

In accordance with
Rule 6.28 of the
Insolvency (England &
Wales) Rules 2016 and
Section 106(3) of the
Insolvency Act 1986.

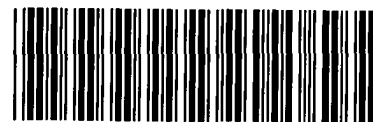
LIQ14

Notice of final account prior to dissolution in CVL



Companies House

FRIDAY



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06/08/2021

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COMPANIES HOUSE

1 Company details

Company number	0	4	6	5	2	2	2	2
Company name in full	Mark Riley Hairdressers Ltd							

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

2 Liquidator's name

Full forename (s)	Jonathan Paul
Surname	Philmore

3 Liquidator's address

Building name/number	Yorkshire House
Street	7 South Lane
Post town	Holmfirth
County/Region	West Yorkshire
Postcode	H D 9 1 H N
Country	United Kingdom

4 Liquidator's name ①

Full forename(s)	Jonathan Paul
Surname	Philmore

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


5 Liquidator's address ②

Building name/number	Yorkshire House
Street	7 South Lane
Post town	Holmfirth
County/Region	West Yorkshire
Post code	H D 9 1 H N
Country	

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

LIQ14

Notice of final account prior to dissolution in CVL

6	Liquidator's release	
	<input type="checkbox"/> Tick if one of more creditors objected to liquidator's release.	
7	Final account	
	<input checked="" type="checkbox"/> I attach a copy of the final account	
8	Sign and date	
Liquidator's signature	Signature x 	
Signature date	03 08 2021	

LIQ14

Notice of final account prior to dissolution in CVL

Presenter Information										!	Important 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.										All information on this form will appear on the public record.	
Contact name Jonathan Paul Philmore										✉	Where to send
Company name Philmore & Co Ltd										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.	
Address Yorkshire House											
7 South Lane											
Post Town Holmfirth											
County/Region West Yorkshire											
Post Code										i Further Information	
H D 9 1 H N											
Country United Kingdom											
DX											
Telephone 01484 461959											
✓ Checklist										This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse	
We may return forms completed incorrectly or with information missing.											
Please make sure you have remembered the following: <input checked="" type="checkbox"/> The company name and number match the information held on the public Register <input checked="" type="checkbox"/> You have attached the required documents. <input checked="" type="checkbox"/> You have signed the form.											

This form has been provided free of charge by Companies House.

04/17 Version 1.0

MARK RILEY HAIRDRESSERS LIMITED IN CREDITORS' VOLUNTARY LIQUIDATION

FINAL ACCOUNT

4 JUNE 2021

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1. INTERPRETATION & INTRODUCTION

Interpretation

Expression	Meaning
"the Company"	Mark Riley Hairdressers Limited (in Liquidation)
"the liquidator" and "I"	Jonathan Paul Philmore of Philmore & Co Limited, Yorkshire House, 7 South Lane, Holmfirth, HD9 1HN
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England and Wales) Rules 2016 (as amended)
"secured creditor"	A 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 that company.
"unsecured creditor"	An unsecured creditor in relation to a company is an entity that has no security over any of the company's assets for the debt due to it. Unsecured creditors in a corporate insolvency process most commonly include trade creditors, <u>HMRC</u> , landlords and utility creditors.
"security"	(i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act) (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).
"preferential creditor"	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Insolvency Act 1986

Introduction

The purpose of this report is to provide a final account to creditors and to put creditors on notice of the Liquidator's intention to seek release from office. The report details the acts and dealing of the Liquidator and it should be read in conjunction with previous reports to creditors if applicable.

The Liquidator is required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found in Appendix 5.

2. STATUTORY INFORMATION

Registered Name, Address and Number

Mark Riley Hairdressers Limited ("the Company") - (In Liquidation)

Registered office: Yorkshire House, 7 South Lane, Holmfirth, HD9 1HN

Registered Number: 04652222

Other names N/A

Trading Names: N/A

3. BACKGROUND

The Company's principal activity was that of hairdressing services. The Company traded from leasehold premises at Byram Street, Huddersfield.

The director attributes the failure of the Company to the following;

- The loss of foot fall in the town centre
- An increase in overheads
- Loss of staff resulting in a reduction in clients

LIQUIDATION APPOINTMENT DETAILS

Jonathan Paul Philmore was appointed Liquidator of the Company on the 7 June 2019 at a statutory meeting of the members held on that date. The appointment was confirmed by the deemed consent procedure held on the same date. There were no objections to his appointment. There has been no change of office holder in this matter during the conduct of the liquidation.

LIQUIDATOR'S ACTIONS SINCE APPOINTMENT

Upon appointment I arranged a meeting with the Company director to determine the best strategy to maximise the value of the available assets. My strategy has been subject to change as the case has progressed.

Compliance with The Insolvency Act, Rules and Best Practice

The Liquidator has met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the administration, which has ensured that the Liquidator and his staff have carried out their work to high professional standards.

During the Review Period, primarily these tasks have included:

- Informing all relevant persons of the commencement of the Liquidation, including filing statutory documents at Companies House and meeting statutory advertising requirements;
- Drafting and issuing the progress report to creditors;
- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining case files, which must include records to show and explain the liquidation and any decisions made by the Liquidator that materially affect the liquidation;
- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure that the liquidation is progressing efficiently, effectively and in line with the statutory requirements;

- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments;

4. EXECUTIVE SUMMARY

This report describes the progress since the commencement of the Liquidation ("the Review Period"). A summary of key information in this report is detailed below. The Liquidator's Receipts and payments account for the period 7 June 2019 to 4 June 2021 can be found at Appendix 1.

Asset Realisations

	Book Value (£)	Valuation (£)		Estimated to Realise (£)	Amount Realised (£)
Asset category		In Situ	Ex Situ		
<u>Uncharged Assets</u>					
Plant & Machinery	1.00	2,000.00	1,100.00	1,100.00	0.00
Stock	1,200.00	600.00	100.00	0.00	0.00
Director's Loans	19,253.00	N/A	N/A	1.00	4,000.00
Total	20,454.00	2,600.00	1,200.00	1,101.00	4,000.00

Fee Estimate & Fees Incurred to Date

	Estimated	Incurred to date
Time	100.00	23.10
Value of Time	16,035.00	4,000.50
Blended Charge Out Rate	160.35	173.18

It was not necessary to increase the Liquidator's Fee Estimate.

Expenses Estimate & Costs Incurred to Date

Nature of expense	Estimated expenses / Costs	Expenses / Costs incurred to date
Costs of Liquidation		
Legal costs	500.00	0.00
Agent's and Valuers' Costs	750.00	500.00
Debt Collection agency	10% of realisation	0.00
Accountants fee	500.00	0.00
Total	1,750.00	500.00
Category 1		
Bond	400.00	40.00
Statutory Advertising	169.20	174.21
Case management fee	185.00	185.00
Bank Charges	100.00	0.20
Travel expenses	30.00	19.35
Total	884.20	418.76
Category 2		
Postage	250.00	0.00
Copying	250.00	0.00
Meeting room hire	100.00	0.00
Internal Storage	100.00	0.00
Total	700.00	0.00

Dividend prospects

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Secured creditor	N/A	N/A
Preferential creditors	0.00	0.00
Unsecured creditors	0.00	0.00

5. ASSET REALISATIONS

According to the statement of affairs lodged in these proceedings, the Company had assets with an estimated to realise value of £1,201.00 which comprised of plant and machinery, stock and a director's loan account.

Plant and Machinery / Stock

The furnishings and equipment and stock were valued by my agent Michael Steel & Co of Leeds in the sum of £1,100.00 and £100.00 respectively. My agent advised that the cost of removing the items for resale would outweigh the realisable value and as such the items were left in the former trading premises. As such no realisations were made from this source.

Director's Loan Account

According to the Statement of Affairs the former director Mr M Riley owed the sum of £19,253.00 to the Company by way of a director's loan account. Following negotiations for the repayment of this sum Mr Riley made an offer to repay the sum of £4,000.00 in full and final settlement of the account. I considered Mr Riley's offer and after taking into account the reduced wages the director had been taking over time and the fact the Mr Riley had provided a personal guarantee to the Company's bank I agreed to accept this sum which has now been paid in full. There will be no further realisations from this source.

Other matters

I was made aware of the possibility that there may be inter-company balances to investigate between the Group of companies. We received an e-mail on 12 March 2020 from the Company's bookkeeper detailing the inter-company transactions. As at the date of Liquidation there were no funds due to the Company from within the Group. There were no realisations made from this source.

6. ENQUIRES AND INVESTIGATIONS

During the period covered by this report I, together with members of my staff have carried out a review of the Company's affairs. This has included seeking information and explanations from the directors by means of questionnaires and meetings; making enquiries of the Company's accountants; reviewing information received from creditors and collecting and examining the Company's bank statements, accounts and other records.

The directors have co-operated with my enquiries and delivered up the Company's books and records upon request and completed a questionnaire.

The information gained from this process enabled me to meet my statutory duty to submit a confidential report on the director's conduct to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

I have not identified any further assets or actions which might lead to a recovery for creditors.

Although this work did not generate any financial benefit to creditors, it was necessary to meet my statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

I can confirm that I filed my report on the directors' conduct with the Insolvency Service on 10 September 2019. The contents of this report are confidential and not available for circulation to creditors.

There are no matters currently under investigation that would prevent me from concluding the liquidation.

7. CREDITORS' CLAIMS

Secured creditors

The Company granted a Debenture to National Westminster Bank plc ("NatWest") in May 2007. Whilst the Debenture is still showing as outstanding at Companies House there are no funds outstanding to NatWest. The Company changed its banking facilities to Lloyds Bank plc ("Lloyds") and the Company owes the sum of c£39,000.00 to Lloyds which is personally guaranteed by Mr Riley.

Preferential creditors

There is no preferential creditor in this matter.

Unsecured creditors

Creditor claims as per the statement of affairs totalled £94,829.00. I have to date received a claim from Lloyds totalling £39,515.40 and a claim from BT totalling £175.68. The sum of c£54,000.00 was estimated as being owed to HMRC but I have not as yet received a formal claim. As there will be no distribution to the unsecured creditors I do not propose to formally agree claims at this time.

8. DIVIDENDS

Dividend in Relation to the Prescribed Part

Under the provisions of Section 176A of the Insolvency Act 1986 the Liquidator must state the amount of funds available to unsecured creditors in respect of the prescribed part. This provision only applies where a company has granted a floating charge to a creditor after 15 September 2003. As the Company's Net property is below £10,000 the prescribed part does not apply.

Notice of No Dividend

This Notice is given under Rule 14.36 of the (IR 2016). It is delivered by the Liquidator of the Company, Jonathan Paul Philmore, of Philmore & Co Ltd, Yorkshire House, 7 South Lane, Holmfirth, HD9 1HN

The Liquidator gives notice confirming that no dividend will be declared to any class of creditor as the funds realised have been used or allocated for paying the expenses of the Liquidation.

9. COSTS AND EXPENSES

Pre-Appointment Fees

The payment of any reasonable and necessary expenses incurred in connection with preparing a Statement of Affairs on behalf of the Company can be paid out of the Company's assets as an expense of the liquidation. If the payment is made prior to the appointment of the Liquidator then creditor approval is not required. However where the payment is made after the formal appointment of the Liquidator or to an associate of the Liquidator, creditor approval is required.

Creditor approval was requested by way of a vote by correspondence under cover of my letter dated 11 February 2020 with a final day for voting of 2 March 2020. No response was received.

A second vote by correspondence was sent on 12 August 2020. I can confirm my statement of affairs fee and a time cost resolution was approved by the creditors of the Company.

The Liquidator's fees

Details of my firm's charge out rates were circulated to creditors on 30 May 2019.

The Liquidator is required to seek creditor approval prior to any remuneration being drawn. As mentioned above creditor approval has been received by way of a postal vote.

My time costs for the period 7 June 2019 to 2 June 2021 totals £4,000.50 representing 23.10 hours at an average hourly rate of £173.18. As at the date of this report I have drawn the sum of £81.24 against the above mentioned time costs.

Information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. A link to the R3 website can also be found on the Philmore & Co website; www.philmoreandco.com. Please note that there are different versions of the Guidance Notes and in this case you should refer to the April 2017 version.

A summary of my firm's time costs are also detailed at Appendix 2. Appendix 3 shows the relevant charge out rates for the Liquidator and his staff during the period covered by this report.

Costs and Disbursements

Costs met by and reimbursed to an office holder in connection with an insolvency appointment should be appropriate and reasonable. Such costs will fall into two categories:

- a) Category 1 disbursements: These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include, for example, advertising, room hire, storage, postage, telephone charges, travel expenses, and equivalent costs reimbursed to the office holder or his or her staff. Category 1 disbursements can be drawn without prior creditor approval.
- b) Category 2 disbursements: These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage. Category 2 disbursements may be drawn if they have been approved by creditors. I have not drawn any category 2 disbursements as I do not have the requisite approval.

My category 1 disbursements can be found in the Executive Summary.

10. CREDITORS' RIGHTS

A 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.

A 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.

11. CONCLUSION

There are no outstanding matters that would now prevent me from concluding the liquidation and the Company's affairs are fully wound up.

I am obliged to file my Final Account with the Registrar of Companies within 7 days of the ending of the prescribed period after which time I will be released as liquidator. The prescribed period ends at the later of: (i) eight weeks after delivery of this report, or (ii) if any request for information under Rule 18.9 of the IR 2016 or any application to court under that Rule or Rule 18.34 of the IR 2016 is made, when that request or application is finally determined.

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



Jonathan Paul Philmore
Liquidator


Appendix 1

Mark Riley Hairdressers Limited - In Creditors Voluntary Liquidation
Liquidator's Final Abstract of Receipts & Payments

From 07 June 2019 to 04 June 2021

S of A £		£	£
	ASSET REALISATIONS		
NIL	Leasehold Property (1)	NIL	
1,100.00	Plant & Machinery	NIL	
100.00	Stock	NIL	
1.00	Director's Loan	4,000.00	
NIL	Goodwill	NIL	
1,201.00			4,000.00
	COST OF REALISATIONS		
	Specific Bond	(40.00)	
	Statement of Affairs Fee	(3,000.00)	
	Office Holders Fees	(81.24)	
	Office Holders Expenses	(19.35)	
	Agents/Valuers Fees (1)	(500.00)	
	Statutory Advertising	(174.21)	
	Bank Charges	(0.20)	
	Case Management Fee	(185.00)	
			(4,000.00)
	UNSECURED CREDITORS		
(39,585.00)	Bank	NIL	
(53,937.00)	HM Revenue & Customs	NIL	
(1,307.00)	Trade Creditors (1)	NIL	
(94,829.00)			NIL
			<u>NIL</u>

REPRESENTED BY



 Jonathan Paul Philmore
 Liquidator

NOTICE THAT THE COMPANY'S AFFAIRS ARE FULLY WOUND UP

Company Name: Mark Riley Hairdressers Ltd (In Liquidation) ("the Company")
Company Number: 04652222

This Notice is given under Rule 6.28 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Liquidator of the Company, Jonathan Paul Philmore, of Philmore & Co Ltd, Yorkshire House, 7 South Lane, Holmfirth, HD9 1HN who was appointed by the members and creditors on 7 June 2019.

The Liquidator gives notice that the Company's affairs are fully wound up.

Creditors have the right:

- (i) to request information from the Liquidator under Rule 18.9 of the Rules;
- (ii) to challenge the Liquidator's remuneration and expenses under Rule 18.34 of the Rules; and
- (iii) to object to the release of the Liquidator by giving notice in writing below before the end of the prescribed period to:

Jonathan Paul Philmore Philmore & Co Ltd, Yorkshire House, 7 South Lane, Holmfirth, HD9 1HN.

The prescribed period ends at the later of: (i) eight weeks after delivery of this notice, or (ii) if any request for information under Rule 18.9 of the Rules or any application to court under that Rule or Rule 18.34 of the Rules is made, when that request or application is finally determined.

The Liquidator will vacate office under Section 171 of the Insolvency Act 1986 ("the Act") on delivering to the Registrar of Companies the final account and notice saying whether any creditor has objected to release.

The Liquidator will be released under Section 173 of the Act at the same time as vacating office unless any of the Company's creditors objected to release.

Relevant extracts of the Rules referred to above are provided in the report.

Signed:



Jonathan Paul Philmore
Liquidator

Dated: 4 June 2021

RELEVANT EXTRACTS OF RULES 18.9 AND 18.34 OF THE INSOLVENCY (ENGLAND & WALES) RULES 2016

Rule 18.9

- (1) The following may make a written request to the office-holder for further information about remuneration or expenses set out in a final report under rule 18.14:
- a secured creditor;
 - an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question); or
 - any unsecured creditor with the permission of the court.
- (2) A request or an application to the court for permission by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one creditor.

Rule 18.34

- (1) This rule applies to an application in a winding-up made by a person mentioned in paragraph (2) on the grounds that:
- the remuneration charged by the office-holder is in all the circumstances excessive;
 - the basis fixed for the office-holder's remuneration under rules 18.16, 18.18, 18.19, 18.20 and 18.21 (as applicable) is inappropriate; or
 - the expenses incurred by the office-holder are in all the circumstances excessive.
- (2) The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable:
- a secured creditor; or
 - an unsecured creditor with either
 - (i) the concurrence of at least 10% in value of the unsecured creditors (including that creditor), or
 - (ii) the permission of the court.
- (3) The application by a creditor must be made no later than eight weeks after receipt by the applicant of the final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question.

Appendix 3

Liquidator's Remuneration Schedule
Mark Riley Hairdressers Limited
Between 07 June 2019 and 01 June 2021

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	0.00	10.10	5.00	3.80	18.90	3,344.50	176.96
Investigations	0.50	0.80	0.00	1.60	2.90	511.00	176.21
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	0.00	0.60	0.60	40.00	66.67
Case Specific Matters	0.00	0.00	0.00	0.70	0.70	105.00	150.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Retention of Title	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Shareholders	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total hours	0.50	10.90	5.00	6.70	23.10		
Time costs	115.00	2,125.50	975.00	785.00		4,000.50	
Average hourly rate	230.00	195.00	195.00	117.16			173.18

Description	Total Incurred £	Total Recovered £
	0.00	0.00
Totals	0.00	0.00

Summary of Fees

Time spent in administering the Assignment	Hours	23.10
Total value of time spent to 04 June 2021	£	4,000.50
Total Liquidator's fees charged to 04 June 2021	£	81.24

Appendix 4

Philmore & Co

Fee recovery policy from 1 April

	2019	2020	2021
Grade	(£) Rate per Hour	(£) Rate per Hour	(£) Rate per Hour
Directors	230.00	230.00	260.00
Managers	195.00	195.00	225.00
Technical Staff	150.00	150.00	150.00
Support Staff	50.00	50.00	75.00

Time is charged in 6 minute units

Category 1 and Category 2 Disbursements

Category 1 disbursements relate to external services provided to third parties which are directly attributable to the case.

Category 2 disbursements relate to internal charges made for items such as postage, faxes, room hire and mileage. Creditor approval is required for Category 2 disbursements to be charged as an expense of the case in accordance with best practice guidelines as set out in Statement of Insolvency Practice 9 (as amended December 2015).

The rates at which these charges are made are listed below and in my opinion are in line with the cost of external provision of these charges.

Disbursement	Charge p/£
Postage – First Class (Circulars only, per copy depending on size)	50p - £1.50
Postage – Second Class (Circulars only, per copy depending on size)	40p – £1.00
Photocopying (Circulars only per page)	15p
Faxes (incoming and outgoing per page)	25p
Virtual Meeting Charge	£50.00
Room Hire (per hour)	£25.00
Mileage (per mile)	15p – 45p
Records Storage (per box, per annum) Charged Pro Rata	£5.00
Bank Account opening Charge	£50.00

Appendix 5

Detailed list of work undertaken for Mark Riley Hairdressers Limited in Creditors' Voluntary Liquidation for the review period 7 June 2019 to 4 June 2021.

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

General Description	Includes
Statutory and General Administration	
Statutory/advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Annual corporation tax returns Quarterly VAT returns 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 Liaising with Company's accountants re outstanding matters, general assistance
Books and records / storage	Dealing with records in storage Sending job files to storage
Pension scheme	Identifying whether there is a pension scheme
Reports	Circulating initial report to creditors upon appointment Preparing annual progress report, investigation, meeting and general reports to creditors
Decision Procedure	Preparation of meeting notices, proxies/voting forms and advertisements notice of meeting to all known creditors Collate and examine proofs and proxies/votes to decide on resolutions Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting. Responding to queries and questions following meeting Issuing notice of result of meeting.
Investigations	
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 (if applicable) Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service
Realisation of Assets	
Directors' Loan Account	Correspondence with the director regarding the outstanding account
Creditors and Distributions	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
Processing proofs of	Preparation of correspondence to potential creditors inviting submission of POD

General Description	Includes
debt	Receipt of POD Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication Seeking solicitors' advice on the validity of secured creditors' claims and other complex claims
Closure	Review case to ensure all matters have been finalised Draft final report Obtain clearance to close case from HMRC together with submitting final tax return Obtain final accounts from agents solicitors and others instructed Convene and hold final meetings File documents with Registrar of Companies