

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 0 6 0 1 6 9 2 0

Company name in full Cordatum Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Jamie

Surname Playford

### 3 Liquidator's address

Building name/number Lawrence House

Street 5 St Andrews Hill

Post town Norwich

County/Region

Postcode N R 2 1 A D

Country

### 4 Liquidator's name ①

Full forename(s)

Surname

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

#### ② Other liquidator

Use this section to tell us about  
another liquidator.

LIQ03

Notice of progress report in voluntary winding up


**6** Period of progress report

From date	<sup>d</sup> 1	<sup>d</sup> 2	<sup>m</sup> 0	<sup>m</sup> 4	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 1	
To date	<sup>d</sup> 1	<sup>d</sup> 1	<sup>m</sup> 0	<sup>m</sup> 4	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 2	

**7** Progress report

<input checked="" type="checkbox"/> The progress report is attached	
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**8** Sign and date

Liquidator's signature	Signature <b>X</b> 	<b>X</b>							
Signature date	<sup>d</sup> 1	<sup>d</sup> 0	<sup>m</sup> 0	<sup>m</sup> 6	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 2	

**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 **Jessica Pytlarz**

Company name **Leading Business Services Ltd**

Address **Lawrence House**

**5 St Andrews Hill**

Post town **Norwich**

County/Region

Postcode **N R 2 1 A D**

Country

DX

Telephone **01603 552028**

**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)**

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

Statement of Affairs £	From 12/04/2021 To 11/04/2022 £	From 12/04/2021 To 11/04/2022 £
ASSET REALISATIONS		
Cash at Bank	1,141.60	1,141.60
Cash Held on Appointment	2,400.00	2,400.00
	<u>3,541.60</u>	<u>3,541.60</u>
COST OF REALISATIONS		
Section 100 Fees	2,000.00	2,000.00
Liquidator's Fees	742.93	742.93
Liquidator's Disbursements	208.40	208.40
	<u>(2,951.33)</u>	<u>(2,951.33)</u>
PREFERENTIAL CREDITORS		
(4,745.40)      1 Employee Preferential Claim	NIL	NIL
	<u>NIL</u>	<u>NIL</u>
UNSECURED CREDITORS		
(11,273.00)      HM Revenue & Customs - CT	NIL	NIL
(2,412.00)      Directors	NIL	NIL
(19,926.00)      1 Employee Unsecured Claim	NIL	NIL
	<u>NIL</u>	<u>NIL</u>
DISTRIBUTIONS		
(2,000.00)      Ordinary Shareholders	NIL	NIL
	<u>NIL</u>	<u>NIL</u>
<b>(40,356.40)</b>	<b><u>590.27</u></b>	<b><u>590.27</u></b>
REPRESENTED BY		
Vat Receivable		590.27
		<b><u>590.27</u></b>

**Note:**

The above figures do not include VAT. Where the entity was not VAT registered, VAT payable is shown as a separate entry in VAT Irrecoverable.



Jamie Playford  
Liquidator

**Cordatum Limited - In Liquidation**

# Liquidator's Progress Report

For the period 12 April 2021 to 11 April 2022



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Appendix 1 - Statutory Information

Appendix 2 - Summary of Liquidator's Activities

Appendix 3 - Liquidator's Receipts & Payments Account

Appendix 4 - Breakdown of the Liquidator's time costs for the period of this report



# 1. Introduction

The purpose of this report is to detail the acts and dealings of the Liquidator and it should be read in conjunction with the previous report issued to creditors being the Directors' report and statement of affairs report.

I was appointed Liquidator of the Company on 12 April 2021.

Since 1 January 2021, I have been licensed to act as an Insolvency Practitioner in the United Kingdom by the Institute of Chartered Accountants in England and Wales and prior to that date I was licensed by the Insolvency Practitioners Association. I can confirm that there has been no change in Office-Holder since the date of the liquidation.

Statutory information regarding the Company is provided at Appendix 1.

## 2. Progress

### Administration

Details of my administrative duties are detailed at Appendix 2 of this report. My Receipts & Payments Account for the liquidation is attached at Appendix 3.

### Assets

According to the Statement of Affairs lodged in these proceedings, the Company held no assets as at the date of Liquidation. Asset realisations during the Liquidation are detailed below.

#### **Cash at Bank**

During the Liquidation I have received the sum of £1,141.60 from Santander in respect of funds held in the Company bank account.

It is not anticipated that there will be any further realisations in respect of this asset.

#### **Cash Held on Appointment**

Prior to the commencement of the Liquidation the Director transferred the sum of £2,400.00 to me from the Company bank account in respect of funds held in the Company bank account.

It is not anticipated that there will be any further realisations in respect of this asset.

## 3. Investigations

An initial investigation into the Company's affairs was undertaken to establish whether there were any potential asset recoveries or conduct matters that justified further investigation. These investigations included reviewing the changes in the Company's assets and liabilities in the period from its last accounts to 30 November 2020 to the date of Liquidation and a review of the Company's bank statements.

My initial investigations have identified some transactions of interest which warrant further explanation by the Director of the Company. It is currently uncertain whether the transactions identified will result in realisations, however the relevant action will be taken on receipt of further information in respect of the same.

A report on the conduct of any individuals, who have been directors of the Company in the three years prior to the insolvency, is required to be submitted to the Secretary of State within three months of my appointment. I confirm that this has been submitted, however the content of this report is confidential.

## 4. Costs and Expenses

A Receipts & Payments Account for the period covered by this report is enclosed at Appendix 3. Receipts relating to asset realisations have been detailed in the progress section above. Information in relation to the costs and expenses of the liquidation are detailed below.

## Pre-Appointment Costs

At the creditors' decision procedure held on 5 May 2021 it was resolved that Leading's fee to assist the board to prepare the Statement of Affairs of the Company and to convene a decision procedure to appoint a Liquidator be fixed at £2,000.00 plus disbursements plus VAT. I have drawn all of these costs.

The fixed fee is considered to be fair and reasonable as it provides creditors with certainty as to the level of the fee to be charged for this work. Further, the Liquidator considers that the fee is commensurate with the amount of work required to carry out these activities in their professional experience.

## Liquidator's Remuneration

Numerous activities have been undertaken in administering the liquidation. A summarised list of these activities is attached at Appendix 2 for your information.

On 5 May 2021 creditors agreed the basis upon which I was to be remunerated. A resolution was passed that I be remunerated on the basis of time properly spent by me and my staff in attending to matters arising in the administration of the liquidation. A fee estimate of £44,675.00 was provided when seeking a resolution.

My time costs for the period from 12 April 2021 to 11 April 2022 total £4,602.50, represented by 18.60 hours at an average hourly rate of £247.45. A breakdown of these time costs is enclosed at Appendix 4. I have drawn the sum of £742.93 in respect of these time costs to date.

As set out above, a fee estimate was agreed by creditors to limit my Liquidator's fees to £44,675.00 plus VAT. It is not anticipated that time costs will exceed the amount provided in the fee estimate.

## Liquidator's Expenses

My category 1 expenses incurred and paid for the period up to the end of this report are detailed below. The basis of these expenses were approved by creditors on 5 May 2021. The sum of £208.40 plus VAT has been drawn in respect of these expenses.

Nature of expenses	Provided by	Incurred this period £	Incurred to date £
Statutory Advertising	Courts Advertising	178.40	178.70
Specific Bond	Marsh	30.00	30.00
<b>Total</b>		<b>208.40</b>	<b>208.40</b>

## 5. Outcome for Creditors

The following table shows the claims disclosed on the Statement of Affairs, the claims received to date, and the current projected dividend:

	Statement of Affairs £	Claims received £	Dividend paid to date p/£	Projected further dividend p/£
Fixed Charge	NIL	NIL	NIL	NIL
Preferential	4,745.40	NIL	NIL	UNCERTAIN
Secondary Preferential	NIL	NIL	NIL	NIL
Floating Charge	NIL	NIL	NIL	NIL
Unsecured	33,611.00	27,083.40	NIL	UNCERTAIN
<b>Total</b>	<b>38,356.40</b>	<b>27,083.40</b>	<b>NIL</b>	<b>NIL</b>

To date, the level of realisations in this case has been sufficient to cover only the costs and expenses of liquidation. It is currently uncertain whether there will be a distribution to any class of creditor.

## 6. Further Information

As a creditor, you have a right to request further information with regards to any aspect of this report or to challenge my fees and expenses. If you require further information, please do not hesitate to contact me.

If you require any further information, please make a request in writing within 21 days of receipt of this report. I shall provide this information within 14 days of the request unless it is considered that:

1. The time and costs involved in preparing the information would be excessive;
2. Disclosure would be prejudicial to the conduct of the liquidation or might be expected to lead to violence against any person.

If you are not satisfied with my response, you have the right to request further information from me with regard to my remuneration and expenses, with either the permission of the Court or with a collective request from 10% in value of unsecured creditors. This request must be made within eight weeks of receipt of this report.

## 7. Conclusion

As set out in further detail throughout this report, I am currently unable to conclude the liquidation as the following matters are outstanding:

- I am continuing to conduct my investigations and querying transactions of interest with the Director; and
- I am continuing to meet my obligations in respect of the submission of post appointment taxation returns.

The next report will either be to conclude the liquidation or will be issued within two months of the next anniversary.

If you have any queries, please contact Jessica Pytlarz at this office.



**Jamie Playford**  
**Liquidator**

**10 June 2022**

Jamie Playford FABRP MIPA and Alex Dunton MABRP are Insolvency Practitioners licensed to act in the UK by the ICAEW. When acting as Administrator(s), the affairs, business and property of the Company are being managed by the Administrator(s) who act as agents of the Company and contract without personal liability.

## **Statutory Information**

### **Client Information**

Name:	Cordatum Limited
Previous Names:	N/A
Registered Address:	Aruna House, 2 Kings Road, Haslemere, Surrey, GU27 2QA
Former Registered Address:	Burling House, 3 Rowanside Close, Headley Down, Bordon, GU35 8HH
Trading Names:	Cordatum Limited
Trading Address:	Aruna House, 2 Kings Road, Haslemere, Surrey, GU27 2QA
Principal Trading Activity:	Information technology consultancy activities

### **Company Information (where relevant):**

Registered Number:	06016920
Date of Incorporation:	4 December 2006

### **Court Information (where relevant):**

Court:	-
Court Number:	-

### **Appointment Details**

Type of Insolvency:	CVL
Name of Officeholder(s):	Jamie Playford
Address of Officeholder(s):	Leading, Lawrence House, 5 St Andrews Hill, Norwich, NR2 1AD
Date of Appointment:	12 April 2021
IP Number(s):	9735
Authorising Body:	ICAEW

### **Your Right to Opt Out from Receiving Documents**

As a creditor, you have a right to elect to opt out from receiving documents relating to this insolvency from the Officeholder. However, even if you do choose to opt out there are certain documents that you will still receive; these being:

- Any notices which the Insolvency Act 1986 requires to be delivered to all creditors without expressly excluding opted-out creditors;
- Any notices of a change in the Officeholder or the contact details for the Officeholder; and
- Any notices relating to distributions, intended distributions and notices required to be given by court order.

Please also note that:

- Opting-out will not affect your entitlement to receive dividends, should any be paid to creditors;
- Unless the Insolvency Rules provide otherwise, opting-out will not affect any right you may have to vote in a decision procedure or participate in a deemed consent procedure, although you will not receive notice of it; and
- Should you elect to opt-out of receiving any future documents, you will be treated as having opted out with respect to any consecutive insolvency proceedings.

If you wish to elect to opt out from receiving documents, please state so on the enclosed proof of debt form. Should you subsequently wish to cease being an opted-out creditor, please inform my office in writing.

## **Jurisdiction**

The insolvent is based in the United Kingdom. The proceedings flowing from the appointment will be COMI proceedings.

## **Data Protection**

Information about the way that we will use, and store personal data on insolvency appointments can be found at the link below. If you are unable to download this, please contact us and a hard copy will be provided to you free of charge.

<https://leading.shortcm.li/privacy>

## **Creditors Rights**

A copy of 'A Creditors Guide to Officeholder Fees' may be found at the link below. Please visit the link and select the document that relates to CVL.

<https://leading.shortcm.li/R3FeeGuides>

Should you wish to lodge a claim in these proceedings, please complete and return the proof of debt form which can be found at the link below:

<https://leading.shortcm.li/Proof-of-Debt>

## **Retention of Title**

If you believe that you have delivered goods to the Company on sale or return, or without a retention of title clause you must contact this office within five business days of this letter to ensure that any such assets are held in trust pending review of your claim to title.

I cannot be held responsible for any failure to bring this to my attention after the period.

## **Ethical Issues and Complaints**

I am required to advise you that I am bound by the Insolvency Code of Ethics on all insolvency matters and must remain independent at all times. We give high priority to client service and are keen to ensure that the quality of this is maintained.

If at any time you would like to discuss how the firm's service to you could be improved, or if you are dissatisfied with any element of the service you are receiving, please contact me as soon as possible so that I may discuss our complaints policy with you.

A copy of our complaints policy can be found at the following link:

<https://leading.shortcm.li/Complaints-Policy>

## **Investigations**

Where an entity is insolvent, I am required to undertake certain investigations into the period of trade prior to insolvency which may establish the cause of insolvency and may raise questions which require further information. To assist me in this, if you feel you have any information that is relevant to my investigations, please complete the creditors' questionnaire available at the link below. This does not apply to Members' Voluntary Liquidations.

<https://leading.shortcm.li/Creditor-Questionnaire>

## **Charge-out Rates and Disbursement Policy**

A copy of this firm's charge-out rate and disbursement policy may be found at:

<https://leading.shortcm.li/SIP9>



## Appendix 2

### Summary of Liquidator's Activities

A summarised list of activities undertaken in this period of the liquidation is detailed below. Where more detailed explanation is required, this is provided in the body of the report.

Staff of different levels will be involved in these activities dependent upon the level of experience required in order to keep costs to an appropriate level.

#### **Administration & Planning**

- Filing the relevant notices upon appointment
- Circulating notices to creditors, members, and other stakeholders advising of the appointment
- Regular case reviews
- Reviewing the circumstances of the case to determine the appropriate strategy
- Obtaining a specific bond
- Posting of receipts and payments from the estate
- Correspondence with HMRC

#### **Realisation of Assets**

- Liaising with the Company's bankers to request any credit balances
- Uplifting of company documents

#### **Creditors**

- Maintaining a list of creditors' claims
- Dealing with correspondence from creditors
- Reviewing claims received from creditors

Cordatum Limited  
(In Liquidation)  
Liquidator's Summary of Receipts & Payments  
To 11/04/2022

S of A £		£	£
	ASSET REALISATIONS		
	Cash at Bank	1,141.60	
	Cash Held on Appointment	2,400.00	
			3,541.60
	COST OF REALISATIONS		
	Section 100 Fees	2,000.00	
	Liquidator's Fees	742.93	
	Liquidator's Disbursements	208.40	
			(2,951.33)
	PREFERENTIAL CREDITORS		
(4,745.40)	1 Employee Preferential Claim	NIL	
			NIL
	UNSECURED CREDITORS		
(11,273.00)	HM Revenue & Customs - CT	NIL	
(2,412.00)	Directors	NIL	
(19,926.00)	1 Employee Unsecured Claim	NIL	
			NIL
	DISTRIBUTIONS		
(2,000.00)	Ordinary Shareholders	NIL	
			NIL
(40,356.40)			590.27
	REPRESENTED BY		
	Vat Receivable		590.27
			590.27

Note:

The above figures do not include VAT. Where the entity was not VAT registered, VAT payable is shown as a separate entry in VAT Irrecoverable.



Jamie Playford  
Liquidator

# Time Entry - SIP9 Time & Cost Summary

C058 - Cordatum Limited  
All Post Appointment Project Codes  
From: 12/04/2021 To: 11/04/2022

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	0.00	0.60	2.20	6.00	8.80	2,257.50	256.53
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	0.00	0.60	0.60	135.00	225.00
Investigations	0.00	0.20	1.10	7.90	9.20	2,210.00	240.22
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	0.00	0.80	3.30	14.50	18.60	4,602.50	247.45
Total Fees Claimed						742.93	
Total Disbursements Claimed						208.40	