

LIQ03

Notice of progress report in voluntary winding up



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 0 8 5 0 1 7 6 6

Company name in full Grafton Services London Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Joanne

Surname Rolls

3 Liquidator's address

Building name/number Evergreen House North

Street Grafton Place

Post town London

County/Region

Postcode N W 1 2 D X

Country

4 Liquidator's name

Full forename(s) Trevor

Surname Binyon

Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address

Building name/number Evergreen House North

Street Grafton Place

Post town London

County/Region

Postcode N W 1 2 D X

Country

Other liquidator

Use this section to tell us about
another liquidator.

LIQ03

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6 Period of progress report

From date	1	8	0	4	2	0	2	0
To date	1	7	0	4	2	0	2	1

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d3^d0

^m0^m4

^y2^y0^y2^y1

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.

Joanne Kim Rolls

Opus Restructuring LLP

Evergreen House North

Grafton Place

London

Postcode

N

W

1

2

D

X

DX

020 3326 6454



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

ANNUAL PROGRESS REPORT

GRAFTON SERVICES LONDON LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

29 APRIL 2021

This report has been prepared for the sole purpose of updating the creditors for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

Joanne Kim Rolls and Trevor John Binyon were appointed Joint Liquidators of Grafton Services London Limited t/a Grafton Cleaning Services ('the Company') on 18 April 2019. The affairs, business and property of the Company are managed by the Joint Liquidators. The Joint Liquidators act without personal liability.

ANNUAL PROGRESS REPORT OF GRAFTON SERVICES LONDON LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

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- Realisation of Assets
- Creditors
- Ethics
- Fees and Expenses
- Creditors' Rights
- EU Regulations
- Conclusion

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- Appendix III - Detailed list of work undertaken in the period
- Appendix IV - Time cost information for period 18/04/2020 to 17/04/2021
- Appendix V - Time costs summary for period, cumulative & comparison with estimate
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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. A detailed list of these tasks may be found in Appendix III.

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 Review Period, the following key documents have been issued:

- The last period's progress report;
- Submitting the Corporation Tax Return for the period 18 April 2019 to 17 April 2020.

Other administration tasks

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

- Case reviews.
- Significant ongoing correspondence with the Redundancy Payments Services regarding issues with all employee claims.

REALISATION OF ASSETS

No realisations have been made during this review period, and no further realisations are anticipated.

CREDITORS

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

Secured creditors

The Company had granted the following security: -

Type of charge	Date created	Beneficiary
Fixed and Floating charge	20 March 2014	Bibby Financial Services Limited ('Bibby')

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The debt due to Bibby at the date of appointment of the previous Administrators was approximately £6,133.13 excluding charges and accruing interest. The debt was secured by way of a Fixed and Floating Charge and prior to the Review Period, a first and final distribution of 100p in the £ was made to Bibby.

Preferential creditors Employee claims

90 employees were made redundant on 3 September 2018. The relevant information for employees to submit claims has been made to the Redundancy Payments Service ('RPS') and information and help has been given to employees to enable them to submit their claims online.

Claims of £73,904.63 have been received of which £10,737.73 is claimed preferentially.

However, following the submission of the above claims, it was ascertained that the RPS had not taken into consideration continuity of employment in relation to those employees whose employment had commenced prior to the incorporation of the limited Company. This information was submitted to the RPS, but the initial calculation of redundancy and other entitlements for staff were only calculated from the date of the Company's incorporation.

Subsequently, the Joint Liquidators have been in an on-going dialog with the RPS to ensure that the employees claims were correctly calculated. The RPS have now acknowledged that the claims were previously calculated incorrectly and that the previous employment in the business, prior to incorporation, should be included.

Accordingly, the RPS are now in the process of reviewing those claims already submitted which will, taking into account the changes mentioned above and will allow the preferential and unsecured creditor position to be finalised. There has been significant delays and additional work required by the Joint Liquidators in liaising with the RPS to enable the claims to be correctly calculated. This is still on-going, and the Joint Liquidators remain in regular contact with the RPS to resolve this matter.

The Joint Liquidators anticipate being able to pay a distribution of 100p in the £/payment in full in respect of known preferential claims.

Unsecured creditors

HMRC was shown to be owed £14,212.94. A claim of £14,210.37 has been received in respect of its unsecured liability.

The trade and expense creditors as per the statement of affairs totalled £70,446.48. Please be advised that proofs of debt are still being received and therefore the total value of unsecured claims is not known at present.

Dividend prospects

It is anticipated that a distribution will be paid to unsecured creditors, but the amount is uncertain and dependent upon the final agreement of the preferential claims referred to above.

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.

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As stated above, the secured creditor's claim has been discharged in full during the Administration period and consequently there will be no prescribed part in this Liquidation.

ETHICS

Please also be advised that a Joint Liquidator is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

General ethical considerations

During the Review Period, no new threats to compliance with the Code of Ethics have been identified.

Specialist Advice and Services

When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the Joint Liquidator is obligated to ensure that such advice or work is warranted and that the advice or work contracted reflects the best value and service for the work undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment. To date no specialists have been instructed in the Liquidation.

FEES AND EXPENSES

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 partner then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a manager or partner.

The basis of the Joint Liquidators' fees was approved by creditors on 31 October 2018 during the Administration, in accordance with the following resolution:

- "That the basis of the Joint Liquidators' fees be fixed by reference to the time properly given by the Joint Liquidators and their staff in attending to matters as set out in the fees estimate totalling £18,175.00 plus VAT, such time to be charged at the prevailing standard hourly charge out rates used by Opus Restructuring LLP at the time when the work is performed".

The time costs for the period 18 April 2020 to 17 April 2021 total £7,292.50, representing 32 hours at an average hourly rate of £227.89. The sum of £7,797.50 has been drawn on account of time costs incurred. The time costs for the period are detailed at Appendix IV.

The total time costs during the period of appointment amount to £15,587.50 representing 75.40 hours at an average hourly rate of £206.73 and a comparison between the original estimate and time costs to date is given at Appendix V.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators consider that:

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- the original fees estimate is likely to be exceeded; and
- the original expenses estimate has been exceeded.

The main reason why the fees estimate has been exceeded is the additional work required to deal with the employee's claims with the RPS and the delay this has caused. Work is still ongoing to finalise the employee's claims with the RPS, before the preferential distribution can be prepared and paid to the employees. The Joint Liquidators intend to seek creditors' approval to fees in addition to that previously estimated and the relevant creditors will be invited to consider the Joint Liquidators' proposal in this regard using the vote by correspondence form at Appendix VII.

As stated above, there has been significant unforeseen additional work required on this case to finalise the employee's claims with the RPS. This is because the RPS did not include a large number of employee's continuation of employment in their original calculations and payments. Once the final calculations and payments have been made by the RPS, the preferential distribution calculations will be required to be completed by the Joint Liquidators and distribution paid in the liquidation.

It is anticipated that sufficient funds will be available to enable a dividend to be paid to the unsecured creditors following the preferential distributions. Therefore, significant time and work will be required to agree all of the unsecured creditors' claims, which will include an element of the employees claims and calculate and pay the distribution to unsecured creditors.

It is therefore being proposed that the creditors approve a fee increase of £10,650 to a total of £28,825. The notice of decision procedure and vote by correspondence form can be found at Appendix VII.

Disbursements

The disbursements that have been incurred and not yet paid during the period are detailed on Appendix VI. Also included in Appendix VI is a comparison of the expenses likely to be incurred in the Liquidation as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

The category 1 disbursements paid for in the period 18 April 2020 to 17 April 2021 total £81.76 are detailed at Appendix II and represent the simple reimbursement of actual out of pocket payments made in relation to the assignment.

There are no category 2 disbursements for the period 18 April 2020 to 17 April 2021. The basis of calculation of this category of disbursement was disclosed to creditors prior to their approval, which was given on 31 October 2018, and are also detailed at Appendix II.

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

ANNUAL PROGRESS REPORT OF GRAFTON SERVICES LONDON LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Liquidator's 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 Liquidator's 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.

EU REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)

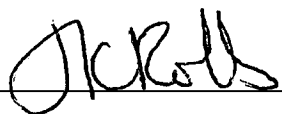
The Company's centre of main interest was in the UK as their registered office address and trading address was 259-269 Old Marylebone Road, London, NW1 5RA and therefore it is considered that the EU Regulations apply. These proceedings are main proceedings as defined in the EU Regulation.

CONCLUSION

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

- Finalising the employee claims with the RPS.
- Calculate and pay the preferential creditors distribution from the liquidation.
- Calculate and pay the unsecured creditors distribution from the liquidation.
- Issue the final report to all known creditors in order to move the Company to dissolution.

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

Signed  _____

Joanne Kim Rolls
Joint Liquidator
29 April 2021

ANNUAL PROGRESS REPORT OF GRAFTON SERVICES LONDON LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix I

Statutory Information

Company Name	Grafton Services London Limited
Former Trading Name	Grafton Cleaning Services
Company Number	08501766
Registered Office	C/O Opus Restructuring LLP, Evergreen House North Grafton Place Euston London NW1 2DX
Former Registered Office	259-269 Old Marylebone Road, London, NW1 5RA
Office holders	Joanne Kim Rolls and Trevor John Binyon
Office holders' address	Opus Restructuring LLP, Evergreen House North, Grafton Place, London, NW1 2DX
Date of appointment	18 April 2019

ANNUAL PROGRESS REPORT OF GRAFTON SERVICES LONDON LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix II

Grafton Services London Limited T/A Grafton Cleaning Services - In Creditors Voluntary Liquidation

Joint Liquidators' Abstract of Receipts & Payments

From 18 April 2020 To 17 April 2021

S of A £	As Previously Reported	18/04/20 to 17/04/21	Total £
RECEIPTS			
NIL Bank Interest Gross	86.15	77.06	163.21
NIL Surplus Administration funds	94,013.58	NIL	94,013.58
NIL Insurance refund - Premium Credit	587.80	NIL	587.80
NIL	94,687.53	77.06	94,764.59
PAYMENTS			
NIL Joint Liquidators' fees	(7,365.00)	(7,797.50)	(15,162.50)
NIL Storage Costs	(76.50)	(76.50)	(153.00)
NIL Bank Charges	(0.58)	(0.20)	(0.78)
NIL Insurance - Motor Fleet	(4,462.06)	NIL	(4,462.06)
NIL Vat Receivable	(196.18)	(1,575.85)	(1,772.03)
NIL Vat Control Account	(1,320.85)	NIL	(1,320.85)
NIL Bank Charges	NIL	(0.86)	(0.86)
NIL Advertising	(87.48)	NIL	(87.48)
NIL Software fee - Visionble Solutions	(185.00)	NIL	(185.00)
NIL Software fee – DocuSoft	(45.00)	NIL	(45.00)
NIL Postage	(5.10)	(4.20)	(9.30)
NIL Photocopying	(5.50)	NIL	(5.50)
0	(13,749.25)	(9,455.11)	(23,204.36)
0 CASH IN HAND	80,938.28	(9,378.05)	71,560.23

Appendix III

Detailed list of work undertaken for Grafton Services London Limited in Creditors' Voluntary Liquidation for the review period 18/04/2020 to 17/04/2021

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

General Description	Includes
Statutory and General Administration	
Document maintenance/file review/checklist	Filing of documents Periodic file reviews documenting strategy Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	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 aspects of the case
Books and records / storage	Dealing with records in storage
Reports	Preparing annual progress report and general reports to creditors
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 Assisting employees to pursue claims via the RPS
Dealing with proofs of debt ("POD")	Receipting and filing POD when not related to a dividend Corresponding with RPS regarding POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD
Dealing with Redundancy Payments Service ("RPS")	Significant correspondence with the RPS regarding the missed payments and calculations of a large number of employee's continuations of employment claims. Providing additional information when requested. Review of original submissions and establishing shortfall due to employees

Current Charge-out Rates for the firm

Time charging policy

Support staff do charge their time to each case.

Support staff include cashier, secretarial and administration support.

The minimum unit of time recorded is 6 minutes.

	Rates from 9.1.2013 to 03.05.2020 £'s	Rates effective from 04.05.2020 £'s
Partner	250 - 325	250 – 425
Senior Manager / Director	275 - 300	275 – 350
Assistant Manager / Manager	200 - 250	250 – 275
Junior Administrator / Administrator / Senior Administrator	75 – 175	100 – 225
Cashier	125	150
Support Staff	75	100

ANNUAL PROGRESS REPORT OF GRAFTON SERVICES LONDON LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix IV

Time cost information for period 18/04/2020 to 17/04/2021

Joint Liquidators' Remuneration Schedule

Grafton Services London Limited

Between 18 April 2020 and 17 April 2021

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	6.10	0.00	12.90	6.60	25.60	5,802.50	226.66
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	1.30	0.00	5.10	0.00	6.40	1,490.00	232.81
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Forensics	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total hours	7.40	0.00	18.00	6.60	32.00		
Time costs	2,785.00	0.00	3,662.50	845.00		7,292.50	
Average hourly rate	376.35	0.00	203.47	128.03			227.89

Description	Total Incurred £	Total Recovered £
CAT 1 Postage	4.20	4.20
CAT 1 Bank charges	0.60	0.49
Totals	4.80	4.69

ANNUAL PROGRESS REPORT OF GRAFTON SERVICES LONDON LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix V

Time costs summary for period, cumulative & comparison with estimate for Grafton Services London Limited IN CREDITORS VOLUNTARY LIQUIDATION

	Original fees estimate			Actual time costs incurred during the Review Period			Total time costs incurred to date		
Work category	Number of hours	Blended hourly rate £ per hour	Total fees £	Number of hours	Average hourly rate £ per hour	Total time costs £	Number of hours	Average hourly rate £ per hour	Total time costs £
Administration (including statutory reporting)	43.00	170.35	7,325.00	25.60	266.66	5,802.50	61.30	207.06	12,692.50
Realisation of assets	4.00	237.50	950.00	0.00	0.00	0.00	0.80	190.63	152.50
Creditors (claims and distribution)	387.00	197.37	7,500.00	6.40	232.81	1,490.00	13.30	206.20	2,742.50
Investigations	14.00	171.43	2,400	0.00	0.00	0.00	0.00	0.00	0.00

ANNUAL PROGRESS REPORT OF GRAFTON SERVICES LONDON LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix VI

**Expenses summary for period, cumulative & comparison with estimate
for Grafton Services London Limited Limited in Creditors' Voluntary Liquidation**

Below are details of the Joint Liquidators' expenses for the period under review and the total to date.

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Category 1 Expenses				
Advertising	253.80	-	87.48	
Bank Charges	-	1.06	1.64	Not previously anticipated
Bonding	40.00			
Postage	300.00	4.20	9.30	
Storage	200.00	76.50	153.00	
Software fee - DocuSoft	45.00	-	45.00	
Software fee - Visionblue	185.00	-	185.00	
Category 2 Expenses				
File set-up costs	12.00	-	-	
Photocopying	300.00	-	5.50	
Former Joint Administrators' disbursements				
Insurance	4,462.06	-	4,462.06	

Appendix VII

Revised Fee Estimate

SIP9 to date	Partner	Manager	Administrator	Cash/Support	Total Hrs	Time cost	Average rate
Admin and planning	9.60	8.60	27.30	15.80	61.30	12,692.50	207.06
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of assets	0.10	0.00	0.70	0.00	0.80	152.50	190.63
Creditors and distributions	1.50	0.20	11.60	0.00	13.30	2,742.50	0.00
Total	11.20	8.80	39.60	15.80	75.40	15,587.50	206.73

Additional time	Partner	Manager	Administrator	Cash/Support	Total Hrs	Time cost	Average rate
Admin and planning	1.50	6.00	9.00	3.00	19.50	5,887.50	301.92
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors and distributions	2.00	7.00	11.00	5.00	25.00	7,350.00	294.00
Total	3.50	13.00	20.00	8.00	44.50	13,237.50	297.47

Revised fees estimate	Partner	Manager	Administrator	Cash/Support	Total Hrs	Time cost	Average rate
Admin and planning	11.10	14.60	36.30	18.80	80.80	18,580.00	229.95
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of assets	0.10	0.00	0.70	0.00	0.80	152.50	190.63
Creditors and distributions	3.50	7.20	22.60	5.00	38.30	10,092.50	263.51
Total	14.70	21.80	59.60	23.80	119.90	28,825.00	240.41

Opus Restructuring LLP (Rates from 4 May 2020)

Partner	250 – 425
Senior manager/Director	275 – 350
Assistant manager/Manager	250 – 275
Jr/Am/Sr	100 – 225
Cashier	150
Support staff	100

Appendix VIII

Notice of Decision procedure and Vote by Correspondence Form

NOTICE OF DECISION PROCEDURE

Company Name: Grafton Services London Limited (Trading As Grafton Cleaning Services) (In **Liquidation**) ("**the Company**")
Company Number: 08501766

This Notice is given under Rule 15.8 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Joint Liquidators of the Company, Joanne Kim Rolls and Trevor John Binyon, of Opus Restructuring LLP, Evergreen House North, Grafton Place, London, NW1 2DX (telephone number 020 3326 6454).

It is proposed that the following decisions be made:

1. That a liquidation committee be established if sufficient nominations are received.
2. That the Joint Liquidator's revised fees be fixed by reference to the time properly given by the Joint Liquidators and their staff in attending to matters as set out in the revised fees estimate, such time to be charged at the prevailing standard hourly charge out rates used by Opus Restructuring LLP at the time when the work is performed. Such remuneration to be paid out of the assets of the Company and may be drawn on account as and when funds permit capped at £28,825 plus VAT.

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

By post to: Opus Restructuring LLP, Evergreen House North, Grafton Place, London, NW1 2DX
By fax to: 020 3691 1570
By email to: ben.ekbery@opusllp.com

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

All voting forms and proofs of debt must be delivered by the Decision Date: 23:59 on 26 May 2021.

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

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

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

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

Names of Insolvency Practitioners:	Joanne Kim Rolls, Trevor John Binyon
------------------------------------	--------------------------------------

Nature of Appointment:	Joint Liquidators
Date of Appointment:	18 April 2019

ANNUAL PROGRESS REPORT OF GRAFTON SERVICES LONDON LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Address of Insolvency Practitioners:

Evergreen House North, Grafton Place, London,
NW1 2DX

IP Numbers

8867,9285

Contact Name

Ben Ekbery

Email Address

ben.ekbery@opusllp.com

Telephone Number

020 3326 6454

Signed



Joanne Kim Rolls
Joint Liquidator

Dated: 29 April 2021

VOTE BY CORRESPONDENCE

Grafton Services London Limited (Trading As Grafton Cleaning Services) (In Liquidation)

Name of Creditor: _____

Address: _____

1. Decisions:

1.	That a liquidation committee be established if sufficient nominations are received.	*For / Against
2	That the Joint Liquidator's revised fees be fixed by reference to the time properly given by the Joint Liquidators and their staff in attending to matters as set out in the revised fees estimate, such time to be charged at the prevailing standard hourly charge out rates used by Opus Restructuring LLP at the time when the work is performed. Such remuneration to be paid out of the assets of the Company and may be drawn on account as and when funds permit capped at £28,825.	*For / Against

* Please delete as applicable to indicate your voting instructions

Signed: _____ Dated: _____

Name in capitals: _____

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

Are you the sole member/shareholder of the creditor (where it is a company)? Yes / No

Please complete this form and return it, along with a completed proof of debt if you have not submitted one previously, so that it is delivered by 23:59 on 26 May 2021, by:

Post: Opus Restructuring LLP, Evergreen House North, Grafton Place, London, NW1 2DX

Fax: 020 3691 1570

Email: please scan in a signed copy of this form and attach it as a pdf to
ben.ekbery@opusllp.com

Appendix IX
Proof of Debt Form

Proof of Debt – General Form

Grafton Services London Limited
IN CREDITORS' VOLUNTARY LIQUIDATION

Date of resolution for voluntary winding-up 18 April 2019

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 insolvency, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [Note the officeholder 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

Appendix X

Notice of Invitation to Form a Committee

ANNUAL PROGRESS REPORT OF GRAFTON SERVICES LONDON LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

NOTICE OF INVITATION TO FORM A LIQUIDATION COMMITTEE

COMPANY NAME: GRAFTON SERVICES LONDON LIMITED (**"THE COMPANY"**)
COMPANY NUMBER: 08501766

This Notice is given under Rule 6.19 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Liquidator of the company, Evergreen House North, Grafton Place, London, NW1 2DX (telephone number 020 3326 6454).

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

By post to: Evergreen House North, Grafton Place, London, NW1 2DX
By fax to: 020 3691 1570
By email to: ben.ekbery@opusllp.com

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

All nominations must be delivered by: 23:59pm on 26 May 2021

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

For further information on the role of Creditors' Committees, go to: www.opusllp.com

ANNUAL PROGRESS REPORT OF GRAFTON SERVICES LONDON LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

NOMINATIONS FOR MEMBERS OF A LIQUIDATION COMMITTEE

On behalf of (name of Creditor), _____,

at (address of Creditor): _____,

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

1. _____

2. _____

3. _____

Signed: _____

Dated: _____

Name in capitals: _____

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

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

☐ Yes / ☐ No