

LIQ03

Notice of progress report in voluntary winding up



Companies House

WEDNESDAY



A09 *A74MF1OP* 25/04/2018 #202
COMPANIES HOUSE

ise

1 Company details

Company number	0	8	5	5	0	2	3	1
Company name in full	Brian Rogers IT Limited							

→ **Filling in this form**
Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s)	Darren
Surname	Edwards

3 Liquidator's address

Building name/number	40a Station Road
Street	Upminster
Post town	
County/Region	Essex
Postcode	
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	1	6	0	3	2	0	1	7				
To date	1	5	0	3	2	0	1	8				

7	Progress report											
<input checked="" type="checkbox"/> The progress report is attached												

8	Sign and date												
Liquidator's signature	Signature 											X	
Signature date	d	2	4	m	0	4	y	2	y	5	y	1	5

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.

Darren Edwards

Aspect Plus Limited

40a Station Road

Upminster

Essex

Postcode

R

M

1

4

2

T

R

DX

0800 988 1897



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

**IN THE MATTER OF
BRIAN ROGERS IT LIMITED - IN LIQUIDATION**

**AND
THE INSOLVENCY ACT 1986**

**THE LIQUIDATOR'S FIRST ANNUAL PROGRESS REPORT
PURSUANT TO SECTION 104A OF THE INSOLVENCY ACT 1986
FOR THE YEAR ENDED 15 MARCH 2018**



Aspect Plus Limited
40a Station Road
Upminster
Essex
RM14 2TR

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(a) Introduction

The Company was placed into Liquidation by a Special Resolution of the members followed by a meeting of the creditors convened under Section 98 of the Insolvency Act 1986, on 16 March 2017. This report provides an update on the progress in the Liquidation for the year ended 15 March 2018.

(b) Statutory Information

Company Name: Brian Rogers IT Limited
Registered Office: 40a Station Road, Upminster, Essex RM14 2TR
Company Number: 08550231
Trading Address: 177 Cross Road, Collier Row, Romford, Essex, RM7 8EA

(c) Liquidator's name and address

Liquidator Name: Darren Edwards
Liquidator Firm: Aspect Plus Limited
Liquidator Address: 40a Station Road, Upminster, Essex RM14 2TR
Appointment Date: 16 March 2017

(d) Basis of Liquidator's remuneration

Pre-appointment costs

I can advise that a fixed fee of £3,000.00 plus VAT and disbursements was agreed and paid prior to the S98 meeting of creditors by Brian Rogers, who is the sole shareholder and Director of the Company.

This fee relates to the assistance given to the Director of the Company in notifying and convening the members and creditors meetings under Section 98 of the Insolvency Act 1986; and the preparation of the statement of affairs and Directors' report to creditors.

Basis of remuneration

As detailed in Section (m) of this report, I will be seeking approval from creditors that the basis of my fees be fixed by reference to the time properly given by me and my staff in attending to matters arising. Such time will be charged at the prevailing standard hourly charge out rates used by Aspect Plus Ltd at the time when the work is performed.

In accordance with the provisions of Statement of Insolvency Practice 9 ("SIP 9"), a schedule of this firm's charge-out rates is attached at Appendix 3.

Staff allocation and the use of subcontractors

The general approach to this firm's resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case. The constitution of the case team will usually consist of a Partner, Manager, Senior Administrator and an Administrator. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and additional staff may be allocated to meet the demands of the case. We have not utilised the services of any subcontractors in this case.



(e) Liquidator's remuneration

At Appendix 2 you will find further information regarding an analysis of my time costs incurred in the period of this report, being 16 March 2017 to 15 March 2018. My time costs for this period total £3,418.00 which represents 19.50 hours at an average rate of £175.28.

Details of my charge out rates and disbursement policy is attached at Appendix 3, as well as an estimate of my time costs from 16 March 2018 to the finalisation of my administration of the Liquidation.

Also provided at Appendix 3 is further detail of the work undertaken by me and my staff during the period under review.

To date, I have drawn no remuneration on account in respect of my time costs.

It is anticipated that my time costs incurred to the closure of the Liquidation will be £5,870.00 which represents 27.50 hours at an average charge out rate of £213.45. This is in addition to the time costs incurred to 15 March 2018 of £3,418.00, meaning my total time costs for the whole of the Liquidation is estimated to be £9,288.00.

To view an explanatory note concerning Liquidators' remuneration issued by the Joint Insolvency Committee, please contact this office to arrange for a hard copy to be sent to you. Alternatively, you may view the guide to Liquidators' guide to fees online by copying the link below to your web browser:

<http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees>

Included in the work undertaken by me and my staff is the following:-

- Dealing with creditors' enquiries both by correspondence and by telephone and noting their claims.
- Carrying out all necessary investigations, including the examination of the company's statutory books and books of accounts and records in order to enable me to prepare and submit a Liquidator's report on the conduct of the directors pursuant to the requirements of the Company Directors Disqualification Act 1986.
- Corresponding with HM Revenue & Customs regarding pre-appoint VAT and PAYE position, completion of returns, provision of supporting information.
- General administrative and statutory tasks.
- Correspondence with the Company's bankers, Lloyds Bank Plc ("the Bank"), to include investigations regarding possible antecedent transactions relating to the period prior to my appointment.

(f) Liquidator's expenses

At present, Category 2 disbursements have not been fully reconciled and no payments have been made in this regard. These will include costs which are directly referable to the Liquidation but are not paid to an independent third party and will include shared or allocated costs such as photocopying, internal room hire and business mileage.



Category 1 disbursements relate to specific expenditure directly referable to the Liquidation and paid to an independent third party, such as statutory advertising, storage costs and postage. I can advise that the sum of £338.40 plus VAT has been incurred and not paid in respect statutory advertising.

I can advise that this firm utilises an IT system in which to maintain records and information regarding the Liquidation. A one-off fee of £110.00 per case is charged by the IT provider for the use of this software which has been incurred but not paid to date.

In addition to the above, I am required to obtain a specific bond insurance, based on the level of realisations expected to be realised, as required by the Insolvency Practitioners Regulations 2005. This cost has been incurred in the sum of £20.00 but has not yet been paid.

(g) Other professional costs

No other professionals have been instructed in the Liquidation.

(h) Details of progress for the period under review

A Receipts and Payments Account is attached at Appendix 1, which is further explained below. It should be noted that all figures in the Receipts and Payment Account are shown net of VAT.

Receipts

According to the Statement of Affairs lodged in these proceedings, there were no realisable assets. No realisations have been made during the period covered by this report.

Notwithstanding this, following my appointment, I undertook to investigate the Company's affairs to identify any antecedent transactions which can be recovered for the benefit of creditors generally.

Details of the investigations are detailed at section (j) of this report.

Payments

No payments have been made during the period covered by this report.

(i) Details of any assets that remain to be realised and outstanding matters

Investigations into payments made from the Company's bank account have not been concluded and further information recently received is subject to analysis. Following a review of the same, I will be in a position to determine whether any legal advice is required with regard to potential recovery actions. Therefore, recoveries in this regard are presently uncertain.

Subject to the above and prior to finalising the Liquidation, the final tax position is to be confirmed and statutory matters concluded.



(j) Investigations

In accordance with the Company Directors Disqualification Act 1986 a return containing information on the conduct of the Director of the Company has been submitted to the Department for Business Innovation & Skills. As the information in the return is confidential, I am not able to disclose the contents.

During the Review Period, I 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 a questionnaire; making enquiries of the Company's accountants; reviewing information received from creditors; and collecting and examining the Company's bank statements.

The information gleaned from this process enabled the Liquidator to meet their statutory duty to submit a confidential report on the conduct of the directors (past and present) to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

Following a review of the company's books and records and having undertaken an analysis of movements on the Company's bank account, I have identified various payments made from the Company's bank account prior to the onset of the Liquidation.

The payments required further explanation and I wrote to the Director requesting details of the beneficiaries and nature of the respective transactions. I do not propose at this stage disclosing details of the same, as this may prejudice ongoing enquiries.

(k) Creditors' rights to request information and their right to challenge the Liquidator's remuneration and expenses

Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Liquidator provides further information about his remuneration or expenses which have been itemised in this progress report.

Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that the basis fixed for the Liquidator's remuneration, the remuneration charged or the expenses incurred by the Liquidator as set out in this progress report are excessive.

(l) Any other relevant information:

Prescribed Part

As Liquidator, I have a duty to advise whether the prescribed part applies in respect of the amount of funds available for unsecured creditors. This provision only applies where the Company has granted a floating charge to a secured creditor on or after 15 September 2003. I can advise that the Company has not granted any charges and therefore there is no prescribed part in this instance.



Secured creditors

There are no secured creditors.

Preferential creditors

The Liquidator has not received any preferential claims.

Unsecured creditors

Unsecured creditors' claims in the sum of £35,054.98 have been received and noted. Based on current information, a dividend is dependent upon the investigations being undertaken.

(m) Proposed Decisions

The Liquidator is seeking creditors' approval of the proposed decisions by means of a vote by correspondence.

Attached at Appendix 4 is a Notice of Decision Procedure, which sets out the following decisions that the Trustee is asking the creditors to consider:

1. That a Liquidation committee be established if sufficient nominations are received.
2. That the Liquidator's time costs for the period from 16 March 2017 to 15 March 2018 totalling £3,418.00 be approved and that the Liquidator's estimated time costs to closure totalling £5,870.00 plus VAT be approved, to be drawn from the estate as and when monies permit.
3. That the basis of the Liquidator's fees be calculated on a time cost basis, fixed by reference to the time properly given by the Liquidator and his 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 at the time when the work is performed.
4. That the Liquidator be authorised to recover Category 2 disbursements of £10, calculated on the bases detailed in Aspect Plus Limited's Summary.

Creditors are invited to vote on these proposed decisions by completing and returning the enclosed voting form at Appendix 5, together with a proof of debt form at Appendix 7, if one has not already been submitted. The Trustee must receive completed forms by no later than 23.59 on 10 May 2018 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 Trustee 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 decision(s) above you wish the meeting to consider.

Furthermore, if you wish that a Liquidation Committee is formed and you would like to nominate yourself as a member of the Committee please complete and return the Nominations for Members of a Liquidation Committee appended to this report. You should note that this form must be accompanied by a Proof of Debt Form (Appendix 7) if you have not already submitted one.



BRIAN ROGERS IT LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION
Annual Progress Report pursuant to Section 104A of the Insolvency Act 1986
23 April 2018

(n) Next report

The administration of the Liquidation will currently be continuing in order to finalise the investigations, as outlined above.

I am required to provide a further report on the progress of the Liquidation within two months of the end of the next anniversary of the Liquidation, unless I have concluded matters prior to this date and issued my final account.

COMPLAINTS

Every endeavour will be made to try to resolve any issues that may arise, however, if any matter is not dealt with to your satisfaction your complaint should be made to the Insolvency Service whose website address for complaints is <http://www.bis.gov.uk/insolvency/contact-us/IP-Complaints-Gateway>. Alternatively you may contact the Insolvency Service by in writing, by email or by telephone as follows: -

By Email ip.complaints@insolvency.gsi.gov.uk

By Post The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds LS11 9DA;

By telephone 0845 602 9848 - calls are charged at between 1p and 10.5p per minute from a land line; for mobiles, between 12p and 41p per minute if you're calling from the UK.

I trust you will find this report adequate for your purposes but should you require any further information, please do not hesitate to contact in the first instance Chris Towler at this office.



Darren Edwards
Liquidator

Date: 23 April 2018



Aspect Plus Limited

Appendix 3

Detailed list of work undertaken for Brian Rogers IT Limited in Creditors' Voluntary Liquidation for the review period 16/03/2017 to 15/03/2018

Below is detailed information about the tasks undertaken by the Liquidator.

General Description	Includes
Statutory and General Administration	
Statutory/advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Advertising in accordance with statutory requirements Bonding the case for the value of the assets
Document maintenance/file review/checklist	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
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Pension scheme	Identifying whether there is a pension scheme
Reports	Circulating initial report to creditors upon appointment
Meeting of Creditors	Responding to queries and questions following meeting Issuing notice of result of meeting
Investigations	
SIP 2 Review	Collection and making an inventory of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service
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
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend



APPENDIX 1

**Brian Rogers IT Limited - In Creditors Voluntary Liquidation
Liquidator's Abstract of Receipts & Payments**

From 16 March 2017 To 15 March 2018

S of A £	As Previously Reported	16/03/17 to 15/03/18	Total £
RECEIPTS			
NIL			
NIL	NIL	NIL	NIL
PAYMENTS			
NIL	NIL	NIL	NIL
0	NIL	NIL	(NIL)
0 CASH IN HAND	NIL	NIL	NIL



Liquidator's Remuneration Schedule
Brian Rogers IT Limited
Between 16 March 2017 and 15 March 2018

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	1.00	0.20	2.00	8.20	11.40	1,853.00	162.54
Investigations	1.30	0.00	1.60	2.00	4.90	1,026.50	209.49
Realisation of Assets	0.30	0.00	0.30	1.80	2.40	424.50	176.88
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	0.00	0.80	0.80	114.00	142.50
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total hours	2.60	0.20	3.90	12.80	19.50		
Time costs	845.00	50.00	741.00	1,782.00		3,418.00	
Average hourly rate	325.00	250.00	190.00	139.22			175.28

Description	Total Incurred £	Total Recovered £
Statutory Advertising	338.40	0.00
INSOLV IT Software	110.00	0.00
Bordereau	20.00	0.00

Totals	468.40	0.00
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Summary of Fees

Time spent in administering the Assignment	Hours	19.50
Total value of time spent to 15 March 2018	£	3,418.00
Total Liquidator's fees charged to 15 March 2018	£	0.00

Estimated Liquidator's Time Costs and disbursements

Brian Rogers IT Limited (In Liquidation)

Appointment Date : 16 March 2017

Estimated time costs from 16 March 2018 to closure

Category	Estimated Total Hours	Average Hourly Rate £	Total Cost (Excl VAT) £
Administration & Planning			
Adjudicating creditor claims			
Cashiering & maintenance of case funds			
Collection & storage of books and records			
Case planning, strategy & management	20.0	£217.75	£4,355.00
Regular case reviews & statutory compliance			
Statutory reporting			
Case closure			
Investigations			
CDDA reporting	5.5	£200.91	£1,105.00
Investigations			
Realisation of Assets			
Identifying, securing & insuring assets			
Dealing with 3rd party assets, including ROT			
Sale of business & assets to purchasers	0.0	£0.00	£0.00
Collection of book debts			
Freehold & leasehold property issues			
Trading			
Day 1 control of trading			
Liaising with employees			
Monitoring trading	0.0	£0.00	£0.00
Ongoing trading			
Closure of trading			
Creditors			
Correspondence & telephone calls with creditors			
Meetings of creditors	2.0	£205.00	£410.00
Adjudicating creditor claims			
Distributions to creditors			
Case Specific Matters			
Litigation			
Tax and VAT matters	0.0	£0.00	£0.00
Pension matters			
[other]			
Total	27.5	£213.45	£5,870.00

Estimated category 2 disbursements incurred on the case

Type of disbursement	Basis	Total Cost (Excl VAT) £
Stationery / fax / postage / telephone	One off cost at £10 per creditor	£10.00
Mileage (own car usage)	45p per mile	£0.00
Total		£10.00

Estimated Liquidator's Time Costs and disbursements

Charge-out rates

The Liquidator is seeking agreement from the relevant body of creditors to draw fees on a time cost basis

Work undertaken by staff 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. Details of charge-out rates effective from 1 January 2016 are as follows

Partners	£325
Managers	£250
Senior Administrators	£190
Administrators	£150
Junior Administrators	£90

A fee estimate is provided on the following page, from which you will see that we estimate that my time costs for the duration of the appointment will not exceed £5870.

My fees estimate details the work that I anticipate will need to be undertaken on this case for the duration of the appointment. This work has been summarised into categories, with details of the types of task to be undertaken for your reference.

Expenses

Below is an outline of the expenses that may be incurred during the assignment

Agents and Valuers	There will be a fixed fee for valuations from £150 to £1,000 plus VAT. Marketing will be on a percentage basis from 2% to 10%. Costs incurred will depend on the size and complexity of the assets to be realised.
Debt collection Agents	It is anticipated that the agent will be paid a percentage of debtor realisations. This percentage will vary from approximately 5% to 25% depending upon the age and complexity of the debt.
Solicitors	If Solicitors are instructed then this will normally be on a time costs basis which will be monitored by the office holder and disclosed to creditors in future progress reports. Where possible, "no win, no fee" type arrangements will be sought to minimise risk to the assignment.
ERA specialists	Time cost basis which would be monitored by the office holder and disclosed to creditors in future progress reports.

Disbursements

Category 1 disbursements are payments to independent third parties where there is specific expenditure directly referable to the case. Specific approval from creditors to draw these expenses incurred is not required and the amount recharged to the case is the exact amount incurred.

Examples of Category 1 disbursements include postage, case advertising, specific bond insurance, company search fees, travel and properly reimbursed expenses incurred by personnel in connection with the case. Also included will be services specific to the case where these cannot practically be provided by Aspect Plus Limited, such as printing and room hire.

An indication of Category 1 disbursements is set out below: -

Insolv Case Management Fee (No VAT)	£110.00
Specific Bond (No VAT)	£20.00
Statutory Advertising (Exc. VAT)	£338.40
External Storage of Insolvency Practitioners working papers	£580.00

Category 2 disbursements are expenses that are directly referable to an insolvency assignment but not paid to an independent third party and include elements of shared or allocated costs incurred by Aspect Plus Limited and recharged to the estate. Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration. Examples of Category 2 disbursements are photocopying, all business mileage, internal room hire and internal storage.

An estimate of category 2 disbursements is provided on the following page, from which you will see that we estimate that my total category disbursements incurred on this case will not exceed £10.

Further information

To view an explanatory note concerning Office Holder's remuneration issued by the Joint Insolvency Committee, please contact this office to arrange for a hard copy to be sent to you. Alternatively, you may view a guide to fees online by copying the link below to your web browser.

<http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees>

NOTICE OF DECISION PROCEDURE

Company Name: Brian Rogers IT Limited (In Liquidation) ("the Company")
Company Number: 08550231

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, Darren Edwards, of Aspect Plus Limited, 40a Station Road, Upminster, Essex, RM14 2TR (telephone number 01708 300170).

It is proposed that the following decisions be made:

1. That a Liquidation committee be established if sufficient nominations are received.
2. That the Liquidator's time costs for the period from 16 March 2017 to 15 March 2018 totalling £3,418.00 be approved and that the Liquidator's estimated time costs to closure totalling £5,870.00 plus VAT be approved, to be drawn from the estate as and when monies permit.
3. That the basis of the Liquidator's fees be calculated on a time cost basis, fixed by reference to the time properly given by the Liquidator and his 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 at the time when the work is performed.
4. That the Liquidator be authorised to recover Category 2 disbursements of £10, calculated on the bases detailed in Aspect Plus Limited's Summary.

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: Aspect Plus Limited, 40a Station Road, Upminster, Essex, RM14 2TR
 By fax to: 01708 202 472
 By email to: chris@aspectplus.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 10 May 2018.

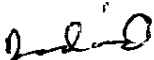
If the Liquidator has not received a proof of debt by the time specified above (whether submitted previously or as a result of this Notice), that creditor's vote will be disregarded. Any creditor whose debt is treated as a small debt in accordance with Rule 14.31(1) of the Rules must still deliver a 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.

Names of Insolvency Practitioner:	Darren Edwards
Nature of Appointment:	Liquidator
Date of Appointment:	16 March 2017
Address of Insolvency Practitioners:	40a Station Road, Upminster, Essex, RM14 2TR
IP Number:	10350
Contact Name:	Chris Towler
Email Address:	chris@aspectplus.co.uk
Telephone Number:	01708 300170

Signed 

Darren Edwards
Liquidator

Dated: 11 April 2018

VOTE BY CORRESPONDENCE

BRIAN ROGERS IT LIMITED (In Liquidation)

Name of Creditor: _____

Address: _____

Decisions:

1.	That a Liquidation committee be established if sufficient nominations are received.	*For / Against
2	That the Liquidator's time costs for the period from 16 March 2017 to 15 March 2018 totalling £3,418.00 be approved and that the Liquidator's estimated time costs to closure totalling £5,870.00 plus VAT be approved, to be drawn from the estate as and when monies permit.	*For / Against
3	That the basis of the Liquidator's fees be calculated on a time cost basis, fixed by reference to the time properly given by the Liquidator and his 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 at the time when the work is performed.	*For / Against
4	That the Liquidator be authorised to recover Category 2 disbursements of £10, calculated on the bases detailed in Aspect Plus Limited's Summary	*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 10 May 2018, by:
 Post: Aspect Plus Limited, 40a Station Road, Upminster, Essex, RM14 2TR
 Fax: 01708 202 472
 Email: please scan in a signed copy of this form and attach it as a pdf to chris@aspectplus.co.uk

NOTICE OF INVITATION TO FORM A LIQUIDATION COMMITTEE

COMPANY NAME: BRIAN ROGERS IT LIMITED ("THE COMPANY")
COMPANY NUMBER: 08550231

This Notice is given under Rule 6.19 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Darren Edwards Liquidator of the company, 40a Station Road, Upminster, Essex, RM14 2TR (telephone number 01708 300170).

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: 40a Station Road, Upminster, Essex, RM14 2TR
By fax to: 01708 202 472
By email to: chris@aspectplus.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 9 May 2018

Nominations can only be accepted if Darren Edwards 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:
<https://www.r3.org.uk/media/documents/publications/professional/R3%20Guide%20to%20Creditors%20Committees.pdf>

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

☐ Yes / ☐ No

Proof of Debt – General Form

**BRIAN ROGERS IT LIMITED
IN CREDITORS' VOLUNTARY LIQUIDATION**

Date of resolution for voluntary winding-up 16 March 2017

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