

**Notice of Final Meeting of  
Creditors****R4.31**

Pursuant to sections 171(6) and 172(8) of the  
Insolvency Act 1986 and the Rule 4.31(4) of the  
Insolvency (Scotland) Rules 1986

To the Registrar of Companies

**For Official Use**

To the Accountant in Bankruptcy

To the Court

Company Number

SC091583

Name of Company

(a) Insert name of  
company

(a) Academic Microforms Limited

I Claire L Middlebrook

of Henderson Loggie CA

Royal Exchange

Panmure Street

Dundee

\* Delete  
whichever  
does not apply

the liquidator(s) of the above company give notice that the Final General  
Meeting of creditors under section 146 of the Insolvency Act is deemed, in  
terms of Rule 4.31(5), to have been held

(b) Insert date

on (b) 29 / 8 / 14 and I attach a copy of the report which  
was laid before the meeting.

\*No quorum was present at the meeting.

\*The following resolutions were passed by the meeting:

I was released as liquidator.

Signed



Date

29 / 8 / 14

CLAIRE L MIDDLEBROOK

Presenter's name,  
address and reference  
(if any)

Henderson Loggie CA  
34 Melville Street  
Edinburgh, EH3 7HA

**For Official Use**  
Liquidation Section

THURSDAY



\*S3MHM6SP\*

SCT

11/12/2014

#62

COMPANIES HOUSE



Our ref {Insert our ref here}

Your ref. «Ref»

# HENDERSON LOGGIE

Chartered Accountants

Business Recovery and Insolvency

«Name»

«Address1»

«Address2»

«Address3»

«Address4»

«Address5»

**Contact:** Donald Shanks,  
EDINBURGH

30 July 2014

## To All Creditors

Dear Sirs

### Academic Microforms Limited - In Liquidation)

#### Accounts

I enclose, for your information, a copy of the Liquidator's Statement of Account for the period from 28 December 2012 to 27 June 2014 and then to the close of the liquidation. The Company is registered for VAT. Expenses are shown exclusive of VAT where applicable, which is recoverable.

Due to an administrative error there have been no updates since my letter of 6 February 2013 covering the initial year of the liquidation.

#### Report

##### Assets

Following on from my previous reports, the Company had ceased trading due to the ill health of the director some time prior to my appointment. It was discovered that a very small amount of assets owned by the Company were held by a former client. These were purchased for the nominal sum of £500. There have been no further assets discovered.

##### Liabilities

##### Secured Liabilities

An examination of the company's mortgage register held by the Registrar of Companies, showed that the company has not granted any standard securities.

##### Preferential Creditors

#### DUNDEE

Royal Exchange  
Panmure Street  
DD1 1DZ  
t: 01382 200055  
f: 01382 594764  
LP:34, Dundee  
(Head Office)

#### ABERDEEN

48 Queens Road  
AB15 4YE  
t: 01224 322100  
f: 01224 327911  
LP:12, Aberdeen 2

#### EDINBURGH

34 Melville Street  
EH3 7HA  
t: 0131 226 0218  
f: 0131 220 3269  
LP:56, Edinburgh 2

#### GLASGOW

Gordon Chambers  
90 Mitchell Street  
G1 3NQ  
t: 0141 221 6807  
f: 0141 226 4081  
LP:18, Glasgow 7



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**Morison International**

There were no preferential creditors detailed on the statement of affairs, and there have been no claims received from preferential creditors.

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 secured creditors and accordingly the prescribed part provisions do not apply.

#### *Unsecured Creditors*

The statement of affairs included two unsecured creditors with an estimated total liability of £0.00. I have received claims from one creditor at a total of £70,617.83.

#### **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.

There were no matters that justified further investigation in the circumstances of this appointment.

Within six months of my appointment, I was 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 him unfit to be concerned with the management of the company. I would confirm that my report has been submitted.

#### **Liquidator's Actions Since Appointment**

After numerous attempts to contact the director, I finally received a statement of affairs which confirmed that there were no assets that could be ingathered for the benefit of creditors. Some time after the start of the liquidation I was contacted by a former client of the Company who stated that there was a very small amount of camera equipment left at their premises and I accepted an offer to purchase the same. I ingathered £500 which has gone towards the statutory expenses of the winding up.

Due to staffing changes, I have neglected to report to the creditors.

#### **Dividends**

There will be no dividend to any class of creditor.

#### **Remuneration**

I would advise creditors that my total time costs to 27 June 2014 amount to £6,907.42, which have been charged at an average charge out rate of £184.19.

I do not intend to have my remuneration audited, as there are no assets from which to be remunerated. I will apply to a creditor who has agreed to fund the liquidation up to a pre-determined fee level which falls below that of the time spent on the administration of the case.

A description of the routine work undertaken in the liquidation to date is as follows:

1. Administration and Planning

- Preparing the documentation and dealing with the formalities of appointment.

- Statutory notifications and advertising.
  - Preparing documentation required.
  - Dealing with all routine correspondence.
  - Maintaining physical case files and electronic case details on IPS case management software.
  - Review and storage.
  - Case bordereau.
  - Case planning and administration.
  - Preparing reports to creditors.
  - Convening and holding meetings of creditors.
2. Cashiering
- Maintaining and managing the liquidator's cashbook and bank account.
  - Ensuring statutory lodgments and tax lodgment obligations are met.
3. Creditors
- Dealing with creditor correspondence and telephone conversations.
  - Preparing reports to creditors.
  - Maintaining creditor information on IPS case management software.
  - Reviewing, and adjudicating on if necessary, proofs of debt received from creditors.
4. Investigations
- Review and storage of books and records.
  - Prepare a return pursuant to the Company Directors Disqualification Act.
  - Conduct investigations into suspicious transactions.
  - Review books and records to identify any transactions or actions a liquidator may take against a third party in order to recover funds for the benefit of creditors.
5. Realisation of Assets
- Corresponding with debtors and attempting to collect outstanding book debts.
  - Liaising with the company's bank regarding the closure of the account.

A copy of 'A Creditors Guide to Liquidators' Fees' published by the Association of Business Recovery Professionals, together with an explanatory note which shows Henderson Loggie's fee policy are available at the link [www.hendersonloggie.co.uk/pub/files/Creditors-Guide-to-Liquidators-Remuneration\\_1.pdf](http://www.hendersonloggie.co.uk/pub/files/Creditors-Guide-to-Liquidators-Remuneration_1.pdf). Alternatively I will provide printed copies on request.

### **Liquidator's Expenses**

My expenses to the close of the liquidation amount to £160.32.

These expenses relate to statutory advertising and bonding of the case.

### **Summary**

The winding up of the company is now for all practical purposes complete and I am able to summon a final meeting of the company's creditors to receive my final report and seek my release as liquidator.

Creditors should note that following my release as liquidator, my case files will be placed in storage in early course thereafter. If creditors have any queries they are asked to contact Donald Shanks on 0131 226 0218 before the meeting is held.

## **Final Meeting of Creditors**

Notice is hereby given that, in terms of Section 146 of the Insolvency (Scotland) Act, 1986, and Rule 4.31 of the Insolvency (Scotland) Rules 1986, that a final meeting of the creditors will be held on 29 August 2014 at 11am within the offices of the Liquidator, Henderson Loggie, 34 Melville Street, Edinburgh, EH3 7HA for the purpose of receiving a report of the Liquidator's acts and dealings and of the conduct of the winding up and to determine whether I should have my release under Section 174 of the said Act.

I would point out, however, that the information to be given at this meeting will be the same as contained in this report and the annexed receipts and payments account.

The attention of creditors is drawn to the following:

1. A creditor is entitled to vote only if he has submitted his claim (Form 4.7(Scot.)) to the Liquidator, Claire L Middlebrook, Henderson Loggie, 34 Melville Street, Edinburgh, EH3 7HA, and his claim has been accepted in whole or in part.
2. A resolution at the meeting is passed if a majority in value of those voting, vote in favour of it.
3. A proxy, as per form enclosed, may be lodged at or before the meeting at the offices of Messrs. Henderson Loggie CA, 34 Melville Street, Edinburgh, EH3 7HA.
4. Claims may be lodged by those who have not already done so at or before the meeting at the said offices.
5. The provisions of Rules 4.15-4.17 and of Part 7 of the Insolvency (Scotland) Rules, 1986.

If you are in doubt as to any of these matters, you should consult your solicitor immediately.

Yours faithfully



**Claire Middlebrook**  
Liquidator

**Encl.   Account**  
**Proxy**

**Academic Microforms Limited**  
**(In Liquidation)**  
**Liquidator's Abstract of Receipts & Payments**

Statement of Affairs		From 28/12/2012 To 27/06/2014	From 28/12/2011 To 27/06/2014
	ASSET REALISATIONS		
	Plant & Machinery	416.67	416.67
100.00	Furniture & Equipment	NIL	NIL
		416.67	416.67
	MISCELLANEOUS INCOME		
	Bank Interest Net of Tax	0.13	0.13
		0.13	0.13
	ADMINISTRATION EXPENSES		
	Bordereau	NIL	45.00
	Court Fees	NIL	30.00
	Statutory Advertising	NIL	85.32
		NIL	(160.32)
	PRIORITY CREDITORS		
	Petitioning Costs	416.80	416.80
		(416.80)	(416.80)
	UNSECURED CREDITORS		
(70,317.00)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
(70,317.00)		NIL	(160.32)
	REPRESENTED BY		
	Third Party Funding		(160.32)
			(160.32)

*CMidd*

Claire Louise Middlebrook  
Liquidator

**Academic Microforms Limited**  
**(In Liquidation)**  
**Liquidator's Abstract of Receipts & Payments**

Statement of Affairs		From 28/06/2014 To 30/07/2014	From 28/12/2011 To 30/07/2014
	ASSET REALISATIONS		
	Plant & Machinery	NIL	416.67
100.00	Furniture & Equipment	NIL	NIL
		NIL	416.67
	MISCELLANEOUS INCOME		
	Bank Interest Net of Tax	NIL	0.13
		NIL	0.13
	ADMINISTRATION EXPENSES		
	Bordereau	NIL	45.00
	Court Fees	NIL	30.00
	Statutory Advertising	NIL	85.32
		NIL	(160.32)
	PRIORITY CREDITORS		
	Petitioning Costs	NIL	416.80
		NIL	(416.80)
	UNSECURED CREDITORS		
(70,317.00)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
(70,317.00)		NIL	(160.32)
	REPRESENTED BY		
	Third Party Funding		(160.32)
			(160.32)

*CMidd*

Claire Louise Middlebrook  
Liquidator

**PROXY****Pursuant to Rules 7.14 and 7.15 of the Insolvency (Scotland) Rules 1986**

(a) Insert name of the company

(a) Academic Microforms Limited

(b) Insert nature of the Insolvency proceedings

(b) Court Liquidation

Name of Creditor/Member

Address

(hereinafter called "the principal").

(c) Insert the name and address of the proxy-holder and of any alternatives. A proxy-holder must be an individual aged over 18.

Name of proxy-holder (c) 1.

Address

whom failing 2.

whom failing 3.

\*Delete as appropriate

I appoint the above person to be the principal's proxy-holder at

\*[all meetings in the above Insolvency proceedings relating to the above company]

\*[the meeting of \*creditors/members of the above Company to be held on \_\_\_\_\_ or at any adjournment of that meeting].

**Voting Instructions**

**The proxy-holder is authorised** to vote or abstain from voting in the name, and on behalf, of the principal in respect of any matter\*/s, including resolution\*/s, arising for determination at said meeting\*/s and any adjournment\*/s thereof and to propose any resolution\*/s in the name of the principal, either

(i.) in accordance with instructions given below or,

(ii.) if no instructions are given, in accordance with his/her own discretion.



(d) Complete only if you wish to instruct the proxy-holder to vote for a specific person as liquidator

(d) 1. To \*propose/support a resolution for the appointment of \_\_\_\_\_  
\_\_\_\_\_ of \_\_\_\_\_  
whom failing \_\_\_\_\_  
\_\_\_\_\_ as liquidator of the company.

(e) Delete is the proxy-holder is only to vote as directed in (1).

(e) [in the event of a person named in paragraph (1) withdrawing or being eliminated from any vote the proxy-holder may vote or abstain in any further ballot at \*his/her discretion.]

(f) Set forth any voting instructions for the proxy-holder. If more room is required attach a separate sheet

2. (f) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name in BLOCK LETTERS \_\_\_\_\_

Position of signatory in relation to the \*creditor/or member or other authority for signing  
\_\_\_\_\_

### Notes for the Principal and Proxy-holder

1. The chairman of the meeting who may be nominated as proxy-holder, will be the insolvency practitioner who is presently \*liquidator/receiver/administrator/nominee under the voluntary arrangement or a director of the company.
2. All proxies must be in this form or a form substantially to the same effect with such variations as circumstances may require. (Rule 7.15(3) and 7.30).
3. To be valid the proxy must be lodged at or before the meeting at which it is to be used. (Rule 7.14(2)).
4. Where the chairman is nominated as proxy-holder he cannot decline the nomination. (Rule 7.14(4)).
5. The proxy-holder may vote for or against a resolution for the appointment of a named person to be liquidator jointly with another person, unless the proxy states otherwise. (Rule 7.16(4)).
6. The proxy-holder may propose any resolution in favour of which he could vote by virtue of this proxy. (Rule 7.16(5)).
7. The proxy-holder may vote at his discretion on any resolutions not dealt with in the proxy, unless the proxy states otherwise. (Rule 7.16(6)).
8. The proxy-holder may not vote in favour of any resolution which places him, or any associate of his, in a position to receive remuneration out of the insolvent estate unless the proxy specifically directs him so to vote. (Rule 7.19(1)).
9. Unless the proxy claims a statement to the contrary the proxy-holder has a mandate to act as representative of the principal on the creditors' or liquidation committee. (Rule 4.48).