

# 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 9 5 1 2 3 4

Company name in full Studio E Architects Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Alan J

Surname Clark

### 3 Liquidator's address

Building name/number Recovery House

Street 15-17 Roebuck Road

Post town Hainault Business Park

County/Region Ilford, Essex

Postcode I G 6 3 T U

Country

### 4 Liquidator's name ①

Full forename(s)

Surname

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

#### ② 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	<sup>d</sup>	2	<sup>d</sup>	8	<sup>m</sup>	0	<sup>m</sup>	4	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	2
To date	<sup>d</sup>	2	<sup>d</sup>	7	<sup>m</sup>	0	<sup>m</sup>	4	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	3

<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>Signature</div> <div>  </div>															
Signature date	<sup>d</sup>	1	<sup>d</sup>	1	<sup>m</sup>	0	<sup>m</sup>	5	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	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 **Jenny Poleykett**

Company name **Carter Clark**

Address **Recovery House**

**15-17 Roebuck Road**

Post town **Hainault Business Park**

County/Region **Ilford, Essex**

Postcode **I G 6 3 T U**

Country

DX **recovery@carterclark.co.uk**

Telephone **020 8524 1447**

**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)**

**Studio E Architects Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

Statement of Affairs £		From 28/04/2022 To 27/04/2023 £	From 28/04/2020 To 27/04/2023 £
	SECURED ASSETS		
NIL	Leasehold improvements	NIL	NIL
		NIL	NIL
	SECURED CREDITORS		
(14,422.00)	Barclays Bank PLC (6.5.2004)	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
5,000.00	Book Debts	NIL	NIL
NIL	Furniture & Equipment	NIL	NIL
10,688.00	Rent deposit (for set - off)	NIL	NIL
	Tax Refund	NIL	1,187.75
		NIL	1,187.75
	COST OF REALISATIONS		
	Bank Charges	NIL	62.50
	Office Holders Expenses	NIL	252.00
	Outstanding Professional fees	3,499.00	(98.00)
		(3,499.00)	(216.50)
	PREFERENTIAL CREDITORS		
(3,304.60)	DE Holiday Pay (4 Employees)	NIL	NIL
(2,740.06)	Employee Hol Pay (4 employees)	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(68,775.00)	Department of Employment (4 employ	NIL	NIL
(19,115.72)	Employees (4 employees)	NIL	NIL
(545.00)	HMRC - Corp Tax	NIL	NIL
(7,152.00)	HMRC - PAYE/NIC	NIL	NIL
48,198.00	HMRC - VAT	NIL	NIL
(10,688.00)	Rent (last quarter) (for set - off)	NIL	NIL
(79,556.58)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(102.00)	Ordinary "A" shares	NIL	NIL
(1,500.00)	Ordinary "B" shares	NIL	NIL
		NIL	NIL
<b>(144,014.96)</b>		<b>(3,499.00)</b>	<b>971.25</b>
	REPRESENTED BY		
	Fixed Current A/c		873.25
	Vat Control Account		98.00
			<b>971.25</b>

*Alan Clark*

Alan J Clark  
Liquidator



# Carter Clark

Financial Recovery

Your ref  
Our ref SEAL5020  
Contact Jenny Poleykett  
Telephone 020 8559 5087  
Date 11 May 2023

Recovery House  
Hainault Business Park  
15-17 Roebuck Road  
Ilford  
Essex  
IG6 3TU

To All Known Creditors and Contributories

Dear Sirs,

Studio E Architects Limited ("the Company") – In Creditors' Voluntary Liquidation

Registered Address: Recovery House, Hainault Business Park, 15-17 Roebuck Road, Ilford, Essex, IG6 3TU

Previous Registered Address: First Floor, 85 Great Portland Street, London, W1W 7LT

Trading Address: as above

Registered number: 02951234

Liquidator: Alan J Clark

Liquidator's Address: Recovery House, 15-17 Roebuck Road, Hainault Business Park, Ilford, Essex, IG6 3TU

Date of Appointment: 28 April 2020

I was appointed Liquidator of the Company on 28 April 2020.

This is my third annual report of this Liquidation. This report should be read in conjunction with previous reports and only covers movements in the year to 27 April 2023.

If you have any queries regarding this letter, please contact Jenny Poleykett by email at [jenny.poleykett@carterclark.co.uk](mailto:jenny.poleykett@carterclark.co.uk), or by phone on 020 8559 5087.

Yours faithfully

A J Clark  
Liquidator

Partners  
Gary A Carter  
Alan J Clark\*  
Philip Gautier  
Paul Higley\*

[www.carterclark.co.uk](http://www.carterclark.co.uk)

\*Licensed to carry out insolvency work in the UK by the Institute of Chartered Accountants in England and Wales.

## ANNUAL PROGRESS REPORT

Studio E Architects Limited – In Creditors' Voluntary Liquidation

## Content

- Executive Summary
- Administration and Planning
- Enquiries and Investigations
- Realisation of Assets
- Creditors
- Ethics
- Fees and Expenses
- Creditors' Rights
- Conclusion

## Appendices

- Appendix I - Statutory Information
- Appendix II – Receipts and Payments account for the period 28 April 2022 to 28 April 2023
- Appendix III - Detailed list of work undertaken in the period
- Appendix IV - Time cost information for period 28 April 2022 to 27 April 2023

## EXECUTIVE SUMMARY

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

### Assets

Asset Realisations	Estimated to realise per Statement of Affairs £	Realisations to date £	Anticipated future realisations £	Total anticipated realisations £
Book Debts	5,000.00	-	nil	nil
Rent Deposit (for set off)	10,688.00	-	-	-
Tax Refund	-	1,187.75	-	1,187.75

### Expenses

Expense	Amount per fees and expenses estimates	Expense incurred to date	Anticipated further expense to closure	Total anticipated expense
Bank Charges	-	62.50	-	62.50
Liquidator Expenses	-	252.00	-	252.00
Liquidator Post-Appt Fee	-	30,550.50	Uncertain	Uncertain

### Dividend prospects

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Secured creditor	n/a	n/a
Preferential creditors	nil	nil
Unsecured creditors	nil	nil

Summary of key issues outstanding:

- Closure and outcome of the Grenfell Inquiry.

### Closure

This depends entirely on the outcome of the Grenfell inquiry.

## 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:

- This annual progress report;

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

- Consulting with and instructing staff as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining electronic case files, which must include records to show and explain the Liquidation and any decisions made by the Liquidator that materially affect the Liquidation;
- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure that the Liquidation is progressing efficiently, effectively and in line with the statutory requirements;
- Maintaining and updating the estate cash book and bank accounts; and
- Completing periodic tax returns.

## ENQUIRIES AND INVESTIGATIONS

As previously advised, the initial assessment has been completed and the Liquidator did not identify any further assets or actions which might lead to a recovery for creditors however, the company is embroiled in various litigation as a result of the Grenfell Tower fire in 2017.

This litigation remains ongoing, and I am unable to advise you when this is likely to be concluded.

## REALISATION OF ASSETS

There have been no asset realisations during this period.

## 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 had granted the following security: -

Type of charge	Date created	Beneficiary
Debenture	06.05.2004	Barclays Bank PLC

The debt due to Barclays Bank PLC at the date of appointment was made up of various loans and overdrafts, the total of which was approximately £14,422 excluding charges and accruing interest. It is anticipated that asset realisations will not be sufficient to repay the Bank in full.

### Preferential creditors

The company had employed 4 staff members and it is understood that monies will be owed to them in respect of outstanding holiday pay and wages. The relevant information for employees to submit claims has been made to the Redundancy Payments Office and information and help has been given to employees to enable them to submit their claims online.

### Unsecured creditors

It was originally estimated that HM Revenue & Customs was owed £7,152 in respect of PAYE / NIC for the last two months of trading and £545 for Corporation Tax. I do not anticipate a claim due to the refund received mentioned above.

The trade and expense creditors as per the statement of affairs totalled £ £90,245 To date I have received two claims totalling £981.14. Please be advised that proofs of debt are still being received and therefore the total value of unsecured claims is not known at present.

### Prescribed Part-

As the floating charge was registered after 15 September 2003, the liquidator would normally be required to make a prescribed part of the Company's net property (this being the amount available after the costs of the liquidation and preferential creditors have been accounted for) available to the unsecured creditors.

However, in this case the net property is likely to be less than £10,000 and if that is the case then it is likely that the liquidator will decide not to make a distribution of the prescribed part of the net property to the unsecured creditors on the basis that the costs of distributing the prescribed part would be disproportionate to the benefits to creditors given the number of creditors of the company and the extent of the company's debts.

Therefore, there will be no prescribed part in this Liquidation.

### ETHICS

Please be advised that Liquidator is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

### General ethical considerations

During the Review Period, no new threats to compliance with the Code of Ethics have been identified.

That said, we would remind creditors that Alan Clark of Carter Clark was appointed the liquidator of Studio E LLP on 6 August 2014 with that liquidation being concluded on 11 August 2016.

### FEES AND EXPENSES

#### Pre-Appointment Costs

My firm was engaged by the directors to help place the company into creditors' voluntary liquidation and our engagement letter advised that we would be requesting a fixed fee of £6,000 plus VAT and expenses in respect of convening the procedure to seek a decision from creditors on the nomination of a liquidator and helping with the preparation of the statement of affairs.

The basis of the fee is to provide certainty for the directors and creditors and is a fair and reasonable reflection of the work undertaken. The fees set out above include the direct costs of sending documents to creditors and others.

I have detailed below the work undertaken: -

- Meeting and liaising with directors to obtain the relevant information
- Processing of creditor information to be able to send notices
- Processing of company and shareholder information
- Liaising with directors on convening the decision process
- Sending notices to creditors together with all supporting documentation required
- Liaising with directors to assess the assets of the company
- Instructing agents where appropriate to provide current valuation of assets
- Reviewing filed and management accounts
- Reviewing the liabilities of the company
- Finalising the statement of affairs with the directors
- Preparation of the documents for the decision process

This was paid in full prior to the Liquidation.

#### 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 partner 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 partner.

The time costs for the period 28 April 2022 to 27 April 2023 total £7,753.50, representing 17.20 hours at an average hourly rate of £450.78. The time costs for the period are detailed at Appendix III.

For the duration of the Liquidation time costs total £30,550.50 which remain outstanding.

The basis of the Liquidator's fees has not yet been fixed and our time costs remain outstanding.

#### Disbursements

The category 1 disbursements paid for in the period 28 April 2020 to 27 April 2021 total £252 are detailed below and represent the simple reimbursement of actual out of pocket payments made in relation to the assignment.

Company Search	£6.00
Advertising Appointment	£166.00
Insolvency Bond	£80.00

Information about this insolvency process may be found on the R3 website at [www.creditorinsolvencyguide.co.uk](http://www.creditorinsolvencyguide.co.uk).

A copy of 'A Creditors' Guide to Fees' may be found at [https://www.carterclark.co.uk/wp-content/uploads/2022/03/Liquidation\\_A\\_Guide\\_for\\_Creditors\\_on\\_Insolvency\\_Practitioners\\_Fees\\_Version\\_1\\_April\\_2021.pdf](https://www.carterclark.co.uk/wp-content/uploads/2022/03/Liquidation_A_Guide_for_Creditors_on_Insolvency_Practitioners_Fees_Version_1_April_2021.pdf). The firm's policy on fees and the firm's charge-out rate and disbursement policy is attached.

## 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.


During the course of an insolvency assignment, it is inevitable that we will potentially utilise your personal data in complying with our contractual and legal obligations. The processing of personal data is regulated in the UK by the General Data Protection Regulation EU 2016/679, as supplemented by the Data Protection Act 2018, together with other laws which relate to privacy and electronic communications. In this clause, we refer to these laws as "Data Protection Law". In providing our services, we act as an independent controller and are, therefore, responsible for complying with Data Protection Law in respect of any personal data we process in providing our services to the Company. Our privacy statement, can be accessed at [www.carterclark.co.uk](http://www.carterclark.co.uk), explains how we process personal data. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law. Our data protection policy is available at <https://www.carterclark.co.uk/privacy-cookie-policy/>.

To comply with the Provision of Services Regulations, some general information about Carter Clark can be found at <https://www.carterclark.co.uk/corporate-information/>.

## CONCLUSION

The administration of the case will be continuing to finalise the outstanding matters that have been detailed previously and as such it is difficult to comment on the timescale for the closure of this liquidation.

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

Signed   
Alan J Clark  
Liquidator  
11 May 2023

## Appendix I

### Statutory Information

Company Name	Studio E Architects Limited
Former Trading Name	n/a
Company Number	02951234
Registered Office	Recovery House, Hainault Business Park, 15-17 Roebuck Road, Ilford, Essex, IG6 3TU
Former Registered Office	First Floor 85 Great Portland Street London W1W 7LT
Office holders	Alan J Clark
Office holders' address	Carter Clark, Recovery House, 15-17 Roebuck Road, Hainault Business Park, Ilford, Essex, IG6 3TU
Date of appointment	28 April 2020

## Appendix II

Receipts and Payments account for the period 28 April 2022 to 27 April 2023.

Studio E Architects Limited  
(In Liquidation)  
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 28/04/2022 To 27/04/2023 £	From 28/04/2020 To 27/04/2023 £
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	COST OF REALISATIONS		
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(144,014.96)		(3,499.00)	971.25
	REPRESENTED BY		
	Fixed Current A/c		873.25
	Vat Control Account		98.00
			971.25

Alan J Clark  
Liquidator

### Appendix III

Detailed list of work undertaken for Studio E Architects Limited in Creditors' Voluntary Liquidation for the review period 28 April 2022 to 27 April 2023.

General Description	Includes
Statutory and General Administration	
Statutory/advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Annual corporation tax returns Quarterly VAT returns
Document maintenance/file 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	Bank account reconciliations Maintenance of the estate cash book
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Reports	Preparing annual progress report
Investigations	
Litigation re Grenfell Enquiry	Continuing to liaise with relevant parties
Realisation of Assets	
Debtors	Chasing debtors for a realisation
Creditors and Distributions	
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 ("POD")	Receipting and filing POD when not related to a dividend

## Appendix IV

Time cost information for period 29 April 2022 to 28 April 2023

# Time Entry - SIP9 Time & Cost Summary

SEAL5020 - Studio E Architects Limited  
All Post Appointment Project Codes  
From: 28/04/2022 To: 27/04/2023

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	1.50	2.40	0.00	0.00	3.90	1,722.00	441.54
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	0.00	1.60	1.60	240.00	150.00
Investigations	11.70	0.00	0.00	0.00	11.70	5,791.50	495.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	13.20	2.40	0.00	1.60	17.20	7,753.50	450.78
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	