

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 1 4 3 2 8 7 9

Company name in full Miller Metcalfe Estate Agents Ltd

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Christopher

Surname Ratten

3 Liquidator's address

Building name/number 9th Floor

Street 3 Hardman Street

Post town Manchester

County/Region

Postcode M 3 3 H F

Country

4 Liquidator's name ①

Full forename(s) Lindsey J

Surname Cooper

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 9th Floor

Street 3 Hardman Street

Post town Manchester

County/Region

Postcode M 3 3 H F

Country

② 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

^d2^d7^m0^m3^y2^y0^y2^y0

To date

^d2^d6^m0^m3^y2^y0^y2^y1

7

Progress report

☐ The progress report is attached

8

Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d3^d0^m0^m4^y2^y0^y2^y1

**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	Ian Ainsworth
Company name	RSM Restructuring Advisory LLP
Address	9th Floor 3 Hardman Street
Post town	Manchester
County/Region	
Postcode	M 3 3 H F
Country	
DX	
Telephone	0161 830 4000

**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

Miller Metcalfe Estate Agents Ltd
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £	From 27/03/2020 To 26/03/2021 £	From 27/03/2020 To 26/03/2021 £
	ASSET REALISATIONS	
	Bank Interest Gross	13.52
64,464.00	Book Debts	46,261.60
360.00	Cash at Bank	4,560.40
31,980.00	Deferred Consideration (Northwood)	2,720.98
Uncertain	Rent Deposit	854.38
119,003.00	Sale Consideration	22,419.67
	Sundry receipts	15.75
		<hr/>
		76,846.30
	COST OF REALISATIONS	
	Agents/Valuers Fees	600.00
	Debt Collection Fees	9,252.32
	Insurance of Assets	371.03
	IT Costs	261.00
	Mileage	5.10
	Office Holders Fees	5,000.00
	Pension Agent	350.00
	Preparation of S. of A.	20,000.00
	Stationery, Postage, Office costs	321.48
	Statutory Advertising	283.50
	Statutory Bond	85.00
		<hr/>
		(36,529.43)
	UNSECURED CREDITORS	
(171,000.00)	Associated Creditors	NIL
(4,386.00)	Director's Loan Account	NIL
(439,939.11)	HMRC	NIL
(338,001.00)	Intercompany Loans	NIL
(154,285.68)	Trade & Expense Creditors	NIL
		<hr/>
		NIL
	DISTRIBUTIONS	
(100.00)	Ordinary Shareholders	NIL
		<hr/>
		NIL
		<hr/>
(891,904.79)		40,316.87
	REPRESENTED BY	
	Bank 1 Current	39,177.85
	Vat Receivable	1,139.02
		<hr/>
		40,316.87
		<hr/>

Christopher Ratten
Joint Liquidator

MILLER METCALFE ESTATE AGENTS LTD IN LIQUIDATION

JOINT LIQUIDATORS' PROGRESS REPORT
FOR THE 12 MONTH PERIOD TO 26 MARCH 2021

THE POWER OF BEING UNDERSTOOD
AUDIT | TAX | CONSULTING



INTRODUCTION

Contact details

The key contacts at RSM in connection with this report are:

Primary office holder	Case manager
Christopher Ratten	Ian Ainsworth
RSM Restructuring Advisory LLP	RSM Restructuring Advisory LLP
9th Floor, 3 Hardman Street, Manchester, M3 3HF	9th Floor, 3 Hardman Street, Manchester, M3 3HF
Tel: 0161 830 4000	0161 830 4006:

Basis of preparation

This report has been prepared solely to comply with the statutory requirements of the relevant legislation to provide creditors with information relating to the progress of the Liquidation. It should be read in conjunction with any previous reports that have been issued, copies of which are available on request.

This report has not been prepared for use in respect of any other purpose, or to inform any investment decision in relation to any debt or financial interest in the Company. Any estimated outcomes for creditors are illustrative and may be subject to revision and additional costs. They should not be used as the basis for any bad debt provision or any other purpose. Neither the Joint Liquidators nor RSM Restructuring Advisory LLP accept any liability whatsoever arising as a result of any decision or action taken or refrained from as a result of information contained in this report. The Joint Liquidators act as agents of the Company and without personal liability in respect of all contracts or deeds unless specifically stated otherwise.

General guidance on the Liquidation process

You may also wish to note that profession's trade body, R3, have also produced general guidance on the different insolvency processes, which can be located at their website

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F.	Voting paper
G.	Invitation to form creditor's committee
H.	Committee consent to act

KEY ACTIONS AND DECISIONS REQUESTED FROM CREDITORS

Decisions requested from unsecured creditors

The Joint Liquidators' are seeking the following decision(s) of the creditors

- An increase in the Joint Liquidators' fees
- that a liquidation committee will not be appointed.

Creditors' committee

Establishment and guidance

Legislation requires the Joint Liquidators to invite creditors to decide whether to establish a committee because a decision is being sought. However, it is proposed that a liquidation committee will not be appointed. If you want a liquidation committee, sufficient creditors will need to both reject the proposed decision and consent to act as a representative on the committee. At least three creditors must consent to act before a committee can be formed; a maximum of five can be represented. If you do want a committee, please contact this office as soon as possible.

Please note that, if a liquidation committee is established, it would be their responsibility to approve the Joint Liquidators' fees, costs and expenses.

Guidance on acting as a committee member can be found at the R3 website, www.R3.org.uk. A hard copy can be requested by telephone, email or in writing to this office.

Key actions required by unsecured creditors

Formal notice of a Qualifying Decision Procedure to consider the above decisions is attached, together with other relevant documentation and guidance.

If you wish to vote in respect of the decisions requested above, please complete and sign:

- a Proof of Debt form and return it with evidence of your claim (if you have not previously done so); and
- a Voting form.

These must be received at RSM Restructuring Advisory LLP, 9th Floor, 3 Hardman Street, Manchester, M3 3HF or by email to restructuring.manchester@rsmuk.com, on or before the decision date 21 May 2021 for you to vote.

Small debts

Creditors whose debts are treated as a small debt in accordance with Rule 14.31(1) of the Insolvency (England and Wales) Rules 2016 must still deliver a proof of debt if they wish to vote. Rule 14.31(1) states that Office Holders may treat a debt, which is a small debt according to the accounting records or the statement of affairs of the company, as if it were proved for the purposes of paying a dividend. Small debts are defined in Rule 14.1(3) as a debt (being the total amount owed to a creditor) which does not exceed £1,000.

CONDUCT OF THE LIQUIDATION

Realisation of assets

The time costs incurred to date in respect of asset realisations are shown on the attached analysis of time costs.

Sale of business to Troutbeck Estates Limited

As outlined in the Directors' report to creditors, the Company on 11 February 2020 sold its business and assets to Troutbeck Estates Limited ("Troutbeck") via a sales and purchase agreement. Troutbeck is a connected company by virtue of John James Fletcher who is involved in the running and management of Troutbeck and was a former director of Miller Metcalf Estate Agents Limited ("the Company")

The agreed purchase price was £125,000 with an initial amount of £10,416.67 being remitted to the Company's solicitors Bermans who after deducting their costs of £5,997 transferred the balance of £4,419.67 to the Joint Liquidators following their appointment. The remaining balance of £114,583.37 was to be paid over eleven equal instalments of £10,416.67 between March 2020 through to January 2021.

However, following the onset of the Coronavirus in March 2020, Troutbeck advised that they were unable to make the necessary contributions as the Company had furloughed their workforce due to the immediate and adverse impact on the property market. Troutbeck offered to pay £1,000 per month until August 2020 at which point it was anticipated that the Coronavirus pandemic would have dissipated. Before accepting Troutbeck's proposal, the Joint Liquidators requested Troutbeck to provide a 12-month future cashflow forecast in order to review to ascertain whether the proposal was realistic. Following the review of the forecast the proposal was accepted.

Troutbeck made the agreed payments however in August 2020 the UK was still subject to the pandemic and therefore the Joint Liquidators agreed with Troutbeck that they could continue to pay £1,000 per month until the end of December 2020, when the Coronavirus position was hopefully more fully known.

In January 2021 the Joint Liquidators were successful in negotiating an increase in Troutbeck's monthly payment to £3,000 per month until the end of March 2021. The Joint Liquidators have subsequently agreed with Troutbeck that, effective from 1 April 2021, instalments will increase to £5,000 per month until September 2021 and from 1 October 2021 instalments will increase to £10,000 per month.

At the date of this report an amount of £22,419.67 has been received

Cash at bank

Following our appointment as Joint Liquidators we wrote to the Company's bank and requested the balance of funds totalling £4,560.40 to be transferred to a bank account controlled and operated by the Joint Liquidators.

These funds have been received.

Bank Interest

Within the period of this report Gross bank interest of £13.52 has been received.

Deferred Consideration from Northwood

As previously reported, the Company sold its property and letting business to an unrelated third party called Northwood (Bolton) Limited ("Northwood") on 12 November 2019. An element of the sale was on deferred consideration with an amount of £63,960 due in November 2020 (subject to any adjustment in accordance with the sale and purchase agreement).

During November the Joint Liquidators contacted Northwood and requested the payment of the deferred consideration. Northwood advised that a number of the properties included in the sale agreement were no longer being managed and therefore under the terms of the sale agreement the amount of deferred consideration due would be reduced accordingly. The Joint Liquidators undertook an audit of the property portfolio supplied by Northwood and agreed that the amount of deferred consideration should be reduced proportionately.

On the 15 January 2021 an amount of £2,720.98 was received in full and final settlement of the deferred consideration due from Northwood.

Book Debts

Upon our appointment the Company's book debt ledger totalled £128,929. The Joint Liquidators instructed Commercial Asset Management ("CAM"), an independent book debt collection specialist to collect the ledger with their fees' agreed at 20% of realisations. Following their review of the ledger it was determined that circa. £41,280 had been collected and paid to the Company prior to our appointment. Therefore, the revised book debt ledger was £87,649.

Within the ledger there were various disputed debts and contras and following various negotiations with customers a final amount of £46,261.60 was collected, and commission of £9,252.32 paid to CAM.

Rent Deposit

Within the period of this report an amount of £854.38 has been received from Warrington Borough Council in respect of a refund of a rent deposit for the former leased premises occupied by the Company at 441 Warrington Road, Culcheth.

There will be no further recoveries.

Following our appointment, the Joint Liquidators instructed JPS Chartered Surveyors (“JPS”), an independent RICS registered firm of agents to undertake a review of a number of property leases held by the Company to determine whether there was any equity. JPS subsequently advised that there was no equity and the Joint Liquidators therefore disclaimed these leases.

Sundry Receipts

A sundry receipt of £15.75 has been received within the period of this report.

Investigations

In accordance with our statutory obligations, we have filed the appropriate documentation with the Department for Business, Energy and Industrial Strategy (“DBIS”) in relation to the conduct of the directors.

As this report is confidential, we are unable to disclose its contents.

Case specific matters

Time costs of £1,359 have been incurred in the period in dealing with the directors in re-commencing the deemed consent procedure following an initial disagreement with the directors.

The time costs incurred to date in dealing with these matters is set out in the attached analysis of time costs.

Statutory and case management matters

The following work does not usually result in a financial return to creditors but is required by legislation, best practice and to ensure that the case is managed efficiently and effectively. Key work done in the period included.

Statutory requirements

- statutory filing, advertising and appointment notifications to prescribed parties
- summoning and holding a qualifying decision procedure and associated formalities including advertising, recording and reporting outcome to prescribed parties
- creditors and reports.

- taxation matters, post appointment VAT, pre-appointment VAT & Tax returns, corporation and other post appointment tax returns and payments
- general taxation matters.

Case management matters

- client take on evaluation, engagement, guidance, advice
- periodic case reviews, ongoing case planning and statutory, liaising with joint office holders
- maintaining and updating computerised case management records
- liaising with former accountants and solicitors
- dealing with routine correspondence not attributable to other categories of work
- maintenance of cashiering records, bank accounts, receipts and payments, billing
- initial and ongoing consideration of ethical, conflict & anti money laundering checks
- arranging re-direction of mail, dealing with re-directed mail
- general administrative matters

The time costs incurred to date in dealing with these matters is set out in the attached analysis of time costs.

Receipts and payments

A summary of receipts and payments is attached. Receipts and payments are shown net of VAT, with any amount due to or from HM Revenue and Customs shown separately.

OUTSTANDING MATTERS

Assets remaining to be realised

The Joint Liquidators continue to collect the outstanding deferred consideration from Troutbeck which totals £96,584. The receipt of the deferred consideration will enable the Joint Liquidators to pay a dividend to the unsecured creditors of the Company. However, at this stage the Joint Liquidators are unable to advise the quantum and timing of a dividend. Details of the work still required and the anticipated costs are set out in the 'Conduct of the Liquidation' section above, and below.

Other outstanding matters

Work is ongoing in relation to agreement of creditors' claims to allow for a dividend as set out in the Creditors' Claims and Dividend Prospects section below.

CREDITORS' CLAIMS AND DIVIDEND PROSPECTS

Dividend prospects

	Owed (£'000)	Paid to date (£'000)	Estimated future prospects (£'000)
Secured creditor (1)	n/a	n/a	n/a
Preferential creditors	Nil	Nil	Nil
Unsecured creditors	c1,107	Nil	not known
Estimated Net Property	n/a	n/a	n/a
Estimated 'Prescribed Part' available for creditors	n/a	n/a	n/a

Prescribed part

The 'prescribed part' is a statutory amount set aside for unsecured creditors from funds ('net property') available to a Qualifying Floating Charge Holder ('QFCH'). The amount of net property is calculated on a sliding scale up to maximum £800,000 depending on when the floating charge was created and whether or not it is a first ranking floating charge.

However, there are no QFCHs and the Prescribed Part does not, therefore, apply.

Agreement of claims

Creditors' claims are usually only agreed if there is a likelihood of a dividend being made to that particular class of creditor.

As set out above, it is anticipated that a dividend will be paid to unsecured creditors. The anticipated dividend is subject to future realisations.

If you have not already submitted a Proof of Debt, a copy of the form can be obtained at the <https://rsmuk.ips-docs.com> or by request to this office.

Dividend payments

The timing of any future dividend to unsecured creditors is dependent on future realisations. Further information regarding any potential dividend payment will be made in due course.

Creditor communication

The following work was done in the period to comply with legislation, best practice and to ensure creditors were kept informed.

- agreement and/or rejection of unsecured claims,
- preparation of general (non-statutory) reports to creditors
- dealing with communication with creditors
- maintenance of schedules of creditors' claims
- agreeing employee claims, submitting documentation to, and liaising with, the Redundancy Payments' Service
- dealing with HMRC

Creditors only derive an indirect financial return from this work on cases where a dividend has been, or will be, paid.

The time incurred in dealing with these matters during the period is set out in the attached post appointment analysis of time costs.

JOINT LIQUIDATORS' FEES, COSTS AND EXPENSES

Guide to Joint Liquidators' fees and expenses

You can obtain a Guide to Joint Liquidators' Fees, from <https://rsmuk.ips-docs.com> under 'general information for creditors'. This guide provides information for creditors in relation to the fees and expenses of a Joint Liquidator. You can request a hard copy from this office by telephone, email or in writing. All fees, costs and expenses are subject to VAT.

Relevant approving body

The unsecured creditors are the Relevant Approving Body responsible for approving any increase or revision to the Joint Liquidators' fees. However, if a liquidation committee is established at any stage, this will become its responsibility and it will be the Relevant Approving Body.

Pre Appointment Fees, Costs and Expenses

The Joint Liquidators' costs and expenses for assisting the Directors with the preparation of the Statement of Affairs and in seeking the creditors' nomination of Liquidator are set out below. The payment of these costs from the liquidation assets has been authorised by the Relevant Approving Body. Amounts paid to date are shown in the attached receipts and payments account.

Nature of Fee	Amount £
Statement of Affairs' Fee	7,500
Administering the deemed consent procedure	7,500
Recommencing the deemed consent procedure and assistance in convening the statutory meeting of Members	3,000
Summoning, advertising and holding the creditors meeting	2,000
Total	20,000

Post-appointment fees, costs and expenses

Basis of fees

Insolvency legislation allows a Liquidator to charge fees on one of, or a combination of, the following bases:

- as a percentage of the value of the property the Liquidator has to deal with (percentage basis);
- to the time spent by the Liquidator or their staff on the administration of the case (time cost basis);
- as a set amount (fixed fee basis); or
- a combination of the above (mixed fee basis).

The Joint Liquidators remuneration was approved on 8 May 2020 by the general body of creditors on the following basis:

On the basis of time costs limited to the sum of £62,992 (plus VAT) in accordance with the fee estimate dated 17 April 2020.

The general body of creditors approved the drawing of category 2 disbursements on 8 May 2020.

The total sum that the Joint Liquidators could therefore draw without further approval was £62,992 plus VAT.

Fee estimate increase

Reasons for increase in fee estimate

The Joint Liquidators' time charged to date has exceeded the fee estimate dated 15 April 2020 whilst work remains to be done as set out earlier in this report. The fee estimate was exceeded because the following matters had not been identified and proved to be more complex and time consuming to deal with than originally anticipated:

- Due to the onset of the Coronavirus pandemic the deferred consideration due from Troutbeck has not been fully received within the original timeframe. Costs have been incurred in negotiating and dealing with Troutbeck in relation to a revised payment plan.

- This has resulted in the liquidation having to stay open for a further 18 months in order to recover the full deferred consideration due. This will also result in additional time costs to be incurred by the liquidator and their staff in issuing further statutory reports to creditors and the continuing costs in monitoring the receipt of the deferred consideration.
- Time costs in dealing with Northwood have been greater than expected. It was initially deemed that the full amount of £63,960 would be received from Northwood. However, the Liquidators were advised that only £2,720 would be forthcoming due to a number of properties now not being managed by Northwood. The Liquidators before accepting the reduced amount of £2,720 undertook an independent audit of the properties held by Northwood to determine that their calculations were correct.

This also resulted in additional case administration costs also being incurred, due to additional cashiering work, case reviews, etc.

A further fee estimate is therefore attached and the Joint Liquidators are currently seeking an increase to their fees of £32,851. Please note that the further fee estimate reflects the work that is anticipated will be done during the life of the appointment.

If fees are approved as set out above, the total sum that the Joint Liquidators can draw, without further approval, will be £95,843 plus VAT.

Remuneration charged and paid

Legislation requires that 'remuneration charged' is reported. Remuneration is charged when the work to which it relates is done. It does not mean the Joint Liquidators' fees have been paid. Any amounts paid to date are shown in the attached receipts and payments account.

An analysis of time incurred in the period is attached. Time costs incurred since appointment total £70,067. Please note that where fees are based on time costs, remuneration charged will be limited to the amount approved.

Fee scope and assumptions

The Joint Liquidators' basis and further estimate of fees is based on the attached scope and assumptions and reflects the work we anticipate will be required. Should these prove to be inaccurate, additional costs may be incurred. Should such circumstances arise, the Joint Liquidators may need to request a further increase.

Further fee approval

The amount of fee that can be drawn is limited to the revised amount approved by the Relevant Approving Body, whether calculated on the basis of time in accordance with a fee estimate, or

for a fixed amount or a percentage rate, cannot be further increased or the percentage rate changed, without their approval.

The Joint Liquidators do not anticipate that it will be necessary to seek any further approval for additional fees

Work sub-contracted by office holders

The Joint Liquidators sub-contracted the following work:

- Collection of book debts to Commercial Asset Management, an independent book debt collection agency.

Amounts paid to date are shown in the attached receipts and payments account.

Expenses and professional costs

The total costs and expenses estimated to be incurred by the Joint Liquidators are set out below together with details of those incurred in the period. Amounts incurred in the period may include estimates where actual invoices have not been received. Amounts paid to date are shown in the attached receipts and payments account. The quantum of costs and expenses is in line with the estimates previously provided to creditors.

Category 1 expenses

These comprise external supplies of incidental services specifically identifiable to the insolvency estate. They do not require approval of the Relevant Approving Body prior to being paid.

Type of expense	Total estimated (£)	Incurred in period (£)
Bond	85	85
Statutory advertising	200	284
Website fee	8	0
Books & records collection & storage	500	0
Total	793	369

Category 2 expenses

These are costs which are not capable of precise identification or calculation, or that may include an element of shared or allocated costs. Payments to outside parties that the Office Holder, firm, or any associate has an interest, are also treated as 'Category 2' expenses. These expenses require the specific approval of the Relevant Approving Body before being paid from the insolvency estate.

The Relevant Approving Body have previously approved the payment of the 'Category 2' expenses, at the rates prevailing at the date they were incurred. Details of the current rates are set out below.

Type of expense	Total estimated (£)	Incurred in period (£)
Mileage (42.5p per mile)	0	5
Tracker reports (£10 per report)	0	0
Subsistence (£25 per night)	0	0
Total	0	5

Other professional costs

The office holders retained the following advisers based on their experience and expertise. These costs are not subject to approval by the Relevant Approving Body. However, they are subject to review and approval by the Joint Liquidators.

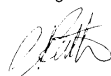
Party	Nature of advice	Total estimated (£)	Incurred in period (£)
Commercial Asset Management	Debt collection	12,500	9,252
JPS Chartered Surveyors	Asset valuation	2,000	600
Clumber Consultancy	Pensions advice	350	350
Total		14,850	10,202

Creditors' right to information and ability to challenge remuneration and expenses

In accordance with the relevant legislation creditors have a right to request further information about remuneration or expenses and to challenge such remuneration or expenses.

If you wish to make a request for further information, then it must be made within 21 days of receipt of this report in writing by either by (i) any secured creditor or (ii) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors.

Any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or the permission of the court, may apply to court on the grounds that the remuneration charged, the basis fixed or expenses incurred by the liquidator are in all the circumstances excessive. Any such challenge must be made no later than eight weeks after receipt of the report which first discloses the charging of remuneration or incurring of the expenses in question.



Christopher Ratten
RSM Restructuring Advisory LLP
Joint Liquidator

Christopher Ratten is licensed to act as an Insolvency Practitioner in the UK by the Institute of Chartered Accountants in England and Wales

Lindsey Cooper is licensed to act as an Insolvency Practitioner in the UK by the Institute of Chartered Accountants in England and Wales

Insolvency Practitioners are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment

APPENDICES



A. STATUTORY INFORMATION

Company information		Liquidation information		
Company name:	Miller Metcalfe Estate Agents Ltd	Joint Liquidators:	Christopher Ratten and Lindsey J Cooper	
Company number:	11432879			
Date of incorporation:	26/06/2018	Date of appointment:	27/03/2020	
Trading name:	Miller Metcalf Estate Agents	Joint Liquidators:	Primary office holder Christopher Ratten RSM Restructuring Advisory LLP 9th Floor, 3 Hardman Street, Manchester, M3 3HF 0161 830 4000 IP Number: 9338	Joint office holder: Lindsey Cooper RSM Restructuring Advisory LLP 9th Floor, 3 Hardman Street, Manchester, M3 3HF 0161 830 4000 IP Number: 8931
Trading address:	620 Manchester Road, Westhoughton, Bolton, BL5 3JD			
Principal activity:	Real Estate Agents			
Registered office:	RSM Restructuring Advisory LLP 9th Floor 3 Hardman Street Manchester M3 3HF Previous: 620 Manchester Road, Westhoughton, Bolton, BL5 3JD			
Previous company names:	None			

B. RECEIPTS AND PAYMENTS SUMMARY

Miller Metcalfe Estate Agents Ltd - In Liquidation

Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 27/03/2020 To 26/03/2021 £	From 27/03/2020 To 26/03/2021 £
	ASSET REALISATIONS		
	Bank Interest Gross	13.52	13.52
64,464.00	Book Debts	46,261.60	46,261.60
360.00	Cash at Bank	4,560.40	4,560.40
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	Sundry receipts	15.75	15.75
		<u>76,846.30</u>	<u>76,846.30</u>
	COST OF REALISATIONS		
	Agents/Valuers Fees	(600.00)	(600.00)
	Debt Collection Fees	(9,252.32)	(9,252.32)
	Insurance of Assets	(371.03)	(371.03)
	IT Costs	(261.00)	(261.00)
	Mileage	(5.10)	(5.10)
	Office Holders Fees	(5,000.00)	(5,000.00)
	Pension Agent	(350.00)	(350.00)
	Pre-appointment Fees	(20,000.00)	(20,000.00)
	Stationery, Postage, Office costs	(321.48)	(321.48)
	Statutory Advertising	(283.50)	(283.50)
	Statutory Bond	(85.00)	(85.00)
		<u>(36,529.43)</u>	<u>(36,529.43)</u>
	UNSECURED CREDITORS		
(171,000.00)	Associated Creditors	NIL	NIL
(4,386.00)	Director's Loan Account	NIL	NIL
(439,939.11)	HMRC	NIL	NIL
(338,001.00)	Intercompany Loans	NIL	NIL
(154,285.68)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(891,904.79)		<u>40,316.87</u>	<u>40,316.87</u>
	REPRESENTED BY		
	Bank 1 Current		39,177.85
	Vat Control Account		(4,242.20)
	Vat Receivable		5,381.22
			<u>40,316.87</u>

Joint Liquidators' post appointment time cost analysis for the period from 27 March 2020 to 26 March 2021

Please note that we have re-designed our SIP9 analysis table to provide a more detailed breakdown of the work carried out. This change does not alter the value of time costs recorded, purely the row within the table to which that time, and cost, has been allocated.

Miller Metcalfe Estate Agents Ltd
1121343-700 .2020 Corporate Insolvency
For the period 27/03/2020 to 26/03/2021

[illegible]

General	0.0	0.0	0.2	1.0	6.2	0.0	7.4	£ 1,344.00	181.62
Meetings/corres/tel with PPF/Pensions	0.0	0.0	0.0	0.0	6.0	0.0	6.0	£ 846.00	141.00
Regulator/Trustees									163.43
Clearance / closure / other matters	0.0	0.0	0.0	0.0	1.3	0.0	1.3	£ 169.00	130.00
CT/IT/CGT post-appointment returns	0.0	0.0	0.5	0.4	0.4	0.0	1.3	£ 343.50	264.23
Post-appointment VAT	0.1	0.1	0.3	0.2	3.6	0.0	4.3	£ 864.50	201.05
Pre-appointment VAT & Tax returns	0.0	0.0	0.0	0.6	0.0	0.0	0.6	£ 144.00	240.00
									202.80
Total	0.9	0.1	3.8	2.7	45.6	0.0	53.1	£ 10,182.00	191.75
Realisation of Assets									
Meetings/corres/tel with	0.0	0.0	0.5	0.0	0.0	0.0	0.5	£ 167.50	335.00
directors/debtor									
Other (e.g. rates, insurance pre-	0.4	0.0	2.2	18.4	6.2	0.0	27.2	£ 6,741.00	247.83
payments etc)									249.40
Antecedent transactions (other) (inc	0.0	0.0	0.0	3.7	0.0	0.0	3.7	£ 888.00	240.00
Risk Board clearance)									240.00
Agent liaison	0.0	0.0	1.2	0.0	0.0	0.0	1.2	£ 402.00	335.00
Meetings/corres/tel with purchaser	0.0	0.0	0.5	0.0	0.0	0.0	0.5	£ 167.50	335.00
Other major chattels issues	0.0	0.0	0.3	0.0	0.0	0.0	0.3	£ 100.50	335.00
									335.00
Accounting / Reconciliation	0.0	0.0	1.0	0.0	0.0	0.0	1.0	£ 335.00	335.00
Agent liaison	0.0	0.0	0.0	1.3	1.6	0.0	2.9	£ 696.00	240.00
Debt collection	0.4	0.0	3.9	0.0	0.7	0.0	5.0	£ 1,684.50	336.90

Director's loan account (correspondence, negotiation with directors etc)	0.0	0.0	0.0	1.7	0.0	0.0	1.7	£ 408.00	240.00
directors/debtor	0.2	0.0	0.0	0.0	0.8	0.0	1.0	£ 242.00	242.00
Other major book debt issues	0.5	0.0	3.4	2.3	4.9	0.0	11.1	£ 3,129.50	281.94
									286.12
Agent liaison	0.0	0.0	0.4	0.0	0.2	0.0	0.6	£ 182.00	303.33
Disclaimer	0.0	0.0	4.2	0.2	0.5	0.0	4.9	£ 1,520.00	310.20
Insurance	0.0	0.0	0.0	0.5	1.4	0.0	1.9	£ 456.00	240.00
Legal matters / Risk Board clearance	0.0	0.0	0.5	0.0	0.0	0.0	0.5	£ 167.50	335.00
Meetings/corres/tel with Landlord	0.0	0.0	1.6	0.0	1.0	0.0	2.6	£ 776.00	298.46
Meetings/corres/tel with Utility	0.0	0.0	0.0	0.2	1.0	0.0	1.2	£ 178.00	148.33
suppliers	0.0	0.0	0.0	0.0	1.2	0.0	1.2	£ 288.00	240.00
Other major land & property issues									276.55
Agent liaison	0.0	0.0	0.5	0.0	0.0	0.0	0.5	£ 167.50	335.00
Meetings/corres/tel with purchaser	0.5	0.0	0.0	0.0	0.0	0.0	0.5	£ 262.50	525.00
Other major sale of business issues	0.0	0.0	0.0	0.3	0.0	0.0	0.3	£ 72.00	240.00
									386.15
Total	2.0	0.0	20.2	28.6	19.5	0.0	70.3	£ 19,031.00	270.71
Investigations									
Correspondence / reporting / meetings	0.0	0.0	0.0	3.1	0.0	0.0	3.1	£ 744.00	240.00
									240.00
Antecedent transactions - other	0.0	0.0	0.8	0.0	17.0	0.0	17.8	£ 2,478.00	139.21
CDDA report/return/checklist	2.3	0.0	2.1	0.9	8.9	0.0	14.2	£ 3,284.00	231.27
Collect / schedule / general review of books & records & other papers	0.0	0.0	3.8	3.4	15.8	0.0	23.0	£ 4,251.00	184.83
Other general matters	0.0	0.0	10.1	17.2	1.1	0.0	28.4	£ 7,719.50	271.81

									212.62
Total	2.3	0.0	16.8	24.6	42.8	0.0	86.5	£ 18,476.50	213.60
Case Specific Matters									
Correspondence/tel	0.0	0.0	3.1	0.6	1.0	0.0	4.7	£ 1,312.50	279.26
									279.26
Meetings/corres/tel	0.0	0.1	0.0	0.0	0.0	0.0	0.1	£ 46.50	465.00
									465.00
Total	0.0	0.1	3.1	0.6	1.0	0.0	4.8	£ 1,359.00	283.13
Creditors									
Agreement of claims (RPS etc)	0.0	0.0	0.0	0.0	0.2	0.0	0.2	£ 48.00	240.00
Discussions / correspondence	0.0	0.0	0.7	0.0	0.0	0.0	0.7	£ 169.50	242.14
ERA (claim submission / HR1 / RP14	0.0	0.0	0.2	0.0	0.0	0.0	0.2	£ 41.00	205.00
etc.,)									
Other major issues	0.0	0.0	0.0	0.7	0.0	0.0	0.7	£ 168.00	240.00
Tribunal / Protective Award -	0.0	0.0	0.0	1.3	0.0	0.0	1.3	£ 312.00	240.00
Correspondence / Discussions / Meetings									238.23
Meetings/corres/tel	0.0	0.0	0.2	0.0	0.0	0.0	0.2	£ 67.00	335.00
									335.00
Meetings/corres/tel	0.0	0.0	0.3	0.0	0.0	0.0	0.3	£ 100.50	335.00
									335.00
Agreement / Rejection of claims	0.0	0.0	0.0	0.8	0.3	0.0	1.1	£ 231.00	210.00
Correspondence/tel	0.2	0.0	2.5	6.9	7.1	0.0	16.7	£ 3,664.50	219.43
Dividend payment	0.0	0.0	0.0	0.0	0.0	0.1	0.1	£ 19.00	190.00

										218.69
Total	0.2	0.0	3.9	9.7	7.6	0.1	21.5	£ 4,820.50	224.21	
Administration and Planning										
Billing	0.1	0.2	0.0	0.6	2.9	0.0	3.8	£ 682.50	179.61	
Case review / KPI reports	1.4	0.0	1.8	6.1	4.9	0.0	14.2	£ 3,648.00	256.90	
Communication with Joint office holder	0.0	0.0	0.4	0.0	0.0	0.0	0.4	£ 134.00	335.00	
Diary updates / checklists	0.3	0.1	1.6	0.4	2.8	0.0	5.2	£ 1,309.00	251.73	
Filing	0.0	0.0	2.2	0.8	0.9	0.0	3.9	£ 1,071.00	274.62	
Ongoing case planning/strategy	0.0	0.0	3.0	8.0	1.9	0.0	12.9	£ 3,381.00	262.09	
Redirected mail	0.0	0.0	0.0	0.0	0.0	0.4	0.4	£ 76.00	190.00	
										252.49
Bank Reconciliations	0.0	0.0	0.6	0.0	1.3	0.6	2.5	£ 536.00	214.40	
Cashiering / TPS transaction posting	0.3	0.0	0.0	2.4	7.9	4.5	15.1	£ 2,980.50	197.38	
Journals	0.0	0.0	0.0	0.0	0.2	0.0	0.2	£ 34.00	170.00	
Receipts and Payments	0.0	0.3	1.0	0.0	5.5	3.8	10.6	£ 1,986.00	187.36	
										194.95
Meetings/corres/tel - directors / company officers / debtors / bankrupts	0.0	0.0	0.0	0.7	0.8	0.0	1.5	£ 360.00	240.00	
										240.00
Total	2.1	0.6	10.6	19.0	29.1	9.3	70.7	£ 16,198.00	229.11	
Total Hours (From Jan 2003)	7.5	0.8	58.4	85.2	145.6	9.4	306.9	£ 70,067.00	228.31	
Total Time Cost (From Jan 2003)	£ 3,937.50	£ 344.50	£ 19,461.00	£ 20,448.00	£ 24,090.00	£ 1,786.00	£ 70,067.00			
Total Hours	7.5	0.8	58.4	85.2	145.6	9.4	306.9	£ 70,067.00	228.31	
Total Time Cost	£ 3,937.50	£ 344.50	£ 19,461.00	£ 20,448.00	£ 24,090.00	£ 1,786.00	£ 70,067.00			

Average
Rates

525.00 430.63 333.24 240.00 165.45 190.00 228.31

D. FURTHER FEE ESTIMATE, SCOPE AND ASSUMPTIONS

Miller Metcalfe Estate Agents
Joint Liquidators' fee estimate as at 30 April 2021

	Staff Grade									
	Partners	Directors / Associate Directors	Managers	Assistant Managers	Administrators	Assistants / Support Staff	Other	Total Hours	Total Cost (£)	Average Hourly Rate (£)
Charge out rate at 30 April 2021	£525	£0	£335	£0	£190	£170	£0			
	Budgeted hours							Total Hours	Total Cost (£)	Average Hourly Rate (£)
STATUTORY REQUIREMENTS										
Preparing progress & final reports (inc. R&Ps)	1.5	-	7.0	-	5.0	-	-	13.5	-	-
Qualifying decisions / meeting documentation / advert / agenda / minutes / report	0.5	-	1.0	-	2.0	-	-	3.5	-	-
SIP 16 statement	-	-	-	-	-	-	-	-	-	-
Creditors/shareholders decisions, meetings & reports	2.0	-	8.0	-	7.0	-	-	17.0	-	-
Pre-appointment and background	-	-	-	-	-	-	-	-	-	-
Clearance / closure / other matters	0.5	-	1.0	-	1.0	-	-	2.5	-	-
CT/IT/CGT post-appointment returns	0.5	-	1.0	-	2.0	-	-	3.5	-	-
Post-appointment VAT	-	-	0.5	-	2.0	-	-	2.5	-	-
Pre-appointment VAT & Tax returns	-	-	-	-	-	-	-	-	-	-
Taxation	1.0	-	2.5	-	5.0	-	-	8.5	-	-
Statutory Requirements Total	3.0	-	10.5	-	12.0	-	-	25.5	-	-
REALISATION OF ASSETS										
- FLOATING CHARGE ASSETS										
Retention of Title / Third party assets	-	-	-	-	-	-	-	-	-	-
Meetings/corres/tel with purchasers	3.5	-	12.4	-	7.8	-	-	23.7	-	-
Sales pack	-	-	-	-	-	-	-	-	-	-
Sale of Business	3.5	-	12.4	-	7.8	-	-	23.7	-	-
Stock & WIP	-	-	-	-	-	-	-	-	-	-
Realisation of Assets Total	3.5	-	12.4	-	7.8	-	-	23.7	-	-



CREDITORS										
Agreement / Rejection of claims	1.5	-	1.5	-	26.0	-	-	29.0	-	-
Correspondence/tel	-	-	1.5	-	9.0	-	-	10.5	-	-
Dividend (notices, advertisement and payment)	1.5	-	1.0	-	4.0	-	-	6.5	-	-
Unsecured creditors	3.0	-	4.0	-	39.0	-	-	46.0	-	-
Creditors Total	3.0	-	4.0	-	39.0	-	-	46.0	-	-
ADMINISTRATION AND PLANNING										
Appointment & SoA	-	-	-	-	-	-	-	-	-	-
Billing	-	-	-	-	-	-	-	-	-	-
Case review / KPI reports	0.5	-	3.5	-	3.0	-	-	7.0	-	-
Communication with Joint office holder	-	-	-	-	-	-	-	-	-	-
Diary updates / checklists	0.5	-	1.5	-	3.0	-	-	5.0	-	-
Filing	-	-	-	-	1.0	-	-	1.0	-	-
Ongoing case planning/strategy	0.5	-	2.0	-	-	-	-	2.5	-	-
Post closure administration	-	-	1.5	-	2.0	-	-	3.5	-	-
Post closure review/skeleton file	-	-	1.0	-	2.0	-	-	3.0	-	-
Case Management	1.5	-	9.5	-	11.0	-	-	22.0	-	-
Bank Reconciliations	-	-	1.0	-	1.5	2.0	-	4.5	-	-
Cashiering / TPS transaction posting	-	-	-	-	1.5	6.0	-	7.5	-	-
Receipts & payments	-	-	1.0	-	2.0	4.0	-	7.0	-	-
Cashiering	-	-	2.0	-	5.0	12.0	-	19.0	-	-
Pre-appointment & background	-	-	-	-	-	-	-	-	-	-
Administration & Planning Total	1.5	-	11.5	-	16.0	12.0	-	41.0	-	-
Total Hours	11.0	-	38.4	-	74.8	12.0	-	136.2		
Total time costs	£5,775	£0	£12,864	£0	£14,212	£0	£0	£32,851		
Average hourly rate	£525	£0	£335	£0	£190	£0	£0	£241		



Activity	Scope and assumptions for work proposed to be done
Statutory Requirements	<p>Work that must be carried out in order to comply with statutory requirements imposed by the insolvency legislation.</p> <p>This includes the preparation and issue of progress reports to creditors, including receipts and payments account, advertising and the issue of final report to creditors.</p>
Administration and planning	<p>Work that must be carried out in order to comply with statutory requirements imposed by the insolvency legislation.</p> <p>This includes filing and advertising of appointment documents, handling of receipts and payments, submission of VAT and income tax issues, pension queries, undertaking file reviews, case planning and strategy, dealing with redirected mail, convening any non-statutory meetings, liaising with the Company's directors, case closure formalities.</p> <p>See fee estimate attached</p>
Realisation of assets	<p>All aspects of the realisation of assets including the monitoring of deferred consideration from Troutbeck with no contentious matters. Other matters include dealing with landlords and leased premises.</p> <p>See fee estimate attached</p>
Creditors	<p>Includes dealing with creditor queries, agreement of claims, distributions to creditors, and preparation of statutory formal reports to creditors.</p> <p>See fee estimate attached</p>

E. NOTICE SEEKING DECISION

Rules Rule 15.7, 3.39, Miller Metcalfe Estate Agents Ltd - In Liquidation
18.24, of the
Insolvency (England and Wales) Rules
2016

Company No: 11432879

Registered office: c/o RSM Restructuring Advisory LLP, 3 Hardman Street, Manchester, M3 3HF

Christopher Ratten and Lindsey Cooper appointed as Joint Liquidators to the above on 27/03/2020

Date notice delivered to the creditors: 30 April 2021

Decision date: 21 May 2021

Notice seeking decision by a Qualifying Decision Procedure pursuant to Section 246ZE of the Insolvency Act 1986

The Joint Liquidators are seeking a decision of the creditors by correspondence. The decisions on the following matters will be made at 23.59 hours on the decision date unless the threshold for requesting a physical meeting is met or exceeded within the requisite time scale.

Decisions being sought:

1. That a liquidation committee will not be established
2. That the fees which the Joint Liquidators can draw shall be increased in line with their revised fee estimate, as set out in the report dated 30 April 2021

Voting

A VOTING FORM is attached, detailing the matters which require your decision, which should be completed and returned to RSM Restructuring Advisory LLP, 9th Floor, 3 Hardman Street, Manchester, M3 3HF on or before the decision date.

Further, you must also have submitted a proof of debt form to the same address on or before the decision date, and that proof of debt must have been admitted for the purposes of entitlement to vote.

Secured creditors

SECURED CREDITORS must give particulars of their security and its value if they wish to vote. The value for voting purposes (unless they surrender their security) is the value of the unsecured part.

Opted out creditors

CREDITORS who have OPTED OUT from receiving notices may nevertheless vote if the creditor provides a proof of debt form and voting form in accordance with the above provisions.

'Small debts'

CREDITORS whose debts are treated as a SMALL DEBT in accordance with Rule 14.31(1) of the Insolvency (England and Wales) Rules 2016 must still deliver a proof of debt if they wish to vote. Rule 14.31(1) states that Office Holders may treat a debt, which is a small debt according to the accounting records or the statement of affairs of the company, as if it were proved for the purposes of paying a dividend. Small debts are defined in Rule 14.1(3) as a debt (being the total amount owed to a creditor) which does not exceed £1,000.

Request for physical meeting

Creditors may request that a physical meeting of creditors be held to consider the proposed decision. Any such request must be made, in writing, to the address below, on or before 11 May 2021. Any such request must be accompanied by a completed proof of debt form.

A physical meeting will be held if requested by either 10% in value, or 10% in number or 10 of the company's creditors (collectively 'the requisition threshold').

Requisition Threshold

If the requisition threshold for requesting a physical meeting is met or exceeded the Qualifying decision procedure will be terminated and a physical meeting of creditors will be held.

Appeals

A creditor who disagrees with the manner in which they are treated in relation to the above decision procedure may appeal to the Court within 21 days of the decision date.

Manager contact details:

Ian Ainsworth

RSM Restructuring Advisory LLP, 9th Floor, 3 Hardman Street, Manchester, M3 3HF

Tel: 0161 830 4000

Email: restructuring.manchester@rsmuk.com

Name, address and contact details of Joint Liquidators

Primary office holder:

Christopher Ratten

RSM Restructuring Advisory LLP

9th Floor, 3 Hardman Street, Manchester, M3 3HF

Tel: 0161 830 4000

Email: restructuring.manchester@rsmuk.com

IP Number: 9338

Date of appointment: 27 March 2020

Joint office holder:

Lindsey J Cooper

RSM Restructuring Advisory LLP

9th Floor, 3 Hardman Street, Manchester, M3 3HF

Tel: 0161 830 4000

Email: restructuring.manchester@rsmuk.com

IP Number: 8931

Date of appointment: 27 March 2020

Signed



Dated 30 April 2021

Joint Liquidator

NOTE: Please complete the enclosed proof of debt and return it together with a detailed statement of your account and any other relevant documentation to Ian Ainsworth, at the address above.

Rule 14.4. of the Insolvency (England and Wales) Rules 2016**PROOF OF DEBT****Miller Metcalfe Estate Agents Ltd In Liquidation****Company No: 11432879****Christopher Ratten and Lindsey J Cooper appointed as Joint Liquidators to the above company on 27 March 2020**

Relevant date for creditors' claims: 27 March 2020

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 as at the relevant date. Less any payments made after that date in relation to the claim, any deduction in respect of discounts and any adjustment by way of mutual dealings and set off in accordance with relevant legislation	£
4	Details of any documents by reference to which the debt can be substantiated. There is no need to attach them now, but you should retain them safely as the Joint Liquidators may ask you at a future date to produce any document or other evidence which is considered necessary to substantiate the whole or any part of the claim, as may the chairman or convenor of any qualifying decision procedure.	
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.	£ Date
8	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates.	
	Signature of creditor or person authorised to act on his behalf	
	Name in BLOCK LETTERS	
	Date	
	Position with or in relation to creditor	
	Address of person signing (if different from 2 above)	

F. VOTING PAPER

Miller Metcalfe Estate Agents Ltd - In Liquidation

Company No: 11432879

Decision date: 21 May 2021

Voting Paper

If you wish your vote to be counted please ensure you return this form, duly completed together with a proof of debt (if one has not already been submitted) and a detailed statement of your claim on or before the decision date stated above.

Voting instructions for decisions

For Against

(select by applicable
checking box)

1. That a liquidation committee will not be established

☐☐

2. That the fees which the Joint Liquidators can draw shall be increased in line with their revised fee estimate, as set out in the report dated 30 April 2021

☐☐

I confirm that I am / I am not a connected party or associate of the as defined by Sections 249 and 435 of the Insolvency Act 1986.

Name of creditor

Address of creditor

Signed: _____ Date: _____

Name in BLOCK LETTERS

Position of signatory in relation
to creditor, if not the creditor

G. INVITATION TO FORM CREDITOR'S COMMITTEE

Rule 6.19 of the Insolvency (England and Wales) Rules 2016

Miller Metcalfe Estate Agents Ltd - In Liquidation
Company No: 11432879

Christopher Ratten and Lindsey Cooper appointed as Joint Liquidators to the above company on 27 March 2020

Notice delivered to the creditors on: 30 April 2021

Notice to creditors and contributories inviting establishment of committee

Notice is hereby given that creditors are invited to decide whether a Liquidation committee ('committee') should be established, provided that there are no fewer than three and no more than five creditors wishing to be represented on the committee. Nominations are invited for membership of any committee so established, such nominations to be received at 9th Floor, 3 Hardman Street, Manchester, M3 3HF no later than 11 May 2021. Nominations will only be accepted from creditors who have submitted a proof of debt which is not fully secured and has neither been disallowed for voting purposes nor wholly rejected for dividend purposes.

Please note that, in order for a creditors' committee to be formed, there must be at least three creditors wishing to be represented on the committee. There can be no more than five committee members.

Guidance on acting as a committee member can be found at the R3 website, www.R3.org.uk. A hard copy can be requested by telephone, email or in writing to this office.

You may also wish to note that R3 have also produced guidance on the different insolvency processes, which can again be located at their website.

Enclosed with this notice are a proof of debt form and a consent to act, both of which should be completed and returned to the above address by the date given above in order for your nomination to the committee to be considered further. If you have already submitted a proof of debt form you do not need to do so again.

Name, address & contact details of Joint Liquidators

Primary Office Holder
Christopher Ratten
RSM Restructuring Advisory LLP
9th Floor, 3 Hardman Street, Manchester, M3 3HF
Tel: 0161 830 4000
Email: restructuring.manchester@rsmuk.com
IP Number: 9338

Joint Office Holder:
Lindsey J Cooper
RSM Restructuring Advisory LLP
9th Floor, 3 Hardman Street, Manchester, M3 3HF
Tel: 0161 830 4000
Email:
IP Number: 8931

Dated: 30 April 2021



Christopher Ratten
RSM Restructuring Advisory LLP
Joint Liquidator

NOTE: Please complete the enclosed proof of debt form and consent to act form and return them, to Ian Ainsworth, RSM Restructuring Advisory LLP 9th Floor, 3 Hardman Street, Manchester, M3 3HF.

H. COMMITTEE CONSENT TO ACT

Rule 17.5 of the Insolvency (England and Wales) Rules 2016

Miller Metcalfe Estate Agents Ltd - In Liquidation

Company No: 11432879

Christopher Ratten and Lindsey Cooper appointed as Joint Liquidators to the above company on 27 March 2020

Liquidation committee consent to act

If you personally are a creditor, please complete only Part A of this form

If you represent a creditor (eg your employer), please complete only Part B

Part A

I hereby consent to act as a member of the Liquidation committee in respect of the Creditors' Voluntary Liquidation of the above-named company. I also confirm my eligibility* to act.

Your name:

Your address:

Telephone:

E-mail:

Please sign here:

Dated:

Part B

I am duly authorised by proxy to act as a representative of the below named company as its representative on the Liquidation committee in respect of the Creditors' Voluntary Liquidation of the above-named company, and hereby consent to do so. I also confirm my eligibility* to act.

Representative's name:

Creditor represented:

Representative's position in
relation to the creditor:

Representative's address:

Telephone:

E-mail:

Please sign here:

Dated:

* Eligibility for membership of the Liquidation committee

A creditor is eligible to be a member of the committee if:

- a) They have proved for a debt,
- b) The debt is not fully secured, and
- c) Their claim has neither been wholly disallowed for voting purposes nor wholly rejected for the purpose of distribution

A committee member cannot be:

- a) An undischarged bankrupt (or, in Scotland, a person whose estate has been sequestrated and who has not been discharged),
- b) Subject to a full or interim Bankruptcy Restriction Order or Undertaking, or a Debt Relief Restrictions Order or Undertaking,
- c) Be a disqualified director
- d) A person to whom a moratorium period under a debt relief order applies.