

# LIQ03

## Notice of progress report in voluntary winding up



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 4 8 6 7 9

Company name in full Arch Property & Developments Ltd

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Andrew

Surname Watling

### 3 Liquidator's address

Building name/number Office D

Street Beresford House

Post town Town Quay

County/Region Southampton

Postcode S O 1 4 2 A Q

Country

### 4 Liquidator's name ①

Full forename(s) Richard

Surname Wragg

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number Office D

Street Beresford House

Post town Town Quay

County/Region Southampton

Postcode S O 1 4 2 A Q

Country

#### ② 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	<sup>d</sup> 0	<sup>d</sup> 6	<sup>m</sup> 1	<sup>m</sup> 2	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 2
To date	<sup>d</sup> 0	<sup>d</sup> 5	<sup>m</sup> 1	<sup>m</sup> 2	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 3

### 7 Progress report


☒ The progress report is attached

### 8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

<sup>d</sup> 2	<sup>d</sup> 4	<sup>m</sup> 0	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 4
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**Presenter information**

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **Stuart Ransley**

Company name **Quantuma Advisory Limited**

Address **Office D**

**Beresford House**

Post town **Town Quay**

County/Region **Southampton**

Postcode **S O 1 4 2 A Q**

Country

DX **info@quantuma.com**

Telephone **02380336464**

**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)**

# Arch Property & Developments Ltd

(In Creditors' **Voluntary Liquidation**)

(**"the Company"**)

## THE JOINT LIQUIDATORS' **PROGRESS REPORT**

24 January 2024

Andrew Watling and Richard Wragg of Quantuma Advisory Limited, Office D, Beresford House, Town Quay, Southampton, SO14 2AQ, were appointed Joint Liquidators of Arch Property & Developments Ltd on 06 December 2022.

Andrew Watling and Richard Wragg are licensed to act as Insolvency Practitioners by the Institute of Chartered Accountants in England and Wales.

This report has been prepared for circulation solely to comply with the Joint Liquidators' statutory duty to report to Creditors under the provisions of The Insolvency (England and Wales) Rules 2016 and for no other purpose. This report is intended for the statutory recipients. The report cannot be used or relied upon by any party other than for its intended statutory purpose.

## CONTENTS

1	INTRODUCTION
2	THE PROGRESS OF THE LIQUIDATION
3	CREDITORS: CLAIMS AND DISTRIBUTIONS
4	OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS
5	ETHICS
6	<b>THE JOINT LIQUIDATORS' FEES AND EXPENSES</b>

## APPENDICES

Appendix 1	Statutory Information
Appendix 2	The Joint Liquidators' <b>Receipts and Payments Account</b> as at 5 December 2023.
Appendix 3	Schedule of Joint Liquidators' <b>Time Costs</b> for the Review Period
Appendix 4	Detailed narrative list of work undertaken by the Joint Liquidators during the Review Period
Appendix 5	Joint Liquidators' Fees & Expenses Estimate, Notice of Decision Procedure, Vote by Correspondence Form & Notice of Invitation to Form a Committee
Appendix 6	Proof of Debt
Appendix 7	<b>Quantuma Advisory Limited's Charge-out Rates</b>

## ABBREVIATIONS

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Liquidators"	Andrew Watling and Richard Wragg of Quantuma Advisory Limited
"the Company"	Arch Property & Developments Ltd (in Liquidation)
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 6 December 2022 to 5 December 2023.
"Whole Period"	Period covered by the report from 6 December 2022 to 5 December 2023.

## 1. INTRODUCTION

### Introduction

This report has been prepared to provide members and creditors with an update on the progress of the Liquidation of the Company since the Joint Liquidators' appointment on 06 December 2022.

A schedule of statutory information in respect of the Company is attached at Appendix 1.

### Details of the appointment of the Joint Liquidators

Andrew Watling and Richard Wragg of Quantuma Advisory Limited were appointed Joint Liquidators of the Company on 06 December 2022.

The Joint Liquidators confirm that they are authorised to carry out all functions, duties, and powers by either one or both.

## 2. THE PROGRESS OF THE LIQUIDATION

### The Joint Liquidators' Receipts and Payments Account

Attached at Appendix 2 is a Receipts and Payments account covering the Review Period. In accordance with the requirements of SIP 7, the Joint Liquidators confirm that the account has been reconciled with that held at the bank.

The rest of this report describes the key developments in the Liquidation over the Review Period.

A summary is provided of the main asset realisations during the Review Period and an estimation of those assets yet to be realised, together with details of costs incurred but yet remaining unpaid.

### Administrative, Statutory & Regulatory Tasks

The Joint Liquidators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the Creditors' Voluntary Liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards. Details of the tasks carried out during the Review Period are included in Appendix 4.

### Realisation of assets

#### Sale of assets to a Connected Party

The Company instructed Millbank Group ("the Agents") to value and assist with the sale of Company's assets prior to the Joint Liquidators' appointment. A sale was agreed with Wessex Construction Project Limited ("WCPL") for the total sum of £6,740 plus VAT. WCPL are a connected company by way of common directorship.

Following the Joint Liquidators' appointment, contact was made with Millbank Group who after payment of their fees, transferred the funds they held totalling £5,688 to the bank account held for the Liquidation.

### Book Debts

As stated in the Joint Liquidators' initial report to creditors, there was an outstanding book debt totalling £3,112.97, and it was understood that the payment of this invoice was expected in full.

Upon receipt of further information from the Company, it was believed that the outstanding book debt included a further £3,112.97 in relation to a further retention which had fallen due. Based on this information the outstanding debt totalled £6,225.94.

The Joint Liquidators wrote to the debtor requesting payment, however upon receipt, the debtor has disputed the debt in its entirety. The sum being pursued is in respect of retentions, however it is claimed that the works on the original invoices have not been completed and additional costs have been incurred in completing the build.

Based on the above, no realisations are anticipated in this regard.

#### Cash at Hand

As stated in the Joint Liquidators' initial report, funds totalling £1,558.32 were transferred to the Liquidation bank account in respect of cash in hand which was being held in Quantum Advisory Limited's client account.

#### Cash at Bank

It was understood that the Company's bank account was in credit in the sum of £129.23. Following their appointment, the Joint Liquidators wrote to the Company's bank.

Upon review of the account, it transpired that the account had a minimal debit balance of £24, and therefore there were no realisations made in this matter.

#### Bank Interest Gross

During the Review Period, gross interest in the sum of £48.52 has been accrued in respect of the credit balance held in the account.

#### Estimated Future Realisations

At present future realisations are not anticipated, however the Joint Liquidators' investigations into the Company's affairs are still ongoing.

### 3. CREDITORS: CLAIMS AND DISTRIBUTIONS

#### Secured Creditors

There are no secured creditors.

#### Preferential Creditors

There are no preferential creditors.

#### Secondary Preferential Creditors

In any insolvency process started from 1 December 2020, HM Revenue and Customs ('HMRC') is a secondary preferential creditor for the following liabilities:

- VAT
- PAYE Income Tax
- Employees' NIC
- CIS deductions
- Student loan deductions

This will mean that, if there are sufficient funds available, any of the above amounts owed by the Company will be paid after the preferential creditors have been paid in full.

HMRC's secondary preferential claims relating to CIS and VAT were estimated at £153,771.77 in the Director's Estimated Statement of Affairs. To date, HMRC have submitted a claim totalling £156,487.25 in respect of their secondary preferential claim regarding CIS and VAT.

It is uncertain whether there will be sufficient realisations to pay a dividend to HMRC in respect of their secondary preferential claim.

#### Unsecured Creditors

Unsecured claims were estimated at £44,217.90 in the Director's Estimated Statement of Affairs and, to date, five claims have been received totalling £68,947.75.

It is not anticipated that a dividend will be paid to unsecured creditors.

#### 4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

##### Investigations

During the Review Period, 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 Director by means of questionnaires and interviews; 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 Director provided the books and records and a completed questionnaire as well as a 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 Director (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.

The Joint Liquidators' investigations are ongoing and they will provide a further update in their next progress report.

##### Further Information

To comply with the Provision of Services Regulations, some general information about Quantuma Advisory Limited, including the complaints policy and Professional Indemnity Insurance, can be found at <https://www.quantuma.com/legal-information>.

Information about this insolvency process may be found on the R3 website here <http://www.creditorinsolvencyguide.co.uk>.

##### General Data Protection Regulation

In compliance with the General Data Protection Regulation, Creditors, Employees, Shareholders, Directors and any other Stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link <http://www.quantuma.com/legal-notices>.

#### 5. ETHICS

Please note that the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>. Additionally the Joint Liquidators are also bound by the regulations of their Licensing Bodies.



## General Ethical Considerations

Prior to the Joint Liquidators' appointment, a review of ethical issues was undertaken, and no ethical threats were identified. A further review has been carried out and no threats have been identified in respect of the management of the insolvency appointment over the Review Period.

## 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 Liquidators are 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.

## 6. THE JOINT LIQUIDATORS' FEES AND EXPENSES

A copy of 'A Creditors Guide to Liquidators' Fees' effective from 1 April 2021 together with Quantuma Advisory Limited's current schedule of charge-out rates and chargeable expenses, which includes historical charging information, may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>.

A hard copy of both the Creditors' Guide and Quantuma Advisory Limited's current and/or historic charge-out rate and expenses policies may be obtained on request at no cost.

### Pre-Appointment Costs

Quantuma Advisory Limited's fee for assisting the Directors in convening the procedure to seek a decision from Creditors on the nomination of a Liquidator and helping with the preparation of the statement of affairs was £5,000 plus expenses and VAT.

The fee was agreed and paid by the Company prior to the Company being placed into Liquidation.

### Joint Liquidators' Fees

The basis of the Joint Liquidators' fees has not yet been fixed. However, the Joint Liquidators have attempted during the Review Period to have this fixed by reference to time properly given by the Joint Liquidators and their staff in attending to matters as set out in the fees estimate detailed below.

The Joint Liquidators believe this case generally to be of average complexity and no extraordinary responsibility has to date fallen upon them.

Enclosed at Appendix 5 is the Joint Liquidators proposal to fix their fees 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 £34,691.50 plus VAT, The time costs incurred to date are also detailed at Appendix 3.

### Comparison of Estimates

The Joint Liquidators' time costs incurred to date (whether they have been charged to the Liquidation estate) are compared with the original fees estimate and the actual time costs incurred to the end of the Review Period. The fees estimate covered the life of the case.

For a detailed schedule of work undertaken by the Joint Liquidators during the Review Period, see Appendix 4.

Work category	Original fees estimate			Actual time costs incurred during the Review Period			Actual time costs incurred for the Whole Period		
	No. of hours	Blended hourly rate	Total fees	No. of hours	Average hourly rate	Total time costs	No. of hours	Average hourly rate	Total time costs
		£	£		£	£		£	£
Administration Planning	35.60	283.33	10,086.50	30.20	247.27	7,467.50	30.20	247.27	7,467.50
Cashiering	7.80	155.90	1,216.00	4.90	140.51	688.50	4.90	140.51	688.50
Creditors	30.30	284.65	8,625.00	14.80	253.34	3,749.50	14.80	253.34	3,749.50
Investigations	16.20	285.74	4,629.00	20.20	269.50	5,444.00	20.20	269.50	5,444.00
Realisation of Assets	4.70	274.26	1,289.00	6.70	273.96	1,835.50	6.70	273.96	1,835.50
Closing Procedures	3.70	257.16	951.50	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	98.30	272.60	26,797.00	76.80	249.80	19,185.00	76.80	249.80	19,185.00

### Joint Liquidators' Expenses

The expenses, which include disbursements that have been incurred and not yet paid during the Review Period and the Whole Period are detailed below. This includes a comparison of the expenses likely to be incurred in the Liquidation with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

Expenses	Original expenses estimate	Actual expenses incurred in the Review Period	Actual expenses incurred for the Whole Period	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
	£	£	£	
Category 1 expenses				
Agents fees	200.00	Nil	Nil	
Storage Costs	Nil	27.75	27.75	Not originally included in the expenses estimate.
Statutory & other Advertising	276.00	184.00	184.00	
Specific Bond	135.00	135.00	135.00	
Category 2 expenses				
Anti-Money Laundering Searches	6.00	Nil	Nil	Please be advised that, whilst it was originally envisaged that these expenses would be charged to the estate as Category 2 disbursements, this has no longer been allowed since 1 April 2021
TOTAL	617.00	346.75	346.75	

Details of the expenses paid in the Review Period are shown in the Receipts and Payments account at Appendix 2.

### Cost to Closure

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 likely to be exceeded; and
- the original expenses estimate is unlikely to be exceeded.

**Creditors' right to request information**

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request in writing the Joint Liquidators to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

**Creditors' right to challenge remuneration and/or expenses**

Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of remuneration which the Joint Liquidators are entitled to charge or otherwise challenging some or all of the expenses incurred.

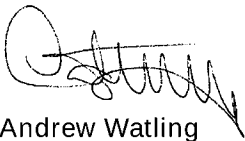
Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of.

Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

**Future of the Liquidation**

As previously stated, the Joint Liquidators' investigations into the Company's affairs are still ongoing. Once concluded and if funds permit, the Joint Liquidators will distribute funds accordingly and will seek their release from office by issuing their final account to members and creditors.

Should you have any queries regarding any of the above please do not hesitate to contact Stuart Ransley on 02380 336 464 or by e-mail at [stuart.ransley@quantuma.com](mailto:stuart.ransley@quantuma.com).



Andrew Watling  
Joint Liquidator

ARCH PROPERTY & DEVELOPMENTS LTD  
(IN LIQUIDATION)

## STATUTORY INFORMATION

Company Name	Arch Property & Developments Ltd
Trading Address	48 Roberts Road, Salisbury, SP2 9BY
Proceedings	In Liquidation
Date of Appointment	06 December 2022
Joint Liquidators	Andrew Watling Richard Wragg Quantuma Advisory Limited Office D, Beresford House, Town Quay, Southampton, SO14 2AQ
Registered office Address	c/o Quantuma Advisory Limited Office D, Beresford House, Town Quay, Southampton, SO14 2AQ
Company Number	08548679
Incorporation Date	30 May 2013

ARCH PROPERTY & DEVELOPMENTS LTD  
(IN LIQUIDATION)

THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT AS AT 5 DECEMBER 2023.

**Arch Property & Developments Ltd**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**  
**To 05/12/2023**

S of A £		£	£
	ASSET REALISATIONS		
8,088.00	Book Debt (Sale of Assets)	5,688.00	
3,112.97	Book Debts	NIL	
1,558.32	Cash at Hand	1,558.32	
129.23	Cash at Bank	NIL	
	Bank Interest Gross	48.52	
			7,294.84
	COST OF REALISATIONS		
	Specific Bond	135.00	
	Storage Costs	19.35	
	Statutory Advertising	184.00	
			(338.35)
	SECONDARY PREFERENTIAL CREDITORS		
(49,893.77)	HMRC - VAT	NIL	
(103,878.00)	HMRC - CIS	NIL	
			NIL
	UNSECURED CREDITORS		
(25,374.53)	Trade & Expense Creditors	NIL	
(18,843.37)	Banks/Institutions	NIL	
			NIL
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	
			NIL
<b>(185,102.15)</b>			<b>6,956.49</b>
	REPRESENTED BY		
	Bank 1 Current		6,956.49
			<b>6,956.49</b>

VAT Basis

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately. All VAT has now been reclaimed.

ARCH PROPERTY & DEVELOPMENTS LTD  
(IN LIQUIDATION)

SCHEDULE OF THE JOINT LIQUIDATORS' TIME COSTS DURING THE REVIEW PERIOD

6012485 - Arch Property & Developments Ltd  
From: 06/12/2022 To: 05/12/2023  
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 Administration & Planning	0.20	0.00	0.40	0.00	0.60	179.00	298.33
100A Initial Notification(s) & Filing	0.00	1.00	1.90	0.00	2.90	725.00	250.00
101A Bonding	0.00	0.00	0.10	0.00	0.10	20.00	200.00
102 Scheduling records	0.00	0.00	1.60	0.00	1.60	400.00	250.00
102A Recover Schedules Books and Records	0.00	0.00	0.50	0.00	0.50	100.00	200.00
103 IPG Case File setup Filing	0.00	0.00	0.30	0.00	0.30	60.00	200.00
104 General Administration	0.10	0.50	5.00	0.10	5.70	1,324.00	232.28
105 Case strategy Review	0.50	1.40	7.50	2.70	12.10	3,009.50	248.72
106 VAT & CIT matters and returns	0.00	0.20	0.20	0.00	0.40	145.00	362.50
506 Tax - VAT	0.00	0.00	6.00	0.00	6.00	1,505.00	250.83
<b>Admin &amp; Planning</b>	<b>0.80</b>	<b>3.10</b>	<b>23.50</b>	<b>2.80</b>	<b>30.20</b>	<b>7,467.50</b>	<b>247.27</b>
600 Cashiering	0.00	0.50	0.10	4.30	4.90	688.50	140.51
<b>Cashiering</b>	<b>0.00</b>	<b>0.50</b>	<b>0.10</b>	<b>4.30</b>	<b>4.90</b>	<b>688.50</b>	<b>140.51</b>
201 Creditors	0.00	0.00	0.10	0.00	0.10	27.50	275.00
203 Creditor correspondence - Call	0.20	0.30	4.70	0.00	5.20	1,311.50	252.21
203A Plaintiff's Correspondence	0.00	0.10	0.00	0.00	0.10	40.00	400.00
204 Unsecured Creditors claims	0.00	0.00	0.20	0.00	0.20	40.00	200.00
204A Dealing with Pension Schemes	0.20	0.10	0.60	0.00	1.10	298.50	271.36
207C Dealing with HMRC RPO Claims	0.00	0.20	0.40	0.00	0.60	180.00	300.00
212 Initial Appointment Notifications to Creditors	0.60	0.80	5.90	0.00	7.30	1,753.00	240.14
216 Para 53 Report of Initial Meeting Deemed Approved	0.20	0.00	0.00	0.00	0.20	99.00	495.00
<b>Creditors</b>	<b>1.20</b>	<b>1.50</b>	<b>12.10</b>	<b>0.00</b>	<b>14.80</b>	<b>3,749.50</b>	<b>253.34</b>
300 Investigations	0.00	0.70	13.70	0.00	14.40	3,755.00	260.76
300A SIP 2 Review	0.20	0.70	1.60	0.10	2.60	758.00	291.54
301 CDDA Reports	0.40	0.40	2.40	0.00	3.20	931.00	290.94
<b>Investigations</b>	<b>0.60</b>	<b>1.80</b>	<b>17.70</b>	<b>0.10</b>	<b>20.20</b>	<b>5,444.00</b>	<b>269.50</b>
400 Realisation of Assets	0.30	0.00	1.30	0.00	1.60	408.50	255.31
405 Debtors	0.00	1.20	3.90	0.00	5.10	1,427.00	279.80
<b>Realisation of Assets</b>	<b>0.30</b>	<b>1.20</b>	<b>5.20</b>	<b>0.00</b>	<b>6.70</b>	<b>1,835.50</b>	<b>273.96</b>
<b>Total Hours</b>	<b>2.90</b>	<b>6.10</b>	<b>58.60</b>	<b>7.20</b>	<b>76.80</b>	<b>19,185.00</b>	<b>249.80</b>
<b>Total Fees Claimed</b>						<b>0.00</b>	

ARCH PROPERTY & DEVELOPMENTS LTD  
(IN LIQUIDATION)

DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT LIQUIDATORS DURING  
THE REVIEW PERIOD

Description of work undertaken	Includes
<u>ADMINISTRATION &amp; PLANNING</u>	
Initial Statutory and General Notifications & Filing e.g. Advertising the appointment, undertaking statutory notifications to Companies House, HMRC, the Pension Protection Fund, preparing the documentation and dealing with other notification of appointment	Filing of documents to meet statutory requirements. Advertising in accordance with statutory requirements
Obtaining a specific penalty bond.	
Recovering & scheduling the company's books and records.	Collection and making an inventory of company books and records.
Setting up electronic case files and electronic case details on IPS.	
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews at 1 month, 2 months & 6 months.	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews 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
VAT & Corporation Tax matters and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
<u>CREDITORS</u>	
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Dealing with Pension Schemes	Corresponding with the PPF and the Pensions Regulator
Reviewing creditors' claims & requesting additional information in support of claims	Receipt of POD Request further information from claimants regarding POD
Dealing with HMRC/RPO claims	
Annual/Progress Reports	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties
Initial Appointment Notification to Creditors - Preparing the documentation & sending out initial appointment notification to creditors	Preparing a fee estimate for inclusion with the report to creditors.
<u>INVESTIGATIONS</u>	
SIP 2 Review - Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc.	Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and Directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with Directors regarding certain transactions



Description of work undertaken	Includes
	Liaising with the committee/creditors or major creditors about further action to be taken
CDDA Reports - Preparing a report or return on the conduct of the Directors as required by the Company Directors Disqualification Act.	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations
<b><u>REALISATION OF ASSETS</u></b>	
Debtors	Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Dealing with disputes, including communicating with Directors/former staff
Cash at Bank and in Hand	Contacting the bank to arrange closure of the account and payment of the funds to the estate
<b><u>CASHIERING</u></b>	
Opening, maintaining and managing the Office Holders' cashbook and bank account.	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory Receipts and Payments accounts at Companies House

Current Charge-out Rates of the staff working on the case

#### Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken

Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes.

Rates are likely to be subject to periodic increase.

Staff	Charge out rates £
CEO/Managing Directors	£545.00
Appointment Taking Director	£495.00
Senior Manager	£400.00
Manager	£360.00
Senior Administrator	£275.00
Administrator	£220.00
Assistant Administrator	£175.00
Case Accountant	£120.00
Support Staff/Executive Assistant	£120.00

ARCH PROPERTY & DEVELOPMENTS LTD  
(IN LIQUIDATION)

**JOINT LIQUIDATORS' FEES & EXPENSES ESTIMATE, NOTICE OF DECISION PROCEDURE,  
VOTE BY CORRESPONDENCE FORM & NOTICE OF INVITATION TO FORM A COMMITTEE**

## NOTICE OF DECISION PROCEDURE BY CORRESPONDENCE

Company Name: Arch Property & Developments Ltd (**In Liquidation**) ("**the Company**")  
Company Number: 08548679

This Notice is given under Rule 15.8 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Joint Liquidator of the Company, Andrew Watling, of Quantuma Advisory Limited, Office D, Beresford House, Town Quay, Southampton, SO14 2AQ (telephone number 02380 336 464, who was appointed by the members and the creditors.

Creditors are invited to vote by correspondence on the following:

1. That a liquidation committee be established if sufficient nominations are received
2. That the Joint Liquidators' fees be fixed by reference to the time properly given by them and their staff in attending to matters as set out in the fees estimate, such time to be charged at the prevailing standard hourly charge out rates used by Quantuma Advisory Limited at the time when the work is performed, limited to £34,691.50 (plus VAT) as outlined in the Joint Liquidators' Fees Estimate;

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 Liquidator by one of the methods set out below:

By post to: Quantuma Advisory Limited, Office D, Beresford House, Town Quay, Southampton,  
SO14 2AQ  
By email to: [stuart.ransley@quantuma.com](mailto:stuart.ransley@quantuma.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. Unless shown to the contrary an email is treated as delivered at 9am on the next business day after it was sent.

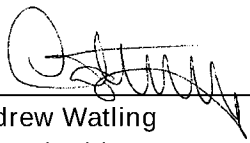
All voting forms and proofs of debt must be delivered by the Decision Date: 23.59 19 February 2024

If the Joint 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.

Signed:  \_\_\_\_\_ Dated: 24 January 2024  
Andrew Watling  
Joint Liquidator

VOTE BY CORRESPONDENCE

Arch Property & Developments Ltd (in Liquidation)  
Company Number: 08548679

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

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

Decisions:

1	That a liquidation committee be established if sufficient nominations are received	*For / Against
2	That the Joint Liquidators' fees be fixed by reference to the time properly given by them and their staff in attending to matters as set out in the fees estimate, such time to be charged at the prevailing standard hourly charge out rates used by Quantuma Advisory Limited at the time when the work is performed, limited to £34,691.50 (plus VAT) as outlined in the Joint Liquidators' Fees Estimate	*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

NOTE: Once a vote has been cast, it cannot be changed.

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 19 February 2024, by:

Post: Quantuma Advisory Limited, Office D, Beresford House, Town Quay, Southampton, SO14 2AQ

Email: please scan in a signed copy of this form and attach it as a pdf to  
stuart.ransley@quantuma.com

## NOTICE OF INVITATION TO FORM A LIQUIDATION COMMITTEE

Company Name: Arch Property & Developments Ltd (In Liquidation) ("**the Company**")

Company Number: 08548679

This Notice is given under Rule 6.19 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Joint Liquidator of the Company, Andrew Watling of Quantuma Advisory Limited, Office D, Beresford House, Town Quay, Southampton, SO14 2AQ, telephone number 02380 336 464, who was appointed by the members and creditors.

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

By post to: Quantuma Advisory Limited, Office D, Beresford House, Town Quay, Southampton, SO14 2AQ

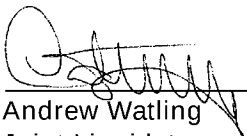
By email to: [stuart.ransley@quantuma.com](mailto:stuart.ransley@quantuma.com)

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. Unless shown to the contrary 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 16 February 2024

Nominations can only be accepted if the Joint Liquidators are 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:  
<http://www.quantuma.com/guide/guide-creditors-committee>

Signed:   
Andrew Watling  
Joint Liquidator

Dated: 24 January 2024

NOMINATIONS FOR MEMBERS OF A LIQUIDATION COMMITTEE

Company Name: Arch Property & Developments Ltd (In Liquidation) ("**the Company**")

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

**Estimate of Fees and Expenses for  
Arch Property & Developments Ltd (In Liquidation)  
To 05/12/2024 or for the life of the case**

**Summary**

	Total Hours	Avg Hourly Rate £	Time Cost £	Expenses £
<b>Classification of Work Function</b>				
Admin & Planning	41.30	289.42	11,953.00	
Cashiering	7.20	159.72	1,150.00	
Closing Procedures	3.70	282.97	1,047.00	
Creditors	35.60	301.26	10,724.75	
Investigations	25.40	294.19	7,472.50	
Realisation of Assets	7.60	308.45	2,344.25	
	<u>120.80</u>	<u>287.18</u>	<u>34,691.50</u>	
<b>Expenses</b>				
Category 1 Expenses				666.50
Category 2 Expenses				<u>6.00</u>
				<u>672.50</u>
<b>Totals</b>	<u>120.80</u>	<u>287.18</u>	<u>34,691.50</u>	<u>672.50</u>
Estimates Chargeable Time	34.691.50			
Total Expenses	672.50			
Assets by Percentage (See Note 6)	0.00			
Total Fees and Expenses	<u>35,364.00</u>			

Details of estimated expenses that will be paid during the period of this estimate.

<b>Category 1 Expenses</b>	
Agents fees	200.00
Specific Bond	135.00
Statutory Advertising	276.00
Storage Costs	<u>55.50</u>
	<u>666.50</u>

**Category 2 Expenses**

**Estimate of Fees and Expenses for  
Arch Property & Developments Ltd (In Liquidation)**

**Category 2 Expenses**

AML Electronic Identification Search	6.00
	<u>6.00</u>

**Notes:**

1. Category 1 expenses are payable without prior approval as they are payments to independent third parties e.g. advertising, room hire, storage, travel expenses, Agents Fees etc.
2. Category 2 expenses are costs directly referable to the appointment e.g. Postage, Printing & Stationery, Mileage but as they are not to an independent third party they require approval in the same manner as the fee
3. Further approval will be sought from the creditors' committee or creditors if the circumstances of the case indicate that the above fee estimate is likely to be exceeded
4. The above estimates are all exclusive of VAT
5. Where applicable, the Assets by Percentage are itemised in the section headed Asset Realisations on a Percentage Basis



**Estimate of Fees and Expenses for  
Arch Property & Developments Ltd (In Liquidation)**

**Time Linked to Specific Matters**

Further analysis of work included in the estimate which is of a more complex nature is reported by reference to individual issues in order to provide more detail of the time required and of the potential benefit

Time Linked to Specific Matters	Category	Total Hours	Total Costs
Total			0.00

**Time not Linked to Specific Matters**

	Category	Total Hours	Total Costs
	Admin & Planning	41.30	11,953.00
	Cashiering	7.20	1,150.00
	Closing Procedures	3.70	1,047.00
	Creditors	35.60	10,724.75
	Investigations	25.40	7,472.50
	Realisation of Assets	7.60	2,344.25
Total			34,691.50

ARCH PROPERTY & DEVELOPMENTS LTD  
(IN LIQUIDATION)

PROOF OF DEBT

PROOF OF DEBT - GENERAL FORM

Arch Property & Developments Ltd

Date of commencement of Creditors' Voluntary Liquidation: 06 December 2022

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"> <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 administration, 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 liquidator may call for any document or evidence to substantiate the claim at his discretion]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category  Amount(s) claimed as preferential £
11.	If you wish any dividend payment that may be made to be paid in to your bank account please provide BACS details. Please be aware that if you change accounts it will be your responsibility to provide new information	Account No.:  Account Name:  Sort code:
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

ARCH PROPERTY & DEVELOPMENTS LTD  
(IN LIQUIDATION)

QUANTUMA ADVISORY LIMITED – CHARGE-OUT RATES

Staff Allocation & Support Staff

An objective and practical approach is taken to each case which includes active CEO/Managing Director's involvement from the outset. Other members of staff will be assigned on the basis of experience and specific skills to match the needs of the case. In accordance with the provisions of Statement of Insolvency Practice 9 (SIP 9), set out below are the current charge out rates per hour for the grades of staff employed within Quantuma Advisory Limited, exclusive of VAT.

Grade of Staff	Rate from 1 June 2023	
	Regional Offices	London Offices
CEO/Managing Director	£545.00	£730.00
Appointment Taking Director	£495.00	£616.00
Director	£450.00	£580.00
Senior Manager	£400.00	£505.00
Manager	£360.00	£435.00
Assistant Manager	£325.00	£395.00
Senior Administrator	£275.00	£340.00
Administrator	£220.00	£300.00
Assistant Administrator	£175.00	£230.00
Case Accountant	£120.00	£155.00
Support Staff/Executive Assistant	£120.00	£155.00

Work undertaken is recorded in 6 minute units in an electronic time recording system. Time properly incurred on cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. Cases that are considered complex in nature are subject to a 25% increase on the published rates above. A full explanation of why a case is considered to be complex will be provided to creditors at the point fee approval is requested.

Time spent on casework is recording directly to the relevant case and the nature of the work undertaken is recorded at that time. The work is recorded under the following categories:

- Administration & Planning
- Creditors
- Investigations
- Realisation of Assets
- Trading
- Cashiering
- Closing Procedures

On occasion it may be necessary to change the rates applicable to the work undertaken and if this occurs during the period of the assignment any material changes will be notified to creditors as part of the normal fee reporting procedures. Rates are likely to be subject to periodic increase.

The time of support staff and executive assistants is not charged to a case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken.

Details of historic charge out rates are available upon request.

## Subcontractors

Details and the cost of any work which has been or is intended to be sub-contracted out that could otherwise be carried out by the office holder or his staff will be provided in any report which incorporates a request for approval of the basis upon which remuneration may be charged.

## EXPENSES

Expenses are any payments from the insolvency estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also includes disbursements. Disbursements are payments which are first met by the office holder and then reimbursed to the office holder from the estate.

Expenses are divided into those that do not need approval before they are charged to the estate (category 1) and those that do (category 2). The following details are effective from 1 April 2021. Details of historic disbursement charges are available upon request.

### Category 1 Expenses:

These are payments to persons providing the service to which the expense relates who are not an associate of the office holder. Category 1 expenses can be paid without prior approval.

Examples of these expenses include, but are not limited to, the following:

Category 1 Expense – effective from 1 April 2021	Basis of Charge
Professional Advice e.g. costs of solicitors, agents & valuers, pensions advisors, employment specialists etc	Typically on a timecosts or fixed fee basis – the basis of charge will be agreed by the office holder so as to represent best value and will be provided in reports to creditors. The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.
Subsistence e.g. accommodation, meals, parking and/or congestion charges, tolls or business telephone calls, incurred by case staff as a direct result of working on an insolvency case	Reimbursed at cost incurred
Statutory & other Advertising	At cost incurred.
Indemnity Bond	At cost of mandatory cover required in accordance with the Insolvency Act 1986 for each appointment
Insurance of assets	At cost in relation to asset coverage requirements
Travel	All forms other than mileage at actual cost
Room Hire	All external venues at actual cost
Record Listing, Storage & Retrieval	At cost incurred
Printing & Postage costs of external provider.	At cost incurred
Virtual Meeting Platform (from 6/4/17)	At cost incurred

### Category 2 Expenses

These are payments to associates or which have an element of shared costs. Before being paid, category 2 expenses require approval in the same manner as an office holder's remuneration.

The term associate is defined in the insolvency legislation. Additionally SIP 9 directs that where a reasonable and informed third party might consider there would be an association, payments should be treated as if they are being made to an associate, notwithstanding the nature of the association may not meet the definition in the legislation.

Examples of Category 2 expenses include, but are not limited to, the following:

Category 2 Expense – effective from 1 April 2021	Cost £
Mileage incurred as a result of necessary travel as per HMRC's approved rate (per mile)	£0.45
Professional Services provided by non-insolvency service lines within Quantuma Advisory Limited or by associated Companies within the Corporate Group structure of Quantuma Advisory Limited	As advised to creditors on a case by case basis.

The schedule is available for creditors to review at <http://www.quantuma.com/guide/creditors-guide-fees>.

#### VAT

With the exception of Individual Voluntary Arrangements and Company Voluntary Arrangements which are VAT exempt, the office holders' remuneration and expenses invoiced to the insolvency estate will be subject to VAT at the prevailing rate.

#### Creditors' Rights

Information about Creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk>. Details about how an office holder's fees may be approved for each case type and challenged are available in a series of guides issued with SIP 9 and can be accessed at <https://www.quantuma.com/guide/creditors-guide-fees>. Alternatively hard copies of these documents may be requested free of charge from Quantuma's registered office.