

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 1 0 2 2 6 2 5 5
Company name in full The Primary Writing Project Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Isobel
Surname Brett

3 Liquidator's address

Building name/number 21 Highfield Road
Street
Post town Dartford
County/Region Kent
Postcode D A 1 2 J S
Country

4 Liquidator's name

Full forename(s)
Surname

Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address

Building name/number
Street
Post town
County/Region
Postcode
Country

Other liquidator

Use this section to tell us about
another liquidator.

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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.

Isobel Susan Brett

Bretts Business Recovery Limited

21 Highfield Road

Dartford

Kent

Postcode	D	A	1		2	J	S	
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DX

01474 532862



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

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6 Period of progress report

From date	0	1	1	2	2	0	2	0
To date	3	0	1	1	2	0	2	1

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

d

d

m

m

y

y

y

y

2

1

0

1

2

0

2

2

THE PRIMARY WRITING PROJECT LIMITED IN MEMBERS' VOLUNTARY LIQUIDATION

ANNUAL REPORT

21 January 2022

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THE PRIMARY WRITING PROJECT LIMITED IN MEMBERS' VOLUNTARY LIQUIDATION
ANNUAL PROGRESS REPORT
21 January 2022

1. INTRODUCTION

In accordance with The Insolvency (England and Wales) Rules 2016, I am required to provide members with an annual progress report. The purpose of this report is to detail my acts and dealings as Liquidator and summarises the progress of the liquidation for the period from 01 December 2020 to 30 November 2021 ("the Review Period") and which should be read in conjunction with my previous correspondence to members.

2. EXECUTIVE SUMMARY

A summary of the key information provided in this report is detailed below.

Realisations

Asset	Estimated to realise per Declaration of Solvency £	Realisations to date £	Estimated future realisations £	Estimated total realisations £
Cash at Bank	590,642.00	590,746.83	NIL	590,746.83
Tax Refund	NIL	NIL	45,577.11	45,577.11
Total	590,642.00	590,746.83	45,577.11	636,219.11

Expenses

Expense	Expense incurred to date £	Estimated total expense £
Liquidator's fees	3,000.00	3,000.00
Category 1 expenses	812.56	812.56
Total	3,812.56	3,812.56

Distributions

Class	Distribution paid to date	Estimated total distribution, based upon the above
Unsecured creditors	0p in the £	100p in the £
Ordinary Shareholders	586p per share	625.18555p per share

3. STATUTORY INFORMATION AND APPOINTMENT DETAILS

REGISTERED NAME, ADDRESS AND NUMBER

The Primary Writing Project Limited (In Liquidation), ("the Company")

Registered office: 21 Highfield Road, Dartford, Kent, DA1 2JS

Former Registered Office: Kings Lodge London Road, West Kingsdown, Sevenoaks, Kent, TN15 6AR

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Registered Number: 10226255
Other trading names: Primary Writing Project
Principal trading activity Other education not elsewhere classified

APPOINTMENT DETAILS

Name of Liquidator: Isobel Susan Brett
Address of Liquidator: 21 Highfield Road, Dartford, Kent, DA1 2JS
Date of Appointment: 01 December 2020
Change in officeholder: None

4. ADMINISTRATION AND PLANNING

As Liquidator, I am required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit, they assist in the efficient and compliant progressing of the liquidation, which ensures that I and my staff carry out our work to high professional standards. The narrative detail in respect of these tasks may be found in Appendix 2.

5. ASSET REALISATIONS

My Receipts and Payment account for the period ending 30 November 2021 is attached at Appendix 1, which I have reconciled to the financial records that I am required to maintain. All receipts and payments are shown net of VAT.

Funds have been banked in a designated client account held at Handelsbanken Bank. However, interest rates are currently 0% and therefore no gross bank interest has been received on the credit balance in the period of the Liquidation.

I have detailed below key information about asset realisation, however, more detailed narrative about the work undertaken may be found at Appendix 2. According to the Declaration of Solvency lodged in these proceedings, the assets of the Company had an estimated realisable value of £590,642.00 which comprised principally of the assets detailed below.

Asset Summary

Asset Name	Est. To Realise £	Realised to Date £
Tax Refund	45,577.00	0
Cash at Bank	590,642.00	590,746.00
Total	636,219.00	590,747.00

Assets

Cash at Bank

The Declaration of Solvency reflected cash at bank in the sum of £590,642. The sum of £590,746.83 was received following payment of accountancy fees of £2,864.82, bank charges of £383 and a general expense of £31.98 and the receipt of VAT and Corporation Tax refunds of £358.50 and £3,507.67 respectively.

Tax Refunds

Although not reflected on the Declaration of Solvency, it emerged that the Company is entitled to claims for tax repayments of £45,795.43 and £8,312.20 for VAT and PAYE, respectively. These claims have been submitted to HM Revenue & Customs. However, due to significant delays at HMRC due to Covid-19, it is not presently possible to estimate a timeframe for the payment of the claim.

6. CREDITORS' CLAIMS & DIVIDENDS PAID

I and my staff have had to carry out key tasks which are detailed at Appendix 2.

Secured Creditors

There are no secured creditors.

Preferential Creditors

There are no known preferential creditors.

Unsecured Creditors

The Declaration of Solvency reflected one creditor for accountancy fees of £2,725 which was settled prior to liquidation, as detailed above. A further claim for £7,221 was received in respect of administrative work done for the company prior to liquidation. It has been agreed with the creditor that this claim can be settled upon receipt of the tax refunds.

I confirm that in accordance with the Insolvency (England and Wales) Rules 2016 following my appointment I advertised a Notice to Creditors to submit their claims and would advise that no other claims were received.

7. SHAREHOLDERS' DISTRIBUTIONS

Share Capital

The Company's authorised and issued share capital is £1,000 made up of 1,000 Ordinary shares of £1 issued to Peter Corbett, Melanie Corbett, John Stannard and Janet Stannard.

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Distributions made to the shareholders are detailed below:

Date	Share Class	Rate (£ per Share)	Total Distributed £
23/12/2020	Ordinary	586	586,000.00
Total		586	586,000.00

8. LIQUIDATION COSTS AND EXPENSES

The payments shown on the summary of the Receipts and Payments at Appendix 1 are in the main self-explanatory.

Fixed fee agreed with the Directors and ratified by the Members

My remuneration was previously authorised by the Members at a meeting held on 01 December 2020 and the following Ordinary Resolution was passed in respect of my remuneration:

"That the Liquidator's fee will be charged as a fixed amount of £3,000 plus disbursements plus VAT".

I have drawn a fee of £3,000 plus VAT in accordance with the resolution passed.

Liquidation Expenses

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

Category 1 expenses incurred during the Review Period total £812.56 as detailed below:

Expense	Amount of Expense incurred to date £
Specific Penalty Bond	187.50
Statutory Advertising	285.06
Licence Fees	240.00
Affidavit Fee	100.00
Total	812.56

No category 2 expenses have been charged in this matter.

A copy of 'A Members' Guide to Liquidators' Fees' together with the firm's charge-out rate and expenses policy may be found at www.brettsbr.co.uk/mglf. A hard copy of both the Members' Guide and the firm's charge-out rate and expenses may be obtained on request.

9. 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

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request further details of the Liquidator's 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 and/or basis of the Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report.

10. EC REGULATIONS

I confirm that the Company's centre of main interest is in the UK. Accordingly, the Council Regulations (EC) No 1346/2000 of 29 May 2000 on insolvency proceedings will apply which is replaced and superseded by Regulation (EU) 2015/848 of the European Parliament and of the Council of 20 May 2015 on insolvency proceedings. The EU Insolvency Regulation (EC/1346/2000) will continue to govern insolvency proceedings that are opened in the EU before 26 June 2017.

11. OTHER INFORMATION

As an Insolvency Practitioner, when carrying out all professional work relating to an insolvency appointment, I am bound by the Insolvency Code of Ethics, as well as by the regulations of my professional body. More details about these matters, Provision of Services Regulations and general information about Bretts Business Recovery Limited that is of relevance to creditors can be found at <http://www.brettsbr.co.uk/insolvency-rules/servicesregulations/>.

Bretts Business Recovery Limited uses personal information in order to fulfil the legal obligations of a Liquidator under the Insolvency Act and other relevant legislation, and also to fulfil the legitimate interests of keeping creditors and others informed about the insolvency proceedings. The General Data Protection Regulation requires that individuals whose data is being held be provided with information about their rights and you can find more information on how Bretts Business Recovery Limited uses your personal information on our website at <http://www.brettsbr.co.uk/privacy-policy/>.

12. CONCLUSION

The continuing administration of the liquidation is essentially concerned with the outcome and receipt of the claim for the outstanding tax refunds and payment of the unsecured creditor's claim.

If you require any further information, please contact Kelishia Khedun on 01474 532862.



Isobel Susan Brett
Liquidator
Enc

**The Primary Writing Project Limited T/A Primary Writing Project - In Members Voluntary Liquidation
Liquidator's Abstract of Receipts & Payments**

From 01 December 2020 To 30 November 2021

S of A £		£	£
	ASSET REALISATIONS		
590,642	Cash at Bank	590,746.83	
590,642			590,746.83
	COST OF REALISATIONS		
NIL	Specific Bond	(187.50)	
NIL	Office Holders Fees	(3,000.00)	
NIL	Statutory Advertising	(285.06)	
NIL	Licence Fees	(240.00)	
NIL	Affidavit Fee	(100.00)	
NIL			(3,812.56)
	UNSECURED CREDITORS		
NIL	Accountants	NIL	
NIL	Trade Creditor	NIL	
NIL			NIL
	DISTRIBUTIONS		
NIL	Ordinary	(586,000.00)	
NIL			(586,000.00)
590,642			934.27

REPRESENTED BY

Current A/C



**Isobel Susan Brett
Liquidator**

Appendix 2

Narrative detail of work undertaken for The Primary Writing Project Limited in Members' Voluntary Liquidation as at 30 November 2021

General Description	Includes
Administration and Planning	
Statutory/advertising	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Document maintenance/file review/checklist	Filing of documents Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	Preparing correspondence opening accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Reports	Preparing annual progress report to members
Meeting of Members	Preparation of meeting notices, proxies/voting forms notice of meeting to all members Collate and examine proofs and proxies/votes to decide on resolutions Preparation of meeting file, including agenda, certificate of postage, attendance register, list of members, reports to members and draft minutes of meeting. Responding to queries and questions following meeting Issuing notice of result of meeting.
Realisation of Assets	
Cash at Bank	Liaising with the bank regarding the transfer of credit balances and closure of account.
Tax Refunds	Preparation of Deed of Assignment Liaising with HMRC to request payment of tax refunds
Creditors	
Creditor Communication	Advise HM Revenue & Customs and other creditors of liquidation Request details of any outstanding returns and liabilities Finalising pre appointment tax position Obtaining tax clearance
Distributions to Members	
Distribution procedures	Preparation of distribution calculation Preparation of correspondence to members announcing declaration of distribution Preparation of cheques/BACS to pay distribution Preparation of correspondence to members enclosing confirmation of payment and distribution statement