

WU07

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



Companies House

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

1 Company details

Company number 0 7 8 1 2 6 7 6

Company name in full Contactwith Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Simon James

Surname Bonney

3 Liquidator's address

Building name/number High Holborn House

Street 52-54 High Holborn

Post town London

County/Region

Postcode W C 1 V 6 R L

Country

4 Liquidator's name ①

Full forename(s) Michael

Surname Kiely

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number High Holborn House

Street 52-54 High Holborn

Post town London

County/Region

Postcode W C 1 V 6 R L

Country

② Other liquidator

Use this section to tell us about
another liquidator.

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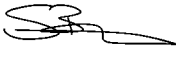
6 Period of progress report

From date	^d 1	^d 6	^m 1	^m 2	^y 2	^y 0	^y 2	^y 0	
To date	^d 1	^d 5	^m 1	^m 2	^y 2	^y 0	^y 2	^y 1	

7 Progress report

<input checked="" type="checkbox"/> The progress report is attached	
---------------------------------------------------------------------	--

8 Sign and date

Liquidator's signature	Signature X 	X							
Signature date	^d 1	^d 4	^m 0	^m 2	^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 **Selina Rai**

Company name **Quantuma Advisory Limited**

Address **High Holborn House**

52-54 High Holborn

Post town **London**

County/Region

Postcode **W C 1 V 6 R L**

Country

DX

Telephone **020 3856 6720**

**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

Contactwith Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £	From 16/12/2020 To 15/12/2021 £	From 16/12/2020 To 15/12/2021 £
ASSET REALISATIONS		
Petition Deposit	1,600.00	1,600.00
	1,600.00	1,600.00
COST OF REALISATIONS		
Bank Charges	88.00	88.00
O.R. Fees & Disbursements	5,000.00	5,000.00
O.R. Remuneration	6,000.00	6,000.00
	(11,088.00)	(11,088.00)
	(9,488.00)	(9,488.00)
REPRESENTED BY		
ISA NIB		(9,488.00)
		(9,488.00)

Contactwith Limited

(In Compulsory Liquidation)

(“the Company”)

THE JOINT LIQUIDATORS’ PROGRESS REPORT

14 February 2022

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.

Simon Bonney and Michael Kiely of Quantuma Advisory Limited, High Holborn House, 52-54 High Holborn, London, WC1V 6RL were appointed Joint Liquidators of Contactwith Limited on 16 December 2020.

Simon Bonney and Michael Kiely are both licensed to act as Insolvency Practitioners by the Insolvency Practitioners Association.

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ABBREVIATIONS

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

"the Act"	Insolvency Act 1986 (as amended)
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Liquidators"	Simon Bonney and Michael Kiely of Quantuma Advisory Limited
"the Company"	Contactwith Limited (In Liquidation)
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 16 December 2020 to 15 December 2021

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 16 December 2020.

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

As you will be aware, Julian Pitts, Andrew Mackenzie of Begbies Traynor (Central) LLP and Christopher Brooksbank of O'Haras Ltd previously acted as Joint Administrators of the Company from 7 December 2018 to 4 December 2020.

Their appointment as Joint Administrators ceased following an order issued by the Court which wound the Company up under the provisions of the Act in the absence of a winding-up petition having been presented.

As at 4 December 2020 the Secretary of State was appointed as Joint Liquidator whom subsequently appointed Simon Bonney and Michael Kiely of Quantuma Advisory Limited as Joint Liquidators of the Company in its place on 16 December 2020.

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

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

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.

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

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;
- Liaising with the Official Receiver to arrange the handover of the cases files and control of the assets;
- 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.

Realisation of assets

The Official Receivers' handover stated that there are no known assets and save for the paper exercise to show the petitioners deposit, there have been no asset realisations during the Review Period.

Estimated future realisations

Potential Claims

The Joint Liquidators may have identified a potential claim against a third party and investigations are ongoing so as to conclude their findings and take a view as to whether pursuing the same is warranted and, if so, that it will benefit the Liquidation estate. Detailed information regarding the potential claim identified cannot be disclosed at this time so as to not prejudice any future action taken to pursue the same. A further update will be provided in the next report to creditors.

Payments

Payments made during the Review Period are listed at Appendix 2. The only payments made are the statutory general and administration fees and associated bank charges of the Official Receiver which are deducted by the Official Receiver upon appointing a third-party Liquidator.

Costs incurred but remaining unpaid

Costs incurred during the Review Period, but which remain unpaid and separately detailed below:

Cost Description	Amount (£)
Postage	50.47
Stationery	11.60
Statutory Advertising	84.60
Joint Liquidators' Bond	135.00
Total	281.67

The above costs have been discharged from the Joint Liquidators' office account but have not been discharged from the case.

During the Review Period, the Joint Liquidators have also incurred time costs of £7,718.50 which have not been discharged. Further details of these costs are set out later in this report.

CREDITORS: CLAIMS AND DISTRIBUTIONS

Since appointment, the Joint Liquidators have carried out the following main tasks in this category:

- uploaded and maintained creditor information on the system; and
- dealt with creditor correspondence and telephone conversations.

Secured Creditor

According to the Registrar of Companies, the Company granted a debenture to Access Property Finance Limited dated 27 July 2018 giving a fixed and floating charge over the assets of the Company.

The former Joint Administrators advised in their final report to creditors (filed at Companies House on 12 January 2021) that Access Property Finance Limited were no longer a secured creditor of the Company due to a Deed of Novation which was entered into by the Company (and other Burningnight Limited subsidiaries) which resulted in its release and discharge from its obligations and liabilities to pay the debt outstanding to AIF 1 Ltd and any other Access Finance Group companies.

The Joint Liquidators have no reason to believe that this is incorrect however are reviewing the position as part of their statutory obligations.

Preferential Creditors

There are no known 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.

As a consequence of the Deed of Novation referred to above, it is the Joint Liquidators' understanding that there are no unsatisfied floating charges created or registered on or after 15 September 2003. The prescribed part therefore does not apply in this case.

Crown Creditors

The Joint Liquidators have not received any claims from HM Revenue & Customs. Please note that the list of creditors provided by the Official Receiver did not include HM Revenue & Customs.

Unsecured Creditors

Whilst a Statement of Affairs was not provided to the former Joint Administrators, they anticipated the sum of unsecured claims being £8,695,152.00 which were in relation to monies owed to five creditors.

The Joint Liquidators have received one claim in the Liquidation totalling £55,359.00 and are still reviewing the handover files for any claims provided in the Administration.

If creditors have not done so already, they are invited to submit a proof of debt form to the address on the front of this report marked for the attention of Selina Rai. Alternatively, creditors are welcome to forward their proof of debt form that they may have submitted in the Administration.

A Proof of Debt Form is attached at Appendix 5.

OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

Investigations

SIP2 - Initial Assessment of Potential Recoveries

As part of our duties as Joint Liquidators, we are obliged to review shortly after appointment all the information available to us and conduct an initial assessment of whether there are any matters which 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 review is ongoing as a part of a larger review of the entire group structure.

Further Information

Creditors should 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 Quantuma 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/>.

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 www.quantuma.com/legal-notices/.

ETHICS

Please be advised that the 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. The Joint Administrators have not instructed any specialists to date.

THE JOINT LIQUIDATORS' REMUNERATION 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.

Joint Liquidators' Remuneration

As advised earlier in this report, the Joint Liquidators have incurred time costs of £7,718.50 which have not been discharged. This is because the basis of the Joint Liquidators' fees has not yet been fixed.

Correspondence requesting fee approval will be issued to creditors in due course (and only if assets are expected to be realised thus providing a source of funds to discharge the same).

We believe this case generally to be of high complexity due to the detailed investigation required into the Company's asset and creditor position.

Joint Liquidators' Expenses

An expenses estimate was not previously prepared as the position remains uncertain until the investigations progress. The expenses incurred to date however are as follows:

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Category 1 Expenses				
Statutory Advertising	-	84.60	84.60	Required to advertise the appointment of the Liquidators.
Liquidators' Bond	-	135.00	135.00	Statutory requirement on all cases.
Postage		50.47	50.47	Required in order to send statutory documents to various stakeholders via post.
Bank Charges	-	88.00	88.00	Unavoidable costs associated with making payments from the bank account.
OR Fees & Disbursements	-	5,000.00	5,000.00	Fees deducted by the Official Receiver upon appointing a third-party Liquidator.
OR Remuneration	-	6,000.00	6,000.00	Fees deducted by the Official Receiver upon appointing a third-party Liquidator.

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Category 2 Expenses				
Stationery	-	11.60	11.60	
Total		11,369.67	11,369.67	

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in Quantuma Advisory Limited's current schedule of charge-out rates and chargeable disbursements referred to above. Creditors have not yet approved the payment of Category 2 disbursements and approval will be sought in due course if assets are expected to be realised thus providing a source of funds to discharge the same.

Other Professional Costs

No external professional costs have been incurred to date.

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 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 actions to be taken in the Liquidation

The Liquidation will continue in order to finalise the investigations into the Company's (and wider group's) affairs and, where deemed beneficial to the Liquidation estate, pursue any claims against third parties.

Should you have any queries regarding any of the above please do not hesitate to contact Selina Rai on 020 3856 6720 or by e-mail at selina.rai@quantuma.com.



Simon Bonney
Joint Liquidator

CONTACTWITH LIMITED (IN LIQUIDATION)

STATUTORY INFORMATION

Company Name	Contactwith Limited
Trading Address	32 Park Cross Street, Leeds, LS1 2QH
Court	High Court of Justice, Business & Property Courts in Leeds
Court Number & Year	802 of 2020
Date of Appointment	16 December 2020
Joint Liquidators	Simon Bonney & Michael Kiely of Quantuma Advisory Limited High Holborn House, 52-54 High Holborn, London, WC1V 6RL
Registered office Address	c/o Quantuma Advisory Limited High Holborn House, 52-54 High Holborn, London, WC1V 6RL
Company Number	07812676
Incorporation Date	17/10/2011

CONTACTWITH LIMITED (IN LIQUIDATION)

THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT AS AT 15 DECEMBER 2021

Contactwith Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £	From 16/12/2020 To 15/12/2021 £	From 16/12/2020 To 15/12/2021 £
ASSET REALISATIONS		
Petition Deposit	1,600.00	1,600.00
	<u>1,600.00</u>	<u>1,600.00</u>
COST OF REALISATIONS		
Bank Charges	88.00	88.00
O.R. Fees & Disbursements	5,000.00	5,000.00
O.R. Remuneration	6,000.00	6,000.00
	<u>(11,088.00)</u>	<u>(11,088.00)</u>
	<u>(9,488.00)</u>	<u>(9,488.00)</u>
REPRESENTED BY		
ISA NIB		(9,488.00)
		<u>(9,488.00)</u>

CONTACTWITH LIMITED (IN LIQUIDATION)

SCHEDULE OF THE JOINT LIQUIDATORS' TIMECOSTS DURING THE REVIEW PERIOD

Time Entry - SIP9 Time & Cost Summary

6007690 - Contactwith Limited
Project Code: POST
From: 16/12/2020 To: 15/12/2021

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	3.30	3.20	13.40	2.10	22.00	7,078.50	321.75
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.00	1.00	1.20	2.20	420.50	191.14
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	0.20	0.00	0.20	57.00	285.00
Investigations	0.00	0.00	0.50	0.00	0.50	162.50	325.00
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	3.30	3.20	15.10	3.30	24.90	7,718.50	309.98
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

Time Entry - SIP9 Time & Cost Summary

Category 2 Disbursements

6007690 - Contactwith Limited
Project Code: POST
From: 16/12/2020 To: 15/12/2021

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	Disbursement Category	Amount
15/01/2021	Stationery during lockdown – Accurate Mailing Month 11	Category 2	11.10
27/05/2021	Stationery - Month 16 Accurate Mailing	Category 2	0.50
Total			11.60

CONTACTWITH LIMITED (IN LIQUIDATION)

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

Description of work undertaken	May include:
<u>ADMINISTRATION & PLANNING</u>	
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
<u>CREDITORS</u>	
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
Annual/Progress Reports	Preparing, circulating and filing progress reports.
Initial Appointment Notification to Creditors - Preparing the documentation & sending out initial appointment notification to creditors	
<u>INVESTIGATIONS</u>	
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

Description of work undertaken	May include:
	Review of specific transactions
Investigating & Pursuing Antecedent Transactions	
<u>REALISATION OF ASSETS</u>	
Reviewing asset position as at the closure of the Administration and prior to the same.	
<u>CASHIERING</u>	
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
Bank Reconciliations	
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory receipts and payments accounts at Companies House

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 £
CEO/Managing Director	£480.00 - £580.00
Appointment Taking Director	£400.00 - £500.00
Director	£370.00 - £475.00
Assistant Manager	£275.00 – £335.00
Senior Administrator	£235.00 – £285.00
Case Accountant	£135.00

CONTACTWITH LIMITED (IN LIQUIDATION)

PROOF OF DEBT FORM

APPENDIX 5

PROOF OF DEBT - GENERAL FORM

Contactwith Limited

Date of winding-up: 16 December 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"> 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 liquidation, 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