

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

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

### 1 Company details

Company number 0 8 5 0 1 6 5 2

Company name in full Greenheat Installations Limited

#### → Filling in this form

Please complete in typescript or in bold black capitals.

### 2 Liquidator's name

Full forename (s) Neil

Surname Maddocks

### 3 Liquidator's address

Building name/number Orchard St Business Centre

Street 13-14 Orchard Street

Post town Bristol

County/Region

Postcode B S 1 5 E H

Country United Kingdom

### 4 Liquidator's name ①

Full forename(s) Rob

Surname Coad

#### ① Other Liquidator

Use this section to tell us about another liquidator.

### 5 Liquidator's address ②

Building name/number Orchard St Business Centre

Street 13-14 Orchard Street

Post town Bristol

County/Region

Post code B S 1 5 E H

Country United Kingdom

#### ② Other Liquidator

Use this section to tell us about another liquidator.

# LIQ14

## Notice of final account prior to dissolution in CVL

**6****Liquidator's release**☐

Tick if one 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



Signature date

0

8

0

4

2

0

2

2

# LIQ14

## Notice of final account prior to dissolution in CVL

<b>Presenter Information</b>	<b>! Important information</b>
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.	<b>All information on this form will appear on the public record.</b>
<b>Contact name</b> Neil Maddocks	<b>Where to send</b>
<b>Company name</b> Undebt.co.uk	<b>You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:</b>
<b>Address</b> Orchard St Business Centre	The Registrar of Companies, Companies House, Crown Way, Cardiff, Wales, CF14 3UZ. DX 33050 Cardiff.
13-14 Orchard Street	
<b>Post Town</b> Bristol	
<b>County/Region</b>	
<b>Post Code</b> B S 1 5 E H	<b>i Further Information</b>
<b>Country</b> United Kingdom	For further information please see the guidance notes on the website at <a href="http://www.gov.uk/companieshouse">www.gov.uk/companieshouse</a> or email <a href="mailto:enquiries@companieshouse.gov.uk">enquiries@companieshouse.gov.uk</a>
<b>DX</b>	
<b>Telephone</b> 44 (0)117 376 3523	
<b>✓ Checklist</b>	<b>This form is available in an alternative format. Please visit the forms page on the website at <a href="http://www.gov.uk/companieshouse">www.gov.uk/companieshouse</a></b>
We may return forms completed incorrectly or with information missing.	
<b>Please make sure you have remembered the following:</b>  The company name and number match the information held on the public Register You have attached the required documents. You have signed the form.	

# Continuation page

Name and address of insolvency practitioner

✓ **What this form is for**  
Use this continuation page to tell us about another insolvency practitioner where more than 2 are already jointly appointed. Attach this to the relevant form. Use extra copies to tell us of additional insolvency practitioners.

✗ **What this form is NOT for**  
You can't use this continuation page to tell us about an appointment, resignation, removal or vacation of office.

→ **Filling in this form**  
Please complete in typescript or in bold black capitals.  
All fields are mandatory unless specified or indicated by \*

## 1 Appointment type

Tick to show the nature of the appointment:

- ☐ Administrator
- ☐ Administrative receiver
- ☐ Receiver
- ☐ Manager
- ☐ Nominee
- ☐ Supervisor
- ☐ Liquidator
- ☐ Provisional liquidator

## 2 Insolvency practitioner's name

Full forename(s)

Surname

## 3 Insolvency practitioner's address

Building name/number

Street

Post town

County/Region

Postcode

Country

04/17 Version 1.0

GREENHEAT INSTALLATIONS LIMITED IN **CREDITORS' VOLUNTARY LIQUIDATION**  
FINAL ACCOUNT

19 January 2022

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## EXECUTIVE SUMMARY

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

### Assets

Asset	Estimated to realise per Statement of Affairs £	Total realisations £
Book Debts	1.00	Nil
Sundry	Nil	164.23
Deposit for Costs	Nil	2,520.00
Total	1.00	2,684.23

### Expenses

Expense	Amount per fees and expenses estimates £	Total expense £
Joint Liquidators' fees	9,640.00	5,438.00
Specific Bond	40.00	40.00
Statement of Affairs Fee	4,000.00	2,075.03
Statutory Advertising	244.35	253.50
Postage	50.00	20.40
Case Management Fee	150.00	150.00
Case Management Monthly Fee	57.00	65.70
Storage of Books & Records	85.35	Nil
VAT Irrecoverable	Nil	100.00
Total	14,266.70	8,142.63

### Dividend prospects

Creditor class	Distribution / dividend paid to date £
Secured creditor	N/A
Preferential creditors	Nil
Unsecured creditors	Nil

### Closure

All matters within the liquidation are concluded.

## ADMINISTRATION AND PLANNING

### Statutory information

Statutory information may be found at Appendix I.

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.

### Reporting

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.

During the Period of Appointment, the following key documents have been issued:

- Notification of the Joint Liquidators' Appointment
- Remuneration Report
- Annual Progress Reports

## ENQUIRIES AND INVESTIGATIONS

As previously reported, 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 directors 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 the Statement of Affairs.

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 was 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.

## REALISATION OF ASSETS

Detailed below is key information about asset realisation and strategy.

### Book Debts

The Company had an outstanding debtor with a book value of £7,642. The debt related to a contract with a former customer and the amount owed was disputed. The contract was in breach and the customer had a claim of set off against the Company. No recoveries were made in this respect and the matter was not pursued further.

### Deposit for Costs

The sum of £2,520 was received as a contribution towards the costs of the liquidation.

### Sundry Refund

A refund cheque of £164.23 was received from a former supplier of the Company.

## CREDITORS

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Joint Liquidators have had to carry out key tasks.

### Secured creditors

The Company has not granted any charges over its assets.

### Preferential creditors

#### Employee claims

Employee claims for arrears of wages and holiday were estimated to total £8,296. A final claim has not yet been received from the Redundancy Payments Service.

### Unsecured creditors

Unsecured creditors were estimated to total £58,095 as per the Statement of Affairs. Claims totalling £20,600 have been received to date.

### Dividend prospects

There is no prospect of a distribution to any class of creditor.

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.

The Company did not grant a floating charge to any creditor after 15 September 2003 and consequently there was no prescribed part in this Liquidation.

## FEES AND EXPENSES

### Pre-Appointment Costs

Fixed fee agreed with the Directors and ratified by members and creditors.

The creditors authorised the fee of £4,000 for assisting the directors in calling the relevant meetings and with preparing the Statement of Affairs. £2,075 has been drawn to date.

### The Joint Liquidators' fees

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 senior manager or director.

The basis of the Joint Liquidators fees was approved by creditors on 5 April 2019 in accordance with the following resolutions:

*"That the Joint Liquidators be authorised to draw their Pre-Appointment fee of £4,000 plus VAT and disbursements from the first realisations into the liquidation."*

*"That the Liquidator's fees be fixed by reference to the time given by them and their staff in attending to matters arising in the Liquidation, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time it was undertaken and total fees drawn not to exceed the fee estimate of £9,640 plus VAT & disbursements provided in the Report to Creditors dated 19 March 2019 without further recourse to creditors."; and*

*"That the Liquidator be authorised to recover all Category 2 disbursements, calculated on the bases detailed in Undebt.co.uk's Summary."*

The time costs for the period of appointment from 25 February 2019 to 19 January 2022 total £5,438, representing 39.9 hours at an average hourly rate of £136.29. No fees have been drawn on account of time costs incurred. The time costs for the period are detailed at Appendix III.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators consider that the original fees estimate is unlikely to be exceeded.



#### Disbursements

The category 1 disbursements incurred for in the period 25 February 2019 to 19 January 2022 total £609.20, are detailed at Appendix II and represent the actual out of pocket payments made in relation to the assignment.

The category 2 disbursements incurred for the period 25 February 2019 to 19 January 2022 total £20.40 and these may include an element of overhead charges in accordance with approval given by creditors on 5 April 2019. The basis of calculation of this category of disbursement was disclosed to creditors prior to the resolution being passed.

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' together with the firm's charge-out rate and disbursement policy may be found at: <https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/more/29114/page/1/guide-to-liquidators-fees/>.

A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on written request.

#### **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.

#### **GENERAL DATA PROTECTION REGULATION ("GDPR")**

GDPR requires that individuals whose data is being held be contacted and provided with information about their rights. A privacy notice is attached at Appendix IV.

#### **EC REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)**

The Company's centre of main interest was at 2 Westhaus, 79 Coronation Road, Bristol, BS3 1FD, 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.

#### **CONCLUSION**

The administration of the case has concluded.

If you require any further information, please contact Sam Dyer at this office.



Rob Coad  
Joint Liquidator

## Appendix I

### Statutory Information

Company Name	Greenheat Installations Limited
Former Trading Name	Not applicable
Company Number	08501652
Registered Office	Orchard St Business Centre, 13-14 Orchard Street, Bristol, BS1 5EH, United Kingdom
Former Registered Office	2 Westhaus, 79 Coronation Road, Bristol, BS3 1FD
Officeholders	Neil Maddocks and Rob Coad
Officeholders address	Orchard St Business Centre, 13-14 Orchard Street, Bristol, BS1 5EH, United Kingdom
Date of appointment	25 February 2019
Changes to Officeholder	Not applicable


Greenheat Installations Limited - In Creditors Voluntary Liquidation  
Joint Liquidators' Abstract of Receipts & Payments

From 25 February 2019 To 19 January 2022

S of A £		From 25/02/19 To 19/01/22	From 25/02/19 To 19/01/22
	<b>ASSET REALISATIONS</b>		
1.00	Book Debts	NIL	NIL
	Sundry	164.23	164.23
	Deposit for Costs	2,520.00	2,520.00
1.00		2,684.23	2,684.23
	<b>COST OF REALISATIONS</b>		
	Specific Bond	(40.00)	(40.00)
	Statement of Affairs Fee	(2,075.03)	(2,075.03)
	Statutory Advertising	(253.50)	(253.50)
	Vat Irrecoverable	(100.00)	(100.00)
	Case Management Fee	(150.00)	(150.00)
	Case Management Monthly Fee	(65.70)	(65.70)
	NIL	(2,684.23)	(2,684.23)
	<b>PREFERENTIAL CREDITORS</b>		
(1,497.11)	Employee	NIL	NIL
(1,497.11)		NIL	NIL
	<b>UNSECURED CREDITORS</b>		
(15,000.00)	Director's Loan	NIL	NIL
(4,603.83)	Employee	NIL	NIL
(3,500.00)	HM Revenue & Customs	NIL	NIL
(24,605.71)	Trade Creditor	NIL	NIL
(47,709.54)		NIL	NIL
(49,205.65)		NIL	NIL

REPRESENTED BY

\_\_\_\_\_  
\_\_\_\_\_  
NIL



Rob Coad  
Joint Liquidator

# Appendix III

## Greenheat Installations Limited - in Liquidation

### Joint Liquidators' SIP9 Compliant Time Cost Analysis for the period 25 February 2019 to 19 January 2022

Classification of Work Function	Officeholder Hours	Manager Hours	Administrator Hours	Assistant / Support Hours	Total Hours	Cost £	Average hourly cost £
Administration & Planning	0.1	1.8	2.1	8.3	12.3	1,436.00	116.75
Appointment & Related Formalities	0.0	0.0	0.2	0.0	0.2	24.00	120.00
Cashiering & Banking	0.0	0.5	3.7	0.2	4.4	554.00	125.91
Creditor Reporting	0.7	1.4	3.0	4.6	9.7	1,282.00	132.16
Dealings with Employees	0.0	0.3	0.6	0.0	0.9	126.00	140.00
Dealings with Unsecured Creditors	0.0	0.0	1.5	0.0	1.5	180.00	120.00
Insurance of Assets	0.7	0.0	0.0	0.0	0.7	210.00	300.00
Investigations	0.0	2.2	0.0	0.0	2.2	396.00	180.00
Realisation of Assets	0.0	1.9	0.0	0.0	1.9	342.00	180.00
Statutory & Compliance	0.5	0.0	0.5	0.0	1.0	210.00	210.00
Tax & VAT Matters	0.2	0.2	4.7	0.0	5.1	678.00	132.94
<b>Total Hours</b>	2.2	8.3	16.3	13.1	39.9	5,438.00	136.29
<b>Total costs</b>	660.00	1,494.00	1,974.00	1,310.00			

Charge Out Rates Per Hour	£
Officeholder	300
Manager	180 - 240
Assistant Manager	150
Administrator	120
Assistant / Support	100

## Appendix B

### Greenheat Installations Limited (Post App) Liquidation

#### Joint Liquidators' SIP9 Compliant Time Cost Analysis for the period 01 May 2021 to 19 January 2022

Classification of Work Function	Officeholder Hours	Manager Hours	Administrator Hours	Assistant / Support Hours	Total Hours	Cost £	Average hourly cost £
Administration & Planning	0.0	0.0	0.1	0.5	0.6	73.50	122.50
Appointment & Related Formalities	0.0	0.0	0.2	0.0	0.2	30.00	150.00
Cashiering & Banking	0.0	0.1	0.7	0.0	0.8	126.50	158.13
Court Hearings	0.0	0.0	0.0	0.0	0.0	0.00	
Creditor Correspondence	0.0	0.0	0.0	0.0	0.0	0.00	
Creditor Reporting	0.0	0.0	2.0	0.0	2.0	270.00	135.00
Dealings with Employees	0.0	0.0	0.0	0.0	0.0	0.00	
Dealings with Secured Creditors	0.0	0.0	0.0	0.0	0.0	0.00	
Dealings with Unsecured Creditors	0.0	0.0	1.0	0.0	1.0	150.00	150.00
Insurance of Assets	0.0	0.0	0.0	0.0	0.0	0.00	
Investigations	0.0	0.0	0.0	0.0	0.0	0.00	
Realisation of Assets	0.0	0.0	0.0	0.0	0.0	0.00	
Receipts & Payments	0.0	0.0	0.0	0.0	0.0	0.00	
Statutory & Compliance	0.0	0.0	0.0	0.0	0.0	0.00	
Tax & VAT Matters	0.0	0.0	1.8	0.0	1.8	270.00	150.00
Trading	0.0	0.0	0.0	0.0	0.0	0.00	
<b>Total Hours</b>	0.0	0.1	5.8	0.5	6.4	920.00	143.75
<b>Total costs</b>	0.00	27.50	832.50	60.00			

Charge Out Rates Per Hour	£
Officeholder	360
Senior Manager	275
Manager	225
Assistant Manager	180
Senior Administrator	150
Administrator	135
Assistant / Support	120

# Privacy Notice

The following information is provided to comply with the requirements of the General Data Protection Regulation.

This privacy statement describes why and how we collect and use personal data and provides information about individuals' rights. It applies to personal data provided to us, both by individuals themselves or by others. We may use personal data provided to us for any of the purposes described in this privacy statement or as otherwise stated at the point of collection.

<b>Identity and contact details of the controller and where applicable, the controller's representative and the data protection officer</b>	<p>Where an insolvency practitioner of Undebt.co.uk is not appointed as office holder, the data controller is either the company/individual on whose instructions Undebt.co.uk is acting or it is Undebt.co.uk. The contact details of Undebt.co.uk are: Orchard St Business Centre, 13-14 Orchard Street, Bristol, BS1 5EH, United Kingdom, 0117 376 3523, <a href="mailto:helpme@undebt.co.uk">helpme@undebt.co.uk</a>.</p> <p>Where an insolvency practitioner of Undebt.co.uk is appointed as office holder and the data processing is carried out as part of their statutory duties, the office holder(s) is/are the data controllers. The Insolvency practitioner(s) can be contacted at: Undebt.co.uk, Orchard St Business Centre, 13-14 Orchard Street, Bristol, BS1 5EH, United Kingdom, 0117 376 3523, <a href="mailto:helpme@undebt.co.uk">helpme@undebt.co.uk</a>.</p>
<b>How we use your personal information</b>	<p>The purpose for which personal information is processed may include any or all of the following:</p> <ul style="list-style-type: none"><li>• deliver services and meet legal responsibilities</li><li>• verify identity where this is required</li><li>• communication by post, email or telephone</li><li>• understand needs and how they may be met</li><li>• maintain records</li><li>• process financial transactions</li><li>• prevent and detect crime, fraud or corruption</li><li>• may also need to use data to defend or take legal actions related to the above</li></ul>
<b>Lawful basis for the processing</b>	<p>Most processing is carried out to comply with our legal obligations under statute and other regulatory obligations related to the insolvency process. We also believe our processing is for the legitimate interests of all stakeholders in the insolvency process, as they are entitled to be kept informed and may wish to engagement in the insolvency process. Where Undebt.co.uk has engaged with a client to perform a service, we will be required to process data to provide the service in accordance with the contractual terms.</p>
<b>What personal information we hold</b>	<p>The categories are: contact details, financial information and location. In rare cases, we may hold some special category data, e.g. trade union membership or information about individual's health, which will be necessary to administer the insolvency process in line with our legal obligations.</p>
<b>How long we retain your personal information</b>	<p>We retain personal data for as long as is necessary to achieve the purpose listed above and for any other permissible related purpose. For example, we retain most records until the time limit for claims</p>

	<p>arising from the activities has expired or otherwise to comply with statutory or regulatory requirements regarding the retention of such records.</p>
<b>Your rights</b>	<p>The GDPR provides the following rights for individuals:</p> <p><b>Right to inform</b> This privacy notice meets our requirement to inform you of our processing of your data.</p> <p><b>Access to personal data</b> You have a right of access to personal data held by us as a data controller. This right may be exercised by contacting us at: Undebt.co.uk, Orchard St Business Centre, 13-14 Orchard Street, Bristol, BS1 5EH, United Kingdom, 0117 376 3523, helpme@undebt.co.uk. We will aim to respond to any requests for information promptly, and in any event within one month.</p> <p><b>Amendment of personal data</b> To update personal data submitted to us, you may email us at helpme@undebt.co.uk or, where appropriate, contact us via the relevant website registration page or by amending the personal details held on relevant applications with which you registered.</p> <p><b>Rights that do not apply in these particular circumstances</b> Not all of the rights under the GDPR are available as one of the reasons we are holding your data is on the basis of it being a legal obligation and therefore the right to erasure, data portability and to object do not apply.</p>
<b>Right to withdraw consent</b>	<p>The data received was not based upon obtaining consent and therefore the right to withdraw consent does not apply.</p>
<b>Changes to our privacy statement</b>	<p>We keep this privacy statement under regular review and will place any updates on our website. Paper copies of the privacy statement may also be obtained by writing to us at Undebt.co.uk, Orchard St Business Centre, 13-14 Orchard Street, Bristol, BS1 5EH, United Kingdom.</p> <p>This privacy statement was last updated on [date].</p>
<b>Complaints</b>	<p>Should you want to complain about our use of personal data, please contact us at Undebt.co.uk, Orchard St Business Centre, 13-14 Orchard Street, Bristol, BS1 5EH, United Kingdom.</p> <p>You also have the right to lodge a complaint with the Information Commissioner's Office ("ICO") (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the <a href="#">ICO website</a>.</p>
<b>Who provided the personal data</b>	<p>The personal data we have used to contact you was provided by the company/individual (or persons acting on their behalf) on whose instructions we are acting or in relation to which our insolvency practitioner has been appointed. We also access information from the Registrar of Companies and other similar public-access data providers.</p>