

LIQ03

Notice of progress report in voluntary winding up



Companies House

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

1 Company details

Company number 03302541

Company name in full Best Practice Training & Development Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Jamie

Surname Playford

3 Liquidator's address

Building name/number Lawrence House

Street 5 St Andrews Hill

Post town Norwich

County/Region

Postcode NR21AD

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

6

Period of progress report

From date

^d3^d1^m0^m8^y2^y0^y2^y2

To date

^d3^d0^m0^m8^y2^y0^y2^y3

7

Progress report


☒ The progress report is attached

8

Sign and date

Liquidator's signature

Signature

X 

X

Signature date

^d2^d7^m1^m0^y2^y0^y2^y3

**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 **Jasper Gold**

Company name **Leading Business Services Ltd**

Address **Lawrence House**

5 St Andrews Hill

Post town **Norwich**

County/Region

Postcode **N R 2 1 A D**

Country

DX

Telephone **01603 552028**

**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

Best Practice Training & Development Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 31/08/2022 To 30/08/2023 £	From 31/08/2022 To 30/08/2023 £
	SECURED ASSETS		
9,200.00	Computer Equipment	NIL	NIL
		NIL	NIL
	SECURED CREDITORS		
(62,326.00)	David Allentstein,Mary Cogan,Nina Gri	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
4,037.27	Book Debts	NIL	NIL
510.09	Cash at Bank	4,455.00	4,455.00
	Bank Interest Gross	3.16	3.16
		4,458.16	4,458.16
	COST OF REALISATIONS		
	Section 100 Fees	2,250.00	2,250.00
	Liquidator's Fees	526.77	526.77
	Liquidator's Disbursements	249.76	249.76
		(3,026.53)	(3,026.53)
	PREFERENTIAL CREDITORS		
(12,970.20)	9 Employees' Preferential Claims	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(27,111.32)	11 Employees' Unsecured Claims	NIL	NIL
(3,918.61)	Inter-Company Loans	NIL	NIL
(41,293.08)	Banks/Finance Companies	NIL	NIL
(17,182.94)	Trade Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(105.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(151,159.79)		1,431.63	1,431.63
	REPRESENTED BY		
	Vat Control Account		1,431.63
			1,431.63

Note:

The above figures do not include VAT. Where the entity was not VAT registered, VAT payable is shown as a separate entry in VAT Irrecoverable.



Jamie Playford
Liquidator

BEST PRACTICE TRAINING & DEVELOPMENT LIMITED -
IN LIQUIDATION

Liquidator's Progress Report

For the period 31 August 2022 to 30 August 2023



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Appendix 2 – Summary of Liquidator's Activities

Appendix 3 – Liquidator's Receipts & Payments Account

Appendix 4 – Breakdown of the Liquidator's time costs for the period of this report



1. Introduction

The purpose of this report is to detail the acts and dealings of the Liquidator and it should be read in conjunction with previous reports to creditors.

I was appointed Liquidator of the Company on 31 August 2022.

Since 1 January 2021, I have been licensed to act as an Insolvency Practitioner in the UK by the Institute of Chartered Accountants in England and Wales and prior to that date I was licensed by the Insolvency Practitioners Association. I can confirm that there has been no change in office-holder since the date of the liquidation.

Statutory information regarding the Company is provided at Appendix 1.

2. Progress

Administration

A summary of the Liquidator's administrative duties are detailed at Appendix 2 of this report. These actions contribute to the efficient running of the estate and are required by statute and regulation. There is no direct financial benefit for creditors.

Assets

Actions taken in relation to assets may have a direct financial benefit for creditors by way of a distribution to creditors after settlement of properly incurred costs.

According to the Statement of Affairs lodged in these proceedings, the assets of the Company had an estimated value of £4,547.36, which comprised principally of book debts.

The progress of realisation of these assets for the period of this report is detailed below.

Computer Equipment

The Statement of Affairs listed computer equipment with a book value of £9,200.00, subject to a fixed charge with an outstanding balance of £62,326.00. Given the absence of any equity in these assets, no realisations will be made in respect of the same.

Book Debts

The Statement of Affairs listed book debts with an estimated realisable value of £4,037.27. During the period I have issued correspondence to debtors, however no realisations have been made to date. I am continuing to pursue outstanding debtors.

Cash at Bank

During the Liquidation I have received the sum of £4,455.00 in respect of funds held in the Company bank account.

Bank Interest

During the Liquidation I have received the sum of £3.16 in respect of interest which has accrued on the balance of funds held in the Liquidation bank account.

3. Investigations

Actions taken in relation to investigations will only have a direct financial benefit for creditors if actions or assets are identified for realisation into the estate. The Liquidator has a statutory and regulatory duty to complete investigations into the conduct and affairs of the Company and its directors.



An initial investigation into the Company's affairs was undertaken to establish whether there were any potential asset recoveries or conduct matters that justified further investigation. These investigations included reviewing the changes in the Company's assets and liabilities in the period from its last accounts for the financial period ending 31 July 2021 to the date of Liquidation and a review of the Company's bank statements.

I have also considered the Company's use of Covid support schemes and its entitlement to the same.

My initial investigations have identified some matters of interest which warrant further explanation by the Director of the Company. These queries relate to transactions with the Company's director, a connected party and transactions with unknown parties in the period leading up to the liquidation. It is currently uncertain whether the transactions identified will result in realisations, however the relevant action will be taken on receipt of further information in respect of the same.

A report on the conduct of any individuals, who have been directors of the Company in the three years prior to the insolvency, is required to be submitted to the Secretary of State within three months of my appointment. I confirm that this has been submitted, however the content of this report is confidential.

4. Costs and Expenses

A Receipts & Payments Account for the period covered by this report and the liquidation in its entirety is enclosed at Appendix 3. Receipts relating to asset realisations have been detailed in the progress section above. Information in relation to the costs and expenses of the liquidation are detailed below.

Pre-Appointment Costs

At the decision procedure held on 31 October 2022 it was resolved that the Liquidator's fee in relation to the assisting the directors with preparing the Statement of Affairs be fixed at £2,250.00 plus VAT. I have drawn all of these costs.

The fixed fee is considered to be fair and reasonable as it provides creditors with certainty as to the level of the fee to be charged for this work. Further, the Liquidator considers that the fee is commensurate with the amount of work required to carry out these activities in their professional experience.

Liquidator's Remuneration

Numerous activities have been undertaken in administering the liquidation. A summarised list of these activities is attached at Appendix 2 for your information.

On 31 October 2022 creditors agreed the basis upon which I was to be remunerated. A resolution was passed that I be remunerated on the basis of time properly spent by me and my staff in attending to matters arising in the administration of the liquidation. A fee estimate of £28,175.00 was provided when seeking the resolution.

My time costs for the period 31 August 2022 to 30 August 2023 total £14,107.50 represented by 45.70 hours at an average hourly rate of £308.70. A breakdown of these time costs is enclosed at Appendix 4.

The sum of £526.77 has been drawn to date.

As set out above, a fee estimate was agreed by creditors to limit my liquidator's fees to £28,175.00 plus VAT.

It is not anticipated that time costs will exceed the amount provided in the fee estimate.

Fees have been drawn in accordance with this limit to date.

Liquidator's Expenses

My category 1 expenses paid for the period up to the end of this report are detailed below. The basis of these expenses were approved at the creditors' decision procedure held on 31 October 2022.

Nature of Expenses	Provided by	Incurred this period	Incurred to date
		£	£
Statutory Advertising	Courts Advertising	186.60	186.60
Specific Bond	Marsh	90.00	90.00
Agent's Fees	O A Chapman & Son	150.00	150.00
Land Registry Searches	HM Land Registry	9.00	9.00
Courier Fees	Parcelforce	12.46	12.46
Total		448.06	448.06

Other Professional Costs

Agents & Valuers

O A Chapman & Son were instructed as agents and valuers in relation to the Company lease. Their costs have been agreed on a fixed fee basis of £150.00 plus expenses and VAT. The agents' fees for the period of this report amount to £150.00 and have been paid in full.

5. Outcome for Creditors

The following table shows the claims disclosed on the Statement of Affairs, the claims received to date, and the current projected dividend:

	Statement of Affairs	Claims received	Dividend paid to date	Projected further dividend
	£	£	p/£	p/£
Fixed Charge	62,326.00	NIL	NIL	Uncertain
Preferential	12,970.20	12,746.31	NIL	Uncertain
Secondary Preferential	NIL	NIL	NIL	NIL
Floating Charge	NIL	NIL	NIL	NIL
Unsecured	89,505.95	116,049.11	NIL	Uncertain
Total	164,802.15	128,795.42		

To date, the level of realisations in this case has been sufficient to cover only the costs and expenses of liquidation. It is currently uncertain whether there will be a distribution to any class of creditor.

6. Further Information

As a creditor, you have a right to request further information with regard to any aspect of this report or to challenge my fees and expenses. If you require further information, please do not hesitate to contact me.

If you require any further information, please make a request in writing within 21 days of receipt of this report. I shall provide this information within 14 days of the request unless it is considered that:

1. The time and costs involved in preparing the information would be excessive; or
2. Disclosure would be prejudicial to the conduct of the liquidation or might be expected to lead to violence against any person.

If you are not satisfied with my response, you have the right to request further information from me with regard to my remuneration and expenses, with either the permission of the Court or with a collective request from 5% in value of unsecured creditors. This request must be made within eight weeks of receipt of this report.

Further, creditors have the right to apply to Court to challenge the amount of, or the basis of, my remuneration and expenses, with either the permission of the Court or with a collective request from 10% in value of unsecured creditors. This application must be made within eight weeks of receipt of this report.

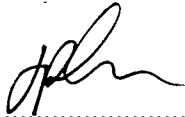
7. Conclusion

As set out in further detail throughout this report, I am currently unable to conclude the liquidation as the following matters are outstanding:

- I am continuing to take steps to realise outstanding book debts.
- I am querying transactions of interest with the Director.
- I am also continuing to meet my post-appointment taxation obligations.

The next report will either be to conclude the liquidation or will be issued within two months of the next anniversary.

If you have any queries, please contact Jasper Gold at this office.



.....
Jamie Playford
Liquidator

27 October 2023

Jamie Playford FABRP MIPA and Alex Dunton MABRP are Insolvency Practitioners licensed to act in the UK by the ICAEW. When acting as Administrator(s), the affairs, business and property of the Company are being managed by the Administrator(s) who act as agents of the Company and contract without personal liability.

Statutory Information**Client Information**

Name:	BEST PRACTICE TRAINING & DEVELOPMENT LIMITED
Previous Names:	-
Registered Address:	Lawrence House, 5 St Andrews Hill, Norwich, Norfolk, NR2 1AD
Former Registered Address:	First Floor, Centre Block Hille Business Centre , 132a St Albans Road, Watford, Hertfordshire, England, WD24 4AE
Trading Names:	-
Trading Address:	First Floor, Centre Block Hille Business Centre , 132a St Albans Road, Watford, Hertfordshire, England, WD24 4AE
Principal Trading Activity:	Other business support service activities not elsewhere classified

Company Information (where relevant):

Registered Number:	03302541
Date of Incorporation:	15 January 1997

Court Information (where relevant):

Court:	-
Court Number:	-

Appointment Details

Type of Insolvency:	CVL
Name of Officeholder(s):	Jamie Playford
Address of Officeholder(s):	Leading, Lawrence House, 5 St Andrews Hill, Norwich, NR2 1AD
Date of Appointment:	31 August 2022
IP Number(s):	9735
Authorising Body:	ICAEW

Your Right to Opt Out from Receiving Documents

As a creditor, you have a right to elect to opt out from receiving documents relating to this insolvency from the Officeholder. However, even if you do choose to opt out there are certain documents that you will still receive; these being:

- Any notices which the Insolvency Act 1986 requires to be delivered to all creditors without expressly excluding opted-out creditors;
- Any notices of a change in the Officeholder or the contact details for the Officeholder; and
- Any notices relating to distributions, intended distributions and notices required to be given by court order.

Please also note that:

- Opting-out will not affect your entitlement to receive dividends, should any be paid to creditors;
- Unless the Insolvency Rules provide otherwise, opting-out will not affect any right you may have to vote in a decision procedure or participate in a deemed consent procedure, although you will not receive notice of it; and
- Should you elect to opt-out of receiving any future documents, you will be treated as having opted out with respect to any consecutive insolvency proceedings.

If you wish to elect to opt out from receiving documents, please state so on the enclosed proof of debt form. Should you subsequently wish to cease being an opted-out creditor, please inform my office in writing.

Jurisdiction

The insolvent is based in the United Kingdom. The proceedings flowing from the appointment will be COMI proceedings.

Data Protection

Information about the way that we will use, and store personal data on insolvency appointments can be found at the link below. If you are unable to download this, please contact us and a hard copy will be provided to you free of charge.

<https://leading.shortcm.li/privacy>

Creditors Rights

A copy of 'A Creditors Guide to Officeholder Fees' may be found at the link below. Please visit the link and select the document that relates to CVL.

<https://leading.shortcm.li/R3FeeGuides>

Should you wish to lodge a claim in these proceedings, please complete and return the proof of debt form which can be found at the link below:

<https://leading.shortcm.li/Proof-of-Debt>

Retention of Title

If you believe that you have delivered goods to the Company on sale or return, or without a retention of title clause you must contact this office within five business days of this letter to ensure that any such assets are held in trust pending review of your claim to title.

I cannot be held responsible for any failure to bring this to my attention after the period.

Ethical Issues and Complaints

I am required to advise you that I am bound by the Insolvency Code of Ethics on all insolvency matters and must remain independent at all times. We give high priority to client service and are keen to ensure that the quality of this is maintained.

If at any time you would like to discuss how the firm's service to you could be improved, or if you are dissatisfied with any element of the service you are receiving, please contact me as soon as possible so that I may discuss our complaints policy with you.

A copy of our complaints policy can be found at the following link:

<https://leading.shortcm.li/Complaints-Policy>

Investigations

Where an entity is insolvent, I am required to undertake certain investigations into the period of trade prior to insolvency which may establish the cause of insolvency and may raise questions which require further information. To assist me in this, if you feel you have any information that is relevant to my investigations, please complete the creditors' questionnaire available at the link below. This does not apply to Members' Voluntary Liquidations.

<https://leading.shortcm.li/Creditor-Questionnaire>

Charge-out Rates and Disbursement Policy

A copy of this firm's charge-out rate and disbursement policy may be found at:

<https://leading.shortcm.li/SIP9>

Summary of Liquidator's Activities

A summarised list of activities undertaken in this period of the liquidation is detailed below. Where more detailed explanation is required, this is provided in the body of the report.

Staff of different levels will be involved in these activities dependent upon the level of experience required in order to keep costs to an appropriate level.

Administration & Planning

- Filing the relevant notices upon appointment
- Circulating notices to creditors, members, employees and other stakeholders advising of the appointment
- Regular case reviews
- Reviewing the circumstances of the case to determine the appropriate strategy
- Obtaining a specific bond
- Posting of receipts & payments from the estate
- Correspondence with HMRC

Realisation of Assets

- Liaising with the Company's bankers to request credit balances
- Uplifting of company documents

Creditors

- Maintaining a list of creditors' claims
- Dealing with correspondence from creditors
- Reviewing claims received from creditors

Best Practice Training & Development Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 31/08/2022 To 30/08/2023 £	From 31/08/2022 To 30/08/2023 £
9,200.00	SECURED ASSETS Computer Equipment	NIL NIL	NIL NIL
(62,326.00)	SECURED CREDITORS David Allentstein, Mary Cogan, Nina Gri	NIL NIL	NIL NIL
4,037.27 510.09	ASSET REALISATIONS Book Debts Cash at Bank Bank Interest Gross	NIL 4,455.00 3.16 4,458.16	NIL 4,455.00 3.16 4,458.16
	COST OF REALISATIONS Section 100 Fees Liquidator's Fees Liquidator's Disbursements	2,250.00 526.77 249.76 (3,026.53)	2,250.00 526.77 249.76 (3,026.53)
(12,970.20)	PREFERENTIAL CREDITORS 9 Employees' Preferential Claims	NIL NIL	NIL NIL
(27,111.32) (3,918.61) (41,293.08) (17,182.94)	UNSECURED CREDITORS 11 Employees' Unsecured Claims Inter-Company Loans Banks/Finance Companies Trade Creditors	NIL NIL NIL NIL NIL	NIL NIL NIL NIL NIL
(105.00)	DISTRIBUTIONS Ordinary Shareholders	NIL NIL	NIL NIL
(151,159.79)		1,431.63	1,431.63
	REPRESENTED BY Vat Control Account		1,431.63 1,431.63

Note:

The above figures do not include VAT. Where the entity was not VAT registered, VAT payable is shown as a separate entry in VAT Irrecoverable.



Jamie Playford
Liquidator

Time Entry - SIP9 Time & Cost Summary

B131 - Best Practice Training & Development Limited
All Post Appointment Project Codes
From: 31/08/2022 To: 30/08/2023

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	0.00	0.20	2.40	1.50	4.10	1,270.00	309.76
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	1.00	17.30	4.00	22.30	6,950.00	311.66
Investigations	0.00	0.00	10.80	2.10	12.90	3,932.50	304.84
Realisation of Assets	0.00	0.30	3.90	2.20	6.40	1,955.00	305.47
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	0.00	1.50	34.40	9.80	45.70	14,107.50	308.70
Total Fees Claimed						526.77	
Total Disbursements Claimed						249.76	