

LIQ03

Notice of progress report in voluntary winding up



Companies House

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

1 Company details

Company number 0 8 7 7 6 4 6 4

Company name in full CJG Risk Solutions Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Andrew

Surname Shackleton

3 Liquidator's address

Building name/number 1

Street Castle Street

Post town Worcester

County/Region

Postcode W R 1 3 A A

Country

4 Liquidator's name ①

Full forename(s) Colin

Surname Nicholls

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 1

Street Castle Street

Post town Worcester

County/Region

Postcode W R 1 3 A A


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	^d	1	^d	5	^m	0	^m	7	^y	2	^y	0	^y	2	^y	0
To date	^d	1	^d	4	^m	0	^m	7	^y	2	^y	0	^y	2	^y	1
7	Progress report															
	<input checked="" type="checkbox"/> The progress report is attached															
8	Sign and date															
Liquidator's signature	<div>Signature</div> <div> X  X </div>															
Signature date	^d	0	^d	6	^m	0	^m	9	^y	2	^y	0	^y	2	^y	1

**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 **Andrew Shackleton**

Company name **Smart Insolvency Solutions Ltd**

Address **1**

Castle Street

Post town **Worcester**

County/Region

Postcode **W R 1 3 A A**

Country

DX

Telephone **01905 888737**

**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

**CJG Risk Solutions Limited (The Company)
In Members' Voluntary Liquidation**

LIQUIDATORS' PROGRESS REPORT TO MEMBERS

For the year ending 14 July 2021

EXECUTIVE SUMMARY

I was appointed as Joint Liquidator of the Company with Colin Nicholls on 15 July 2020. This is my first annual progress report to members for the year ending 14 July 2021.

STATUTORY INFORMATION

Company name:	CJG Risk Solutions Limited
Registered office:	1 Castle Street, Worcester WR1 3AA
Former registered office:	1a The Maltings, Railway Place, Hertford, SG13 7JT
Registered number:	08776464
Joint Liquidators' names:	Andrew William Shackleton and Colin Nicholls
Joint Liquidators' address:	1 Castle Street, Worcester WR1 3AA
Joint Liquidators' date of appointment:	15 July 2020
Actions of Joint Liquidators'	Any act required or authorised under any enactment to be done by a Liquidator may be done by either or both of the Liquidators acting jointly or alone.

LIQUIDATORS' ACTIONS SINCE DATE OF COMMENCEMENT OF LIQUIDATION

Since my appointment as Joint Liquidator, I have realised the assets of the Company and made a distribution to the members of the Company. I have also requested closure clearance from HM Revenue & Customs. Further details regarding the actions taken are detailed later in this report.

There is certain work that I am required by the insolvency legislation to undertake in connection with the liquidation that provides no financial benefit for the members. A description of the routine work undertaken since the date of the commencement of the Liquidation is contained in Appendix 1.

RECEIPTS AND PAYMENTS ACCOUNT

My Receipts & Payments Account for the period from 15 July 2020 to 14 July 2021 is attached at Appendix 2. All amounts are shown net of VAT. I have reconciled the account against the financial records that I am required to maintain.

The balance of funds are held in an interest bearing estate bank account.

ASSETS

Cash at Bank

The amount of £535,024.52 was paid into the designated bank account.

Bank Interest

Bank interest of £5.06 has been paid in relation to funds received.

LIABILITIES

Secured Creditors

An examination of the Company's mortgage register held by the Registrar of Companies, showed that the Company has no current charges over its assets.

Share Capital

The following distributions were made to the Members holding ordinary shares.

Date	Amount distribution	Rate of distribution per share
25 August 2020	£250,000.00	250,000.00 per share
26 August 2020	£250,000.00	250,000.00 per share
27 August 2020	£30,378.00	30,378.00 per share

JOINT LIQUIDATORS' REMUNERATION

The Board previously authorised the payment of a fee of £3,000, plus VAT, for preparing the Declaration of Solvency and producing and circulating the notices for the meeting of Members.

The fee for preparing the Declaration of Solvency and convening the meeting was paid on appointment, and is included in the enclosed Receipts and Payments Account.

A copy of 'A Members' Guide to Liquidators' Fees', together with an explanatory note which shows Smart Insolvency Solutions Limited's fee policy are available at the link www.smartinsolvencysolutions.co.uk/creditorsguidestofees.

JOINT LIQUIDATORS' EXPENSES

Expenses are any payments from the 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 split into:

- category 1 expenses, which are payments to persons providing the service to which the expense relates who are not an associate of the office holder; and
- category 2 expenses, which 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.

I have incurred the following expenses in the period since the commencement of the Liquidation:

Type of expense	Amount incurred in the reporting period	Amount paid in the reporting period
Statutory Advertising	£237.00	£237.00
Insolvency Bond	£237.50	£237.50

The figures above exclude VAT.

No category two disbursements have been incurred since my appointment as Joint Liquidator

I have used the following professional advisors in the reporting period:

Professional Advisor	Nature of Work	Basis of Fees
Wilson Devenish	Accountant	Fixed Fee

Wilson Devenish were instructed to prepare and submit the company tax return for the period to 14 July 2020, and have been paid a fee of £200.00, plus VAT.

The choice of professionals used was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them. I also confirmed that they hold appropriate regulatory authorisations. I have reviewed the fees they have charged and am satisfied that they are reasonable in the circumstances of this case.

FURTHER INFORMATION

A Member may, with the permission of the court or with at least 5% of the total voting rights of all the Members having the right to vote at general meetings of the company request further details of the Joint Liquidators' remuneration and expenses, within 21 days of receipt of this report.

A Member may, with the permission of the court or with at least 10% of the total voting rights of all the Members having the right to vote at general meetings of the company, apply to Court to challenge the amount of remuneration charged by the Joint Liquidators as being excessive, and/or the basis of the Joint Liquidators' remuneration, and/or the amount of the expenses incurred as being excessive, within 8 weeks of their receipt of this report.

The Liquidation will remain open until I receive final closure clearance from HM Revenue & Customs and make a final distribution to the members. I estimate that this will take approximately eight months and once resolved the Liquidation will be finalised and our files will be closed.

If members have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Emma Poole on 01905 888737, or by email at emma.poole@smartinsolvency.co.uk.

A handwritten signature in black ink, appearing to read 'A W Shackleton', with a stylized, cursive script.

A W Shackleton
Joint Liquidator

Appendix 1
Receipts and Payments Account

CJG Risk Solutions Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments
To 14/07/2021

Dec of Sol £		£	£
	ASSET REALISATIONS		
535,024.52	Cash at Bank	535,024.52	
	Bank Interest Gross	5.06	
			535,029.58
	COST OF REALISATIONS		
	Specific Bond	237.50	
	Office Holders Fees	3,000.00	
	Accountants Fees	200.00	
	Statutory Advertising	237.00	
			(3,674.50)
	DISTRIBUTIONS		
	Ordinary Shareholders	530,378.00	
			(530,378.00)
535,024.52			977.08
	REPRESENTED BY		
	Bank 1 Current		977.08
			977.08

Andrew Shackleton
Joint Liquidator

Appendix II - Information relating to Joint Liquidators' Fees and Expenses

1. Explanation of Liquidators' charging and disbursement recovery policies

1.1. Disbursement recovery

Disbursements are categorised as either Category 1 or Category 2.

Category 1 disbursements:

Bordereau/ insurance	Charged at cost
Case advertising	As per advertisers/ agents invoice
Courier	Charged at cost
DTI IVA registration fee	Charged at cost (in relevant cases)
Land Registry/ Searches	As per Land Registry, agents or Companies House invoice
Postage	Based on current postal charges. All outgoing post to be logged and recorded by case
Post re-direction	Charged at cost
Storage	Pro-rata per number of boxes per storage charge invoice. An external records storage provider provides this facility to the firm. Charges are currently £2.90 for each box and £3 per box per annum storage
Subsistence	Charged at cost
Telephone	No charge
Travel	Charged at cost for public transport and taxis.

Category 2 disbursements:

Fax	£1 per page sent
Photocopying	15p per copy – irrespective of size
Room hire	£140 for room hire made available in-house for creditors' meetings, based on the external market rate for the provision of appropriate meeting room hire. Charge is only be made when attendance of debtor/ director and/or creditors is likely and a meeting room has been set aside. Where appropriate, external room hire at cost
Stationery	Initial case set-up fee of £20 per corporate case; £15 per personal case Annual case/ file maintenance charges of £10. These charges are based on the average costs involved in the purchase of files and associated stationery
Travel	Car travel charged at 45p per mile for staff and Directors
Additional Notes	Fax charges: based on the average costs involved in the use of fax machine consumables (toner cartridges, maintenance etc), and line cost. Photocopies: based on average costs of machine consumables,

paper etc. Room hire: based on estimates provided by four local external providers for meeting room facilities, the average rate arrived at is less than the amount charged by these providers

Postage

Based on current postal charges. All outgoing post to be logged and recorded by case

2. Description of work carried out

The Joint Liquidators' fees are on a fixed fee basis. The following is a summary of the activities undertaken since my previous progress report:

1. Administration

This represents the work involved in the routine administrative functions of the case by the office holder and their staff, together with the control and supervision of the work done on the case by the office holder (and their managers). It does not give direct financial benefit to the creditors, but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow.

- Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.
- Setting up physical case files
- Setting up the case on the practice's electronic case management system and entering data.
- Issuing the statutory notifications to creditors and other required on appointment as office holder, including gazetting the office holder's appointment.
- Obtaining a specific penalty bond.
- Convening and holding a general meeting of Members
- Dealing with all routine correspondence and emails relating to the case.
- Opening, maintaining and managing the office holder's estate bank account.
- Creating, maintaining and managing the office holder's cashbook.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a quarterly basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Preparing, reviewing and issuing annual progress reports to Members.
- Filing returns at Companies House.

2. Members and creditors

- Corresponding with members.
- Distributions to shareholders