



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

1 Company details

Company number 0 2 8 4 8 7 8 7

Company name in full OFFICE ZONE LIMITED

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Charles Graham John

Surname King

3 Liquidator's address

Building name/number 1 Bridgewater Place

Street Water Lane

Post town Leeds

County/Region West Yorkshire

Postcode L S 1 1 5 Q R

Country United Kingdom

4 Liquidator's name ①

Full forename(s) Samuel James

Surname Woodward

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 2

Street St Peters Square

Post town Manchester

County/Region

Postcode M 2 3 E Y

Country United Kingdom

② Other liquidator

Use this section to tell us about
another liquidator.

LIQ14

Notice of final account prior to dissolution in CVL

6 Liquidator's release

☐ Tick if one or more creditors objected to liquidator's release.

:

7 Final account

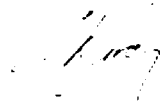
☒ I attach a copy of the final account.

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d 0

^d 1

^m 0

^m 9

^y 2

^y 0

^y 2

^y 3

**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 **Mark Chapman**

Company name **Ernst & Young LLP**

Address **1 Bridgewater Place**

Water Lane

Post town **Leeds**

County/Region **West Yorkshire**

Postcode

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Country **United Kingdom**

DX

Telephone **+44 113 298 2602**

**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

TO ALL MEMBERS AND ALL CREDITORS
WHO ARE NOT OPTED OUT

30 June 2023

Our ref: OFFICEZ01
Mark Chapman
Direct line: +44 113 298 2602
Email: mark.chapman@parthenon.ey.com

Office Zone Limited (in Creditors' Voluntary Liquidation) ("the Company")

Dear Sir or Madam

As you are aware, Robert Hunter Kelly and I were appointed as Joint Liquidators of the Company on 8 July 2020. In accordance with section 106 of the Insolvency Act 1986 and Rule 6.28 of the Insolvency (England and Wales) Rules 2016 ("the Rules"), we are now in a position to provide you with a copy of our final account and formal notice that the Company's affairs are fully wound up.

Please note that in accordance with a Court Order dated 27 June 2022 ("the Order"), Robert Hunter Kelly was replaced as Joint Liquidator by Samuel James Woodward, an Insolvency Practitioner licenced by the Institute of Chartered Accountants in England and Wales.

This report should be read together with our progress reports dated 1 September 2021 and 5 September 2022.

At Appendix A of this report, we provide information about the Company and the Joint Liquidators and formal notice of completion of the winding up. A copy of our receipts and payments account for the period from 8 July 2022 to 30 June 2023 is at Appendix B, including cumulative figures for the liquidation as a whole.

Progress during the period of the report

Assets

The directors' statement of affairs showed the Company as having an intercompany debtor balance with a book value of £12m due to the Company from OT Office Supplies Limited. This was assessed by the directors as having no realisable value.

There have been no asset realisations in the liquidation to date and none are expected.

Liabilities

Secured Creditors

The directors' statement of affairs showed the Company as owing the sum of £16.8m to the secured creditors, Lloyds Bank Plc ("LBG") and BECAP 12 GP Limited ("BECAP") in respect of debentures registered against the Company and other Spicers-OfficeTeam Group companies ("the Group") under the terms of cross guarantees.

The LBG and BECAP secured debts were repaid in full through distributions in the Administrations of Spicers Limited and OfficeTeam Limited.

As a consequence of these repayments, Spicers Limited has a subrogated secured creditor claim against the Company. However, in the absence of any asset realisations, the Company will not be in a position to make any distributions to the secured creditor.

Unsecured Creditors

The directors' statement of affairs showed the Company as owing the sum of £12.48m to unsecured creditors.

Following the appointment of the Joint Liquidators, a notice was advertised in the London Gazette for any persons claiming to be creditors of the Company to submit their claims by 21 August 2020.

Claims totalling £10.55m have been received from two creditors.

Notice of no dividend – unsecured, non-preferential claims

Notice pursuant to Rules 14.36 and 14.37 of the Rules that no dividend will be declared in respect of non-preferential claims was provided in our progress report dated 5 September 2022.

Agreement of tax position

It is customary in a liquidation to seek confirmation from the relevant Crown authorities that they have no claim in respect of taxation matters for the post liquidation period and no objection to the conclusion of the liquidation.

HM Revenue & Customs ("HMRC") were notified of the Joint Liquidators' appointment together with our notice of intention to conclude the liquidation. HMRC have not objected to our intention to conclude the liquidation.

The Prescribed Part

The Prescribed Part is a proportion of floating charge assets set aside for unsecured creditors pursuant to section 176A of the Insolvency Act 1986 ("the Act"). The Prescribed Part applies to floating charges created on or after 15 September 2003.

On the basis that there have been no asset realizations in the liquidation, the provisions of section 176A of the Act do not apply. Consequently, there has been no distribution to unsecured creditors under the provisions of the Prescribed Part.

Investigations

As previously reported, a confidential return on the conduct of all persons who have been directors, shadow or de-facto directors of the Company during the three years prior to the Joint Liquidators' appointment, pursuant to Statement of Insolvency Practice Number 2 (Investigations by Office Holders) and the Company Directors Disqualification Act 1986, was submitted to the Insolvency Service.

Joint Liquidators' remuneration

Pre-appointment

As previously advised, the Joint Liquidators' fees for the preparation of the statement of affairs and convening the creditors' decision procedure were agreed as a fixed amount of £10,000.00 plus VAT and disbursements.

During the period covered by this report, the sum of £10,182.09 plus VAT has been paid by a third party in respect of the costs associated with the preparation of the Statement of Affairs and convening the creditors' decision procedure and without recourse to the liquidation estate.

Post-appointment

The Joint Liquidators' remuneration was fixed on a time-cost basis as a fixed sum of £30,000 plus VAT by a resolution of creditors on 17 July 2020.

During the period covered by this report we have incurred time costs of £7,349.82 plus VAT.

During the liquidation as a whole we have incurred time costs of £37,178.45 plus VAT.

No amounts have been drawn in respect of the Joint Liquidators' remuneration and these amounts will be written off.

At Appendix C to this report there is an analysis of the time spent and an explanation of the work done.

Joint Liquidators' statement of expenses incurred

No expenses have been incurred in the period covered by this report.

During the course of the liquidation, we have incurred expenses totalling £186.32 plus VAT in respect of statutory advertising, statutory bonding, storage and postage costs. Of this amount, the sum of £182.09 plus VAT, representing Category 1 expenses, was settled by a third party during the course of the liquidation.

The remaining balance of £4.23 plus VAT, representing postage costs which constitute Category 2 disbursements, remain outstanding and will be written off as no resolution was passed by creditors authorising the Joint Liquidators to draw category 2 expenses.

There is a breakdown of expenses incurred in the liquidation at Appendix D to this report.

Creditors' rights to further information about, and challenge, remuneration and expenses

The statutory provisions relating to remuneration are set out in Chapter 4, Part 18 of the Insolvency (England and Wales) Rules 2016. Further information is given in the Association of Business Recovery Professionals' publication 'A Creditors' Guide to Liquidators' Fees', a copy of which may be accessed from the web site of the Institute of Chartered Accountants in England and Wales at <http://www.icaew.com/en/technical/insolvency/creditors-guides> or is available in hard copy upon written request to the Joint Liquidators.

In certain circumstances, creditors are entitled to request further information about our remuneration or expenses, or to apply to court if creditors consider the costs to be excessive (Rules 18.9 and 18.34 of the Insolvency (England and Wales) Rules 2016). Further information is provided in 'A Creditors' Guide to Liquidators' Fees' referred to above.

Other matters

On the expiry of the eight-week notice period our final account will be filed with the Registrar of Companies. We will then vacate office and subsequently receive our release. Approximately three months after the filing of the final account, the Company will be dissolved by the Registrar of Companies.

Should you wish to discuss any matters arising from this report, please do not hesitate to contact Mark Chapman on the direct line number shown above.

Yours faithfully
for the Company



Charles King
Joint Liquidator

C G J King and S J Woodward are licensed in the United Kingdom to act as an insolvency practitioner by the Institute of Chartered Accountants in England and Wales.

The Joint Liquidators may act as data controllers of personal data as defined by the UK General Data Protection Regulation (as incorporated in the Data Protection Act 2018), depending upon the specific processing activities undertaken. Ernst & Young LLP and/or the Company may act as a data processor on the instructions of the Joint Liquidators. Personal data will be kept secure and processed only for matters relating to the Joint Liquidators' appointment. The Office Holder Data Privacy Notice can be found at www.ey.com/uk/officeholderprivacy.

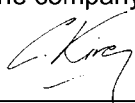
**Office Zone Limited (in Creditors' Voluntary Liquidation)
("the Company")**

**Final account prior to dissolution – notice to creditors under Rule 6.28 of the Insolvency
(England and Wales) Rules 2016**

Registered office address of the Company:	1 Bridgewater Place, Water Lane, Leeds, LS11 5QR
Registered number:	02848787
Date of appointment of the Joint Liquidators:	8 July 2020
Details of any changes of liquidator:	On 27 June 2022, Samuel James Woodward replaced Robert Hunter Kelly as Joint Liquidator
Full names of the liquidators:	Charles Graham John King and Samuel James Woodward
Office holder numbers:	8985 and 12030
Liquidators' address:	Ernst & Young LLP, 1 Bridgewater Place, Water Lane, Leeds, LS11 5QR
Telephone number:	+44 113 298 2602
Name of alternative person to contact with enquiries about the case:	Mark Chapman

We give notice of the following, in accordance with Rule 6.28:

- (a) The Company's affairs are fully wound up
- (b) Creditors have the right to request from the liquidators information about their remuneration and expenses under Rule 18.9 of the Insolvency (England and Wales) Rules 2016
- (c) Creditors have the right to challenge the liquidators' remuneration and expenses under Rule 18.34
- (d) A creditor may object to the release of the liquidators by giving notice in writing to the liquidator before the end of the prescribed period
- (e) The prescribed period is the period ending at the later of:
 - a. Eight weeks after delivery of the notice; or
 - b. If any request for information under Rule 18.9 or any application to court under that Rule or Rule 18.34 is made when that request or application is finally determined;
- (f) That the liquidator will vacate office under s.171 on delivering to the registrar of companies the final account and notice saying whether any creditor has objected to release; and
- (g) That the liquidator will be released under s.173(b) at the same time as vacating office unless any of the company's creditors objected to the liquidator's release

Signed: 
Charles King
Joint Liquidator

Date: 30 June 2023

Office Zone Limited (in Creditors' Voluntary Liquidation) ("the Company")

Joint Liquidators' receipts and payments account for the period from 8 July 2022 to 30 June 2023 and the liquidation as a whole

Statement of affairs Estimated to Realise Values £	To 7 July 2022 £	In this Report Period £	Cumulative Total £
Receipts			
Nil	Nil	Nil	Nil
Nil	Nil	Nil	Nil
Payments			
Nil	Nil	Nil	Nil
Nil	Nil	Nil	Nil
Nil	Nil	Nil	Nil
Balance at bank	Nil	Nil	Nil

Notes

1. Receipts and payments are stated net of VAT.
2. The Joint Liquidators' remuneration was fixed on a time-cost basis as a fixed sum of £30,000 plus VAT by a resolution of creditors on 17 July 2020.

Office Zone Limited (in Creditors' Voluntary Liquidation) ("the Company")

Joint Liquidators' time costs for the period from 8 July 2022 to 30 June 2023

	Staff Grade						Total Hours	Total Cost £	Average Rate £
	Partner	Director	Assistant Director	Manager	Executive	Analyst			
Administration & Planning	-	-	-	0.9	5.2	1.5	7.5	3,322.0	440.2
Creditors	-	-	-	0.1	0.1	-	0.2	96.9	594.2
Debtors	-	-	-	0.4	-	-	0.4	232.7	660.0
Employees	-	-	-	-	-	-	-	-	-
Immediate Tasks	-	-	-	-	0.0	-	0.0	14.7	400.0
Investigation & CDDA	-	-	-	-	-	-	-	-	-
Job Acceptance & Strategy	-	-	-	0.1	-	0.0	0.1	44.7	566.7
Legal Issues	-	-	-	0.1	-	-	0.1	69.5	660.0
Other Assets	-	-	-	-	-	-	-	-	-
Other Matters	-	0.0	-	0.3	0.1	-	0.5	313.6	620.7
Reporting	0.1	-	-	0.5	0.2	-	0.7	443.3	638.0
Property	-	-	-	-	-	-	-	-	-
Statutory Duties	0.1	0.1	-	-	4.3	2.0	6.5	2,805.3	431.9
VAT & Taxation	-	-	-	0.0	-	-	0.0	6.9	660.0
Total Hours	0.2	0.1	-	2.4	9.9	3.5	16.0		
Time Costs (£)	181.58	72.95	-	1,573.58	4,490.37	1,031.34		7,349.82	
Average Hourly Rate (£)	1,150.0	990.0	-	660.0	455.5	293.3		459.7	

Joint Liquidators' time costs for the period from 8 July 2020 to 30 June 2023

	Staff Grade						Total Hours	Total Cost £	Average Rate £
	Partner	Director	Assistant Director	Manager	Executive	Analyst			
Administration & Planning	-	-	0.0	2.5	10.7	4.4	17.7	6,886.3	388.2
Creditors	0.0	1.6	-	1.2	0.5	1.3	4.7	2,449.7	520.0
Debtors	-	0.1	-	0.8	0.5	-	1.4	750.0	550.2
Employees	-	-	-	0.1	-	-	0.1	38.3	520.0
Immediate Tasks	-	1.3	-	0.3	2.5	0.2	4.2	2,143.4	505.9
Investigation & CDDA	0.1	1.0	-	0.6	3.2	2.4	7.3	2,967.5	407.1
Job Acceptance & Strategy	0.0	-	-	1.8	-	2.2	4.0	1,518.6	376.2
Legal Issues	0.1	-	-	0.6	-	-	0.7	457.1	616.0
Other Assets	-	-	-	0.6	-	-	0.6	325.7	520.0
Other Matters	-	0.0	-	1.0	26.9	0.6	28.5	11,118.8	389.5
Reporting	0.2	0.3	-	1.4	1.3	1.9	5.0	2,194.2	436.5
Property	-	-	-	-	-	-	-	-	-
Statutory Duties	0.2	0.3	-	0.3	9.1	4.9	14.9	5,805.7	390.7
VAT & Taxation	0.0	-	-	0.4	0.6	0.3	1.3	523.1	392.8
Total Hours	0.7	4.6	0.0	11.7	55.3	18.3	90.6		
Time Costs (£)	652.87	3,654.00	28.63	6,499.87	21,862.26	4,480.82		37,178.45	
Average Hourly Rate (£)	969.1	790.7	680.0	557.8	395.1	245.5		410.5	

Explanation of the work done

We have provided below a summary of the work that has been required in the liquidation to date:

- Administration & Planning –filing and maintaining the Joint Liquidators' records, maintaining the Joint Liquidators' accounting and cashing records.
- Creditors – notifying creditors of the Joint Liquidators' appointment, advertising for creditor claims in the London Gazette.
- Debtors – making enquiries into the existence of intercompany balances due to the company from other group companies and whether realisations will be achievable for the benefit of the liquidation. Submitting intercompany creditor claims where applicable.
- Employees – making enquiries into the existence of any pension schemes linked to the Company.
- Immediate Tasks – time spent in completing immediate on appointment duties and filings as required by statute and professional practice.

- Investigations – completing the Joint Liquidators' statutory enquiries into the Company's affairs and the conduct of former directors, submitting a confidential report to the Secretary of State on the conduct of all former directors in the three-year period prior to insolvency.
- Job & Acceptance & Strategy – time spent in complying with EY's internal compliance and job acceptance procedures prior to accepting an appointment as required by statute and professional practice.
- Legal Issues – discussions with legal advisers regarding the potential for subrogated claims from the administration of Spicers Limited in the liquidation as a result of cross guarantees.
- Other Assets – review of the intercompany receivable/payable position between the Company and other group companies.
- Other Matters – work completed in relation to liquidator resignation and successor appointment, case progression and strategy, internal review of case files.
- Reporting – preparing statutory annual progress reports to members and creditors.
- Statutory Duties –complying with statutory tasks throughout the duration of the liquidation, ensuring filings with Companies House are completed in a timely manner.
- VAT & Taxation – notifying HMRC of the commencement of the liquidation and working to agree the Company's tax position with HMRC.

Office Zone Limited (in Creditors' Voluntary Liquidation) ("the Company")

Summary of Joint Liquidators' expenses incurred

Type of Expense	Per Estimate Dated 2 July 2020	Incurred	Paid to date	Outstanding	Total
Category 1 disbursements (see Note 2)					
Specific penalty bond	£30.00	£30.00	£30.00	£0.00	£30.00
Statutory advertising	£316.00	£105.33	£105.33	£0.00	£105.33
Storage costs	£50.00	£46.76	£46.76	£0.00	£46.76
Category 2 disbursements (see Note 2 and 3)					
Postage	£0.00	£4.23	£0.00	£4.23	£4.23
Totals	£396.00	£186.32	£182.09	£4.23	£186.32

Notes

- 1 Statement of Insolvency Practice 9 (SIP 9) defines expenses as amounts properly payable from the insolvency estate which are not otherwise categorised as office holders' remuneration or distributions to creditors.
- 2 SIP 9 defines disbursements as a type of expense which is met by, and reimbursed to, an office holder in connection with an insolvency appointment. Disbursements fall into two categories: Category 1 and Category 2.
 - Category 1 disbursements are payments to independent third parties where there is specific expenditure directly referable to the appointment.
 - Category 2 disbursements are expenses which are directly referable to the appointment but not a payment to an independent third party. They may include shared and allocated costs.