

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

FRIDAY



A22 \*A9451S4W\* 01/05/2020 #23  
COMPANIES HOUSE

### 1 Company details

Company number	0	3	3	7	3	1	2	6
Company name in full	Palace Motor Finance Limited (Previously London & Surrey Motor Finance Limited)							

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

### 2 Liquidator's name

Full forename(s)	Lloyd
Surname	Biscoe

### 3 Liquidator's address

Building name/number	The Old Exchange
Street	234 Southchurch Road
Post town	Southend on Sea
County/Region	
Postcode	S S 1 2 E G
Country	

### 4 Liquidator's name ①

Full forename(s)	Louise Donna
Surname	Baxter

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




### 5 Liquidator's address ②

Building name/number	The Old Exchange
Street	234 Southchurch Road
Post town	Southend on Sea
County/Region	
Postcode	S S 1 2 E G
Country	

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

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<b>6</b>	<b>Period of progress report</b>															
From date	d	0	d	6	m	0	m	3	y	2	y	0	y	1	y	9
To date	d	0	d	5	m	0	m	3	y	2	y	0	y	2	y	0
<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> <div>   </div>															
Signature date	d	2	d	9	m	0	m	4	y	2	y	0	y	2	y	0



# 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 **Rosie Thurwood**

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

Address **The Old Exchange  
234 Southchurch Road**

Post town **Southend on Sea**

County/Region

Postcode **S S 1 2 E G**

Country

DX

Telephone **01702 467255**



### 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)

**Palace Motor Finance Limited (Previously London & Surrey Motor Finance Limited)**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Declaration of Solvency £	From 06/03/2019 To 05/03/2020 £	From 06/03/2019 To 05/03/2020 £
	<b>ASSET REALISATIONS</b>	
	Bank Interest Gross	21.30
3,780,807.31	Cash at Bank	3,780,807.31
		<u>3,780,828.61</u>
	<b>COST OF REALISATIONS</b>	
	Corporation Tax	3.42
	Pre appointment fees	5,000.00
		<u>(5,003.42)</u>
	<b>UNSECURED CREDITORS</b>	
	HMRC (non VAT)	222.58
	National Insurance	1,060.21
	Statutory interest	14.62
	Successful PPI claimants	3,555.09
(21,450.00)	Trade Creditors	22,094.53
		<u>(26,947.03)</u>
	<b>DISTRIBUTIONS</b>	
	Ordinary Shareholders	3,742,575.75
		<u>(3,742,575.75)</u>
<b>3,759,357.31</b>		<b>6,302.41</b>
	<b>REPRESENTED BY</b>	
	Bank 1 Current	5,302.41
	Vat Receivable	1,000.00
		<u><b>6,302.41</b></u>

Note:

  
Lloyd Biscoe  
Joint Liquidator



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## **Palace Motor Finance Limited (Previously London & Surrey Motor Finance Limited) (In Members' Voluntary Liquidation)**

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### **Progress report**

**Period: 6 March 2019 to 5 March 2020**

*This report has been produced during the Covid-19 HM Government restrictions. As a result, our access to information within our physical case files has been limited as our firm has implemented remote working wherever possible in line with HM Government guidance in order to protect its employees and to limit the spread of the virus. Consequently this report has been prepared from information we are able to access remotely. We have taken every reasonable step to ensure that the information is accurate, but if anything is incorrect or incomplete, we will provide an explanation and corrected information in our next progress report.*

### **Important Notice**

This report has been produced solely to comply with our statutory duty to report to members of the Company pursuant to Section 92A of the Insolvency Act 1986. This report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by members for any purpose other than this report to them, or by any other person for any purpose whatsoever.

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## **Contents**

- ❑ Interpretation
- ❑ Company information
- ❑ Details of appointment of liquidators
- ❑ Progress during the period
- ❑ Creditors
- ❑ Distributions to members
- ❑ Remuneration and disbursements
- ❑ Liquidators' expenses
- ❑ Assets that remain to be realised and work that remains to be done
- ❑ Other relevant information
- ❑ Members' rights
- ❑ Conclusion
- ❑ Appendices
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  - 2. Liquidators' time costs and disbursements
  - 3. Statement of Liquidators' expenses



## 1. INTERPRETATION

<b><u>Expression</u></b>	<b><u>Meaning</u></b>
"the Company"	Palace Motor Finance Limited (Previously London & Surrey Motor Finance Limited) (In Members' Voluntary Liquidation)
"the liquidators", "we", "our" and "us"	Lloyd Biscoe of Begbies Traynor (Central) LLP,, The Old Exchange, 234 Southchurch Road, Southend on Sea, SS1 2EG and Louise Donna Baxter of Begbies Traynor (Central) LLP, The Old Exchange, 234 Southchurch Road, Southend on Sea, SS1 2EG
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England and Wales) Rules 2016 (as amended)
"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 creditors	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):	Palace Motor Finance
Company registered number:	03373126
Company registered office:	The Old Exchange, 234 Southchurch Road, Southend on Sea, Essex, SS1 2EG
Former trading address:	Oakdene Road, Redhill, RH1 6BT

## 3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	6 March 2019
Date of liquidators' appointment:	6 March 2019
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 6 March 2019 to 5 March 2020.

### **ASSET REALISATIONS**

#### **Cash at Bank**

Cash at bank of £3,780,807.31 has been realised.

#### **Bank Interest Gross**

Bank interest of £21.30 has been earned on monies deposited in the liquidation bank account

### **COSTS OF REALISATIONS**

#### **Corporation Tax**

Corporation tax has been paid to HM Revenue & Customs in the sum of £3.42.

#### **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 members to understand what has been done, why it was necessary and what financial benefit (if any) the work has provided to members.

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

#### **General case administration and planning**

- Creating and updating case strategy plan;
- Updating the case compliance checklists;
- General filing and printing of incoming communications;
- Dealing with correspondence (physical and electronic) that is considered routine in the context of the engagement and otherwise does not directly fall into other categories;
- Periodic reviews of the case generally;
- Completion of one, three and six monthly case compliance and progression checklists; and
- Ensure time recording data is compliant with Statement of Insolvency Practice 9.

On this engagement, the work identified above does not hold a direct commercial benefit to members. However the members benefit from this work as it ensures this particular engagement is dealt with to the standards expected and also in a timely fashion. Elements of this work are required to comply with best practice and statute.



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

- Preparing documentation and dealing with formalities of appointment (both statutory and best practice);
- Submission of forms to Companies House and the London Gazette advertising;
- Obtaining specific penalty bond and reviewing its adequacy periodically;
- Ongoing consideration to ethical practice and money laundering regulations; and
- Updating case checklists and statutory diaries.

On this engagement, the work identified above does not hold direct commercial benefit to members. It is the duty of the appointed office holder to comply with the Insolvency Act and Rules and members benefit from this being done to a standard expected of this firm.

### **Investigations**

As this is a solvent liquidation there is no statutory requirement to investigate the affairs of the Company or to report on the conduct of the Directors.

### **Realisation of assets**

- Review of the available information and formulating an asset realisation strategy;
- Realising funds held in the Company's bank account;
- Accounting for bank interest.

On this assignment, the work detailed above has realised assets for the solvent estate from which members have directly benefitted. The office holders are duty bound to realise and get in the Company's property and maximise asset realisations.

### **Dealing with all creditors' claims, correspondence and distributions**

Creditors:

- Issuing a notice for creditors to submit claims for publication in the London Gazette;
- Receiving and inputting claims on to case management software;
- Agreement of creditors claims;
- Payment of creditor claims;
- Receipt and review of PPI claims for agreement or rejection as appropriate;
- Payment of successful PPI claims

This work has been done in order to provide any potential creditors sufficient notice for them to submit a claim in the liquidation and pay those with valid claims. The work does not hold a direct commercial benefit to members however has been done to comply with relevant insolvency legislation and best practice.

Shareholders:

- Preparing and subsequently declaring a distribution to the shareholders of the Company.

The work detailed above has a direct financial benefit to members as they have received a return on their shares.

### **Other matters which includes meetings, tax, litigation, pensions and travel**

- Requesting clearance from HM Revenue & Customs in respect of all taxes;
- Submitting a final corporation tax return to HM Revenue & Customs.

The above work has no direct financial benefit to members but has to be done in order to comply with the Insolvency Rules as well as a legal requirement.

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

I am now in a position to close my administration of the case subject to agreeing the final PPI claim. The claim has been passed to the Financial Ombudsman Service and he has awarded that the claimant should be paid. The level of payment is currently being considered.

Closure:

- Liquidators final report and account;
- Filing of final return at Companies House;
- Sending final report and account to members;
- Notice of final account to members; and
- Update physical and electronic case records following closure.

On this engagement, the work identified above does not hold direct commercial benefit to members. It is the duty of the appointed office holder to comply with the Insolvency Act and Rules and members benefit from this being done to a standard expected of this firm.

## 5. CREDITORS

As in any liquidation, in a members' voluntary liquidation creditors are required to prove their claims and the liquidators must examine the proofs and the particulars of the claims and admit them, in whole or in part, or reject them. The liquidators must then settle the priorities of the creditors (as between secured, preferential and unsecured creditors) before paying them in full with statutory interest.

We have paid, with statutory interest, all of the creditors listed in the statement of assets and liabilities embodied within the declaration of solvency sworn by the directors together with any further claims which have been received save for the final claim mentioned above, the level of which is being considered. Clearance has been requested from HM Revenue & Customs and that they confirm that no further amounts are due in respect of PAYE and National Insurance, Corporation Tax and VAT.

## 6. DISTRIBUTIONS TO MEMBERS

A distribution was paid to members on 8 March 2019 totalling £3,742,575.75. This represents a return of £467.82 per share.

## 7. REMUNERATION & DISBURSEMENTS

### Remuneration

The Joint Liquidators fees and disbursements were fixed at a set amount of £5,000 plus VAT.

We are also authorised to draw disbursements, including disbursements for services provided by our firm (defined as category 2 disbursements in Statement of Insolvency Practice 9), in accordance with our firm's policy, details of which were presented to the general meeting of the Company at which various resolutions, including the special resolution that the Company be wound up voluntarily, were passed and which is attached at Appendix 2 of this report.

We are also authorised to draw disbursements, including disbursements for services provided by our firm (defined as category 2 disbursements in Statement of Insolvency Practice 9).



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

- ❑ Begbies Traynor (Central) LLP, 's policy for re-charging disbursements
- ❑ Begbies Traynor (Central) LLP, 's charge-out rates

### **Disbursements**

To 5 March 2020, we have incurred disbursements in the sum of £622.50.

### **Category 2 Disbursements**

We have not incurred any category 2 disbursements.

## **8. LIQUIDATORS' EXPENSES**

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

## **9. 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 members?**

As detailed above, the case will shortly be ready to close, subject to receiving clearance from HM Revenue & Customs and finalising settlement to the remaining PPI claimant.

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

The further cost is dependent on how quickly HM Revenue & Customs provide clearance and whether it is necessary to continue to chase them. However we have agreed a fixed fee so no further fees will be charged.

### **Expenses**

No future expenses are envisaged.

## **10. OTHER RELEVANT INFORMATION**

### **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.

## 11. MEMBERS' RIGHTS

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

Pursuant to Rule 18.9 of the Rules, within 21 days of the receipt of this report a member or members of the Company with at least 5% of the voting total rights of all the members having the right to vote at general meetings of the Company (or any member or members with less than 5% of the total voting rights, 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, within 8 weeks of receipt of this progress report any member or members of the Company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the Company (or any member, or members with less than 10% of the total voting rights, but with the permission of the Court) may 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.

### **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.

## 12. CONCLUSION

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



**Lloyd Biscoe**  
Joint Liquidator

Dated: 29 April 2020



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## ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 6 March 2019 to 5 March 2020

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## TIME COSTS AND DISBURSEMENTS

- a. Begbies Traynor (Central) LLP,'s charging policy;



## STATEMENT OF LIQUIDATORS' 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				
Bordereau	Insolvency Risk Services	360.00	0.00	360.00
Statutory Advertising	The Stationery Office	262.50	0.00	262.50
Expenses incurred with entities within the Begbies Traynor Group ( <i>for further details see Begbies Traynor Charging Policy</i> )				
-	-	-	-	-

**Palace Motor Finance Limited (Previously London & Surrey Motor Finance Limited)**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**  
**To 05/03/2020**

Dec of Sol £		£	£
	<b>ASSET REALISATIONS</b>		
3,780,807.31	Cash at Bank	3,780,807.31	
	Bank Interest Gross	21.30	
			3,780,828.61
	<b>COST OF REALISATIONS</b>		
	Pre appointment fees	5,000.00	
	Corporation Tax	3.42	
			(5,003.42)
	<b>UNSECURED CREDITORS</b>		
(21,450.00)	Trade Creditors	22,094.53	
	HMRC (non VAT)	222.58	
	National Insurance	1,060.21	
	Statutory interest	14.62	
	Successful PPI claimants	3,555.09	
			(26,947.03)
	<b>DISTRIBUTIONS</b>		
	Ordinary Shareholders	3,742,575.75	
			(3,742,575.75)
<b>3,759,357.31</b>			<b>6,302.41</b>
	<b>REPRESENTED BY</b>		
	Vat Receivable		1,000.00
	Bank 1 Current		5,302.41
			<b>6,302.41</b>

Note:

  
Lloyd Biscoe  
Joint Liquidator



## **BEGBIES TRAYNOR CHARGING POLICY**

### **INTRODUCTION**

This note applies where a licensed insolvency practitioner in the firm is acting as an office holder of an solvent estate and seeks creditor approval to draw remuneration on the basis of the time properly spent *in dealing with the case*. It also applies where further information is to be provided to creditors regarding the office holder's fees following the passing of a resolution for the office holder to be remunerated on a time cost basis. Best practice guidance<sup>1</sup> requires that such information should be disclosed to those who are responsible for approving remuneration.

In addition, this note applies where creditor approval is sought to make a separate charge by way of expenses or disbursements to recover the cost of facilities provided by the firm. It also applies where payments are to be made to parties other than the firm, but in relation to which the office holder, the firm or any associate has an interest. Best practice guidance<sup>2</sup> indicates that such charges should be disclosed to those who are responsible for approving the office holder's remuneration, together with an explanation of how those charges are calculated.

### **OFFICE HOLDER'S FEES IN RESPECT OF THE ADMINISTRATION OF SOLVENT ESTATES**

The office holder has overall responsibility for the administration of the estate. He/she will delegate tasks to members of staff. Such delegation assists the office holder as it allows him/her to deal with the more complex aspects of the case and ensures that work is being carried out at the appropriate level. There are various levels of staff that are employed by the office holder and these appear below.

The firm operates a time recording system which allows staff working on the case along with the office holder to allocate their time to the case. *The time is recorded at the individual's hourly rate in force at that time which is detailed below.*

### **EXPENSES INCURRED BY OFFICE HOLDERS IN RESPECT OF THE ADMINISTRATION OF SOLVENT ESTATES**

Best practice guidance classifies expenses into two broad categories:

- ❑ *Category 1 disbursements (approval not required)* - specific expenditure that is directly related to the case and referable to an independent external supplier's invoice. All such items are charged to the case as they are incurred.
- ❑ *Category 2 disbursements (approval required)* - items of expenditure that are directly related to the case which include an element of shared or allocated cost and are based on a reasonable method of calculation, but which are not payable to an independent third party.

(A) The following items of expenditure are charged to the case (subject to approval):

- Internal meeting room usage for the purpose of statutory meetings of creditors is charged at the rate of £100 (London £150) per meeting;
- Car mileage is charged at the rate of 45 pence per mile;
- Photocopying is charged at 20p per sheet.

(B) The following items of expenditure will normally be treated as general office overheads and will not be charged to the case although a charge may be made where the precise cost to the case can be determined because the item satisfies the test of a *Category 1 disbursement*.

- Telephone and facsimile
- Printing and sundry photocopying

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<sup>1</sup> Statement of Insolvency Practice 9 (SIP 9) – Remuneration of insolvency office holders in England & Wales

<sup>2</sup> Ibid 1

- Stationery

## BEGBIES TRAYNOR CHARGE-OUT RATES

Begbies Traynor is a national firm. The rates charged by the various grades of staff that may work on a case are set nationally, but vary to suit local market conditions. The rates applying to the Southend office as at the date of this report are as follows:

<b>Grade of staff</b>	<b>Charge-out rate (£ per hour) 18 March 2019 – until further notice</b>
Consultant/Partner	645 - 710
Director	515
Senior Manager	440
Manager	410
Assistant Manager	315
Senior Administrator	290
Administrator	220
Trainee Administrator	160
Support	160

Prior to 18 March 2019, the following rates applied:

<b>Grade of staff</b>	<b>Charge-out rate (£ per hour)</b>
Partner	395-550
Director	395
Senior Manager	365
Manager	315
Assistant Manager	285
Senior Administrator	250
Administrator	220
Junior Administrator	160
Cashier	160
Support	160

Time spent by support staff such as secretarial, administrative and cashiering staff is charged directly to cases. It is not carried as an overhead.

Time is recorded in 6 minute units.

