

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 3 8 2 0 3 0

Company name in full CROWN LOFTS LTD

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

2 Liquidator's name

Full forename(s) Victoria

Surname Galbraith

3 Liquidator's address

Building name/number Bridgestones Limited

Street 125 / 127 Union Street

Post town Oldham

County/Region

Postcode O L 1 1 T E

Country United Kingdom

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.

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6 Period of progress report

From date	d	2	d	3	m	0	m	3	y	2	y	0	y	2	y	1
To date	d	2	d	2	m	0	m	3	y	2	y	0	y	2	y	2

7 Progress report☒ The progress report is attached**8** Sign and date

Liquidator's signature

Signature

X *Woolbrough* X

Signature date

d 17 m 03 y 2022

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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 **Victoria Galbraith**

Company name **Bridgestones Limited**

Address **125 / 127 Union Street**

Post town **Oldham**

County/Region

Postcode **O L 1 1 T E**

Country **United Kingdom**

DX

Telephone **0161 785 3700**



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

Crown Lofts Ltd – In Creditors' Voluntary Liquidation

LIQUIDATOR'S PROGRESS REPORT TO CREDITORS AND MEMBERS

For the period 23rd March 2021 to 22nd March 2022

EXECUTIVE SUMMARY

The Liquidation remains ongoing until all VAT has been recovered.

STATUTORY INFORMATION

Company name:	Crown Lofts Ltd
Registered office:	Bridgestones Limited, 125 / 127 Union Street, Oldham OL1 1TE
Former registered office:	Taxassist Accountants, 44b Hackwood Road, Basingstoke RG21 3AE
Registered number:	10382030
Liquidator's name:	Victoria Galbraith
Liquidator's address:	Bridgestones Limited, 125 / 127 Union Street, Oldham OL1 1TE
Liquidator's date of appointment:	23 rd March 2021

LIQUIDATORS' ACTIONS SINCE APPOINTMENT

At the date of liquidation, the Company presented a Statement of Affairs which indicated its assets and liabilities.

Upon appointment my strategy was to seek the realisation of the Company's assets and to commence my statutory investigations.

Consequently, I issued correspondence to the Company's bankers to request the credit balance held on account as well as bank statements for the previous 2 years. Additionally, I also sent a questionnaire to the Company Director with a view to establishing more information concerning the Company and how it had traded in the period prior to cessation of trade.

I also contacted the debtors of the company to arrange repayment to the Company.

There is certain work that I am required by the insolvency legislation to undertake in connection with the liquidation that provides no financial benefit for the creditors. A description of the routine work undertaken since my appointment as Liquidator is contained in Appendix 1.

RECEIPTS AND PAYMENTS

My Receipts & Payments Account for the period from 23rd March 2021 to 22nd March 2022 is attached at Appendix 2.

The Receipts & Payments account is shown net of VAT.

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

ASSETS

Book Debts

Upon review of the electronic books and records it was established there were 2 debtors of the company. Following contact with the debtors, the sum of £1,598.06 was received.

Third Party Funds

The sum of £4,800 was received from third party funds.

Bank Interest Net of Tax

Funds received by the Liquidator are lodged in an interest bearing account in the Company's name. Interest credited to this account becomes a receipt in the Liquidation. The sum of £0.02 was received.

Sundry Refund

The sum of £61.20 was received from the Company Bankers which relates to 2 post Liquidation credits refunded.

Settlement Monies

The sum of £3,000 was received by way of settlement monies received from the Director in repayment of illegal dividends drawn from the company.

LIABILITIES

Secured Creditors

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

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 such that the prescribed part provisions do not apply.

Preferential Creditors

The statement of affairs anticipated £85,035.63 in preferential creditors. A claim has yet to be received.

Crown Creditors

The statement of affairs included £101,240.40 owed to HMRC. HMRC's final claim has yet to be received.

Non-preferential unsecured Creditors

The statement of affairs included 6 non-preferential unsecured creditors, including HMRC, with an estimated total liability of £160,581.82. I have received claims from 5 creditors at a total of £128,296.33. I have not received claims from 4 creditors with original estimated claims in the statement of affairs of £106,500.55

The debt level has increased due to 3 late claims not detailed in the statement of affairs.

DIVIDEND PROSPECTS

There is no prospect of a dividend being declared to non-preferential creditors.

INVESTIGATION INTO THE AFFAIRS OF THE COMPANY

I undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved. I am required by the Statements of Insolvency Practice to undertake such an initial investigation and the work detailed below has been undertaken in connection with that initial investigation. Specifically, I recovered, listed and reviewed the Company's accounting records; obtained and reviewed copy bank statements for the 14 months prior to the Company ceasing to trade from the Company's bankers; and compared the information in the Company's last set of accounts with that contained in the statement of affairs lodged in the Liquidation and made enquiries about the reasons for the changes.

Upon review of the Company bank statements and the electronic books and records I discovered that illegal dividends totalling £24,000 had been drawn by the Director.

The Director of the Company made a settlement of £3,000 which, upon review of the Director's personal situation, was the best offer available.

Within three months of my appointment as Liquidator, I am required to submit a confidential report to the Secretary of State to include any matters which have come to my attention during the course of my work which may indicate that the conduct of any past or present Director would make them unfit to be concerned with the management of the Company. I would confirm that my report has been submitted.

PRE-APPOINTMENT REMUNERATION

The creditors previously authorised the payment of a fee of £4,000 + VAT for my assistance with preparing the statement of affairs and arranging the decision procedure for creditors to appoint a liquidator.

The fee for preparing the statement of affairs and arranging the decision procedure for creditors to appoint a liquidator was paid by Mr Wilson, who is connected to the Company as he is the Director.

LIQUIDATOR'S REMUNERATION

My remuneration was approved on a time cost basis based on a fees estimate of £19,420. The fees estimate acts as a cap and I cannot draw remuneration in excess of that estimate without first seeking approval from the creditors. My total time costs to 22nd March 2022 amount to £14,514, representing 58.9 of hours work at a blended charge out rate of £246.42 per hour. The actual blended charge out rate incurred compares with the estimated blended charge out rate of £289.85 in my fees estimate.

I have drawn £3,744.38 to 22nd March 2022.

A detailed schedule of my time costs incurred to date compared with my original fees estimate is attached as Appendix 3.

As at 22nd March 2022 I do not anticipate that the total time costs I will incur in this matter in respect of the categories of work for which I am being remunerated on a time cost basis will exceed the total estimated remuneration I set out in my fees estimate when my remuneration was authorised by the creditors.

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 Guidance Notes issued with Statement of Insolvency Practice 9, and they can be accessed at www.bridgestones.co.uk/technical.html. There are different versions of these Guidance Notes, and in this case please refer to the most recent version. Further details, including Bridgestones charge-out rates, are also included in the practice fee recovery sheet available at the same link.

LIQUIDATOR'S EXPENSES

Expenses are any payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also includes disbursements. Disbursements are payments which are first met by the office holder and then reimbursed to the office holder from the estate. Expenses are split into:

- category 1 expenses, which are payments to persons providing the service to which the expense relates who are not an associate of the office holder; and
- category 2 expenses, which are payments to associates or which have an element of shared costs. Before being paid category 2 expenses require approval in the same manner as an office holder's remuneration.

I do not intend to recover any expenses with an element of shared costs in this case.

I have incurred expenses to 22nd March 2022 of £313.26 not inclusive of VAT.

I have drawn £164, not inclusive of VAT, to date.

I have incurred the following category 1 expenses in the period since my appointment as Liquidator:

Type of category 1 expense	Amount incurred/ accrued in the reporting period
Statutory Advertising	£145.66
Vision Blue Solutions (Case Management System)	£110.00
Creditor Gateway	£10.00
Postages	£3.60
Specific Bond	£44.00

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

Professional Advisor	Nature of Work	Basis of Fees
London Gazette	Statutory Advertising	Fixed Fee
Creditor Gateway	Online Documents	Fixed Fee

The choice of professionals was based on my perception of their experience and ability to perform this type of work and the complexity and nature of the assignment. I also considered that the basis on which they will charge their fees represented value for money. I have reviewed the charges they have made and am satisfied that they are reasonable in the circumstances of this case.

Creditor Gateway provide a secure online hosting facility for reports to creditors.

Statutory advertising costs were incurred in placing advertisements relating to the Liquidator's appointment in the London Gazette.

The Specific Bond is required to be put in place to cover the value of assets in an estate in insolvency appointments to insure against any losses to the estate caused by fraud or dishonesty on the part of an Insolvency Practitioner.

The Software License Fee is a fixed fee paid for the use of a case management system.

As at 22nd March 2022 I do not anticipate that the expenses I will incur in this matter will exceed the total expenses I estimated I would incur when my remuneration was authorised by the creditors.

FURTHER INFORMATION

Creditors are reminded of their rights under Rule 18.9 of the Insolvency Rules 2016. Within 21 days of receipt of a progress report a secured creditor or an unsecured creditor with concurrence of at least 5% in value of the company's unsecured creditors or permission of the court may request further information about remuneration and expenses set out in the report. Such a request must be made in writing.

The Liquidator must provide the information requested within 14 days of receipt of the request or alternatively his reasons for non-provision of the information.

Under Rule 18.34 of the Insolvency Rules 2016, should a creditor believe that the Liquidator's remuneration or expenses are excessive, or the basis fixed for the Liquidator's remuneration is inappropriate. A secured creditor or any unsecured creditor with the concurrence of at least 10% in value of the company's unsecured creditors or the permission of the court may apply to court to challenge the Liquidator's remuneration. Any such application must be made within a period of 8 weeks following the receipt of the progress report in which the charging of the remuneration or incurring of expenses is first reported.

To comply with the Provision of Services Regulations, some general information can be found at <http://www.bridgestones.co.uk/about.html>

At Bridgestones 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, we are acting our complaints procedure can also be found on our website www.bridgestones.co.uk.

To comply with the General Data Protection Regulation a copy privacy notice can be found at <http://www.bridgestones.co.uk/gdpr>.

SUMMARY

The Liquidation will remain open until all VAT has been recovered. I estimate that this will take approximately 6 – 9 months and once resolved the Liquidation will be finalised and our files will be closed.

If creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Liz White on 0161 785 3700, or by email at liz@bridgestones.co.uk.



V Galbraith
LIQUIDATOR

Appendix 1

1. Administration

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

- Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.
- Setting up physical case files
- Setting up the case on the practice's electronic case management system and entering data.
- Issuing the statutory notifications to creditors and other required on appointment as office holder, including gazetting the office holder's appointment.
- Obtaining a specific penalty bond.
- Dealing with all routine correspondence and emails relating to the case.
- Opening, maintaining and managing the office holder's estate bank account.
- Creating, maintaining and managing the office holder's cashbook.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a quarterly basis.

2. Creditors

Employees - The office holder needs to deal with the ex-employees in order to ensure that their claims are processed appropriately by the Redundancy Payments Office (RPO). The office holder is required to undertake this work as part of their statutory functions.

Claims of 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 also needs to deal with correspondence and queries received from 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.

- Obtaining information from the case records about employee claims.
- Completing documentation for submission to the Redundancy Payments Office.
- Corresponding with employees regarding their claims.
- Supervising the work of sub-contractors instructed on the case to assist in dealing with employee claims; obtaining reports and updates from them on the work done; and checking the adequacy of the work done.
- Liaising with the Redundancy Payments Office regarding employee claims.
- Dealing with creditor correspondence, emails and telephone conversations regarding their claims.
- Maintaining up to date creditor information on the case management system.
- Reviewing proofs of debt.

Appendix 2

Crown Lofts Ltd - In Creditors Voluntary Liquidation Liquidator's Abstract of Receipts & Payments

From 23 March 2021 To 22 March 2022

S of A £		As Previously Reported	23/03/21 to 22/03/22	Total £
RECEIPTS				
NIL	Book Debts	NIL	1,598.06	1,598.06
NIL	Bank Interest Net of Tax	NIL	0.02	0.02
NIL	Third Party Funds	NIL	4,800.00	4,800.00
NIL	Sundry Refund	NIL	61.20	61.20
NIL	Settlement Monies	NIL	3,000.00	3,000.00
NIL		NIL	9,459.28	9,459.28
PAYMENTS				
NIL	Statement of Affairs Fee	NIL	(4,000.00)	(4,000.00)
NIL	Creditor report hosting	NIL	(10.00)	(10.00)
NIL	Liquidator's Remuneration	NIL	(3,744.38)	(3,744.38)
NIL	Vat Receivable	NIL	(1,550.88)	(1,550.88)
NIL	Specific Bond	NIL	(44.00)	(44.00)
NIL	Software Licence Fee	NIL	(110.00)	(110.00)
0		NIL	(9,459.26)	(9,459.26)
0	CASH IN HAND	NIL	0.02	0.02

BRIDGESTONES CHARGEOUT RATE SUMMARY

Client name: Crown Lofts Ltd

Appendix 3

Time Spent for period: 23 March 2021 - 22 March 2022

Classification of work	Insolvency Practitioner hours	Senior Manager hours	Manager hours	Case Administrator hours	Support Staff hours	Total Hours	Total Cost	Average Rate
Statutory compliance, administration and planning	2.40	0.00	0.00	27.40	0.60	30.40	7,698.00	253.22
Investigations	0.00	0.00	0.00	18.40	0.00	18.40	4,416.00	240.00
Realisation of Assets	0.00	0.70	0.00	1.70	0.00	2.40	618.00	257.50
Bank	0.00	0.00	1.70	0.00	0.60	2.30	486.00	211.30
Creditors and Employees	0.00	0.00	0.60	4.80	0.00	5.40	1,296.00	240.00
Case specific matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total hours	2.40	0.70	2.30	52.30	1.20	58.90	14,514.00	246.42
Total fees claimed								14,514.00
Invoiced								0.00
Balance written off /carried forward								14,514.00

Charge out rate in units of 6 minutes

Chargeout rates:	2022	2021	2020
Insolvency Practitioner	440	440	440
Senior Manager	300	300	270
Manager	240	240	240
Case Administrator	240	240	170
Support Staff	130	130	130

Standard Activity	Examples of Work
Statutory compliance, administration and planning	Statutory reporting and compliance. Compliance with other regulatory requirements. Case planning Administrative set up Appointment notification Maintenance of records
Investigations	SIP2 review CDDA reports Investigation antecedent Identifying, securing, insuring
Realisation of assets	Negotiating with Debt collection Property, Business asset sales Management of operations
Trading	Management of operations Accounting for trading On-going employee issues
Creditors	Communicating with creditors Creditors' claims (including employees' and other preferential creditors)