

Section 106

Return of Final Meeting in a
Creditors' Voluntary Winding UpPursuant to Section 106 of the
Insolvency Act 1986

To the Registrar of Companies

S.106

Company Number

03458347

Name of Company

UK Business Incubation Limited

We

Chris McKay, Townshend House, Crown Road, Norwich, NR1 3DT

Chris Williams, Townshend House, Crown Road, Norwich, NR1 3DT

Note The copy account must be
authenticated by the written
signature(s) of the Liquidator(s)

1 give notice that a general meeting of the company was duly ~~held on~~/summoned for 26 August 2015 pursuant to section 106 of the Insolvency Act 1986, for the purpose of having an account (of which a copy is attached) laid before it showing how the winding up of the company has been conducted, and the property of the company has been disposed of, and that ~~the same was done accordingly~~ / no quorum was present at the meeting,

2 give notice that a meeting of the creditors of the company was duly ~~held on~~/summoned for 26 August 2015 pursuant to Section 106 of the Insolvency Act 1986, for the purpose of having the said account laid before it showing how the winding up the company has been conducted and the property of the company has been disposed of and that ~~the same was done accordingly~~/no quorum was present at the meeting

The meeting was held at Townshend House Crown Road, Norwich, NR1 3DT

The winding up covers the period from 8 September 2014 (opening of winding up) to the final meeting (close of winding up)

The outcome of any meeting (including any resolutions passed) was as follows

At the general meeting there was no quorum present at the meeting and there were no resolutions to be passed

At the meeting of creditors there was no quorum present at the meeting and the following resolutions were passed

That the liquidator's final report and accounts presented to the meeting are hereby approved

That the liquidator be granted his release

Signed

Date 26 August 2015

McTear Williams & Wood
Townshend House
Crown Road
Norwich
NR1 3DT

Ref UKBU1467/CMCK/CKW/TG/VT

SATURDAY



A4ETMNWX

A06

29/08/2015

#323

COMPANIES HOUSE

Contact Victoria Taylor
Direct dial 01603 877548
Email victoriataylor@mw-w.com

Your ref
My ref vt/fm/cred/pf-e

**Townshend House
Crown Road
Norwich
NR1 3DT
Office 01603 877540
Fax 01603 877549**



To all known creditors/members

26 August 2015

Dear Sirs

UK Business Incubation Limited (in creditors' voluntary liquidation)

I refer to my appointment as joint liquidator of the above company on 8 September 2014
Pursuant to Section 106 of the Insolvency Act 1986 this is my final report to creditors

1 Receipts and payments

I enclose as Appendix 1 a copy of my final receipts and payments for the period 8 September 2014 to 26 August 2015 These are shown net of VAT

2 Overview

The directors' statement of affairs showed funds available for preferential creditors of £29,000 and for unsecured creditors of £24,000 before deduction of the costs of the liquidation As set out below the final outcome of the liquidation is that preferential creditors have been paid in full and unsecured creditors have received a dividend of 1 pence in the pound

3 Assets

3.1 Cash at bank

The company had cash at bank of £4,579 which was transferred to the liquidation account following my appointment

CAMBRIDGE IPSWICH LONDON NORWICH

Partners Andrew McTear FCA, Chris Williams FCA,
David Wood, Chris McKay FCA and Anthony Davidson
All our insolvency practitioners are licensed in the UK
by The Institute of Chartered Accountants in England & Wales

www.mw-w.com

3.2 Book debts

The company had outstanding book debts with a book value of £34,000 and were estimated to realise £25,000. A total of £25,685 has been received and the remaining balance of £8,315 has been written off as we were not able to contact the debtor and did not have sufficient information to chase the debt.

4 Creditors' claims

4.1 Preferential creditors

Three preferential creditors totalling £6,036 were paid 100 pence in the pound on 3 December 2014.

4.2 Unsecured creditors

The director's statement of affairs showed 65 unsecured creditors with a book value of £518,000. Twenty one claims totalling £519,522 were received of which 21 totalling £519,397 were agreed. A dividend of 1 pence in the pound was paid to unsecured creditors on 20 January 2015. As detailed in section 1 above I am waiting for three dividend cheques totalling £5.86 to be banked. These cheques will expire in August and they will be paid to the Insolvency Service as unclaimed dividends if they have not been banked.

There are provisions of the insolvency legislation that require a liquidator to set aside a percentage of a company's assets for the benefit of the unsecured creditors in cases where the company gave a "floating charge" over its assets to a lender on or after 15 September 2003. This is known as the "prescribed part of the net property" ("prescribed part"). A company's net property is that left after paying preferential creditors, but before paying the lender who holds a floating charge. The "prescribed part" that the liquidator then has to set aside for unsecured creditors is 50% of the first £10,000 of the net property and 20% of the remaining net property up to a maximum of £600,000.

As there are no charges registered over the assets of the company, the prescribed part provisions will not apply.

In accordance with Rule 11.7 I am unable to declare any further dividend because the funds realised have already been distributed or used or allocated for defraying the expenses of administration.

5 Investigation into the affairs of the company

I undertook an initial investigation into the company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking into account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved.

There were no matters that justified further investigation in the circumstances of this appointment.

6 Directors conduct

As required I have investigated the conduct of the directors and filed my report with the Department for Business Innovation & Skills. The content of that report is confidential.

7 Case control and strategy

Following my appointment as liquidator I assign overall responsibility for the case to a case manager who is assisted by other staff as appropriate. At the commencement of the case I agree a written case strategy with the case manager. Bi monthly progress reviews are held between the case manager and case administrator, monthly case updated meetings are held between the case manager and myself and six monthly formal strategy and statutory reviews are undertaken

8 Statutory matters

In accordance with Rule 4 49C(5) of the Insolvency Rules 1986 I can confirm the following

- Company name: UK Business Incubation Limited
- Registered office: Townshend House, Crown Road, Norwich, NR1 3DT
- Registered number: 03458347
- Liquidators: Chris McKay & Chris Williams
- Date of appointment: 8 September 2014

9 Remuneration disbursements and expenses

9.1 Remuneration and disbursements

At the creditors' meeting held on 8 September 2014 creditors approved my firm's costs of £3,500 plus VAT in respect of the section 98 meeting and that this should be settled from asset realisations. In addition creditors resolved that my remuneration as liquidator be fixed by reference to time properly spent in attending to matters arising in the liquidation. In addition creditors resolved that category 2 disbursements in respect of photocopying, mileage and storage be charged at the approved rates

In accordance with the above I have drawn the following remuneration and category 2 disbursements.

Figure 1: Summary of time costs and category 2 disbursements

	£	Hours	Amount charged and drawn £
Time costs to 9 June 2015	32,396	188	14,441
Category 2 disbursements - photocopying	41	nil	41
	<u>32,437</u>	<u>188</u>	<u>14,482</u>
<i>Source: Joint Liquidators' records</i>			

Attached at Appendix 2 is a summary of my firm's total time costs from my appointment on 8 September 2014 to 26 August 2015. A schedule of routine work typically undertaken is attached at Appendix 3 and in the period covered by this report I have dealt with the items that have been ticked.

I have spent additional time dealing with the following more complex or time consuming matters as follows:

- **Investigations** Initial investigations as required by CDDA. Identifying possible causes of action which could lead to a return to creditors.
- **Unsecured creditors** Entering into correspondence with creditors about their claims, prospects and paperwork required. Reviewing creditor claims and calling for further evidence as required. Considering the merits of each claim. Accepting or rejecting each claim and corresponding with rejected claims.

A creditors' guide to liquidators fees in a liquidation and this firm's practice fee and disbursement recovery policy can be found on our website www.mw-w.com by clicking on creditor information and then fees and costs or can be requested from this office. Disbursements are recovered at cost. Our current charge out rates are partners £295, managers £195-£240, assistant managers £185, senior professionals £155, assistants £115, trainees £45. Our charge out rates are reviewed annually and since 1 January 2003 have increased by approximately 5% per annum as detailed in our policy document.

9.2 Liquidation expenses

There have been no major areas of expenditure and there are no accrued expenses.

Our choice of advisors was based on our perception of their experience and ability to perform the necessary work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

9.3 Further information

Within 21 days from receipt of this report creditors may request further information about the remuneration and expenses. The request must be made in writing and made

either by a secured creditor or an unsecured creditor or creditors that total at least 5% in value of unsecured creditors or the permission of the Court. Other than in specific circumstances, which if applicable we would explain, we will provide this within 14 days.

In addition within 8 weeks of receipt of the final report creditors may 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. The application may be made by a secured creditor, or by unsecured creditor(s) that total at least 10% in value of the creditors or with the permission of the Court.

10 Final creditors' meeting

I enclose a notice convening a final meeting of creditors. A form of proxy is also enclosed. The purpose of the meeting is to pass the following resolutions:

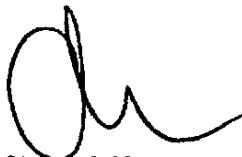
- That the joint liquidators' final report and accounts presented to the meeting are hereby approved.
- That the joint liquidators be granted their release.

If you are unable to attend or do not wish to do so you may nominate a representative to attend the meeting by completing a general proxy. It is important that proxy forms are returned as soon as possible and no later than 12 noon on the working day before the meeting.

Insolvency Rule 4.60 requires me to have regard to the convenience of creditors when convening any general meetings. As creditors seldom attend such meetings this is being convened in our Norwich office in order to minimise costs. Should any creditor wishing to attend consider that the proposed venue is inconvenient, the meeting will be reconvened at an alternative venue to be agreed. Any request to reconvene the meeting should be made within the next seven days so that the liquidator may ensure that all creditors are aware of the revised arrangements.

If you require any further information please do not hesitate to contact Victoria Taylor at the above address

Yours faithfully



Chris McKay
Joint Liquidator

Enclosures

UK Business Incubation Limited
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments
To 26/08/2015

S of A £		£	£
	ASSET REALISATIONS		
25,000 00	Book Debts	25,685 17	
4,000 00	Cash at Bank	4,579 24	
	Loan from MWW business account	20 00	
			30,284 41
	COST OF REALISATIONS		
	Section 98 fee	3,500 00	
	Appointment takers fees	14,441 21	
	Meeting room hire	294 30	
	Photocopying	41 10	
	Searches and court fees	53 08	
	Travel	78 40	
	Stationery & Postage	97 74	
	Bordereau	148 00	
	Storage/archiving costs	75 50	
	Statutory Advertising	280 00	
	Bank Charges	103 74	
	DTI Unclaimed Dividends	7 86	
			(19,120 93)
	PREFERENTIAL CREDITORS		
	Preferential creditor - PAYE/NIC	447 40	
	Pref creditor - RPO wages/hol pay	4,195 73	
(5,000 00)	Pref cred - E'ees wages/hol pay	1,392 58	
			(6,035 71)
	UNSECURED CREDITORS		
(34,000 00)	Unsecured cred - Trade and expense	308 19	
(51,000 00)	Unsecured cred - Employees	110 78	
	Unsecured cred - RPO	382 04	
(3,000 00)	Unsecured cred - VAT	30 76	
(430,000 00)	University of Coventry	4,296 00	
			(5,127 77)
(494,000.00)			(0.00)
	REPRESENTED BY		
			NIL

Note

Dividend information

Preferential creditors 3 creditors 100p in £ on £6,035 71
 Unsecured creditors 20 creditors 1p in £ on £513,361 74

Returns to contributories

A class Nil

UK Business Incubation Limited
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments
To 26/08/2015

S of A £	£	£
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B class Nil

Dividend information

Preferential creditors 3 creditors 100p in £ on £6,036
Unsecured creditors 21 creditors 1 p in £ on £519,397

Estimate of the net property of the company disclosed to creditors after the Section 98 meeting Nil

Returns to contributories

A class Nil
B class Nil

Time Entry - SIP9 Time & Cost Summary

UKBU1467 - UK Business Incubation Limited
Project Code POST
To 26/08/2015

Classification of Work Function	Partners	Managers	Assistant Mgrs & Snr professionals	Case Administrators	Secretaries & Trainees	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	12 10	18 40	49 60	5 80	34 30	120 20	19 460 50	161 90
Case Specific Matters	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Creditors	2 00	6 50	16 90	20 60	1 70	47 70	7 490 00	157 02
Investigations	9 30	0 80	13 10	0 00	0 00	23 20	5 163 00	222 54
Realisation of Assets	3 30	0 90	4 60	0 00	0 00	8 80	1 948 50	221 42
Trading	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Total Hours	26 70	26 60	84 20	26 40	36 00	199 90	34 082 00	170 40
Total Fees Claimed							14,441 20	

Appendix 2

Time Entry - Detailed SIP9 Time & Cost Summary

UKBU1467 - UK Business Incubation Limited
To 26/08/2015
Project Code POST

Classification of Work Function	Partners	Managers	Assistant Mgrs & Snr professionals	Case Administrators	Secretaries & Trainees	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 Statutory filing and reporting	6.50	1.30	10.00	0.00	0.30	18.10	3,979.00	219.83
101 Case Set up	0.70	0.00	0.00	0.00	0.00	0.70	199.50	285.00
102 Review and sign off	4.70	13.40	30.20	2.80	15.80	63.10	10,625.50	168.39
103 Cashiering	0.00	2.20	10.30	1.50	2.00	19.10	2,058.00	107.75
105 Secretarial	0.00	0.00	0.00	1.30	17.20	12.40	1,367.00	110.24
107 Travelling	0.00	0.00	3.80	0.00	0.00	3.80	665.00	175.00
108 VAT and tax	0.10	1.20	0.00	0.00	0.00	1.30	299.50	230.38
109 Standard pre appointment work	0.00	0.10	0.00	0.00	0.00	0.10	23.00	230.00
114 Prepare update & sign off checklists & IPS diary	0.00	0.00	0.10	0.20	0.00	0.30	41.50	138.33
115 Prepare update & sign off case strategy & reviews	0.00	0.00	0.10	0.00	0.20	0.30	27.50	91.67
117 Case progression meetings	0.10	0.20	0.00	0.00	0.40	0.70	119.50	170.71
118 Billing & providing analysis/justification of time	0.00	0.00	0.30	0.00	0.00	0.30	55.50	185.00
Admin & Planning	12.10	18.40	49.60	5.80	44.20	120.20	19,460.50	161.90
500 Creditors unsecured - decline & pay dividends	0.50	0.60	0.00	0.20	0.00	1.30	308.50	237.31
501 Creditors - RPS claims	0.00	2.00	0.00	0.00	0.00	2.00	447.00	223.50
505 Creditors - preferential	0.90	0.90	0.30	10.50	0.00	12.60	1,665.00	132.14
506 Creditors unsecured - other	0.60	3.00	16.60	9.90	1.70	31.80	5,069.50	159.42
Creditors	2.00	6.50	16.90	20.60	1.70	47.70	7,490.00	157.02
200 Investigations	7.70	0.00	2.70	0.00	0.00	10.40	2,711.00	260.67
201 CDDA Reports	0.60	0.80	10.40	0.00	0.00	11.80	2,167.00	183.64
202 SIP2/routine investigation/CDDA	1.00	0.00	0.00	0.00	0.00	1.00	285.00	285.00
Investigations	9.30	0.80	13.10	0.00	0.00	23.20	5,163.00	222.54
301 Assets - trade debts	1.60	0.70	2.70	0.00	0.10	5.00	1,087.50	217.50
302 Assets - other debts	1.10	0.20	1.50	0.00	0.00	2.80	620.00	221.43
305 Assets business sale	0.30	0.00	0.00	0.00	0.00	0.30	85.50	285.00
307 Assets chattel	0.30	0.00	0.00	0.00	0.00	0.30	85.50	285.00
308 Assets - property	0.00	0.00	0.40	0.00	0.00	0.40	70.00	175.00
Realisation of Assets	3.30	0.90	4.60	0.00	0.10	8.80	1,948.50	221.42
Total Hours	26.70	26.60	84.20	26.40	46.00	199.90	34,062.00	170.40
Total Fees Claimed							14,441.20	

Time Entry - SIP9 Time & Cost Summary
Category 2 Disbursements

UKBU1467 - UK Business Incubation Limited
Project Code POST
To 26/08/2015

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest

Transaction Date	Type and Purpose	Amount
03/10/2014	Photocopying	41 10
Total		41 10

Routine work undertaken

Time spent on casework is recorded in 6 minute units under the following categories:

Statutory and compliance

Carried
out in
period of
report

- Collating initial information to enable us to carry out our statutory duties including creditor information, details of assets and other information. ☒
- Providing initial statutory notifications of our appointment to the Registrar of Companies, clients, creditors, other stakeholders and advertising our appointment. ☒
- Issuing press releases and posting information on our website. ☐
- Preparing statutory receipts and payment accounts ☒
- Arranging bonding. ☒
- Ensuring compliance with all statutory obligations within the relevant timescales. ☒

Strategy documents, checklist and reviews

- Formulating, monitoring and reviewing case strategy and meetings with internal and external parties to agree the same. ☒
- Briefing staff on the case strategy and matters in relation to various work streams. ☒
- Regular reviews of progress and case management including team update meetings and calls ☒
- Reviews, correspondences and other work. ☒
- Reviewing matters affecting the outcome ☒
- Allocating and managing staff/case resourcing and reviews ☒
- Agreeing content of engagement letters with other professionals and taking advice and liaising generally. ☐

-
- Documenting strategy decisions. ✓

Cashiering

- Setting up bank accounts and dealing with the Company's pre-appointment accounts. ✓
- Preparing and processing voucher for the payment of post appointment invoices ✓
- Creating remittances and sending payments to settle post appointment invoices. ✓
- Preparing payroll payments for retained staff, dealing with salary related queries and confirming payments with the employee's banks ✓
- Reconciling post-appointment bank accounts. ✓

Tax

- Gathering initial information from the Company's records in relation to taxation. ✓
- Submitting initial notifications to HM Revenue & Customs. ✓
- Reviewing the Company's pre-appointment corporation tax and VAT position ✓
- Analysing and considering the tax effects of various sale options, tax planning for efficient use of tax assets and to maximise realisations. ✓
- Analysing VAT related transactions. ✓
- Dealing with post appointment tax returns and compliance. ✓

Shareholders

- Providing notification of our appointment ✓
 - Responding to enquiries from shareholders. ✓
-

- Providing copies of statutory reports to the shareholders

✓

General

- Reviewing time costs data and producing analysis of time incurred which is compliant with Statement of Insolvency Practice 9
- Locating relevant Company books and records, arranging for their collection, listing records and dealing with ongoing storage.

✓

✓

Trading

- Preparing cash flow statements to monitor the cash position
- Attending to supplier and customer queries and correspondence
- Raising, approving and monitoring purchase orders and setting up control systems for trading
- Negotiating and making direct contact with various suppliers as necessary to provide additional information and undertakings, including agreeing terms and conditions in order to ensure continued support.
- Securing petty cash on site and monitoring spend.
- Dealing with issues in relation to stock and other assets required for trading
- Communicating and negotiating with customers regarding ongoing supplies including agreeing terms and conditions
- Monitoring stock and stock reconciliations.
- Dealing with hauliers to ensure ongoing services.
- Ensuring ongoing provision of emergency and other essential services to site

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

Asset realisations

- Collating information from the Company's records regarding the assets.
- Liaising with agents regarding the sale of assets.

✓

✓

- Reviewing outstanding debtors and agreeing debt collection strategy. ✓
- Liaising with Company credit control staff and communicating with debtors. ┐
- Seeking legal advice in relation to book debt collections ┐
- Reviewing the inter-company debtor position between the Company and other group companies. ┐

Property matter

- Reviewing the Company's leasehold properties including review of leases. ✓
- Communicating with landlords regarding rent, property occupation and other issues ┐
- Performing land registry searches ┐

Sale of business

- Planning the strategy for the sale of the business and assets including instruction and liaison with professional advisers. ┐
- Collating relevant information and drafting information memorandum in relation to the sale of the Company's business and assets and advertising the business for sale ┐
- Dealing with queries from interested parties and managing the information flow to potential purchasers ┐
- Managing site visits with interested parties, fielding due diligence queries and maintaining a record of interested parties ┐
- Carrying out sale negotiations with interested parties. ┐

Health and safety

- Ensuring that legal and licensing obligations are complied with. ✓
- Ongoing health and safety compliance ✓

Open cover insurance

- Arranging ongoing insurance cover for the Company's business and assets. ☒
- Liaising with the post appointment insurance brokers to provide information, assess risks and ensure appropriate cover in place ☒
- Assessing the level of insurance premiums ☒

Employees

- Dealing with queries from employees regarding various matters relating to their employment ☒
- Dealing with statutory employment related matters including statutory notices to employees and making statutory submissions to the relevant government departments. ☒
- Administering the Company's payroll including associated taxation and other deductions and preparing PAYE and NIC returns. ☒
- Communicating and corresponding with HM Revenue & Customs. ☒
- Dealing with issues arising from employee redundancies including statutory notifications and liaising with the Redundancy Payments Service. ☒
- Managing claims from employees. ☒

Pensions

- Collating information and reviewing the Company's pension schemes ☒
- Calculating employee pension contributions and review of pre-appointment unpaid contributions. ☒
- Ensuring compliance with our duties to issue statutory notices. ☒
- Communicating with employees' representatives concerning the effect of the administration on pensions and dealing with employee queries ☒

Clients, creditors and claims

- Drafting and circulating our proposals ☒

Notice of Final Meeting

Pursuant to Section 106 of the Insolvency Act 1986

IN THE MATTER OF UK Business Incubation Limited

AND

IN THE MATTER OF THE INSOLVENCY ACT 1986

Company number 03458347

Registered office: Townshend House, Crown Road, Norwich, NR1 3DT

Trading address: Birmingham Science Park Aston, Faraday Wharf, Holt Street, Birmingham, B7 4BB

Date of appointment: 8 September 2014

NOTICE IS HEREBY GIVEN that a Final Meeting of the Members of UK Business Incubation Limited will be held at 10 15am on 26 August 2015, to be followed at 10 30am on the same day by a meeting of the creditors of the company. The meetings will be held at Townshend House, Crown Road, Norwich, NR1 3DT

The meetings are called pursuant to Section 106 of the Insolvency Act 1986 for the purpose of receiving an account showing the manner in which the winding up has been conducted and the property of the company disposed of and of hearing any explanation which may be given by the liquidator and to pass the following resolutions.

- That the liquidator's final report and accounts presented to the meeting are hereby approved.
- That the liquidator be granted his release.

A member or creditor entitled to attend and vote is entitled to appoint a proxy to attend and vote instead of him. A proxy need not be a member or creditor.

Proxies and proof of debts to be used at the meeting should be lodged at Townshend House, Crown Road, Norwich, NR1 3DT no later than 12 noon on the working day immediately before the meetings.

Chris McKay
Joint Liquidator

Date: 10 June 2015

Note: Within 21 days from receipt of the final report creditors may request further information about the remuneration and expenses set out in the report. The request must be made in writing and made either by a secured creditor or an unsecured creditor or creditors that total at least 5% in value of unsecured creditors or the permission of the Court. Other than in specific circumstances, which if applicable we would explain, we will provide this within 14 days

In addition within 8 weeks of receipt of the final report creditors may 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. The application may be made by a secured creditor, or by unsecured creditor(s) that total at least 10% in value of the creditors or with the permission of the Court

There will not be any further dividend declared to non-preferential unsecured creditors as the funds realised have been used to pay prior dividends to non-preferential creditors and to meet the expenses of the liquidation.

- Convening and preparing for the meeting of clients and creditors. ✓
- Creating and updating the list of clients and unsecured creditors. ✓
- Responding to enquiries from clients and creditors regarding submission of their claims ✓
- Reviewing completed forms submitted by clients and creditors, recording claim amounts and maintaining claim records. ✓
- Agreeing secured/preferential/client/unsecured claims. ✓
- Drafting our progress report. ✓

Investigations/directors

- Reviewing Company and directorship searches and advising the directors of the effect of the insolvency. ✓
- Liaising with management to produce the Statement of Affairs and filing this document with the Registrar of Companies ✓
- Arranging for the redirection of the Company's mail. ✓
- Reviewing the questionnaires submitted by the Directors of the Company ✓
- Reviewing pre-appointment transactions. ✓
- Reporting on the director's conduct to the Insolvency Service. ✓

Proxy (Members' or Creditors' Voluntary Winding Up)

UK Business Incubation Limited (in creditors' voluntary liquidation)

Name of Creditor/Member _____

Address _____

Name of Proxy Holder

1 _____

2 _____

3 _____

Please insert name of person (who must be 18 or over) or the chairman of the meeting (see note below) if you wish to provide for alternative proxy holders in the circumstances that your first choice is unable to attend please state the name(s) of the alternatives as well

Please delete words in brackets if the proxy holder is only to vote as directed i.e. he has no discretion

I appoint the above person to be my/the creditor's/member's proxy holder at the meeting of creditors/members to be held on 26 August 2015 or at any adjournment of that meeting. The proxy holder is to propose or vote as instructed below (and in respect of any resolution for which no specific instruction is given, may vote or abstain at his/her discretion).

Please complete paragraph 1 if you wish to nominate or vote for a specific person as liquidator

Voting Instructions for resolutions

1. That the liquidator's final report and accounts presented at the meeting are hereby approved

FOR/AGAINST

2. That the liquidator be granted his release

FOR/AGAINST

Please delete words in brackets if the proxy holder is only to vote as directed i.e. he has no discretion

Any other resolutions which the proxy-holder is to propose or vote in favour of or against should be set out in numbered paragraphs in the space provided below paragraph 1. If more room is required please use the other side of this form

This form must be signed

Signature _____ Date _____

Name in CAPITAL LETTERS - _____

Only to be completed if the creditor/member has not signed in person

Position with creditor/member or relationship to creditor/member or other authority for signature _____

Please note that if you nominate the chairman of the meeting to be your proxy-holder he will either be a director of the company or the current liquidator. Remember, there may be resolutions on the other side of this form

PROOF OF DEBT - GENERAL FORM

UK Business Incubation Limited (in creditors' voluntary liquidation)	
Date of Winding-Up Order / Resolution for voluntary winding up 8 September 2014	
1	Name of creditor (If a company please also give company registration number)
2.	Address of creditor for correspondence
3.	Telephone number of creditor
4	Email address of creditor
5.	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into liquidation
6.	Details of any documents by reference to which the debt can be substantiated [Note there is no need to attach them now but the liquidator may call for any document or evidence to substantiate the claim at his discretion as may the chairman or convenor of any meeting]
7.	If amount in 5 above includes outstanding uncapitalised interest please state amount £
8.	Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form)
9.	Particulars of any security held, the value of the security, and the date it was given
10.	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates
11	Signature of creditor or person authorised to act on his behalf
	Name in BLOCK LETTERS
	Position with or in relation to creditor
	Address of person signing (if different from 2 above)
FOR OFFICE USE ONLY	
Admitted to vote for	Admitted for dividend for
£	£
Date	Date
Liquidator	Liquidator