

LIQ13

Notice of final account prior to dissolution in MVL



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 0 0 9 2 5 2 2 6

Company name in full Graphic Holdings Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Mark

Surname Newman

3 Liquidator's address

Building name/number 4 Mount Ephraim Road

Street Tunbridge Wells

Post town Kent

County/Region

Postcode T N 1 1 E E

Country

4 Liquidator's name ①

Full forename(s) Vincent John

Surname Green

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 4 Mount Ephraim Road

Street Tunbridge Wells

Post town Kent

County/Region

Postcode T N 1 1 E E

Country

② Other liquidator

Use this section to tell us about
another liquidator.

LIQ13

Notice of final account prior to dissolution in MVL

6 Final account

☒ I have delivered the final account of the winding up to the members in accordance with Section 94(2) and attach a copy.

7 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d 1 ^d 6

^m 0 ^m 7

^y 2 ^y 0 ^y 2 ^y 1

LIQ13

Notice of final account prior to dissolution in MVL



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 **Vincent John Green**

Company name **Crowe U.K. LLP**

Address
4 Mount Ephraim Road
Tunbridge Wells

Post town **Kent**

County/Region

Postcode **T N 1 1 E E**

Country

DX

Telephone **01892 700200**



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

Crowe

**Graphic Holdings Limited
(In Members' Voluntary Liquidation)**

Final Account

**Mark Newman
Vincent John Green**

**Crowe U.K. LLP
4 Mount Ephraim Road, Tunbridge Wells, Kent, TN1 1EE**

CONTENTS

1. Introduction
2. Administration and Planning
3. Asset Realisations
4. Creditors
5. Distributions to Members
6. Fees and Expenses
7. Conclusion

APPENDICES

- I. Statutory Information
- II. List of Work Undertaken in Review Period
- III. Receipts and Payments Account
- IV. Charge Out Rates and Expenses Policy

1. INTRODUCTION

On 18 August 2017, Mark Newman and Vincent John Green of Crowe U.K. LLP were appointed Joint Liquidators of Graphic Holdings Limited ("the Company").

The Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to their appointment. Prior to the Joint Liquidators' appointment, a review of ethical issues was undertaken and no ethical threats were identified. Since their appointment the Joint Liquidators have continued to undertake periodic reviews of ethical matters and no ethical threats have been identified.

This Final Account summarises the progress of the Liquidation for the period from the last report and also the duration of the Liquidation ("the Review Period").

Statutory information relating to the Company is attached at **Appendix I**.

2. ADMINISTRATION AND PLANNING

The Joint Liquidators are required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit, they assist in the efficient and compliant progression of the Liquidation, which ensures that work is carried out to high professional standards. A detailed list of these tasks can be found at **Appendix II**.

3. ASSET REALISATIONS

The Joint Liquidators' Receipts and Payments account is attached at **Appendix III**. The Receipts and Payments account shows all receipts and payments in the course of the Liquidation together with details of the assets and liabilities detailed in the Director's Declaration of Solvency ("DoS").

Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken can be found at **Appendix II**.

The director's DoS indicated that the Company's assets were as follows:

Cash at Bank

The Company's bank account was closed and the closing balance of £163,842.33 was transferred to the Liquidation account.

Deposit held on sale of property

The DoS also indicated that a deposit of £11,450 in respect of the sale of the property would be realised. The sum of £12,836.86 was received on 13 August 2018.

Investment in Subsidiary Company – Stonebridge Estates Limited (in Liquidation)

The director's DoS reflected the shareholding in Stonebridge Estates Limited with a value of £929.00 in keeping with the Company's last statutory accounts. A capital distribution was expected to be received from Stonebridge Estates Limited (in Liquidation) prior to the conclusion of the Liquidation. This asset was not realised in the Review Period.

4. CREDITORS

The Joint Liquidators have carried out key tasks which are detailed at **Appendix II**.

Secured creditors

As at the date of Liquidation, the Company did not have any secured creditors with charges over its assets.

Preferential & Unsecured creditors

A notice to creditors requiring them to submit claims was published in the Gazette. In addition, several letters were sent to HMRC seeking confirmation of their claims and that no tax liabilities remained.

5. DISTRIBUTIONS TO MEMBERS

The following distributions have been made to the members:

Date of distribution	Rate of Distribution	Total amount distributed (cash)	Total amount distributed (in specie)
23 February 2018	£25.72 per share	£150,000.00	0.00
11 April 2019	£3.74 per share	£21,784.33	0.00

6. FEES AND EXPENSES

The Joint Liquidators' Fees

The Joint Liquidators' fees were approved by members on 18 August 2017 on a fixed fee basis of 3,750 plus VAT. This fee was paid in full in the Review Period.

Expenses & Disbursements

The Receipts & Payments account details the expenses that have been discharged from the Liquidation estate in the Review Period.

Category 2 expenses were approved by members on 18 August 2017. No category 2 disbursements were incurred or paid in the Review Period.

7. CONCLUSION

Following the delivery of the Final Account to the members and the Registrar of Companies the Joint Liquidators will vacate office and obtain their release.

Should you have any queries, please contact Milly McTaggart at this office.



Signed _____

Vincent John Green
Joint Liquidator

Date 14 July 2021

Appendix I

Statutory Information

Company Name	Graphic Holdings Limited
Former Trading Name	Graphics (Design & Print) Limited
Principal Activity	Activities of Head offices
Company Number	00925226
Registered Office	4 Mount Ephraim Road, Tunbridge Wells, Kent, TN1 1EE
Former Registered Office	168 Thornbury Road, Isleworth, Middlesex, TW7 4QE
Office holders	Mark Newman - IP Number 008723 Vincent John Green - IP Number 009416
Office holders' address	Crowe U.K. LLP, 4 Mount Ephraim Road, Tunbridge Wells, Kent, TN1 1EE
Office holder's telephone	01892 700 200
Date of appointment	18 August 2017

Appendix II

List of Work Undertaken in Review Period

General Description	Includes
Administration and Planning	
Statutory/advertising	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Document maintenance/file review/checklist	Filing of documents Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Reports to Members	Preparing and issuing annual progress report and general reports to members Responding to members' queries
Meeting of Members	Preparation of meeting notices, proxies/voting forms notice of meeting to all members Collate and examine proofs and proxies/votes to decide on resolutions Preparation of meeting file, including agenda, certificate of postage, attendance register, list of members, reports to members and draft minutes of meeting. Responding to queries and questions following meeting
Closure	Preparing and issuing final account to members Submission of final account to Companies House
Realisation of Assets	
Cash at Bank	Realising Cash at Bank Liaising with the Company's bankers to close the pre-Liquidation bank account Undertaking a reconciliation of the pre-Liquidation account
Deposit held on sale of property	Realising the deposit due to the Company
Creditors	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post Finalising pre appointment tax position Obtaining tax clearance
Distributions to Members	
Dividend procedures	Preparation of distribution calculation Preparation of correspondence to members announcing declaration of dividend Preparation of BACS to pay dividend Preparation of correspondence to members enclosing payment of dividend

Appendix III

Receipts & Payments Account

Declaration of Solvency £		From 18/08/2020 To 14/07/2021 £	From 18/08/2017 To 14/07/2021 £
	ASSET REALISATIONS		
6,418.00	Cash at Bank	NIL	6,417.50
		NIL	6,417.50
	COST OF REALISATIONS		
	Accountancy Fees	NIL	1,353.87
	Irrecoverable VAT	NIL	1,069.58
400.00	Joint Liquidators' Disbursements	NIL	244.05
3,750.00	Joint Liquidators' Fees	NIL	3,750.00
		NIL	(6,417.50)
10,568.00		NIL	NIL
	REPRESENTED BY		
			NIL

Appendix IV

Charge Out Rates and Expenses Policy

The table below sets out the charge-out rates utilised by Recovery Solutions at Crowe U.K. LLP for charging staff time:-

Partner	£400 per hour
Director	£350 per hour
Senior Manager	£300 per hour
Manager	£250 per hour
Assistant Manager	£200 per hour
Senior Administrator	£175 per hour
Administrator/Cashier	£140 per hour
Trainee/Support Staff	£75 per hour

It should be noted that the above rates may increase from time to time over the period of the administration of each insolvency case. The above rates are effective from 1 April 2021. Time is charged in six minute units.

Expenses

Expenses are amounts properly payable by the office holder from the estate which are not otherwise categorised as the office holder's remuneration or as a distribution to a creditor or member. These may include, but are not limited to, legal fees, agents' fees, trading expenses and tax liabilities.

Category 1 expenses are payments to entities providing a service to which the expense relates who are not associates and where the specific expenditure is directly referable to the appointment in question. These are charged to the estate at cost, with no uplift. These include, but are not limited to, such items as advertising, bonding and other insurance premiums. Legislation provides that office holders may discharge Category 1 expenses from the funds held in the estate without further recourse to creditors or members.

Category 2 expenses are other expenses which are payable to associates or which have an element of shared cost. Payments may only be made in relation to Category 2 expenses after the creditors or members have approved the bases of their calculation.

Further Guidance

Guidance in respect of insolvency practitioners' fees is available to download at:

<https://insolvency-practitioners.org.uk/regulation-and-guidance/creditors-guides-to-fees/>

Information about insolvency processes can be found on the R3 website at:

<http://www.creditorinsolvencyguide.co.uk/>