

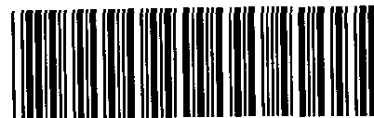
# LIQ03

## Notice of progress report in voluntary winding up



Companies House

WEDNESDAY



\*A92IREND\*

A07

08/04/2020

#254

COMPANIES HOUSE

### 1 Company details

Company number 0 5 1 3 6 6 3 8

Company name in full Arlo (Surrey) Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Chris

Surname Farrington

### 3 Liquidator's address

Building name/number 22 York Buildings

Street John Adam Street

Post town London

County/Region

Postcode W C 2 N 6 J U

Country

### 4 Liquidator's name ①

Full forename(s) Ben

Surname Woodthorpe

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number 22 York Buildings

Street John Adam Street

Post town London

County/Region

Postcode W C 2 N 6 J U

Country

#### ② Other liquidator

Use this section to tell us about  
another liquidator.



LIQ03

Notice of progress report in voluntary winding up

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## Period of progress report

From date	<sup>d</sup> 1	<sup>d</sup> 8	<sup>m</sup> 0	<sup>m</sup> 3	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9
To date	<sup>d</sup> 1	<sup>d</sup> 7	<sup>m</sup> 0	<sup>m</sup> 3	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0

7

## Progress report

☐ The progress report is attached

8

## Sign and date

Liquidator's signature

Signature

X

B. M. O. O. A. T. H. O. W. P. E.

X

Signature date

<sup>d</sup> 0	<sup>d</sup> 3	<sup>m</sup> 0	<sup>m</sup> 4	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0
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# 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 **Ayomide Bada**

Company name **ReSolve Advisory Limited**

Address **22 York Buildings**

Post town **London**

County/Region

Postcode **W C 2 N 6 J U**

Country

DX

Telephone **020 7702 9775**



### 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)**



**Arlo (Surrey) Limited**

**In Creditors' Voluntary Liquidation**

**Liquidators' Annual Progress Report to Members and Creditors**

## **CONTENTS**

1. Introduction
2. Background
3. Liquidators' actions since appointment
4. Receipts and payments account
5. Assets and future realisations
6. Outcome to creditors
7. Investigations
8. Pre-appointment remuneration
9. Remuneration
10. Liquidators' expenses
11. Further information

## **APPENDICES**

- I. Statutory information
- II. Receipts and payments account
- III. Liquidators' charge out rates, fee estimate, disbursement policy and narrative
- IV. Notice of invitation to form a Liquidation Committee
- V. Notice of decisions by correspondence
- VI. Voting on decisions, and
- VII. Proof of debt form



## 1. INTRODUCTION

I refer to the appointment of Chris Farrington and I as Joint Liquidators of Arlo (Surrey) Limited (the Company) on 18 March 2019 and write to members and creditors of the Company to provide a progress report on the Liquidation of the Company.

This report covers the period from 18 March 2019 to 17 March 2020 and should be read in conjunction with the director's report and Statement of Affairs circulated to creditors on 6 March 2019.

## 2. BACKGROUND

Statutory information relating to the Company is included at **Appendix I**.

A full background of the Company was detailed in the directors' report. Accordingly, I do not propose to repeat that information in this report and I have no further background information to add.

## 3. LIQUIDATORS' ACTIONS SINCE APPOINTMENT

Following my appointment, I have carried out the following:

- Addressed my statutory duties including the advertising of the appointment, bonding, banking and tax notifications together with Companies House filing obligations and dealt with the formalities of my appointment;
- Notified the Company's pre-appointment bankers, HSBC Bank PLC (HSBC), of our appointment by phone and by post and requested transfer of the balance in the Company's account;
- Liaised with the Company's previous accountants, SRLV Accountants Limited (SRLV) regarding the Company's records and taxation queries;
- Requested the opening of a Liquidation bank account and undertook general cashiering tasks associated with the maintenance and recording of transactions;
- Dealt with creditor and employee queries and individual update requests; and
- Prepared this report to the member and creditors.

## 4. RECEIPTS AND PAYMENTS ACCOUNT

Attached at **Appendix II** is the receipts and payments account for the period 18 March 2019 to 17 March 2020 (the Reporting Period).

### Receipts

#### Cash at bank

The sum of £8,374 was received from HSBC in relation to the balance held in the Company's pre-appointment bank account. Further details have been provided in **Section 4**, below.

There were no other receipts in the Reporting Period.

### Payments

There have been no payments to date.



## **5. ASSETS AND FUTURE REALISATIONS**

### **Debtors**

The Directors' estimated Statement of Affairs (SOA) included debtors of £1,587 in relation to an amount loaned to Soho Square Productions no.11 LLP (SSP) in September 2015.

SSP was dissolved on 7 August 2018. I have concluded the cost to pursue any recovery action will exceed any potential recovery and as a result, there will be no realisations in this regard.

### **VAT refund**

An amount of £618 is due to the Company in relation to a VAT refund. HMRC has indicated that the refund will be applied to sums due in relation to other tax liabilities. As a result, no realisations are expected in this regard.

### **Prepayments and accrued income**

Prepayments of £71 are recorded in the Company's accounts to 31 August 2018.

No realisations are expected in the regard.

### **Cash at bank and in hand**

The SOA indicated the Company's cash at bank to be £783. The balance on the Company's account as at the date of my appointment was £8,578.

The difference relates to the sum of £7,800 not being paid to ReSolve ahead of the decision procedure to settle the costs agreed with the director for the winding up of the Company. Further details are provided below regarding the approval of my pre-appointment costs.

Upon appointment, I wrote to the Company's bank to request the balance held be transferred to the Liquidation bank account. The sum of £8,374 has been received and there will be no further recoveries in this regard.

## **6. OUTCOME TO CREDITORS**

### **Secured creditors**

There are no known secured creditors.

### **Preferential creditors**

There are no known preferential creditors.

### **Unsecured creditors**

The directors' estimated statement of affairs indicated three unsecured creditors totalling £429,991. Since my appointment I have received one claim totalling £562,381. I have not received claims from two creditors with original estimated claims in the statement of affairs of £10,134.

There is unlikely to be a distribution to the unsecured creditors.

## **7. INVESTIGATIONS**

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 account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved.

I did not identify any no matters that justified further investigation in the circumstances of this appointment.

Within three months of my appointment as Liquidator, I am required to submit a confidential report to the Secretary of State to include any matters which have come to my attention during the course of my work which may indicate that the conduct of any past or present director would make him unfit to be concerned with the management of the Company. I can confirm that my report has been submitted.

## 8. PRE-APPOINTMENT REMUNERATION

The Board previously authorised the payment of a fee of £6,500 for my assistance with preparing the statement of affairs (£3,250) and seeking a decision from creditors on the nomination of a liquidator (£3,250) on 18 March 2019.

The payment of any reasonable and necessary expenses incurred in connection with preparing a Statement of Affairs of the Company and seeking a decision from creditors on the nomination of a Liquidator can be made out of the Company's assets as an expense of the liquidation. However, where the payment is to be made to the Liquidator, or an associate of the Liquidator the approval of the creditors is required.

As a result, I am seeking a decision from creditors to approve the payment of £6,500 plus disbursements plus VAT in respect of such costs. Please complete the voting section at **Appendix VI** indicating whether you are in favour or against the resolutions.

## 9. REMUNERATION

I am required to obtain the approval of the basis of the Liquidators' remuneration from creditors. I intend to do this by correspondence. Notice is given to the creditors of the Company that resolutions for your consideration under rule 18.16 of The Insolvency (England and Wales) Rules 2016 (the Rules) are enclosed. Please complete the voting section at **Appendix VI** indicating whether you are in favour or against the resolutions.

You are not required to vote and if you do not do so then this will not affect your rights against the Company. Creditors whose claims are wholly secured are not entitled to vote.

**The final date for votes is 23.59 on 23 April 2020, the decision date.**

My total time costs to 17 March 2020 amount to £16,706, representing 67 hours' work at an average charge out rate of £249 per hour.

I have not been able to draw any remuneration in this matter.

A schedule of my time costs incurred, including a narrative of time incurred to date and details of my firm's charging policy, is attached as **Appendix III**.

When I seek approval for my fees on a time cost basis I have to provide a fees estimate. That estimate acts as a cap on my time costs so that I cannot draw fees of more than the total estimated time costs without further approval from those who approved the fees. I attach at **Appendix III** a fees estimate summary that sets out the work that I intend to undertake, the hourly rates I intend to charge for each part of the work, and the time that I think each part of the work will take. It includes a summary of that information in an average rate for all of the work being carried out within the estimate.

More details of the tasks included in these categories are included in the fees estimate. I estimate that the total time costs that I will incur in undertaking these tasks in this case will be £20,838 at a "blended" rate of £256 per hour.

We have endeavoured to make this estimate as accurate as possible. It is based on the office holder's current knowledge of the case and their knowledge and experience of acting as office holder in respect





of cases of a similar size and apparent complexity. As a result, the estimate does not take into account any currently unknown complexities or difficulties that may arise during the administration of the case. If the time costs incurred on the case by the office holder exceed the estimate, or is likely to exceed the estimate, the office holder will provide an explanation as to why that is the case in the report sent to the Committee. Since the office holder cannot draw remuneration in excess of this estimate without first obtaining approval to do so, then where the office holder considers it appropriate in the context of the case, they will seek a resolution to increase the fee estimate so that they will then be able to draw additional remuneration over and above this estimate.

The relevant creditor's guide to Liquidators' Fees can be found under the heading Creditor Guides on my website at <http://www.resolvegroupuk.com/resources/>. Please note there are different versions of the guides, and in this case you should refer to the version for insolvencies after 1 October 2015. A hard copy can be obtained on request, free of charge, from this office.

## 10. LIQUIDATORS' EXPENSES

I am seeking the creditors' approval of my category two disbursements. Further details are provided in **Appendix II**.

Category one disbursements do not have to be approved, but when reporting to the creditors during the Liquidation the actual expenses incurred will be compared with the original estimate provided and I will explain any material differences.

I have incurred expenses to 17 March 2020 of £618.

I have not been able to draw any expenses in this matter.

The following is a summary of the disbursements incurred during the Reporting Period and expenses I anticipate will arise during the Liquidation:

Type	Category 1 (£)	Category 2 (£)	Total (£)	Paid (£)	Estimated future (£)
My Insolvency Report	25.00	-	25.00	-	-
License fees	110.00	-	110.00	-	-
Statutory advertising	338.00	-	338.50	-	85.00
Postage	17.30	-	17.30	-	30.00
Printing and stationery	-	74.20	74.20	-	80.00
Bonding	54.00	-	54.00	-	-
<b>Total</b>	<b>544.30</b>	<b>74.20</b>	<b>618.50</b>	<b>-</b>	<b>195.00</b>

I have not used any agents or professional advisors during the Liquidation.

## 11. FURTHER INFORMATION

The Liquidation will remain open until the following matters have been completed:

- Conducted a decision procedure as detailed in this report, and
- Finalised my statutory duties associated with the case and arranged closure.

I estimate this will take four months to conclude and once resolved the Liquidation will be brought to an end and the final receipts and payments account filed at Companies House.

An unsecured creditor may, with the permission of the court or with the concurrence of five per cent in value of the unsecured creditors (including the creditor in question) request further details of the Liquidators' remuneration and disbursements, 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 ten per cent in value of the unsecured creditors (including the creditor in question), apply to court to challenge the



amount and/or basis of the Liquidators' fees and the amount of any proposed expenses or expenses already incurred, within eight weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

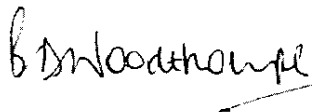
At ReSolve we always strive to provide a professional and efficient service. However, we recognise that it is in the nature of insolvency proceedings for disputes to arise from time to time. As such, should you have any comments or complaints regarding the administration of this case then in the first instance you should contact me at the address given in this letter.

If you consider that I have not dealt with your comments or complaint appropriately you should then put details of your concerns in writing to our complaints officer, Cameron Gunn at this office's address. This will then formally invoke our complaints procedure and we will endeavour to deal with your complaint under the supervision of a senior partner unconnected with the appointment.

If you still feel that you have not received a satisfactory response then you may be able to make a complaint to the Complaints Gateway operated by the Insolvency Service. Any such complaints should be addressed to The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds, LS11 9DA, or you may email [ip.complaints@insolvency.gsi.gov.uk](mailto:ip.complaints@insolvency.gsi.gov.uk), or you may phone 0300 6780015. The Complaints Gateway will in turn determine if such complaint should be addressed by Mr Farrington's and Mr Woodthorpe's regulatory body. Details of the relevant call charges and opening hours can be found here: <http://www.resolvegroupuk.com/policies2/>.

Should you have any queries regarding the conduct of the Liquidation or any other queries, please do not hesitate to contact Ayomide Bada of this office.

Yours faithfully



Ben Woodthorpe  
Joint Liquidator

**For enquiries regarding this correspondence please contact:**

Contact name: Ayomide Bada  
Phone number: 020 3411 8102  
Email: [ayomide.bada@resolvegroupuk.com](mailto:ayomide.bada@resolvegroupuk.com)

Cameron Gunn, Mark Supperstone, Lee Manning, Chris Farrington, Ben Woodthorpe and Simon Jagger are licensed to act as Insolvency Practitioners in the United Kingdom by the Institute of Chartered Accountants in England and Wales and act without personal liability at all times  
Please refer to the firm's privacy notice setting out your rights and explaining how your data will be used. The notice can be found on our website here [www.resolvegroupuk.com/policies2/](http://www.resolvegroupuk.com/policies2/).



## APPENDIX I

### STATUTORY INFORMATION

<b>Company name:</b>	Arlo (Surrey) Limited
<b>Registered number:</b>	05136638
<b>Date of incorporation:</b>	25 May 2004
<b>Trading address:</b>	5th Floor 89 New Bond Street London W1S 1DA
<b>Registered office:</b>	C/o ReSolve Advisory Limited 22 York Buildings John Adam Street London WC2N 6JU
<b>Date of Liquidators' appointment:</b>	18 March 2019
<b>Appointed by:</b>	Creditors of the Company pursuant to section 100 of the Insolvency Act 1986
<b>Joint Liquidators:</b>	Chris Farrington (IP No. 8751) Ben Woodthorpe (IP No. 18370)  ReSolve Advisory Limited 22 York Buildings John Adam Street London WC2N 6JU
<b>EC Regulations of Insolvency Practitioners:</b>	The EC Regulations apply to the proceedings, which are categorised as main proceedings with the meaning of the Regulation
<b>Director:</b>	Michael Bertelsen
<b>Company secretary:</b>	Michael Bertelsen
<b>Shareholder:</b>	Arlo (Holdings) Limited 1 ordinary £1 share
<b>Current charges:</b>	None



APPENDIX II

RECEIPTS AND PAYMENTS ACCOUNT

ARLO (SURREY) LIMITED - IN LIQUIDATION  
SUMMARY OF JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS  
FROM 18 MARCH 2019 TO 17 MARCH 2020

		For the period 18-Mar-19 to 17-Mar-20	Total Receipts/ Payments To Date
<b>RECEIPTS</b>		£	£
Debtors		-	-
Prepayments and accrued income		-	-
Other taxes and social security costs		-	-
Cash at bank and in hand	783.00	8,374.46	8,374.46
	<b>783.00</b>	<b>8,374.46</b>	<b>8,374.46</b>
<b>PAYMENTS</b>			
None			-
			-
<b>Receipts less payments</b>			<b>8,374.46</b>
<b>REPRESENTED BY</b>			
Bank account (current, non-interest bearing)			8,374.46
<b>Total</b>			<b>8,374.46</b>

Ben Woodthorpe  
Joint Liquidator

## APPENDIX III

### LIQUIDATORS' CHARGE OUT RATES, FEE ESTIMATE, DISBURSEMENT POLICY AND NARRATIVE

#### Joint Liquidators' charge out rates

The Joint Liquidators are remunerated on a time cost basis. Charge-out rates used are appropriate to the skills and experience of a member of staff and the work that they perform. Time is recorded in 6 minute units. Narrative is recorded to explain the work undertaken and the time spent is analysed into different categories of work.

This document provides an estimate as to how much time the Liquidators and their staff will spend undertaking specific tasks, and the costs of undertaking such work. The estimated time that will be spent undertaking the work in each category of work has been multiplied by the applicable charge out rate for each member of staff that it is anticipated will undertake work in that category to arrive at the estimated total time costs attributable to that category of work.

The estimated costs have been divided by the estimated hours required to arrive at an average hourly charge out rate for that category of work. The hourly charge-out rates used on this case are as follows. Please note that the rates increased on 1 January 2020:

Staff grade	Rate per hour from 1 January 2020 (£)	Rate per hour from 30 April 2018 (£)
Partner	625 - 755	550 - 755
Director	515	450
Senior Manager	435	395
Manager	375	350
Assistant Manager	305	305
Senior Administrator	255	255
Administrator	220	220
Junior Administrator	175	175

Secretarial and support staff are not charged to the cases concerned, being accounted for as an overhead of ReSolve Advisory Limited.

#### Fees estimate

ADMINISTRATION AND PLANNING (Note 2)	Estimated time to be taken to undertake the work	Estimated value of the time costs to undertake the work (£)	Average charge out rate (£)
Description of the tasks to be undertaken in this category of work			
<b>Case planning and monitoring</b>			
Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.	2.50	820.00	
Setting up physical/electronic case files (as applicable).	1.00	195.00	
Setting up the case on the practice's electronic case management system and entering data.	0.50	97.50	
Undertaking periodic reviews of the progress of the case.	5.00	1,240.00	
Overseeing and controlling the work done on the case by case administrators.	2.00	595.00	
<b>Compliance matters</b>			
Obtaining a specific penalty bond	1.00	225.00	
Reviewing the adequacy of the specific penalty bond on a quarterly basis.	1.50	322.50	



<b>Correspondence with creditors</b>			
Dealing with all routine correspondence and emails relating to the case.	1.00	225.00	
<b>Cashiering</b>			
Creating, maintaining and managing the office holder's cashbook.	1.00	195.00	
Undertaking regular bank reconciliations of the bank account containing estate funds.	1.00	195.00	
<b>General administration</b>			
Preparing and filing VAT returns	2.00	492.50	
Seeking closure clearance from HMRC and other relevant parties.	1.00	225.00	
<b>Total</b>	<b>19.50</b>	<b>4,827.50</b>	<b>247.56</b>

#### INVESTIGATIONS (Note 3)

##### Description of the tasks to be undertaken in this category of work

<b>D return preparation</b>			
Preparing a report or return on the conduct of the directors as required by the Company Directors Disqualification Act (delete if not applicable)	24.00	6,200.00	
<b>General investigation</b>			
Recovering the books and records for the case	1.00	255.00	
Listing the books and records recovered.	1.00	255.00	
Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc.	3.00	790.00	
<b>Other investigation</b>			
Reviewing books and records to identify any transactions or actions the office holder may take against a third party in order to recover funds for the benefit of creditors	3.00	790.00	
<b>Total</b>	<b>32.00</b>	<b>8,290.00</b>	<b>259.06</b>

#### REALISATION OF ASSETS (Note 4)

##### Description of the tasks to be undertaken in this category of work

<b>Book debt recoveries</b>			
Corresponding with debtors and attempting to collect outstanding debts.	1.00	225.00	
Liaising with the bank regarding the closure of the account and transfer of balance.	1.00	225.00	
<b>Total</b>	<b>2.00</b>	<b>450.00</b>	<b>225.00</b>

#### CREDITORS (note 5)

##### Description of the tasks to be undertaken in this category of work

<b>Unsecured creditors</b>			
Dealing with creditor correspondence, emails and telephone conversations regarding their claims	3.00	790.00	
Maintaining up to date creditor information on the case management system.	1.00	195.00	
<b>Total</b>	<b>4.00</b>	<b>985.00</b>	<b>246.25</b>

#### STATUTORY (Note 6)

##### Description of the tasks to be undertaken in this category of work

<b>Reporting to creditors</b>			
Issuing the statutory notifications to creditors and other required on appointment as office holder, including gazetting the office holder's appointment (as applicable).	8.00	2,200.00	
Preparing, reviewing and issuing annual progress reports to creditors and members (as applicable).	7.00	1,945.00	
Preparing, reviewing and issuing final reports to creditors and members (as applicable).	7.00	1,945.00	
<b>Filing documents with Companies House / Court</b>			
Filing returns at Companies House and/or Court (as applicable)	0.50	97.50	
Filing final returns at Companies House and/or Court (as applicable).	0.50	97.50	
<b>Total</b>	<b>23.00</b>	<b>6,285.00</b>	<b>£273.26</b>
<b>Total time costs and hours</b>	<b>80.50</b>	<b>20,837.50</b>	<b>£258.85</b>

**Note 1:** This estimate has been provided to creditors at an early stage in the administration of the case and before the office holder has full knowledge of the case. Whilst all possible steps have been taken to make this estimate as accurate as possible, it is based on the office holder's current knowledge of the case and their knowledge and experience of acting as office holder in respect of cases of a similar size and apparent complexity. As a result, the estimate does not take into account any currently unknown complexities or difficulties that may arise during the administration of the case. If the time costs incurred on the case by the office holder exceed the estimate, or is likely to exceed the estimate, the office holder will provide an explanation as to why that is the case in the next progress report sent to creditors. Since the office holder cannot draw remuneration in excess of this estimate without first obtaining approval to do so, then where the office holder considers it appropriate in the context of the case, they will seek a resolution to increase the fee estimate so that they will then be able to draw additional remuneration over and above this estimate.



**Note 2:** Administration and planning - This represents the work that is involved in the routine administrative functions of the case by the office holders and their staff.

**Note 3:** Investigations - The insolvency legislation gives the office holders powers to take recovery action in respect of what are known as antecedent transactions, where assets have been disposed of prior to the commencement of the insolvency procedure. An initial investigation determines whether there are potential recovery actions for the benefit of creditors and the time costs recorded represent the costs of undertaking such an initial investigation. If potential recoveries or matters for further investigation are identified then the office holders will incur additional time costs to investigate them in detail and to bring recovery actions where necessary. The office holder is unable to quantify the benefit to creditors of these investigations at present but will include such information in their statutory report to creditors once the position is clear. The office holder is also required by legislation to report to the Department for Business, Innovation and Skills on the conduct of the directors and the work to enable them to comply with this statutory obligations is of no direct benefit to the creditors, although it may identify potential recovery actions

**Note 4:** Realisation of Assets - This is the work that needs to be undertaken to realise the known assets in the case.

**Note 5:** Creditors: **Claims of creditors** - the office holders need to maintain records of the names and addresses of creditors, together with the amounts of their claims to ensure notices and reports can be issued to the creditors. The office holders will also have to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holders are required to undertake this work as part of their statutory functions. **Dividends** - the office holders have to undertake certain statutory formalities in order to enable them to pay a dividend to creditors. This include writing to all creditors who have not lodged proofs of debt and reviewing the claims and supporting documentation lodged by creditors in order to formally agree their claims, which may involve requesting additional information and documentation from the creditors.

**Note 6:** Statutory - preparation of reports and compliance with statutory matters pertaining to the Insolvency Act 1986, Insolvency Rules 1986 and Insolvency Rules (England and Wales) 2016, together with compliance with Statements of Insolvency Practices.

## Disbursement policy

Separate charges are made in respect of directly attributable expenses (Category 1 disbursements) such as travelling (non-mileage), postage, statutory advertising and other expenses made on behalf of the assignment.

Indirect charges (Category 2 disbursements) require separate approval and the basis of charging these is as follows:

- |                |                    |
|----------------|--------------------|
| ▪ Photocopying | 20 pence per sheet |
| ▪ Mileage      | 45 pence per mile  |

## Narrative of work carried out:

### Administration and planning

The following activities have been undertaken:

- Setting up case files
- General administrative tasks
- Reviewing available information to determine appropriate strategies
- Setting up and maintaining bank accounts and other cashier activities
- Notification of the appointment to creditors and members
- Preparing and reviewing annual report, and
- Filing documents with the Registrar of Companies.

### Creditors

The time spent includes the following matters:

- Recording and maintaining the lists of creditors
- Recording creditor claims, and
- Dealing with creditor queries.

### Realisation of assets

The time spent includes the following matters:

- Liaising with the Company's pre-appointment bank and arranging closure of the account.

### Statutory

Dealing with statutory issues required under the Insolvency Act 1986 and the Statements of Insolvency Practice, including statutory reporting to members and creditors and filing documents with the Registrar of Companies.



Comments on narrative

Some of the above work (administration and planning, creditors, investigations and statutory matters) do not give direct financial benefit to the creditors, but the Liquidators have to undertake it in order to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that they must follow.

*Prospective disclosure:*

- What work will be done
  - Continued administration and planning tasks, including, but not limited to, periodic case reviews and internal compliance matters
  - Cashiering matters, including, but not limited to, post appointment tax matters,
  - Preparing the case for closure and seeking clearances, where applicable, and
  - Statutory requirements including reporting to creditors and filing documentation with Companies House.
- Why it is necessary
  - Ensure good compliance and governance of the case, whilst also complying with statutory obligations.
- How much it will cost (both fees and expenses)
  - It is estimated that a further £4,131 of time costs will be incurred plus £195 of expenses, however, these estimates may increase in the event any claim(s) is/are identified during the Liquidators' investigations.
- Whether it is anticipated that the work will provide a financial benefit to creditors and if so what anticipated benefit (or if the work provides no direct financial benefit, but is required by statute)
  - Certain of the above matters are considered to result in recovery of funds for the benefit of the Company's estate. However, certain of the tasks (i.e. administration and planning, creditors, investigations and statutory matters) are not considered to result in a financial benefit but are required under statute.

*Retrospective disclosure:*

- What work has been done
  - Details in relation to the work already carried out are provided earlier in this section of the report.
- Why it was necessary
  - Certain of the above matters saw the recovery of funds to the Company's estate or sought to recover sums for the benefit of the estate
  - Ensured good compliance and governance of the case, whilst also complying with the Liquidators statutory obligations.
- How much it has cost (both fees and expenses)
  - The above has resulted in total time costs of £16,706 and expenses of £618.
- Whether the work has provided a financial benefit to creditors and if so what benefit (or if the work provided no direct financial benefit, but is required by statute)





- Certain of the above matters have resulted in or sought to recover funds for the benefit of the Company's estate. However, certain of the tasks (i.e. administration and planning, creditors, investigations and statutory matters) are not considered to result in a financial benefit but are required under statute.

## Time charged

A total of 67 hours was spent for the period 18 March 2019 to 17 March 2020 at an average charge out rate of £249 bringing the total cost to £16,706.

A summary table is shown below:

	PARTNER / DIRECTOR		MANAGER		OTHER SENIOR PROFESSIONAL		TOTAL		AVERAGE RATE
	Hours	Cost (£)	Hours	Cost (£)	Hours	Cost (£)	Hours	Cost (£)	
<b>Administration &amp; Planning</b>									
Case planning / monitoring	-	-	0.40	140.00	8.80	2,058.50	9.20	2,198.50	238.97
Cashiering	0.20	110.00	-	-	4.30	970.50	4.50	1,080.50	240.11
Compliance / technical	-	-	-	-	0.10	25.50	0.10	25.50	255.00
General administration	-	-	0.60	210.00	5.40	1,230.00	6.00	1,440.00	240.00
	0.20	110.00	1.00	350.00	18.60	4,284.50	19.80	4,744.50	239.62
<b>Creditors</b>									
Unsecured	-	-	0.40	140.00	1.20	306.00	1.60	446.00	278.75
	-	-	0.40	140.00	1.20	306.00	1.60	446.00	278.75
<b>Investigations</b>									
General investigation	-	-	-	-	13.20	2,939.00	13.20	2,939.00	222.65
D returns	1.00	550.00	4.10	1,565.50	12.60	3,045.00	17.70	5,160.50	291.55
	1.00	550.00	4.10	1,565.50	25.80	5,984.00	30.90	8,099.50	262.12
<b>Realisation of Assets</b>									
Other assets	-	-	-	-	0.30	76.50	0.30	76.50	255.00
	-	-	-	-	0.30	76.50	0.30	76.50	255.00
<b>Statutory</b>									
Statutory paperwork / form completion	-	-	-	-	4.40	1,059.00	4.40	1,059.00	240.68
Reporting to creditors	-	-	-	-	10.00	2,280.50	10.00	2,280.50	228.05
	-	-	-	-	14.40	3,339.50	14.40	3,339.50	231.91
<b>Total hours and cost</b>	1.20	660.00	5.50	2,055.50	60.30	13,990.50	67.00	16,706.00	249.34



APPENDIX IV

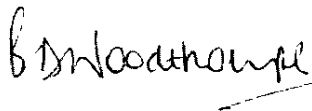
NOTICE OF INVITATION TO FORM A LIQUIDATION COMMITTEE

Arlo (Surrey) Limited – In Liquidation (the Company)  
Company number: 05136638

**NOTICE IS GIVEN** by Ben Woodthorpe and Chris Farrington of ReSolve Advisory Limited, to the creditors of the Company of an invitation to form a Liquidation Committee under rule 6.19 of The Insolvency (England and Wales) Rules 2016.

1. Creditors are invited to determine whether a Liquidation Committee should be established.
2. A Committee may be formed if a minimum of 3 and a maximum of 5 creditors are willing to become members.
3. Nominations can only be accepted for a creditor to become a member of the Committee if they are an unsecured creditor and have lodged a proof of their debt that has not been disallowed for voting or dividend purposes.
4. Please complete the section below, and include the name and address of any person you wish to nominate to act as a member of the Committee. The completed document should be returned to ReSolve Advisory Limited, 22 York Buildings, John Adam Street, London, WC2N 6JU so that it is received by no later than 23.59 on 23 April 2020, the decision date.

The final date for the decision about the formation of a Committee and for nominations for members of the Committee is no later than 23.59 hours on 23 April 2020, the decision date.



Ben Woodthorpe  
Joint Liquidator  
3 April 2020

**Voting on Decision**

1. That a Liquidation Committee should be established.

For/Against

I wish to nominate the following creditor to act as a member of the committee:

Name of nominated creditor \_\_\_\_\_

**TO BE COMPLETED BY CREDITOR WHEN RETURNING FORM:**

Name of creditor: \_\_\_\_\_

Signature of creditor: \_\_\_\_\_

*(Complete the following if signing on behalf of creditor, e.g. director/solicitor)*

Capacity in which signing document: \_\_\_\_\_

Dated \_\_\_\_\_



APPENDIX V

NOTICE OF DECISIONS BY CORRESPONDENCE

Arlo (Surrey) Limited – In Creditors' Voluntary Liquidation  
Company number: 05136638

**NOTICE IS GIVEN** by Ben Woodthorpe and Chris Farrington of ReSolve Advisory Limited, to the creditors of Arlo (Surrey) Limited, that set out below are resolutions for your consideration under rule 18.16 of The Insolvency (England and Wales) Rules 2016. Please complete the voting section below indicating whether you are in favour or against the following decision(s):

- i). That the Liquidators' fees will be charged by reference to the time properly spent by them and their staff in dealing with the matters relating to the Liquidation, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time the work is undertaken and subject to the fees estimate set out in the report prepared in connection with fee approval and issued with the notice of this decision procedure.
- ii). That the Liquidators be permitted to recover category 2 disbursements.
- iii). That the fees and disbursements of the Liquidators' in respect of assisting the Board of Directors in preparing a Statement of Affairs amounting to £3,250 plus disbursements plus VAT and for seeking a decision from creditors on the nomination of a liquidator amounting to £3,250 plus disbursements plus VAT be paid from realisations as an expense of the liquidation.

**The final date for votes is 23 April 2020, the decision date.**

1. In order for votes to be counted creditors must submit to me their completed voting form so that it is received at ReSolve Advisory Limited, 22 York Buildings, John Adam Street, London, WC2N 6JU by no later than 23.59 hours on 23 April 2020. It must be accompanied by a completed proof of debt form at **Appendix VI**, (if not already lodged). Failure to do so will lead to your vote being disregarded.
2. Creditors must lodge proof of their debt (if not already lodged) at the offices of Ben Woodthorpe or Chris Farrington by no later than 23.59 on 23 April 2020, without which their vote will be invalid.
3. Creditors with claims of £1,000 or less must have lodged a proof of debt for their vote to be valid.
4. Any creditors who have previously opted out from receiving documents in respect of the insolvency proceedings are entitled to vote on the decisions provided they have lodged proof of their debt.
5. Creditors may, within five business days of delivery of this notice to them, request a physical meeting of creditors be held to determine the outcome of the decisions. Any request for a physical meeting must be accompanied by valid proof of their debt (if not already lodged). A meeting will be convened if creditors requesting a meeting represent a minimum of 10 per cent in value or 10 per cent in number of creditors or simply 10 creditors, where "creditors" means "all creditors."
6. Creditors have the right to appeal the decision made by applying to Court under rule 15.35 of the Rules within 21 days of 23 April 2020, the decision date.

Creditors requiring further information regarding the above, should contact Ayomide Bada by telephone on 020 3411 8102, or by email at [ayomide.bada@resolvegroupuk.com](mailto:ayomide.bada@resolvegroupuk.com)



Signed

Ben Woodthorpe, Joint Liquidator

Dated 3 April 2020



APPENDIX VI

VOTING ON DECISIONS

Arlo (Surrey) Limited – In Creditors' Voluntary Liquidation  
Company number: 05136638

Voting on decisions

Resolution (1)

That the Liquidators' fees will be charged by reference to the time properly spent by them and their staff in dealing with the matters relating to the Liquidation, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time the work is undertaken and subject to the fees estimate set out in the report prepared in connection with fee approval and issued with the notice of this decision procedure.

I am \*in favour /  
against

Resolution (2)

That the Liquidators be permitted to recover category 2 disbursements.

I am \*in favour /  
against

Resolution (3)

That the fees and disbursements of the Liquidators' in respect of assisting the Board of Directors in preparing a Statement of Affairs amounting to £3,250 plus disbursements plus VAT and for seeking a decision from creditors on the nomination of a liquidator amounting to £3,250 plus disbursements plus VAT be paid from realisations as an expense of the liquidation..

I am \*in favour /  
against

TO BE COMPLETED BY CREDITOR WHEN RETURNING FORM:

Name of creditor: \_\_\_\_\_

Signature of creditor: \_\_\_\_\_

(Complete the following if signing on behalf of creditor, e.g. director/solicitor)

Capacity in which  
signing document: \_\_\_\_\_

Date: \_\_\_\_\_



APPENDIX VII

Rule 14.4

PROOF OF DEBT - GENERAL FORM

ARLO (SURREY) LIMITED – IN LIQUIDATION

1.	Name of Creditor (If a company please also give company registration number)	
2.	Address of Creditor	
3.	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into liquidation	£
4.	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]	
5.	If the total amount shown above includes Value Added Tax, please show:-  (a) amount of Value Added Tax (b) amount of claim NET of Value Added Tax	£ £
6.	If total amount above includes outstanding uncapitalised interest please state amount	£
7.	If you have filled in both box 3 and box 5, please state whether you are claiming the amount shown in box 3 or the amount shown in box 5(b)	
8.	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 (as read with schedule 3 to the Social Security Pensions Act 1975)	Category  Amount(s) claimed as preferential £
9.	Particulars of how and when debt incurred.	
10.	Particulars of any security held, the value of the security, and the date it was given	£
11.	Signature of creditor or person authorised to act on his behalf	
	Name in BLOCK LETTERS	
	Position with or relation to creditor	