

# LIQ13

## Notice of final account prior to dissolution in MVL



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 08465741

Company name in full Pad Admin Services Ltd

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) John Paul

Surname Bell

### 3 Liquidator's address

Building name/number The Pinnacle

Street 3rd Floor

Post town 73 King Street

County/Region Manchester

Postcode M24NG

Country

### 4 Liquidator's name ①

Full forename(s) Toyah Marie

Surname Poole

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number The Pinnacle

Street 3rd Floor

Post town 73 King Street

County/Region Manchester

Postcode M24NG

Country

#### ② Other liquidator

Use this section to tell us about  
another liquidator.

# LIQ13

## Notice of final account prior to dissolution in MVL

### 6 Final account

☒ I have delivered the final account of the winding up to the members in accordance with Section 94(2) and attach a copy.

### 7 Sign and date

Liquidator's signature

Signature

X

John Deel

X

Signature date

<sup>d</sup>  
2

<sup>d</sup>  
8

<sup>m</sup>  
0

<sup>m</sup>  
5

<sup>y</sup>  
2

<sup>y</sup>  
0

<sup>y</sup>  
2

<sup>y</sup>  
1

# LIQ13

## Notice of final account prior to dissolution in MVL



### 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 Rachel Tsang

Company name Clarke Bell Limited

Address The Pinnacle  
3rd Floor

Post town 73 King Street

County/Region Manchester

Postcode M 2 4 N G

Country

DX

Telephone 0161 907 4044



### Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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



### Important information

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



### Where to send

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

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



### Further information


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

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

**Pad Admin Services Ltd**  
**(In Liquidation)**  
**Joint Liquidators' Abstract of Receipts & Payments**  
**From 29 May 2020 To 28 May 2021**

Declaration of Solvency £		£	£
152,000.00	ASSET REALISATIONS		
	Cash at Bank	129,592.33	
	Bank Interest Gross	7.81	
			129,600.14
	UNSECURED CREDITORS		
	HM Revenue & Customs - CT	24.03	
			(24.03)
(100.00)	DISTRIBUTIONS		
	Ordinary Shareholders	129,576.11	
			(129,576.11)
<b>151,900.00</b>			<b>NIL</b>
	REPRESENTED BY		
			<b>NIL</b>

Note:

  
 John Paul Bell  
 Joint Liquidator

RE: PAD ADMIN SERVICES LTD (“**THE COMPANY**”)

PREVIOUSLY KNOWN AS: A R COLLINSON LTD

REGISTERED NUMBER: 08465741

MEMBERS VOLUNTARY LIQUIDATION (**‘MVL’**)

Joint **Liquidators’** Final Account for the period 29 May 2020 to 28 May 2021 in accordance with s94 of The Insolvency Act 1986 & R18.14 of The Insolvency Rules 2016

#### KEY HIGHLIGHTS OF THIS REPORT

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

- Assets realisations total £129,600.14
- There are no further assets remaining to be realised
- Details of asset realisations since our appointment are detailed below
- Creditors' claims paid in full total £24.03
- Cash distributions to members total £129,576.11
- No resolution was passed to enable Liquidator(s) remuneration to be drawn.
- Liquidator(s) remuneration drawn is nil.
- Liquidator(s) category 1 disbursements drawn is £314
- Liquidator(s) category 2 disbursements have not been approved

#### APPENDICES

The following Appendices are attached which should be read in conjunction with this Report:

Appendix 1	Statutory Information
Appendix 2	Receipts and Payments Account
Appendix 3	Joint Liquidator(s) Activities
Appendix 4	Category 1 and Category 2 Disbursements

#### ASSET REALISATION AND PROGRESSION

My Receipts and Payments Account for the period from 29 May 2020 to 28 May 2021 is attached at Appendix 2.

I would specifically comment as follows;

(i) Cash at Bank

The Declaration of Solvency detailed funds of £152,000 were due to the Company, representing the credit balance held on the Company's bank account, as at the date of the Liquidation.

As detailed in the attached Receipts and Payments Account, the sum of £129,592.33 was realised in this respect. Of the sum realised, all was realised during the period under review.

#### LIABILITIES

##### Secured Creditors

The company has no secured creditors.

## Preferential Creditors

There are no known preferential claims.

## Unsecured Creditors

The Declaration of Solvency detailed the company held no creditors. However, during the period under review, a claim was received from HM Revenue & Customs in respect of Corporation Tax.

After validating this claim, a dividend of £23.85, plus statutory interest, was paid to HM Revenue & Customs. This sum was paid during the period under review.

In accordance with Rule 14.36 of the Insolvency Rules (England & Wales) 2016, I can confirm that no further dividend to creditors will be made in this matter.

## Share Capital

The following distributions have been made to the Members:

Date	Amount Distribution	Type of Distribution	Rate of Distribution Per Share
03/07/2020	£129,576.11	Cash	£1,295.76 per Ordinary share

The distributions paid to date, were all paid during the period under review.

## LIQUIDATOR(S) REMUNERATION

### Pre-Appointment Remuneration

Prior to my appointment at a meeting held on 29 May 2020, the Board previously authorised the payment of a fee of £995 plus VAT to Clarke Bell Limited for preparing the Declaration of Solvency, and for producing and circulating the notices for the meeting of Members.

The fee for preparing the Declaration of Solvency and convening the meeting was paid prior to the Liquidation, by the Company.

### Post-Appointment Remuneration

No fee resolution was passed in this matter, as such no post appointment fees were taken.

### Guidance for Members

You may find it useful to read "A Guide To Liquidators' Fees" which can be downloaded from <http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees> Please note that there are different versions of the Guidance Notes, and in this case, you should refer to the April 2017 version.

A hard copy of this documents can be obtained on request from this office.

## LIQUIDATOR(S) DISBURSEMENTS

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

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

Category 1 disbursements incurred in the final period under review, together with those incurred to date, are set out in the table below.

Type Of Expense	Provider	Incurred During The Period Under Review (£)	Paid To Date (£)	Total Amount Outstanding (£)
Statutory Advertising	Courts Advertising	234.00	234.00	-
Bordereau	Marsh Limited	80.00	80.00	-

Category 1 disbursements paid to date, were all discharged by the Company, prior to my appointment.

Category 2 disbursements are those that are based upon an estimate or an internally set rate.

No approval to enable us to draw Category 2 disbursements has been sought.

#### PROFESSIONAL ADVISORS

I have not needed the assistance of any professional agent to realise the company's assets, or to assist with Liquidation matters in general. As such, no costs have been incurred.

#### FURTHER INFORMATION

A member may, with the permission of the Court or with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the Company, request further details of the Joint Liquidators' remuneration and expenses, within 21 days of receipt of this draft final account.

A member may, with the permission of the Court or with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the Company, apply to Court to challenge the amount of remuneration charged by the Joint Liquidators as being excessive, and/or the basis of the Joint Liquidators' remuneration, and/or the amount of the expenses incurred as being excessive, within 8 weeks of their receipt of this draft final account.

The winding up of the Company is now for all practical purposes complete and I intend to deliver the final account by the date shown in the accompanying notice.

To comply with the Provision of Services Regulations, some general information about Clarke Bell Limited is available on our website at <https://www.clarkebell.com/provision-of-services-regulations/>




---

JOHN PAUL BELL  
JOINT LIQUIDATOR

Date: 28 May 2021

APPENDIX 1  
STATUTORY INFORMATION

Company Details

Company Name:	Pad Admin Services Ltd
Previous Name:	A R COLLINSON LTD
Company Number:	08465741
Date of Incorporation:	28 March 2013
Principal Trading Activity:	Administrative Services
Trading Address:	59 Arkley Park, Barnet Road, Barnet, Hertfordshire, EN5 3JH
Current Registered Office:	C/o Clarke Bell Limited, 3rd Floor, The Pinnacle, 73 King Street, Manchester, M2 4NG
Former Registered Office:	59 Arkley Park, Barnet Road, Barnet, Hertfordshire, EN5 3JH, England

Appointment Details

Joint Liquidator(s) Names:	John Paul Bell and Toyah Marie Poole of Clarke Bell Limited
Joint Liquidator(s) Address:	Clarke Bell Limited, The Pinnacle, 3rd Floor, 73 King Street, Manchester, M2 4NG
Date of Appointment:	29 May 2020
Actions of Joint Liquidators:	Any act required or authorised under any enactment to be done by a Liquidator may be done by either or both of the Liquidators acting jointly or alone
Former Liquidator:	N/A



## APPENDIX 2

### RECEIPTS AND PAYMENTS ACCOUNT

## APPENDIX 3

### JOINT LIQUIDATOR(S) ACTIVITIES

Detailed below is a summary of the activities that have been undertaken in the final period under review.

#### (a) Administration

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

- Case Planning – Reviewing the circumstances of the case to determine the appropriate strategy.
- Preparing and circulating Notice of Appointment to creditors advising of the outcome of the appointment and other formalities, including gazetting the Appointment of Liquidators.
- Setting up electronic case files.
- Setting up the case on the firm's electronic case management system and entering data.
- Obtaining a specific bond, this is insurance required by Statute that every insolvency office holder has to obtain for the protection of each estate.
- Reviewing the adequacy of the specific bond on a quarterly basis.
- Dealing with all routine correspondence and emails relating to the case.
- Undertaking periodic file reviews.
- Maintenance of Liquidator's records.
- Opening, maintaining and managing the Liquidator's estate bank account.
- Undertaking regular reconciliations of the bank account containing estate funds.
- Overseeing and controlling the work done on the case by case administrators.
- Distributing realisations of assets to members.
- Preparing and filing Corporation Tax Returns.
- Seeking closure clearance from HMRC and other relevant parties.
- Preparing, reviewing and issuing final reports to creditors and members.

#### (b) Realisation of Assets

This represents work involved in the Joint Liquidators satisfying their duties to realise the company's assets for the benefit of the Estate.

- Realising the assets of the company.
- Liaising with the bank regarding the closure of the account.

#### (c) Creditors

Claims of 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. The Joint Liquidators also need 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.

Distributions – The Joint Liquidators have to undertake certain statutory formalities in order to enable him to make a distribution to creditors. This includes writing to all creditors who have not lodged proofs of debt and reviewing the claims and supporting documentation lodged by creditors in order to formally agree their claims, which may involve requesting additional information and documentation from the creditors.

- Validating creditor claims.
- Preparing and updating a list of creditors.
- Maintaining a list of creditor claims.
- Lodging creditor Proof of Debt Forms.
- Dealing with creditor enquiries.
- Preparing and Distributing funds to creditors.

## APPENDIX 4

### LIQUIDATOR(S) CATEGORY 1 & 2 DISBURSEMENTS

#### Category 1 & Category 2 Disbursements

Disbursements are categorised as either Category 1 or Category 2.

#### Category 1

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

Typical examples of Category 1 disbursements are:

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

#### Category 2

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

Typical examples of Category 2 disbursements are:

- Photocopying
- Mileage
- Storage

The current levels of Category 2 disbursements recovered by Clarke Bell Limited are as follows:

Photocopying at £0.15 per copy.
Mileage at £0.45 per mile.
Storage and destruction of records at £12 per box of records, per annum.

**Pad Admin Services Ltd**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts and Payments**

	Declaration of Solvency £	From 29/05/2020 To 28/05/2021 £	From 29/05/2020 To 28/05/2021 £
<b>RECEIPTS</b>			
Cash at Bank	152,000.00	129,592.33	129,592.33
Bank Interest Gross		7.81	7.81
		<u>129,600.14</u>	<u>129,600.14</u>
<b>PAYMENTS</b>			
HM Revenue & Customs - CT		24.03	24.03
Ordinary Shareholders	(100.00)	129,576.11	129,576.11
		<u>129,600.14</u>	<u>129,600.14</u>
<b>BALANCE - 28 May 2021</b>		<u><b>0.00</b></u>	<u><b>0.00</b></u>
<b>MADE UP AS FOLLOWS</b>			
		<u>0.00</u>	<u>0.00</u>

Note: