

LIQ03

Notice of progress report in voluntary winding up



Companies House

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

1 Company details

Company number 0 6 7 7 6 1 9 8

Company name in full The Aluminium Frame Company Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Andrew

Surname Ryder

3 Liquidator's address

Building name/number Unit 1 Lagan House

Street 1 Sackville Street

Post town Lisburn

County/Region County Antrim

Postcode B T 2 7 4 A B

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

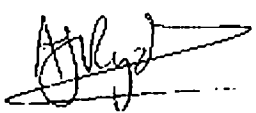
Country

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	^d	3	^d	0	^m	0	^m	6	^y	2	^y	0	^y	2	^y	1
To date	^d	2	^d	9	^m	0	^m	6	^y	2	^y	0	^y	2	^y	2
7	Progress report															
<input checked="" type="checkbox"/> The progress report is attached																
8	Sign and date															
Liquidator's signature	<div>Signature</div> <div>  </div>															
Signature date	^d	2	^d	6	^m	0	^m	8	^y	2	^y	0	^y	2	^y	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 **John Walker**

Company name **JT Maxwell Limited**

Address **Unit 1 Lagan House**

1 Sackville Street

Post town **Lisburn**

County/Region **County Antrim**

Postcode **B T 2 7 4 A B**

Country

DX

Telephone **02892 448110**

**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.

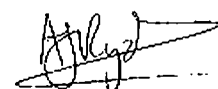
**Further information**

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

The Aluminium Frame Company Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 30/06/2021 To 29/06/2022 £	From 30/06/2021 To 29/06/2022 £
	SECURED CREDITORS		
(1.00)	Chargeholder (1)	NIL	NIL
		NIL	NIL
	HIRE PURCHASE		
2,800.00	HP Asset (1)	NIL	NIL
(3,652.00)	Finance re Close Brothers	(5,369.40)	(5,369.40)
7,100.00	HP Asset (2)	NIL	NIL
(6,300.00)	Finance re Haydock	(3,660.25)	(3,660.25)
		(9,029.65)	(9,029.65)
	ASSET REALISATIONS		
	Bank Interest Gross	0.45	0.45
13,069.20	Book Debts	NIL	NIL
	Cash at Bank	808.14	808.14
	Furniture & Equipment	200.00	200.00
5,400.00	Plant & Machinery	8,500.00	8,500.00
3,000.00	Stock	20,160.00	20,160.00
		29,668.59	29,668.59
	COST OF REALISATIONS		
	Agents/Valuers Fees	7,739.98	7,739.98
	AML Checks	6.00	6.00
	Cashiering Costs	90.00	90.00
	Insurance of Assets	130.00	130.00
	IT Costs	29.79	29.79
	Liquidators Fees	7,237.87	7,237.87
	Preparation of S. of A.	4,000.00	4,000.00
	Specific Bond	230.00	230.00
	Stationery & Postage	259.63	259.63
	Statutory Advertising	249.00	249.00
		(19,972.27)	(19,972.27)
	PREFERENTIAL CREDITORS		
(45,000.00)	Customs & Excise	NIL	NIL
(10,162.71)	Employee Arrears/Hol Pay	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(50,001.00)	Banks/Institutions	NIL	NIL
(1.00)	Customs & Excise	NIL	NIL
(19,377.31)	Employees	NIL	NIL
(215,606.07)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(318,732.89)		666.67	666.67
	REPRESENTED BY		
	Client Account		660.71
	Vat Receivable		5.96
			666.67



Andrew Ryder
Liquidator

ANNUAL PROGRESS REPORT
OF
THE ALUMINIUM FRAME COMPANY LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION
FOR THE PERIOD
30 JUNE 2021 TO 29 JUNE 2022

**Delivered by the Liquidator,
Andrew Ryder
Unit 1
1 Sackville Street
Lisburn
BT27 4AB
on
26 August 2022**

ANNUAL PROGRESS REPORT OF THE ALUMINIUM FRAME COMPANY LIMITED - IN CREDITORS'
VOLUNTARY LIQUIDATION

Contents

- Executive Summary
- Administration and Planning
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- Realisation of Assets
- Creditors
- Fees and Expenses
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- Appendix IV - Detailed List of Work Undertaken in the Period
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- Appendix VI - Expenses Summary for Period, Cumulative, Anticipated Future Costs & Comparison with Estimate
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ANNUAL PROGRESS REPORT OF THE ALUMINIUM FRAME COMPANY LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

EXECUTIVE SUMMARY

A summary of the key information in this report is detailed below.

Summary of Realisations				
Asset	Estimated to realise per Statement of Affairs £	Realisations to date £	Anticipated future realisations £	Total anticipated realisations £
Hire purchase assets	800.00	0.00	0.00	0.00
Plant & machinery	5,400.00	8,500.00	0.00	8,500.00
Stock	3,000.00	20,160.00	0.00	20,160.00
Furniture & equipment	n/a	200.00	0.00	200.00
Book debts	13,069.20	0.00	Uncertain	Uncertain
Post-liquidation transfers	n/a	808.14	0.00	808.14
Bank interest gross	n/a	0.45	0.11	0.56
Total Realisations	22,269.20	29,668.59	0.11	29,668.70

Summary of Expenses				
Asset	Fees and expenses estimate £	Expenses incurred to date £	Anticipated further expenses £	Total anticipated expenses £
Statement of affairs fee	4,000.00	4,000.00	0.00	4,000.00
Liquidator's fee	8,801.00	7,237.87	586.78	7,824.65
Agents' fees	5,877.00	7,829.98	0.00	7,829.98
Insurance of assets	0.00	130.00	0.00	130.00
Finance on hire purchase assets	0.00	9,029.65	0.00	9,029.65
Any other expenses	1,031.00	774.42	80.00	854.42
Total Expenses	19,709.00	29,001.92	666.78	29,668.70

Dividend Prospects		
Creditor class	Distribution paid to date £	Anticipated dividend, based upon the above p/£
Secured Creditors	0.00	0.00
Preferential creditors	0.00	0.00
2nd preferential creditors	0.00	0.00
Unsecured creditors	0.00	0.00
Shareholders	0.00	0.00
Total Distributions	0.00	0.00

Summary of key issues outstanding

- Pursue outstanding book debts;
- Settle any outstanding accounts and draw any remaining fees;
- Reclaim outstanding VAT and deregister for VAT; and
- Obtain tax clearance.

ANNUAL PROGRESS REPORT OF THE ALUMINIUM FRAME COMPANY LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Closure

Due to the issues outstanding as listed above, it is difficult to estimate the timing of the closure of the liquidation.

ADMINISTRATION AND PLANNING

Statutory information

Statutory information may be found at **Appendix I**.

The Liquidator is required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progression of the administration of the case, which ensures that work is carried out to high professional standards.

A detailed list of these tasks may be found in **Appendix IV**.

Reporting

The Liquidator has met his statutory and regulatory duties to report to creditors, as listed below. In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors provide useful details of the strategies pursued and the outcomes anticipated.

During the Review Period, the following key documents have been issued:

- The report presented to creditors prior to entering liquidation.

Other administration tasks

During the Review Period, the following material tasks were carried out:

- Anti-money laundering checks & ethical & conflict reviews;
- Filing annual corporation tax returns & quarterly VAT returns;
- Advertising in accordance with statutory requirements;
- Bonding the case for the value of the assets;
- Periodic file reviews documenting strategy;
- Maintenance of statutory and case progression task lists/diaries;
- Overview of cashiering function;
- Identifying any pension schemes & submitting the relevant notices;
- Investigation into Company's affairs;
- Review of Directors conduct;
- Review of Company's records; and
- Review of Bank transactions.

ENQUIRES AND INVESTIGATIONS

During the Review Period, the Liquidator carried out an investigation into the Company's affairs and the conduct of the Director prior to Liquidation.

The Liquidator is obliged to report under the Company Directors Disqualification Act 1986, the contents of which are privileged between the Insolvency Service and the Liquidator. Any realisation of assets identified during the investigation will be detailed in the report below.

ANNUAL PROGRESS REPORT OF THE ALUMINIUM FRAME COMPANY LIMITED - IN CREDITORS'
VOLUNTARY LIQUIDATION

REALISATION OF ASSETS

Detailed below is key information about asset realisations and strategy however, more information about the work undertaken may be found at **Appendix IV**. The Liquidator formulated and worked through a realisation strategy that sought to maximise realisations. The financial benefit of those efforts is described further below.

Transactions with connected parties

Since appointment, no sale to a connected party has occurred.

Plant & machinery, stock, furniture & equipment

The Liquidator engaged the services of JPS Chartered Surveyors to value and sell the Company's tangible assets. The assets that remained in situ were sold to an unconnected party for £18,000 plus VAT. They advised the Liquidator that the Company's premise's access points were extremely cluttered and that the costs of removing the goods for sale would have significantly diminished returns for creditors. The remaining stock was sold at auction with proceeds totalling £10,860 plus VAT. Following the sale of the Company assets, hire purchase agreements totalling £9,029.65 were satisfied in full.

Book debts

As per the statement of affairs, the Company had outstanding book debts of £43,564 with an estimated to realise value of £13,069.20. The Liquidator has engaged the services of JP Associates to collect these debts on his behalf. There have been no realisations to date and the Liquidator will update creditors on his progress in this matter in his next report.

Cash at bank

The Director advised that Liquidator that the Company bank account had made transfers totalling £858. The Liquidator requested that these were repaid and these monies have been received in full.

Bank interest gross

All funds in credit are placed in an interest bearing account and gross interest earned during the review period totalled 45p.

CREDITORS

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Liquidator carries out key tasks that are detailed in the list at **Appendix IV**. The following sections explain the anticipated outcomes to creditors and any distributions paid.

Secured creditors

The Company had granted the following security: -

Type of charge	Date created	Beneficiary
Fixed and Floating charge	30 April 2014	Aldermore Bank PLC

It is anticipated that the secured creditor will receive no return under either its fixed or floating charge based on the current information available as detailed in the Estimated Outcome Statement at **Appendix III**.

ANNUAL PROGRESS REPORT OF THE ALUMINIUM FRAME COMPANY LIMITED - IN CREDITORS'
VOLUNTARY LIQUIDATION

Preferential creditors

Employee claims

As per the statement of affairs, creditors' claims ranking as preferential for unpaid salary and holiday pay was estimated at £10,162.71. Employees are entitled to make a claim to the Redundancy Payments Service ("RPS") for loss of earnings as a result of the liquidation of the Company. RPS will then have a subrogated claim against the Company for any advances paid to employees.

To date, no claims have been received.

HM Revenue & Customs

As per the statement of affairs, HM Revenue & Customs' ("HMRC") claim ranking as secondary preferential in relation to outstanding VAT was estimated at £45,000.

To date no claim has been received from HMRC.

The Liquidator does not anticipate being able to pay a distribution in respect of preferential claims.

Floating Charges and the Prescribed Part

Where a floating charge is created after 15 September 2003, a prescribed part of the company's net property shall be made available to unsecured creditors.

The prescribed part provisions have been dis-applied as the net property is less than £10,000 by the Office holder decision – Section 176A(3) Insolvency Act 1986.

Unsecured creditors

Non-preferential liability to HMRC was entered at £1 for the purposes of the statement of affairs. To date, we have not yet received a claim from HMRC.

Trade and expense creditors as per the statement of affairs totalled £215,606.07, employees claims were estimated at £19,377.31 in non-preferential liability, the Company's bank was estimated at £50,001 and the deficiency on the hire purchase assets was estimated at £853.

I am not yet in a position to agree creditors' claims.

Based on current information, it appears unlikely that there will be a dividend for the unsecured creditors however, an update will be provided in the Liquidator's next report to creditors. Those creditors who have yet to prove their claim can do so by completing the enclosed proof of debt form (**Appendix VII**).

FEES AND EXPENSES

Pre-Appointment Costs

This firm's fee for assisting the Director call the meetings of members and creditors and assisting the Director in the preparation of the report and Statement of Affairs presented to those meetings was £4,000 plus VAT.

A resolution was passed by way of a Vote by Correspondence held on 14 July 2021 authorising payment of these fees from the assets of the Company to be drawn as soon as funds are available.

During the review period, the Liquidator has drawn this fee in full.

ANNUAL PROGRESS REPORT OF THE ALUMINIUM FRAME COMPANY LIMITED - IN CREDITORS'
VOLUNTARY LIQUIDATION

The Liquidator's fees

It is the firm's practice to ensure that work is conducted by staff with the appropriate level of experience. A manager and director oversees all work undertaken and closely supervises or undertakes issues that are complex and litigious.

The basis of the Liquidator's fees was approved by creditors on 14 July 2021 in accordance with the following resolutions:

"That the Liquidator's fees for undertaking work as described in the accompanying report prepared in connection with fee approval will be charged as a set fee of £5,000 to be drawn as soon as funds are available."

"That the Liquidator's fees for undertaking work as described in the accompanying report prepared in connection with fee approval will be charged as 20% of realisations plus VAT to be drawn when assets are realised."

During the review period, the Liquidator has drawn £5,000 plus VAT in relation to his fee agreed on a fixed fee basis.

The Liquidator has drawn £2,237.87 plus VAT in respect of his fees approved on a percentage of realisations basis.

Based on current estimates, the Liquidator anticipates drawing a further £586.78 plus VAT in fees before closing the liquidation.

Expenses

Included in **Appendix VI** is a comparison of the expenses likely to be incurred in the Liquidation as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

Category 1 expenses paid during the reporting period total £8,734.40 and are detailed at **Appendix VI**. These costs represent out of pocket payments in relation to the liquidation.

Based on current estimates, the Liquidator anticipates further costs of £80 in category 1 expenses before closing this assignment.

No category 2 expenses have been drawn to date.

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' together with the firm's fee and disbursement policy may be found at <https://jtmawell.co.uk/reports/>. A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.

Other professional costs

Agents/Valuers

JPS Chartered Surveyors were engaged by the Liquidator to provide disposal advice in regards to the Company's plant and machinery, stock and furniture & equipment. Their fees were charged on a fixed basis of £1,885 plus VAT for preparing the valuation report and the general management of the

ANNUAL PROGRESS REPORT OF THE ALUMINIUM FRAME COMPANY LIMITED - IN CREDITORS'
VOLUNTARY LIQUIDATION

assignment plus 10% sales commission totalling £2,886 plus VAT plus disbursements of £2,968.98 plus VAT. The agent's fee for the reporting period totalled £7,739.98 plus VAT and have been paid in full.

Cashiers fees

Insolvency Cashiers Ltd were instructed to perform the day-to-day cashiering function of the insolvent estate. Their costs have been agreed on a fixed fee basis of £90 plus VAT. The cashier's fee for the reporting period is £90 plus VAT which has been paid in full.

CREDITORS' RIGHTS

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Liquidator's remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

EC REGULATIONS

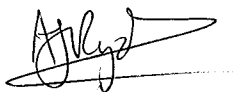
The Company's centre of main interest was in England and Wales and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

CONCLUSION

The Liquidator's administration of the case will continue to finalise the following outstanding matters that are preventing this case from being closed:

- Pursue outstanding book debts;
- Settle any outstanding accounts and draw any remaining fees;
- Reclaim outstanding VAT and deregister for VAT; and
- Obtain tax clearance.

If you require any further information, please contact this office on 02892 448114.



Signed _____

Andrew Ryder

Liquidator

26 August 2022

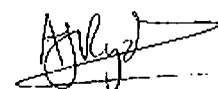
The Aluminium Frame Company Limited

Statutory Information

Company Number	06776198		
Date of Incorporation	18 December 2008		
Nature of Business	Manufacture of doors and windows of metal		
Issued Share Capital	1 Ordinary shares of £1		
Director	Paul Clarke	Appointed 18 December 2008	Resigned -
Shareholders	Paul Clarke	Shareholding 1 Ordinary Share	
Secretary	None appointed		
Registered Office	Unit 10 Ross Mills Rodley Lane Rodley Leeds LS13 1BQ		
Trading Address:	Unit 10 Ross Mills Rodley Lane Rodley Leeds LS13 1BQ		
Accountants:	Whitesides Chartered Accountants Whitesides Lister House Lister Hill Horsforth LS18 5AZ		
Mortgages and charges	Aldermore Bank plc 1 st Floor Block B Western House Lynch Wood Peterborough PE2 6FZ		

The Aluminium Frame Company Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 30/06/2021 To 29/06/2022 £	From 30/06/2021 To 29/06/2022 £
	SECURED CREDITORS		
(1.00)	Chargeholder (1)	NIL	NIL
		NIL	NIL
	HIRE PURCHASE		
2,800.00	HP Asset (1)	NIL	NIL
(3,652.00)	Finance re Close Brothers	(5,369.40)	(5,369.40)
7,100.00	HP Asset (2)	NIL	NIL
(6,300.00)	Finance re Haydock	(3,660.25)	(3,660.25)
		(9,029.65)	(9,029.65)
	ASSET REALISATIONS		
	Bank Interest Gross	0.45	0.45
13,069.20	Book Debts	NIL	NIL
	Cash at Bank	808.14	808.14
	Furniture & Equipment	200.00	200.00
5,400.00	Plant & Machinery	8,500.00	8,500.00
3,000.00	Stock	20,160.00	20,160.00
		29,668.59	29,668.59
	COST OF REALISATIONS		
	Agents/Valuers Fees	7,739.98	7,739.98
	AML Checks	6.00	6.00
	Cashiering Costs	90.00	90.00
	Insurance of Assets	130.00	130.00
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	Liquidators Fees	7,237.87	7,237.87
	Preparation of S. of A.	4,000.00	4,000.00
	Specific Bond	230.00	230.00
	Stationery & Postage	259.63	259.63
	Statutory Advertising	249.00	249.00
		(19,972.27)	(19,972.27)
	PREFERENTIAL CREDITORS		
(45,000.00)	Customs & Excise	NIL	NIL
(10,162.71)	Employee Arrears/Hol Pay	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(50,001.00)	Banks/Institutions	NIL	NIL
(1.00)	Customs & Excise	NIL	NIL
(19,377.31)	Employees	NIL	NIL
(215,606.07)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(318,732.89)		666.67	666.67
	REPRESENTED BY		
	Client Account		660.71
	Vat Receivable		5.96
			666.67



Andrew Ryder
Liquidator

Estimated Outcome Statement

		£	£	£
		Statement of Affairs (Book Value)	Realised to Date	Total Anticipated Realisation
Fixed charge Assets	Notes			
HP Assets	1	9,900	0	0
Less Finance Company	2	(9,952)	(9,952)	(9,030)
Less Charge holder	3	(1)	0	0
Total		(53)	(9,952)	(9,030)
Floating charge Assets		Statement of Affairs (Book Value)	Realised to Date	Total Anticipated Realisation
Plant & Machinery	4	5,400	8,500	8,500
Stock		3,000	20,160	20,160
Furniture & Equipment		n/a	200	200
Book Debts	5	0	0	Uncertain
Cash at Bank	6	808	808	808
Bank Interest Gross	7	0	1	1
Total		9209	# 29,669	29,669
Total Assets and Contributions		9,156	19,717	20,639
Expenditure		Costs Incurred to Date	Anticipated Future Costs	Estimated Total Costs
Statement of Affairs Fee	8	(4,000)	0	(4,000)
Liquidator's Fees	9	(7,238)	(587)	(7,825)
Liquidator's Expenses	10	(525)	(80)	(605)
Agents' Fees	11	(7,830)	0	(7,830)
Insurance of Assets	12	(130)	0	(130)
Statutory Advertising	13	(249)	0	(249)
Total Expenditure		(19,972)	0	(20,639)
Estimated funds available to creditors				0
Preferential creditors	14			(10,163)
Estimated funds available to other creditors				0
2nd preferential creditors	15			(45,000)
Estimated funds available to Floating Charge holder				0
Prescribed part	16			0
Estimated funds available for Floating Charge Creditors				0
Less Floating charge creditors	17			(1)
Estimated funds available to unsecured creditors				0
Prescribed part brought down				0
Total funds available for unsecured creditors				0
Unsecured creditors	18			(285,838)
Estimated total deficiency as regards creditors				(341,002)
Estimated distribution to preferential creditors (p in £)				0.00
Estimated distribution to 2nd preferential creditors (p in £)				0.00
Estimated distribution to Floating charge holder				0.00
Estimated distribution to non-preferential unsecured creditors (p in £)				0.00

NB All figures are subject to change and they are shown exclusive of VAT

Notes:

- Assets subject to hire purchase.
- The hire purchase agreements were satisfied on sale of Company assets.
- Company assets were subject to a fixed charge.
- The Company's tangible assets were valued by JPS Chartered surveyors and sold to a connected party.
- There were outstanding debtors identified in the Company accounts.
- The Director advised that Liquidator that the Company bank account had made transfers post liquidation.
- Interest accrued on the liquidation account.
- Liquidator's fee for the convening of the meetings and the production of the information for creditors and for the preparation of the statement of affairs.
- This is an estimation of the Liquidator's fees.
- Liquidators incur other expenses such as bond premium.
- The Liquidator has engaged a number of agents to assist him with the administration of the liquidation.
- The Liquidator had to insure the Company's fixed assets.
- Statutory advertisements required in liquidation.
- Claims made by employees who were made redundant.
- Liability to HM Revenue & Customs in regards to PAYE & VAT.
- The prescribed part provisions have been dis-applied as the net property is less than £10,000 by the Office holder decision – Section 176A(3) Insolvency Act 1986.
- The Company granted a floating charge on it's assets.
- Statement of Affairs figures used as Liquidator hasn't adjudicated on unsecured creditors claims.

ANNUAL PROGRESS REPORT OF THE ALUMINIUM FRAME COMPANY LIMITED - IN CREDITORS'
VOLUNTARY LIQUIDATION

Appendix IV

Detailed List of Work Undertaken in the Period

General Description	Includes
Statutory and General Administration	
Statutory/advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Annual corporation tax returns Quarterly VAT returns Advertising in accordance with statutory requirements Bonding the case for the value of the assets
Document maintenance/file review/checklist	Filing of documents Periodic file reviews documenting strategy 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
Bank account administration	Overview of cashiering function Requesting bank statements
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Books and records / storage	Dealing with records in storage Sending job files to storage
Pension scheme	Identifying whether there is a pension scheme
Reports	Circulating initial report to creditors upon appointment Preparing investigation, meeting and general reports to creditors
Meeting of Creditors	Preparation of meeting notices, proxies/voting forms and advertisements notice of meeting to all known creditors Collate and examine proofs and proxies/votes to decide on resolutions Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting. Responding to queries and questions following meeting Issuing notice of result of meeting.
Investigations	
SIP 2 Review	Collection and making an inventory of company books and records 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

ANNUAL PROGRESS REPORT OF THE ALUMINIUM FRAME COMPANY LIMITED - IN CREDITORS'
VOLUNTARY LIQUIDATION

General Description	Includes
Directors Loan Account	Review of company books and records Review of company bank statements Liaising with Accountant
Covid schemes	Review BBL loan application Review loan amount against turnover Review usage of BBL funds Review level of JRS received against previous salaries
Statutory reporting on conduct of Director	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Assisting the Insolvency Service with its investigations
Realisation of Assets	
Plant and Machinery, stock, furniture & equipment	Reviewing asset listings Reviewing stock values Liaising with valuers, auctioneers and interested parties Liaising with secured creditors
Debtors	Reviewing and assessing debtors' ledgers Liaising with debt collectors Agreeing debt collection agency agreements
Cash at bank	Request to Director to repay post-liquidation transfers
Insurance	Identification of potential issues requiring attention of insurance specialists Correspondence with insurer regarding initial and ongoing insurance requirements Reviewing insurance policies Correspondence with previous brokers
Creditors and Distributions	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post Assisting employees to pursue claims via the RPO
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend

Time Entry - Cumulative Detailed SIP9 Time & Cost Summary

CVL-ALU-100342 - The Aluminium Frame Company Limited
From: 30/06/2021 To: 29/06/2022
All Post Appointment Project Codes

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Avg Hourly Rate (£)	Hours Cum (POST Only)	Time Costs Cum (POST Only)
700 : Formalities	4.00	0.00	0.00	0.00	4.00	1,200.00	300.00	4.00	1,200.00
Admin & Planning	4.00	0.00	0.00	0.00	4.00	1,200.00	300.00	4.00	1,200.00
600 : Case Specific	0.80	0.00	0.00	0.60	1.40	318.00	227.14	1.40	318.00
Case Specific Matters	0.80	0.00	0.00	0.60	1.40	318.00	227.14	1.40	318.00
500 : Preferential Creditors	0.00	0.00	0.00	0.50	0.50	65.00	130.00	0.50	65.00
501 : Unsecured Creditors	3.20	0.00	0.00	3.90	7.10	1,467.00	206.62	7.10	1,467.00
502 : Employee Matters	1.20	0.00	0.00	0.00	1.20	360.00	300.00	1.20	360.00
504 : Statutory Reporting to Creditors	0.00	0.00	0.00	4.50	4.50	585.00	130.00	4.50	585.00
Creditors	4.40	0.00	0.00	8.90	13.30	2,477.00	186.24	13.30	2,477.00
201 : CDDA Reports	7.00	0.00	0.00	0.00	7.00	2,100.00	300.00	7.00	2,100.00
Investigations	7.00	0.00	0.00	0.00	7.00	2,100.00	300.00	7.00	2,100.00
302 : Property	2.50	0.00	0.00	0.00	2.50	750.00	300.00	2.50	750.00
303 : Book Debts	1.30	0.00	0.00	0.00	1.30	390.00	300.00	1.30	390.00
306 : Other Assets	0.50	0.00	0.00	0.00	0.50	150.00	300.00	0.50	150.00
Realisation of Assets	4.30	0.00	0.00	0.00	4.30	1,290.00	300.00	4.30	1,290.00
Total Hours	20.50	0.00	0.00	9.50	30.00	7,385.00	246.17	30.00	7,385.00
Total Fees Claimed						7,237.87			

** - Denotes codes included in cumulative data that are not present in the period.

ANNUAL PROGRESS REPORT OF THE ALUMINIUM FRAME COMPANY LIMITED - IN CREDITORS'
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Appendix VI

Expenses Summary for Period, Cumulative & Anticipated Future Costs

Summary of Expenses						
Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Anticipated future expenses £	Anticipated total expenses £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Category 1 Expenses						
Agents/valuers' fees	4,200.00	7,739.98	7,739.98	0.00	7,739.98	Agents' fees higher than anticipated
AML checks	6.00	6.00	6.00	0.00	6.00	
Bonding	144.00	230.00	230.00	0.00	230.00	Asset level higher than anticipated
Cashiering Costs	108.00	90.00	90.00	0.00	90.00	
Debt collection agency's fees	1,569.00	0.00	0.00	0.00	0.00	
Insurance of assets	n/a	130.00	130.00	0.00	130.00	
IT costs	48.00	29.79	29.79	30.00	59.79	Additional IT costs anticipated
Stationery & postage	534.00	259.63	259.63	50.00	309.63	
Statutory advertising	299.00	249.00	249.00	0.00	249.00	
Category 2 expenses						
Nil						
Total Expenses	6,908.00	8,734.40	8,734.40	80.00	8,814.40	

PROOF OF DEBT - GENERAL FORM

The Aluminium Frame Company Limited in Liquidation

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"> For UK companies: its registered number For other companies: the country or territory in which it is incorporated and the number if any under which it is registered The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act 	
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 £
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
Bank Details for distribution		
Sort code		
Account Number		