

The Insolvency Act 1986

**Administrator's progress report****R2.38**

Pursuant to Rule 2.38 of the Insolvency (Scotland) Rules 1986

Name of Company

Oban Marina Limited

Company number

SC298493

(a) Insert full  
name(s) and  
address(es) of  
administrator(s)We (a)  
James Bernard Stephen  
BDO LLP  
4 Atlantic Quay  
70 York Street  
Glasgow  
G2 8JXDavid John Hill  
BDO LLP  
4 Atlantic Quay  
70 York Street  
Glasgow  
G2 8JX

administrator(s) of the above company attach a progress report for the period

from

to

(b) Insert date(s)

(b) 8 November 2011

(b) 7 May 2012

Signed

Joint / Administrator(s)

Dated

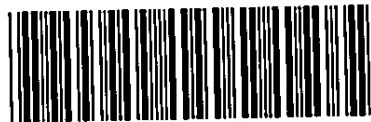
**Contact Details:**

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form.

The contact information that you give will be visible to searchers of the public record

James Bernard Stephen  
BDO LLP  
4 Atlantic Quay  
70 York Street  
Glasgow  
G2 8JX

DX Number

0141 248 3761  
DX Exchange

\*S19Q10JF\*

SCT

26/05/2012

#624

COMPANIES HOUSE

e

When you have completed and signed this form, please send it to the Registrar of Companies at:-

**Companies House, 4<sup>th</sup> Floor, Edinburgh Quay 2, 139 Fountainbridge, Edinburgh, EH3 9FF**  
**DXED235 Edinburgh 1 / LP- 4 Edinburgh 2**

Private &amp; Confidential

25 May 2012

«NAME»

«A1»

«A2»

«A3»

«A4»

«A5»

Your Ref «CREF»

Our Ref SADM930/C6

Please ask for: Craig Fisher  
Direct Dial: 0141 249 5229

Email: craig.fisher@bdo.co.uk

Dear Sirs

**Oban Marina Limited (In Administration) ("the Company")**  
**Company Number: SC298493**

It is now six months since my appointment in respect of the Company. In accordance with Rule 2.38 of the Insolvency (Scotland) Rules 1986 we are now reporting the progress made in implementing the approved proposals and achieving the statutory purpose of the Administration.

The administrators' did not convene a meeting of creditors to consider the proposals due to the fact there will be insufficient assets to enable a dividend to be paid to unsecured ordinary creditors beyond the prescribed part. The Administrators' proposals being deemed as approved on 28 December 2011.

## **1 Statutory Information**

The Joint Administrators are James Bernard Stephen and David John Hill of BDO LLP, 4 Atlantic Quay, 70 York Street, Glasgow, G2 8JX and they were appointed in respect of the above company on 8 November 2011. Under the provisions of paragraph 100(2) of schedule B1 of the Insolvency Act 1986 the administrators carry out their functions jointly and severally and neither administrator has exclusive power to exercise any function.

The Joint Administrators were appointed by John McCoach, c/o Oban Marina, Isle of Kerrera, PA34 4SX, being director of the Company, pursuant to Paragraph 22 of schedule B1 of the Insolvency Act 1986. The administration proceedings are dealt with in the Court of Session and the court case number is unknown.

The company's registered office is situated at 4 Atlantic Quay, 70 York Street, Glasgow G2 8JX and the registered number is SC298493. (Previously at 80 George Street, Edinburgh, EH2 3BU.)

We enclose at Appendix A, a summary of our receipts and payments to date showing a balance in hand of £243,441.16, together with a copy of our abstract account covering the last six month period, and report as follows:

## **2 Receipts**

The receipts shown are largely self-explanatory, although we would comment specifically on:



**Heritable Property**

The Company owned properties at Oban Marina; the Log Cabin, the Boathouse, and the marina itself. Graham & Sibbald was instructed to proceed with marketing the site. Following a period of marketing, we received a high number of expressions of interest and five offers. Our Legal agents, Maclay, Murray and Spens LLP, were instructed to progress with the highest offer with the purchaser, and we concluded a sale on 9 February 2012.

The consideration for all the properties was £579,000.

**Plant & Machinery**

Included in the sale of the business was the Company's plant and machinery, for a consideration of £348,493.

**Work in Progress**

Also included in the sale of the business was the work in progress as at the date of the sale. £2,295.01 was ingathered in this respect.

**Sales**

A total of £25,400.43 has been ingathered from the marina sales, which included mooring fees, labour costs for maintenance of boats, use of electricity and shop sales.

**Book Debts**

We have collected a total of £28,760.11 to date, and continue to pursue a small number of pre-appointment debts.

**3 Trading**

Having reviewed the business, we concluded that the trading would be beneficial to creditors in order that we could sell the business as a going concern. The trading was funded by an overdraft facility.

**4 Actions during the Period**

The proposals that were deemed as approved are as follows:

1. The Joint Administrators continue to manage the Company's business and realise assets in accordance with objectives 2 & 3 of the statutory purpose of the Administration;
2. The Joint Administrators may investigate and, if appropriate, pursue any claims the Company may have under the Companies Act 1985 and 2006 or Insolvency Act 1986 or otherwise. In addition, the Joint Administrators shall do all such other things and generally exercise all their powers as Joint Administrators as they in their discretion consider desirable in order to achieve the purpose of the Administration or to protect and preserve the assets of the Company or to maximise their realisations or for any other purpose incidental to these proposals;

3. The Joint Administrators make payments to secured and preferential creditors and if necessary, they apply to Court under P65 of Schedule B1 of the Insolvency Act 1986 in order to distribute funds to ordinary creditors;
4. The Joint Administrators exit the Administration by way of dissolving the Company under paragraph 84 of Schedule B1 of the Insolvency Act 1986, but in any event, may use any or a combination of 'exit route' strategies in order to bring the Administration to an end;
5. Creditors approve the remuneration of the Joint Administrators on a time cost basis,
6. The Joint Administrators be discharged from liability under the Administration per Paragraph 98 of Schedule B1 of the Insolvency Act 1986, 14 days after the Joint Administrators' filing their final report with the Registrar of Companies and sending it to creditors.

We appointed Graham & Sibbald as agents to assist in the marketing of business, their fees being based on % of realisations.

We appointed Maclay, Murray & Spens LLP as legal agents. Their fees being bases on a time cost basis. During the period they assisted on the sale of the business and licencing issues and fees of £41,416.51 have been paid.

We concluded a sale of the business, heritable property and assets on 9 February 2012, for a consideration of £927,500.

We have collected both pre-appointment and post-appointment book debts from the Company's berth-holders. There are a small number of book debts yet to be ingathered.

We have submitted our confidential report on the conduct of all persons who were directors or shadow directors of the Company in the three year period prior to the Administration appointment to the Insolvency Service, in accordance with the provisions of the Company Directors Disqualification Act 1986.

## **5 Matters Outstanding**

As mentioned above, there are a small number of book debts yet to be ingathered.

## **6 Prospects for Creditors**

We have attached at Appendix C an estimated outcome statement which summarises the likely returns to the various classes of creditors.

Under Section 176A of the Insolvency Act 1986 where after 15 September 2003 the company has granted to a creditor a floating charge a proportion of the net property of the company must be made available purely for the unsecured creditors.

Based on present information the Joint Administrators estimate that after allowing for costs the value of the company's net property, after payment of preferential claims will be £293k and this means that the prescribed part should be £61k.

## **7 Administrators' Remuneration**

The Joint Administrators are obliged to fix their remuneration in accordance with Rule 2.39 of the Insolvency (Scotland) Rules 1986. This permits remuneration to be fixed either as a percentage of the value of the property with which the joint administrators have to deal or alternatively by reference to the time the joint administrators and their staff have spent attending to matters in this administration. The creditors have already approved the administrators' remuneration on a time cost basis. In respect of this administration we wish to advise that as there will be no distribution to unsecured creditors, other than by the prescribed part, the remuneration and outlays will be approved by the secured creditor and 50% of the preferential creditors should a dividend be payable to preferential creditors.

To date the sum of £65,000 has been drawn in respect of remuneration as shown on the attached receipts and payments account.

We attach a SIP 9 schedule which summarises the time costs accrued to date and indicates the work undertaken in that respect from the date of appointment.

### **Disbursements**

Where disbursements are recovered in respect of precise sums expended to third parties there is no necessity for these costs to be authorised. These are known as category 1 disbursements. I therefore report that since my last report the sum of £712.90 has been drawn in respect of category 1 disbursements.

Some administrators recharge expenses for example postage, stationery, photocopying charges, telephone and fax costs, which cannot economically be recorded in respect of each specific case. Such expenses, which are apportioned to cases, require the approval of the creditors, before they can be drawn, and these are known as category 2 disbursements. The policy of BDO LLP is not to charge any category 2 disbursements.

Yours faithfully  
For and on behalf of Oban Marina Limited



**James B Stephen**  
**Joint Administrator**

James Bernard Stephen is authorised to act as an insolvency practitioner by the Institute of Chartered Accountants of England & Wales. Office holder number 9273.

David John Hill is authorised to act as an insolvency practitioner by the Institute of Chartered Accountants of Scotland. Office holder number 6161.

The Joint Administrators act as agents of the company, without personal liability.

### **Appendices**

- A- Administrators' Statutory Receipts and Payments (Six month).
- B- Summary of Administrators' Time Costs to date.
- C- Administrators' Estimated Outcome Statement.
- D- Form 2.20B (Scot)

**APPENDIX A - Administrators Statutory Receipts & Payments - 8 November 2011 to 7 May 2012**

**Oban Marina Limited  
(In Administration)  
Joint Administrators' Trading Account**

Statement of Affairs	From 08/11/2011 To 07/05/2012	From 08/11/2011 To 07/05/2012
<b>POST APPOINTMENT SALES</b>		
Sales	24,944.20	24,944.20
Bar/Shop Sales	456.23	456.23
Diesel	(682.24)	(682.24)
	<u>24,718.19</u>	<u>24,718.19</u>
<b>COST OF SALES</b>		
Materials Purchases	10,585.82	10,585.82
Repairs & Renewals	8,329.20	8,329.20
Light and Power	18,976.65	18,976.65
Other Direct Costs	45.00	45.00
Food Purchases	113.15	113.15
Diesel	1,375.00	1,375.00
	<u>(39,424.82)</u>	<u>(39,424.82)</u>
<b>TRADING EXPENSES</b>		
Wages	39,974.37	39,974.37
Sub Contractors	12,345.22	12,345.22
Berthing Costs	300.00	300.00
Telephone	639.25	639.25
Rates	1,940.87	1,940.87
Rent	(300.00)	(300.00)
Insurance	6,350.72	6,350.72
Hire of Equipment	430.00	430.00
Maintenance	31.00	31.00
Stationery, Postage & Misc	318.38	318.38
Consultancy Fees	3,986.38	3,986.38
Security Expenses	500.00	500.00
Ransom Payment	39,003.56	39,003.56
	<u>(105,519.75)</u>	<u>(105,519.75)</u>
<b>TRADING SURPLUS/(DEFICIT)</b>	<u><u>(120,226.38)</u></u>	<u><u>(120,226.38)</u></u>

**Oban Marina Limited**  
**(In Administration)**  
**Joint Administrators' Abstract of Receipts & Payments**

Statement of Affairs		From 08/11/2011 To 07/05/2012	From 08/11/2011 To 07/05/2012
	<b>FIXED CHARGE ASSETS</b>		
Uncertain	Oban Marina - Heritable	404,000.00	404,000.00
(469,490.00)	Bank of Scotland	(400,000.00)	(400,000.00)
		4,000.00	4,000.00
	<b>FIXED CHARGE COSTS</b>		
	Legal Fees & Disbs	25,799.51	25,799.51
	Bank of Scotland - Additional Pontoons	14,350.42	14,350.42
	Agents' Fees & Disbs	15,760.58	15,760.58
	Insurance & Service Chgs	174.90	174.90
		(56,085.41)	(56,085.41)
	<b>HP ASSETS</b>		
50,000.00	Pontoons	NIL	NIL
(10,000.00)	Bank of Scotland Asset Finance	NIL	NIL
	Loch Ness Cruises - Nessie Hunter	(1,500.00)	(1,500.00)
50,000.00	50 Ton Hoist	NIL	NIL
(35,000.00)	Bank of Scotland Asset Finance	NIL	NIL
		(1,500.00)	(1,500.00)
	<b>ASSET REALISATIONS</b>		
	The Boathouse	175,000.00	175,000.00
133,000.00	Plant & Machinery	348,493.00	348,493.00
2,000.00	Furniture & Equipment	NIL	NIL
NIL	Prepayments	NIL	NIL
5,706.00	Stock In Trade	NIL	NIL
38,467.29	Book debts	28,235.62	28,235.62
1,000.00	Stock	1.00	1.00
NIL	Goodwill / Intellectual Property	2.00	2.00
	Leasehold Property	1.00	1.00
	Customer Records / IT	2.00	2.00
	Cash in Hand	315.68	315.68
	Rates Refund	537.39	537.39
	Interest Gross	767.15	767.15
	Bank Interest Net of Tax	10.02	10.02
	Insurance Claim	1.00	1.00
	Trading Surplus/(Deficit)	(120,226.38)	(120,226.38)
	Work in Progress	2,295.01	2,295.01
		435,434.49	435,434.49
	<b>COST OF REALISATIONS</b>		
	Debit Interest	219.79	219.79
	Specific Bond	60.00	60.00
	Registers of Scotland	87.50	87.50
	Preparation of S.of A.	950.00	950.00
	Administrators' Fees	65,000.00	65,000.00
	Administrators' Disbursements	712.90	712.90
	Press - Blue Rubicon	193.75	193.75
	Agents' Fees & Disbs	1,200.00	1,200.00
	Legal Fees & Disbs	15,617.00	15,617.00
	Statutory Advertising	325.44	325.44
	Bank Charges	10.00	10.00
	Licences	600.00	600.00

**Oban Marina Limited**  
**(In Administration)**  
**Joint Administrators' Abstract of Receipts & Payments**

Statement of Affairs	From 08/11/2011 To 07/05/2012	From 08/11/2011 To 07/05/2012
Equipment	585.84 (85,562.22)	585.84 (85,562.22)
<b>UNSECURED CREDITORS</b>		
(141,937.59) Trade & Expense Creditors	NIL	NIL
Uncertain Unsecured Employees	NIL	NIL
Uncertain Unsecured E.P.A.	NIL	NIL
(41,488.00) Unsecured Directors	NIL	NIL
(109,622.00) Customers - Amounts Billed	NIL	NIL
(61,296.00) Unsecured Crown - VAT	NIL	NIL
(26,017.00) Unsecured Crown Debts - PAYE	NIL	NIL
(23,000.00) Crown Estate Lease Charges	NIL	NIL
(44,271.00) Unsecured Crown Debts - Fuel Duty	NIL	NIL
	NIL	NIL
<b>DISTRIBUTIONS</b>		
(600,010.00) Ordinary Shareholders	NIL	NIL
(375,990.00) Share Premium Account	NIL	NIL
	NIL	NIL
<b>(1,657,948.30)</b>	<b>296,286.86</b>	<b>296,286.86</b>
<b>REPRESENTED BY</b>		
Trade Debtors		3,139.89
Input VAT		34,488.72
Bank of Scotland - 50k overdraft		243,990.76
Client		(5.00)
Trade Creditors		(320.62)
Output VAT		(4,813.36)
Oban Control Account - Old Bank Acco		0.01
FDMS Control Account		(5,193.54)
Funding to Shawhead Developments		25,000.00
		<b>296,286.86</b>

The Company is registered for VAT and figures are net of VAT.



# Administrators Statutory Receipts & Payments - 8 May 2012 to 25 May 2012

## Oban Marina Limited (In Administration) Joint Administrators' Trading Account

Statement of Affairs	From 08/05/2012 To 25/05/2012	From 08/11/2011 To 25/05/2012
POST APPOINTMENT SALES		
Sales	NIL	24,944.20
Bar/Shop Sales	NIL	456.23
Diesel	NIL	(682.24)
	NIL	24,718.19
COST OF SALES		
Materials Purchases	458.00	11,043.82
Repairs & Renewals	NIL	8,329.20
Light and Power	NIL	18,976.65
Other Direct Costs	NIL	45.00
Food Purchases	NIL	113.15
Diesel	NIL	1,375.00
	(458.00)	(39,882.82)
TRADING EXPENSES		
Wages	NIL	39,974.37
Sub Contractors	NIL	12,345.22
Berthing Costs	NIL	300.00
Telephone	NIL	639.25
Rates	NIL	1,940.87
Rent	NIL	(300.00)
Insurance	NIL	6,350.72
Hire of Equipment	NIL	430.00
Maintenance	NIL	31.00
Stationery, Postage & Misc	NIL	318.38
Consultancy Fees	NIL	3,986.38
Security Expenses	NIL	500.00
Ransom Payment	NIL	39,003.56
	NIL	(105,519.75)
TRADING SURPLUS/(DEFICIT)	(458.00)	(120,684.38)

**Oban Marina Limited**  
**(In Administration)**  
**Joint Administrators' Abstract of Receipts & Payments**

Statement of Affairs	From 08/05/2012 To 25/05/2012	From 08/11/2011 To 25/05/2012
	<b>FIXED CHARGE ASSETS</b>	
Uncertain	Oban Marina - Heritable	NIL
(469,490.00)	Bank of Scotland	404,000.00
		(400,000.00)
		4,000.00
	<b>FIXED CHARGE COSTS</b>	
	Legal Fees & Disbs	NIL
	Bank of Scotland - Additional Pontoons	25,799.51
	Agents' Fees & Disbs	14,350.42
	Insurance & Service Chgs	15,760.58
		174.90
		(56,085.41)
	<b>HP ASSETS</b>	
50,000.00	Pontoons	NIL
(10,000.00)	Bank of Scotland Asset Finance	NIL
	Loch Ness Cruises - Nessie Hunter	(1,500.00)
50,000.00	50 Ton Hoist	NIL
(35,000.00)	Bank of Scotland Asset Finance	NIL
		(1,500.00)
	<b>ASSET REALISATIONS</b>	
	The Boathouse	NIL
133,000.00	Plant & Machinery	175,000.00
2,000.00	Furniture & Equipment	348,493.00
NIL	Prepayments	NIL
5,706.00	Stock In Trade	NIL
38,467.29	Book debts	524.49
1,000.00	Stock	28,760.11
NIL	Goodwill / Intellectual Property	1.00
	Leasehold Property	2.00
	Customer Records / IT	1.00
	Cash in Hand	2.00
	Rates Refund	315.68
	Interest Gross	537.39
	Bank Interest Net of Tax	767.15
	Insurance Claim	10.02
	Trading Surplus/(Deficit)	1.00
	Work in Progress	(458.00)
		(120,684.38)
		2,295.01
		435,500.98
	<b>COST OF REALISATIONS</b>	
	Debit Interest	NIL
	Specific Bond	219.79
	Registers of Scotland	60.00
	Preparation of S. of A.	87.50
	Administrators' Fees	950.00
	Administrators' Disbursements	65,000.00
	Press - Blue Rubicon	712.90
	Agents' Fees & Disbs	193.75
	Legal Fees & Disbs	1,200.00
	Statutory Advertising	15,617.00
	Bank Charges	325.44
	Licences	10.00
		600.00

**Oban Marina Limited  
(In Administration)  
Joint Administrators' Abstract of Receipts & Payments**

Statement of Affairs	From 08/05/2012 To 25/05/2012	From 08/11/2011 To 25/05/2012
Equipment	NIL	585.84
	NIL	(85,562.22)
<b>UNSECURED CREDITORS</b>		
(141,937.59) Trade & Expense Creditors	NIL	NIL
Uncertain Unsecured Employees	NIL	NIL
Uncertain Unsecured E.P.A.	NIL	NIL
(41,488.00) Unsecured Directors	NIL	NIL
(109,622.00) Customers - Amounts Billed	NIL	NIL
(61,296.00) Unsecured Crown - VAT	NIL	NIL
(26,017.00) Unsecured Crown Debts - PAYE	NIL	NIL
(23,000.00) Crown Estate Lease Charges	NIL	NIL
(44,271.00) Unsecured Crown Debts - Fuel Duty	NIL	NIL
	NIL	NIL
<b>DISTRIBUTIONS</b>		
(600,010.00) Ordinary Shareholders	NIL	NIL
(375,990.00) Share Premium Account	NIL	NIL
	NIL	NIL
<b>(1,657,948.30)</b>	<b>66.49</b>	<b>296,353.35</b>
<b>REPRESENTED BY</b>		
Trade Debtors		3,664.38
Input VAT		34,580.32
Bank of Scotland - 50k overdraft		243,441.16
Client		(5.00)
Trade Creditors		(320.62)
Output VAT		(4,813.36)
Oban Control Account - Old Bank Acco		0.01
FDMS Control Account		(5,193.54)
Funding to Shawhead Developments		25,000.00
		<b>296,353.35</b>

The Company is registered for VAT and figures are net of VAT.

## APPENDIX B - Summary of Administrators' Time Costs to 18 May 2012

[illegible]

# Appendix C - Estimated Outcome Statement

## Oban Marina Ltd Estimated Outcome Statement as at 18 May 2012 (With Boat House as floating charge asset)

	To date £'000	Future £'000	Total £'000
<b>Assets Subject to Standard Security</b>			
Oban Marina	279,000	0	279,000
The Log Cabin	125,000	0	125,000
	<u>404,000</u>	<u>0</u>	<u>404,000</u>
<b>Less:</b>			
Marketing Costs	(6,865)	0	(6,865)
Administrators Fees	(20,000)	0	(20,000)
Insurance & Service Charges	(175)	0	(175)
Legal Fees and outlays	<u>(25,800)</u>	<u>0</u>	<u>(25,800)</u>
	<u>(52,839)</u>	<u>0</u>	<u>(52,665)</u>
<b>Available under standard securities</b>	<u>351,161</u>	<u>0</u>	<u>351,335</u>
<b>Due to Bank of Scotland</b>	<u>(400,000)</u>	<u>(4,450,000)</u>	<u>(4,850,000)</u>
<b>Surplus/(Deficit) to Bank under standard security</b>			<u>(4,498,665)</u>
<b>Financed Assets</b>			
Plant & Equipment	15,850	0	15,850
Due to Bank of Scotland	(14,350)	0	(14,350)
Due to Loch Ness Cruises	<u>(1,500)</u>	<u>0</u>	<u>(1,500)</u>
<b>Surplus/Deficit to Asset Finance</b>	<u>(0)</u>	<u>0</u>	<u>(0)</u>
<b>Assets subject to Floating Charge</b>			
Plant & Machinery	332,643	0	332,643
The Boathouse	175,000	0	175,000
Trade Debtors	28,760	461	29,221
Stock/WIP/Goodwill/IP	7	0	7
Cash in hand/rates refund	853	0	853
Bank Interest	777	400	1,177
Trading Surplus/(Deficit)	<u>(118,389)</u>	<u>(1,500)</u>	<u>(119,889)</u>
	<u>419,651</u>	<u>(639)</u>	<u>419,012</u>
<b>Less:</b>			
Administrators Fees	(45,000)	(40,000)	(85,000)
Administrators Outlay	(713)	(500)	(1,213)
Legal Fees	(15,617)	(10,000)	(25,617)
Marketing Agents	(8,896)	0	(8,896)
Agents Fees	(1,200)	0	(1,200)
Statutory costs	<u>(3,032)</u>	<u>(770)</u>	<u>(3,802)</u>
	<u>(74,458)</u>	<u>(51,270)</u>	<u>(125,727)</u>
<b>Available to Preferential Creditors</b>	<u>345,193</u>	<u>(51,909)</u>	<u>293,284</u>
<b>Preferential Creditors</b>			<u>0</u>
<b>Assets Available to Prescribed Part</b>			<u>293,284</u>
<b>Prescribed Part</b>			<u>(61,657)</u>
<b>Assets Available to Floating Charge</b>			<u>231,628</u>
<b>Due to Bank of Scotland Brought down</b>			<u>(4,498,665)</u>
<b>Surplus/(Deficit) to Floating Charge</b>			<u>(4,267,037)</u>

Appendix D - Form 2.20B (Scot)

Rule 2.38

The Insolvency Act 1986

Form 2.20B(Scot)

**Administrator's progress report**

**R2.38**

Pursuant to Rule 2.38 of the Insolvency (Scotland) Rules 1986

Name of Company

Oban Marina Limited

Company number

SC298493

(a) Insert full name(s) and address(es) of administrator(s)

We (a)  
James Bernard Stephen  
BDO LLP  
4 Atlantic Quay  
70 York Street  
Glasgow  
G2 8JX

David John Hill  
BDO LLP  
4 Atlantic Quay  
70 York Street  
Glasgow  
G2 8JX

administrator(s) of the above company attach a progress report for the period

from

to

(b) Insert date(s)

(b) 8 November 2011

(b) 7 May 2012

Signed

Joint / Administrator(s)

Dated

24/5/12

**Contact Details:**

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form.

The contact information that you give will be visible to searchers of the public record

James Bernard Stephen  
BDO LLP  
4 Atlantic Quay  
70 York Street  
Glasgow  
G2 8JX

DX Number

0141 248 3761  
DX Exchange

Companies House receipt date barcode

When you have completed and signed this form, please send it to the Registrar of Companies at:-  
Companies House, 4<sup>th</sup> Floor, Edinburgh Quay 2, 139 Fountainbridge, Edinburgh, EH3 9FF  
DXED235 Edinburgh 1 / LP- 4 Edinburgh 2