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## **K.C. Precision Engineering Limited (In Creditors' Voluntary Liquidation)**

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Progress report

Period: 30 Novemebr 2020 to 29 November 2021



### **Important Notice**

This progress report has been produced solely to comply with our statutory duty to report to creditors and members of the Company on the progress of the liquidation. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors and members for any purpose other than this report to them, or by any other person for any purpose whatsoever.

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# 1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	K.C. Precision Engineering Limited (In Creditors' Voluntary Liquidation)
"the liquidation"	The Company moving into creditors' voluntary liquidation from administration pursuant to Paragraph 83 of Schedule B1 to the Act
"the liquidators", "we", "our" and "us"	Michael Jenkins and David Adam Broadbent of Begbies Traynor (Central) LLP, 11 Clifton Moor Business Village, James Nicolson Link, Clifton Moor, York, YO30 4XG
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England & Wales) Rules 2016
"secured creditor" and "unsecured creditor"	Secured creditor, in relation to a company, means a creditor of the company who holds in respect of his debt a security over property of the company, and "unsecured creditor" is to be read accordingly (Section 248(1)(a) of the Act)
"security"	(i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act); and (ii) In relation to Scotland, any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off) (Section 248(1)(b)(ii) of the Act)
"preferential creditor"	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Act

# 2. COMPANY INFORMATION

Trading name(s):	N/A
Company registered number:	02831757
Company registered office:	11 Clifton Moor Business Village, James Nicolson Link, Clifton Moor, York, YO30 4XG
Former trading address:	31-32 Durham Street, Scarborough, YO12 7PT

# 3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	30 November 2020
Date of liquidators' appointment:	30 November 2020
Changes in liquidator (if any):	None

## 4. PROGRESS DURING THE PERIOD

### Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 30 November 2020 to 29 November 2021.

**What work has been done in the period of this report, why was that work necessary and what has been the financial benefit (if any) to creditors?**

Details of the types of work that generally fall into the headings mentioned below are available on our firm's website - <http://www.begbies-traynorgroup.com/work-details>. Under the following headings we have explained the specific work that has been undertaken on this case. Not every piece of work has been described, but we have sought to give a proportionate overview which provides sufficient detail to allow creditors to understand what has been done, why it was necessary and what financial benefit (if any) the work has provided to creditors.

The costs incurred in relation to each heading are set out in the Time Costs Analysis which is attached at Appendix 2.

#### General case administration and planning

Includes the initial set-up of the case and the time spent by support staff in dealing with administration duties.

It is necessary to develop and review the strategy in respect of certain key elements, such as asset realisations and investigations, dependent upon the specific circumstances of a case. Periodic reviews are carried out in order to ensure that asset realisations and investigations are progressing satisfactorily and that statutory requirements of the relevant legislation are complied with. Generally, it is necessary to maintain records to demonstrate how the case was administered and to document the reasons for any decisions that materially affect the case.

This has not benefitted creditors financially but was necessary in accordance with insolvency legislation.

#### Compliance with the Insolvency Act, Rules and best practice

We have issued notice of our appointment to the necessary parties, filed all required documents with the Registrar of Companies and advertised the required notices in the London Gazette.

This has not benefitted creditors financially but was necessary in accordance with insolvency legislation.

#### Investigations

We have complied with our statutory duty to investigate the conduct of the directors in relation to their management of the affairs of the Company and the causes of its failure. We are obliged to submit confidential reports to the Department for Business, Energy & Industrial Strategy.

This has not benefitted creditors financially but was necessary in accordance with insolvency legislation.

#### Realisation of assets

### Plant & Machinery

Our agents, Eddisons Commercial, were instructed to sell the Company's plant & machinery by auction. The auction exceeded expectations and achieved sales totalling £30,682.

### **Debtor – A&R Engineering (Scarborough)**

Shortly prior to our appointment (but after the date of the statement of affairs), various items of equipment were sold to A&R Engineering (Scarborough), an associated business, for £12,500 plus VAT. Andrew Mitchell, a director of the Company, is a partner in the purchasing business. The invoice relating to the sale remains outstanding. Throughout the reporting period we have liaised with Mr Mitchell regarding settling this debt. Unfortunately, he has not been in a financial position to make any payment. We have not yet taken steps to repossess the equipment due to the fact the ultimate beneficiary of the proceeds will be the Bank under the terms of its security. As detailed below, the Bank's debt is personally guaranteed by Mr Mitchell and his wife. Negotiations continue between the Bank and Mr & Mrs Mitchell in relation to settling the guarantee. Once this has been resolved, a decision will be taken in relation to the payment/recovery of this equipment.

It should be noted that we have spoken to Eddisons Commercial regarding this sale and they confirmed that the sale price would likely to have been in excess of the sale price achieved had these goods been sold through the auction.

### **Book Debts**

The Company's debtor ledger showed balances totalling approximately £58,000 remained outstanding. We corresponded with all debtor companies to request payments. Certain accounts were disputed and we instructed solicitors to assist with collection. To date we have received a total of £38,529.76. A number of accounts, with balances of c£20,000, remain unresolved and in the hands of our solicitors.

### **Tax Refund**

We received a corporation tax refund for an amount of £6,128.98.

### **Cash at Bank**

A balance in the region of £39,341 was held in the Company bank account at the date of the Company entering into liquidation. This balance has been off-set against the Bank's liability (see below) under the terms of the loan.

### **Debtor – ASM Precision Ltd**

A balance of c£10,500 was due from ASM Precision Ltd, an associated business and ultimate holding company. This company is a non-trading entity with no ability to repay the loan. No further action will be taken in this regard.

### **Cash in Hand**

A balance of £40 has been paid into the estate, being the balance of funds held in the Begbies Traynor client account at the date the Company entered into liquidation.

### **Bank Interest Gross**

We have received bank interest totalling £3.45 following the investment of funds.

### **Suspense Account**

An unallocated receipt of £148.29 is held in a suspense account.

Dealing with all creditors' claims (including employees), correspondence and distributions

We have logged details of creditors' claims on receipt and provided creditors with updates on request. We have assisted the employees with making claims for redundancy etc and liaised with the Redundancy Payments Service in relation to submitting the required forms. We have also taken steps to declare a dividend to the preferential creditors (further details of which is provided below).

This work has not benefitted creditors but was necessary in accordance with our duty of accountability to interested parties.

Other matters which includes seeking decisions from creditors (via Deemed Consent Procedure and/or via Decision Procedures), tax, litigation, pensions and travel

Matters included in this category includes time spent travel to meetings, holding other meetings and the preparation and submission of tax returns pursuant to tax and insolvency legislation. We have also sought approval from creditors on the basis of our remuneration, as required by insolvency legislation.

## 5. ESTIMATED OUTCOME FOR CREDITORS

Details of the sums owed to each class of the Company's creditors were provided in the directors' statement of affairs.

On the basis of realisations to date and estimated future realisations we estimate an outcome for each class of the Company's creditors as follows

### **Hire Purchase Creditor**

Siemens Financial Services Limited ("Siemens") repossessed their equipment shortly after our appointment as Liquidators. The equipment has been sold and Siemens have submitted an unsecured claim of c£28,000 for the shortfall suffered.

### **Preferential creditors**

A dividend of 100 pence in the £1 (i.e. payment in full) was paid to preferential creditors on 16 November 2021.

### **Prescribed Part for unsecured creditors pursuant to Section 176A of the Act**

Section 176A of the Act provides that, where the company has created a floating charge on or after 15 September 2003, the liquidator must make a prescribed part of the Company's net property available for the unsecured creditors and not distribute it to the floating charge holder except in so far as it exceeds the amount required for the satisfaction of unsecured debts. Net property means the amount which would, were it not for this provision, be available to floating charge holders out of floating charge assets (i.e. after accounting for preferential debts and the costs of realising the floating charge assets). The prescribed part of the Company's net property is calculated by reference to a sliding scale as follows:

- ☐ 50% of the first £10,000 of *net property*;
- ☐ 20% of *net property* thereafter;
- ☐ Up to a maximum amount to be made available of £800,000

A liquidator will not be required to set aside the prescribed part of net property if:

- ☐ the net property is less than £10,000 and the liquidator thinks that the cost of distributing the prescribed part would be disproportionate to the benefit; (Section 176A(3)) or
- ☐ the liquidator applies to the court for an order on the grounds that the cost of distributing the prescribed part would be disproportionate to the benefit and the court orders that the provision shall not apply (Section 176A(5)).

We have estimated, to the best of our knowledge and belief, the Company's net property, as defined in Section 176A(6) of the Act, to be approximately £34,000 and the prescribed part of the Company's net property to be £9,500.

#### **Unsecured creditors**

We consider that there is likely to be sufficient funds for a dividend to be paid to unsecured creditors (from the prescribed part fund).

## **6. REMUNERATION & EXPENSES**

Our remuneration has been fixed by a decision of the creditors on 13 January 2021 obtained via a Decision Procedure by way of correspondence by reference to the time properly given by us (as liquidators) and the various grades of our staff calculated at the prevailing hourly charge out rates of Begbies Traynor (Central) LLP in attending to matters arising in the winding up as set out in the fees estimate dated 11 December 2020 in the sum of £23,403.

We are also authorised to draw expenses for services provided by our firm and/or entities within the Begbies Traynor group, in accordance with our firm's policy, which is attached at Appendix 2 of this report.

Our time costs for the period from 30 November 2020 to 29 November 2021 amount to £24,047.50 which represents 79.6 hours at an average rate of £302.10 per hour.

The following further information in relation to our time costs and expenses is set out at Appendix 2:

- ☐ Time Costs Analysis for the period 30 November 2020 to 29 November 2021
- ☐ Begbies Traynor (Central) LLP's charging policy

To 29 November 2021, we have drawn the total sum of £12,500 on account of our remuneration, against total time costs of £24,047.50 incurred since the date of our appointment as liquidators.

#### **Time Costs Analysis**

The Time Costs Analysis for the period of this report attached at Appendix 2 shows the time spent by each grade of staff on the different types of work involved in the case and gives the total costs and average hourly rate charged for each work type.

Please note that the analysis provides details of the work undertaken by us and our staff following our appointment only.

As can be seen from the information above, we have exceeded the limit of our approved remuneration. For the avoidance of any doubt, we have not drawn any remuneration in excess of the level approved. The reason why the approved level of remuneration has been exceeded is primarily due to the amount of time spent in collecting in the debtors which has exceeded our initial estimate.

We may consider seeking approval from creditors for an increase to our remuneration over the next 6 months.

#### **Work undertaken prior to appointment**

In addition to the post appointment remuneration, the costs relating to work undertaken prior to our appointment in assisting with the preparation of the statement of affairs and seeking the decisions of creditors on the nomination of liquidators were approved by the creditors on 30 November 2020.

## Expenses

To 29 November 2021, we have also drawn expenses in the sum of £17,786.

### Category 2 Expenses

In accordance with the resolution obtained in relation to expenses, the following Category 2 expenses have been charged to the case since the date of our appointment:

Other amounts paid or payable to the office holder's firm	
Type and purpose	Amount £
Mileage (staff travel to/from the Company's premises and attending case related meetings)	112.50
Eddisons Commercial, which is a member of the Begbies Traynor group, has provided agency services. The purpose of obtaining such services was to sell the Company's assets.	12,331.80
<b>TOTAL</b>	<b>12,444.30</b>

A copy of 'A Creditors' Guide to Liquidators Fees (E&W) 2021' which provides guidance on creditors' rights on how to approve and monitor a Liquidator's remuneration and on how the remuneration is set can be obtained online at [www.begbies-traynor.com/creditorsguides](http://www.begbies-traynor.com/creditorsguides). Alternatively, if you require a hard copy of the Guide, please contact our office and we will arrange to send you a copy.

## 7. LIQUIDATORS' EXPENSES

A statement of the expenses incurred during the period of this progress report is attached at Appendix 3.

### Expenses actually incurred compared to those that were anticipated

Creditors will recall that we estimated that the expenses of the liquidation would total in the region of £5,550 to £8,050. Unfortunately, the expenses that we have incurred so far have exceeded that estimate and there will be further expenses to pay before the case concludes. The reasons why the estimate has been exceeded are as follows:

- ☐ Costs associated with the auction sale being higher than anticipated;
- ☐ Payment of rent to the landlord to hold the auction sale (which was not anticipated); and
- ☐ Debt collection costs being incurred to assist with the collection of the book debts.

## 8. ASSETS THAT REMAIN TO BE REALISED AND WORK THAT REMAINS TO BE DONE



**What work remains to be done, why is this necessary and what financial benefit (if any) will it provide to creditors?**

General case administration and planning

We will ensure that the case is adequately bonded (an insurance to protect the interests of unsecured creditors in the potential asset realisations on a case). This category also includes cashiering duties, such as banking funds, maintaining accounting records and invoicing in respect of remuneration and disbursements, which is undertaken by support staff throughout the duration of the case. It also includes all work undertaken in respect of the closure of the case, such as the final file review and calculation/payment of final fees and expenses.

This will not benefit creditors financially but is necessary in accordance with insolvency legislation.

Compliance with the Insolvency Act, Rules and best practice

The Insolvency Legislation requires insolvency practitioners holding office to:

- Produce progress reports and a final report to all creditors and members;
- File information with the Registrar of Companies including, but not limited to, the required forms and the final report; and
- Advertise certain notices in the London Gazette.

This will not benefit creditors financially but is necessary in accordance with insolvency legislation.

Realisation of assets

**Book Debts**

We will continue to liaise with our solicitors (and the directors) in relation to the collection of the remaining book debts.

**Debtor – A&R Engineering**

As detailed above, we will consider the position regarding monies owed from Mr Mitchell in relation to the sale of the machinery shortly before our appointment.

Dealing with all creditors' claims (including employees), correspondence and distributions

We will continue to liaise with creditors generally and when necessary. We will correspond with the Bank in relation to a dividend payment under the terms of its floating charge security and do all work necessary to declare a dividend to the unsecured creditors, in accordance with insolvency legislation.

Other matters which includes seeking decisions from creditors (via Deemed Consent Procedure and/or via Decision Procedures), tax, litigation, pensions and travel

Preparation and submission of tax returns in accordance with insolvency legislation. We have not accounted for any litigation that might be necessary in respect of the pursuit of monies owed to the Company. We may also seek further fee approval from creditors in accordance with insolvency legislation.

**How much will this further work cost?**

The 'further work' detailed above has always been anticipated, but at this point in the proceedings, it has not yet been completed. As you know, this work is necessary in order that I may complete the liquidation as envisaged. The cost of completing this work is estimated to be in the region of £5,000 to £7,500 which is in addition to the

original remuneration approval we have received. As previously advised, we will need to seek creditor approval for any increase in our remuneration before any additional remuneration can be drawn.

### **Expenses**

Details of the expenses that we expect to incur in connection with the work that remains to be done referred to above are provided in appendix 3.

### **What is the anticipated payment for administering the case in full?**

We estimated that the cost of administering the case would be £23,403, and subsequently you have provided approval for us to draw our remuneration up to that level.

## **9. OTHER RELEVANT INFORMATION**

### **Connected party transactions**

In accordance with Statement of Insolvency Practice 13, we are obliged to inform creditors of any sale of the Company's business or assets which involves a party connected to the Company. We confirm that the following assets were sold:

<b>Date of sale</b>	<b>Asset sold and nature of transaction</b>	<b>Consideration paid and date</b>	<b>Name of Purchaser</b>	<b>Relationship with the Company</b>
27.11.20	Plant & Machinery	£12,500 plus VAT	Andrew Mitchell t/a A&R Engineering (Scarborough)	Purchaser is a director of the Company

### **Use of personal information**

Please note that in the course of discharging our statutory duties as liquidators, we may need to access and use personal data, being information from which a living person can be identified. Where this is necessary, we are required to comply with data protection legislation. If you are an individual and you would like further information about your rights in relation to our use of your personal data, you can access the same at <https://www.begbies-traynorgroup.com/privacy-notice>. If you require a hard copy of the information, please do not hesitate to contact us.

## **10. CREDITORS' RIGHTS**

### **Right to request further information**


Pursuant to Rule 18.9 of the Rules, within 21 days of the receipt of this report a secured creditor, or an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors, including that creditor, (or an unsecured creditor with less than 5% in value of the unsecured creditors, but with the permission of the court) may request in writing that we provide further information about our remuneration or expenses which have been incurred during the period of this progress report.

### **Right to make an application to court**

Pursuant to Rule 18.34 of the Rules, any secured creditor or any unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors including that creditor, (or any unsecured creditors with less than 10% in value of the unsecured creditors, but with the permission of the court) may, within 8 weeks of receipt of this progress report, make an application to court on the grounds that the remuneration charged or the expenses incurred during the period of this progress report are excessive or, the basis fixed for our remuneration is inappropriate.

## **11. CONCLUSION**

We will report again in approximately twelve months time or at the conclusion of the liquidation, whichever is the sooner.



**Michael Jenkins**  
Joint Liquidator

Dated: 27 January 2022

# ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 30 November 2020 to 29 November 2021

**K.C. Precision Engineering Limited  
(In Liquidation)  
Joint Liquidators' Summary of Receipts & Payments  
To 29/11/2021**

S of A £		£	£
	<b>HIRE PURCHASE</b>		
40,000.00	Plant & Machinery	NIL	
(60,000.00)	Siemens Financial (HP - 25.03.20)	NIL	NIL
	<b>ASSET REALISATIONS</b>		
25,000.00	Plant & Machinery	30,682.30	
58,261.00	Book Debts	38,529.76	
	Tax Refund	6,128.98	
39,341.00	Cash at Bank	NIL	
NIL	Debtor - ASM Precision Ltd	NIL	
40.00	Cash in Hand	40.00	
	Bank Interest Gross	3.45	
	Suspense Account	148.29	
			75,532.78
	<b>COST OF REALISATIONS</b>		
	Statement of Affairs Fee	5,000.00	
	Liquidators' Fees	12,500.00	
	Liquidators' Expenses	286.54	
	Rent/Rates	2,949.99	
	Agents/Valuers Fees	12,331.80	
	Accountancy Costs	375.00	
	Site Clearance Costs	600.00	
	Storage Costs	50.00	
	Statutory Advertising	283.50	
	Book Debt Collection Costs	910.00	
			(35,286.83)
	<b>PREFERENTIAL CREDITORS</b>		
(10,752.41)	Employees re Holiday Pay	10,470.82	
			(10,470.82)
	<b>FLOATING CHARGE CREDITORS</b>		
(127,100.00)	Yorkshire Bank (Debenture 06/12/18)	NIL	
			NIL
	<b>UNSECURED CREDITORS</b>		
(72,299.89)	Trade Creditors	NIL	
(34,068.55)	Employees re Redundancy/Notice	NIL	
(21,591.76)	HMRC (PAYE/VAT)	NIL	
			NIL
	<b>DISTRIBUTIONS</b>		
(40.00)	Ordinary Shareholders	NIL	
			NIL
(163,210.61)			29,775.13
	<b>REPRESENTED BY</b>		
	Vat Receivable		1,114.78
	Bank 1 Current		28,580.35
	<b>Vat Control Account</b>		80.00
			29,775.13

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## COSTS AND EXPENSES

- a. Begbies Traynor (Central) LLP's charging policy;
- b. Time Costs Analysis for the period from 30 November 2020 to 29 November 2021

SIP9 K o Precision Engineering Limited - Creditors Voluntary Liquidation - 83KC006 CVL - Time Costs Analysis From 30/11/2020 To 29/11/2021

[illegible]

# STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
Expenses incurred with entities <b>not</b> within the Begbies Traynor Group				
Postage	Postworks	17.28	17.28	Nil
Storage	Restore	39.00	27.00	12.00
Bond	Marsh	190.00	190.00	Nil
Rent/Rates	Premier Engineering Co	2,949.99	2,949.99	Nil
Accountancy Costs	Rayner & Co	375.00	375.00	Nil
Site Clearance Costs	Premier Engineering Co	600.00	600.00	Nil
Storage Costs	Paperwise	50.00	50.00	Nil
Statutory Advertising	Courts Advertising	283.50	283.50	Nil
Book Debt Collection Costs	Andrew Jackson Solicitors	910.00	910.00	Nil
Expenses incurred with entities within the Begbies Traynor Group ( <i>for further details see Begbies Traynor Charging Policy</i> )				
Statement of Affairs Fee	Begbies Traynor (Central) LLP	5,000.00	5,000.00	Nil
Mileage	Begbies Traynor (Central) LLP	112.50	36.90	75.60
Agents/Valuers Fees	Eddisons	12,331.80	12,331.80	Nil

## ADDITIONAL EXPENSES ANTICIPATED FOR FUTURE WORK

Expenses anticipated to be incurred prior to closure of the case	Name of party with whom expense anticipated to be incurred	Amount estimated to cost £
Book Debt Collection Costs	Andrew Jackson	1,000.00
Statutory advertising	Courts Advertising	95.00
Storage	Restore	50.00



# LIQ03

## Notice of progress report in voluntary winding up



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 0 2 8 3 1 7 5 7  
Company name in full K.C. Precision Engineering Limited

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

### 2 Liquidator's name

Full forename(s) Michael  
Surname Jenkins

### 3 Liquidator's address

Building name/number 11 Clifton Moor Business Village  
Street James Nicolson Link  
Post town Clifton Moor  
County/Region York  
Postcode Y O 3 0 4 X G  
Country

### 4 Liquidator's name ①

Full forename(s) David Adam  
Surname Broadbent

① Other liquidator  
Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number 11 Clifton Moor Business Village  
Street James Nicolson Link  
Post town Clifton Moor  
County/Region York  
Postcode Y O 3 0 4 X G  
Country

② Other liquidator  
Use this section to tell us about  
another liquidator.



LIQ03

Notice of progress report in voluntary winding up

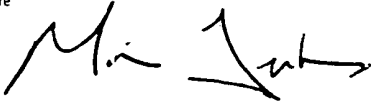
**6** Period of progress report

From date	<sup>d</sup> 3	<sup>d</sup> 0	<sup>m</sup> 1	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0
To date	<sup>d</sup> 2	<sup>d</sup> 9	<sup>m</sup> 1	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 1

**7** Progress report

<input checked="" type="checkbox"/> The progress report is attached
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**8** Sign and date

Liquidator's signature	Signature X  X							
Signature date	<sup>d</sup> 2	<sup>d</sup> 7	<sup>m</sup> 0	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 2

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 **Jo Hudson**

Company name **Begbies Traynor (Central) LLP**

Address **11 Clifton Moor Business Village  
James Nicolson Link**

Post town **Clifton Moor**

County/Region **York**

Postcode **YO30 4XG**

Country

DX

Telephone **01904 479801**

**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)**

