

In accordance with  
Rule 15.7 of the  
Insolvency (England &  
Wales) Rules 2016 and  
Sections 92A, 104A and  
192 of the Insolvency  
Act 1986.

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

MONDAY



\*A94CML36\*

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04/05/2020

#249

COMPANIES HOUSE

### 1 Company details

Company number 0 2 3 8 7 6 2 7

Company name in full D & I Building Services Ltd

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

### 2 Liquidator's name

Full forename(s) Mark Elijah Thomas

Surname Bowen

### 3 Liquidator's address

Building name/number 11 Roman Way

Street Berry Hill

Post town Droitwich Spa

County/Region Worcestershire

Postcode WR 9 9 A J

Country

### 4 Liquidator's name •

Full forename(s)

Surname

• Other liquidator  
Use this section to tell us about  
another liquidator.

### 5 Liquidator's address •

Building name/number

Street

Post town

County/Region


Postcode

Country

• Other liquidator  
Use this section to tell us about  
another liquidator.

# LIQ03

## Notice of progress report in voluntary winding up

<b>6</b>		<b>Period of progress report</b>															
From date		2	9	0	3	2	0	1	9								
To date		2	8	0	3	2	0	2	0								
<b>7</b>		<b>Progress report</b>															
		<input checked="" type="checkbox"/> The progress report is attached															
<b>8</b>		<b>Sign and date</b>															
Liquidator's signature		<div style="display: flex; justify-content: space-between;"> <span>X</span>  <span>X</span> </div>															
Signature date		0	4	0	8	2	0	2	0								

# LIQ03

## Notice of progress report in voluntary winding up

### Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **Justin Brown**

Company name **MB Insolvency**

Address **11 Roman Way**

**Berry Hill**

Post town **Droitwich Spa**

County/region **Worcestershire**

Postcode **WR9 9AJ**

Country

UK **information@mb-i.co.uk**

Telephone **01905 776771**

### 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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.gov.uk/companieshouse)

**ANNUAL PROGRESS REPORT**

**D & I BUILDING SERVICES LTD- IN CREDITORS' VOLUNTARY LIQUIDATION**

## **ANNUAL PROGRESS REPORT OF D & I BUILDING SERVICES LIMITED- IN CREDITORS' VOLUNTARY LIQUIDATION**

### **Content**

- **Executive Summary**
- **Administration and Planning**
- **Enquires and Investigations**
- **Realisation of Assets**
- **Creditors**
- **Fees and Expenses**
- **Creditors' Rights**
- **EC Regulations**
- **Conclusion**

### **Appendices**

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- **Appendix II – Receipts and Payments account for the period 29/03/19 to 28/03/20**
- **Appendix III - Detailed list of work undertaken in the period**
- **Appendix IV – Disbursements & expenses information for period 29/03/19 to 28/03/20**

# ANNUAL PROGRESS REPORT OF D & I BUILDING SERVICES LIMITED- IN CREDITORS' VOLUNTARY LIQUIDATION

## EXECUTIVE SUMMARY

A summary of key information in this report is detailed below.

### Assets

Asset	Estimated to realise as per initial report to creditors	Realisations to date	Anticipated future realisations	Total anticipated realisations
Book Debts	39,808	9,150	0	9,150
Administration Surplus	56,573	56,573	0	56,573
Bank Interest	-	56	-	56

### Expenses

Expense	Amount per fees and expenses estimates	Expense charged to date	Anticipated further expense to closure	Total anticipated expense
Liquidator's Fees	34,602	28,762	-	28,762
Debt Collection Fees	4,520	1,102	-	1,102
Category 1 Disbursements	313	204	28	232
Category 2 Disbursements	150	104	-	104

### Dividend prospects

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Secured creditor	NA	NA
Preferential creditors	100p/£	100p/£
Unsecured creditors	1.97p/£	1.97p/£

### Summary of key issues outstanding

- Clearing of remaining dividend cheques
- Closing formalities

### Closure

During this reporting period the unsecured creditors' claims were agreed and a first and final dividend paid to unsecured creditors. The only outstanding matters are therefore waiting for the final dividend cheques to clear and closing formalities which I expect to commence within the next three months.

## ANNUAL PROGRESS REPORT OF D & I BUILDING SERVICES LIMITED- IN CREDITORS' VOLUNTARY LIQUIDATION

### CREDITORS

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Liquidator has had to carry out key tasks which are detailed in the list at Appendix III. The following sections explain the anticipated outcomes to creditors and any distributions paid.

#### Secured creditors

The Company banked with National Westminster Bank Plc, who held a fixed and floating charge against the company. The charge was created on 18 May 2010 and registered on 22 May 2010. There was no indebtedness to the bank as at the date of cessation.

#### Preferential creditors

A preferential dividend of 100p/£ was paid during the Administration.

An additional claim was received during the Liquidation from the Redundancy Payments Office in respect of pension contributions; the amount of £359.53 was therefore subsequently paid at a dividend rate of 100p/£. This was paid during the previous reporting period.

#### Unsecured creditors

Unsecured claims were estimated at £1,556,367 as per the estimated financial statement circulated with the Administrator's proposals. Claims totalling £1,781,006.94 were agreed and paid as part of the dividend procedure.

#### Dividend prospects

Where a floating charge is created after 15 September 2003 a prescribed part of the company's net property shall be made available to unsecured creditors. NatWest as the floating charge holder are not owed any monies in the proceedings and consequently there is no prescribed part in this Liquidation.

A dividend of 1.97p/£ was declared to the unsecured creditors on 17 January 2020. Total funds distributed were £35,142.47 on claims totalling £1,781,006.94.

### FEES AND EXPENSES

#### The Liquidator's fees

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day to day administration on cases and a manager and director then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a senior manager or director.

The basis of the Liquidator's fees was approved by creditors on 31 January 2019 in accordance with the following resolution:

*"That the Liquidator's fees be fixed by reference to a set fee and percentage of realisations as per the fee estimate circulated to creditors"*

The fee detailed within the fee estimate was a set fee of £27,390 plus a percentage of realisations of the company's book debts as detailed below:

15% of first £15,000	£2,250
20% of £15,001 - £39,808	£4,962
25% of any further realisations	Unknown

## **ANNUAL PROGRESS REPORT OF D & I BUILDING SERVICES LIMITED- IN CREDITORS' VOLUNTARY LIQUIDATION**

### **ADMINISTRATION AND PLANNING**

#### **Statutory Information**

Statutory Information may be found at *Appendix I*.

The Liquidator is required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found in *Appendix III*.

The Liquidator has met his statutory and regulatory duties to report to creditors, as listed below. In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors have provided useful details of the strategies pursued and the outcomes anticipated.

During the Review Period, the following key documents have been issued:

- Annual progress report for the period 29.03.18 – 28.03.2019;

#### **Other administration tasks**

During the Review Period, the following material tasks in this category were carried out:

- Case & strategy reviews.
- Bond Reviews
- Cashiering Tasks

### **ENQUIRES AND INVESTIGATIONS**

My investigation and report on the Directors' Conduct were completed during the Administration; there is not a requirement to complete a further report on the Directors' conduct during the Liquidation.

### **REALISATION OF ASSETS**

The only asset realisation during this period has been bank interest of £23.77.

#### **Book debts**

My last report advised that I was awaiting a report from Higgs & Sons who were engaged to collect the company's book debts and retentions. This report was subsequently received and it advised that no further realisations were anticipated; the collection has therefore been concluded.

#### **Payments**

Corporation tax of £5.32 has been paid during this period.

All other payments during this period relate to my remuneration and disbursements which are further detailed below and at *Appendix IV*.



## **ANNUAL PROGRESS REPORT OF D & I BUILDING SERVICES LIMITED- IN CREDITORS' VOLUNTARY LIQUIDATION**

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Liquidator considers that:

- the original fee estimate is unlikely to be exceeded; and
- the original expenses estimate is unlikely to be exceeded in total

In total the Liquidator has drawn £27,390 in respect of his fees agreed on a set fee basis and £1,372 of fees in respect of his fees approved on a % basis, the calculation of which is detailed above.

Of this amount £21,762 was drawn during this last reporting period.

### **Disbursements**

The disbursements that have been incurred are detailed on Appendix IV. Also included in Appendix IV is a comparison of the expenses incurred in the Liquidation with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

The category 1 disbursements represent the simple reimbursement of actual out of pocket payments made in relation to the assignment.

The category 2 disbursements may include an element of overhead charges in accordance with the resolution passed by creditors by correspondence on 31 January 2019. The basis of calculation of this category of disbursement was disclosed to creditors prior to the resolution being passed and is also detailed at Appendix IV.

Information about this Insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' together with the firm's charge-out rate and disbursement policy may be found at [www.mib-l.co.uk](http://www.mib-l.co.uk). A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.

### **Other professional costs**

#### **Debt collectors**

As detailed above, Higgs were retained as debt collectors. Their fees were agreed on a commission basis; as there have been no realisations during this reporting period there have been no fees paid.

### **CREDITORS' RIGHTS**

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Liquidator's remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

**ANNUAL PROGRESS REPORT OF D & I BUILDING SERVICES LIMITED- IN CREDITORS' VOLUNTARY LIQUIDATION**

**EC REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)**

The Company's centre of main interest was in Rubery, Birmingham and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

**CONCLUSION**

The administration of the case will be continuing to finalise the following outstanding matters that are preventing this case from being closed:

- Clearing of remaining dividend cheques
- Closing formalities

If you require any further information, please contact this office.

Signed   
Mark Bowen - Liquidator  
04 May 2020

**ANNUAL PROGRESS REPORT OF D & I BUILDING SERVICES LIMITED- IN CREDITORS' VOLUNTARY LIQUIDATION**

**Appendix I**

**Statutory Information**

<b>Company Name</b>	<b>D &amp; I Building Services Limited</b>
<b>Former Trading Name</b>	<b>None</b>
<b>Company Number</b>	<b>02387627</b>
<b>Registered Office</b>	<b>11 Roman Way, Berry Hill, Droitwich, Worcestershire, WR9 9AJ</b>
<b>Former Registered Office</b>	<b>53 The Avenue, Rubery, Birmingham, B45 9AL</b>
<b>Officeholder</b>	<b>Mark Bowen</b>
<b>Officeholders address</b>	<b>MB Insolvency, 11 Roman Way, Berry Hill, Droitwich, Worcestershire, WR9 9AJ</b>
<b>Date of appointment (Liquidator)</b>	<b>29 March 2018</b>
<b>Date of Administration</b>	<b>4 April 2017</b>

**ANNUAL PROGRESS REPORT OF D & I BUILDING SERVICES LIMITED- IN CREDITORS' VOLUNTARY LIQUIDATION**

**D & I Building Services Limited (in Liquidation)  
Liquidator's Summary of Receipts and Payments**

<b>RECEIPTS</b>	<b>From 29/03/2018 To 28/03/2019 (£)</b>	<b>From 29/03/2019 To 28/03/2020 (£)</b>	<b>Total (£)</b>
Plant & Machinery/Office Furniture/Stock	0.00	0.00	0.00
Motor Vehicles	0.00	0.00	0.00
Book Debts	9,149.90	0.00	9,149.90
Cash at Bank	0.00	0.00	0.00
Administration surplus	56,573.13	0.00	56,573.13
Bank Interest Gross	31.81	23.77	55.58
Ordinary Shareholders	0.00	0.00	0.00
	<b>65,754.84</b>	<b>23.77</b>	<b>65,778.61</b>
<b>PAYMENTS</b>			
Statutory Advertising	71.00	0.00	71.00
Office Holders Fees	7,000.00	21,762.00	28,762.00
Debt Collection Fees	1,101.71	0.00	1,101.71
Corporation Tax	0.00	5.32	5.32
Photocopying	0.00	104.48	104.48
Postage	0.00	133.15	133.15
Statutory Advertising	0.00	71.00	71.00
Arrears of Wages & Holiday Pay	0.00	0.00	0.00
Pension Schemes	359.53	0.00	359.53
Trade & Expense Creditors	0.00	0.00	0.00
Employees	0.00	0.00	0.00
HM Revenue & Customs	0.00	0.00	0.00
Unsecured Creditor Distribution	0.00	35,142.27	35,142.27
	<b>8,532.24</b>	<b>57,218.19</b>	<b>65,750.43</b>
<b>MADE UP AS FOLLOWS</b>			
Bank 1 Current			4,414.12
VAT Receivable / (Payable)			4,385.94
			<b>28.18</b>

# ANNUAL PROGRESS REPORT OF D & I BUILDING SERVICES LIMITED- IN CREDITORS' VOLUNTARY LIQUIDATION

## Appendix III

### Detailed list of work undertaken for D & I Building Services Limited- In Creditors' Voluntary Liquidation for the review period 29 March 2019 to 28 March 2020

Below is detailed information about the tasks undertaken by the Liquidator.

General Description	Includes
Statutory and General Administration	
Statutory/Accounting	Filing of documents to meet statutory requirements including annual receipts and payments accounts Annual corporation tax returns Quarterly VAT returns Advertising in accordance with statutory requirements Bonding the case for the value of the assets
Document Maintenance/Review/Checklist	Filing of documents Periodic file reviews documenting strategy 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 Maintenance of the estate cash book Banking remittances and issuing cheques/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
Books and records / storage	Dealing with records in storage
Pension Scheme	Liaising and providing information to be able to finalise winding up the pension scheme
Reports	Preparing annual progress reports
Meeting of Creditors	Preparation of decision by correspondence documents Collate and examine proofs votes to decide on resolutions Record of the Decision
Investigations	
Litigation / Recovery	Strategy meeting regarding outstanding investigation issues Liaising with solicitors regarding recovery actions
Realisation of Assets	
Debtors	Correspondence with debtors Liaising with debt collectors and solicitors
Other assets	Transferring the balance of funds from Administration
Creditors and distributions	
Coordinator Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Corresponding with the PPF and the Pensions Regulator
Dealing with proofs of debt	Receiving and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication
Dividend procedure	Preparation of correspondence to creditors advising of intention to declare distribution Advertisement of notice of proposed distribution Preparation of distribution calculation Preparation of correspondence to creditors announcing declaration of distribution Preparation of cheques/BACS to pay distribution Preparation of correspondence to creditors enclosing payment of distribution

**ANNUAL PROGRESS REPORT OF D & I BUILDING SERVICES LIMITED- IN CREDITORS' VOLUNTARY LIQUIDATION**

**Appendix IV**

**Current Charge-out Rates for the firm**

**Time charging policy**

Support staff do charge their time to each case.

Support staff includes cashier, secretarial and administration support.

The minimum unit of time recorded is 6 minutes.

Staff	Charge out rates £
Insolvency Practitioner/Partners	300
Senior Manager	250
Manager	200-225
Administrator	150
Junior Administrator	90
Secretarial/Administration support staff	90-150

**Disbursements & Expenses summary for period & comparison with estimate**

Below are details of the Liquidator 's expenses for the period under review.

Expenses	Original expenses estimate £	Expenses incurred 29.03.19 - 28.03.20	Total Expenses incurred to date £	Reason for any excess
Category 1 Expenses				
Debt Collection Fees	4,520	0	1,102	-
Advertising	213	71	71	-
Bonding	-	-	-	-
Postage	100	158.90	158.90	Higher than original estimate
Category 2 Expenses				
Photocopying	150	115.77	115.77	-