

WU07

Notice of progress report in a winding-up by the court



Companies House

SATURDAY



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19/10/2019

#54

COMPANIES HOUSE

1 Company details

Company number 0 9 1 9 7 9 3 6

Company name in full
COUNTYLINE LIMITED

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

2 Liquidator's name

Full forename(s) Mark

Surname Phillips

3 Liquidator's address

Building name/number Unit 1, First Floor

Street Brook Business Centre

Cowley Mill Road

Post town Uxbridge

County/Region Middlesex

Postcode U B 8 2 F X

Country

4 Liquidator's name

Full forename(s) Julie

Surname Swan

➊ Other liquidator
Use this section to tell us about
another liquidator.

5 Liquidator's address

Building name/number Unit 1, First Floor

Street Brook Business Centre

Cowley Mill Road

Post town Uxbridge

County/Region Middlesex

Postcode U B 8 2 F X

Country

➋ Other liquidator
Use this section to tell us about
another liquidator.

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6 Period of progress report

From date	d 2	d 4	m 0	m 8	y 2	y 0	y 1	y 8
To date	d 2	d 3	m 0	m 8	y 2	y 0	y 1	y 9

7 Progress report

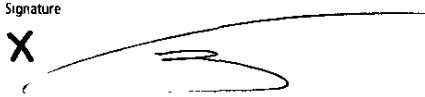
☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

d 1	d 8	m 1	m 0	y 2	y 0	y 1	y 9
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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	Alison Groves
Company name	PCR (London) LLP
Address	Unit 1, First Floor
Brook Business Centre	
Cowley Mill Road	
Post town	Uxbridge
County/Region	Middlesex
Postcode	U B 8 2 F X
Country	UK
DX	
Telephone	0208 841 5252



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



**Countyline Limited (Company number 09197936)
(In Compulsory Liquidation)**

**Joint Liquidators' Combined Annual Progress Report and report to
Creditors seeking Agreement of the Liquidators' Remuneration.**

Pursuant to Rule 18.8 of The Insolvency Rules 2016

Annual progress report is for the period ending 23 August 2019.

Countyline Limited – In Compulsory Liquidation
High Court of Justice, Liverpool District Registry - No. 660 of 2018

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Countyline Limited - In Compulsory Liquidation
High Court of Justice, Liverpool District Registry - No. 660 of 2018

1. INTRODUCTION

We, Mark Phillips and Julie Swan of PCR (London) LLP, Unit 1, First Floor, Brook Business Centre, Cowley Mill Road, Uxbridge, UB8 2FX were appointed Joint Liquidators of Countyline Limited ("the Company") on 24 August 2018 by the Secretary of State following the making of a Winding Up Order against the Company on 13 August 2018. We now report pursuant to Section 104A of the Insolvency Act 1986 and provide our annual report on the progress of this matter.

In addition, the purpose of this report is to outline our work to date, our strategy and our expectations in relation to the outcome for creditors. Furthermore, we are seeking resolutions to fix the basis of our remuneration.

2. STATUTORY INFORMATION

Company name: Countyline Limited

Registered number: 09197936

Registered office: Unit 1, First Floor, Brook Business Centre, Cowley Mill Road, Uxbridge, UB8 2FX

Former registered office: 4B, Belmont Buildings, High Street, Crowborough, West Sussex TN6 2QB

Nature of Business: Glazing (SIC 43342)

Date of Incorporation: 1 September 2014

Other service activities not elsewhere classified (SIC 96090)

Company Director: Paul Davies – 4 January 2017 – in office
Darren Symes – 1 September 2014 – 4 January 2017

Shareholding: 1 Ordinary Share of £1 each

Shareholder	No. of Shares held	% Holding
Paul Davies	1 share	100%

Debentures: None

Date Petition presented: 19 June 2018

Court: The High Court of Justice, Liverpool District Registry, Queen Elizabeth II Law Courts, Derby Square, Liverpool, L2 IXA

Petition Number: 660 of 2018

Date of Winding Up Order: 13 August 2018

Liquidators' Names: Mark Phillips and Julie Swan

Liquidators' Address: Unit 1, First Floor, Brook Business Centre, Cowley Mill Road, Uxbridge, UB8 2FX

Date of Appointment: 24 August 2018

3. RECEIPTS AND PAYMENTS ACCOUNT

A summary of our Receipts and Payments account for the period 24 August 2018 to 23 August 2019 being the period under review in this report is attached at Appendix I.

4. PROGRESS OF THE LIQUIDATION

The Company was wound up upon a Winding Up Petition presented to the Court on 19 June 2018 by Murzban Khurshed Mehta, a creditor of the Company. The Petition debt was comprised of a sum of £6,782 being deposit monies paid by the Petitioning Creditor to the Company as a deposit for building works not then carried out.

Upon our appointment we commenced investigations into the Company, its day to day business, its banking and the events which led to its insolvency. We were aware that the Company had approached Wilson Field, a firm of Insolvency Practitioners in or about May of 2018 but that on 1 June 2018 those Insolvency Practitioners advised on their website that they were unable to take the appointment. They referred creditors to the Police. Neither the Police nor Trading Standards are taking any action in relation to the Company at present.

Upon our appointment we made efforts to contact the Company's sole director, Paul Davies. The director provided us with medical certificates and informed us that he was too unwell to attend for interview. He also advised that he retains no books and records relating to the Company. We have recently met with him and he continues to co-operate with us.

We have obtained the Company's bank statements and we have noted a large number of inward payments from individuals. These correspond with the large number of creditor claims from individuals who were provided with quotations for work to be carried out, received contractual documentation, paid deposits but for whom the Company carried out very little or no work.

We have obtained a small number of invoices from the Company via the Official Receiver and Wilson Field and we have written to the parties who appear to have carried on business with the Company in an effort to ascertain how much, if any, building work the Company carried out and at what sites. Those enquiries continue.

We have ascertained a number of third parties to whom the Company paid monies and are continuing our enquiries to ascertain for what purpose and for what consideration those monies were paid. We have instructed solicitors Hillyer McKeown to assist us and, if necessary, to compel the third parties to provide us with the information we require. These enquiries continue.

5. ASSETS

The Company's bank account was closed on 8 June 2018 and in April 2019 a closing balance sum of was paid to us £6,187.55.

At present we have not traced any other assets of the Company but our enquiries continue.

6. LIABILITIES

6.1 Secured Creditors

An examination of the Company's mortgage register held by the Registrar of Companies shows that the Company has given no qualifying floating charges, or other forms of security over any of its assets.

The legislation requires that if the Company has created a floating charge after 15 September 2003, a prescribed part of the Company's net property (i.e. the money that would otherwise be available to the charge holder) should be ring-fenced for distribution to unsecured creditors. In this case there were no creditors secured by a floating charge, so the prescribed part provisions do not apply.

6.2 Preferential Creditors

There are no known preferential creditors.

6.3 Crown Creditors

A claim has been received from HMRC in a sum of £7,784 for unpaid VAT.

6.4 Non-preferential unsecured Creditors

The Statement of Affairs included non-preferential unsecured creditors with an estimated, total liabilities of £100,332.79. To date claims totalling £650,456.14 have been received in the Liquidation.

If you have not yet made a claim and intend to do so, please complete the Proof of Debt Form at Appendix II and return it to us as soon as possible.

A Schedule of Creditor claims is attached at Appendix III.

7. DIVIDEND PROSPECTS

We are unable at present to assess whether there will be a dividend to any class of creditor and our investigations continue.

8. INVESTIGATION INTO THE AFFAIRS OF THE COMPANY

We continue our investigations into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of potential recoveries, the funds likely to be available to fund an investigation and the costs involved.

As part of our investigations we have reviewed what documentation is available to us and the Company's bank statements as well as reviewing information received from third parties, the director and former employees.

We have instructed Hillyer McKeown Solicitors to assist us in gathering information and to advise upon what claims might be available to the Liquidators.

We will not disclose any further information at this stage in order not to prejudice any potential recoveries or claims going forward, however any claims pursued will be for the benefit of the Liquidation.

9. JOINT LIQUIDATORS' REMUNERATION

Remuneration can be set on the basis of time costs, fixed fees or as a percentage of the value of realisations. Given the circumstances of this matter, we are seeking approval that our remuneration be calculated on a time costs basis, subject to fee estimates for different areas of work as set out below:

Work to which fee relates	Fee Basis	Proposed Fee (£)
Administration & Planning	Time costs subject to a fee estimate	18,640.00
Investigations	Time costs subject to a fee estimate	36,170.00
Creditors	Time costs subject to a fee estimate	8,170.00
Realisation of Assets	Time costs subject to a fee estimate	17,675.00
Payment of Dividend (if applicable)	Time costs subject to a fee estimate	2,020.00
Total		82,675.00

Time costs:

We propose to seek approval on a time cost basis. i.e. by reference to time properly spent by members of staff of the practice at our standard charge out rates.

When we seek time costs' approval we have to set out a fee estimate. That estimate acts as a cap on our time costs so that we cannot draw fees of more than the estimated time costs without further approval from those who have approved our fees. As indicated in the table above, the following areas of work will be charged on a time cost basis: administration and planning, realisations of assets, investigations; creditors and dividend (if applicable).

We have set out in the schedules below the outline of the work that we expect to undertake, the hourly rates we intend to charge for each part of the work, and the time that we think each part of the work will take. It includes a summary of that information in an average or "blended" rate for all of the work being carried out within the estimate.

If the time costs incurred on the case exceed the estimate, or are likely to exceed the estimate, we will provide an explanation in the next progress report sent to creditors. Since we cannot draw remuneration in excess of this estimate without first obtaining approval to do so, then where we consider it appropriate in the context of the case to do so we will seek a resolution to draw additional remuneration over and above that estimate.

I. Administration & Planning

There are certain tasks that we have to carry out in nearly every Liquidation, which we refer to as "Administration & Planning."

This represents the work that is 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. These tasks are required by statute or regulatory guidance or are necessary for the orderly conduct of the proceedings. They do not necessarily produce any direct benefit for creditors but still have to be carried out.

We believe that the explanations given below demonstrate that our time and cost estimate is an appropriate, reasonable and commensurate reflection of the work that we anticipate will be necessarily and properly undertaken.

A description of the routine work undertaken in the Liquidation to date is as follows:

1. Administration and Planning

- Preparing the documentation and dealing with the formalities of appointment.
- Statutory notifications and advertising.
- Preparing documentation required.
- Dealing with all routine correspondence.
- Maintaining physical case files and electronic case details on IPS.
- Review and storage.
- Case bordereau.
- Case planning and administration.
- Preparing reports to members and creditors
- Preparing, reviewing and issuing final reports to creditors. Preparing the final account.
- Filing final reports at Court and Companies House.

2. Cashiering

- Maintaining and managing the Liquidators' cashbook and bank account.
- Ensuring statutory lodgements and tax lodgement obligations are met.

3. Creditors

- Dealing with creditor correspondence and telephone conversations.
- Maintaining creditor information on IPS.
- Reviewing and adjudicating on proofs of debt received from creditors.

4. Investigations

- Review of books and records.
- Conducting investigations into banking transactions, financial affairs and the conduct of the Company and its director and employees.
- Review books and records to identify any transactions or actions a Liquidator may take in order to recover funds for the benefit of creditors.
- Meeting with the director and employees for interview.
- Investigations into the work of the former proposed administrators
- Investigations into the activities of the director, of any person with significant control and of any employees we are able to contact including interviews

5. Realisation of Assets

- Obtaining and analysing copy bank statements.
- Reviewing the Company's books and records for any outstanding book debts still to be realised.
- Investigating potential claims.
- Instructing and liaising with solicitors.

To date, we have incurred time costs of £8,545 which represents 48.20 hours at an average charge-out rate of £177.28 in dealing with this aspect of the case and a Schedule of those time costs is attached at Appendix IV.

We seek approval to our remuneration on the 'Administration and Planning' category based on a time costs basis with an initial fee estimate of £18,640 which includes the work already carried out. That sum is calculated as set out below:

Description of work to be undertaken (at an Average Hourly Charge-out Rate of £295.17 per hour)	Total Hours	Time Cost Estimate (£)
Case Planning & Management	35.00	10,685.00
Reporting to Creditors & Statutory Filings	7.50	2,410.00
Case Progression and Review	8.50	2,640.00
Cashiering	4.00	1,197.50
Case Closure	6.00	1,707.50
TOTAL	61.00	18,640.00

II. Realisations of Assets

There are certain tasks that we only have to carry out where there are assets to recover. They may produce a direct benefit for creditors but are subject to the costs of the proceedings generally. We undertake the work to recover the assets initially at our own cost, suffering the loss if any asset is not recoverable. If assets are recovered, we first recover our costs and then distribute any balance.

At present, we are not aware of any physical assets save the balance of the Company's bank account of £6,187.55.

We seek approval to our remuneration on the 'Realisation of Assets' category based on a time costs basis with an initial fee estimate of £12,150 which includes the work already carried out. That sum is calculated as set out below:

Description of work to be undertaken (at an Average Hourly Charge-out Rate of £321.36/hour)	Total Hours	Amount (£)
Identifying Securing and insuring the assets - making initial enquiries into potential assets	13.50	4,550.00

Conducting the necessary land registry searches and enquiries in relation to properties connected to the Debtor. Arranging valuations to be conducted on properties (Where Applicable) and liaising with solicitors with regards to asset realisations and issuing proceedings where necessary.	6.00	1,875.00
Written and verbal correspondence with the landlord, the purchaser and the Debtor. Corresponding with the connected parties, obtaining solicitors files in respect of the charges and reviewing the same.	-	-
Liaising with solicitors with regard to potential third party claims	35.50	11,250.00
TOTAL	55.00	17,675.00

To date, a total of 50.60 hours has been spent working on the tasks detailed above and total time costs to date are £14,594 charged at an average charge out rate of £288.42 per hour across all grades of staff.

III. Investigations

Insolvency legislation gives the office holder powers to take recovery action in respect of what are known as antecedent transactions, where assets have been disposed of prior to the commencement of the insolvency procedure and also in respect of matters such as misfeasance and wrongful trading. The office holder is required by the Statements of Insolvency Practice to undertake an initial investigation in all cases to determine whether there are potential recovery actions for the benefit of creditors and the time costs recorded represent the costs of undertaking such an initial investigation.

If potential recoveries or matters for further investigation are identified then the office holder will need to incur additional time costs to investigate them in detail and to bring recovery actions where necessary, and further information will be provided to creditors and approval for an increase in fees will be made as necessary. Such recovery actions will be for the benefit of the creditors and the office holder will provide an estimate of that benefit if an increase in fees is necessary.

Description of work to be undertaken (at an Average Hourly Charge-out Rate of £321.51/hour)	Total Hours	Amount (£)
Recovering the books and records of the case	1.50	427.50
Preparing an inventory of the books and records recovered.	0.50	142.50
Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties including the bank, accountants, solicitors, etc. and analysing them for the purposes of the investigations. Interviewing the director and former employees.	52.00	17,200.00

Reviewing books and records and bank statements to identify any transactions or actions the office holder may take against a third party in order to recover funds for the benefit of creditors.	13.00	4,300.00
Instructing agents to arrange valuations where applicable. Instructing solicitors for further advice with regards to potential assets and issuing proceedings where necessary	45.50	14,100.00
TOTAL	112.50	36,170.00

To date, a total of 48.20 hours have been spent working on the tasks detailed above in relation to Investigations and total time costs to date are £8,545 giving at an average charge out rate of £177.28 per hour across all grades of staff.

We seek approval to our remuneration on the 'Investigations category based on a time costs basis with an initial fee estimate of £36,170 which includes work carried out to date.

IV. Creditors

The office holder needs to maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the creditors.

The office holder will also have to deal with correspondence and queries received from individual creditors regarding their claims and dividend prospects as they are received. The office holder is required to undertake this work as part of his statutory functions.

Description of work to be undertaken (at an average hourly charge out rate of £309.47 per hour)	Total Hours	Amount (£)
Dealing with general enquiries from creditors, including telephone contact, written and email correspondence and dealing with ROT claims.	10.00	3,180.00
Reviewing and collating proofs of debt received from creditors	8.20	2,495.00
Requesting additional information from creditors in support of their proofs of debt in order to adjudicate on their claims.	8.20	2,495.00
TOTAL	26.40	8,170.00

We seek approval to our remuneration on the 'creditors' category based on a time costs basis, with an initial fee estimate of £5,833.

To date, 10.60 hours have been spent working on the tasks detailed above in relation to creditor's claims and total time costs to date are £2,319 giving at an average charge out rate of £218.77 per hour across all grades of staff.

Please note that dealing with general creditor claims and correspondence will be charged on a time cost basis and the above estimate is based upon the number of creditors in the Liquidation. stated

for each (across all grades of staff). It should be noted that whilst some creditors may not require that duration to deal with, others may take longer and so we have applied a cost on an equal basis for these purposes.

V. Dividend

If a dividend looks to be payable, we will need to deal with the assessment of claims and we are seeking approval for such on a time cost basis, subject to the fee estimate provided below.

Dividend		
In the event that additional realisations are made and a dividend is anticipated, the following matters will apply:		
• Issuing a notice of intended dividend and placing an appropriate Gazette notice.	0.50	87.50
• Reviewing proofs of debt received from creditors, adjudicating on them and formally admitting them for the payment of a dividend.	7.70	1,325.00
• Calculating and paying a dividend to creditors, and issuing the notice of declaration of dividend.	3.60	607.50
TOTAL	11.80	2,020.00

We seek approval to our remuneration on the 'Dividend' category based on a time costs basis with an initial fee estimate of £2,020. To date, we have not spent any time on this aspect of the case.

Details of the time units used and current charge-out rates are provided in our practice fee recovery sheet, a copy of which is enclosed. We attach, in respect of the areas of work where we are seeking to charge fees on a time cost basis, an analysis of time costs incurred to date by reference to grade of staff and work done.

The above estimates do not take into account any currently unknown complexities or difficulties that may arise during the administration of the case. If the time costs incurred on the case by the office holder exceed the estimate, or are likely to exceed the estimate, the office holder will provide an explanation as to why that is the case in the next report sent to creditors. Since the office holder cannot draw remuneration in excess of this estimate without first obtaining approval to do so, then where the office holder considers it appropriate in the context of the case, they will seek a resolution to increase the fee estimate so that they will then be able to draw additional remuneration over and above this estimate.

We attach a schedule of our firm's time costs incurred to date at Appendix III, together with a schedule of charge out rates and the fee and disbursement policy of the firm. The Guide to Liquidators' fees can be downloaded from the following website

<http://www.icaew.com/en/technical/insolvency/creditors-guides> or requested from this office in hard copy format.

A copy of Statement of Insolvency Practice No. 9 'A Creditors Guide to Liquidators' Fees' published by the Association of Business Recovery Professionals is available at the link <http://www.icaew.com/en/technical/insolvency/creditors-guides>. A hard copy can be obtained on request from this office. An explanatory note which shows PCR's fee policy and charge out rates is

attached.

10. JOINT LIQUIDATORS' DISBURSEMENTS

With regard to disbursements, specific expenditure relating to the administration of the insolvent estate and payable to an independent third party is recoverable without creditor approval. Such expenditure is made if funds are available from the insolvent estate. If funds are not available, then payment is made from this firm's office account and reimbursed from the estate should funds become available.

Payments made in respect of the above are defined as Category 1 disbursements.

Expenditure incidental to the administration of the insolvent estate which by its nature includes an element of shared, overhead or profit costs is recoverable with creditor approval, and is designated as Category 2 disbursements. It is this firm's policy not to charge for such disbursements.

The expenses which have been incurred but not paid in the estate are summarised below:

Nature of Expense Incurred to Date	Amount (£)	Paid (£)	Balance (£)
Bond	£12.50	NIL	£12.50
TOTAL	£12.50	NIL	£12.50

Expenses do not have to be approved, but when reporting to the committee and creditors during the course of the Liquidation the actual expenses incurred will be compared with the original estimate provided and we will explain any material differences (e.g. where legal costs rise due to escalated recovery action). The above are stated net of VAT.

Expenditure incidental to the administration of the insolvent estate which by its nature includes an element of shared or profit cost is recoverable with creditor approval are known as category 2 disbursements. This office has a policy of not charging for any category 2 disbursements.

11. PROFESSIONAL FEES

The following agents and professional advisors have been utilised in this matter:

Professional Advisor	Nature of Work	Fee Basis	Fee Incurred (£)	Fee Paid (£)	Balance (£)
Hillyer McKeown Solicitors	Advice in relation to potential claims available	Time costs/Conditional Fees Agreement	£2,323	Nil	£2,323
Total			£2,323	Nil	£2,323

All of the above are shown net of VAT.

Our solicitors are instructed on a Conditional Fee basis and accordingly the amount of any costs

paid to them are conditional upon success in any litigation and recovery of monies on behalf of the Company.

12. LIQUIDATION COMMITTEE

You are invited to determine whether to form a Liquidation Committee and a notice of invitation to form a Liquidation Committee and further instructions are enclosed within the voting form at Appendix IV. To enable you to make an informed decision as to whether to either seek to form a Committee, or to nominate yourself to serve on a Committee, further information about the role of a Committee and what might be expected from its members has been prepared by R3 at the following link www.creditorinsolvencyguide.co.uk

11. RESOLUTIONS

We are seeking approval for the basis of our remuneration as mentioned in paragraph 1.

In the absence of a Creditors' Committee it falls to the creditors to fix the basis of our fees and to approve certain disbursements (where applicable). We are seeking a decision by correspondence from the creditors.

If you wish to vote on the decision, you must return the attached voting form at Appendix IV no later than **23:59 on 10 November 2019**, the decision date. If you have not already submitted a proof of debt, please complete the enclosed form and return it to us, together with the relevant supporting documentation. Your vote on the decision will not count unless you have lodged a proof of debt by no later than **23:59 on 10 November 2019**.

Please note that we must receive at least one vote by 23:59 on 10 November 2019, being the decision date, or the resolutions will not be passed. If our Remuneration is not approved, we are required to make an application to Court, which is likely to increase the costs of these proceedings and reduce the return to creditors.

If you have not already submitted a proof of debt, please complete the enclosed form and return it to us, together with the relevant supporting documentation. **Your vote on the resolutions will not count unless you have lodged a proof of debt by no later than 23:59 on 10 November 2019.**

12. FURTHER INFORMATION

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

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Liquidators' fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

At PCR we always strive to provide a professional and efficient service, however we recognise that it is in the nature of insolvency proceedings for disputes to arise from time to time. If you should have cause to complain about the way that we are acting, you should, in the first instance, put details of your complaint

in writing to our complaints officer Julie Swan of PCR, Unit 1 First floor, Brook Business Centre, Cowley Mill Road, Uxbridge, UB8 2FX. This will formally invoke our complaints procedure and we will endeavour to deal with your complaint under the supervision of a senior partner unconnected with the appointment.

Most disputes can be resolved amicably either through the provision of further information or following negotiations. However, in the event that you have exhausted our complaints procedure and you are not satisfied that your complaint has been resolved or dealt with appropriately, you may complain to the regulatory body that licences the insolvency practitioner concerned. Any such complaints should be addressed to The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds, LS11 9DA; or you may email ip.complaints@insolvency.gov.uk; or you may phone 0300 678 0015 - 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.

14. DATA PROTECTION

Following the EU General Data Protection Regulation ("GDPR"), which came into effect on 25 May 2018, we would like to draw your attention to the following:

In providing our services, we act as an independent data controller in relation to client personal data, i.e. we are an organisation who decides the purpose for which any personal data is to be processed and the way in which it is to be processed. The term 'personal data' means any information relating to a living individual, natural person (data subject).

PCR is committed to compliance with GDPR, together with any applicable national laws, regulations and secondary legislation in the UK relating to the processing of personal data.

We rely upon our legitimate interest in processing your data in ways which you would reasonably expect, where processing is necessary in our insolvency appointments and where our interests do not affect your interests, rights or freedoms. We are committed to safeguarding the privacy and security of any personal data which we process for this reason.

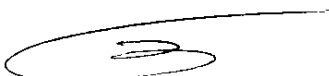
For further information on how we deal with personal data please see our privacy policy which can be found here: <http://www.pcrllp.co.uk/privacy-policy>

Should creditors have any queries regarding the use of their personal data please contact us on 0208 841 5252 or via email at info@pcrllp.co.uk

15. SUMMARY

The Liquidation will remain open whilst we continue our investigations. further update regarding the progress of this case will be provided in the next annual report.

Should you have any queries regarding this report, or the Liquidation in general, please contact Alison Groves on 0208 841 5252.



Mark Phillips
Joint Liquidator

Countyline Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts and Payments
To 23 August 2019

RECEIPTS	Statement of Affairs (£)	Total (£)
Cash at Bank		6,187.55
Petitioners Deposit		1,600.00
		<hr/>
		7,787.55
		<hr/>
PAYMENTS		
Company Liquidation Administration Fee		5,000.00
O.R. Remuneration		6,000.00
Bank Charges		88.00
		<hr/>
		11,088.00
		<hr/>
Net Receipts/(Payments)		(3,300.45)
		<hr/>
 MADE UP AS FOLLOWS		
ISA NIB		(3,300.45)
		<hr/>
		(3,300.45)
		<hr/>

Proof of Debt — General Form

COUNTYLINE LIMITED – In Liquidation

Date of Winding Up Order: 13 August 2018

High Court of Justice, Liverpool District
Registry - No. 660 of 2018

1	Name of creditor (If a company please also give company registration number).	
2	Address of creditor for correspondence.	
3	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest at the date of the bankruptcy order.	
4	Details of any documents by reference to which the debt can be substantiated. (Note: There is no need to attach them now but the trustee may call for any document or evidence to substantiate the claim at his discretion as may the official receiver whilst acting as receiver and manager, or the chairman or convenor of any meeting).	
5	If amount in 3 above includes outstanding uncapitalised interest please state amount.	£
6	Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form).	
7	Particulars of any security held, the value of the security, and the date it was given.	
8	Particulars of any reservation of title claimed, in respect of goods supplied to which the claim relates.	
9	Signature of creditor or person authorised to act on his behalf _____	
	Name in BLOCK LETTERS _____	
	Position with or in relation to creditor _____	
	Address of person signing (if different from 2 above) _____	
Admitted to vote for		Admitted for dividend for
£		£
Date		Date
Official Receiver/Trustee		Trustee

PCR (London) LLP
Countyline Limited
Creditor Claims Summary Report

Key	Name	Rep. By	S of A £	Claim £	Agreed Claim £
CA00	Ajay Kapoor H. Golam		0.00	18,715.75	0.00
CA01	American Express Payment Services Ltd 9601780067		0.00	38,020.55	0.00
CB00	Gary Blyth		16,771.75	16,771.75	0.00
CBADD	Radhanika Baddevithana		0.00	16,766.85	0.00
CBAKER	Jonathan Toby Baker		0.00	14,625.00	0.00
CBRENDE	Brenden		1.00	0.00	0.00
CCOX	Alana & Vincent Cox		0.00	7,425.00	0.00
CD00	Adrian Dow		0.00	20,000.00	0.00
CD01	Mayur Divecha		0.00	16,774.00	0.00
CEVANS	Brett Evans & Hannah Young		0.00	19,765.50	0.00
CEVANT	Estelle-Maria Chambourd-Smith		0.00	6,361.00	0.00
CGREEN	Jason Green		0.00	13,545.00	0.00
CH00	HM Revenue & Customs 075 2172718 03		0.00	7,784.00	0.00
CH01	Howden Joinery Limited 1101410255		0.00	780.42	0.00
CL00	Robert Leach		18,933.78	18,933.78	0.00
CLUKINS	Stephen & Louise Lukins		0.00	14,593.38	0.00
CM00	Murzban Khurshed Mehta		6,782.63	0.00	0.00
CM01	Paul Martin		13,080.63	13,080.63	0.00
CM02	Marek Ganther and Joan Aimable		0.00	12,301.69	0.00
CO00	Mark and Gemma Oliver		0.00	26,013.35	0.00
CP00	Fatima Patel		11,405.00	11,405.00	0.00
CR00	Mark Rogers		0.00	0.00	0.00
CS00	Shiv Kant Sharma		13,592.50	18,592.50	0.00
CSANDFOR	Moorthy David Sandford		0.00	14,052.50	0.00
CWEST	David West		0.00	21,458.75	0.00
CWESU	Worldpay UK Ltd		0.00	263,939.74	0.00
CY00	Hannah Young & Brett Evans		19,765.50	0.00	0.00
CY01	Kostadin Yurukov		0.00	0.00	0.00
CYUEN	Mr & Mrs J Yuen		0.00	38,750.00	0.00
29 Entries Totalling			100,332.79	650,456.14	0.00

Signature _____

APPENDIX IV

**SCHEDULE OF JOINT LIQUIDATORS' TIME COSTS
For the period 23 August 2018 to 22 August 2019**

AND

SCHEDULE OF HOURLY RATES WITH PCR'S FEES POLICY

Time Entry - SIP9 Time & Cost Summary + Cumulative

KOCOU00 - Countyline Limited
To 23/08/2019

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)	Total Hours Cum (POST Only)	Total Time Costs Cum (POST Only)
Administration & planning	2.40	0.50	23.80	0.00	26.50	6,278.00	236.91	26.50	6,278.00
Case specific matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashier/Tax Returns	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.10	9.30	0.00	9.40	1,977.00	210.32	9.40	1,977.00
Disbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	0.40	47.80	0.00	48.20	8,545.00	177.28	48.20	8,545.00
Pension Schemes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisations of assets	2.50	13.90	26.50	0.00	42.90	12,399.50	289.03	42.90	12,399.50
Statutory Duties	0.00	0.00	0.40	0.00	0.40	76.00	190.00	0.40	76.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours / Costs	4.90	14.90	107.60	0.00	127.40	29,275.50	229.79	127.40	29,275.50
Total Fees Claimed						0.00			
Total Disbursements Claimed						0.00			



REMUNERATION POLICY

Charge Out Rates Applicable to this Assignment

The table below sets out charge out rates by grade of staff. Charge out rates are reviewed periodically and where an assignment covers more than one period the rates for each period relevant to that assignment are provided below.

	<i>01.05.2016 Onwards</i>	<i>01.04.2019 Onwards</i>
Grade of Staff	£ Per Hour	£ Per Hour
Partners / Office Holders	425 – 475	475 – 500
Director	400	450
Manager	275 – 400	300 – 400
Senior Administrator & Administrator	150 – 275	175 – 285
Cashier & Support	100 – 150	100 – 175
Average	305	291

Time is charged in 6 minute units and recorded using an electronic time recording system.

Work is undertaken by the grade of staff most appropriate to the assignment or the task being dealt with.

Office Holder's fees may generally only be recovered with creditor approval. Creditors Guides to the calculation of Office Holder's fees, as provided by Statement of Insolvency Practice 9 (SIP9) published by R3, The Association of Business Recovery Professionals, are available at the link <http://www.icaew.com/en/technical/insolvency/creditors-guides> and paper copies are available on request.

DISBURSEMENTS POLICY

Category 1 Disbursements

Items of specific expenditure relating to the administration of the insolvent estate and payable to an independent third party (i.e. direct costs) are defined as "Category 1 disbursements". These are recoverable without creditor approval. Such items would include legal fees, agents' charges, bank charges and insurances. Such expenditure is made directly from the insolvent estate where funds are available. If funds are not available, then payment is made from this firm's office account and reimbursed from the estate when funds are available. All Category 1 disbursements are charged at the actual cost incurred, with no mark up or handling charge applied.

Category 2 Disbursements

Expenditure incidental to the administration of the insolvent estate which by its nature includes an element of shared or allocated costs is recoverable only with creditor approval. Payments in respect of these costs are defined as Category 2 disbursements. This office has a policy of not charging for any Category 2 disbursements and no other charges are made for any items bearing an element of shared or allocated cost.

PRACTICE FEE RECOVERY POLICY

Introduction

The insolvency legislation was changed in October 2015, with one or two exceptions, for insolvency appointments made from that time. This sheet explains how we intend to apply the alternative fee bases allowed by the legislation when acting as office holder in insolvency appointments. The legislation allows different fee bases to be used for different tasks within the same appointment. The fee basis, or combination of bases, set for a particular appointment is/are subject to approval, generally by a committee if one is appointed by the creditors, failing which the creditors in general meeting, or the Court.

Further 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 are available in a series of guides issued with Statement of Insolvency Practice 9 (SIP 9) and can be accessed at www.icaew.com/en/technical/insolvency/creditors-guides. Alternatively a hard copy may be available on request. Please note that we have provided further details in the practice fee recovery sheet.

Once the basis of the office holder's remuneration has been approved, a periodic report will be provided to any committee and also to each creditor. The report will provide a breakdown of the remuneration drawn. If approval has been obtained for remuneration on a time costs basis, i.e. by reference to time properly spent by members of staff of the practice at our standard charge out rates, the time incurred will also be disclosed, whether drawn or not, together with the average, or "blended" rates of such costs. Under the legislation, any such report must disclose how creditors can seek further information and challenge the basis on which the fees are calculated and the level of fees drawn in the period of the report. Once the time to challenge the office holder's remuneration for the period reported on has elapsed, then that remuneration cannot subsequently be challenged.

Under some old legislation, which still applies for insolvency appointments commenced before 6 April 2010, there is no equivalent mechanism for fees to be challenged.

Time Cost Basis

When charging fees on a time costs basis we use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform. This is combined with the amount of time that they work on each case, recorded in 6 minute units with supporting narrative to explain the work undertaken.

Charge out Rates

Please refer to Appendix 3 of this report which outlines PCR's Schedule of Hourly Rates that will be applied to this case.

These charge-out rates charged are reviewed each year and are adjusted to take account of inflation and the firm's overheads.

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

- Administration and Planning;
- Creditors;
- Realisation of Assets;
- Investigations; and
- Trading.

In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and on new appointments we now only seek time costs for the following categories:

- Investigations;
- Creditors Distributions; and
- Trading.

When we seek time costs approval we have to set out a fees estimate. That estimate acts as a cap on our time costs so that we cannot draw fees of more than the estimated time costs without further approval from those who approved our fees. When seeking approval for our fees, we will disclose the work that we intend to undertake, the hourly rates we intend to charge for each part of the work, and the time that we think each part of the work will take. We will summarise that information in an average or “blended” rate for all of the work being carried out within the estimate. We will also say whether we anticipate needing to seek approval to exceed the estimate and, if so, the reasons that we think that may be necessary.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If we subsequently need to seek authority to draw fees in excess of the estimate, we will say why we have exceeded, or are likely to exceed the estimate; any additional work undertaken, or proposed to be undertaken; the hourly rates proposed for each part of the work; and the time that the additional work is expected to take. As with the original estimate, we will say whether we anticipate needing further approval and, if so, why we think it may be necessary to seek further approval.

Percentage basis

The legislation allows fees to be charged on a percentage of the value of the property with which the office holder has to deal (realisations and/or distributions). Different percentages can be used for different assets or types of assets. In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and we now seek remuneration on a percentage basis more often. A report accompanying any fee request will set out the potential assets in the case, the remuneration percentage proposed for any realisations and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval, but must be disclosed to help put the remuneration request into context.

The percentage approved in respect of realisations will be charged against the assets realised, and where approval is obtained on a mixture of bases, any fixed fee and time costs will then be charged against the funds remaining in the liquidation after the realisation percentage has been deducted.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If the basis of remuneration has been approved on a percentage basis then an increase in the amount of the percentage applied can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the percentage applied. If there has not been a material and substantial change in the circumstances then an increase can only be approved by the Court.

Fixed fee

The legislation allows fees to be charged at a set amount. Different set amounts can be used for different tasks. In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and we now seek remuneration on a fixed fee basis more often. A report accompanying any fee request will set out the set fee that we proposed to charge and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval, but must be disclosed to help put the remuneration request into context.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If the basis of remuneration has been approved on a fixed fee basis then an increase in the amount of the fixed fee can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the fixed fee. If there has not been a material and substantial change in the circumstances then an increase can only be approved by the Court.

Agent's Costs

Charged at cost based upon the charge made by the Agent instructed, the term Agent includes:

- Solicitors/Legal Advisors
- Auctioneers/Valuers
- Accountants
- Quantity Surveyors
- Estate Agents
- Other Specialist Advisors

In new appointments made after 1 October 2015, the office holder will provide details of expenses to be incurred, or likely to be incurred, when seeking fee approval. When reporting to the committee

and creditors during the course of the insolvency appointment the actual expenses incurred will be compared with the original estimate provided.

Disbursements

In accordance with SIP 9 the basis of disbursement allocation in respect of disbursements incurred by the Office Holder in connection with the administration of the estate must be fully disclosed to creditors. Disbursements are categorised as either Category 1 or Category 2.

Category 1 expenses are directly referable to an invoice from a third party, which is either in the name of the estate or PCR; in the case of the latter, the invoice makes reference to, and therefore can be directly attributed to, the estate. These disbursements are recoverable in full from the estate without the prior approval of creditors either by a direct payment from the estate or, where the firm has made payment on behalf of the estate, by a recharge of the amount invoiced by the third party. Examples of category 1 disbursements are statutory advertising, external meeting room hire, external storage, specific bond insurance and Company search fees.

Category 2 expenses are incurred by the firm and recharged to the estate; they are not attributed to the estate by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full from the estate, subject to the basis of the disbursement charge being approved by creditors in advance. Examples of category 2 disbursements are photocopying, internal room hire, internal storage and mileage.

It is PCR's policy not to charge any category 2 disbursements.

Countyline Limited (Company number 09197936)

(In Compulsory Liquidation)

This notice is given pursuant to Section 141 of the Insolvency Act 1986 and Rules 7.55 and 18 of the Insolvency (England and Wales) Rules 2016 ("the Rules").

Court Name	The High Court of Justice, Liverpool District Registry
Court Number	660 of 2018

Liquidators' Names	Mark Phillips and Julie Swan
Liquidators' Firm Name	PCR (London)LLP
Date of Appointment of Liquidators	24 August 2018

THE PROPOSED DECISIONS

The Liquidators are seeking that the following decisions be made by the Company's creditors by correspondence:

- i). That the Liquidators' fees be approved on a time costs basis for different categories of work, the details of which are set out in the report prepared in connection with fee approval and issued with this notice of this decision procedure.
- i) Creditors are invited to determine whether a Liquidation Committee should be established.

ENSURING YOUR VOTES ON THE PROPOSED DECISIONS ARE COUNTED

A committee may be formed if a minimum of 3 and a maximum of 5 creditors are willing to become members.

Nominations can only be accepted for a creditor to become a member of the Committee if they are an unsecured creditor and have lodged a proof of their debt that has not been disallowed for voting or dividend purposes

In relation to the proposed decision set out above concerning the formation of a committee, any nominations for membership of the committee must be received by the Liquidators by no later than the 23:59 on the Decision Date and will only be accepted if the Liquidators are satisfied as to the nominee's eligibility to be a member of such committee under Rule 17.4 of the Rules. Please note that nominations for membership can be made on the Voting Form accompanying this notice.

Further information on the rights, duties and the functions of a Committee is available at <http://www.creditorinsolvencyguide.co.uk/getting-involved/#involvedsix>

The final date for votes is 10 November 2019, the decision date.

1. In order for their votes to be counted creditors must submit to me their completed voting form so that it is received at PCR (London) LLP, Unit 1, First Floor, Brook Business Centre, Cowley Mill Road, Uxbridge, Middlesex UB8 2FX by no later than 23.59 hours on 10 November 2019. It must be accompanied by proof of their debt, (if not already lodged). Failure to do so will lead to their vote(s) being disregarded.
2. Creditors must lodge proof of their debt (if not already lodged) at PCR (London) LLP, Unit 1, First Floor, Brook Business Centre, Cowley Mill Road, Uxbridge, Middlesex UB8 2FX by no later than 23.59 on 10 November 2019 without which their vote will be invalid.
3. Creditors have the right to appeal the decision made by applying to Court under Rule 15.35 within 21 days of the decision date.

Creditors with a small debt

An office holder may, depending on the circumstances of a case, decide to treat a 'small debt' of the Company (meaning a debt not exceeding £1,000 inclusive of VAT) as having proved, without the creditor having to submit a proof in respect of their claim. Where this is intended, notice will be given by the office holder to the affected creditors. Any creditor who has received such a notice, must still deliver a proof in respect of their claim (unless one has already been submitted) by no later than the Decision Date if they wish to vote on the Proposed Decisions.

Creditors who have opted out of receiving notices

Any creditor who has opted out of receiving notices but still wishes to vote on the Proposed Decisions is entitled to do so. However, they must have delivered a completed Voting Form, together with a proof in respect of their claim (unless one has already been submitted) to the Liquidators whose contact details are below by no later than the Decision Date, failing which their votes will be disregarded.

Request for a physical meeting

Creditors who meet certain thresholds prescribed by the Insolvency Act 1986, namely 10% in value of creditors, 10% in number of creditors or 10 creditors, may require a physical meeting to be held to consider the Proposed Decisions. However, such a request must be made in writing to the Liquidators within 5 business days from **10 November 2019** and be accompanied by a proof in respect of their claim (unless one has already been submitted).

Contact details

Any documents required to be delivered to the Liquidators pursuant to this notice can be sent by post to PCR (London) LLP, Unit 1, First Floor, Brook Business Centre, Cowley Mill Road, Uxbridge, UB8 2FX alternatively by email to alisongroves@pcrllp.co.uk Any person who requires further information may also contact Alison Groves by telephone on 0208 841 5252.

Dated:

Signed: 

Mark Phillips - Joint Liquidator

Voting Form (Administration)

Name of Company - Countyline Limited	Company number - 09197936
In the The High Court of Justice, Liverpool District Registry	Court case number - 660 of 2018

Please indicate whether you are in favour or against each of the decisions set out below and return this form with a proof of debt to PCR (London) LLP, Unit 1, First Floor, Brook Business Centre, Cowley Mill Road, Uxbridge, Middlesex UB8 2FX on or before 10 November 2019 (the **Decision Date**) in order that approval may be determined.

1	That the Liquidators' fees be approved on a time costs basis for different categories of work, the details of which are set out in the report prepared in connection with fee approval and issued with this notice of this decision procedure.		
2	That a Liquidation Committee should be established		

Creditors' Committee

The Insolvency Rules require that where a decision is sought from creditors, it is necessary to invite creditors to decide on whether a creditors' committee should be established. The Insolvency Rules also state that where the creditors decide that a creditors' committee should be established, it cannot be established unless it has at least three (and no more than five) members. Therefore, if you believe a creditors' committee should be established, please nominate below a member who is prepared to represent you as a member of the committee.

I wish to nominate _____ (insert name)

Representing _____ (insert name of creditor)

to be a member of the committee

Please ensure you sign and date this form before returning it (see overleaf)

Please complete the section below before returning the form

Name of Creditor	
Signature on behalf of creditor	
Position with creditor or relationship to creditor or other authority for signature - please indicate	
Is the signatory the sole member of a body corporate?	YES / NO
Date of signing	