

The Insolvency Act 1986

Joint Administrators' progress report

2.24B

Name of Company Acton Coachworks (UK) Limited	Company number 02760885
In the High Court of Justice, Chancery Division, Companies Court (full name of court)	For court use only 2609 of 2016

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

We, Michael Kiely and Peter Kubik of UHY Hacker Young LLP, Quadrant House, 4 Thomas More Square, London, E1W 1YW

Joint Administrators of the above named Company attach a progress report for the period

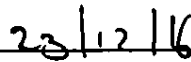
(b) Insert date

From	To
(b) 2 June 2016	(b) 1 December 2016

Signed


Michael Kiely
Joint Administrator

Dated

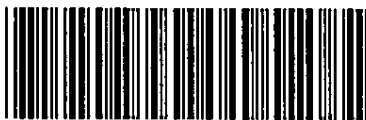

23/12/16

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

Skevi Iacovou
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COMPANIES HOUSE

have completed and signed this form please send it to the Registrar of Companies at

s House, Crown Way, Cardiff CF14 3UZ

DX 33050 Cardiff

**ACTON COACHWORKS (UK) LIMITED
IN ADMINISTRATION**

SIX MONTH PROGRESS REPORT TO CREDITORS

**ACTON COACHWORKS (UK) LIMITED
IN ADMINISTRATION**

SIX MONTH PROGRESS REPORT TO CREDITORS

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1. COURT DETAILS AND COMPANY INFORMATION

- 1 1 High Court of Justice number: CR – 2016-002609
- 1 2 Acton Coachworks (UK) Limited - In Administration ('the Company')
- 1 3 Formerly known as Office Solutions (SE) Limited
- 1 4 Current registered office c/o UHY Hacker Young LLP, Quadrant House, 4 Thomas More Square, London, E1W 1YW
- 1 5 Former registered office 5 Broadbent Close, Highgate, London, NW6 5JW
- 1 6 Registered Number 02760885
- 1 7 Date of incorporation 2 November 1992
- 1 8 Principal trading activity Refurbishment and repair of high end prestige vehicles

2. ADMINISTRATION APPOINTMENT DETAILS

- 2 1 Michael Kiely and Peter Kubik were appointed Joint Administrators of the Company on the 2 June 2016 by the Court upon an application by Lydnsey Barrett, an unsecured creditor
- 2.2 The functions of the Joint Administrators are being exercised by either or both of the Administrators acting jointly or alone

3. DETAILS OF ANY EXTENSIONS

- 3 1 Not applicable

4. DETAILS OF PROGRESS OF THE ADMINISTRATION

- 4 1 This report details our acts and dealings together with the conduct of the Administration since the proposal circulated to all creditors on 25 July 2016

Administration and planning

- 4 2 The Joint Administrators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the Administration, which has ensured that the Joint Administrators and their staff have carried out their work to high professional standards. These tasks are detailed at appendix 4

- 4 3 Irrespective of whether sufficient realisations are achieved to pay a dividend to unsecured creditors, I have had to carrying out key tasks which are detailed in my narrative detail at appendix 4

Realisation of assets

Receipts and payments account

- 4 4 Attached at appendix 1 is a copy of my receipts and payments account for the period 2 June 2016 to 1 December 2016 from which you will note that the current balance held amounts to £12,550 43
- 4 5 In this section, I have summarised the main asset realisations during the period and an estimation of the those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid
- 4 6 I have detailed below key information about asset realisations, however, more detailed narrative about the work undertaken may be found at appendix 4

Sale of the business and assets

- 4 7 Upon my appointment my agents, James Owen & Co, were instructed to carry out a marketing campaign for the sale of the business and assets of the Company. The valuation is detailed below

Asset	Valuation	
	Going concern basis (£)	Break up basis (£)
Goodwill	68,000	5,000
Stock	30,000	1,000
WIP	37,000	0
Intellectual property	5,000	0
Contracts with clients	10,000	0
Total	150,000	6,000

- 4 8 A sale for the sum of £150,000 was completed on 29 July 2016 to Acton Coachworks (Sports Cars) Limited The assets have been apportioned as per the above valuation
- 4 9 The director of the Company, Mr Paul Jesus, is also a director of the purchasing company
- 4 10 The sum of £10,000 was paid upon completion with the balance payable in 15 monthly instalments of £9,333 33
- 4 11 To date, the sum of £10,000 has been received and the balance of the deferred consideration remains outstanding which I am currently pursuing.

- 4 12 A personal guarantee was obtained by Mr Jesus which will be pursued in the event that no further consideration is received
- 4 13 Metro Bank Plc ('the Bank') demanded repayment of their debt and called upon the director's personal guarantee. The director settled the Bank's debt in the sum of circa £227,000 and, accordingly, their debt was subrogated to the director
- 4 14 Therefore, the sale consideration is likely to be set off against the sum he is to receive, under the fixed and floating charge security which has been subrogated to him
- 4 15 The following has been received -

Asset	Sale price (£)	Amount received (£)
Goodwill	68,000	4,533 34
Stock	30,000	2,000 00
WIP	37,000	2,466 66
Intellectual property	5,000	333 34
Contracts with clients	10,000	666 66
Total	150,000	10,000.00

Debtors

- 4 16 The value of the trade debtors at the date of the Administration was £371,831.33. Some of the debtors are also creditors and therefore there were set offs on certain balances. Due to many contras the estimated realisable value was £274,831
- 4 17 Since the date of the Administration, trade debtors in the sum of £208,426 31 have been realised
- 4 18 It is expected that the total realisations in respect of the debtors will be circa £246,000.

Directors' loan

- 4.19 This had a book value of £525,846. I am still reviewing this debt and am trying to substantiate the true value of the claim. I anticipate being able to provide the detail in my next report to creditors

Sundry refund

- 4 20 The sum of £231 96 was received in respect utility refunds

Bank interest

- 4 21 The sums of £2.66 and £29 12 have been received in respect of interest on the funds held in the Administration Fixed Charge Account and Floating Account respectively

Prepayments

- 4 22 This was valued in the books of the Company at £49,606 which was mainly made up of utility expenses paid in advance. I do not expect to realise any sums in respect of this asset

Motor vehicles

- 4 23 The motor vehicles had a book value of £22,247 however there was outstanding finance on these vehicles of £19,179 No equity is expected in these agreements.

Trading sales

- 4 24 The Joint Administrators continued to trade the business between the period 2 June 2016 and 29 July 2016 whilst a sale of the business and assets was sought
- 4 25 Attached at appendix 2 is my trading account for the period which you will note a loss of £32,383.64
- 4.26 You will note from the trading account that the total of the sales and WIP for the period amount to £134,266 94.
- 4 27 A reconciliation exercise is being undertaken as some of the debtors and trade sales have been paid to the purchaser of the business and assets of the Company To date, the sum of £5,662 00 has been received

Trading payments

- 4.28 All payments for the trading period have been made, totalling £166,650 58 I have detailed the payments below which are above £1,000

Wages and PAYE/NI

- 4.29 28 employees were retained to continue to trade and wages of £54,197 73 and the associated PAYE and NIC costs of £18,442.07 were paid in full

Rent

- 4 30 Rent of £32,610 66 was paid for the period. A partial refund of £8,000 is expected but is not reflected in my trading account

IT/software systems

- 4 31 The sum of £4,676 74 was paid in respect of the ongoing use of the IT and software systems In addition, the sum of £1,981.95 was paid in respect of the continued use of the body shop management systems.

Petty cash

- 4 32 Petty cash was provided on site to enable any urgent payments to be made The sum of £2,001 01 was paid

Utility payments

- 4 33 The sum of £1,980 81 was paid in respect of the utilities incurred during the period

Purchases

- 4 34 Various purchases were made in order to enable to business to continue trading which included the following -

- Motor parts for the sum of £6,575 24
- Paint supplies for the sum of £26,943 59
- Repairs and maintenance for the sum of £1,029 60
- Vehicle hire and running costs for the sums of £10,443 00 and £2,052 45 respectively

- 4 35 There are two further payments to be made in respect of insurance and trade suppliers during the trading period

Costs and expenses**Legal fees**

- 4 36 My solicitors, Teacher Stern LLP, were instructed to provide legal advice regarding all aspects of the Administration. My solicitors were instructed on a time costs basis and the sum of £6,167 50 has been incurred to 2 December 2016. No payment has been made in this respect

Agents' fees

- 4 37 My agents, James Owen & Co, were instructed to market and realise the assets of the Company. My agents were instructed on a fixed fee basis which was agreed as £15,580 plus VAT. The total amount remains outstanding

Pre appointment fees

- 4.38 Below are the fees and expenses incurred prior to the Administration:-

Description	Amount (£)
Joint Administrators' time costs	3,635 00
Legal fees – Teacher Stern	11,372 50
Mrs Sally Jesus	16,681 50
Total	31,689.00

- 4.39 No payment has been made to date in respect of the Joint Administrators' time costs prior to the Administration

- 4.40 The sum of £11,372 50 plus VAT has been paid to my solicitors in respect of their pre appointment legal fees and counsel's fees

- 4 41 The sum of £12,500 00 was paid in full and final settlement of the legal fees incurred by Mrs Salvina Jesus in respect of her costs of preparing and filing a witness statement and attending the hearing for the appointment of the Administrators. The Court ordered these costs be paid as an expense of the Administration.

Joint Administrators' remuneration

- 4 42 The following was agreed in respect of the Joint Administrators' remuneration on 10 August 2016 -

- That the Joint Administrators' fees in relation to trading, estimated to be £30,000 plus VAT, be fixed by reference to the time properly given by the Joint Administrators and their staff with such time to be charged at the prevailing standard hourly charge out rates at the time the work is performed (plus VAT), and
- 25% of gross asset realisations to be charged in respect of all work carried out in respect of the sale of the business and assets and debtors, and
- A fixed fee of £10,000 plus VAT to be charged in respect of all statutory and creditor work carried out, and
- A fixed fee of £10,000 plus VAT in respect of the investigation matters. This includes and is limited to the initial investigation and CDDA reporting. My fee does not include any work to be undertaken in respect of any examination or litigation for further recoveries. Please note that in this event, further fee approval will be requested in due course.

- 4.43 The Joint Administrators' time costs in dealing with matters relating to the trading of the Company amount to £32,552 50, which is a total of 104.50 hours at an average hourly rate of £311 51. A breakdown of my time costs is included at appendix 3.

- 4 44 To date, no fees have been drawn.

- 4 45 A detailed narrative of the work to be undertaken with details of my firm's charge out rates is attached at appendix 4.

- 4 46 A creditors' guide to Administrator's fees is available for download at https://www.r3.org.uk/media/documents/publications/profession/guide_to_administrators_fees_oct_2015.pdf. A hard copy can be provided upon request.

Joint Administrators' disbursements

- 4 47 The Joint Administrators' category 1 and category 2 disbursements for the period, other than those mentioned above, are £1,064 94 and £878 00 respectively and both remain outstanding.

4 48 The category 1 and category 2 disbursements are summarised at appendix 5

4 49 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. Category 2 disbursements are where our firm incurs overheads in relation to postage, stationery, photocopying, storage and room hire.

Costs incurred but not yet paid

4 50 I should advise that the following costs have been incurred but have not yet been paid -

Description	Amount (£)
Mercedes Benz	9,743.48
Insurance	8,800.00
Total	18,543.48

Further information

4 51 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 Joint Administrators' remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

4.52 An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the unsecured creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Joint Administrators' 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.

Creditors' claims

Secured creditor

4 53 The Company granted fixed and floating charges to the Bank. The charges were created on 9 March 2012 and registered at Companies House on 21 March 2012. The sum of £223,421 plus interest was due to the Bank in respect of the Company's overdraft facility and credit cards.

4 54 The director had provided a personal guarantee to the Bank for the full amount due to them under their debenture which has since been paid in full. As a result, the Bank's security has been subrogated to Mr Jesus.

Preferential creditors

- 4 55 Preferential creditors relate to unpaid wages, arrears of holiday and pay in lieu of notice due to employees.
- 4.56 The Company employed 28 members of staff. As all employees had been paid in full and were subsequently transferred to the purchaser, a preferential claim is not expected to arise.

Unsecured creditors

- 4 57 Based on the Company's records, the unsecured creditors amounted to £753,036.29. To date, I have received claims of £475,336.33.

Dividend prospects

- 4 58 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.
- 4 59 As mentioned above, the Company granted a fixed and floating charge to Metro on 9 March 2016 which has since been subrogated to Mr Jesus. Based on present information, the Joint Administrators estimate that the value of the Company's net property will be in excess of £10,000 and therefore the prescribed part will apply. The amount available is expected to amount to £74,366; however, this is subject to any costs and expenses.

5. DETAILS OF ANY ASSETS THAT REMAIN TO BE REALISED

Debtors and sales from trading

- 5 1 As detailed above, some payments in respect of outstanding debtors and sales from trading were paid to the purchaser of the business and assets of the Company. A reconciliation is currently being undertaken to ascertain the sums to be transferred to the Administration account.

Director's loan account

- 5.2 As mentioned in section 4 above, a reconciliation of the loan account is being undertaken and I hope to be able to provide further detail in my next report to creditors.

Sale consideration

- 5 3 In accordance with the sale agreement, the following payments should have been paid:

- 1 August 2016	£9,333.33
- 1 September 2016	£9,333.33
- 1 October 2016	£9,333.33
- 1 November 2016	£9,333.33

- 1 December 2016 £9,333 33

- 5 4 As mentioned in section 4 above, the sale consideration is likely to be set off against the amount due to Mr Jesus in respect of the Bank's debt which was settled under his personal guarantee

6. ANY OTHER RELEVANT INFORMATION

Completion of the Administration

- 6 1 Creditors agreed that the Joint Administrators shall conclude the Administration pursuant to paragraph 84 of Schedule B1 to the Insolvency Act 1986, moving from Administration to dissolution in the event there is no distribution to creditors

- 6 2 However if a dividend is available to creditors, other than the prescribe part, the Joint Administrators will be permitted to conclude the Administration and place the Company into Creditors' Voluntary Liquidation, in accordance with paragraph 83(1) of Schedule B1 to the Insolvency Act 1986 and that Michael Kiely and Peter Kubik will be appointed Joint Liquidators

- 6 3 You should note that the Joint Administrators will be discharged from liability under paragraph 98 of Schedule B1 to the Insolvency Act 1986 immediately on their appointment as Administrators ceasing to have effect

Creditors' committee

- 6 4 No creditor committee was formed

Investigations

- 6 5 As part of the Joint Administrators' statutory duties, an investigation into the conduct of the directors of the Company was completed

- 6 6 In this regard, a confidential report was submitted to The Insolvency Service on 31 August 2016

- 6 7 As part of my duties as Joint Administrator, I am obliged to review shortly after appointment all the information available to me and conduct an initial assessment of whether there are any matters which may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company

- 6 8 This review has been completed and I confirm that I did not identify any further assets or actions which would lead to a recovery for creditors

EC Regulations

- 6.9 Council Regulation (EU) No 1346/2000 applies and these are the main proceedings as defined in that regulation
- 6 10 Should you require any further information or wish to discuss the report please do not hesitate to contact Skevi Iacovou at this office



Michael Kiely
Joint Administrator

Michael Kiely is authorised to act as an Insolvency Practitioner in the UK by the Insolvency Practitioners Association

Acton Coachworks (UK) Limited - In Administration
Receipts and payments account for the period 2 June 2016 to 1 December 2016

Appendix 1

	As per SofA	Fixed	Floating	Total
	£	£	£	£
Receipts				
Goodwill	68,000	4,533 34	0 00	4,533 34
Stock	30,000	0 00	2,000 00	2,000 00
WIP	37,000	0 00	2,466 66	2,466 66
Intellectual property	5,000	0 00	333 34	333 34
Contracts with clients	10,000	0 00	666 66	666 66
Trade debtors	274,831	0 00	208,426 31	208,426 31
Sundry refund	0	0 00	231 96	231 96
Bank interest	0	2 66	29 12	31 78
	<u>424,831</u>	<u>4,536 00</u>	<u>214,154 05</u>	<u>218,690 05</u>
Payments				
Commissions on realisations		0 00	(846 41)	(846 41)
Settlement Offer for Mrs Jesus legal fees		0 00	(12,560 00)	(12,560 00)
Legal fees		(235 88)	(11,136 62)	(11,372 50)
The Creditor Gateway		(0 50)	(23 50)	(24 00)
Statutory advertising		(3 03)	(142 97)	(146 00)
		<u>(3 03)</u>	<u>(24,709 50)</u>	<u>(24,948 91)</u>
VAT receivable		<u>0 00</u>	<u>(20,202 13)</u>	<u>(20,202 13)</u>
		0 00	(20,202 13)	(20,202 13)
Trading sales		0 00	5,662 00	5,662 00
Trading payments		<u>0 00</u>	<u>(166,650 58)</u>	<u>(166,650 58)</u>
		0 00	(160,988 58)	(160,988 58)
Balance held in interest bearing account		4,532 97	8,253 84	12,550.43

Acton Coachworks (UK) Limited - In Administration
Trading Profit and Loss Account for the period 2 June 2016 to 29 July 2016

Appendix 2

Gross income exc VAT		
Sales	97,266 94	
WIP	<u>37,000 00</u>	
Total income		134,266 94
Purchases		
Diagnostics	63 88	
Motor Parts	6,575 24	
Paint Supplies	26,943 59	
Repairs & Maintenance	1,029 60	
Vehicle Hire	10,443 00	
Vehicle Running Costs	<u>2,052 45</u>	
		47,107 76
Overheads		
PAYE/NI	18,442 07	
Cleaning	149 77	
Bodyshop Management Fee	1,981 95	
Company Management Subscriptions	340 00	
Electricity	54 43	
Fire Extinguishers	258 60	
IT/Software Suppliers	4,676 74	
Licence Fees	204 10	
Petty Cash Float	2,001 01	
Rents	32,610 66	
Security Costs	162 12	
Stationery & Office Supplies	586 08	
Sundry Expenses	634 21	
Telephone	230 51	
Utility Payments	1,980 81	
Vending Machine Supplies	299 27	
Wages & Salaries	54,197 73	
Waste Collection	<u>732 76</u>	
		119,542 82
Total payments		166,650.58
Loss for the period		(32,383 64)

Classification of work function	Partner Hours	Director Hours	Manager Hours	Asst Manager Hours	Snr Administrator Hours	Administrator Hours	Junior Administrator Hours	Total Hours	Total Cost £	Avg Hourly Rate £
Trading	0.00	0.00	37.00	0.00	0.00	0.00	0.00	37.00	15,105.00	265.00
Management of Operations	40.00	0.00	7.00	0.00	0.00	0.00	0.00	47.00	17,235.00	367.13
Accounting for Trading	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.50	192.50	385.00
On going Employees Issues										
TOTAL HOURS	40.50	0.00	64.00	0.00	0.00	0.00	0.00	104.50		
TOTAL TIME CHARGED (Q)	£15,992.50	£21.00	£16,960.00	£0.00	£0.00	£0.00	£0.00		£32,552.50	
Average hourly cost (Q)	385.00	0.00	265.00	0.00	0.00	0.00	0.00			311.51

All figures are shown net of VAT

Acton Coachworks (UK) Limited - In Administration**Detailed narrative of the work undertaken during the period 2 June 2016 to 1 December 2016**

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	Month one, three and then six monthly review Filing of documents File reviews Updating checklists
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers
Planning / Review	Discussions regarding status of case
Books and records / storage	Dealing with records in storage Sending job files to storage
Creditor reports	Preparing annual progress report, investigation, meeting and general reports to creditors
Meeting of Creditors	Preparation of meeting notices, proxies and advertisements Forward notice of meeting to all known creditors Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting.
Asset realisations	
Sale of business and assets	Instructing and liaising with agents Liaising with potential purchasers Agreeing licences to trade/occupy Assessment and review of offers received Negotiating with intended purchaser Exchanges with solicitors to agree sale and purchase agreement
Book debts	Collecting supporting documentation Correspondence with debtors Reviewing and assessing ledgers Receiving updates from factoring companies and liaising reassignment of ledger
Cash at bank	Liaising with the bank relationship manager to arrange transfer
Trading	
Management of operations	Liaising with suppliers to secure supplies and credit terms Establishing new accounts with utility providers Ensuring security of premises, computer system and stock Liaising with management and staff Maintaining purchase order registry Submitting online payroll returns Concluding payroll Collecting sales ledger
Accounting for trading	Reviewing company's budgets and financial statements Finalising trading profit or loss

General Description	Includes
	Trading strategy review VAT returns
Ongoing employee issues	Consultation with staff, employees and sub-contractors Review of staffing requirements for trading period
Investigations	
SIP 2 Review	Collection of company books and records Correspondence to request information on the company's dealings Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions
CDDA reporting	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service
Creditors	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post
Dealing with proofs of debt	Receipt 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

Current Charge-out Rates for the firm

Staff	Charge out rates £
Insolvency Practitioner/Partners	340-750
Directors	275-400
Senior Manager	255-320
Manager	175-300
Assistant Manager	165-250
Senior Administrator	135-250
Administrator	80-150
Junior Administrator	70-85
Secretarial/Administration support staff	0

Time charging policy

Support staff do not charge their time to each case

Support staff include cashier, secretarial and administration support

Please be advised that the minimum unit of time recorded is 6 minutes

Acton Coachworks (UK) Limited - In Administration

Comparison of the Joint Administrators' expenses for the period 2 June 2016 to 1 December 2016 against the estimated time costs

Please note all figures are exclusive of VAT.

Expenses	Original estimate	Actual expenses incurred	Reason for any excess
Category 1			
Legal fees	£5,000 00	£6,167 50	
Agent's fees	£5,000.00	£15,580 00	The amount realised was above that initially estimated
Professional fees	£500 00	£0 00	
Advertising	£146.00	£146.00	
Bank charges	£25 00	£0.00	
Bonding	£260.00	£550 00	This is based on the expected value of the Company's assets
Mail redirection	£175 00	£0 00	
Document Storage	£256 40	£0 00	
Creditor gateway fee	£42 00	£24 00	
Search fees	£10 00	£0 00	
VisionBlue fee	£110 00	£110 00	
Travel	£200.00	£89.30	
Miscellaneous	£200 00	£145 64	
Total	£11,924.40	£22,812.44	

Expenses Category 2			
Accounting fees	£1,500 00	£0 00	
Stationery / fax / postage / telephone	£540 00	£540 00	
External storage of Insolvency Practitioner's working papers	£50 00	£50 00	
Internal meeting room	£65.00	£0.00	
Mileage	£750 00	288 00	
Total	£2,905.00	£878.00	

Proof of Debt - General Form

ACTON COACHWORKS (UK) LIMITED - IN ADMINISTRATION

Date of Administration Order: 2 June 2016

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 date the company went into liquidation	
4	Details of any documents by reference to which the debt can be substantiated (Note There is no need to attach them now but the liquidator may call for any document or evidence to substantiate the claim at his discretion as may the chairman or convenor of any meeting)	
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	
8	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates	
9	Signature of creditor or person authorised to act on his behalf	
	Name in BLOCK LETTERS	
	Position with or in relation to creditor	
	Address of person signing (if different from 2 above)	
Admitted to vote for		Admitted for dividend for
£		£
Date		Date
Liquidator		Liquidator