

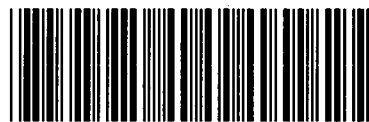
# LIQ03

## Notice of progress report in voluntary winding up



Companies House

FRIDAY



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A25

30/04/2021

#369

COMPANIES HOUSE

### 1 Company details

Company number 0 3 3 8 7 7 9 2

Company name in full Zagger Basic 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> 1	<sup>d</sup> 5	<sup>m</sup> 0	<sup>m</sup> 4	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0				
To date	<sup>d</sup> 1	<sup>d</sup> 4	<sup>m</sup> 0	<sup>m</sup> 4	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 1				
<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>X <i>Al Clark</i></div>								<div>X</div>			
Signature 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> 1				

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 **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)**

**Zagger Basic Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

Statement of Affairs £	From 15/04/2020 To 14/04/2021 £	From 15/04/2019 To 14/04/2021 £

*Alan Clark*

Alan J Clark  
Liquidator

## **ANNUAL PROGRESS REPORT**

**Zagger Basic Limited - IN CREDITORS' VOLUNTARY LIQUIDATION**

## **Content**

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

## **Appendices**

- Appendix I - Statutory Information
- Appendix II – Receipts and Payments account for the period 15 April 2020 to 14 April 2021
- Appendix III - Detailed list of work undertaken in the period
- Appendix IV - Time cost information for period 15 April 2020 to 14 April 2021
- Appendix V – Notice of Decision by correspondence / Voting Form
- Appendix VI – Notice of Invitation to Form a Committee
- Appendix VII – Proof of Debt Form

## EXECUTIVE SUMMARY

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

### Assets

Asset	Estimated to realise per Statement of Affairs £	Realisations to date £	Anticipated future realisations £	Total anticipated realisations £
Fixture & Fittings	Uncertain	-	-	-
Rates Refund	-	1,235.88	-	1,235.88
Utility Refund	-	36.01	-	36.01
Bank Interest	-	2.50	-	2.50
<b>Total</b>	<b>Uncertain</b>	<b>1,274.39</b>	<b>-</b>	<b>1,274.39</b>

### Expenses

Expense	Amount per fees and expenses estimates £	Expense incurred to date £	Anticipated further expense to closure £	Total anticipated expense £
Liquidator pre-appt fee	-	5,000.00	-	5,000.00
Liquidator's fees	-	7,491.50	1,500.00	8,991.50
Bank charges	-	72.60	30.00	102.60
Liquidator expenses	-	198.00	-	198.00
<b>Total</b>	<b>-</b>	<b>12,762.10</b>	<b>1,530.00</b>	<b>14,292.10</b>

### Dividend prospects

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Secured creditor	N/A	N/A
Preferential creditors	N/A	N/A
Unsecured creditors	Nil	Nil

Summary of key issues outstanding:

- Outcome of claim in the IVA of the director.

### Closure

Due to the outstanding issues outstanding as listed above, it is difficult to estimate the timing of the closure of the liquidation.

## **ADMINISTRATION AND PLANNING**

### **Statutory information**

Statutory information may be found at Appendix I.

The Liquidator 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 progress report;

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

- Case reviews.

## **ENQUIRIES AND INVESTIGATIONS**

As previously advised, the assessment has been completed and the Liquidator did not identify any further assets or actions which might lead to a recovery for creditors.

## **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 has not granted any charges over its assets.

### **Preferential Liabilities - Employees**

There were no employees of the Company and therefore no preferential creditors.

### **Unsecured Liabilities**

Trade & Expense Creditors - The Company has 16 known 'trade & expense' creditors owed a total of approximately £168,161.46.



HM Revenue & Customs is estimated to be owed £30,000 in respect of outstanding VAT and the bank is owed approximately £55,015.

It is unlikely that a distribution will be made to unsecured creditors.

## **ETHICS**

Please also 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.

### **Pre-Appointment Costs**

A fixed fee of £5,000 plus VAT was agreed by the director for the winding-up resolution. This fee remains unpaid.

I am seeking creditors consent to draw my pre-appointment fee from future realisations, see attached Appendix V.

### **The Liquidator's fees**

The time costs for the period 15 April 2020 to 14 April 2021 total £51,941.50, representing 9.30 hours at an average hourly rate of £208.76. The time costs for the period are detailed at Appendix IV.

For the duration of the Liquidation, my time costs total £7,491.50.

I am seeking creditors consent to my fees on a fixed fee basis and attach a Notice of Decision by Correspondence asking creditors to approve the following resolution:

“That the Liquidator's fees are approved on a fixed fee basis of £5,000 plus VAT for him and his staff in dealing with the matters relating to the Liquidation”.

Details on how to vote and the deadline for voting is detailed in my covering letter.

### **Disbursements**

No disbursements have been incurred during this period.

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' together with the firm's charge-out rate and disbursement policy may be found at [www.carterclark.co.uk](http://www.carterclark.co.uk). A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.

## **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/>.

## **EU REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)**

The Company's centre of main interest was in the UK as their registered office address was Langford Hall Barn Witham Road, Langford, Dunmow, Essex, CM6 3PQ and therefore it is considered that the EU Regulations apply. These proceedings are main proceedings as defined in the EU Regulation.

## **CONCLUSION**

The administration of the case will be continuing to finalise the following outstanding matters that are preventing this case from being closed:

- Claim in the IVA of the director.

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

Signed  
Alan J Clark  
Liquidator  
27 April 2021



## **Appendix I**

### **Statutory Information**

Company Name	Zagger Basic Limited
Former Trading Name	Zagger
Company Number	03387792
Registered Office	Recovery House, Hainault Business Park, 15-17 Roebuck Road, Ilford, Essex, IG6 3TU
Former Registered Office	Langford Hall Barn Witham Road, Langford, Dunmow, Essex, CM6 3PQ
Office holder	Alan J Clark
Office holder's address	Carter Clark, Recovery House, 15-17 Roebuck Road, Hainault Business Park, Ilford, Essex, IG6 3TU
Date of appointment	15 April 2019

## **Appendix II**

### **Receipts and Payments account**

**Zagger Basic Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

Statement of Affairs £		From 15/04/2020 To 14/04/2021 £	From 15/04/2019 To 14/04/2021 £
	<b>ASSET REALISATIONS</b>		
	Bank Interest Gross	NIL	2.50
Uncertain	Fixtures & Fittings	NIL	NIL
NIL	Improvements to premises	NIL	NIL
	Rates Refund	NIL	1,235.88
	Utility Refund	NIL	36.01
		NIL	1,274.39
	<b>COST OF REALISATIONS</b>		
	Bank Charges	41.05	72.60
	Office Holders Expenses	198.00	198.00
		(239.05)	(270.60)
	<b>UNSECURED CREDITORS</b>		
(55,015.00)	Banks/Institutions	NIL	NIL
(30,000.00)	HMRC - VAT	NIL	NIL
(168,161.46)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	<b>DISTRIBUTIONS</b>		
(2.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(253,178.46)</b>		<b>(239.05)</b>	<b>1,003.79</b>
	<b>REPRESENTED BY</b>		
	Fixed Current A/c Interest bearing		1,003.79
			<b>1,003.79</b>

Alan J Clark  
Liquidator

### Appendix III

#### Detailed list of work undertaken for Zagger Basic Limited in Creditors' Voluntary Liquidation for the review period

Below is detailed information about the tasks undertaken by the Liquidator.

General Description	Includes
<b>Statutory and General Administration</b>	
Statutory/advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Annual corporation tax returns Quarterly VAT returns Advertising in accordance with statutory requirements Bonding the case for the value of the assets
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	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
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	Circulating initial report to creditors upon appointment Preparing annual progress report, investigation.
<b>Investigations</b>	
SIP 2 Review	Collection and making an inventory of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions Liaising with the committee/creditors or major creditors about further action to be taken
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary information if required Assisting the Insolvency Service with its investigations

General Description	Includes
<b>Creditors and Distributions</b>	
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**



## Time Entry - SIP9 Time & Cost Summary

ZBL3019 - Zaggar Basic Limited  
All Post Appointment Project Codes  
From: 15/04/2020 To: 14/04/2021

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	0.30	7.90	0.30	0.00	8.50	1,821.50	214.29
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	0.00	0.80	0.80	120.00	150.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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
<b>Total Hours</b>	<b>0.30</b>	<b>7.90</b>	<b>0.30</b>	<b>0.80</b>	<b>9.30</b>	<b>1,941.50</b>	<b>208.76</b>
<b>Total Fees Claimed</b>						<b>0.00</b>	
<b>Total Disbursements Claimed</b>						<b>0.00</b>	

## Time Entry - SIP9 Time & Cost Summary

ZBL3019 - Zaggar Basic Limited  
All Post Appointment Project Codes  
From: 15/04/2019 To: 14/04/2021

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	1.40	26.50	0.30	0.00	28.20	5,725.00	203.01
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.10	0.50	0.80	1.40	258.00	184.29
Investigations	0.00	1.50	0.00	0.00	1.50	420.00	280.00
Realisation of Assets	2.10	1.50	0.00	0.00	3.70	1,088.50	294.19
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Hours</b>	<b>3.50</b>	<b>29.70</b>	<b>0.80</b>	<b>0.80</b>	<b>34.80</b>	<b>7,491.50</b>	<b>215.27</b>
<b>Total Fees Claimed</b>						<b>0.00</b>	
<b>Total Disbursements Claimed</b>						<b>0.00</b>	

## **Appendix V**

### **Notice of Decision by Correspondence / Voting Form**

## **NOTICE OF DECISION PROCEDURE BY CORRESPONDENCE**

**Company Name: Zagger Basic Limited (In Liquidation) ("the Company")**

**Company Number: 03387792**

This Notice is given under Rule 15.8 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Liquidator of the Company, Alan J Clark, of Carter Clark, Recovery House, 15-17 Roebuck Road, Hainault Business Park, Ilford, Essex, IG6 3TU (telephone number 020 8559 5087), by the creditors.

Creditors are invited to vote by correspondence on the following:

1. That a liquidation committee be established if sufficient nominations by 18 May 2021 are received and those nominated are willing to be members of a Committee.
2. That the fees of Carter Clark for pre-appointment work be fixed in the sum of £5,000 plus VAT
3. That the Liquidator's fees be fixed in the sum of £5,000 plus VAT
4. That the Liquidator be authorised to recover all Category 2 disbursements, calculated on the bases detailed in Carter Clark's Summary.
- 5.

Also provided is a voting form on which creditors may signify their decisions on the above matters. All voting forms, together with a proof of debt if one has not already been submitted, must be completed and returned to the Liquidator by one of the methods set out below:

By post to: Carter Clark, Recovery House, 15-17 Roebuck Road, Hainault Business Park, Ilford, Essex, IG6 3TU

By email to: [jenny.poleykett@carterclark.co.uk](mailto:jenny.poleykett@carterclark.co.uk)

Please note that, if you are sending votes by post, you must ensure that you have allowed sufficient time for the forms to be delivered to the address above by the time set out below. Unless the contrary is shown, an email is treated as delivered at 9am on the next business day after it was sent.


**All voting forms and proofs of debt must be delivered by 23.59 on the Decision Date, 18 May 2021.**

If the Liquidator has not received a proof of debt by the time specified above (whether submitted previously or as a result of this Notice), that creditor's vote will be disregarded. Any creditor whose debt is treated as a small debt in accordance with Rule 14.31(1) of the Rules must still deliver a proof if the creditor wishes to vote. A creditor who has opted out from receiving notices may nevertheless vote if the creditor also provides a proof by the time specified above.

Creditors who meet one or more of the statutory thresholds listed below may, within 5 business days from the date of the delivery of this Notice, require a physical meeting to be held to consider the matter.

Statutory thresholds to request a meeting: 10% in value of the creditors  
10% in number of the creditors  
10 creditors

A creditor may appeal a decision by application to the court in accordance with Rule 15.35 of the Rules. Any such appeal must be made not later than 21 days after the Decision Date.

Signed: 

Dated: 27 April 2021

**Alan J Clark**  
**Liquidator**

## VOTE BY CORRESPONDENCE

### Zagger Basic Limited (in Liquidation)

Name of Creditor:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

#### Decisions:

1	That a liquidation committee be established if sufficient nominations by 18 May 2021 are received and those nominated are willing to be members of a Committee.	*For / Against
2	That the fees of Carter Clark for pre-appointment work be fixed in the sum of £5,000 plus VAT	*For / Against
3	That the Liquidator's fees be fixed in the sum of £5,000 plus VAT	*For / Against
4	That the Liquidator be authorised to recover all Category 2 disbursements, calculated on the bases detailed in Carter Clark's Summary.	*For / Against

**\* Please delete as applicable to indicate your voting instructions**

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Name in capitals: \_\_\_\_\_

Position with, or relationship to, creditor or other authority for signature:

\_\_\_\_\_

Are you the sole member/shareholder of the creditor (where it is a company)? Yes / No

**NOTE: Once a vote has been cast, it cannot be changed.**

**Please complete this form and return it, along with a completed proof of debt if you have not submitted one previously, so that it is delivered by 23.59 on 18 May 2021, by:**

**Post: Carter Clark, Recovery House, 15-17 Roebuck Road, Hainault Business Park, Ilford, Essex, IG6 3TU**

**Email: please scan in a signed copy of this form and attach it as a pdf to [jenny.poleykett@carterclark.co.uk](mailto:jenny.poleykett@carterclark.co.uk)**

## **Appendix VI**

### **Notice of Invitation to Form a Committee**

## NOTICE OF INVITATION TO FORM A LIQUIDATION COMMITTEE

**Company Name:** Zagger Basic Limited ("the Company") In Liquidation

**Company Number:** 03387792

This Notice is given under Rule 6.19 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Liquidator of the Company, Alan J Clark, of Carter Clark, Recovery House, 15-17 Roebuck Road, Hainault Business Park, Ilford, Essex, IG6 3TU (telephone number 020 8559 5087), who was appointed by the creditors.

Creditors are invited to nominate creditors (which may include themselves) by completing the section below and returning this Notice to the Liquidator by one of the following methods:

By post to: Carter Clark, Recovery House, 15-17 Roebuck Road, Hainault Business Park, Ilford, Essex, IG6 3TU

By email to: [jenny.poleykett@carterclark.co.uk](mailto:jenny.poleykett@carterclark.co.uk)

Please note that, if you are sending nominations by post, you must ensure that you have allowed sufficient time for the Notice to be delivered to the address above by the time set out below. Unless the contrary is shown, an email is treated as delivered at 9am on the next business day after it was sent.

**All nominations must be delivered by: 23.59 on 18 May 2021**

Nominations can only be accepted if the convener is satisfied as to the nominated creditor's eligibility under Rule 17.4 of the Rules.

For further information on the role of Liquidation Committees, go to: <http://thecompliancealliance.co.uk/cgic.pdf>



Signed: \_\_\_\_\_ Dated: 27 April 2021

**Alan J Clark**  
**Liquidator**



### NOMINATIONS FOR MEMBERS OF A LIQUIDATION COMMITTEE

On behalf of (name of Creditor):

\_\_\_\_\_,

at (address of Creditor):

\_\_\_\_\_,

I nominate the following creditor(s) to be member(s) of a Liquidation Committee (provide name(s) and address(es)):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Name in capitals: \_\_\_\_\_

Position with, or relationship to, Creditor or other authority for signature:

\_\_\_\_\_

Are you the sole member/shareholder of the Creditor (where it is a company)?

**Yes / No**

## **Appendix VII**

### **Proof of Debt Form**

## PROOF OF DEBT - GENERAL FORM

**Zagger Basic Limited**

Date of Liquidation: 15 April 2019

<b>DETAILS OF CLAIM</b>		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> <li>For UK companies: its registered number</li> <li>For other companies: the country or territory in which it is incorporated and the number if any under which it is registered</li> <li>The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act</li> </ul>	
4.	Total amount of claim, including any Value Added Tax, as at the date of liquidation, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£        ) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [Note the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category  Amount(s) claimed as preferential £
11.	If you wish any dividend payment that may be made to be paid in to your bank account please provide BACS details. Please be aware that if you change accounts it will be your responsibility to provide new information	Account No.:  Account Name:  Sort code:
<b>AUTHENTICATION</b>		
Signature of Creditor or person authorised to act on his behalf		

Name in BLOCK LETTERS	
Date	
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor	
Are you the sole member of the Creditor?	YES / NO