

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



A813H1AH

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12/11/2019

#274

COMPANIES HOUSE

TUESDAY

1 Company details

Company number 0 8 3 2 7 3 0 0

Company name in full Zeroharm Training Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename (s) Darren

Surname Edwards

3 Liquidator's address

Building name/number 40a

Street Station Road

Post town Upminster

County/Region Essex

Postcode R M 1 4 2 T R

Country

4 Liquidator's name ①

Full forename(s)

Surname

① Other Liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Post code

Country

② Other Liquidator

Use this section to tell us
about another liquidator.

LIQ14

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6

Liquidator's release

☐

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

:

7

Final account

☒

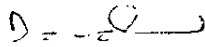
I attach a copy of the final account

8

Sign and date

Liquidator's signature

Signature

x 

x

Signature date

0

8

1

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0

1

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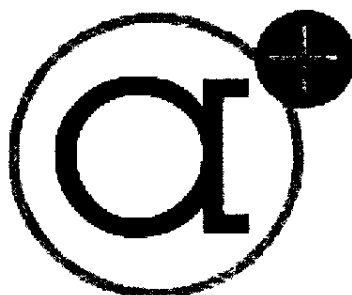
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Presenter Information										! Important information
You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.										All information on this form will appear on the public record.
Contact name	Darren Edwards									
Company name	Aspect Plus Ltd									 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.
Address	40a Station Road									
Post Town	Upminster									
County/Region	Essex									
Post Code	R	M	1	4		2	T	R	 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	
Country										
DX										
Telephone	01708 300170									
 Checklist We may return forms completed incorrectly or with information missing. Please make sure you have remembered the following: <input checked="" type="checkbox"/> The company name and number match the information held on the public Register <input checked="" type="checkbox"/> You have attached the required documents. <input checked="" type="checkbox"/> You have signed the form.										

IN THE MATTER OF
ZEROHARM TRAINING LIMITED
IN CREDITORS VOLUNTARY LIQUIDATION
AND
THE INSOLVENCY ACT 1986

THE LIQUIDATOR'S FINAL ACCOUNT
PURSUANT TO SECTION 106 OF THE INSOLVENCY ACT 1986



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

ZEROHARM TRAINING LIMITED - IN LIQUIDATION

FINAL ACCOUNT

10 September 2019

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1. COMPANY INFORMATION

Company Name: Zeroharm Training Limited
Registered Number: 08327300
Registered Office: 40a Station Road, Upminster, Essex, RM14 2TR
Former Registered Office: Romy House, 163-167 Kings Road, Brentwood, Essex
CM14 4EG
Trading Address: Romy House, 163-167 Kings Road, Brentwood, Essex
CM14 4EG
Former Company Name: N/A

LIQUIDATION APPOINTMENT DETAILS

Liquidator name: Darren Edwards
Liquidator firm: Aspect Plus Limited
Liquidator address: 40a Station Road, Upminster, Essex RM14 2TR
Appointment date: 08 October 2018

2. INTRODUCTION

The purpose of this final account is to report to creditors one final time and to put creditors on notice of my intention to seek release from office. The final account details my acts and dealings as Liquidator, and it should be read in conjunction with previous correspondence to Creditors.

3. BACKGROUND

I was appointed as Liquidator on 8 October 2018, which followed the decision procedure of written resolutions of members and deemed consent of creditors.

4. ASSET REALISATIONS

Attached at Appendix 1 is my receipts and payments account 8 October 2018 to 10 September 2019, which is self-explanatory, as none have been received or made during the administration of this Liquidation.

The Director's Statement of Affairs disclosed the Company had no assets.

Receipts

None

No future realisations are anticipated.

Payments

None

There will be no future payments.



Other matters

Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken may be found at Appendix 4. The Liquidator 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.

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

- Dealing with creditors' enquiries both by correspondence and by telephone and noting their claims;
- Carrying out all necessary investigations, including the examination of the company's statutory books and books of accounts and records to enable me to prepare and submit a Liquidator's report on the conduct of the directors pursuant to the requirements of the Company Director Disqualification Act 1986;
- Corresponding with HM Revenue & Customs ("HMRC") regarding pre and post appointment VAT, PAYE and Corporation Tax position, completion of returns, provision of supporting information;
- Correspondence with the Company's bankers to include investigations regarding possible antecedent transactions relating to the period prior to my appointment;
- Preparation of this final account; and
- General and administrative tasks.

I would advise that I have notified HMRC of my decision to seek my release as Liquidator and, accordingly, I have submitted all outstanding returns relating to the period of the Liquidation. I do not anticipate that there will be any liability to pay to HMRC in respect of the same.

5. INVESTIGATIONS

In accordance with the Company Directors Disqualification Act 1986 a return containing information on the conduct of the Directors of the Company has been submitted to the Department for Business Innovation & Skills. As the information in the return is confidential, I am not able to disclose the contents.

During the Liquidation the Liquidator 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 a questionnaire; 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 information gleaned from this process enabled the Liquidator to meet his 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 Liquidator did not identify any further assets or actions which might lead to a recovery for creditors.

Shortly after my appointment, an initial assessment was made of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate. This assessment considered information provided by creditors either at the initial meeting or as a response to my request to complete an investigation questionnaire. The investigations have not revealed any issues requiring further report.

6. CREDITORS CLAIMS

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Liquidator has 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.

Prescribed Part

As Liquidator, I have a duty to advise whether the prescribed part applies in respect of the amount of funds available for unsecured creditors. This provision only applies where the Company has granted a floating charge to a secured creditor on or after 15 September 2003.

I can advise that the Company has not granted any charges and therefore there is no prescribed part in this instance.

Secured Creditor

There are no secured creditors.

Preferential creditors

There are no preferential creditors.

Unsecured creditors

Creditors' claims, as per the Statement of Affairs totalled £41,200.00. There were no asset realisations to enable a dividend to be paid to unsecured creditors. Consequently, any creditors' claims received were not adjudicated upon.

7. COSTS AND EXPENSES

As previously mentioned there have been no receipts or payments.

Pre-Appointment Remuneration

In accordance with my letter of engagement, a fixed pre-appointment fee of £3,000.00, plus VAT, was approved and paid by the Director prior to Liquidation. This fee was in respect of work undertaken to prepare the statement of affairs and convene the deemed consent decision process of creditors.

This fixed fee is a fair and reasonable reflection of the work carried out by me and my staff prior to appointment.



Liquidator's Remuneration

No fee resolution was passed by creditors.

Summary of Costs

My time costs for the period 8 October 2018 to 10 September 2019 total £5,498.00 representing 27.00 hours at an average hourly rate of £203.63. No remuneration has been drawn in respect of these time costs, which will be written off. The time costs are detailed at Appendix 2.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Liquidator considers that:

- the original fees estimate will not be exceeded; and
- the original expenses estimate will not be exceeded.

There has been an increase in charges out rates during this appointment. The previous and current charge out rates are detailed at Appendix 3.

To view an explanatory note concerning Liquidator's remuneration issued by the Joint Insolvency Committee, please contact this office to arrange for a hard copy to be sent to you. Alternatively, you may view the guide to Liquidators' guide to fees online by copying the link below to your web browser:

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

I can advise that R3, the Association of Business Recovery Professionals have a website for creditors which provides information to assist those creditors who are unfamiliar with the insolvency process.

Please copy the following link in your web browser to access information: -

www.creditorinsolvencyguide.co.uk/

Liquidator's Disbursements

My category 1 disbursements for the period 1 October 2018 to 10 September 2019 total £383.80 and are detailed at Appendix 2 and represent the actual out of pocket payments made on behalf of the assignment.

My category 2 disbursements for the period 1 October 2018 to 10 September 2019 have not been calculated on the basis that there were insufficient realisations to discharge them. The basis of any calculation of this category of disbursement was disclosed to creditors prior to the resolution being passed and is detailed at Appendix 3.

I can advise that Category 1 and Category 2 will include an element of postage, photocopying and statutory advertising. I can advise that the Category 1 disbursement in the sum of £253.80 plus VAT has been incurred but not paid in respect of statutory advertising. This represents the costs for the publishing of statutory advertising in the London Gazette in respect of the notice of the appointment of the Liquidator and to creditors to submit their claims in the Liquidation.



In addition to the above, I can advise that this firm utilises an IT system in which to maintain records and information regarding the Liquidation. A one-off fee of £110.00 per case is charged by the IT provider for the use of this software. This fee remains unpaid.

Also, I am required to obtain a specific bond insurance, based on the level of realisations expected to be realised, as required by the Insolvency Practitioners Regulations 2005. This cost has been incurred in the sum of £20.00. This fee remains unpaid.

Storage costs

This firm uses a commercial archiving company for storage facilities for the Company's records and papers. This is recharged at the rate of £5 per box per annum for storage and on a time costs basis at £37.50 per hour for contents listing together with a small charge to cover the administration costs of archiving and retrieval of documents. I am also required to keep my working papers for 6 years from the conclusion of the Liquidation.

Other professional Costs

No professionals have been instructed.

8. 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 Liquidator's remuneration and expenses, within 21 days of receipt of this final account. 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 Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this final account. Any secured creditor may make a similar application to court within the same time limit.

9. EC REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)

The Company's centre of main interest was in the UK and their registered office and trading address was Romy House, 163-167 Kings Road, Brentwood, Essex, CM14 4EG and therefore it is considered that the EC Regulations will apply.

These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

10. CONCLUSION

The administration of the case has concluded.

Following the expiry of the prescribed period of 8 weeks as per section 8, I will vacate office upon delivering to the Registrar of Companies notice of my final account and will be released from office subject to any objections received.



Should you have any queries regarding this matter, or the contents of this final account, please do not hesitate to contact Darren Tapsfield on 01708 300170.



Darren Edwards
Liquidator of Zeroharm Training Limited



Zeroharm Training Limited - In Creditors Voluntary Liquidation
Liquidator's Abstract of Receipts & Payments

From 8 October 2018 to 8 November 2019

S of A £		£
	RECEIPTS	
NIL		NIL
NIL		NIL
	PAYMENTS	
NIL		NIL
(NIL)		(NIL)
NIL	CASH IN HAND	NIL

D. L.

Liquidator's Remuneration Schedule
Zeroharm Training Limited
Between 08 October 2018 and 10 September 2019

Classification of work function	Partner/Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	1.80	0.50	14.40	1.90	18.60	3,747.00	201.45
Investigations	0.60	0.50	5.20	0.00	6.30	1,287.00	204.29
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.50	1.10	0.50	2.10	464.00	220.95
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total hours	2.40	1.50	20.70	2.40	27.00		
Time costs	915.00	450.00	3,909.00	224.00		5,498.00	
Average hourly rate	381.25	300.00	188.84	93.33			203.63

Description	Total Incurred £	Total Recovered £
Statutory Advertising	253.80	0.00
Specific Bond	20.00	0.00
Insolv IT Software	110.00	0.00
Totals	383.80	0.00

Summary of Fees

Time spent in administering the Assignment	Hours	27.00
Total value of time spent to 10 September 2019	£	5,498.00
Total Liquidator's fees charged to 10 September 2019	£	0.00

Aspect Plus Ltd Disbursement Policy

Charge-out rates

Work undertaken by staff is recorded in 6 minute units in an electronic time recording system. Time properly incurred on cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. Details of charge-out rates effective from 1 January 2019, together with those previously charged are as follows:

Charge Out Rates from 01/01/2019

Partners	£400
Managers	£300
Senior Administrators	£240
Administrators	£190
Junior Administrators	£100

Charge Out Rates Prior to 01/01/2019

Partners	£325
Managers	£250
Senior Administrators	£190
Administrators	£150
Junior Administrators	£90

Expenses

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

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

Disbursements

Category 1 disbursements are payments to independent third parties where there is specific expenditure directly referable to the case. Specific approval from creditors to draw these expenses incurred is not required and the amount recharged to the case is the exact amount incurred.

Examples of Category 1 disbursements include postage, case advertising, specific bond insurance, company search fees, travel and properly reimbursed expenses incurred by personnel in connection with the case. Also included will be services specific to the case where these cannot practically be provided by Aspect Plus Limited, such as printing and room hire.

Category 2 disbursements are expenses that are directly referable to an insolvency assignment but not paid to an independent third party and include elements of shared or allocated costs incurred by Aspect Plus Limited and recharged to the estate. Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration. Examples of Category 2 disbursements are photocopying, all business mileage, internal room hire and internal storage.

Further information

To view an explanatory note concerning Office Holder's remuneration issued by the Joint Insolvency Committee, please contact this office to arrange for a hard copy to be sent to you. Alternatively, you may view a guide to fees online by copying the link below to your web browser:

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

Appendix 4

Detailed list of work undertaken for Zeroharm Training Limited in Creditors' Voluntary Liquidation for the review period from 8 October 2018 to 10/09/2019

Below is detailed information about the tasks undertaken by the Liquidator.

General Description	Includes
Statutory and General Administration	
Statutory/advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Final corporation tax returns 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 Pension and data protection searches
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members 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 was a pension scheme
Reports	Circulating initial report to creditors upon appointment Preparing final account to creditors
Creditors	Liaise with creditors by correspondence and telephone
Closure	Review case to ensure all matters have been finalised Obtain clearance to close case from HMRC together with submitting final tax return To file documents with Registrar of Companies Deal with employee claims Instruct agent to deal with claims
Investigations	
SIP 2 Review	Collection and making an inventory of company books and records Reviewing questionnaire from director Reconstruction of financial affairs of the company Reviewing company's books and records
Statutory reporting on conduct of directors	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service

