In accordance with Rule 18.7 of the Insolvency (England & Wales) Rules 2016 and Sections 92A, 104A and 192 of the Insolvency Act 1986.

LIQ03

Notice of progress report in voluntary winding up

Companies House

THURSDAY

A8440HHL
A21 25/04/2019 #322
COMPANIES HOUSE

1 Company details

Company number	6 0 4 1 1 5 1
Company name in full	The Wooden Window Company (Sales) Ltd

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

2 Liquidator's name

Full forename(s)	Kevin J
Surname	Hellard

3 Liquidator's address

Building name/number	30 Finsbury Square
Street	
Post town	London
County/Region	
Postcode	E C 2 P 2 Y U
Country	

4 Liquidator's name ❶

Full forename(s)	
Surname	

❶ Other liquidator
Use this section to tell us about another liquidator.

5 Liquidator's address ❷

Building name/number	
Street	
Post town	
County/Region	
Postcode	
Country	

❷ 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

	d	d	m	m	y	y	y	y
From date	0	8	0	3	2	0	1	8
To date	0	7	0	3	2	0	1	9

7 Progress report

☑ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X X

	d	d	m	m	y	y	y	y
Signature date	2	4	0	4	2	0	1	9

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	Natasha L McDowall
Company name	Grant Thornton UK LLP
Address	30 Finsbury Square
Post town	London
County/Region	
Postcode	E C 2 P 2 Y U
Country	
DX	
Telephone	0161 953 6900

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

Grant Thornton

Our ref: KJH/BLA/NXP/LKG/T00565/7
Your ref:

To the creditors and members

Recovery and Reorganisation
Grant Thornton UK LLP
4 Hardman Square
Spinningfields
Manchester
M3 3EB

T +44 (0)161 953 6900
F +44 (0)161 953 6317

24 April 2019

Dear Sir / Madam

The Wooden Window Company (Sales) Ltd - In Liquidation (the Company)

1 Introduction

1.1 I was appointed as joint liquidator of the Company together with Mr Stephen Hunt of Griffins by Order of the High Court of Justice dated 8 March 2013, in place of Mr Costas Morfakis of Axiom Recovery LLP, who was originally appointed as liquidator on 19 May 2011.

1.2 Mr Hunt resigned as joint liquidator on 27 November 2013 and I remain in office as sole liquidator.

1.3 In accordance with section 104A of the Insolvency Act 1986 I now report on the progress of the liquidation for the year ended 7 March 2019 and attach:

- Appendix A, an account of my receipts and payments for the year ended 7 March 2019 and also for the whole liquidation to date
- Appendix B, Statement of Insolvency Practice 9 disclosure.

1.4 I am authorised to act as an Insolvency Practitioner by the Insolvency Practitioners Association. I am bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

2 Statutory information

2.1 The Company's registered number is 6041151.

3 Progress report

Assets and Investigations

3.1 All of the Company's assets were sold by the previous liquidator.

Bond Claim

3.2 It is a statutory duty that all practising licensed insolvency practitioners have suitable insurance in place to protect the creditors in the event of fraud and dishonesty by the practitioner. This is commonly known as a bond. It is a requirement that there should be both a specific bond, in relation to the specific assets of each individual case and a general bond in relation to a practitioner's whole portfolio of cases.

3.3 I had previously submitted a claim against the former liquidator's insolvency bonding in respect of excessive and/or unauthorised fees drawn and a possible sale of assets at undervalue. The insurers instructed loss adjusters to negotiate a settlement of the claim. During the year I continued to negotiate with the loss adjusters and provided further information in support of the claim. However, the loss adjusters have indicated that they are not willing to recommend any settlement proposals to the insurers. I do not consider that there is any realistic prospect or benefit to creditors from challenging the insurers position and the claim has been withdrawn.

3.4 I will now arrange to conclude my administration of the case.

4 Creditors and Dividend Prospects

Secured and Preferential Creditors

4.1 There are no secured or preferential creditors in this matter.

Unsecured Creditors

4.2 I have received claims totalling £675,423 from unsecured creditors.

4.3 Unfortunately, there is no prospect of a dividend payment to unsecured creditors.

5 Remuneration and expenses

5.1 Please see Appendix B for details of my remuneration, expenses and payments made to associates in accordance with Statement of Insolvency Practice 9.

6 Contact from third parties

6.1 Please be aware fraudsters have been known to masquerade as legitimate liquidators. The fraudster will contact creditors asking for an upfront fee or tax. The liquidator would never ask for such a payment nor instruct a third party to make such a request.

7 Data protection

7.1 Any personal information held by the Company will continue to be processed in accordance with completing the liquidation of the Company and in accordance with meeting the requirements under applicable Data Protection Legislation/law in the United Kingdom.

Should you have queries please contact Jenna Warburton on 0161 953 6477 or using the telephone number above.

Yours faithfully
for and on behalf of The Wooden Window Company (Sales) Ltd

Kevin J Hellard
Liquidator

Enc

Appendix A

The Wooden Window Company (Sales) Ltd - in liquidation
Summary of receipts and payments from 19 May 2011 to 7 March 2019

	Statement of Affairs £	Former Liquidator From 19-May-11 to 08-Mar-13 £	Current Liquidator From 08-Mar-13 to 07-Mar-18 £	Current Liquidator From 08-Mar-18 to 07-Mar-19 £	Total £
Receipts					
Goodwill	25,000.00	12,000.00	0.00	0.00	0.00
Leasehold Property	Uncertain	0.00	0.00	0.00	0.00
Office Furniture & Equipment	1,000.00	1,000.00	0.00	0.00	0.00
Stock	2,000.00	2,000.00	0.00	0.00	0.00
Work in Progress	12,300.00	0.00	0.00	0.00	0.00
Cash at Bank	122.85	126.05	0.00	0.00	0.00
Funds received Pre-Appointment		4,500.00	0.00	0.00	0.00
Bank Interest Gross		0.75	0.02	0.00	0.02
Funds recovered from former Liquidator		0.00	16.83	0.00	16.83
VAT Refund		0.00	170.00	0.00	170.00
		19,626.80	**186.85**	**0.00**	**186.85**
Payments					
Specific Bond		90.00	0.00	0.00	0.00
Preparation of S of A		3,750.00	0.00	0.00	0.00
Former Liquidator's Fees		15,599.97	0.00	0.00	0.00
VAT Receivable		170.00	0.00	0.00	0.00
Former Office Holder Expenses		0.00	77.50	0.00	77.50
Vat Receivable		0.00	15.50	0.00	15.50
		19,609.97	**93.00**	**0.00**	**93.00**
Net Receipts/(Payments)		**16.83**	**93.85**	**0.00**	**93.85**
Made up as follows					
Floating Current Account - NIB from open		16.83	93.85	0.00	93.85
		16.83	**93.85**	**0.00**	**93.85**

Payments, remuneration and expenses to the liquidator or his associates

Statement of Insolvency Practice 9 disclosure

This appendix has been prepared in conjunction with the requirements of the Insolvency Act 1986, the Insolvency (England and Wales) Rules 2016 (the Rules) and Statement of Insolvency Practice 9 (SIP9). In summary, it covers:

- pre-appointment costs
- fee basis
- work done by the liquidator and his team during the period
- hourly charge out rates
- disbursements and expenses
- sub-contracted out work
- payments to associates
- relationships requiring disclosure
- information for creditors (rights, fees, committees)

Pre-appointment costs

Pre-appointment costs comprise any reasonable and necessary expenses incurred in preparing the statement of affairs or the decision procedure or deemed consent procedure to seek a decision from creditors on the nomination of a liquidator. These may be paid out of the estate, with the approval of the appropriate body of creditors, to the extent that they have been incurred by the liquidator or an associate of the liquidator.

Neither the liquidator, by way of Grant Thornton UK LLP being engaged, or an associate of the liquidator incurred any pre-appointment costs in relation to the company that require paying from the estate.

Post-appointment costs

Fee basis of the liquidator

On 30 April 2014 creditors resolved that the liquidator's remuneration be fixed by reference to the time properly given by the liquidator and his staff in attending to matters arising in the liquidation.

During the period from 8 March 2018 to 7 March 2019 (the Period) time costs were incurred totalling £6,703 represented by 18 hrs at an average of £377/hr (as shown in the 'Work done' section below). Description of the work done is provided in the respective section below.

Work done by the liquidator and his team during the Period

I am required to detail costs of actual work done in the Period, including any expenses incurred in connection with it. I am also required to provide narrative explanation of the work done. The following tables (narrative followed by numerical) set out this information for the liquidator's fees incurred. Details of the respective expenses are provided in the 'Disbursements and expenses' section below.

Area of work	Work done	Why the work was necessary	Financial benefit to creditors	Fees incurred		
Realisation of Assets				**7 hrs**	**£3,509**	**£/hr 495**
General	• Correspondence and meetings with loss adjusters regarding the bond claim	• To progress the bond claim	• This work was necessary to help realise financial value for the benefit of the estate and for a distribution to creditors should sufficient funds become available			
Investigations				**1.50 hrs**	**£596**	**£/hr397**
General	• Review of records and provision of information to loss adjusters	• To progress the bond claim	• This work was necessary to discharge the office holders' duties. As explained under 'Why the work was necessary', although it might not add financial value to the estate it adds value to the insolvency process			
Creditors				**0.10 hr**	**£25**	**£/hr245**
Unsecured	• Telephone conversation with creditor	• To respond to creditor queries	• This work was completed solely for the purpose of complying with statutory requirements and had no direct financial benefit to creditors			
Administration				**9 hrs**	**£2,573**	**£/hr284**
Treasury, billing & funding	• Bank account administration	• To maintain the liquidation bank account	• This work was necessary to discharge the office holders' duties. As explained under 'Why the work was necessary', although it did not add financial value to the estate it adds value to the insolvency process			
General	• Internal file reviews	• It is essential to review cases regularly to ensure the case is being carried out efficiently and in a cost effective manner	• This work was necessary to discharge the office holders' duties. As explained under 'Why the work was necessary', although it did not add financial value to the estate it adds value to the insolvency process			

	• Preparation and circulation of progress report to creditors	• It is a statutory requirement for the liquidator to produce annual progress reports to creditors	• This work was completed solely for the purpose of complying with statutory requirements and had no direct financial benefit to creditors			
Taxation	• Review of corporation tax position	• To comply with statutory requirements	• This work was completed solely for the purpose of complying with statutory requirements and had no direct financial benefit to creditors			
Total fees incurred in the Period				**18 hrs**	**£6,703**	**£/hr 377**

Detailed SIP9 time cost analysis for the period

Period from 08/03/2018 to 07/03/2019

Area of work	Partner		Manager		Executive		Administrator		Period total			Cumulative total as at period end		
	Hrs	£	Hrs	£	Hrs	£	Hrs	£	Hrs	£	£/hr	Hrs	£	£/hr
Realisation of assets:									**7.09**	**3,509.55**	**495.00**	**8.09**	**3,707.05**	**458.23**
Hive down	-	-	-	-	-	-	-	-	-	-	-	**0.25**	**40.00**	**160.00**
Property	-	-	-	-	-	-	-	-	-	-	-	**0.75**	**157.50**	**210.00**
Other assets	-	-	7.09	3,509.55	-	-	-	-	7.09	3,509.55	495.00	**7.09**	**3,509.55**	**495.00**
Investigations:									**1.50**	**596.25**	**397.50**	**206.35**	**53,559.75**	**259.56**
General	-	-	0.75	371.25	0.75	225.00	-	-	1.50	596.25	397.50	**202.30**	**52,801.25**	**261.00**
Debtor/director/senior employees	-	-	-	-	-	-	-	-	-	-	-	**4.05**	**758.50**	**187.28**
Creditors:									**0.10**	**24.50**	**245.00**	**6.80**	**1,711.00**	**251.62**
Unsecured	-	-	-	-	0.10	24.50	-	-	0.10	24.50	245.00	**6.80**	**1,711.00**	**251.62**
Administration:									**9.03**	**2,572.85**	**284.92**	**128.71**	**32,792.75**	**254.78**
Treasury, billing & funding	-	-	-	-	-	-	1.35	165.50	1.35	165.50	122.59	**9.52**	**1,642.10**	**172.49**
Tax	-	-	0.20	82.00	-	-	0.50	80.00	0.70	162.00	231.43	**20.55**	**3,666.25**	**178.41**
Pensions	-	-	-	-	-	-	-	-	-	-	-	**0.05**	**7.75**	**155.00**
General	1.35	746.25	1.73	670.35	1.55	438.00	2.35	390.75	6.98	2,245.35	321.68	**98.59**	**27,476.65**	**278.70**
Total	**1.35**	**746.25**	**9.77**	**4,633.15**	**2.40**	**687.50**	**4.20**	**636.25**	**17.72**	**6,703.15**	**378.28**	**349.95**	**91,770.55**	**262.24**

Notes:

- Partner includes partners and directors
- Manager includes associate directors and managers
- Executive includes assistant managers and executives
- Due to enhancements to our SIP9 reporting systems, allocation of time against areas of work may differ to previous periods, however this does not affect overall total time costs
- Total time costs paid to date: £NIL

Hourly charge out rates

Time is charged in units of 6 minutes for each grade of staff used. The hourly charge out rates applied during the Period are as follows:

Grade	From 1 October 2017 to 30 September 2018		From 1 October 2018 to current	
	Insolvency £/hr	Pensions & Tax £/hr	Insolvency £/hr	Pensions & Tax £/hr
Partner	510 - 650	510 - 800	510 - 650	510 - 800
Director	485 - 545	485 - 725	485 - 545	485 - 725
Associate director	445 - 495	445 - 540	445 - 495	445 - 540
Manager	340 – 420	340 - 465	340 – 420	340 - 465
Assistant manager	300 - 350	300 - 340	300 - 350	300 - 340
Executive	245 - 325	260 - 315	245 - 325	260 - 315
Administrator	165 - 240	200 - 235	165 - 240	200 - 235
Treasury	180		180	-
Support	150 - 155	165 - 170	150 - 155	165 - 170

The current charge out rates have applied since 1 October 2017. We reserve the right to amend our charge out rates in the future. Any amendments will be detailed within the next report following such an amendment.

Statement of expenses and disbursements incurred in the Period

This table provides details of expenses and disbursements incurred in the Period in connection with the work done by the liquidator, description of which is provided in the 'Work done' section above.

Category	Incurred in the Period (£)	Cumulatively incurred as at Period end (£)	Of which paid by the estate as at Period end (£)
Category 1 disbursements			
Other searches	0	15	0
Land registry	0	99	0
Courier	0	87	0
Storage	0	3	0
Bond	0	5	0
Statutory advertising	0	102	0
Expenses			
Former liquidator's expenses	0	78	78
Total expenses and disbursements	**0**	**389**	**78**

Disbursements are expenses met by and reimbursed to an office holder in connection with an insolvency appointment and fall into two categories:

Category 1 disbursements

These are also known as 'out of pocket expenses' and are payments to independent third parties where there is specific expenditure directly referable to the insolvent estate; they can be drawn without prior approval and consist of the following categories:

- Travel and subsistence – these costs, which exclude mileage, are incurred by staff in attending trading premises or meetings, for example
- Office costs – these are costs such as postage or courier charges which are incurred in managing the case
- Statutory costs – these are costs such as bonding and advertising relating specifically to the case, which are required by statute

They also include expenses which have been paid using a Grant Thornton Loan, the balance of which (if any) can be seen on the liquidator's receipts and payment account at Appendix A.

Category 2 disbursements

These are expenses that are directly referable to the insolvent estate but not a payment to an independent third party. They may include shared or allocated costs that may be incurred by an office holder or their firm, and that can be allocated to the appointment on a proper and reasonable basis. Category 2 disbursements require approval in the same manner as an office holder's remuneration.

To the extent that recovery of category 2 disbursements is sought, this will be for mileage only. Mileage is charged at 45p a mile. VAT is added as appropriate. No category 2 disbursements have been incurred so far.

Sub-contracted out work

I confirm that, in the Period, I have not sub-contracted out any work that could otherwise have been carried out by me or my team.

Payments to associates

Where I have enlisted the services of others I have sought to obtain the best value and service. In the interest of transparency, I disclose below services I have sought from within our firm or from a party with whom (to the best of our knowledge) my firm, or an individual within my firm, has a business or personal relationship:

Service provider	Services enlisted	Cost of service
Grant Thornton UK LLP	• Tax work/advice (narrative is included within the above narrative of work done) • Pensions work/advice (narrative is included within the above narrative of work done)	• Costs are included within the above SIP9 time cost analysis

Relationships requiring disclosure

I confirm that I am not aware of any business or personal relationships with any parties responsible for approving the liquidator's fee basis, or who provide services to me as liquidator, which may give rise to a potential conflict.

Information for creditors

Provided below is information to help creditors to understand their rights in insolvency and regarding officeholders' fees, and the roles and functions of committees.

R3 is the trade association for the UK's insolvency, restructuring, advisory and turnaround professionals. Amongst other things, R3 has made available written guidance for stakeholders affected by insolvency, in particular creditors, for some of which the web links are provided below.

Where web links are provided for the information, we will supply this information by post, free of charge on request.

'Office holder' means, for example, the appointed administrator(s), liquidator(s) or trustee(s) in bankruptcy.

R3 creditor guides

- Rights of creditors during an insolvency process guides: https://www.r3.org.uk/what-we-do/publications/professional/creditors-guides
- Background information regarding the fees of officeholders: https://www.r3.org.uk/what-we-do/publications/professional/fees
- Liquidation/Creditors' committees and commissioners: https://www.r3.org.uk/media/documents/publications/professional/R3-Guide-to-Creditors-Committees.pdf

Creditors' and members' rights to request information about remuneration or expenses under r18.9 of the Rules

(1) The following may make a written request to the office-holder for further information about remuneration or expenses (other than pre-administration costs in an administration) set out in a progress report under rule 18.4(1)(b), (c) or (d) or a final report under rule 18.14:

(a) a secured creditor;

(b) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question);

(c) members of the company in a members' voluntary winding up with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the company;

(d) any unsecured creditor with the permission of the court; or

(e) any member of the company in a members' voluntary winding up with the permission of the court.

(2) A request, or an application to the court for permission, by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one member or creditor.

(3) The office-holder must, within 14 days of receipt of such a request respond to the person or persons who requested the information by:

(a) providing all of the information requested;

(b) providing some of the information requested; or

(c) declining to provide the information requested.

(4) The office-holder may respond by providing only some of the information requested or decline to provide the information if:

(a) the time or cost of preparation of the information would be excessive; or

(b) disclosure of the information would be prejudicial to the conduct of the proceedings;

(c) disclosure of the information might reasonably be expected to lead to violence against any person; or

(d) the office-holder is subject to an obligation of confidentiality in relation to the information.

(5) An office-holder who does not provide all the information or declines to provide the information must inform the person or persons who requested the information of the reasons for so doing.

(6) A creditor, and a member of the company in a members' voluntary winding up, who need not be the same as the creditor or members who requested the information, may apply to the court within 21 days of:

(a) the office-holder giving reasons for not providing all of the information requested; or

(b) the expiry of the 14 days within which an office-holder must respond to a request.

(7) The court may make such order as it thinks just on an application under paragraph (6).

Creditors' and members' rights to challenge the office-holder's remuneration and expenses under r18.34 of the Rules

(1) This rule applies to an application in an administration, a winding-up or a bankruptcy made by a person mentioned in paragraph (2) on the grounds that:

(a) the remuneration charged by the office-holder is in all the circumstances excessive;

(b) the basis fixed for the office-holder's remuneration under rules 18.16, 18.18, 18.19, 18.20 and 18.21 (as applicable) is inappropriate; or

(c) the expenses incurred by the office-holder are in all the circumstances excessive.

(2) The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable:

(a) a secured creditor,

(b) an unsecured creditor with either:

(i) the concurrence of at least 10% in value of the unsecured creditors (including that creditor), or

(ii) the permission of the court, or

(c) in a members' voluntary winding up:

(i)members of the company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the company, or

(ii) a member of the company with the permission of the court.

(3) The application by a creditor or member must be made no later than eight weeks after receipt by the applicant of the progress report under rule 18.3, or final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question ("the relevant report").