

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

SATURDAY



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A16

18/01/2020

#193

COMPANIES HOUSE

### 1 Company details

Company number 0 8 5 4 1 1 4 6

Company name in full R. J. Transport Limited

#### → Filing in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Isobel

Surname Brett

### 3 Liquidator's address

Building name/number 21 Highfield Road

Street

Post town Dartford

County/Region Kent

Postcode D A 1 2 J S

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	2	1	1	1	2	0	1	8
To date	2	0	1	1	2	0	1	9

### 7 Progress report

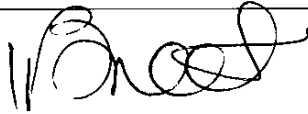
☒ The progress report is attached

### 8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

d 17

m 01

y 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.

Isobel Susan Brett

Bretts Business Recovery Limited

21 Highfield Road

Dartford

Kent

Postcode

D

A

1

2

J

S

DX

01474 532862



### 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)

**R. J. TRANSPORT LIMITED**  
**IN CREDITORS' VOLUNTARY LIQUIDATION**

**ANNUAL PROGRESS REPORT**

**For the period 21 November 2018 to 20 November 2019**

# **Annual Progress Report of R. J. Transport Limited in Creditors Voluntary Liquidation**

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## Annual Progress Report of R. J. Transport Limited in Creditors Voluntary Liquidation

### INTRODUCTION

In accordance with The Insolvency (England and Wales) Rules 2016, I am required to provide Member and Creditors with an annual progress report. The purpose of this report is to detail my acts and dealings as Liquidator and summarises the progress of the Liquidation during the period 21 November 2018 to 20 November 2019 ("the Review Period") and which should be read in conjunction with my previous correspondence to Members and Creditors.

### STATUTORY INFORMATION AND APPOINTMENT DETAILS

#### Company Details

Registered Name:	R. J. Transport Limited
Registered Office:	21 Highfield Road, Dartford, Kent DA1 2JS
Former Registered Office:	Gwynfa House, 677 Princes Road, Dartford, Kent, DA2 6EF
Registered Number:	08541146
Principal Activity:	Freight transport by road

#### Appointment Details

Name of Liquidator:	Isobel Susan Brett
Address of Liquidator:	21 Highfield Road, Dartford, Kent, DA1 2JS
Date of Appointment of Liquidator:	21 November 2017
Change in Officeholder:	None

### EXECUTIVE SUMMARY

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

#### Assets

Asset	Estimated to realise per Statement of Affairs	Realisations to date	Anticipated future realisations	Total anticipated realisations
Cash at Bank	1,461.72	1,466.88	NIL	1,466.88
Bank Interest Gross	-	9.05	Uncertain	9.05
Insurance Policy	Uncertain	268.45	NIL	268.45
<b>Total</b>	<b>1,461.72</b>	<b>1,744.38</b>	<b>Uncertain</b>	<b>1,744.38</b>

#### Expenses

Expense	Expense incurred to date	Anticipated further expense to closure	Total anticipated expense
Liquidator's fees	4,832.00	1,000.00	5,832.00
Licence Fees	230.00	NIL	230.00
Specific Bond	60.00	NIL	60.00
Statutory Advertising	124.38	NIL	124.38
Postage	9.79	10.00	19.79
Stationery	9.00	10.00	19.00

## Annual Progress Report of R. J. Transport Limited in Creditors Voluntary Liquidation

### Dividend prospects

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Secured creditor	N/A	N/A
Preferential creditors	NIL	NIL
Unsecured creditors	NIL	NIL

### Summary of key issue outstanding

- Approval of liquidation costs

### Closure

Based on current information, it is anticipated that the liquidation will be concluded within the next three months.

## ADMINISTRATION AND PLANNING

I am 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 2.

I have met my 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:

- Initial report issued to creditors upon appointment;
- Progress report issued on 11 January 2019

### Other administration tasks

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

- Case reviews
- Periodic review of specific bonding requirements;
- Regular bank reconciliations
- Corporation tax and VAT returns
- Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards

## RECEIPTS AND PAYMENTS ACCOUNT

My receipts and payments account for the year to 20 November 2019 is attached at Appendix 1. The payments shown on the summary are in the main self-explanatory.

Estate funds have been banked in a designated interest-bearing client account with Lloyds Bank Plc. During the Review Period, gross bank interest of £7.55 has been received and £9.05 has been received for the period of Liquidation.

## **Annual Progress Report of R. J. Transport Limited in Creditors Voluntary Liquidation**

### **REALISATION OF ASSETS**

#### **Asset Summary**

According to the Director's Statement of Affairs the assets of the Company had a total estimated value of £1,462 which comprised principally as below:

<b>Asset Name</b>	<b>Est. To Realise £</b>	<b>Realised to Date £</b>
Cash at Bank	1,462	1,466.88
Insurance Policy	Uncertain	268.45
<b>Total</b>	<b>1,462</b>	<b>1,735.33</b>

No assets realisations have been achieved in the Review Period and no further realisations are expected.

### **CREDITORS' CLAIMS AND DIVIDEND PROSPECTS**

During the Review Period, the case administrator has maintained creditor information on the system and dealt with creditor correspondence and telephone conversations.

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, I, as Liquidator, have had to carry out key tasks which are detailed in the list at Appendix 2. The following sections explain the anticipated outcomes to creditors.

#### **Secured creditors**

The Director confirmed that the Company has not granted any debentures or charges over the Company's assets and a search at Companies House has verified the same.

#### **Preferential creditors**

My previous report stated that there were no preferential creditors. Subsequent to the issue of that report a claim of £1,414.88 was received from the Redundancy Payments Office in respect of an employee's claim for unpaid holiday.

There is no prospect of a dividend to the preferential creditor.

#### **Unsecured creditors**

##### **Prescribed Part Provisions**

The prescribed part applies where the Company has granted a floating charge to a creditor after 15 September 2003. Where a floating charge over the Company's assets has been given, a prescribed amount of the Company's net property, after paying liquidation costs and expenses and preferential creditors' claims, must be made available to the unsecured creditors.

The Company has not granted a floating charge to any creditor and consequently there will be no prescribed part.

#### **Unsecured Creditors**

The Statement of Affairs included eight unsecured creditors with an estimated total liability of £29,332. As previously advised, the amounts shown on the Statement of Affairs were



## **Annual Progress Report of R. J. Transport Limited in Creditors Voluntary Liquidation**

provided by the Director and derived from the Company's records, which may not necessarily agree with your own records. However, the amounts stated will not prejudice your claim as claims will be agreed in due course. Creditors may also be entitled to claim VAT Bad Debt Relief on their claims.

I have received claims from five trade creditors whose claims total £5,120.07. No claim agreement work has been undertaken.

### **HM Revenue & Customs**

The Statement of Affairs reflected an amount of £24,012 owed to HM Revenue & Customs ("HMRC") in respect of VAT, PAYE and NIC. HMRC's final claim of £36,648.58 has been received.

### **Employees' Unsecured Claims**

As at the date of my previous report, a claim had not been received from the RPO in respect of employees' unsecured claims for redundancy entitlements. Their claim was estimated to total £2,670 and a claim of 2,818.80 has been received.

### **Dividend Prospects**

There are no funds available for a distribution to unsecured creditors.

Although the work detailed above and within Appendix 2 may not result in a dividend being payable to either preferential or unsecured creditors and therefore not provide a direct financial benefit to creditors, the work undertaken to date was necessary in order to ensure the employee's claims were processed and settled by the RPO, unsecured creditors' claims are processed to enable claims for VAT bad debt relief to be applied for, an accurate record of the Company's indebtedness is maintained and to deal with all creditors' enquiries.

## **LIQUIDATION FEES AND EXPENSES**

### **Pre-Appointment Fee**

The Director previously authorised the payment of a fixed fee of £5,000 for my assistance with preparing the Statement of Affairs and for placing the Company into Liquidation on 1 November 2017 and the fee was paid by the Company prior to commencement of the Liquidation.

### **Liquidator's Remuneration and Disbursements**

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 manager or director.

The basis of my remuneration, as Liquidator, has not yet been fixed. Creditors were requested to approve my remuneration as a fixed fee of £5,500 by way of a decision procedure on 1 February 2019. However, no votes were received by the decision date and therefore the decision was not taken. I am therefore seeking creditors' approval again to agree the basis of my remuneration, as Liquidator, as a fixed fee of £5,500.

## Annual Progress Report of R. J. Transport Limited in Creditors Voluntary Liquidation

Time costs for the period of appointment total £4,832 representing 33.60 hours at an average hourly rate of £143.81 which do not include the costs of preparing and issuing this report and the formalities required to convene the decision procedure by correspondence referred to below. Details of my time costs are provided in Appendix 3.

I have considered the limited funds available to discharge my remuneration, the time costs that have been incurred to date in administering the Liquidation and the anticipated costs associated with closing formalities in determining the level of the fixed fee sought and, as a result, I believe that this demonstrates why the fixed fee will produce a fair and reasonable reflection of the work that I have undertaken and will undertake in bringing the Liquidation to a conclusion. Total funds held to date amount to £1,350 and I will therefore be unable to recover this fee in full.

### Disbursements

Disbursements are split into Category 1 and Category 2 disbursements. Category 1 disbursements represent the actual out of pocket expenses made on behalf of the assignment and may be paid without creditors' approval. Category 2 disbursements may include an element of overhead charges and require the approval of creditors.

Category 1 disbursements incurred in the period covered by this report total £9.79 as detailed below:

Type of Disbursement	Total incurred in the Review Period (£)	Total incurred to date (£)
Statutory Advertising	-	124.38
Specific Penalty Bond	-	60.00
Computer Licence Fees	-	230.00
Postage	9.79	9.79
<b>Total</b>	<b>9.79</b>	<b>424.17</b>

The sum of £394.38 has been paid to date.

Category 2 disbursements incurred in the period covered by this report total £9 as detailed below:

Type of Disbursement	Total incurred in the Review Period (£)	Total incurred to date (£)
Printing and Stationery	9.00	9.00
<b>Total</b>	<b>9.00</b>	<b>9.00</b>

As detailed above, I sought creditors' approval to draw this type of disbursement but no votes were received by the decision date and therefore the decision was not taken. Given the limited funds available, I do not intend to seek creditors' approval again.

A summary of disbursements is provided at Appendix 4.

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.brettsbr.co.uk/cglf](http://www.brettsbr.co.uk/cglf). There are different versions of these guidance notes and in this case please refer to the version effective from 1 April 2017. A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request and will be provided at no cost.

## **Annual Progress Report of R. J. Transport Limited in Creditors Voluntary Liquidation**

### **CREDITORS' RIGHTS**

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Liquidator's remuneration and expenses, within 21 days of receipt of this 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 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.

### **PROPOSED DECISIONS**

As Liquidator, I am seeking creditors' approval of the following proposed decisions by means of a vote by correspondence.

Attached at Appendix 5 is a Notice of Decision Procedure, which sets out the following decisions that I am asking the creditors to consider:

- That a Liquidation Committee **will not** be established;
- That the Liquidator be authorised to draw her remuneration as a fixed fee of £5,500, such remuneration to be paid from the assets of the Company and which may be drawn on account as and when funds permit (plus VAT)

Creditors are invited to vote on these proposed decisions by completing and returning the enclosed voting form (Appendix 6) together with a proof of debt form (Appendix 8), if one has not already been submitted. Completed forms must be received by no later than **23.59 on 13 February 2020** to enable the vote to be counted.

Whilst a vote by correspondence is being sought, creditors who meet a statutory threshold as set out in the Notice attached at Appendix 5 can require that a physical meeting of creditors be convened. Such a request must be made to the Liquidator within 5 business days of the date on which this report was delivered. If you wish to request a physical meeting, please set out in writing which of the decisions above you wish the meeting to consider.

### **LIQUIDATION COMMITTEE**

I am giving creditors the opportunity to decide whether they wish to form a Liquidation Committee. In this regard, attached at Appendix 7 is a Notice of Invitation to Form a Liquidation Committee, together with a Nomination form. I would remind creditors that in addition to any functions conferred on a Committee by any provisions of the Insolvency Act 1986, the Committee is to;

- a) Assist the Liquidator in discharging her functions as office holder; and
- b) Act in relation to the office holder in such manner as may from time to time be agreed.

The Insolvency Rules provides that a Liquidation Committee in a Creditors' Voluntary Winding Up must have at least three members but no more than five.

## **Annual Progress Report of R. J. Transport Limited in Creditors Voluntary Liquidation**

To enable you to make an informed decision as to whether you wish to either seek to form a Committee, or to nominate yourself to serve on a Committee, further information about the role of the Committee and what might be expected from its members can be found at [www.brettsbr.co.uk/ccg](http://www.brettsbr.co.uk/ccg).

If you wish to form a Liquidation Committee, please ensure that you return your completed nomination form by **4pm on 12 February 2020**.

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

I confirm that the Company's centre of main interest is in the UK. Accordingly the Council Regulations (EC) No 1346/2000 of 29 May 2000 on insolvency proceedings will apply which is replaced and superseded by Regulation (EU) 2015/848 of the European Parliament and of the Council of 20 May 2015 on insolvency proceedings. The EU Insolvency Regulation (EC/1346/2000) will continue to govern insolvency proceedings that are opened in the EU before 26 June 2017.

### **OTHER MATTERS**

As an Insolvency Practitioner, when carrying out all professional work relating to an insolvency appointment, I am bound by the Insolvency Code of Ethics, as well as by the regulations of my professional body. More details about these matters, Provision of Services Regulations and general information about Bretts Business Recovery Limited that is of relevance to creditors can be found at <http://www.brettsbr.co.uk/insolvency-rules/servicesregulations/>.

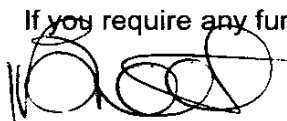
The General Data Protection Regulation requires that individuals whose data is being held be provided with information about their rights. A privacy notice is available at <http://www.brettsbr.co.uk/privacy-policy/>.

### **CONCLUSION**

The administration of the case will be continuing to finalise the following outstanding matter which is preventing this case from being closed:

- Approval of liquidator's remuneration

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



**Isobel Brett**  
**Liquidator**

Appendix 1

**R. J. Transport Limited - In Creditors Voluntary Liquidation**  
**Liquidator's Abstract of Receipts & Payments**  
**From 21 November 2018 To 20 November 2019**

S of A		From 21/11/18	From 21/11/17
		To 20/11/19	To 20/11/19
<b>ASSET REALISATIONS</b>			
NIL	Computer Equipment	NIL	NIL
1,461.72	Cash at Bank	NIL	1,466.88
	Bank Interest Gross	7.55	9.05
NIL	Insurance Policy	NIL	268.45
1,461.72		7.55	1,744.38
<b>COST OF REALISATIONS</b>			
	Specific Bond	NIL	(40.00)
	Statutory Advertising	NIL	(124.38)
	Licence Fees	NIL	(230.00)
		NIL	(394.38)
<b>PREFERENTIAL CREDITORS</b>			
	Redundancy Payments Office	NIL	NIL
NIL		NIL	NIL
<b>UNSECURED CREDITORS</b>			
	Employee	NIL	NIL
(11,326.00)	PAYE & NIC	NIL	NIL
	Redundancy Payments Office	NIL	NIL
(5,320.36)	Trade Creditor	NIL	NIL
(12,686.09)	VAT	NIL	NIL
(29,332.45)		NIL	NIL
(27,980.73)		7.55	1,350.00

**REPRESENTED BY**

Z2742 RJ Transport Ltd (Post Appt)

1,350.00

1,350.00



**Isobel Susan Brett**  
**Liquidator**

## Appendix 2

### Detailed list of work undertaken for R. J. Transport Limited in Creditors' Voluntary Liquidation for the Review Period 21 November 2018 to 20 November 2019

Below is detailed information about the tasks undertaken by the Liquidator

General Description	Includes
<b>Statutory and General Administration</b>	
<b>Statutory/advertising</b>	Filing of documents to meet statutory requirements including annual progress report Annual corporation tax returns Quarterly VAT returns
<b>Document maintenance/file review/checklists</b>	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
<b>Bank account administration</b>	Requesting bank statements Bank account reconciliations Maintenance of the estate cash book
<b>Planning / Review</b>	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
<b>Reports</b>	Preparing annual progress report to members and creditors
<b>Decision Procedure</b>	Preparation of Decision Procedure Vote by Correspondence to agree post appointment fees and expenses Preparation of Outcome of Vote by Correspondence and Record of Decision
<b>Creditors and Distributions</b>	
<b>Creditor Communication</b>	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post Deal with all general enquiries relating to the Liquidation
<b>Dealing with proofs of debt</b>	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend

### Appendix 3

#### Liquidator's Remuneration Schedule

R. J. Transport Limited

Between 21 November 2017 and 17 January 2020

Classification of work function	Partner/Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	0.90	0.10	0.00	18.90	19.90	2,758.00	138.59
Investigations	1.50	0.00	0.00	9.80	11.30	1,693.50	149.87
Realisation of Assets	0.00	0.00	0.00	1.90	1.90	228.00	120.00
Creditors	0.10	0.40	0.00	0.00	0.50	152.50	305.00
<b>Total hours</b>	<b>2.50</b>	<b>0.50</b>	<b>0.00</b>	<b>30.60</b>	<b>33.60</b>		
<b>Time costs</b>	<b>862.50</b>	<b>144.50</b>	<b>0.00</b>	<b>3,825.00</b>		<b>4,832.00</b>	
<b>Average hourly rate</b>	<b>345.00</b>	<b>289.00</b>	<b>0.00</b>	<b>125.00</b>			<b>143.81</b>

#### Summary of Fees

Time spent in administering the Assignment	<b>Hours</b>	33.60
Total value of time spent to 17 January 2020	<b>£</b>	4,832.00
Total Liquidator's fees charged to 17 January 2020	<b>£</b>	0.00

#### Appendix 4

#### Expenses summary for period, cumulative & comparison with estimate for R. J. Transport Limited in Creditors' Voluntary Liquidation

Below are details of the expenses incurred for the period under review and the total to date.

Expenses	Expenses incurred in the Review Period £	Expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
<b>Category 1 Expenses</b>			
Statutory Advertising	-	124.38	
Specific Penalty Bond	-	60.00	
Computer Licence Fees	-	230.00	
Postage	9.79	9.79	
<b>Total</b>	<b>9.79</b>	<b>424.17</b>	
<b>Category 2 Expenses</b>			
Printing and Stationery	9.00	9.00	
<b>Total</b>	<b>9.00</b>	<b>9.00</b>	



## Appendix 5

### NOTICE OF DECISION PROCEDURE

**Company Name: R. J. Transport Limited (In Liquidation) ("the Company")**

**Company Number: 08541146**

This Notice is given under Rule 15.8 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Liquidator of the Company, Isobel Susan Brett, of Bretts Business Recovery Limited, 21 Highfield Road, Dartford, Kent, DA1 2JS (telephone number 01474 532862).

It is proposed that the following decisions be made:

1. That a liquidation committee **will not** be established.
2. That the Liquidator be authorised to draw her remuneration as a fixed fee of £5,500, such remuneration to be paid from the assets of the Company and which may be drawn on account as and when funds permit (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 Liquidator by one of the methods set out below:

By post to: Bretts Business Recovery Limited, 21 Highfield Road, Dartford, Kent, DA1 2JS

By fax to: 01474 532863

By email to: [allysonnstafford@brettsbr.co.uk](mailto:allysonnstafford@brettsbr.co.uk)

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 13 February 2020.**

If the Liquidator has 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.

## Appendix 5

<b>Name of Insolvency Practitioner:</b>	Isobel Susan Brett
<b>Nature of Appointment:</b>	Liquidator
<b>Date of Appointment:</b>	21 November 2017
<b>Address of Insolvency Practitioner:</b>	21 Highfield Road, Dartford, Kent, DA1 2JS
<b>IP Number:</b>	9643
<b>Contact Name:</b>	Allysonn Stafford
<b>Email Address:</b>	allysonnstafford@brettsbr.co.uk
<b>Telephone Number:</b>	01474 532862

Signed \_\_\_\_\_



**Isobel Susan Brett**  
**Liquidator**

Dated: 17 January 2020

## Appendix 6

### VOTE BY CORRESPONDENCE

#### R. J. Transport Limited (In Liquidation)

Name of Creditor: \_\_\_\_\_

Address: \_\_\_\_\_

#### Decisions:

1.	That a liquidation committee <b>will not</b> be established;	*For / Against
2	That the Liquidator be authorised to draw her remuneration as a fixed fee of £5,500, such remuneration to be paid from the assets of the Company and which may be drawn on account as and when funds permit (plus VAT)	*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 13 February 2020, by:**  
**Post: Bretts Business Recovery Limited, 21 Highfield Road, Dartford, Kent, DA1 2JS**  
**Fax: 01474 532863**  
**Email: please scan in a signed copy of this form and attach it as a pdf to allysonnstafford@brettsbr.co.uk**

## **Appendix 7**

### **NOTICE OF INVITATION TO FORM A LIQUIDATION COMMITTEE**

**COMPANY NAME: R. J. TRANSPORT LIMITED ("THE COMPANY")**  
**COMPANY NUMBER: 08541146**

This Notice is given under Rule 6.19 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Isobel Susan Brett Liquidator of the company, 21 Highfield Road, Dartford, Kent, DA1 2JS (telephone number 01474 532862).

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: 21 Highfield Road, Dartford, Kent, DA1 2JS  
By fax to: 01474 532863  
By email to: [allysonnstafford@brettsbr.co.uk](mailto:allysonnstafford@brettsbr.co.uk)

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: 4pm on 12 February 2020**

Nominations can only be accepted if Isobel Susan Brett 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.brettsbr.co.uk/ccg](http://www.brettsbr.co.uk/ccg)

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## Appendix 7

### 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

# **Proof of Debt – General Form**

## **R. J. Transport Limited IN CREDITORS' VOLUNTARY LIQUIDATION**

Date of resolution for voluntary winding-up 21 November 2017

<b>DETAILS OF CLAIM</b>		
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"> <li>For UK companies: its registered number</li> <li>For other companies: the country or territory in which it is incorporated and the number if any under which it is registered</li> <li>The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act</li> </ul>	
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 £
<b>AUTHENTICATION</b>		
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