

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

FRIDAY



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A09

20/05/2022

#133

COMPANIES HOUSE

### 1 Company details

Company number 0 9 7 6 4 5 5 2

Company name in full Tim Simpson Consulting Ltd

→ Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Ian

Surname Yerrill

### 3 Liquidator's address

Building name/number Gateway House, Highpoint Business Village

Street Henwood

Post town Ashford

County/Region Kent

Postcode T N 2 4 8 D H

Country

### 4 Liquidator's name ①

Full forename(s)

Surname

① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode

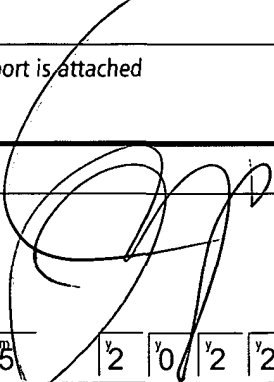
Country

② Other liquidator

Use this section to tell us about  
another liquidator.

# LIQ03

## Notice of progress report in voluntary winding up

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

# 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.

Contact name **Sherrie James**

Company name **Yerrill Murphy**

Address **Gateway House**

**Highpoint Business Village**

Post town **Henwood, Ashford**

County/Region

Postcode **T N 2 4 8 D H**

Country

DX

Telephone **01233 666280**



### Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.



### Important information

All information on this form will appear on the public record.



### Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.



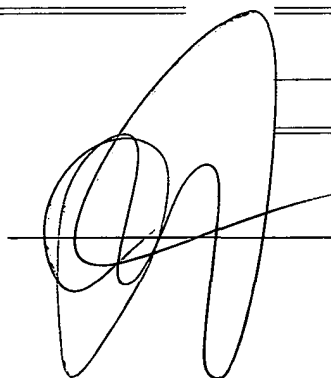
### Further information

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

**Tim Simpson Consulting Ltd**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

Statement of Affairs £		From 02/04/2021 To 01/04/2022 £	From 02/04/2020 To 01/04/2022 £
	ASSET REALISATIONS		
9.00	Cash at Bank	NIL	8.72
NIL	Office Equipment	NIL	NIL
		NIL	8.72
	UNSECURED CREDITORS		
(28,000.00)	HM Revenue & Customs - Corporation	NIL	NIL
(5,250.00)	HM Revenue & Customs - VAT	NIL	NIL
(288.00)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(10.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(33,539.00)</b>		<b>NIL</b>	<b>8.72</b>
	REPRESENTED BY		
	Lloyds TSB		8.72
			<b>8.72</b>



Ian Yerrill  
Liquidator

**Tim Simpson Consulting Ltd**  
**In Creditors' Voluntary Liquidation**

Progress Report for the period 02 April 2021 to 01 April 2022

Progress Report submitted in accordance with rule 18.7 of the Insolvency (England and Wales) Rules 2016 on 19 May 2022 by the Liquidator, I. D. Yerrill of Yerrill Murphy, Gateway House, Highpoint Business Village, Henwood, Ashford, Kent TN24 8DH.

# **TIM SIMPSON CONSULTING LTD**

## **Creditors' Voluntary Liquidation**

### **Contents of Report:**

1. Statutory Information
2. Progress of the Liquidation in the period of the Report
3. Liquidator's Receipts and Payments Account
  - Asset realisations
  - Unrealised assets
  - Expenses paid
  - Expenses accrued
4. Pre-Appointment Costs
5. Liquidator's Remuneration
6. Dividend Prospects and Creditor Claims
7. EC Regulations
8. Opting Out
9. Use of Website for Delivery of Future Documents
10. Further Information
11. Ongoing Issues

## **1. Statutory Information**

<i>Company name</i>	Tim Simpson Consulting Ltd
<i>Former names</i>	
<i>Company's registration number</i>	09764552
<i>Company's former registered office</i>	Temples Croft, Oxford Road, Upton, Aylesbury HP17 8TZ
<i>Company's former trading address</i>	Temples Croft, Oxford Road, Upton, Aylesbury HP17 8TZ

<i>Liquidator's names</i>	Ian Douglas Yerrill
<i>Liquidator's License details</i>	Insolvency Practitioners Association (8924)
<i>Liquidator's address</i>	Gateway House Highpoint Business Village Henwood Ashford TN24 8DH
<i>Liquidator's email address</i>	mail@yerrillmurphy.co.uk
<i>Liquidator's telephone number</i>	01233 666280
<i>Liquidator's facsimile number</i>	01233 666281

## **2. Progress of the Liquidation in the period of the Report**

Instructions were issued to Yerrill Murphy to assist in winding-up the Company under a creditors' voluntary liquidation on 12 March 2020 and the appointment of Ian Yerrill as Liquidator was made on 02 April 2020.

This report covers the 12 month period from 02 April 2020 to 01 April 2021 and should be read in conjunction with other reports previously circularised.

The Liquidator's progress in dealing with the assets of the Company is detailed in section (3) below.

The Liquidator was obliged to investigate the affairs and dealings of the Company and the conduct of its' Directors and to submit a Report on their findings to the Department for Business, Energy and Industrial Strategy, in accordance with the requirements of the Company Directors Disqualification Act 1986.

This Report has been submitted, however we are not permitted to disclose the contents of the same.

The Liquidator has in addition undertaken enquiries in accordance with the best practice directives of Statement of Insolvency Practice 2 "Investigations by Office Holders in Administrations and Insolvent Liquidations" to ascertain whether there are potential areas of recovery or matters of public interest requiring further more detailed investigation.

The Liquidator's enquiries remain ongoing but no areas of recovery have been identified at this stage.

Creditor claims received to date have been dealt with as detailed in section (5) below.

### **3. Liquidator's Receipts & Payments Account**

#### ***ASSET REALISATIONS***

Attached is an account of Receipts and Payments for the period covered by this report, from which you will note that there is balance in hand of £8.72.

#### ***Realisations***

During the period there have been no further realisations.

Please refer to the previous report regarding asset realisations in the previous period.

#### ***Unrealised assets***

The Liquidator is not aware of any assets of the Company which have not been addressed through the Liquidation process.

#### ***EXPENSES PAID***

The Liquidator has been obliged to discharge certain incidental expenses of the Liquidation proceedings from the resources of this practice. These expenses consisted of a specific penalty bond of £64 plus VAT and statutory advertising costs of £189 plus VAT. These expenses will be recovered from the estate if and when funds permit.

#### ***Expenses accrued***

No expenses have been accrued during the period of this report other than the undrawn Liquidator's Remuneration as detailed below.

### **4. Pre-Appointment Costs**

The Liquidator is entitled to charge a fee under rule 6.7 of the Insolvency (England and Wales) Rules 2016 ("the Rules") for assisting in the preparation of the Statement of Affairs and assisting in placing the Company into Liquidation. That fee is payable from the assets of the Company as a priority expense with the approval of the Liquidation Committee or, in the absence of a Committee, with approval of the creditors. Yerrill Murphy agreed an initial fee with the Directors of the Company in this regard of £3,500 plus VAT. As the Company's assets were not sufficient to enable this fee to be discharged in full, the Director made a personal payment of £3,500 plus VAT in settlement of this fee.

### **5. Liquidators' Remuneration**

The Liquidator is additionally entitled to be remunerated for performing his role and duties as Liquidator. The basis of remuneration is fixed by the Liquidation Committee / creditors. Fees may be charged by reference to time costs; on a percentage basis; as a fixed sum; or as a mixture of the foregoing.

In accordance with the requirements of Statement of Insolvency Practice 9 'Payments to Office Holders and their associates' the Liquidator is required to provide creditors with an explanation of the work to be carried out by him in his administration of the winding up at the outset of the proceedings and in any subsequent reports provide a written narrative of works carried in the period covered.

proceedings and in any subsequent reports provide a written narrative of works carried in the period covered.

The Liquidator has carried out his functions as outlined in the annexe to his previous report. A further analysis of those functions can be made available if required by contacting this office. In this instance the Liquidator proposed to fix his remuneration by reference to a fixed sum to cover the costs of administration £7,500 together with 25% of aggregate realisations, all plus VAT.

The Liquidator has previously put forth these decisions on separate occasions for the creditors to consider, however no responses were received and in consequence the creditors neither approved nor rejected such proposals. Accordingly the Liquidator is not deemed to have authority to draw any remuneration for work carried out in administering this winding up at this time.

As the period of 18 months to seek authority for his fees has passed, and authority has not been obtained from the creditors the Liquidator will be required to make an application for the Court to decide upon the basis that he is to be remunerated for work carried out. The costs of such application will be deemed a cost of the Liquidation proceedings, payable from the first available realisations.

Whilst the Liquidator has not drawn any remuneration your attention is drawn the following:

Within 21 days of receipt of this report, any secured creditor, or an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question), or with the permission of the court upon an application made within that period of 21 days, any unsecured creditor, may make a request in writing to the Liquidator for further information about remuneration or expenses detailed in this Report.

The Liquidator should, within 14 days of receipt of the request, provide all of the information asked for. However if the Liquidator considers that the time or cost of preparation of the information would be excessive; or disclosure of the information would be prejudicial to the conduct of the liquidation or might reasonably be expected to lead to violence against any person; or the liquidator is subject to an obligation of confidentiality in respect of the information; he may withhold the information and give reasons for not providing the same.

If the Liquidator fails to provide the information within the 14 days of the initial request, or gives reasons for withholding the information, then a creditor may apply to the court within the ensuing 21 days and the Court may make such Order as it see fit.

The Liquidator would additionally draw your attention to the provisions of rule 18.34 of The Insolvency (England and Wales) Rules 2016.

Any secured creditor, or any unsecured creditor with either the concurrence of 10% in value of the unsecured creditors (including the creditor in question), or with the permission of the Court, may apply to the Court for one of the following Orders:

- a) An Order reducing the amount of remuneration that the Liquidator is entitled to charge.
- b) An Order fixing the basis of remuneration at a reduced rate or amount.
- c) An Order changing the basis of remuneration.

- d) An Order that some or all of the remuneration or expenses in question be treated as not being expenses of the Liquidation.
- e) An Order that the Liquidator or the Liquidator's personal representative pay to the Company the amount of the excess of remuneration or expenses or such part of the excess as the Court may specify.

Alternatively the Court may make any other Order that it thinks just but Orders under 'b' or 'c' above may be made only in respect of periods after the period of this report.

The costs of the application should be paid by the applicant unless the Court orders otherwise.

Any application must be made within eight weeks of receipt of the first report in which the remuneration and/or expenses in question are detailed, although the Court may extend the period by such further period as the court thinks just.

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

A 'Creditors' Guide to Liquidators' Fees is available for download at: <https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/more/29114/page/1/liquidation-a-guide-for-creditors-on-insolvency-practitioner-fees/>

Should you require a paper copy, please send your request in writing to the Liquidator at the address on the front of this report and this will be provided to you at no cost.

## **6. Dividend Prospects and Creditors Claims**

### **Claiming as a Creditor**

In accordance with Rule 14.3(3) of the Rules where there is a small debt, defined as being not more than £1,000, then the creditor is deemed to have proved for the purposes of adjudication and dividends (but not otherwise) where the Liquidator has issued to the creditor a notice of intended dividend or distribution and the creditor has not advised the office holder that the debt is either incorrect or not owed.

However should any creditor with a claim of not more than £1,000 wish to participate in any decisions made by creditors, it will be necessary for the creditor to submit a proof of debt regardless of this provision.

If you are a creditor of the Company and are owed in excess of £1,000 these provisions will not apply and the creditor will need to provide the Liquidator with a proof of debt to participate in the proceedings.

In this regard, a proof of debt form is enclosed which should be completed and returned to this office.

Creditors registered for VAT may be able to claim VAT bad debt relief in accordance with Section 36 of the Value Added Tax Act 1994. Relief is available when the debt is six months old and 'written off' by the creditor entering it on their VAT refunds for bad debts account. The Liquidator

### Secured Creditors

There are no charges registered at Companies House against the Company.

### Preferential Creditors

Employee claims for arrears of salary and unpaid accrued holiday entitlement, subject to statutory limits, have a preferential status in the Liquidation proceedings and rank ahead of the unsecured creditors for payment. There are no preferential employee claims.

### Secondary Preferential Creditors

As of 01 December 2020 HM Revenue & Customs became secondary preferential creditors which means that HMRC now rank for distribution purposes after: fixed charge holders; the expenses of insolvency practitioners; and employee preferential claims but before: floating charge holders; company pension schemes; suppliers and customers for relation to any taxes paid by employees and customers that are held by a business on their behalf such as. PAYE, VAT, NICs and CIS deductions.

These provisions do not apply as the date of Liquidation was 02 April 2020 which pre-dates the rule.

### Unsecured Creditors

The Statement of Affairs lodged in the proceedings disclosed potential unsecured creditors totalling £33,538. To date the Liquidator has still not received any claims.

### Prescribed part

In accordance with the provisions of Section 176A of the Act where property of a Company is subject to a Floating Charge a prescribed part of the net property available under that charge shall be set aside to enable a distribution to unsecured creditors. The prescribed part equates to 50% of the first £10,000 of the net property available together with 20% of the balance thereafter up to a maximum prescribed part of £600,000.

The provisions do not apply where the net property is less than £10,000 or where the Court orders on an application by the Officer Holder that the costs of making a distribution to unsecured creditors would be disproportionate to the benefits.

These provisions do not apply in this instance as there was no charge-holder.

### Dividend prospects

Based upon current information there is unlikely to be a return to creditors, however this is dependent upon finalising the investigations and in the event that the position changes creditors who have not proved their debt, will be contacted to submit their claims.

## **7. EC Regulations (Whether Proceedings are Main Proceedings or Territorial)**

The Company's centre of main interest was in Temples Croft, Oxford Road, Upton, Aylesbury HP17 8TZ and therefore it is considered that the EC Regulations will apply. These proceedings are main as defined in Article 3 of the EC Regulation.

## **8. Opting Out**

Please note that creditors have a right to opt out of receiving further communications from the Liquidator (except where there is a continuing statutory requirement to communicate). In this regard your attention is drawn to the attached 'Opting Out of Receiving Documents'.

## **9. Use of Website for Delivering Future Documents**

As previously notified, in accordance with Rule 1.50 of the Insolvency (England and Wales) Rules 2016 ("the Rules") the Liquidator gave notice that he intended to deliver all future documents in these proceedings, other than those mentioned in paragraph 2 of Rule 1.50, on the website <https://www.ips-docs.com> for viewing and downloading without notice to the recipient. Once logged into the system, the user can subscribe to receive email notifications when new documents are available.

Logon details have previously been provided to creditors, further details of same can be obtained by contacting this office.

Please note that the Liquidator is not obliged to deliver any such documents to the recipient of the notice unless requested by that person. Recipients may request, at any time, hard copies of all of documents currently available for viewing on the website and/or all future documents which may be made available there. Such requests can be made by any of the following options:

Telephone: 01233 666280  
Fax: 01233 666281  
Email: [sherrie.james@yerrillmurphy.co.uk](mailto:sherrie.james@yerrillmurphy.co.uk)  
Post: Yerrill Murphy, Gateway House, Highpoint Business Village, Henwood, Ashford  
Kent, TN24 8DH

A copy of the relevant Rule is attached for your information.

## **10. Further Information**

Yerrill Murphy and the Liquidator are bound by the Insolvency Code of Ethics when carrying out professional work in relation to any insolvency appointment, further information regarding which can be found at <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>.

Ian Douglas Yerrill is a Director of YM Business Recovery Limited t/a Yerrill Murphy and is licensed to act as an insolvency practitioner by the Insolvency Practitioners Association. General information about Yerrill Murphy, along with the complaints policy and Professional Indemnity Insurance can be found at <https://www.yerrillmurphy.co.uk/legals>.

General information regarding the insolvency process is available at the R3 website, <http://www.creditorinsolvencyguide.co.uk>.

Yerrill Murphy's Privacy Policy is available at <https://www.yerrillmurphy.co.uk/privacy-policy>.

## **11. Ongoing Issues**

The liquidation will remain ongoing until the investigations have been concluded.

Should you have any query regarding the contents of this Report please do not hesitate to contact this office.



**I.D. YERRILL**

Liquidator

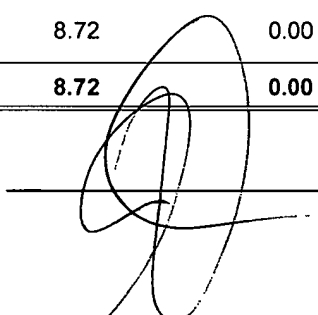
*Licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association*

**Tim Simpson Consulting Ltd**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts and Payments**

RECEIPTS	Statement of Affairs (£)	From 02/04/2020 To 01/04/2021 (£)	From 02/04/2021 To 01/04/2022 (£)	Total (£)
Office Equipment	NIL	0.00	0.00	0.00
Cash at Bank	9.00	8.72	0.00	8.72
		<b>8.72</b>	<b>0.00</b>	<b>8.72</b>
<b>PAYMENTS</b>				
Trade & Expense Creditors	(288.00)	0.00	0.00	0.00
HM Revenue & Customs - VAT	(5,250.00)	0.00	0.00	0.00
HM Revenue & Customs - Corporation Tax	(28,000.00)	0.00	0.00	0.00
Ordinary Shareholders	(10.00)	0.00	0.00	0.00
		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Receipts/(Payments)</b>		<b>8.72</b>	<b>0.00</b>	<b>8.72</b>

**MADE UP AS FOLLOWS**

Lloyds TSB	8.72	0.00	8.72
	<b>8.72</b>	<b>0.00</b>	<b>8.72</b>

  
 Ian Yerrill  
 Liquidator

# PROOF OF DEBT - GENERAL FORM

**TIM SIMPSON CONSULTING LTD**

DETAILS OF CLAIM		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> <li>For UK companies: its registered number</li> <li>For other companies: the country or territory in which it is incorporated and the number if any under which it is registered</li> <li>The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act</li> </ul>	
4.	Total amount of claim, including any Value Added Tax, as at the date of administration, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£ ) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [Note the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category  Amount(s) claimed as preferential £
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

## **OPTING OUT OF RECEIVING DOCUMENTS**

### **The consequences of opting-out**

Creditors have the right to elect to opt out of receiving further documents about the Liquidation unless:

- (i) the Insolvency Act 1986 requires a document to be delivered to all creditors without expressly excluding opted-out creditors;
- (ii) it is a notice relating to a change in the office-holder or the office-holder's contact details; or
- (iii) it is a notice of a dividend or proposed dividend or a notice which the court orders to be sent to all creditors or all creditors of a particular category to which the creditor belongs.

Opting-out will not affect the creditor's entitlement to receive dividends should any be paid to creditors.

Unless the Insolvency (England & Wales) Rules 2016 provide to the contrary, opting-out will not affect any right the creditor may have to vote in a decision procedure or a participate in a deemed consent procedure in the proceedings although the creditor will not receive notice of it.

A creditor who opts out will be treated as having opted out in respect of any consecutive insolvency proceedings of a different kind in respect of the same company.

### **How to opt out**

A creditor may at any time elect to be an opted-out creditor.

The creditor's election to opt out must be by a notice in writing authenticated and dated by the creditor.

The creditor must deliver the notice to the Liquidator (details below).

### **How to opt back in**

The creditor may at any time revoke the election to opt out by a further notice in writing, authenticated and dated by the creditor and delivered to the Liquidator (details below).

### **Contact details**

Name of Liquidator:	Ian Yerrill
Address of Liquidator:	Gateway House, Highpoint Business Village, Henwood, Ashford, Kent, TN24 8DH
IP Number:	8924
Date of Appointment:	02 April 2020
Contact Name:	Sherrie James
Email Address:	sherrie.james@yerrillmurphy.co.uk
Telephone Number:	01233 666280

## STATUTORY INSTRUMENTS

### 2016 No. 1024

## The Insolvency (England and Wales) Rules 2016

### PART 1

#### SCOPE, INTERPRETATION, TIME AND RULES ABOUT DOCUMENTS

#### CHAPTER 9

#### Delivery of documents and opting out (sections 246C, 248A(1), 379C and 383A(2))

##### General use of website to deliver documents

**1.50.—**(1) The office-holder may deliver a notice to each person to whom a document will be required to be delivered in the insolvency proceedings which contains—

- (a) a statement that future documents in the proceedings other than those mentioned in paragraph (2) will be made available for viewing and downloading on a website without notice to the recipient and that the office-holder will not be obliged to deliver any such documents to the recipient of the notice unless it is requested by that person;
- (b) a telephone number, email address and postal address which may be used to make a request for a hard copy of a document;
- (c) a statement that the recipient of the notice may at any time request a hard copy of any or all of the following—
  - (i) all documents currently available for viewing on the website,
  - (ii) all future documents which may be made available there, and
- (d) the address of the website, any password required to view and download a relevant document from that site.

(2) A statement under paragraph (1)(a) does not apply to the following documents—

- (a) a document for which personal delivery is required;
- (b) a notice under rule 14.29 of intention to declare a dividend; and
- (c) a document which is not delivered generally.

(3) A document is delivered generally if it is delivered to some or all of the following classes of persons—

- (a) members,
- (b) contributories,
- (c) creditors;
- (d) any class of members, contributories or creditors.

- 
- (1) Section 246C was inserted by section 124(3) of the Small Business, Enterprise and Employment Act 2015 (c.26) and section 248A was inserted by section 124(4) of the same Act.
- (2) Section 379C was inserted by section 125(3) of the Small Business, Enterprise and Employment Act 2015 and section 383(A) was inserted by section 125(4) of the same Act.

- (4) An office-holder who has delivered a notice under paragraph (1) is under no obligation—
  - (a) to notify a person to whom the notice has been delivered when a document to which the notice applies has been made available on the website; or
  - (b) to deliver a hard copy of such a document unless a request is received under paragraph (1) (c).
- (5) An office-holder who receives such a request—
  - (a) in respect of a document which is already available on the website must deliver a hard copy of the document to the recipient free of charge within five business days of receipt of the request; and
  - (b) in respect of all future documents must deliver each such document in accordance with the requirements for delivery of such a document in the Act and these Rules.
- (6) A document to which a statement under paragraph (1)(a) applies must—
  - (a) remain available on the website for the period required by rule 1.51; and
  - (b) must be in such a format as to enable it to be downloaded within a reasonable time of an electronic request being made for it to be downloaded.
- (7) A document which is delivered to a person by means of a website in accordance with this rule, is deemed to have been delivered—
  - (a) when the relevant document was first made available on the website; or
  - (b) if later, when the notice under paragraph (1) was delivered to that person.
- (8) Paragraph (7) does not apply in respect of a person who has made a request under paragraph (1) (c)(ii) for hard copies of all future documents.