

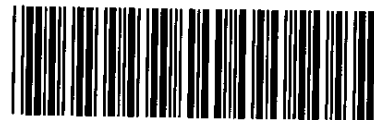
WU07

Notice of progress report in a winding-up
by the court



Companies House

SATURDAY



A13 *A8BK69U2* #66
10/08/2019
COMPANIES HOUSE

1 Company details

Company number 0 7 6 3 8 4 5 9
Company name in full Progressive Technical Services Limited

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

2 Liquidator's name

Full forename(s) Graham Lindsay
Surname Down

3 Liquidator's address

Building name/number 2430/2440 The Quadrant
Street Aztec West
Post town Almondsbury
County/Region Bristol
Postcode B S 3 2 4 A Q
Country

4 Liquidator's name

Full forename(s)
Surname

● **Other liquidator**
Use this section to tell us about
another liquidator


5 Liquidator's address

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

● **Other liquidator**
Use this section to tell us about
another liquidator

WU07

Notice of progress report in a winding-up by the court

6	Period of progress report											
From date	1	9	0	3	2	0	1	8				
To date	1	9	0	3	2	0	1	9				
7	Progress report											
<input type="checkbox"/> The progress report is attached												
8	Sign and date											
Liquidator's signature	<div>Signature X  X</div>											
Signature date	d	d	m	m	y	y	y	y				

**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.

Graham Lindsay Down

tri group

2430/2440 The Quadrant

Aztec West

Almondsbury

Bristol

Postcode

B	S	3	2		4	A	Q
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United Kingdom

DX

0117 914 2058

**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

Continuation page

Name and address of insolvency practitioner

✓ **What this form is for**
Use this continuation page to tell us about another insolvency practitioner where more than 2 are already jointly appointed. Attach this to the relevant form.®
Use extra copies to tell us of additional insolvency practitioners.

✗ **What this form is NOT for**
You can't use this continuation page to tell us about an appointment, resignation, removal or vacation of office.

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

All fields are mandatory unless specified or indicated by *

1 Appointment type

Tick to show the nature of the appointment:

- ☐ Administrator
- ☐ Administrative receiver
- ☐ Receiver
- ☐ Manager
- ☐ Nominee
- ☐ Supervisor
- ☐ Liquidator
- ☐ Provisional liquidator

① You can use this continuation page with the following forms:

- VAM1, VAM2, VAM3, VAM4, VAM6, VAM7
- CVA1, CVA3, CVA4
- AM02, AM03, AM04, AM05, AM06, AM07, AM08, AM09, AM10, AM12, AM13, AM14, AM19, AM20, AM21, AM22, AM23, AM24, AM25
- REC1, REC2, REC3
- LIQ02, LIQ03, LIQ05, LIQ13, LIQ14,
- WU07, WU15
- COM1, COM2, COM3, COM4
- NDISC

2 Insolvency practitioner's name

Full forename(s)

Surname

3 Insolvency practitioner's address

Building name/number

Street

Post town

County/Region

Postcode

Country

**PROGRESSIVE TECHNICAL SERVICES
LIMITED
(In liquidation)**

Liquidator's first annual progress report

17 May 2019

tri group
2430/2440 The Quadrant
Aztec West Business Park
Almondsbury
Bristol
BS32 4AQ

PROGRESSIVE TECHNICAL SERVICES LIMITED
(In liquidation)
LIQUIDATOR'S FIRST ANNUAL PROGRESS REPORT

CONTENTS

1. Introduction
2. Background
3. Asset realisations
4. Investigations
5. Creditors' claims and dividend prospects
6. Costs and expenses
7. Other matters
8. Conclusion

APPENDICES

1. Statutory Information
2. Receipts and Payments account
3. Details of time and expenses
4. Notice inviting the formation of a committee
5. Fees and costs estimate
6. Vote by correspondence (including proof of debt)

1. Introduction

The purpose of this report is to inform creditors of my acts and dealings as Liquidator of the company in the period from 19 March 2018 to 18 March 2019

This report should be read in conjunction with my previous correspondence to creditors.

2. Background

Statutory information is set out at Appendix 1, and a summary of my receipts and payments may be found at Appendix 2.

According to the information provided by the directors the company had no assets.

Dividends paid: None

Future dividend prospects: Secured Not applicable

Preferential Not applicable

Non-preferential None

Liquidator's fee: £Nil to date

3. Asset realisations

My annual receipts and payments account for the period ending 18 March 2019 is attached at Appendix 2.

Loan account

My investigations into the financial affairs of the company revealed that the director, Mr R Kay, had an overdrawn loan account. As I was unable to secure repayment I have passed this matter onto my solicitors, JCP Solicitors. Mr Kay has recently instructed solicitors to deal with this matter.

4. Investigations

I reviewed the company's affairs in the period leading up to the liquidation. My review included an examination of the company's formal financial statements, accounting records, etc and sought explanations from the company's directors by way of questionnaire and information provided by other sources, including the company creditors, to establish whether there were any potential asset recoveries or conduct matters that justified further investigation. My enquiries focused, in particular, on:

- Dividends, and directors remuneration and benefits
- Use of prohibited names
- Dealings with associated companies or persons
- Wrongful or fraudulent trading
- Creditor pressure, longstanding debts and newly opened accounts
- Evidence of phoenix companies
- Unfair preferences
- Transactions at an undervalue
- Misappropriation of assets
- Late filing of accounts

The work was 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 have past dealings with the company.

This initial assessment has been completed and I have identified certain issues that need be investigated further.

5. Creditors' claims & dividend prospects

Secured Creditors

The company had not granted any charges over its assets, and consequently there are no secured creditors.

Preferential Creditors

Claims from employees in respect of arrears of pay (to a maximum of £800 per week), accrued holiday pay and certain pension benefits rank as preferential claims. Employees' claims will be subrogated to the Secretary of State under the Employment Rights Act 1996.

According to the director's estimated statement of affairs, the company had no liabilities to this class of creditor. I have not received any claims from employees, nor do I expect to.

Unsecured Creditors

The trade and expense creditors as per the Statement of Affairs totalled £175,982. Claims are being noted, but not at this stage agreed as there are insufficient funds to enable a distribution to unsecured creditors.

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.

There is no floating charge in this case, and accordingly the prescribed part is not applicable.

6. Costs and expenses

The payments shown on the summary of receipts and payments at Appendix 2 are in the main self-explanatory.

The Liquidator's fees

It is this firm's practice to ensure work is conducted by the appropriate staff member at the appropriate level of experience. Where the issues are complex or litigious, the work will be closely supervised or undertaken by a manager or partner.

The time costs for the period 19 March 2018 to 18 March 2019 total £5,200, representing 15.20 hours at an average hourly rate of £342.11. No fees have been drawn on account.

The time costs for the period are detailed at Appendix 3.

Liquidator's disbursements and expenses

It is the firm's policy to recharge all disbursements properly incurred to the relevant insolvency case where there is identifiable specific expenditure.

Specific expenses relating to the administration of the estate are charged to the case. These are generally external supplies of incidental services specifically identifiable to the case (known as "Category 1" disbursements). Examples include statutory advertising, the case management software licence and the fidelity guarantee bond.

Any costs which may involve an element of shared or allocated costs, or are for services provided by the firm which may include an element of overhead recovery, are known as "Category 2" disbursements.

Further details of my disbursements are at Appendix 3.

Other Professional Costs

From time to time it is necessary to instruct professional advisers to provide assistance in relation to specific issues arising in the administration of the liquidation. My choice of professional advisers is based upon my perception of their experience and ability to perform this type of work, the nature and complexity of the assignment, and the basis of my fee arrangement to ensure value for money.

<i>Firm instructed</i>	<i>Nature of instructions</i>	<i>Basis of fee</i>
JCP Solicitors	Pursuing claim for the recovery of the director's loan account and other potential recoveries	No win/no fee

7. Other matters

Privacy policy

Details of our privacy policy may be found at www.trigroup.org.

Opting-out

Most future documents will be sent to creditors by post. The Liquidator is required to inform creditors of their rights to opt out of receiving documents.

Creditors have the right to elect to opt out of receiving further documents about the Liquidation unless:

- (i) the Insolvency Act 1986 requires a document to be delivered to all creditors without expressly excluding opted-out creditors;
- (ii) it is a notice relating to a change in the office-holder or the office-holder's contact details; or
- (iii) it is a notice of a dividend or proposed dividend or a notice which the court orders to be sent to all creditors or all creditors of a particular category to which the creditor belongs.

Opting-out will not affect the creditor's entitlement to receive dividends should any be paid to creditors.

Unless the Insolvency (England & Wales) Rules 2016 provide to the contrary, opting-out will not affect any right the creditor may have to vote in a decision procedure or a participate in a deemed consent procedure in the proceedings although the creditor will not receive notice of it.

A creditor who opts out will be treated as having opted out in respect of any consecutive insolvency proceedings of a different kind in respect of the same company.

A creditor may at any time elect to be an opted-out creditor.

The creditor's election to opt out must be by a notice in writing authenticated and dated by the creditor.

The creditor must deliver the notice to the Liquidator

The creditor may at any time revoke the election to opt out by a further notice in writing, authenticated and dated by the creditor and delivered to the Liquidator

Conclusion

General information about the insolvency process may be found on the website <http://www.creditorinsolvencyguide.co.uk>.

The administration of the liquidation will continue whilst I am investigating and pursuing potential recoveries.

I shall report to creditors following the next anniversary of the commencement of the liquidation, or earlier if the liquidation is completed before then.

If you require any further information concerning this case please contact my colleague, Michelle Breslin, whose contact details are below.



G L Down

Liquidator

Authorised to act as Insolvency Practitioner in the United Kingdom by the Insolvency Practitioners' Association and bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment

tri group

2430/2440 The Quadrant
Aztec West Business Park
Almondsbury
Bristol
BS32 4AQ

Telephone: 0330 1000 371

Email: michelle.breslin@trigroup.org

Appendix 1

Statutory information

PROGRESSIVE TECHNICAL SERVICES LIMITED
(IN LIQUIDATION)
LIQUIDATOR'S REPORT
17 May 2019

Company Name:	Progressive Technical Services Limited
Registered Office:	2430/2440 The Quadrant Aztec West Almondsbury Bristol BS32 4AQ
Former Registered Office:	Envirotech House Longships Road Cardiff CF10 4RP
Company number:	07638459
Name of Liquidator:	Graham Lindsay Down
Liquidator's Address:	2430/2440 The Quadrant Aztec West Almondsbury Bristol BS32 4AQ
Date of appointment of Liquidator:	19 March 2018
Court:	The County Court at Cardiff
Court Number:	86 of 2017
EC Regulations:	EC regulations apply and these are Main Proceedings as defined in Article 3 of the EC regulations.

Appendix 2

Summary of receipts and payments

PROGRESSIVE TECHNICAL SERVICES LIMITED
(IN LIQUIDATION)
LIQUIDATOR'S REPORT
17 May 2019

Receipts and Payments account for the period 19 March 2018 to 18 March 2019

S. of A.	From 19/03/2018 To 18/03/2019	From 19/03/2018 To 18/03/2019
ASSET REALISATIONS		
	-	-
COST OF REALISATIONS		
BIS charges	(110.00)	(110.00)
OR Debit Balance	(9,400.00)	(9,400.00)
	(9,510.00)	(9,510.00)
UNSECURED CREDITORS		
Trade & Expense Creditors	-	-
	-	-
		9,510.00
REPRESENTED BY		
ISA Bank account		(9,510.00)
		9,510.00

Graham Lindsay Down
Liquidator

Appendix 3

Details of time and expenses

PROGRESSIVE TECHNICAL SERVICES LIMITED
(IN LIQUIDATION)
LIQUIDATOR'S REPORT
17 May 2019

tri group's current hourly charge-out rates are as follows:

Position		Maximum hourly rate		
		Prior to 1 April 2017	After 1 April 2017	
			Outside London	London
		£	£	£
Director/Partner/Office-holder		350	350	420
Managers				
	Qualified partner/senior manager	225	300	360
	Partner/senior manager	200	225	270
	Manager	175	200	240
Administrators				
	Senior administrator	160	165	200
	Administrator	120	80	95
Assistant		100	80	95

Time is charged in units of 6 minutes. It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. There is no separate charge for the time of support staff, such as secretarial staff or cashiers, who are accounted for as an overhead cost absorbed within the firm's charge-out rates for professional staff.

Summary of Liquidator's time costs from 19 March 2018 to 18 March 2019

	Partner/ Practitioner		Manager		Administrator		Total		Ave Rate
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	£
Administration & Planning	26	910.00	20	600.00			46	1,510.00	340.63
Investigations	102	3,570.00					102	3,570.00	350.00
Assets			2	60.00			2	60.00	300.00
Liabilities			2	60.00			2	60.00	300.00
TOTAL	128	4,480.00	24	720.00			152	5,200.00	
Ave hourly rate		350.00		300.00				342.11	

A description of the routine work undertaken in the liquidation is described in the fees estimate. Certain administrative tasks are common to virtually all insolvency assignments. In the main, these are duties required by law or professional regulatory bodies that are unlikely to produce any benefit whatsoever to creditors. Whilst there may be some tasks listed which, in the event, are not necessary in the specific circumstances of this case, the time saving in not undertaking them would not be material.

Below is detailed information about the tasks undertaken by the Liquidator.

PROGRESSIVE TECHNICAL SERVICES LIMITED
(IN LIQUIDATION)
LIQUIDATOR'S REPORT
17 May 2019

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	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
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 Submitting the relevant notices if a pension scheme is identified Instructing agents to wind up any pension scheme Liaising and providing information to be able to finalise winding up the pension scheme
Reports	Preparing annual progress report, investigation, meeting and general reports to creditors Disclosure of sales to connected parties Circulating final report to creditors
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 Liaising with the committee/creditors or major creditors about further action to be taken
Realisation of Assets	
Debtors	Correspondence with director Instructing and liaising with solicitors
Creditors and Distributions	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend

Disbursements and out of pocket expenses

It is the firm's policy to recharge all disbursements properly incurred to the relevant insolvency case where there is identifiable specific expenditure.

Specific expenses relating to the administration of the estate are charged to the case. These are generally external supplies of incidental services specifically identifiable to the case (known as "Category 1" disbursements). Examples include statutory advertising, the case management software licence and the fidelity guarantee bond.

Category 1 expenses incurred to date are:

Expense	Incurred £	Paid £
Case management software licence	140.00	-
Fidelity guarantee bond	12.50	-
Total	152.50	152.50

Any costs which may involve an element of shared or allocated costs or are for services provided by the firm are known as "Category 2" disbursements.

The firm's current Category 2 disbursement charges, which may be reviewed periodically, are as follows:

Photocopying	15p per copy
Bulk postage	At current postal rates
Stationery/telephone/routine postage	£5 per member/creditor per annum
Travel	At cost
Mileage	48p per mile
Document storage (external)	70p per box per month
Searches	£15
Meeting room hire	£100 per meeting
File set-up and record retention	£50

Category 2 expenses incurred to 11 January 2019 are:

Expense	Incurred £	Paid £
Staff travel costs	69.75	-
Total	69.75	-

A copy of 'A Creditors' Guide to Liquidators' Fees' published by my professional body and 'Statement of Insolvency Practice 9 (Revised)' are available at the link www.insolvency-practitioners.org.uk under the "Regulation and Guidance" tab. Please note that there are different versions for cases that commenced before or after 6 April 2010. A hard copy of the Creditors' Guide may be obtained on request from my office.

CREDITORS' RIGHT TO REQUEST INFORMATION AND THEIR RIGHT TO CHALLENGE THE LIQUIDATOR'S REMUNERATION AND EXPENSES

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 the court within the same time limit.

Appendix 4

Notice inviting the formation of a committee

NOTICE OF INVITATION TO FORM A LIQUIDATION COMMITTEE

COMPANY NAME: Progressive Technical Services Limited ("THE COMPANY")

COMPANY NUMBER: 07638459

This Notice is given under Rule 6.19 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Graham Lindsay Down, Liquidator of the company, 2430/2440 The Quadrant, Aztec West, Almondsbury, Bristol, BS32 4AQ

Creditors are invited to nominate creditors (which may include themselves) by completing the section below and returning this Notice to the Liquidator by one of the following methods:

By post to: tri Group, 2430/2440 The Quadrant, Aztec West, Almondsbury, Bristol, BS32 4AQ
By email to: michelle.breslin@trigroup.org

Please note that, if you are sending nominations by post, you must ensure that you have allowed sufficient time for the Notice to be delivered to the address above by the date set out below. An email is treated as delivered at 9am on the next business day after it was sent.

All nominations must be delivered by: 23.59 on 19 June 2019

Nominations can only be accepted if Graham Lindsay Down Liquidator is satisfied as to the nominated creditor's eligibility under Rule 17.4 of the Rules.

For further information on the role of Creditors' Committees, go to:
<https://www.r3.org.uk/media/documents/publications/professional/R3-Guide-to-Creditors-Committees.pdf>

Appendix 5

Fees and costs estimate

	£
Professional and statutory regulatory requirements	
Filing of appointment documents at Companies House	
Notification of appointment to creditors	
Statutory advertising of appointment	
Notifications to The Pensions Regulator	
Fidelity bonding	
Collecting, listing and storing books and records	
Periodic file reviews throughout the administration	
Progress reports to members and creditors	
Annual Companies House filing requirements	
Preparing and submitting relevant returns to HMRC	
Final reports to members and creditors	Fixed fee
Statutory advertising of final meetings	
Final return to Companies House	6,000.00
Other administration and planning	
Set-up of files and case management system	
Maintenance of case progression task lists	
Opening, maintaining and regularly reconciling bank accounts	
Maintenance of estate cash book	
Internal meetings to determine strategies to be pursued	Fixed fee
Meetings with external advisers to consider practical, technical and legal issues as necessary	1,250.00
Debtors/Director's loan account/other asset realisation	
Reviewing and assessing debtors' ledgers	
Collating supporting information and documentation	
Communicating with debtors	
Liaising with solicitors and debt collectors	
Dealing with disputes, including liaison with directors/former staff	
Submitting VAT bad debt relief claims	
Identifying any potential insurance claims	
Liaising with insurance specialists	
Identifying any potential tax claims	
Liaising with tax specialists	Time costs estimated at 15 hrs @ £342.11
	5,131.65
Investigations	
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	
Liaising with the committee/creditors or major creditors about further action to be taken	
Preparing statutory investigation reports	
Liaising with Insolvency Service	
Submission of report with the Insolvency Service	
Preparation and submission of supplementary report if required	Time costs Estimated at 20 hrs @ £342.11
Assisting the Insolvency Service with its investigations	6,842.20
Creditors	
Preparing correspondence to creditors and potential creditors re proofs of debt	
Receiving and following up creditors' enquiries	

PROGRESSIVE TECHNICAL SERVICES LIMITED
(IN LIQUIDATION)
LIQUIDATOR'S REPORT
17 May 2019

Scheduling claims Obtaining further information to substantiate claims Preparing pre-appointment tax returns Adjudicating claims Correspondence regarding intention to declare dividend Advertising notice of intention to declare dividend Calculation of dividend Correspondence informing creditors of dividend Paying distribution Dealing with PAYE/NI deductions from employees and paying over to HMRC Dealing with unclaimed dividends	Time costs estimated at 7 hrs @ £342.11 2,394.77
Estimated total fees post appointment	21,618.62

Liquidator's disbursements and expenses

It is the firm's policy to recharge all disbursements properly incurred to the relevant insolvency case where there is identifiable specific expenditure.

Specific expenses relating to the administration of the estate are charged to the case. These are generally external supplies of incidental services specifically identifiable to the case (known as "Category 1" disbursements). The Category 1 disbursements which have been, or which I anticipate will be, incurred in this matter are:

Statutory advertising	The appointment of the Liquidator, and certain other events, are required to be advertised in the <i>London Gazette</i> .	320.00
Fidelity bond	A bond is required to protect the estate from misappropriation of funds.	12.50
Case management software licence	A computerised case management system is used in order to facilitate the efficient conduct of the liquidation and to ensure that statutory deadlines are met. The supplier charges a licence fee per case of the use of the software.	140.00
Solicitors/Counsel	Instructions may be given regarding the realisation outstanding loan accounts	As invoiced
Debt recovery specialists		As invoiced
Other specialists		As invoiced

Any costs which may involve an element of shared or allocated costs or are for services provided by the firm are known as "Category 2" disbursements.

The firm's current Category 2 disbursement charges, which may be reviewed periodically, are as follows:

Disbursements – Category 2		
Bulk photocopying	15p per sheet	20.00
Stationery	£5 per member/creditor per annum	45.00
Mileage	48p per mile	80.00
Meeting room hire	£100 per meeting	100.00
Bulk postage	Current Royal Mail rates	20.00
File set up and record retention	£50	50.00

PROGRESSIVE TECHNICAL SERVICES LIMITED
(IN LIQUIDATION)
LIQUIDATOR'S REPORT
17 May 2019

Off-site storage of records	70p per box per month	84.00
ESTIMATED TOTAL DISBURSEMENTS		871.50
ESTIMATED TOTAL FEES		21,618.62
ESTIMATED TOTAL FEES & DISBURSEMENTS		22,490.12

A copy of 'A Creditors' Guide to Liquidators' Fees' published by my professional body and 'Statement of Insolvency Practice 9 (Revised)' together with an explanatory note which shows my firm's fee policy are available at the link www.bsccorp recovery.co.uk/publications. Please note that there are different versions for cases that commenced before or after 6 April 2010. A hard copy of both the Creditors' Guide and my practice's fee policy may be obtained on request from my office.

Appendix 6

Vote by correspondence

NOTICE OF CONDUCT OF BUSINESS BY CORRESPONDENCE

Re: PROGRESSIVE TECHNICAL SERVICES LIMITED

(in creditors' voluntary liquidation)

Notice is hereby given by GRAHAM LINDSAY DOWN of *tri group*, 2430/2440 The Quadrant, Aztec West, Almondsbury, BS32 4AQ to the creditors of PROGRESSIVE TECHNICAL SERVICES LIMITED that resolutions are set out below for your consideration. Please indicate whether you are in favour or against each resolution.

This form must be received at *tri group*, 2340/2440 The Quadrant, Aztec West, Almondsbury, BS32 4AQ no later than 23.59 on **19 June 2019** (together with a completed proof of debt form if you have not already lodged one).

1.	That the remuneration of the Liquidator be fixed by reference to the fees estimate dated 17 May 2019	FOR/AGAINST
2.	That the Liquidator's disbursements and out of pocket expenses, including indirect expenses (defined as "Category 2" disbursements in SIP9), be met from funds in the estate	FOR/AGAINST
3.	That a Liquidation Committee be established if sufficient members are nominated	FOR/AGAINST

TO BE COMPLETED BY THE CREDITOR:

Name of creditor: (BLOCK CAPITALS)	
Signature of creditor:	
(If signing on behalf of a creditor, please state capacity e.g. director/solicitor)	

If you require any further information or clarification prior to returning your vote, please contact my office as above.

Signed:

Liquidator

Date:

17 May 2019

Progressive Technical Services Limited

Date of resolution for voluntary winding-up 19 March 2018

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 winding-up, 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		

PROGRESSIVE TECHNICAL SERVICES LIMITED
(IN LIQUIDATION)
LIQUIDATOR'S REPORT
17 May 2019

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