

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

FRIDAY



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A13

26/03/2021

#150

COMPANIES HOUSE

### 1 Company details

Company number 0 6 1 9 2 9 6 8

Company name in full Mosaic Marketing & Promotions Limited

→ Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Nicholas

Surname Simmonds

### 3 Liquidator's address

Building name/number 1st Floor

Street 21 Station Road

Post town Watford

County/Region Herts

Postcode W D 1 7 1 A P

Country

### 4 Liquidator's name ①

Full forename(s) Chris

Surname Newell

① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number 81 Station Rd

Street

Post town Marlow

County/Region

Postcode S L 7 1 N S

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

**7** Progress report☒ The progress report is attached**8** Sign and date

Liquidator's signature

Signature

X



X

Signature date

<sup>d</sup> 2	<sup>d</sup> 2	<sup>m</sup> 0	<sup>m</sup> 3	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 1
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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 **Glenn Adams**Company name **Quantuma Advisory Limited**Address **1st floor****21 Station Road**Post town **Watford**County/Region **Herts**Postcode **WD17 1AP**

Country

DX

Telephone **01923 954170****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**

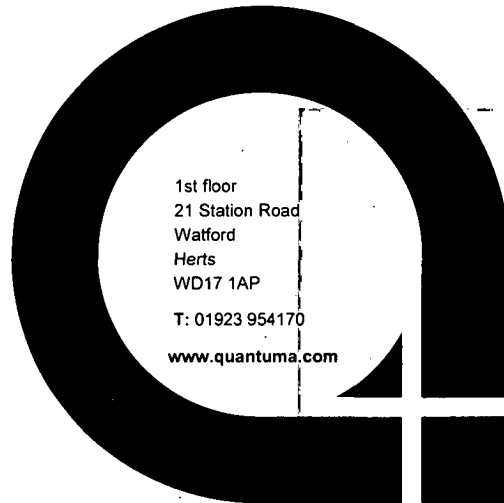
For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

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)



**Mosaic Marketing & Promotions Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 29/01/2020 To 28/01/2021 £	From 29/01/2020 To 28/01/2021 £
	<b>ASSET REALISATIONS</b>		
	Bank Interest Gross	0.07	0.07
Uncertain	Book Debts	3,000.00	3,000.00
	Cash at Bank	38.40	38.40
NIL	Furniture & Equipment	NIL	NIL
Uncertain	Rent Deposit	NIL	NIL
Uncertain	VAT Refund	NIL	NIL
Uncertain	Work in progress	NIL	NIL
		<u>3,038.47</u>	<u>3,038.47</u>
	<b>PREFERENTIAL CREDITORS</b>		
(3.00)	Employee Arrears/Hol Pay	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	<b>FIXED &amp; FLOATING CHARGE CREDITORS</b>		
(20,300.00)	Floating Charge Creditor	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	<b>UNSECURED CREDITORS</b>		
(29,000.00)	Directors	NIL	NIL
(3.00)	Employees	NIL	NIL
(1.00)	HM Revenue and Customs - Corporati	NIL	NIL
(3,103.39)	HM Revenue and Customs - PAYE/NI	NIL	NIL
(329,343.60)	Trade & Expense Creditors	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	<b>DISTRIBUTIONS</b>		
(100.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<u>(381,853.99)</u>		<u>3,038.47</u>	<u>3,038.47</u>
	<b>REPRESENTED BY</b>		
	Bank 1 Current		3,038.47
			<u>3,038.47</u>



**MOSAIC MARKETING & PROMOTIONS LIMITED  
(IN LIQUIDATION)**

**THE JOINT LIQUIDATORS' PROGRESS REPORT**

**19 March 2021**

This report has been prepared for the sole purpose of updating the members and creditors for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by members and creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

Nicholas Simmonds and Chris Newell of Quantuma Advisory Limited, 1st Floor, 21 Station Road, Watford, Herts, WD17 1AP, were appointed Joint Liquidators of Mosaic Marketing & Promotions Limited on 29 January 2020.

Nicholas Simmonds is licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association and Chris Newell is licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association



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<b>4</b>	<b>OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS</b>
<b>5</b>	<b>ETHICS</b>
<b>6</b>	<b>THE JOINT LIQUIDATORS' FEES AND EXPENSES</b>

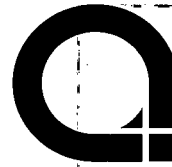
## **APPENDICES**

<b>Appendix 1</b>	<b>Statutory Information</b>
<b>Appendix 2</b>	<b>The Joint Liquidators' receipts and payments account from 29 January 2020 to 28 January 2021</b>
<b>Appendix 3</b>	<b>Schedule of Joint Liquidators' timecosts</b>
<b>Appendix 4</b>	<b>Detailed narrative list of work undertaken by the Joint Liquidators during the Review Period</b>
<b>Appendix 5</b>	<b>Proof of debt form</b>

## **ABBREVIATIONS**

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Liquidators"	Nicholas Simmonds and Chris Newell of Quantum Advisory Limited
"the Company"	Mosaic Marketing & Promotions Limited (in Liquidation)
EOS"	Estimated Outcome Statement
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 29 January 2020 to 28 January 2021



## **1. INTRODUCTION**

### **Introduction**

This report has been prepared to provide members and creditors with an update on the progress of the Liquidation of the Company since our appointment as Joint Liquidators on 29 January 2020.

Please be aware that on 1 August 2020, Quantuma LLP transferred its business to Quantuma Advisory Limited.

A schedule of statutory information in respect of the Company is attached at Appendix 1.

### **Details of the appointment of the Joint Liquidators**

Nicholas Simmonds and Chris Newell of Quantuma Advisory Limited were appointed Joint Liquidators of the Company on 29 January 2020.

The Joint Liquidators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

## **2. THE PROGRESS OF THE LIQUIDATION**

### **The Joint Liquidators' receipts and payments account**

Attached at Appendix 2 is a receipts and payments account covering the Review Period.

The rest of this report describes the key developments in the Liquidation over the Review Period.

We have summarised the main asset realisations during the Review Period and an estimation of those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

### **VAT Basis**

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately.

### **Administrative, Statutory & Regulatory Tasks**

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

During the Review Period, primarily these tasks have included:

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



- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments; and
- Completing periodic tax returns.
- Preparing a report on the conduct of the directors as required by the Company Directors Disqualification Act.
- 

#### **Realisation of assets**

##### **Bank interest**

Gross bank interest of £0.07 has been received in the Review Period in respect of the funds held in the liquidation account.

##### **Book debts**

The Company's debtor ledger had a book value of £26,954, in which it was noted as uncertain to realise on the directors' estimated Statement of Affairs ("SoA") due to the debts being difficult to realise.

During the Review Period, I have collected gross debtors totalling £3,000. There are a number of debtors in which we will not be pursuing due to the disputed nature of the debts, prospects of success and costs involved in taking further, formal legal action.

##### **Cash at bank**

I have received an amount of £38.40 from the National Westminster Bank Plc in relation to the cash at bank.

##### **Vat Refund**

The Company's records showed a VAT refund with a book value of £2,000, in which it was noted as uncertain to realise on the directors' estimated SoA due to HMRC having a claim in the Liquidation.

During the Review Period, a claim totalling £34,515 has been received from HMRC in respect of VAT assessments and outstanding PAYE/NL. It has therefore been decided that it is not commercial for the Company's accountants to prepare the necessary returns to reclaim the refund as the funds would be available for Crown set-off and it would be of no benefit to the creditors as a whole.

##### **Work in Progress**

The Company had a number of projects which were 'in principle' ongoing but in no way guaranteed.

The Joint Liquidators have reviewed the Company records and established that there was no value in any of the projects.

##### **Furniture & Equipment**

The Company's accounting records for the period ending 30 September 2018 reflect Furniture & Equipment totalling £31,820. The Furniture and Equipment comprises of office computers, photocopier, tables and chairs.

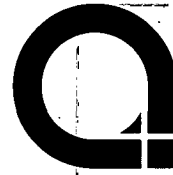
The Joint Liquidators instructed Richard Birch & Co to value the Company's tangible assets and have advised that the Furniture & Equipment will not yield any realisations for the benefit of the estate.

ADD SOME DETAILS HERE DETAILING BV IN SOA AND COMMENTS WHY NOTHING REALISED  
**Estimated future realisations**

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## Book debts

There is one debtor remaining in relation to a proceeds of crime claim against an individual prior to our appointment. We are currently awaiting further information in respect of any prospects of funds from HMRC.

## Overdrawn Directors' Loan Account

As part of the Joint Liquidators investigations into the affairs of the Company, it was identified that the filed accounts dated 31 March- 2018 identified outstanding Directors' loan accounts there were payments to the Directors totalling £159,315.25, 190,074

The Joint Liquidators are currently awaiting further information in relation to this amount, before any settlement negotiations with the Directors are sought.

I would advise creditors of the following information with regards to the Company's directors:

Paul Preece has entered into an Individual Voluntary Arrangement ("IVA") following advice sought from Quantuma Advisory Limited. The IVA Proposal was approved on the 22 December 2020 and Mark Sands and Nicholas Simmonds are the Joint Supervisors. outset

We are aware that Adam Miller has entered into discussions to enter into a potential IVA.

Our enquiries into the respectively directors loan accounts is ongoing. individual s

Commented [LH1]: This is the correct figure isn't it?

Commented [LH2]: You need to speak to Nick about this before we make these statements – DLA's have not been quantified, are we opening NS up to criticism that not included in the IVA that Quantuma are doing but we rejected Adam's IVA

Commented [GA3R2]: Spoke to NS 24.03.21 advised to change wording. We have approved based on the information we have and have notes on file should we receive any criticism from regulators/the Directors

Commented [LH4]: Was anything actually excluded or was it the belief that there was greater equity in the property down the bankruptcy route?

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## Payments

No payments have been made to date.

## Costs incurred but remaining unpaid

Costs incurred during the Review Period, but which as yet remain unpaid. These costs are separately detailed below:

Cost Description	Amount (£)
Postage	136.91
Statutory Advertising	91.00
Storage Costs	89.05
Specific Bond	135.00
Stationery	54.50
Photocopying	96.20
Total:	602.66

During the Review Period, the Joint Liquidators have also incurred time costs and category 2 disbursements, not all of which have yet been discharged. Further details of these costs are set out below.

## 3. CREDITORS: CLAIMS AND DISTRIBUTIONS





#### **Secured creditors**

The Company does not have any secured creditors.

#### **Preferential creditors**

The Joint Liquidators and their staff have incurred time costs in assisting employees to obtain payment from the Redundancy Payments Office.

Preferential claims relating to unpaid holiday pay/wage arrears were estimated with a nominal figure of £3 in the Director's Estimated Statement of Affairs. This was because the Joint Liquidators did not receive the exact figures the employees were due. I have not received any claims to date.

It is uncertain whether there will be sufficient realisations to pay a dividend to preferential creditors.

#### **Prescribed Part**

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company must be made available purely for the unsecured creditors. This equates to:

- 50% of net property up to £10,000;
- Plus, 20% of net property in excess of £10,000.
- Subject to a maximum of £600,000.

The Company has not granted a floating charge to any creditor after 15 September 2003 and consequently there will be no prescribed part in this Liquidation.

#### **Unsecured creditors**

Unsecured claims were estimated at £361,450.99 in the Director's Estimated Statement of Affairs and, to date, 12 claims have been received totalling £290,847.01.

It is uncertain whether there will be sufficient realisations to pay a dividend to unsecured creditors.

#### **Claims process**

Due to the possible distribution to unsecured creditors, you are requested to submit claims to the address on the front of this report, marked for the attention of Glenn Adams.

A Proof of Debt form is attached at Appendix 5.

### **4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS**

#### **Investigations**

During the Review Period, the Joint Liquidators carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the directors by means of questionnaires; making enquiries of the Company's accountants; reviewing information received from creditors; and collecting and examining the Company's bank statements, accounts and other records.

The directors provided the books and records and a completed questionnaire as well as a Statement of Affairs.

The information gleaned from this process enabled the Joint Liquidators to meet their statutory duty to submit a confidential report on the conduct of the directors (past and present) to the Insolvency Service.



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

This initial assessment revealed matters that the Joint Liquidators considered merited further investigation as follows;

- Overdrawn Directors Loan Account ("ODLA") – After a review of the Company's Accounts we discovered an ODLA. We are currently awaiting further information in relation to the ODLA from QuickBooks, which the Company held an up to date account with. Once finalised the Joint Liquidators will be writing to the directors to request payment/settlement

#### **Pre-Appointment transactions with connected parties**

In accordance with the guidance given in SIP13, details of the Company's transactions with connected parties during the two years prior to the Joint Liquidators' appointment, which have recently come to their attention, are provided below:

The Joint Liquidators have not yet reviewed all the necessary transactions as detailed above and have not, therefore, reached any conclusions.

#### **Further Information**

Please note that the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>. Additionally the Joint Liquidators are also bound by the regulations of their Licensing Bodies.

To comply with the Provision of Services Regulations, some general information about Quantum Advisory Limited, including our complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information>.

Information about this insolvency process may be found on the R3 website here <http://www.creditorinsolvencyguide.co.uk>.

#### **General Data Protection Regulation**

In compliance with the General Data Protection Regulation, creditors, employees, shareholders, directors and any other stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link <http://www.quantuma.com/legal-notice>.

#### **5. ETHICS**

Please also be advised that Joint Liquidator is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

#### **General ethical considerations**

Prior to the Joint Liquidator's appointment, a review of ethical issues was undertaken and no ethical threats were identified. A further review has been carried out and no threats have been identified in respect of the management of the insolvency appointment over the Review Period.

#### **Specialist Advice and Services**



When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the Joint Liquidator is obligated to ensure that such advice or work is warranted and that the advice or work contracted reflects the best value and service for the work undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment. Details of the specialists specifically chosen in this matter are detailed below.

## 6. THE JOINT LIQUIDATORS' FEES AND EXPENSES

A copy of 'A Creditors Guide to Liquidators' Fees' effective from 6 April 2017 together with the firm's current schedule of charge-out rates and chargeable disbursements may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>.

A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request at no cost.

### Pre-Appointment Costs

A fixed fee of £5,000 plus VAT was agreed with the Directors, of which £1,666.67 plus VAT was paid by the Company prior to the winding-up resolution.

The creditors authorised the fee of £5,000 for assisting the directors with placing the Company in Liquidation and with preparing the Statement of Affairs at a physical meeting on 10 February 2020. The creditors also authorised Quantuma Advisory Limited be paid in the sum of £500 plus VAT plus disbursements in respect of the costs incurred for convening a physical meeting of creditors.

The outstanding fees will be paid from first realisations in the Liquidation.

### Joint Liquidators' Remuneration

The basis of the Joint Liquidators' fees has not yet been fixed.

We believe this case generally to be of average complexity and no extraordinary responsibility has to date fallen upon us as Joint Liquidators.

### Joint Liquidators' Expenses

The basis of the Joint Liquidators' fees has not yet been fixed.

### Other professional costs

No professionals have been used during the review period.

### Creditors' right to request information

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request in writing the Joint Liquidators to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

### Creditors' right to challenge remuneration and/or expenses

Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the

**Commented [LH5]:** Need to look at getting this done ASAP – only have 18 months – can get Funding circle to approve?



basis of remuneration which the Joint Liquidators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of.

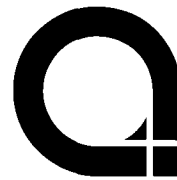
Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

#### **Future of the Liquidation**

Once the investigations into the overdrawn directors loan accounts concluded and the above realisations are finalised, the Joint Liquidators will seek their release from office by issuing their final account to members and creditors.

Should you have any queries in regard to any of the above please do not hesitate to contact Glenn Adams on 01923 954172 or by e-mail at [Glenn.Adams@quantuma.com](mailto:Glenn.Adams@quantuma.com)

**Nicholas Simmonds**  
Joint Liquidator

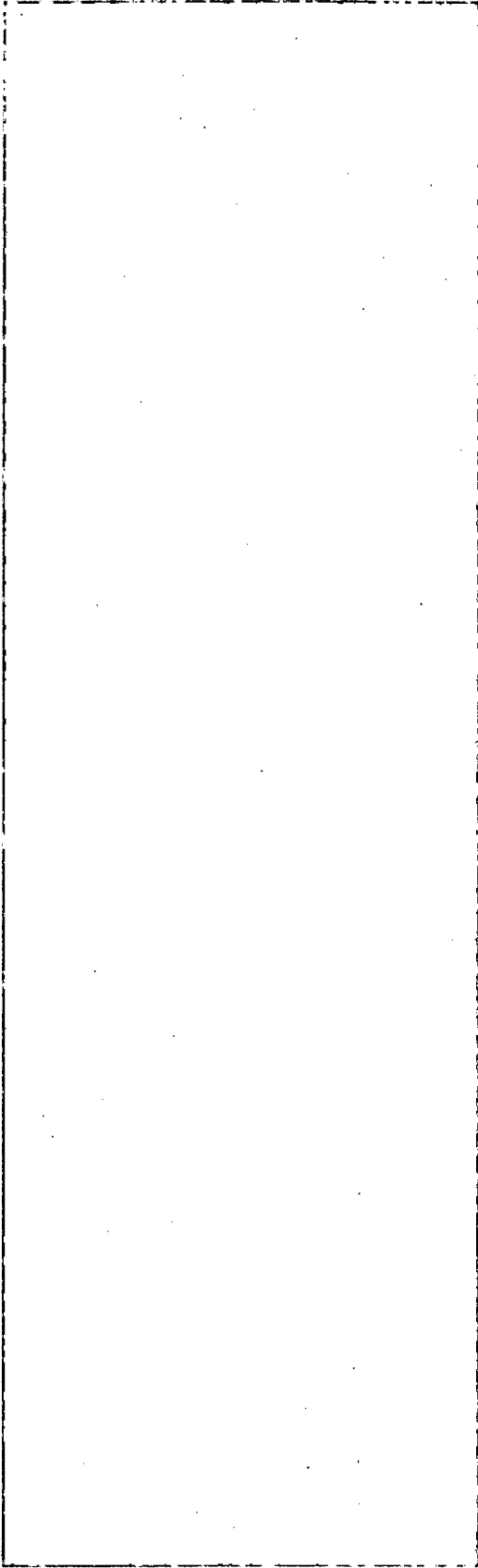


**Mosaic Marketing & Promotions Limited  
(IN LIQUIDATION)**

**Appendix 1**

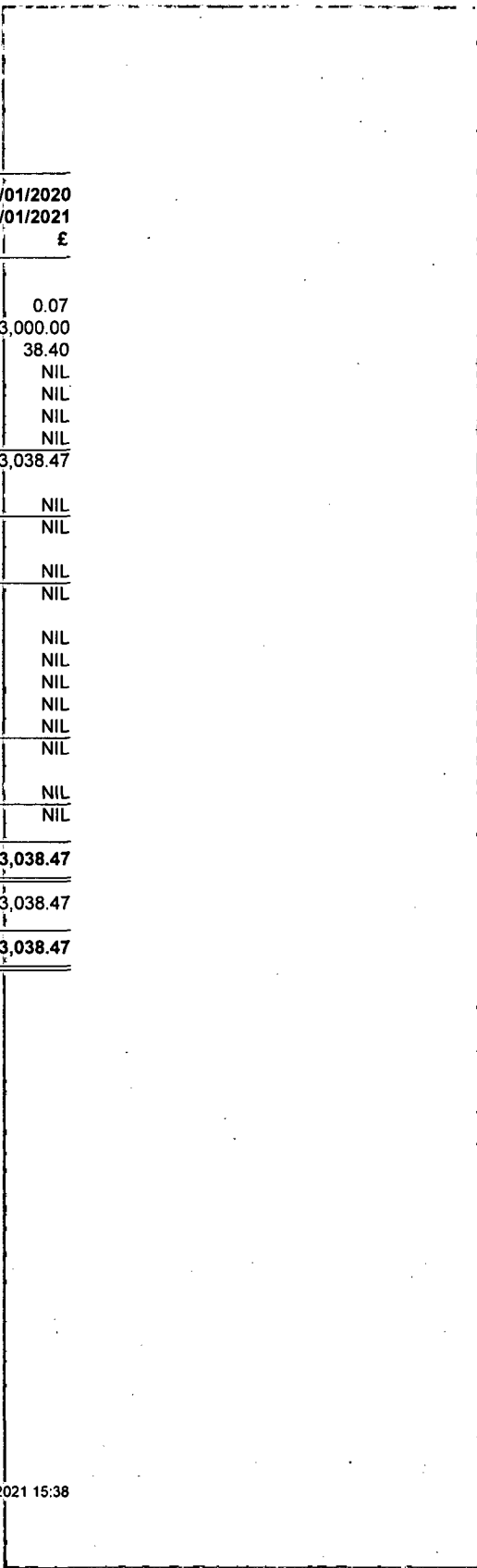
**STATUTORY INFORMATION**

Company Name	Mosaic Marketing & Promotions Limited
Trading Address	Richmond Hill Farm, Chiselhampton, OXFORD OX44 7XF
Proceedings	In Liquidation
Date of Appointment	29 January 2020
Joint Liquidators	Nicholas Simmonds Chris Newell Quantuma Advisory Limited 1st floor, 21 Station Road, Watford, Herts, WD17 1AP
Registered office Address	c/o Quantuma Advisory Limited 1st floor, 21 Station Road, Watford, Herts, WD17 1AP
Company Number	06192968
Incorporation Date	29/03/2007



## Appendix 2

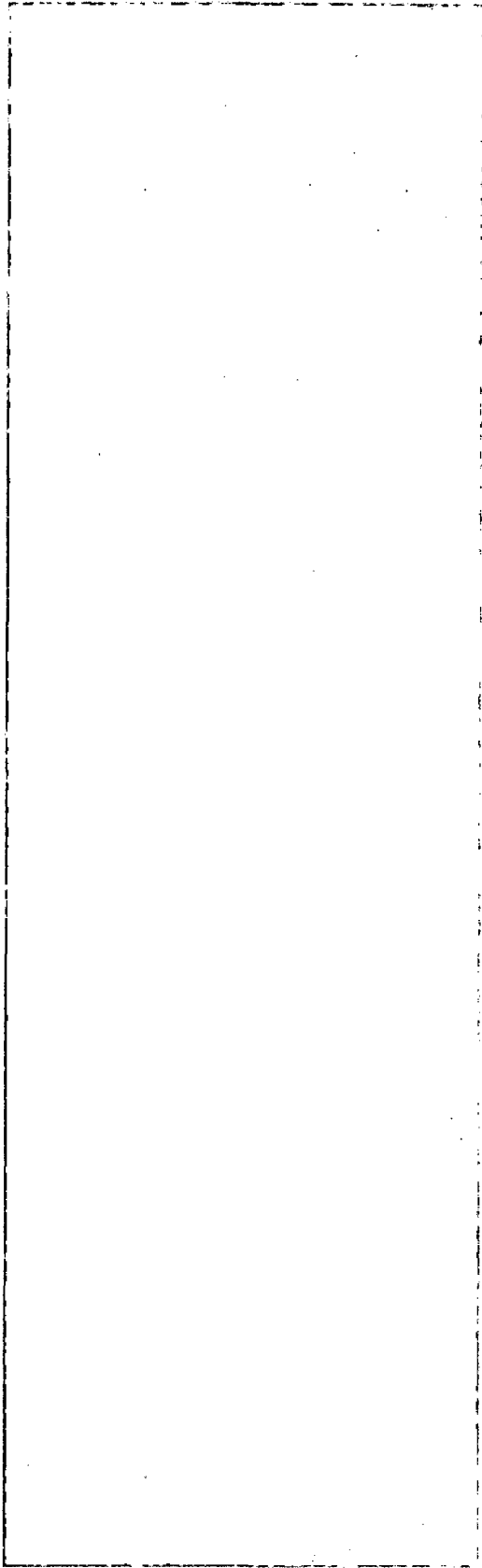
01481E10



**Mosaic Marketing & Promotions Limited  
(In Liquidation)  
Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs		From 29/01/2020 To 28/01/2021	From 29/01/2020 To 28/01/2021
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	ASSET REALISATIONS		
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	Cash at Bank	38.40	38.40
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Uncertain	Rent Deposit	NIL	NIL
Uncertain	VAT Refund	NIL	NIL
Uncertain	Work in progress	NIL	NIL
		<u>3,038.47</u>	<u>3,038.47</u>
	PREFERENTIAL CREDITORS		
(3.00)	Employee Arrears/Hol Pay	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	FIXED & FLOATING CHARGE CREDITORS		
(20,300.00)	Floating Charge Creditor	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	UNSECURED CREDITORS		
(29,000.00)	Directors	NIL	NIL
(3.00)	Employees	NIL	NIL
(1.00)	HM Revenue and Customs - Corporati	NIL	NIL
(3,103.39)	HM Revenue and Customs - PAYE/NI	NIL	NIL
(329,343.60)	Trade & Expense Creditors	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS.		
(100.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
		<u>3,038.47</u>	<u>3,038.47</u>
(381,853.99)			
	REPRESENTED BY		
	Bank 1 Current		3,038.47
			<u>3,038.47</u>





### SCHEDULE OF THE JOINT LIQUIDATORS' TIMECOSTS DURING THE REVIEW PERIOD

01481E11



## Time Entry - SIP9 Time & Cost Summary + Cumulative

6005711 - Mosaic Marketing & Promotions Limited  
Project Code: POST  
From: 29/01/2020 To: 28/01/2021

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)	Total Hours Cum (POST Only)	Total Time Costs Cum (POST Only)
Admin & Planning	6.30	1.75	24.10	8.40	40.55	7,888.25	189.60	40.55	7,688.25
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.00	1.10	3.20	4.30	618.00	143.72	4.30	618.00
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	1.00	0.00	11.10	3.60	15.70	2,552.00	162.55	15.70	2,552.00
Investigations	1.45	0.00	19.50	1.40	22.35	3,846.25	172.09	22.35	3,846.25
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.60	0.40	11.40	3.00	15.40	2,657.00	172.53	15.40	2,657.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Hours / Costs</b>	<b>9.35</b>	<b>2.15</b>	<b>67.20</b>	<b>19.60</b>	<b>98.30</b>	<b>17,381.50</b>	<b>176.62</b>	<b>98.30</b>	<b>17,361.50</b>
<b>Total Fees Claimed</b>						<b>0.00</b>			
<b>Total Disbursements Claimed</b>						<b>0.00</b>			

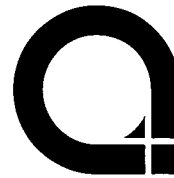


**Time Entry - SIP9 Time & Cost Summary**  
**Category 2 Disbursements**

6005711 - Mosaic Marketing & Promotions Limited  
Project Code: POST  
From: 29/01/2020 To: 28/01/2021

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Amount
03/02/2020	Stationery: Creditors Circular letter - physical meeting	15.00
03/02/2020	Photocopying: Creditors Circular letter - physical meeting	28.50
Total		43.50

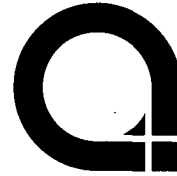


**Mosaic Marketing & Promotions Limited  
(IN LIQUIDATION)**

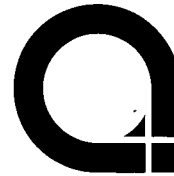
**Appendix 4**

**DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT LIQUIDATORS DURING  
THE REVIEW PERIOD**

Description of work undertaken	Includes
<b><u>ADMINISTRATION &amp; PLANNING</u></b>	
Administration & Planning	
Initial Statutory and General Notifications & Filing e.g. Advertising the appointment, undertaking statutory notifications to Companies House, HMRC, the Pension Protection Fund, preparing the documentation and dealing with other notification of appointment	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Obtaining a specific penalty bond.	
Recovering & Scheduling the company's books and records.	Collection and making an inventory of company books and records
Setting up electronic case files and electronic case details on IPS.	
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews at 1 month, 2 months & 6 months.	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
VAT & Corporation Tax matters and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
<b><u>CREDITORS</u></b>	
Creditors	
ERA - completing documentation for submission to the Redundancy Payments Office ("RPO") and liaising with the RPO regarding employee claims	
Employees - obtaining information from records about employee claims and dealing with employee correspondence/calls regarding their claims	Assisting employees to pursue claims via the RPO
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Dealing with Pension Schemes	Corresponding with the PPF and the Pensions Regulator
Committee Reporting	Reporting to committee members
Committee Meetings, Minutes & liaising with Committee members	Holding an initial meeting of the committee Seeking the committee's approval on case strategy Calling and holding meetings of the committee as required and the circumstances of the case dictate



Description of work undertaken	Includes
Dealing with HMRC/RPO claims	
Annual/Progress Reports	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties
Initial Appointment Notification to Creditors - Preparing the documentation & sending out initial appointment notification to creditors	Preparing a fee estimate for inclusion with the report to creditors.
<b>INVESTIGATIONS</b>	
Investigations	
SIP 2 Review - 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.	Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions Liaising with the committee/creditors or major creditors about further action to be taken
CDDA Reports - Preparing a report or return on the conduct of the directors as required by the Company Directors Disqualification Act.	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations
Investigating & Pursuing Antecedent Transactions	
<b>INVESTIGATIONS TOTAL</b>	
<b>REALISATION OF ASSETS</b>	
Realisation of Assets	
Plant & Machinery	Liaising with valuers, auctioneers and interested parties Reviewing asset listings Liaising with secured creditors and landlords
Debtors	Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Receiving updates from factoring companies and arranging for reassignment of ledger Liaising with debt collectors and solicitors Agreeing debt collection agency agreements Dealing with disputes, including communicating with directors/former staff Pursuing credit insurance claims Submitting VAT bad debt relief claims
Cash at Bank	Contacting the bank to arrange closure of the account and payment of the funds to the estate
<b>CASHIERING</b>	
Opening, maintaining and managing the Office Holders' cashbook and bank account.	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book



Description of work undertaken	Includes
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory receipts and payments accounts at Companies House
<b><u>CLOSING PROCEDURES</u></b>	
Filing final statutory returns at Companies House/Court	

#### Current Charge-out Rates of the staff working on the case

##### Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken

Support staff include secretarial and administrative support.

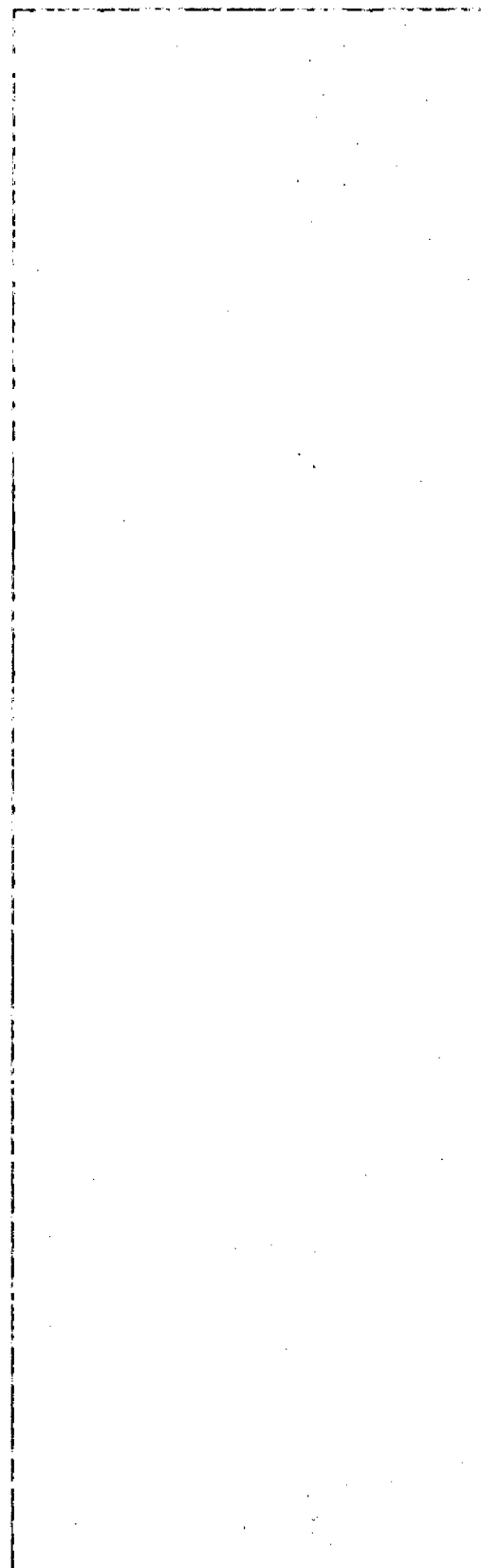
The minimum unit of time recorded is 6 minutes.

Rates are likely to be subject to periodic increase.

Staff	Charge out rates £
Partners	£345.00 - £520.00
Directors	£315.00 - £475.00
Senior Manager	£265.00 – £395.00
Manager	£210.00 - £295.00
Assistant Manager	£195.00 – £280.00
Senior Administrator	£185.00 – £270.00
Administrator	£160.00 – £185.00
Assistant Administrator	£105.00
Case Accountant	£135.00
Support Staff/Executive Assistant	£105.00

**Mosaic Marketing & Promotions Limited  
(IN LIQUIDATION) PROOF OF DEBT**

**Appendix 5**



PROOF OF DEBT - GENERAL FORM

Mosaic Marketing & Promotions Limited

Date of commencement of Creditors' Voluntary Liquidation: 29 January 2020

DETAILS OF CLAIM		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> <li>For UK companies: its registered number</li> <li>For other companies: the country or territory in which it is incorporated and the number if any under which it is registered</li> <li>The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act</li> </ul>	
4.	Total amount of claim, including any Value Added Tax, as at the date of administration, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£ ) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	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]	
10.	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	Category Amount(s) claimed as preferential £
11.	If you wish any dividend payment that may be made to be paid in to your bank account please provide BACS details. Please be aware that if you change accounts it will be your responsibility to provide new information	Account No.: Account Name: Sort code:
AUTHENTICATION		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		



Date	
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor	
Are you the sole member of the Creditor?	YES / NO