

LIQ13

Notice of final account prior to dissolution in MVL



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 0 6 0 0 5 4 7 8

Company name in full Charter Manufacturing International Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Nicola J

Surname Meadows

3 Liquidator's address

Building name/number 15 Colmore Row

Street Birmingham

Post town B3 2BH

County/Region

Postcode

Country

4 Liquidator's name ①

Full forename(s) Martin FP

Surname Smith

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 15 Colmore Row

Street Birmingham

Post town B3 2BH

County/Region

Postcode

Country

② Other liquidator

Use this section to tell us about
another liquidator.

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6 Final account

☒ I have delivered the final account of the winding up to the members in accordance with Section 94(2) and attach a copy.

7 Sign and date

Liquidator's signature

Signature

X *NJ Meadows*

X

Signature date

^d
2

^d
3

^m
0

^m
6

^y
2

^y
0

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2

^y
3

LIQ13

Notice of final account prior to dissolution in MVL



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 Tracey O'Hare

Company name Dains Business Recovery Limited

Address 15 Colmore Row
Birmingham

Post town B3 2BH

County/Region

Postcode

Country

DX

Telephone 0121 200 7900



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 or email 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

JOINT LIQUIDATORS' FINAL ACCOUNT TO MEMBERS
CHARTER MANUFACTURING INTERNATIONAL LIMITED (**"THE COMPANY"**)
IN MEMBERS' VOLUNTARY LIQUIDATION

EXECUTIVE SUMMARY

I was approached by Charter Automotive LLC ("the Parent Company") to carry out Members Voluntary Liquidations ("MVL's") for both Charter Manufacturing International Limited and Valve Train Components Limited as part of the group restructuring following the closure of UK operations.

My duties and functions as Liquidator are the realisation of the Company's assets, the agreement of the claims of creditors, and the distribution of the liquidation funds to members in accordance with their legal entitlements.

STATUTORY INFORMATION

Company name:	Charter Manufacturing International Limited
Registration number:	06005478
Registered Office:	Charlotte House Stanier Way The Wyvern Business Park Derby DE21 6BF
Joint Liquidators' names:	Nicola J Meadows and Martin FP Smith
Joint Liquidators' address:	Charlotte House Stanier Way The Wyvern Business Park Derby DE21 6BF
Joint Liquidators' contact details:	tohare@dains.com 0845 555 8844
Date of appointment:	24 September 2020
Actions of Joint Liquidators'	Any act required or authorised under any enactment to be done by a Joint Liquidator may be done by either or both of the Joint Liquidators acting jointly or alone.

JOINT LIQUIDATORS' ACTIONS SINCE APPOINTMENT

A resolution to wind up the company was passed by the members of the company on 24 September 2020 and notice was sent to Companies House on 25 September 2020 together with a Declaration of Solvency and a notice of my appointment.

Notice of change in the registered office was sent to Companies House changing the registered office to Charlotte House, Stanier Way, The Wyvern Business Park, Derby, DE21 6BF.

My appointment as Joint Liquidator was advertised in the London Gazette on 29 September 2020.

The specific penalty bond was applied to the case within the first month following my appointment this has been regularly reviewed to ensure that the level of cover was adequate to protect the realisations made in the liquidation.

The intercompany investments totalling £1,306,263 were distributed in specie on the date of liquidation, 24 September 2020.

The debtors totalling £1,317,267 were realised by bank transfers on 10 November 2020 and 2 December 2020.

Distributions in cash have been paid to Members/Shareholders.

Prior to my appointment, deregistration had been applied for but there were delays in being completed due to the Company being part of a VAT group. I consistently corresponded with HMRC to disband the VAT group.

All company corporation tax returns for the period in liquidation have been submitted to HM Revenue & Customs ('HMRC') in a timely manner.

I have conducted periodic case reviews including the review of the specific penalty bond.

In May 2022, I realised a group life insurance refund from Canada Life Limited of £7,766.66.

Funds of £73,059.66 of which £62,073.24 has been received since the previous progress report have been received from the subsidiary Company, Valve Train Components Limited.

I continued to correspond with HMRC MVL Unit to obtain the necessary tax clearance.

The bank account held with Metro Bank has been reconciled periodically.

I have reported the progress of the liquidation to Members/Shareholders and the Registrar of Companies.

The final distribution has been paid to Members/Shareholders.

The final report has been drafted to send to Members/Shareholders.

I have complied with my statutory duties in accordance with the Insolvency Act 1986.

There is certain work that I am required by the insolvency legislation to undertake in connection with the liquidation that provides no financial benefit for the creditors. A description of the routine work undertaken since my appointment as Liquidator is contained in appendix A.

JOINT LIQUIDATORS' ACTIONS SINCE PREVIOUS PROGRESS REPORT

I have been in correspondence with HMRC in respect of the removal of the Group VAT and deregistration.

All company corporation tax returns and VAT returns have been submitted to HM Revenue & Customs ('HMRC') in a timely manner.

Funds of £62,073.24 have been received from the subsidiary Company, Valve Train Components Limited

I continued to correspond with HMRC MVL Unit to obtain the necessary tax clearance which has now been received.

Periodic case reviews including the review of the specific penalty bond have been undertaken.

The bank account held with Metro Bank has been reconciled periodically.

The final distribution has been paid to Members/Shareholders.

I have drafted the final account to Members/Shareholders and the Registrar of Companies.

I have complied with my statutory duties in accordance with the Insolvency Act 1986.

There is certain work that I am required by the insolvency legislation to undertake in connection with the liquidation that provides no financial benefit for the creditors. A description of the routine work undertaken since my previous progress report is contained in appendix A.

RECEIPTS AND PAYMENTS ACCOUNT

My Receipts & Payments Account for the period from 24 September 2020 to 23 September 2022 and for the period 24 September 2022 to 23 June 2023 is attached at appendix B. All amounts are shown net of VAT. I have reconciled the account against the financial records that I am required to maintain.

ASSET REALISATIONS

The following assets have been realised since my appointment:

Asset Category	Amount stated on Declaration of Solvency £	Amount realised £
Investments	1,306,263.00	1,306,263.00
Debtors	1,317,267.00	1,317,267.00
Funds From Valve Train	Not listed on Declaration of Solvency	73,059.66
Insurance Refund	Not listed on Declaration of Solvency	7,766.66
Total	2,623,530.00	2,704,356.32

Investments

Amount Stated on Declaration of Solvency: £1,306,263.00

Actual Realised: £1,306,263.00

The intercompany investments were distributed in specie on the date the Company entered liquidation, 24 September 2020.

Debtors

Amount Stated on Declaration of Solvency: £1,317,267.00

Actual Realised: £1,317,267.00

The debtors were realised and bank transfers made on 10 November 2020 and 2 December 2020.

Funds From Valve Train Components Limited

Amount Stated on Declaration of Solvency: Not Shown

Actual Realised: £73,059.66

Funds of £73,059.66 of which £62,073.24 has been realised in the period since the last progress report have been received from the Members' Voluntary Liquidation of Valve Train Components Limited, a subsidiary Company.

Insurance Refund

Amount Stated on Declaration of Solvency: Not Shown

Actual Realised: £7,766.66

Canada Life Limited informed me of a group insurance refund and the sum of £7,766.66 was received into the liquidation account.

DISTRIBUTIONS TO MEMBERS

The following distributions were made to the Member holding one ordinary share:-

Date	Amount of Distribution	Rate of Distribution per Share
24 September 2020 (in specie)	£1,306,263.00	£1,306,263.00 per share
24 September 2020 (in cash)	£1,317,267.00	£1,317,267.00 per share
22 April 2021 (in cash)	£10,986.42	£10,986.42 per share
7 June 2022 (in cash)	£7,766.66	£7,766.66 per share
19 July 2022 (in cash)	£56,000.00	£56,000.00 per share
2 June 2023 (in cash)	£6,073.24	£6,073.24 per share

JOINT LIQUIDATORS'S REMUNERATION

My remuneration was previously authorised to be drawn as a fixed fee for the liquidation of both Charter Manufacture International Limited and Valve Train Components Limited at £17,000 plus VAT and disbursements. The fixed fee was paid by the Parent Company prior to liquidation.

Further substantial costs in dealing with matters such as the deregistration, ongoing VAT correspondence and in the subsidiary Company, Valve Train Components Limited, a refund from E-On and refund of rates from the Council were not envisaged upon engagement. It was therefore agreed with the Parent Company for me to draw further remuneration of £7,500 plus VAT from the balance of funds held in the liquidation bank account for Valve Train Components Limited.

A copy of 'A Members' Guide to Liquidators' Fees' are available at the link <https://www.r3.org.uk/what-we-do/publications/professional/fees>. Additional information in relation to liquidator's fees in accordance with SIP 9 can be found at appendix C. This provides details of the firm's policy in relation to staffing, the use of sub-contractors and disbursements. Please note, in common with all professional firms, the charge out rates may increase from time to time over the period of the administration of each insolvency case.

JOINT LIQUIDATORS' EXPENSES

Expenses are any payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also includes disbursements. Disbursements are payments which are first met by the office holder and then reimbursed to the office holder from the estate. Expenses are split into:

- category 1 expenses, which are payments to persons providing the service to which the expense relates who are not an associate of the office holder; and
- category 2 expenses, which are payments to associates or which have an element of shared costs. Before being paid category 2 expenses require approval in the same manner as an office holder's remuneration.

Category 1 Expenses

I have not incurred any category 1 expenses in the period of this report.

As agreed with the ultimate Parent Company, the following category 1 expenses were incurred and paid from the liquidation account for the subsidiary Company, Valve Train Components Limited.

Type of expense	Estimated Fees £	Amount incurred £
Specific Bond	497.50	342.50
Statutory Advertising	237.00	237.00
Total	734.50	734.50

Category 2 Expenses

I have not incurred any category 2 expenses.

Professional Advisors

I have used the following professional advisors in the reporting period:

Professional Advisor	Nature of Work	Basis of Fees
Cameron Legal	Solicitors	No fee

The Declaration of Solvency was sworn in the presence of Carrick Lindsay of Cameron Legal Limited, Portman House, 5-7 Temple Row West, Birmingham, B2 5NY

FURTHER INFORMATION

To comply with the Provision of Services Regulations, some general information about Dains Business Recovery Limited can be found at appendix D.

SUMMARY

The winding up of the Company is now for all practical purposes complete and I intend to deliver the final account by the date shown in the accompanying notice.

In the event of any queries regarding the conduct of the liquidation, please do not hesitate to contact Tracey O'Hare by telephone on 0845 555 8844 or by email at tohare@dains.com before our release.

NJ Meadows

Nicola J Meadows
Joint Liquidator

Appendix A

Joint Liquidators' Actions Since Appointment

Administration and Planning

This represents the work involved in the routine administrative functions of the case by the office holder and their staff, together with the control and supervision of the work done on the case by the office holder and their managers. It does not give direct financial benefit to the Members but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow.

- Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.
- Setting up physical/electronic case files.
- Setting up the case on the practice's electronic case management system and entering data.
- Issuing the statutory notifications to creditors and other required on appointment as office holder, including gazetting the office holder's appointment.
- Obtaining a specific penalty bond.
- Convening and holding a general meeting of Members (as applicable).
- Corresponding with HMRC in respect of the VAT Group.
- Dealing with all routine correspondence and emails relating to the case.
- Opening, maintaining and managing the office holder's estate bank account.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a quarterly basis.
- Undertaking periodic reviews of the progress of the case.
- Distribution of funds to Members/Shareholders
- Preparing, reviewing and issuing annual progress reports to the Members.
- Filing returns at Companies House.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.
- Seeking closure clearance from HMRC and other relevant parties.
- Preparing, reviewing and issuing a draft final account of the liquidation to the Members.
- Issuing the final account to the Members
- Filing the final account at Companies House.

Realisation of Assets

- Realising funds from debtors
- Realising funds from subsidiary Company, Valve Train Components Limited
- Realising funds from insurance policy

Joint Liquidators' Actions Since Previous Progress Report

Administration and Planning

This represents the work involved in the routine administrative functions of the case by the office holder and their staff, together with the control and supervision of the work done on the case by the office holder and their managers. It does not give direct financial benefit to the Members but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow.

- Dealing with all routine correspondence and emails relating to the case.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a quarterly basis.
- Undertaking periodic reviews of the progress of the case.
- Corresponding with HMRC in respect of the VAT Group
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.
- Seeking closure clearance from HMRC and other relevant parties.
- Distribution of funds to Members/Shareholders
- Preparing, reviewing and issuing a draft final account of the liquidation to the Members.
- Issuing the final account to the Members
- Filing the final account at Companies House.

Realisation of Assets

- Realising funds from subsidiary Company, Valve Train Components Limited

Charter Manufacturing International Limited
In Liquidation
Joint Liquidators' Summary of Receipts and Payments

RECEIPTS	Declaration of Solvency (£)	From 24/09/2020 To 23/09/2022 (£)	From 24/09/2022 To 23/06/2023 (£)	Total (£)
Investments	1,306,263.00	1,306,263.00	0.00	1,306,263.00
Debtors	1,317,267.00	1,317,267.00	0.00	1,317,267.00
Funds Received from Valve Train		10,986.42	62,073.24	73,059.66
Insurance Refund		7,766.66	0.00	7,766.66
		2,642,283.08	62,073.24	2,704,356.32
PAYMENTS				
Ordinary Shareholders		2,642,283.08	62,073.24	2,704,356.32
		2,642,283.08	62,073.24	2,704,356.32
Net Receipts/(Payments)		0.00	0.00	0.00
MADE UP AS FOLLOWS				
		0.00	0.00	0.00

Note:

NJ Meadows

Nicola J Meadows
Joint Liquidator

Practice Fee Recovery Policy for Dains Business Recovery Limited

Introduction

The insolvency legislation was changed in October 2015, with one or two exceptions, for insolvency appointments made from that time. This sheet explains how we intend to apply the alternative fee bases allowed by the legislation when acting as office holder in insolvency appointments. The legislation allows different fee bases to be used for different tasks within the same appointment. The fee basis, or combination of bases, set for a particular appointment is/are subject to approval, generally by a committee if one is appointed by the creditors, failing which the creditors in general meeting, or the Court.

Further 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/>. Details about how an office holder's fees may be approved for each case type are available in a series of guides issued with Statement of Insolvency Practice 9 (SIP 9) and can be accessed at <https://www.r3.org.uk/technical-library/england-wales/sips/>. Alternatively, a hard copy may be requested from Dains Business Recovery Limited, 15 Colmore Row, Birmingham, B3 2BH. Please note that we have provided further details in this policy document.

Once the basis of the office holder's remuneration has been approved, a periodic report will be provided to any committee and also to each creditor. The report will provide a breakdown of the remuneration drawn. If approval has been obtained for remuneration on a time costs basis, i.e. by reference to time properly spent by members of staff of the practice at our standard charge out rates, the time incurred will also be disclosed, whether drawn or not, together with the average, or "blended" rates of such costs. Under the legislation, any such report must disclose how creditors can seek further information and challenge the basis on which the fees are calculated and the level of fees drawn in the period of the report. Once the time to challenge the office holder's remuneration for the period reported on has elapsed, then that remuneration cannot subsequently be challenged.

Under some old legislation, which still applies for insolvency appointments commenced before 6 April 2010, there is no equivalent mechanism for fees to be challenged.

Time cost basis

When charging fees on a time costs basis we use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform. This is combined with the amount of time that they work on each case, recorded in 6 minute units with supporting narrative to explain the work undertaken.

Chargeout Rates

Grade of staff	Current charge-out rate per hour, effective from 1 April 2014 £
Partner – appointment taker	405
Senior Manager	330
Manager	245
Supervisor	225
Case Administrator	210
Cashier & Support Staff	80 - 195

Continued...

Where necessary and appropriate, members of staff from other departments of the practice will undertake work on a case. They will be charged at their normal charge out rate for undertaking such work.

These charge-out rates charged are reviewed on 1 April each year and are adjusted to take account of inflation and the firm's overheads.

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time. The work is generally recorded under the following categories:

- Administration and Planning
- Investigations
- Realisation of Assets
- Creditors
- Trading
- Case specific matters
- Employee matters

In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and on new appointments we now only seek time costs for the following categories:

- Case specific matters
- Investigations
- Trading

When we seek time costs approval we have to set out a fees estimate. That estimate acts as a cap on our time costs so that we cannot draw fees of more than the estimated time costs without further approval from those who approved our fees. When seeking approval for our fees, we will disclose the work that we intend to undertake, the hourly rates we intend to charge for each part of the work, and the time that we think each part of the work will take. We will summarise that information in an average or "blended" rate for all of the work being carried out within the estimate. We will also say whether we anticipate needing to seek approval to exceed the estimate and, if so, the reasons that we think that may be necessary.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If we subsequently need to seek authority to draw fees in excess of the estimate, we will say why we have exceeded, or are likely to exceed the estimate; any additional work undertaken, or proposed to be undertaken; the hourly rates proposed for each part of the work; and the time that the additional work is expected to take. As with the original estimate, we will say whether we anticipate needing further approval and, if so, why we think it may be necessary to seek further approval.

Percentage basis

The legislation allows fees to be charged on a percentage of the value of the property with which the office holder has to deal (realisations and/or distributions). Different percentages can be used for different assets or types of assets. In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee

Continued...

as set down in the legislation. The legislation changed on 1 October 2015 and we now seek remuneration on a percentage basis more often. A report accompanying any fee request will set out the potential assets in the case, the remuneration percentage proposed for any realisations and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval, but must be disclosed to help put the remuneration request into context.

The percentage approved in respect of realisations will be charged against the assets realised, and where approval is obtained on a mixture of bases, any fixed fee and time costs will then be charged against the funds remaining in the liquidation after the realisation percentage has been deducted.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If the basis of remuneration has been approved on a percentage basis then an increase in the amount of the percentage applied can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the percentage applied. If there has not been a material and substantial change in the circumstances then an increase can only be approved by the Court.

Fixed fee

The legislation allows fees to be charged at a set amount. Different set amounts can be used for different tasks. In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and we now seek remuneration on a fixed fee basis more often. A report accompanying any fee request will set out the set fee that we proposed to charge and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval, but must be disclosed to help put the remuneration request into context.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If the basis of remuneration has been approved on a fixed fee basis then an increase in the amount of the fixed fee can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the fixed fee. If there has not been a material and substantial change in the circumstances then an increase can only be approved by the Court.

Members' voluntary liquidations and Voluntary Arrangements

The legislation changes that took effect from 1 October 2015 did not apply to members' voluntary liquidations (MVL), Company Voluntary Arrangements (CVA) or Individual Voluntary Arrangements (IVA). In MVLs, the company's members set the fee basis, often as a fixed fee. In CVAs and IVAs, the fee basis is set out in the proposals and creditors approve the fee basis when they approve the arrangement.

Continued...

All bases

With the exception of Individual Voluntary Arrangements and Company Voluntary Arrangements which are VAT exempt, the officeholder's remuneration invoiced to the insolvent estate will be subject to VAT at the prevailing rate.

Agent's Costs

Charged at cost based upon the charge made by the Agent instructed, the term Agent includes:

- Solicitors/Legal Advisors
- Auctioneers/Valuers
- Accountants
- Quantity Surveyors
- Estate Agents
- Other Specialist Advisors

In new appointments made after 1 October 2015, the office holder will provide details of expenses to be incurred, or likely to be incurred, when seeking fee approval. When reporting to the committee and creditors during the course of the insolvency appointment the actual expenses incurred will be compared with the original estimate provided.

Disbursements

In accordance with SIP 9 the basis of disbursement allocation in respect of disbursements incurred by the Office Holder in connection with the administration of the estate must be fully disclosed to creditors. Disbursements are categorised as either Category 1 or Category 2.

Category 1 expenses are directly referable to an invoice from a third party, which is either in the name of the estate or Dains Business Recovery Limited, 15 Colmore Row, Birmingham, B3 2BH, in the case of the latter, the invoice makes reference to, and therefore can be directly attributed to, the estate. These disbursements are recoverable in full from the estate without the prior approval of creditors either by a direct payment from the estate or, where the firm has made payment on behalf of the estate, by a recharge of the amount invoiced by the third party. Examples of category 1 disbursements are statutory advertising, external meeting room hire, external storage, specific bond insurance and Company search fees.

Category 2 expenses are incurred by the firm and recharged to the estate; they are not attributed to the estate by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full from the estate, subject to the basis of the disbursement charge being approved by creditors in advance. Examples of category 2 disbursements are photocopying, internal room hire, internal storage and mileage.

It is proposed that the following Category 2 disbursements are recovered:

Mileage is charged at a rate of up to 45p per mile
External disbursements are recovered at cost

PROVISION OF SERVICES REGULATIONS SUMMARY SHEET FOR DAINS BUSINESS RECOVERY LIMITED

The following information is designed to draw the attention of interested parties to the information required to be disclosed by the Provision of Services Regulations 2009.

Trading Name

Dains Business Recovery Limited – Registered Company number 10115314 (also trading as “DBRL”). Registered office at St. Johns Court, Wiltell Road, Lichfield, Staffordshire, WS14 9DS. Registered in England and Wales.

Licensing Body

Martin Frederick Peter Smith and Nicola Joanne Meadows are licensed to act as Insolvency Practitioners (‘IPs’) in the United Kingdom by the Institute of Chartered Accountants in England and Wales (‘ICAEW’).

Martin FP Smith is a fellow of the ICAEW (‘FCA’) and fellow of Association of Business Recovery Professionals (‘FABRP’).

Nicola J Meadows is an affiliate of the ICAEW, a fellow of Association of Certified Chartered Accountants (‘FCCA’) and a fellow of Association of Business Recovery Professionals (‘FABRP’).

Rules Governing Actions

All IPs are bound by the rules of their professional body, including any that relate specifically to insolvency. The rules of the professional body that licences Martin FP Smith and Nicola J Meadows can be found at <https://www.icaew.com/regulation/insolvency/sips-regulations-and-guidance/>. In addition, IPs are bound by the Statements of Insolvency Practice (SIPs), details of which can be found at <https://www.r3.org.uk/technical-library/england-wales/sips/>.

Ethics

All IPs are required to comply with the Insolvency Code of Ethics and a copy of the Code can be found at <https://www.icaew.com/regulation/insolvency/sips-regulations-and-guidance/>.

Data Protection Act and Copyright

Dains Business Recovery Limited uses personal information in order to fulfil the legal obligations of our Insolvency Practitioners under the Insolvency Act and other relevant legislation, and also to fulfil the legitimate interests of keeping creditors and others informed about the insolvency proceedings. You can find more information on how Dains Business Recovery Limited uses your personal information on our website at www.dains.com/privacy.

Bribery Act 2010

Dains Business Recovery Limited is committed to applying the highest standards of ethical conduct and integrity in its business activities. Every employee and individual acting on Dains Business Recovery Limited's behalf is responsible for maintaining our reputation and for conducting company business honestly and professionally.

Dains Business Recovery Limited take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate.

Continued...

Dains Business Recovery Limited requires all those who are associated with it to observe the highest standards of impartiality, integrity and objectivity.

Dains Business Recovery Limited prohibits anyone acting on its behalf from:

- bribing another person. A bribe includes the offering, promising or giving of any financial or other type of advantage;
- accepting a bribe. This includes requesting, agreeing to receive or accepting any financial, or another kind of advantage;
- bribing a foreign public official; and
- condoning the offering or acceptance of bribes.

Dains Business Recovery Limited will:

- avoid doing business with others who do not accept our values and who may harm our reputation;
- maintain processes, procedures and records that limit the risk of direct or indirect bribery;
- promote awareness of this policy amongst its staff, those acting on its behalf and entities with which it has any commercial dealings;
- investigate all instances of alleged bribery, and will assist the police, and other authorities when appropriate, in any resultant prosecutions. In addition, disciplinary action will be considered against individual members of staff;
- review this policy regularly and update it when necessary.

Complaints

At Dains Business Recovery Limited 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 a particular case then in the first instance you should contact the IP acting as office holder.

If you consider that the IP has not dealt with your comments or complaint appropriately you should then put details of your concerns in writing to our complaints officer, MFP Smith, Dains Business Recovery Limited, 15 Colmore Row, Birmingham, B3 2BH. 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.

Most disputes can be resolved amicably either through the provision of further information or following negotiations. However, in the event that you have exhausted our complaints procedure and you are not satisfied that your complaint has been resolved or dealt with appropriately, you may complain to the regulatory body that licences the insolvency practitioner concerned. Any such complaints should be addressed to The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds, LS11 9DA, and you can make a submission using an on-line form available at www.gov.uk/complain-about-insolvency-practitioner; or you can email insolvency.enquiryline@insolvency.gov.uk; or you may phone 0300 678 0015. Information on the call charges that apply is available at <https://www.gov.uk/call-charges>.

Professional Indemnity Insurance

Dains Business Recovery Limited's Professional Indemnity Insurance is provided by Arch Insurance (UK) Ltd, 5th Floor, Plantation Place South, 60 Great Tower Street, London, EC3R 5AZ. This professional indemnity insurance provides worldwide coverage, [excluding professional business carried out from an office in the United States of America or Canada, and any action for a claim brought in any court in the United States of America or Canada].

VAT

Dains Business Recovery Limited is registered for VAT under registration no. 241 1416 53.

Notice to accompany Final Account

Charter Manufacturing International Limited ("**the** Company")
In Members' Voluntary Liquidation

NOTICE IS GIVEN to the members of the above-named Company by Nicola J Meadows and Martin FP Smith under rule 5.10 of The Insolvency (England and Wales) Rules 2016 that:

1. The Company's affairs have been fully wound up.
2. The Joint Liquidators' having delivered copies of the final account to the members must, within 14 days of the date on which the final account is made up, deliver a copy of the account to the Registrar of Companies.
3. The Joint Liquidators" will vacate office under section 171(6) of The Insolvency Act 1986, and be released under section 173(2)(d) on delivery of the final account to the Registrar of Companies.

Members requiring further information regarding the above should contact Tracey O'Hare at Charlotte House, Stanier Way, The Wyvern Business Park, Derby, DE21 6BF or by telephone on 0845 555 8844 or by email at tohare@dains.com.



Nicola J Meadows
Joint Liquidator