

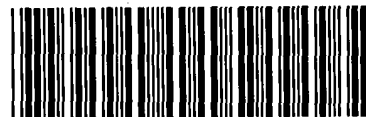
LIQ03

Notice of progress report in voluntary winding up



Companies House

FRIDAY



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A12

05/06/2020

#180

COMPANIES HOUSE

1 Company details

Company number 0 8 3 9 2 4 9 3

Company name in full Calidad Support Services 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 Station Road

Street Upminster

Post town

County/Region Essex

Postcode R M 1 4 2 T R

Country

4 Liquidator's name

Full forename(s)

Surname

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

5 Liquidator's address

Building name/number

Street

Post town

County/Region

Postcode

Country

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

LIQ03

Notice of progress report in voluntary winding up

6 Period of progress report

From date	1	2	0	4	2	0	1	9
To date	1	1	0	4	2	0	2	0

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X

Dudley

X

Signature date

05

06

2020

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.

Darren Edwards

Aspect Plus Limited

40a Station Road

Upminster

Essex

Postcode

R M 1 4 2 T R

DX

0800 988 1897



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.



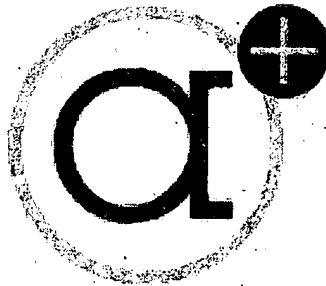
Further information

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

IN THE MATTER OF
CALIDAD SUPPORT SERVICES LIMITED - IN LIQUIDATION
AND
THE INSOLVENCY ACT 1986

THE LIQUIDATOR'S SECOND ANNUAL PROGRESS REPORT
PURSUANT TO SECTION 104A OF THE INSOLVENCY ACT 1986
FOR THE YEAR ENDED 11 APRIL 2020



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

CALIDAD SUPPORT SERVICES LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION
Annual Progress Report pursuant to Section 104A of the Insolvency Act 1986
1 June 2020

CONTENTS

- a. Introduction
- b. Statutory Information
- c. Liquidator's name and address
- d. Basis of Liquidator's remuneration
- e. Basis of Liquidator's remuneration (continued)
- f. Liquidator's expenses
- g. Other professional costs
- h. Details of progress for period under review
- i. Details of any assets that remain to be realised and outstanding matters
- j. Investigations
- k. Creditors' rights to request information and their right to challenge the Liquidator's remuneration and expenses
- l. Any other relevant information
- m. EC Regulations
- n. Next Report

APPENDICES

- 1. Receipts and Payments Account from 12 April 2019 to 11 April 2020
- 2. Time Analysis for the periods 12 April 2018 to 11 April 2020 and 12 April 2019 to 11 April 2020
- 3. Charge out rates and disbursement policy
- 4. Proof of debt form
- 5. Detailed review of work undertaken



Aspect Plus Limited

CALIDAD SUPPORT SERVICES LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION
Annual Progress Report pursuant to Section 104A of the Insolvency Act 1986
1 June 2020

(a) Introduction

The Company was placed into Liquidation by a Special Resolution of the members followed by the Deemed Consent process of creditors convened under the Insolvency Act 1986 and Insolvency Rules 2016, on 12 April 2018. This report provides an update on the progress in the Liquidation for the year ended 11 April 2019.

Rule 18.3: Progress Report

(b) Statutory Information

Company name: Calidad Support Services Limited
Former trading name: n/a
Registered office: 40a Station Road, Upminster, Essex RM14 2TR
Former registered office: 11 Queens Road, Brentwood, Essex, CM14 4HE
Company number: 08392493
Trading address: 98-100 High Road, Rayleigh, Essex, SS6 7AE

(c) Liquidator's name and address

Liquidator name: Darren Edwards
Liquidator firm: Aspect Plus Limited
Liquidator address: 40a Station Road, Upminster, Essex RM14 2TR
Appointment date: 12 April 2018

(d) Basis of Liquidator's remuneration

Pre-appointment costs

I can advise that a fixed fee of £5,000.00 plus VAT and disbursements was agreed and paid prior to the Liquidation by the Company.

This fee relates to the assistance given to the Director of the Company in circulating notice of the deemed consent decision process to creditors; and the preparation of the statement of affairs and Directors' report to creditors.

This fee represents a fair and reasonable reflection of the work that was carried out prior to appointment.

Basis of remuneration

The Director's Statement of Affairs reflects that the Company's assets comprised primarily of debtors, final accounts and retentions; all of which were disputed. Following my appointment; nominal recoveries have been elicited. Consequently, I will not be seeking approval of my fees at this stage unless there are assets realised with which to discharge them.

I can advise that there has been an increase in the charge-out rates during this appointment and current and previous rates are detailed at Appendix 3.



Aspect Plus Limited

Staff allocation and the use of subcontractors

The general approach to this firm's resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case. The constitution of the case team will usually consist of a Partner, Manager, Senior Administrator and an Administrator. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and additional staff may be allocated to meet the demands of the case. We have not utilised the services of any subcontractors in this case.

(e) Basis of Liquidator's remuneration (continued)

This firm's time costs for the year under review are £4,528.00. This represents 19.80 hours at an average rate of £228.69 per hour. I attach at Appendix 2 a Time Analysis which provides details of the activity during the year, analysed by staff grade.

No remuneration has been drawn to date.

The total time costs during the period of appointment amount to £10,117.50 representing 52.20 hours at an average hourly rate of £193.82.

A detailed narrative of work undertaken is at Appendix 5.

To view an explanatory note concerning Liquidators' 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>

A copy of this firm's charge out rates and disbursement policy is attached at Appendix 3.

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

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 in order to enable me to prepare and submit a Liquidator's report on the conduct of the directors pursuant to the requirements of the Company Directors Disqualification Act 1986.
- Corresponding with HM Revenue & Customs regarding pre and post appointment VAT and PAYE position, completion of returns and provision of supporting information.
- Preparation of my annual report to creditors.



(f) Liquidator's expenses

Expenses incurred in the Liquidation are explained at (g) below in my comments on the Receipts and Payments Accounts.

My category 2 disbursements for the period 12 April 2019 to 11 April 2020 have not been calculated on the basis that no resolution was approved authorising recovery of the same.

Category 1 disbursements relate to specific expenditure directly referable to the Liquidation and paid to an independent third party, such as statutory advertising, storage costs and postage. I can advise that the sum of £253.80 plus VAT has been incurred and not yet paid in respect of statutory advertising.

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 which has been incurred but not yet paid to date.

In addition to the above, 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 and has been paid.

(g) Other professional costs

Quantity Surveyor Collection Agent - Retentions

As referred to in my previous report, Robert Pearce Associates ("RPA"), who are Quantity Surveyors, were instructed on 20 March 2018 by the Directors to ascertain and value the final accounts, retentions and other debtors which are disputed.

RPA have confirmed their independence and have adequate professional indemnity insurance. The costs of RPA were agreed on a time costs basis subject to review upon recoveries being made. This fee was subject to successful recovery of retentions and fees presented for payment would be subject to review, however, I can advise that RPA have advised that following a review of retentions and disputes, a recovery will not be possible.

Legal Advisers

I can advise that Gateley Legal were instructed to provide advice and assistance regarding advice in respect of recovery actions.

The fees of Gateley Legal are to be agreed on a time cost basis, subject to sufficient realisations being made, together a success fee which will be subject to further review. Costs to be incurred at this stage are uncertain.

Sub-contracted Work

During the liquidation some of the work that was required to be undertaken by the liquidator was sub-contracted. The work consisted of preparing a pension brief report and assisting with the requirements imposed on a Liquidator in attending to matters pertaining to the Company's pension scheme.

The work was contracted to Clumber Consultancy Limited ("Clumber"), who are an unconnected third party and details of the fees incurred are detailed below.



CALIDAD SUPPORT SERVICES LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION
Annual Progress Report pursuant to Section 104A of the Insolvency Act 1986
1 June 2020

Pension Specialists

Independent pension specialists, Clumber were instructed to complete the necessary Section 120 notice and investigate and prepare a report on the pension scheme and necessary steps to wind up the same.

The costs of Clumber were agreed on a fixed fee basis as follows:

- £300.00 plus VAT for the preparation of the pension brief report;
- £75.00 plus VAT for their assistance with the production and submission of the S120 notice;
- £150.00 plus VAT for the preparation and circulation of the S22 letters.
- £450.00 plus VAT for submitting a claim for unpaid pension contributions for the members attached to the scheme.

(h) Details of progress for the period under review

As previously advised, following a review, it was identified that there were retentions belonging to the Company that required further investigation.

It was established that the retentions covered three contracts were all disputed and counter claims submitted. In order to consider the recovery of the same, I instructed RPA to provided assistance and deal with the disputed Debtors.

RPA reviewed the various contractual agreements, together with communicating with with third parties and they have advised that there is no prospect of a recovery.

In addition to the above, I have undertaken a full analysis of movements on the Company's bank account. This has identified various transactions on the account prior to the onset of the Liquidation.

Further information was requested from the Director and third parties in order to establish the position further. I can advise that following my review, I have instructed Gateley Legal to provide advice with regard to the merit of potential recovery actions and whether this will lead to a recovery if funds for the Liquidation estate. I do not propose at this stage disclosing details of the same, as this may prejudice ongoing enquiries.

In addition, I have undertaken my administrative fuctions in dealing with statutory obligations as part of the Liquidation.

A Receipts and Payments Account is attached at Appendix 1, which is further explained below. It should be noted that all figures in the Receipts and Payment Account are shown net of VAT.

Receipts

No receipts have been received during the reporting period.

Payments

No payments have been made during the reporting period.



(i) Details of any assets that remain to be realised and outstanding matters

Investigations into payments made from the Company's bank account have not been concluded and further enquiries are being made in this regard. Subject to legal advice received, I will be in a position to determine whether potential recovery actions are to be instigated. Therefore, recoveries in this regard are presently uncertain.

Subject to the above and prior to finalising the Liquidation, the final tax position is to be confirmed and statutory matters concluded.

(j) 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.

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 took into account 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.

(k) Creditors' rights to request information and their right to challenge the Liquidator's remuneration and expenses

Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Liquidator provides further information about his remuneration or expenses which have been itemised in this progress report.

Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that the basis fixed for the Liquidator's remuneration, the remuneration charged or the expenses incurred by the Liquidator as set out in this progress report are excessive.

(l) Any other relevant information:

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 creditors

There are no secured creditors.

Preferential creditors

The Liquidator has not received any preferential claims.



CALIDAD SUPPORT SERVICES LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION
Annual Progress Report pursuant to Section 104A of the Insolvency Act 1986
1 June 2020

Unsecured creditors

Unsecured creditors' claims in the sum of £150,763.74 have been received and noted.

I attach a proof of debt form at Appendix 4 for those creditors who have not yet submitted a claim in the Liquidation.

Based on current information, it is uncertain whether there will be a dividend payable to the unsecured creditors.

(m) EC Regulations (Whether Proceedings Are Main Proceedings Or Territorial)

The Company's centre of main interest was in 11 Queens Road, Brentwood, Essex, CM14 4HE an 98-100 High Road, Rayleigh, Essex, SS6 7AE 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.

(n) Next report

The administration of the Liquidation will currently be continuing in order to finalise the following outstanding matters that are preventing this case from being closed, namely investigations into potential recovery actions.

I am required to provide a further report on the progress of the Liquidation within two months of the end of the next anniversary of the Liquidation, unless I have concluded matters prior to this date and issued my final account.

COMPLAINTS

Every endeavour will be made to try to resolve any issues that may arise, however, if any matter is not dealt with to your satisfaction your complaint should be made to the Insolvency Service whose website address for complaints is <http://www.bis.gov.uk/insolvency/contact-us/IP-Complaints-Gateway>. Alternatively you may contact the Insolvency Service in writing, by email or by telephone as follows: -

By Email insolvency.enquiryline@insolvency.gov.uk

By Post The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds LS11 9DA;

By telephone 0300 678 0015 (calls are charged at up to 10p pre minute from a land line and 3p – 40p per minute from a mobile, in the UK)

I trust you will find this report adequate for your purposes but should you require any further information, please do not hesitate to contact in the first instance Terry Harington at this office.



Darren Edwards
Liquidator

Date: 4 June 2020



Aspect Plus Limited

CALIDAD SUPPORT SERVICES LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION
Annual Progress Report pursuant to Section 104A of the Insolvency Act 1986
1 June 2020

Appendix 1

Calidad Support Services Limited - In Creditors Voluntary Liquidation
Liquidator's Abstract of Receipts & Payments

From 12 April 2019 To 11 April 2020

S of A £		As Previously Reported	12/04/19 to 11/04/20	Total £
RECEIPTS				
NIL	Cash at Bank	44.34	NIL	44.34
NIL	Bank Interest Gross	0.02	NIL	0.02
NIL		44.36	NIL	44.36
PAYMENTS				
NIL	Bank Charges	(24.36)	NIL	(24.36)
NIL	Specific Bond	(20.00)	NIL	(20.00)
0		(44.36)	NIL	(44.36)
0	CASH IN HAND	NIL	NIL	NIL



Aspect Plus Limited

CALIDAD SUPPORT SERVICES LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION
Annual Progress Report pursuant to Section 104A of the Insolvency Act 1986
1 June 2020

Appendix 2

Liquidator's Remuneration Schedule
Calidad Support Services Limited
Between 12 April 2018 and 11 April 2020

Classification of work function	Partner/Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	3.90	1.10	2.70	22.00	29.70	5,583.00	187.98
Investigations	1.70	1.20	3.30	7.70	13.90	2,887.00	207.70
Realisation of Assets	0.70	0.00	1.10	2.40	4.20	977.50	232.74
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	0.60	3.80	4.40	670.00	152.27
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total hours	6.30	2.30	7.70	35.90	52.20		
Time costs	2,212.50	640.00	1,601.00	5,664.00		10,117.50	
Average hourly rate	351.19	278.26	207.92	157.77			193.82

Description	Total Incurred £	Total Recovered £
Specific Bond	£20.00	£20.00
Case Management – IT System	£110.00	NIL
Statutory Advertising	£253.80	NIL
Totals	£383.80	£20.00

Summary of Fees

Time spent in administering the Assignment	Hours	52.20
Total value of time spent to 11 April 2020	£	10,117.50
Total Liquidator's fees charged to 11 April 2020	£	0.00



Aspect Plus Limited

CALIDAD SUPPORT SERVICES LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION
Annual Progress Report pursuant to Section 104A of the Insolvency Act 1986
1 June 2020

Liquidator's Remuneration Schedule
Calidad Support Services Limited
Between 12 April 2019 and 11 April 2020

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	1.10	0.80	0.70	8.30	10.90	2,381.00	218.44
Investigations	0.70	0.50	2.30	1.50	5.00	1,267.00	253.40
Realisation of Assets	0.40	0.00	1.10	2.40	3.90	880.00	225.64
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total hours	2.20	1.30	4.10	12.20	19.80		
Time costs	880.00	390.00	949.00	2,309.00		4,528.00	
Average hourly rate	400.00	300.00	231.46	189.26			228.69

Description	Total Incurred £	Total Recovered £
None	NIL	NIL
Totals	NIL	NIL

Summary of Fees

Time spent in administering the Assignment	Hours	19.80
Total value of time spent to 11 April 2020	£	4,528.00
Total Liquidator's fees charged to 11 April 2020	£	0.00



Aspect Plus Limited

ASPECT PLUS LIMITED
REMUNERATION AND DISBURSEMENT POLICY 2016



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:

Grade	To 31 December 2018	From 1 January 2019
Partners	£325	£400
Managers	£250	£300
Senior Administrators	£190	£240
Administrators	£150	£190
Junior Administrators	£90	£100

Staff allocation and the use of subcontractors

The general approach to this firm's resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case. The constitution of the case team will usually consist of a Partner, Manager, Senior Administrator and an Administrator. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and additional staff may be allocated to meet the demands of the case.

Occasionally Aspect Plus will use the services of a subcontractor where it is deemed appropriate for the case. The most common use of subcontracts will be:

- where there are employee claims to be dealt with, and a firm of ERA specialists will be engaged; and
- where there are complex pension issues to be resolved, and a firm of pension specialists will be engaged.

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.



CALIDAD SUPPORT SERVICES LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION
Annual Progress Report pursuant to Section 104A of the Insolvency Act 1986
1 June 2020

Examples of category 1 disbursements include postage costs, 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 referable to the insolvency case, but are not paid to an independent third party and include elements of shared or allocated costs incurred by Aspect Plus Limited. Aspect Plus Limited does not recover category 2 expenses, with the occasional exception of mileage costs that are charged at the rate prescribed by HM Revenue & Customs.

Expenses

The expenses arising in relation to this engagement are as follows:

Expense type	Description	Estimated Expense	Incurred to date	Paid to date
Legal Fees	Advice regarding potential recovery actions and any subsequent litigation	Uncertain	NIL	NIL
Bonding	Specific bond insurance as required by the Insolvency Practitioner Regulations	£20.00	£20.00	£20.00
Advertising costs	Cost to place adverts in London Gazette, as required by statute	£253.80	£253.80	£0.00
IT costs	The cost of Insolv case management software	£110	£110	£0.00

Further information

To view an explanatory note concerning the office holders 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 into your web browser:

www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees



Aspect Plus Limited

CALIDAD SUPPORT SERVICES LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION
Annual Progress Report pursuant to Section 104A of the Insolvency Act 1986
1 June 2020

Appendix 4

Proof of Debt – General Form

Calidad Support Services Limited - IN LIQUIDATION

Date of resolution for voluntary winding-up 12 April 2018

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 winding-up, 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
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 £
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



Aspect Plus Limited

CALIDAD SUPPORT SERVICES LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION
Annual Progress Report pursuant to Section 104A of the Insolvency Act 1986
1 June 2020

Appendix 5

Detailed list of work undertaken for Calidad Support Services Limited - In Creditors' Voluntary Liquidation for the review period 12/04/2019 to 11/04/2020

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 Annual corporation tax returns Quarterly VAT returns
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	Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Pension scheme	Instructing agents to wind up any pension scheme Liaising and providing information to be able to finalise winding up the pension scheme
Reports	Preparing annual progress report, investigation, meeting and general reports to creditors
Investigations	
Litigation / Recoveries	Review of company records and bank statements Correspondence with Director Correspondence with third parties Collate information and analysis of transactions Dealing with solicitors re instruction for advice
Creditors and Distributions	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend

