

LIQ03

Notice of progress report in voluntary winding up



Companies House

WEDNESDAY



A14 *A7DCTZFF* 29/08/2018 #244
COMPANIES HOUSE

1 Company details

Company number 1 0 4 0 0 3 4 2
Company name in full PRIORITY WAREHOUSE GUILD LIMITED

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

2 Liquidator's name

Full forename(s) Jeffrey Mark
Surname Brenner

3 Liquidator's address

Building name/number Concorde House
Street Grenville Place
Post town Mill Hill
County/Region London
Postcode N W 7 3 S A
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.

LIQ03

Notice of progress report in voluntary winding up

6 Period of progress report

From date	d	m	y	d	m	y	d	m	y
	0	2	0	8	2	0	1	7	
To date	d	m	y	d	m	y	d	m	y
	0	1	0	8	2	0	1	8	

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature	Signature								
	X								X
Signature date	2	8	0	8	2	0	1	8	

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 **Jeffrey Mark Brenner**

Company name **B&C Associates Limited**

Address **Concorde House
Grenville Place**

Post town **Mill Hill**

County/Region **London**

Postcode

N	W	7		3	S	A
---	---	---	--	---	---	---

Country

DX

Telephone **020 8906 7730**



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.



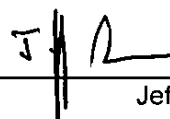
Further information

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

Priority Warehouse Guild Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 02/08/2017 To 01/08/2018 £	From 02/08/2017 To 01/08/2018 £
	ASSET REALISATIONS		
4,500.00	Funds held in CGLS Account	6,466.77	6,466.77
	Bank Interest Gross	3.27	3.27
		<u>6,470.04</u>	<u>6,470.04</u>
	COST OF REALISATIONS		
	Office Holders Expenses	327.00	327.00
		<u>(327.00)</u>	<u>(327.00)</u>
	UNSECURED CREDITORS		
(18,553.00)	Trade & Expense Creditors	NIL	NIL
(1,749.00)	HM Revenue & Customs PAYE & NI	NIL	NIL
(2,067.00)	H M Revenue & Customs - VAT	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<u>(17,870.00)</u>		<u>6,143.04</u>	<u>6,143.04</u>
	REPRESENTED BY		
	Vat Receivable		65.40
	Bank 1 Current Account		6,077.64
			<u>6,143.04</u>



 Jeffrey Mark Brenner
 Liquidator

Liquidator's Annual Progress Report to Creditors & Members

**Priority Warehouse Guild Limited
- In Liquidation**

Date of Report – 28 August 2018

CONTENTS

- 1** Introduction and Statutory Information
- 2** Progress of the Liquidation
- 3** Creditors
- 4** Liquidator's Remuneration
- 5** Creditors' Rights
- 6** Next Report

APPENDICES

- A** Receipts and Payments Account for the Period from 02 August 2017 to 01 August 2018
- B** Additional information in relation to Liquidator's Fees, Expenses & Disbursements
- C** Privacy Notice

1 Introduction and Statutory Information

- 1.1 I, Jeffrey Mark Brenner of B&C Associates Ltd, Concorde House, Grenville Place, Mill Hill, London, NW7 3SA, was appointed as Liquidator of Priority Warehouse Guild Limited (the **Company**) on 02 August 2017. This progress report covers the period from 02 August 2017 to 01 August 2018 (**the Period**) and should be read in conjunction with any previous progress reports which have been issued.
- 1.2 Information about the way that we will use, and store personal data on insolvency appointments can be found in the attached Privacy Notice.
- 1.3 Prior to Liquidation the registered office address of the Company was 2nd Floor, Princess Mary House, 4 Bluecoats Avenue, Hertford, SG14 1PB. The registered office has been changed to c/o B&C Associates Ltd, Concorde House, Grenville Place, Mill Hill, London, NW7 3SA.
- 1.4 The Company is one of 2040 companies (the **Companies**) operating a similar business model and with a similar creditor base all of which ceased trading on 5 April 2017. Until then the companies carried on business as contracting intermediaries supplying the services of temporary workers. J M Brenner and B&C Associates Ltd were initially introduced to this matter by CGLS Accountancy Services Ltd ("CGLS") in March 2017 and were subsequently instructed to assist in placing all of the Companies into liquidation. 2039 of the Companies were placed into liquidation between 31 May 2017 and 8 February 2018 and separate annual reports will be issued in respect of each of the Companies at the appropriate time. One of the Companies was struck off as a result of a filing technicality and is currently subject to a restoration application so that it can also be placed into Liquidation in due course.

2 Progress of the Liquidation

- 2.1 This section of the report provides creditors with an update on the progress made in the Liquidation during the Period.
- 2.2 At Appendix A is the Liquidator's Receipts and Payments Account for the Period.
- 2.3 The time spent on this case relates to the following matters:
- (i) Attending to correspondence and telephone calls with creditors
 - (ii) Recording and acknowledging creditor claims
 - (iii) Attending to correspondence and telephone calls with employees
 - (iv) Investigation into the affairs of the Company
 - (v) Meeting and interviewing suppliers
 - (vi) Preparation and submission of a statutory report to the Secretary of State
 - (vii) Obtaining bonding and completing bond reviews to enable the Liquidator to continue to act
 - (viii) Updating the Insolvency Practitioners System
 - (ix) Review and statutory compliance which includes submissions to Companies House
 - (x) Debtor Realisations
 - (xi) Correspondence with the bank in regard to release of funds held in client accounts operated by CGLS
 - (xii) Attending meetings with HMRC and other creditors
 - (xiii) Obtaining company books and records
 - (xiv) Opening bank accounts and allocation of funds
 - (xv) Liaising with counsel and solicitors
 - (xvi) Data Protection and Pension searches
 - (xvii) Convening and holding physical meetings

Administration (including statutory compliance & reporting)

- 2.4 An office holder must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work I anticipated would need to be done in this area was outlined to creditors in my initial fees information.
- 2.5 Where the costs of statutory compliance work or reporting to creditors exceeds the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Liquidator.
- 2.6 As noted in my initial fees information, this work will not necessarily bring any financial benefit to creditors but is required on every case by statute.

Realisation of Assets

- 2.7 Funds held in CGLS Client Account

The funds for all of the Companies were held in four separate client accounts operated by CGLS on behalf of the Companies. CGLS provided accountancy, compliance and back office services to all of the Companies.

For the purposes of the Statement of Affairs the amounts of the funds held in each of the four Client Accounts were added together and the resulting figure was divided by 2040 and allocated equally to each of the Companies, as at the time the specific sum due to each of the Companies was unknown. At that time, this resulted in each Company having assets with a 'book value' of £4,500 and 'estimated to realise' value of the same amount. The funds held in all four of the Client Accounts have subsequently been received by the Liquidator.

The Liquidator has subsequently instructed CGLS to carry out a full reconciliation of the four Client Accounts and apportion the funds precisely to each of the Companies. Accordingly, the sum of £6,466.77 has been allocated to the Company, being its actual share of the funds held in the relevant CGLS Client Account.

- 2.8 Bank Interest Gross

The sum of £3.27 was received on funds held in the Liquidation current account.

- 2.9 It is considered that the work the Liquidator and his staff have undertaken to date may bring a financial benefit to creditors. This may be a distribution to secured creditors of the Company only (from which a Prescribed Part fund may be derived for the benefit of unsecured creditors) or may, depending on realisations and the extent of any 3rd party security, result in a distribution to the preferential and unsecured creditors of the Company.

Creditors (claims and distributions)

- 2.10 Further information on the anticipated outcome for creditors in this case can be found at section 3 of this Report.
- 2.11 The Liquidator is not only required to deal with correspondence and claims from unsecured creditors, but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture. In this case there is no secured creditor.
- 2.12 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal.

- 2.13 The above work will not necessarily bring any financial benefit to creditors generally, however the Liquidator is required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Liquidator in dealing with those claims.
- 2.14 I consider the following matters worth noting in my report to creditors at this stage:
- There are 4 unsecured creditor claims in this case
 - There are no secured creditors
 - No preferential claims have been received

Investigations

- 2.15 Some of the work the Liquidator is required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 (CDDA 1986) and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidator can pursue for the benefit of creditors.
- 2.16 I can confirm that I have submitted a report on the conduct of the Director of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986. As this is a confidential report, I am unable to disclose the contents.
- 2.17 Shortly after appointment, I made an initial assessment of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate. This assessment took into account any information provided by creditors.
- 2.18 I would advise that Gateley Plc solicitors have been instructed to assist the Liquidator with the ongoing investigations in this matter. In order to progress the ongoing investigations, the Liquidator and the instructed solicitors have held numerous meetings with the Company's creditors and have also held meetings and interviewed directors of various of the Companies. The Liquidator has been in ongoing communication with HMRC in this matter throughout the Period.

Matters still to be dealt with

- 2.19 As the Liquidator has received the allocation of the funds held on the relevant CGLS Client Account, he will be reviewing the allocation and issuing any Notice of Intended Dividend (if relevant) in due course.
- 2.20 As detailed above, investigations in this matter generally are ongoing.


3 Creditors

Unsecured Creditors

- 3.1 I have received claims totalling £22,369.13 from 4 creditors. However, there may be further creditor claims in the Liquidation and the claims received to date, have yet to be reviewed and adjudicated.
- 3.2 I would confirm that it is likely that there will be sufficient funds realised after defraying the expenses of the Liquidation to pay a dividend to unsecured creditors. As above, the claims have yet to be agreed and if appropriate the Liquidator will notify the creditors and a Notice of Intended Dividend will be issued in due course.

4 Liquidator's Remuneration

- 4.1 At a physical meeting held on 2 August 2017, the creditors approved the basis of the Liquidator's remuneration as a fixed fee and percentage of realisations. The fixed fee was set at £2,000 plus VAT, together with 5% of realisations on cash balances, 10% of realisations on tangible assets and book debts and 40% of realisations on assets not detailed on the Statement of Affairs. In addition, the creditors approved the fee of B&C Associates for convening and holding physical meeting of creditors in the sum of £500 plus VAT and disbursements.
- 4.2 The Liquidator has made the following realisations upon which the creditors have approved a percentage be taken as remuneration. Details of the realisations to date are set out below:

					
Cash at bank	£6,466.77	£6,466.77	5%	Nil	£323.34

- 4.3 The Liquidator has not drawn any remuneration to date on any basis.
- 4.4 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from www.icaew.com/en/technical/insolvency/creditors-guides.
- 4.5 Attached as Appendix B is additional information in relation to the Liquidator's fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.

5 Creditors' Rights

- 5.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Liquidator provide further information about his remuneration or expenses which have been itemised in this progress report.
- 5.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidator's remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidator, as set out in this progress report, are excessive.

6 Next Report

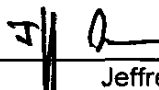
- 6.1 I am required to provide a further report on the progress of the liquidation within two months of the next anniversary of the liquidation, unless I have concluded matters prior to this, in which case I will write to all creditors with my final account.
- 6.2 Should you have any queries in relation to the contents of this report please contact Besa Mustafa of this office on 020 8906 7730 or by email at besa@bcassociates.uk.com.



J M BRENNER
LIQUIDATOR

Priority Warehouse Guild Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 02/08/2017 To 01/08/2018 £	From 02/08/2017 To 01/08/2018 £
	ASSET REALISATIONS		
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	COST OF REALISATIONS		
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(18,553.00)	Trade & Expense Creditors	NIL	NIL
(1,749.00)	HM Revenue & Customs PAYE & NI	NIL	NIL
(2,067.00)	H M Revenue & Customs - VAT	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<u>(17,870.00)</u>		<u>6,143.04</u>	<u>6,143.04</u>
	REPRESENTED BY		
	Vat Receivable		65.40
	Bank 1 Current Account		6,077.64
			<u>6,143.04</u>



 Jeffrey Mark Brenner
 Liquidator

APPENDIX B

ADDITIONAL INFORMATION IN RELATION TO THE LIQUIDATOR'S FEES, EXPENSES & DISBURSEMENTS

1 Staff Allocation and the Use of Sub-Contractors

The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.

The constitution of the case team will usually consist of a Partner and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.

We are not proposing to utilise the services of any sub-contractors in this case.

2 Professional Advisors

On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

Gateley Plc (legal advice)	Hourly rate and disbursements

Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

3 Liquidator's Expenses & Disbursements

The estimate of expenses (including disbursements) which were anticipated at the outset of the liquidation was provided to creditors when the basis of my fees were approved, a copy of which is set out below:

	Estimated cost £
Category 1 disbursements	
Solicitor's costs	500.00
Statutory Advertising	291.00
Specific penalty bond	90.00
External Storage of books and records	50.00
Companies House Searches	10.00
Category 2 disbursements	
Initial Case set up costs	10.00
IPS Accounting System charge	15.00
Telephone	10.00
Circularisation to creditors and others	150.00
Letters & Faxes	150.00

4 Current position of Liquidator's expenses

An analysis of the expenses incurred but not paid to the date of this report, is provided below:

	Paid in prior period £	Paid in the period covered by this report	Incurred but not paid to date £	Total anticipated cost £
Category 1 disbursements				
Courier	-	-	0.37	0.60
Legal Fees	-	-	38.81	300.00
Computer Costs	-	-	0.06	1.00
Travel	-	-	4.72	10.00
Advertising	-	237.00	-	330.00
Specific penalty bond	-	90.00	-	90.00
Category 2 disbursements				
Initial Case set up costs	-	-	10.00	10.00
IPS Accounting System charge	-	-	15.00	15.00
Telephone	-	-	10.00	10.00
Circularisation to creditors etc.	-	-	30.00	150.00
Total	-	327.00	108.96	916.60

Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. These disbursements are included in the tables of expenses above.

Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Details of Category 2 disbursements charged by this firm (where appropriate) were provided at the time the Liquidator's fees were approved by creditors. Any Category 2 disbursements incurred are specifically highlighted in the tables of expenses above.

Privacy Notice

Use of personal information

We process personal information to enable us to carry out our work as insolvency practitioners which includes processing data that was held by companies/individuals before our appointment together with data collected during an insolvency procedure or a fixed charge receivership. Our legal obligation to process personal data arises from work we are required to carry out under insolvency and other related legislation.

Insolvency practitioners are Data Controllers of personal data in so far as defined by data protection legislation. B & C Associates Limited will act as Data Processor on their instructions about personal data in relation to an insolvency procedure or fixed charge receivership.

Personal data will be kept secure and processed only for matters relating to the insolvency procedure being dealt with.

The data we may process

The personal data insolvency practitioners may process in most cases will be basic details that may identify an individual and will typically be sufficient to allow us to carry out our work as insolvency practitioners, for example, dealing with the claims of individuals who are owed monies by the companies/individuals over whom we have been appointed.

However, insolvency practitioners may be appointed over entities that process personal data that is considered more sensitive, for example health records and this sensitive data will usually have been created before our appointment. Although we will take appropriate steps to safeguard sensitive data (or to destroy it where it is appropriate to do so), subject to limited exceptions, for example, where we identify previous conduct and/or action that requires further investigation, we will not be processing sensitive data.

Sharing information

We may share personal data with third parties where we are under a legal or regulatory duty to do so, or it is necessary for the purposes of undertaking our work as insolvency practitioners. We may also share personal data to lawfully assist the police or other law enforcement agencies with the prevention and detection of crime, where disclosure is necessary to protect the safety or security of any persons and/or otherwise as permitted by the law.

How long will we hold it?

Personal data will be retained for as long as any legislative or regulatory requirement requires us to hold it. Typically, this may be up to 6 years after which it will be destroyed.

What are your rights?

You have the right to receive the information contained in this document about how your personal data may be processed by us.

You also have the right to know that we may be processing your personal data and, in most circumstances, to have information about the personal data of yours that we hold, and you can ask for certain other details such as what purpose we may process your data for and how long we will hold it.

Individuals have the right to request that incorrect or incomplete data is corrected and in certain circumstances, you may request that we erase any personal data on you which may be held or processed as part of our work as insolvency practitioners. If you have any complaints about how we handle your personal data, please contact Jeffrey Brenner via jeff@bcassociates.uk.com so we can resolve the issue, where possible. You also have the right to lodge a complaint about any use of your information with the Information Commissioners Office (ICO), the UK data protection regulator.