14,830.76</u>
	COST OF REALISATIONS		
	Specific Bond	NIL	NIL
	Preparation of S. of A.	1,900.00	1,900.00
	Cost of convening meeting	6,000.00	6,000.00
	Office Holders Fees	NIL	NIL
	Irrecoverable VAT	1,580.00	1,580.00
	Statutory Advertising	NIL	NIL
		<u>(9,480.00)</u>	<u>(9,480.00)</u>
	UNSECURED CREDITORS		
(1,350,718.00)	Associated Creditors	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
(1,335,891.00)		<u>5,350.76</u>	<u>5,350.76</u>
	REPRESENTED BY		
	Bank 1 Current		5,350.76
			<u>5,350.76</u>

Note:

ANNUAL PROGRESS REPORT OF BAZALGETT LIMITED - IN CREDITORS' VOLUNTARY
LIQUIDATION

Appendix 3

Joint Liquidators' EOS

Bazalgett Limited
(In Liquidation)
Joint Liquidators' Estimated Outcome Statement
To 21/03/2018

Statement of Affairs £		Realised / Paid	Projected	Total £
	ASSET REALISATIONS			
14,828.00	Cash at Bank	14,828.00	NIL	14,828.00
	Bank Interest Gross	2.76	NIL	2.76
		<u>14,830.76</u>	<u>NIL</u>	<u>14,830.76</u>
	COST OF REALISATIONS			
	Specific Bond	NIL	(48.00)	(48.00)
	Preparation of S. of A.	(1,900.00)	(2,100.00)	(4,000.00)
	Cost of convening meeting	(6,000.00)	NIL	(6,000.00)
	Office Holders Fees	NIL	(2,164.96)	(2,164.96)
	Irrecoverable VAT	(1,580.00)	(891.80)	(2,471.80)
	Statutory Advertising	NIL	(146.00)	(146.00)
		<u>(9,480.00)</u>	<u>(5,350.76)</u>	<u>(14,830.76)</u>
	UNSECURED CREDITORS			
(1,350,718.00)	Associated Creditors	NIL	NIL	NIL
		<u>NIL</u>	<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS			
(1.00)	Ordinary Shareholders	NIL	NIL	NIL
		<u>NIL</u>	<u>NIL</u>	<u>NIL</u>
<u>(1,335,891.00)</u>		<u>5,350.76</u>	<u>(5,350.76)</u>	<u>NIL</u>
	REPRESENTED BY			
	Bank 1 Current	5,350.76	(5,350.76)	NIL
		<u>5,350.76</u>	<u>(5,350.76)</u>	<u>NIL</u>

ANNUAL PROGRESS REPORT OF BAZALGETT LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix 4

Detailed Information about the tasks undertaken by the Joint Liquidators

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

General Description	Includes
Statutory and General Administration	
Statutory/advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Advertising in accordance with statutory requirements Bonding the case for the value of the assets
Document maintenance/file review/checklist	Filing of documents Periodic file reviews documenting strategy Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Books and records / storage	Dealing with records in storage Sending job files to storage
Pension scheme	Identifying whether there is a pension scheme
Reports	Circulating initial report to creditors upon appointment
Investigations	
SIP 2 Review	Collection and making an inventory of company books and records 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
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary information if required Assisting the Insolvency Service with its investigations

ANNUAL PROGRESS REPORT OF BAZALGETT LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

General Description	Includes
Realisation of Assets	
Other assets: Cash at Bank	Liaising with bank regarding transfer of funds
Creditors and Distributions	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Dealing with proofs of debt ("POD")	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD Request further information from claimants regarding POD

ANNUAL PROGRESS REPORT OF BAZALGETT LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix 5

Joint Liquidators' expenses summary

Expenses	Actual expenses Incurred in the Review Period £
Category 1 Expenses	
Statutory Advertising	146.00
Insolvency Practitioners Bond	48.00

ANNUAL PROGRESS REPORT OF BAZALGETT LIMITED - IN CREDITORS' VOLUNTARY
LIQUIDATION

Appendix 6

The Liquidators guide to fees, expenses and disbursements

INFORMATION FOR CREDITORS IN RELATION TO FEES AND DISBURSEMENTS

**INFORMATION RELEVANT FOR THE PERIOD 17 APRIL
2015 TO 31 MARCH 2017**

W	smithcooper.co.uk
F	0121 285 1480
VAT	123354934

General information to creditors regarding insolvency matters

Creditors wishing to understand or find out more information in relation to this or any other type of insolvency process may visit the website:

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

This website is a step-by-step guide designed to help creditors navigate their way through an insolvency process and has been produced by R3, the UK insolvency trade body.

A creditors' guide to the fees payable in an insolvency process and the process an insolvency practitioner is required to adopt for seeking approval of his or her fees may be acquired from the following website:

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

If any party is unable to obtain a copy of either of the above guides, please contact the individual referred to below who will furnish you with a copy, free of charge:

- Contact – Marina Bray
- Telephone - 0121 236 6789
- Email – marina.bray@smithcooper.co.uk
- Post – Marina Bray, Smith Cooper, 158 Edmund Street, Birmingham B3 2HB

Sent from: Smith Cooper, 158 Edmund Street, Birmingham B3 2HB

Smith Cooper is the trading name of SC Advisory Services Limited, a company registered in England
 Registered number: 7678255
 Registered Office: St Helen's House, King Street, Derby DE1 3EE
 A list of directors is available for inspection at the above address.

Dean Anthony Nelson and Nicholas Charles Osborn Lee are licensed in the UK as Insolvency Practitioners by the Institute of Chartered Accountants in England and Wales. Furthermore, they are both bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. When acting as Receiver, Administrative Receiver or Administrator they act as agent only, without personal liability and when acting as Administrator, the affairs, business and property of the company are being managed by them.

Regulated by the Institute of Chartered Accountants in England & Wales for a range of investment business activities.



Information specific to Smith Cooper

Grade	Charge out rate (£ per hour)
Partner	339
Director	243
Manager	182
Assistant Manager	182
Senior Insolvency Administrator	154
Administrator	122
Junior Administrator	83
Cashier	83
Other	58
Time costs are calculated using 6 minute units.	

The Office Holder does not recover the costs of support staff other than where their time is specifically incurred and can be identified in dealing with work undertaken on a specific engagement.

Agent's Costs

Charged at cost based upon the charge made by the Agent instructed, the term Agent includes:

- Solicitors/Legal Advisors
- Auctioneers/Valuers
- Accountants
- Quantity Surveyors
- Estate Agents
- Other Specialist Advisors

Disbursements

In accordance with Statement of Insolvency Practice 9 (SIP9) the basis of disbursement allocation in respect of disbursements incurred by the Office Holder in connection with the administration of the estate must be fully disclosed to creditors. Disbursements are categorised as either Category 1, being expenses directly referable to a third party, eg statutory advertising, external meeting room hire, specific bond insurance and courier costs, external archive, storage and subsequent destruction and Company Search fees, or Category 2, being expenses incurred by the firm and recharged to the estate, which may include a profit element, eg postage, stationery and storage.

Category 1 disbursements are recoverable in full from the estate without the prior approval of creditors. Category 2 disbursements are recoverable in full from the estate, subject to the basis of the disbursement allocation being approved by creditors in advance.

Category 2 disbursements are proposed to be recovered, subject to obtaining the requisite approval, as follows:-

Postage	Charged at actual cost (first class)
Photocopying	Recharged at 17p per sheet
Storage	Charged at cost
Room Hire	£50 per meeting held Smith Cooper offices
Archiving case files & closure	Recharged at £42.70 per box
Archiving records & closure	Recharged at £9.55 per box
Mileage	45p per mile



Derby | St Helen's House | King Street | Derby | DE1 3EE | 01332 332021
Nottingham | 2 Lace Market Square | Nottingham | NG1 1PB | 0115 945 4300
Birmingham | 158 Edmund Street | Birmingham | B3 2HB | 0121 236 6789
Ashbourne | 54 St John Street | Ashbourne | DE6 1GH | 01335 343 141
Leicester | 53 Windsor Street | Burbage | Leicestershire | LE10 2EE | 01455 614 500
Telford | M54 Space Centre | Halesfield Business Park | Halesfield 8 | Telford | TF7 4QN | 01952 601052

INFORMATION FOR CREDITORS IN RELATION TO FEES AND DISBURSEMENTS

INFORMATION RELEVANT AT 1 APRIL 2017

W	smithcooper.co.uk
F	0121 285 1480

VAT	123354934
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General information to creditors regarding insolvency matters

Creditors wishing to understand or find out more information in relation to this or any other type of insolvency process may visit the website:

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

This website is a step-by-step guide designed to help creditors navigate their way through an insolvency process and has been produced by R3, the UK insolvency trade body.

A creditors' guide to the fees payable in an insolvency process and the process an insolvency practitioner is required to adopt for seeking approval of his or her fees may be acquired from the following website:

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

If any party is unable to obtain a copy of either of the above guides, please contact the individual referred to below who will furnish you with a copy, free of charge:

- Contact – Marina Bray
- Telephone - 0121 236 6789
- Email – marina.bray@smithcooper.co.uk
- Post – Marina Bray, Smith Cooper, 158 Edmund Street, Birmingham B3 2HB

Sent from: Smith Cooper, 158 Edmund Street, Birmingham B3 2HB

Smith Cooper is the trading name of SC Advisory Services Limited, a company registered in England
Registered number: 7678255
Registered Office: St Helen's House, King Street, Derby DE1 3EE
A list of directors is available for inspection at the above address.

Dean Anthony Nelson, Nicholas Charles Osborn Lee and Andrew Paul Stevens are licensed in the UK as Insolvency Practitioners by the Institute of Chartered Accountants in England and Wales. Furthermore, they are all bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. When acting as Receiver, Administrative Receiver or Administrator they act as agent only, without personal liability and when acting as Administrator, the affairs, business and property of the company are being managed by them.

Regulated by the Institute of Chartered Accountants in England & Wales for a range of investment business activities.



Information specific to Smith Cooper

Grade	Charge out rate (£ per hour)
Partner	355
Director	255
Manager	190
Assistant Manager	190
Senior Insolvency Administrator	165
Administrator	130
Junior Administrator	90
Cashier	90
Other	60
Time costs are calculated using 6 minute units.	

The Office Holder does not recover the costs of support staff other than where their time is specifically incurred and can be identified in dealing with work undertaken on a specific engagement.

Agent's Costs

Charged at cost based upon the charge made by the Agent instructed, the term Agent includes:

- Solicitors/Legal Advisors
- Auctioneers/Valuers
- Accountants
- Quantity Surveyors
- Estate Agents
- Other Specialist Advisors

Disbursements

In accordance with Statement of Insolvency Practice 9 (SIP9) the basis of disbursement allocation in respect of disbursements incurred by the Office Holder in connection with the administration of the estate must be fully disclosed to creditors. Disbursements are categorised as either Category 1, being expenses directly referable to a third party, eg statutory advertising, external meeting room hire, specific bond insurance and courier costs, external archive, storage and subsequent destruction and Company Search fees, or Category 2, being expenses incurred by the firm and recharged to the estate, which may include a profit element, eg postage, stationery and storage.

Category 1 disbursements are recoverable in full from the estate without the prior approval of creditors. Category 2 disbursements are recoverable in full from the estate, subject to the basis of the disbursement allocation being approved by creditors in advance.

Category 2 disbursements are proposed to be recovered, subject to obtaining the requisite approval, as follows:-

Postage	Charged at actual cost (first class)
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Storage	Charged at cost
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Archiving records & closure	Recharged at £9.55 per box
Mileage	45p per mile

ANNUAL PROGRESS REPORT OF BAZALGETT LIMITED - IN CREDITORS' VOLUNTARY
LIQUIDATION

Appendix 7

Notice of invitation to form a Liquidation Committee

NOTICE OF INVITATION TO FORM A LIQUIDATION COMMITTEE

Company Name: Bazalgett Limited ("the Company") In Liquidation

Company Number: 08309506

This Notice is given under Rule 6.19 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Joint Liquidator of the Company, Nicholas Charles Osborn Lee, of Smith Cooper, 158 Edmund Street, Birmingham, B3 2HB (telephone number 0121 236 6789), who was appointed by the members and creditors.

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

By post to: Smith Cooper, 158 Edmund Street, Birmingham, B3 2HB

By fax to: 0121 285 1480

By email to: creditor.correspondence@smithcooper.co.uk

Please note that, if you are sending nominations by post, you must ensure that you have allowed sufficient time for the Notice to be delivered to the address above by the time set out below. Unless the contrary is shown, an email is treated as delivered at 9am on the next business day after it was sent.

All nominations must be delivered by: 23.59 pm on 11 June 2018.

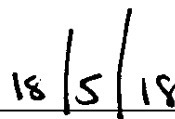
Nominations can only be accepted if the convener is satisfied as to the nominated creditor's eligibility under Rule 17.4 of the Rules.

For further information on the role of Liquidation Committees, go to:
<https://www.r3.org.uk/liquidation-creditors-committees-and-commissioners-a-guide-for-creditors>

Signed: _____


Nicholas Charles Osborn Lee
Joint Liquidator

Dated: _____


18/5/18

NOMINATIONS FOR MEMBERS OF A LIQUIDATION COMMITTEE

On behalf of (name of Creditor):

_____ ,

at (address of Creditor):

_____ ,

I nominate the following creditor(s) to be member(s) of a Liquidation Committee (provide name(s) and address(es)):

1. _____

2. _____

3. _____

Signed: _____

Dated: _____

Name in capitals: _____

Position with, or relationship to, Creditor or other authority for signature:

Are you the sole member/shareholder of the Creditor (where it is a company)?

Yes / No

ANNUAL PROGRESS REPORT OF BAZALGETT LIMITED - IN CREDITORS' VOLUNTARY
LIQUIDATION

Appendix 8

Notice of decision procedure

NOTICE OF DECISION PROCEDURE

Company Name: Bazalgett Limited (In Liquidation) ("the Company")

Company Number: 08309506

This Notice is given under Rule 15.8 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Joint Liquidator of the Company, Nicholas Charles Osborn Lee, of Smith Cooper, 158 Edmund Street, Birmingham, B3 2HB (telephone number 0121 236 6789), by the members and creditors.

It is proposed that the following decisions be made:

1. That a liquidation committee be established if sufficient nominations are received
2. That the Joint Liquidators' fees be fixed on a fixed fee basis, as described in section 8 of the report to creditors dated, 18 May 2018.
3. That the Joint Liquidators be authorised to recover all Category 2 disbursements, calculated on the bases detailed in Smith Cooper's Summary.

Also provided is a voting form on which creditors may signify their decisions on the above matters. All voting forms, together with a proof of debt if one has not already been submitted, must be completed and returned to the Joint Liquidator by one of the methods set out below:

By post to: Smith Cooper, 158 Edmund Street, Birmingham, B3 2HB

By fax to: 0121 285 1480

By email to: creditor.correspondence@smithcooper.co.uk

Please note that, if you are sending votes by post, you must ensure that you have allowed sufficient time for the forms to be delivered to the address above by the time set out below. Unless the contrary is shown, an email is treated as delivered at 9am on the next business day after it was sent.

All voting forms and proofs of debt must be delivered by 23.59 pm on the Decision Date, 11 June 2018.

If the Joint Liquidator has not received a proof of debt by the time specified above (whether submitted previously or as a result of this Notice), that creditor's vote will be disregarded. Any creditor whose debt is treated as a small debt in accordance with Rule 14.31(1) of the Rules must still deliver a proof if the creditor wishes to vote. A creditor who has opted out from receiving notices may nevertheless vote if the creditor also provides a proof by the time specified above.

Creditors who meet one or more of the statutory thresholds listed below may, within 5 business days from the date of the delivery of this Notice, require a physical meeting to be held to consider the matter.

Statutory thresholds to request a meeting:	10% in value of the creditors
	10% in number of the creditors
	10 creditors

A creditor may appeal a decision by application to the court in accordance with Rule 15.35 of the Rules. Any such appeal must be made not later than 21 days after the Decision Date.

Signed: _____

Nicholas Charles Osborn Lee
Joint Liquidator

Dated: 18/5/18

ANNUAL PROGRESS REPORT OF BAZALGETT LIMITED - IN CREDITORS' VOLUNTARY
LIQUIDATION

Appendix 9

Vote by correspondence

VOTE BY CORRESPONDENCE

Bazalgett Limited (in Liquidation)

Name of Creditor:

Address:

Decisions:

1	That a liquidation committee be established if sufficient nominations are received.	*For / Against
2	That the Joint Liquidator's fees be fixed on a fixed fee basis, as described in section 8 of the report to creditors dated, 18 May 2018.	*For / Against
3	That the Liquidator be authorised to recover all Category 2 disbursements, calculated on the bases detailed in Smith Cooper's Summary.	*For / Against

*** Please delete as applicable to indicate your voting instructions**

Signed: _____

Dated: _____

Name in capitals: _____

Position with, or relationship to, creditor or other authority for signature:

Are you the sole member/shareholder of the creditor (where it is a company)?

☐ Yes / ☐ No

NOTE: Once a vote has been cast, it cannot be changed.

Please complete this form and return it, along with a completed proof of debt if you have not submitted one previously, so that it is delivered by 23.59 pm on 11 June 2018, by:

Post: Smith Cooper, 158 Edmund Street, Birmingham, B3 2HB

Fax: 0121 285 1480

**Email: please scan in a signed copy of this form and attach it as a pdf to
creditor.correspondence@smithcooper.co.uk**

ANNUAL PROGRESS REPORT OF BAZALGETT LIMITED - IN CREDITORS' VOLUNTARY
LIQUIDATION

Appendix 10

Notice to creditors of opting out

OPTING OUT OF RECEIVING DOCUMENTS

The consequences of opting-out

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

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

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

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

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

How to opt out

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

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

The creditor must deliver the notice to the 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

Name of Joint Liquidators:	Nicholas Charles Osborn Lee and Dean Anthony Nelson
Address of Joint Liquidators:	158 Edmund Street, Birmingham, B3 2HB
IP Number:	9069 + 9443
Date of Appointment:	22 March 2017
Contact Name:	Marina Bray
Email Address:	marina.bray@smithcooper.co.uk
Telephone Number:	0121 236 6789

ANNUAL PROGRESS REPORT OF BAZALGETT LIMITED - IN CREDITORS' VOLUNTARY
LIQUIDATION

Appendix 11

General use of website

NOTICE OF GENERAL USE OF WEBSITE

Company Name: Bazalgett Limited (In Liquidation) ("the Company")
Company Number: 08309506

This Notice is given under Rule 1.50 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Joint Liquidator of the Company, Nicholas Charles Osborn Lee, of Smith Cooper, 158 Edmund Street, Birmingham, B3 2HB (telephone number 0121 236 6789), who was appointed by the members and creditors.

Accessing documents

The Joint Liquidator has chosen to deliver all future documents (other than those listed below) to members and creditors by making them available for viewing and downloading on the website set out below:

Website: www.insolvencynotices.co.uk
Username: XXBAoo

Documents will be uploaded to this website without further notice to members and creditors and the Joint Liquidator will not be obliged to deliver any such documents to any recipient of this notice unless it is requested.

Requesting hard copies

Recipients of this notice may at any time request a hard copy of any or all of the following:

- (i) documents currently available for viewing on the website; or
- (ii) future documents that may be made available there.

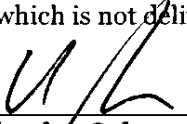
To request one or more hard copies, contact Marina Bray by one of the following methods:

Telephone: 0121 236 6789
Email: creditor.correspondence@smithcooper.co.uk
By post: Smith Cooper, 158 Edmund Street, Birmingham, B3 2HB

Documents that will not be uploaded to the website

The following documents will not be uploaded to the website, but instead will be delivered by post or by email as required:

- (i) a document for which personal delivery is required;
- (ii) a notice under rule 14.29 of the Insolvency (England & Wales) Rules 2016 of intention to declare a dividend; and
- (iii) a document which is not delivered generally.

Signed: 
Nicholas Charles Osborn Lee
Joint Liquidator

Dated: 18/5/18

Documents that are likely to be uploaded to the website

In a Liquidation, the following reports and notices are generally issued:

Document	Approximate timescale (from Liquidator's appointment)
Notice of Appointment	28 days
Progress Reports	Every 13 months
Final Account	On completion

ANNUAL PROGRESS REPORT OF BAZALGETT LIMITED - IN CREDITORS' VOLUNTARY
LIQUIDATION

Appendix 12

Proof of debt form

PROOF OF DEBT - GENERAL FORM

Bazalgett Limited

Date of Liquidation: 22 March 2017

DETAILS OF CLAIM		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> For UK companies: its registered number For other companies: the country or territory in which it is incorporated and the number if any under which it is registered The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act 	
4.	Total amount of claim, including any Value Added Tax, as at the date of liquidation, 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 his behalf		
Name in BLOCK LETTERS		
Date		

If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor	
Are you the sole member of the Creditor?	YES / NO

ANNUAL PROGRESS REPORT OF BAZALGETT LIMITED - IN CREDITORS' VOLUNTARY
LIQUIDATION

Appendix 13

Provision of Services Regulations 2009

Provision of Services Regulations 2009

We use the word "partner" to refer to a shareholder or director of Smith Cooper Limited or of its subsidiary companies since all directors are also members of SHH 101 LLP, the ultimate owner of the group headed by Smith Cooper Limited.

Company details

Smith Cooper Limited is a limited company registered in England with registered number 03231247. The registered office is St Helen's House, King Street, Derby, DE1 3EE. Registered to carry on audit work in the UK and Ireland. Details about our audit registration can be viewed at www.auditregister.org.uk for the UK and www.cro.ie/auditors for Ireland under reference number Coo3697617.

Smith Cooper is the trading name of SC Advisory Services Limited, a company registered in England with reference number 7678255. The registered office is St Helen's House, King Street, Derby, DE1 3EE.

Smith Cooper Limited and SC Advisory Services Ltd are not authorised under the Financial Services and Markets Act 2000 but we are able in certain circumstances to offer a limited range of investment business and consumer credit activities to clients because we are regulated by the Institute of Chartered Accountants in England and Wales. We can provide these investment business and consumer credit services if they are an incidental part of the professional services we have been engaged to provide. Smith Cooper IT Services Limited is registered in England with reference number 7661373. The registered office is St Helen's House, King Street, Derby, DE1 3EE.

Insolvency Appointments

Dean Nelson, Nicholas Lee, Andrew Stevens and Michael Roome are licensed in the United Kingdom by the Institute of Chartered Accountants in England and Wales to act as insolvency practitioners.

Work undertaken under insolvency appointments is subject to insolvency law and regulation (the Insolvency Act 1986, the Insolvency Rules 1986, The Insolvency Regulations 1994 and The Insolvency Practitioners Regulations 2005), court practice notes and the Statements of Insolvency Practice.

In addition, insolvency practitioners are subject to the ICAEW's Code of Ethics. Insolvency practitioners are also expected to comply with the Joint Insolvency Code of Ethics.

Data protection

Smith Cooper Limited and SC Advisory Services are registered with the Information Commissioner as data controllers under registration numbers ZA056879 and ZA180098 respectively. Dean Anthony Nelson, Nicholas Charles Osborn Lee, Andrew Paul Stevens and Michael Paul Roome are all licensed appointment takers under the Insolvency Act. They hold personal registrations with the Information Commissioner as data controllers.

Help us to give you the right service

If at any time you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, please let us know, by contacting your local office.

We undertake to look into any complaint carefully and promptly and do all we can to explain the position to you. If we do not answer your complaint to your satisfaction you may of course take up the matter with the Institute of Chartered Accountants in England & Wales.

For insolvency appointments, you should contact the relevant insolvency practitioner. You may also take up the matter with the Insolvency Complaints Gateway, operated by the Insolvency Service.

Professional Indemnity insurance

In accordance with the disclosure requirements of the Services Regulations 2009, our lead professional indemnity insurers are RSA Insurance Group Limited and QBE Insurance Group (Europe) Limited.

Accessibility

Smith Cooper wish their services to be available to everyone however we recognise that some of our offices are located in listed/old buildings where alterations are not always a practicable option. Should you wish to visit one of our offices and are concerned about access, please telephone the relevant office and we will do our utmost to accommodate you wherever possible and practicable.

Alternatively, we are happy to provide our services to you directly at your place of business.

Disclaimer

This website is designed for information purposes only. Whilst every effort has been made to provide accurate and up to date information, you should not rely upon or act upon anything you read here without first seeking specific professional advice.