

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

LIQ03

Notice of progress report in voluntary winding up



Companies House

THURSDAY



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A21

16/07/2020

#46

COMPANIES HOUSE

1 Company details

Company number 0 8 8 4 7 5 6 2

Company name in full Newburgh Precision Limited

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

2 Liquidator's name

Full forename(s) Kerry

Surname Bailey

3 Liquidator's address

Building name/number 3 Hardman Street

Street Spinningfields

Post town Manchester

County/Region

Postcode M 3 3 A T

Country

4 Liquidator's name

Full forename(s) Andrew

Surname Palmer

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

5 Liquidator's address

Building name/number 3 Hardman Street

Street Spinningfields

Post town Manchester

County/Region

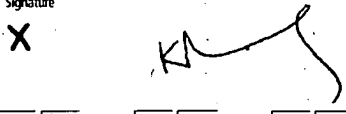

Postcode M 3 3 A T

Country

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 2	^d 3	^m 0	^m 5	^y 2	^y 0	^y 1	^y 9				
To date		^d 2	^d 2	^m 0	^m 5	^y 2	^y 0	^y 2	^y 0				
7		Progress report											
		<input checked="" type="checkbox"/> The progress report is attached											
8		Sign and date											
Liquidator's signature	Signature												
Signature date		^d 1	^d 6	^m 0	^m 7	^y 2	^y 0	^y 2	^y 0				

LIQ03

Notice of progress report in voluntary winding up



Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **Kerry Bailey**

Company name **BDO LLP**

Address **5 Temple Square**

Temple Street

Post town **Liverpool**

County/Region

Postcode **L 2 5 R H**

Country

DX

Telephone **01512 374 500**



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

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

Statement of Affairs £	From 23/05/2019 To 22/05/2020 £	From 22/01/2019 To 22/05/2020 £
ASSET REALISATIONS		
Administration surplus	295,926.63	295,926.63
Bank Interest Gross	846.79	846.79
Book Debts	114,866.69	114,866.69
Cash at Bank	6,315.26	6,315.26
	<u>417,955.37</u>	<u>417,955.37</u>
COST OF REALISATIONS		
Agents fees	500.00	500.00
Liquidators Disbursements	241.22	241.22
Pre appointment costs	32,770.93	32,770.93
Stationery & Postage	562.20	562.20
	<u>(34,074.35)</u>	<u>(34,074.35)</u>
	383,881.02	383,881.02
REPRESENTED BY:		
Bank 2 Current		383,228.76
Vat Control Account		604.04
Vat Input		48.22
		<u>383,881.02</u>



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5 Temple Square
Temple Street
Liverpool
L2 5RH

TO ALL KNOWN CREDITORS

16 July 2020

Our Ref KB/AM/NEWPREC01/C3

Please ask for
Alvaro Martinez
0151 237 4452
BRGMT@bdo.co.uk

Dear Madams/Sirs

Newburgh Precision Limited - In Creditors' Voluntary Liquidation ('the Company')
Registered number: 08847562.

I set out below an annual progress report in accordance with Section 104A of the Insolvency Act 1986 and Rule 18.4 of the Insolvency (England and Wales) Rules 2016 ('the Rules').

This report covers the period from 23 May 2019 to 22 May 2020 ('the Period').

Professional information regarding the Joint Liquidators

Please note that the Company was previously placed into Administration on 22 January 2019 and Joanne Hammond and Claire Dowson of Begbies Traynor LLP were appointed Joint Administrators. The Company moved from Administration to Creditors' Voluntary Liquidation on 23 May 2019.

A decision procedure by correspondence was sent to creditors to consider the Joint Administrators' Proposals in which the creditors were asked to confirm the appointment of licensed insolvency practitioners from BDO LLP as Joint Liquidators of the Company, due to their appointment as Insolvency Practitioners over Newburgh Engineering Co. Limited ('NECL'), the majority unsecured creditor of the Company.

This proposal was approved by creditors via decision procedure on 20 February 2019, and accordingly, Kerry Bailey and Andrew Palmer of BDO LLP were nominated as Joint Liquidators of the Company following the exit from Administration.

The Joint Liquidators are Kerry Bailey (officeholder No: 8780) and Andrew Palmer (officeholder No: 9447) both of BDO LLP, 3 Hardman Street, Spinningfields, Manchester, M3 3AT. The Joint Liquidators were appointed on 23 May 2019 and the Joint Liquidators carry out their functions jointly and severally meaning any action can be done by one Liquidator or by both of them.

Receipts and Payments

I attach for your information a summary of my Receipts and Payments account. The account shows a balance in hand of £383,881.02 for your information.

The receipts shown are largely self-explanatory, although I would comment specifically on the following:

Surplus from the Administration

The Company was previously in Administration with Begbies Traynor LLP acting as Joint Administrators. Funds totalling £295,927 have been transferred into the Liquidation account as a surplus from the preceding Administration.

BDO LLP, a UK limited liability partnership registered in England and Wales under number OC305127, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms. A list of members' names is open to inspection at our registered office, 55 Baker Street, London W1U 7EU. BDO LLP is authorised and regulated by the Financial Conduct Authority to conduct investment business

The Joint Liquidators are Data Controllers as defined by the General Data Protection Regulations. BDO LLP will act as Data Processor on the instruction of the Data Controllers. Personal data will be kept secure and processed only for matters relating to the Liquidation of Newburgh Precision Limited. Please see the privacy statement at <https://www.bdo.co.uk/en-gb/privacy-notice/insolvencies>



Book Debts

Recoverable book debts have resulted in a total of £114,867 being received into the Liquidation account.

Payments

The transactions shown are largely self-explanatory, with the payments made in relation to professional fees and pre-appointment costs discussed in further detail later in this report.

Costs in the Liquidation

I additionally provide a summary of the professional fees and other expenses, which have been paid in the Period and the costs which have been accrued and not yet paid.

Professional Fees and Expenses	Accrued £	Paid £	Outstanding £
Agent Fees - Maybridge Commercial	Nil	500	Nil
Legal Fees	Nil	Nil	Nil
Total	Nil	500	Nil

Agents' Fees

Maybridge Commercial were paid a total of £500 relation to their assistance with our investigations.

Progress of the liquidation

As detailed in the preceding Administration, the business and assets of the Company were sold to Vector X-Cel Limited (formerly: Ledantech Limited) ('the Purchaser') immediately following the appointment of the former Joint Administrators, on 22 January 2019.

Creditors will recall that given the connection between the Company and NECL, licensed Insolvency Practitioners from BDO LLP acting as Liquidators of both NECL and the Company would be in the best interest of creditors of both companies. This is due to an expected overall reduction in costs thereby enhancing the return to creditors.

The Joint Liquidators have continued to carry out their statutory obligations during the Liquidation.

The Joint Liquidators and their staff are currently in the process of adjudicating unsecured creditor claims and will be declaring a dividend in this matters shortly.

Assets

I can confirm that there are no assets of a peculiar or special nature which cannot be sold. Consequently there has been no distribution of unsold assets to creditors, as mentioned in Rules 18.10/14.13 of the Insolvency (England & Wales) Rules 2016.

Future Prospects

Secured Creditors

The Company had two secured creditors, Lombard and RBSIF.

Lombard



Lombard was granted a chattel mortgage by the Company on 9 April 2014, delivered to the Registrar of Companies on 16 April 2014. This charge remained in place to cover any shortfall due to Lombard in respect of live finance agreements.

As at the date of the preceding Administration appointment, Lombard's indebtedness was £840,113. As part of the transfer of the business, the assets in relation to the finance agreements were sold for a sum of £737,000, leaving a shortfall of £103,113. Following the sale of the residual chattel assets to the Purchaser, Lombard were paid in full during the Administration.

RBS IF

The Company also granted a fixed and floating charge to RBS IF on 28 April 2014, delivered to the Registrar of Companies on 1 May 2014.

RBS IF held a fixed charge over the Company's book debts under the terms of this security, and were owed £326,149 as at the date of Administration.

Following the collection of the book debts, RBS IF were repaid in full during the preceding Administration.

Preferential Creditors

Preferential claims represent monies due to former employees in respect of certain arrears of wages (capped at £800 per employee), and accrued holiday pay and certain pension arrears.

The Company's employees transferred to the Purchaser and the pension scheme previously operated by the Company was closed, leaving approximately £16,054 in unpaid contributions. We understand the scheme administrator will seek to make a preferential claim for this outstanding balance.

There have been no preferential claims received to date.

Unsecured Creditors and the Prescribed Part

Unsecured claims totalling £2,219,408 have been received to date. At present the timing and quantum of any dividend is uncertain.

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

The Company has no outstanding security, as RBS IF have been repaid in full under their fixed charge security. As such, the provisions of the Prescribed Part do not apply in this matter.

Investigations

The Joint Liquidators have a duty to investigate the affairs of the company and also the conduct of the directors and in respect of the latter, to submit a confidential statutory report to the Secretary of State. I confirm that a report has been submitted.

We have completed our review of the Company's affairs and assets to establish whether there are any actions that can be investigated for the benefit of the creditors and concluded there are no causes of action to be pursued.

Joint Liquidators' Remuneration

Pursuant to the Rules, the Joint Liquidators are obliged to fix their remuneration in accordance with Rule 18.16. This permits remuneration to be fixed either:



- (1) As a percentage of the assets realised and distributed; and/or
- (2) By reference to the time the Joint Liquidators and the staff have spent attending to matters in the Liquidation; and/or
- (3) As a set amount; and/or
- (4) As a combination of the above.

To date, the Joint Liquidators have drawn no fees in respect of remuneration.

I attach a schedule detailing the time costs incurred to date. The schedule covers the Period. This records time costs of £22,414 which represents 164 hours spent at an average charge out rate of £137 per hour.

I now invite the creditors of the Company to consider approving the Joint Liquidators' remuneration on the basis of time properly spent in dealing with matters in the Liquidation as set out in the attached fees estimate.

In accordance with Section 246ZE of the Insolvency Act 1986, enclosed is a formal notice of a decision procedure by correspondence together with a written resolution and proof of debt form. The final date to respond is 5 August 2020.

For guidance, I enclose a document that outlines the policy of BDO LLP in respect of fees and disbursements.

Disbursements

Where disbursements are recovered in respect of precise sums expended to third parties there is no necessity for these costs to be authorised. These are known as category 1 disbursements. Since my last report category 1 disbursements of £257 has been incurred in respect of staff travel and Statutory Advertising.

Some Liquidators recharge expenses, for example printing, photocopying and telephone costs, which cannot economically be recorded in respect of each specific case. Such expenses, which are apportioned to cases, require the approval of the creditors before they can be drawn, and these are known as category 2 disbursements. The policy of BDO LLP in respect of this appointment is not to charge any category 2 disbursements with the exception of mileage on the basis of the mileage scale approved by HMRC, being 45p per mile unless otherwise disclosed to the creditors. No category 2 disbursements have accrued during this period.

Total disbursements of £257 have been incurred in this Liquidation as detailed below.

	Cat.1 (£)	Cat.2 (£)	Total
Statutory			
Advertising	162	-	162
Staff Travel	95.1	-	95.1
Total	257.1	-	257.1

To date category 1 disbursements of £241 have been drawn, of which £241 was paid in the period of this report.

Creditors' rights

I provide at the end of this report an extract from the Rules setting out the rights of creditors to request further information and/or challenge the remuneration or expenses within the liquidation. Creditors may access information setting out creditors' rights in respect of the approval of the Joint



Liquidators' remuneration at <https://www.bdo.co.uk/en-gb/insights/advisory/business-restructuring/creditors-guides>.

The Insolvency Service has established a central gateway for considering complaints in respect of Insolvency practitioners. In the event that you make a complaint to me but are not satisfied with the response from me then you should visit <https://www.gov.uk/complain-about-insolvency-practitioner> where you will find further information on how you may pursue the complaint.

The Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to this appointment. A copy of the code can be found at: <https://www.icaew.com/technical/ethics/icaew-code-of-ethics/icaew-code-of-ethics>.

If you require any further information please contact me or my colleague Alvaro Martinez at BRCMT@bdo.co.uk.

Yours faithfully
For and on behalf of
Newburgh Precision Limited

Kerry Bailey
Joint Liquidator
Authorised by the Institute of Chartered Accountants in England & Wales in the UK

Enclosures:

Receipts and Payments Account
Sip 9 Time Cost Report for the Period
Fee Estimate
BDO LLP Policy In Respect Of Fees and Disbursements
Statement of Creditors' Rights In Respect Of Fees and Disbursements
Notice of Arranging a Decision Procedure for Creditors
Voting Form
Proof of Debt Form

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

Statement of Affairs £	From 23/05/2019 To 22/05/2020 £	From 22/01/2019 To 22/05/2020 £
ASSET REALISATIONS		
Administration surplus	295,926.63	295,926.63
Bank Interest Gross	941.33	941.33
Book Debts	114,866.69	114,866.69
Cash at Bank	6,315.26	6,315.26
	<u>418,049.91</u>	<u>418,049.91</u>
COST OF REALISATIONS		
Agents fees	500.00	500.00
Liquidators Disbursements	241.22	241.22
Pre appointment costs	32,770.93	32,770.93
Stationery & Postage	562.20	562.20
	<u>(34,074.35)</u>	<u>(34,074.35)</u>
	<u>383,975.56</u>	<u>383,975.56</u>
REPRESENTED BY		
Bank 2 Current		383,323.30
Vat Control Account		604.04
Vat Input		48.22
		<u>383,975.56</u>

Name of Assignment **Newburgh Precision Limited - C** **00290868**
Summary of Time Charged and Rates Applicable for the Period From 23/05/2019 to 22/05/2020

Description	PARTNER		MANAGER		ASSISTANT MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		OTHER STAFF		GRAND TOTAL		AV R1		
	Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total	£		
		£		£		£		£		£		£		£			
A. Pre Appointment Matters	5.00	3,573.00	2.00	738.00					23.30	2,702.80			30.30	7,013.80	231.4		
B. Steps on Appointment	0.35	186.55	0.40	97.40	3.00	387.00	0.15	19.05	8.00	691.60			11.90	1,381.60	116.1		
D. General Administration	0.20	102.20	2.25	641.40			4.05	464.75	67.80	7,692.25			74.30	8,900.60	119.7		
E. Assets Realisation/Dealing	1.35	719.55							6.65	828.85			8.00	1,548.40	193.5		
G. Employee Matters									0.35	41.65			0.35	41.65	119.0		
H. Creditor Claims			1.35	333.45	0.10	13.10			22.00	2,030.45			23.45	2,377.00	101.3		
I. Reporting									10.05	723.30			10.05	723.30	71.9		
J. Distribution and Closure							0.15	19.65	5.75	408.25			5.90	427.90	72.5		
6.90		4,581.30	6.00		1,810.25	3.10		400.10	4.35		503.45	143.90		15,119.15	0.00		0.00
														Net Total		164.25	22,414.25
														Secretarial Expense			0.00
														Other Disbursements			0.00
														Billed			0.00
														Grand Total			22,414.25



Newburgh Precision Limited - In Creditors' Voluntary Liquidation

Kerry Bailey and Andrew Palmer both of BDO LLP, 3 Hardman Street, Spinningfields, Manchester, M3 3AT were appointed Joint Liquidators on 23 May 2019.

Fee Estimate as at 22 May 2020 Joint Liquidator's Fees	Total Hours	Blended Rate	Estimated Fee
Summary Activity			£
A. Pre Appointment Matters			7,013.80
B. Steps on Appointment	11.90	116.10	1,381.60
C. Planning and Strategy	0.00	0.00	0.00
D. General Administration	86.80	136.56	11,853.10
E. Assets Realisation/Dealing	8.00	193.55	1,548.40
F. Trading Related Matters	0.00	0.00	0.00
G. Employee Matters	1.35	192.33	259.65
H. Creditor Claims	37.45	145.78	5,459.50
I. Reporting	21.55	179.16	3,860.80
J. Distribution and Closure	28.90	153.92	4,448.40
Total	195.95	182.83	35,825.25

Officeholder Category 1 Disbursements		257.10
Officeholder Category 2 Disbursements		0.00
Other Expenses		0.00
Agents' Costs		500.00
Valuers' Costs		0.00
Solicitors' costs		0.00

The table above is my estimate of the Joint Liquidators' fees on a time costs basis for this appointment and the anticipated expenses. This estimate and the expenses are prepared on the basis of the information available to me at the date of this estimate. Assuming that there are no major unanticipated factors, I would expect that the fees may be lower than the estimate. In the following pages I provide a summary of the work I believe is necessary. Where applicable, all fees and disbursements will be subject to VAT at the prevailing rate.

In any work of this nature I may have recourse to engage specialists to assist me for example in ensuring that we obtain best value for the estate assets and also to protect the legal interests of the estate including where necessary taking action to recover sums due to the estate. The specialists I engage will invoice BDO LLP and that will be an expense of the estate. Such expenses are not subject to creditor approval but nevertheless have an effect on the funds available for creditors in the estate.

1. Joint Liquidator's Fees

Fees (remuneration) may be sought on four different bases and a guide for creditors is attached. The four bases are, a time costs basis; a percentage of the assets realised; fixed amount; or a combination of the first three bases. In this insolvency case we are seeking fees on a time cost basis and have estimated a fee of £35,825.



Where possible I will delegate work to my staff and by this expedient the work is conducted by suitably qualified and experienced members of staff at different hourly costs. The current charge out rates per hour of staff within my firm's Manchester office is below:

GRADE	£
Partner	549 - 783
Manager	242-380
Assistant Manager	218
Senior Administrator	206
Administrator	119-185
Other Staff	73-77

These rates are confirmed in an attached document which sets out my firm's policy on time costs and expenses. My firm's hourly time costs rate are normally reviewed on a regular basis and adjusted to take account of inflation and the firm's overheads. I have estimated the time I will spend in respect of the following areas of work in respect of this insolvency. Below I provide the primary work that will be undertaken by BDO LLP.

A Pre Appointment

I have attended meetings with key stakeholders, reviewed initial information, provided advice regarding any options available and considered the ethical, technical, practical and legal requirements and relevant to the appointment. This work led by me as the partner together with a director or senior manager, as appropriate, with occasional support from staff at manager and executive level.

B Steps upon Appointment

Reviewing appointment and statutory documents, preliminary organisation review, initial interviews and meetings with key stakeholders including third parties, taking steps to gather in and protect all assets, establishing internal responsibilities regarding staffing of elements of the work and steps to protect assets. This work is primarily led by a director or senior manager with the majority of work delegated to staff below manager.

C Planning and Strategy

Reviewing historic records and business performance, establishing the current financial position and reviewing the business processes and systems, liaising with key stakeholders and any committee and engaging with specialists and planning overarching strategy. This area of work is led by me as partner in conjunction with a director or senior manager, with some support below manager level in documenting and recording proposed strategy. Although this work does not directly benefit creditors it does contribute to the efficient management of this insolvency appointment and contributes to reducing costs.

D General Administration

Reviewing and regularising affairs regarding Insurance, VAT, and Taxation. It will also include recovery and storage of entities books and records, and may include engaging and liaising with solicitors. Day to day management of the Company's assets will include managing accounting and investment of realisations, suitable banking investment and preparing reports on receipts & payments, ensuring appropriate approval of all costs including approval of remuneration and matching costs of specialists against their expense estimates, dealing with statutory*, regulatory* and licensing matters, dealing with court hearings regarding the insolvency (excluding third party litigation), managing general administrative matters*, basic enquiries* and meetings*. The majority of this work requires a range of insolvency knowledge and experience, balanced with good accounting and administrative skills and is delegated largely to executives with suitable levels of



experience, supervised by directors or managers. Issues marked with an asterisk (*) will not contribute to the financial outcome for the creditors but are statutory or regulatory duties imposed on the office holder.

E Asset Realisation/Management

Certain of the Company's assets were sold by the previous Administrators' as part of a pre-pack administration.

However, there was some remaining book debts to be collected and reconciled, time has been spent completing this task.

F Trading Related Matters

No trading is planned.

G Employee Matters

We do not anticipate any employee matters as all employees were transfer by TUPE to the Purchaser during the administration.

One factor not provided for, which may increase costs, is where employees submit claims to the Industrial Tribunal, especially where it is necessary to arrange representation at the Tribunal and engaging solicitor. To estimate costs in respect of administering employee matters we generally consider the known number of employees and in this case I understand employees total 66.

H Creditor Claims

Receiving and recording all creditor claims and where a dividend is likely, identifying whether additional supporting evidence is necessary from the creditor, reviewing the validity of all claims submitted by creditors alleging they have security rights which would afford them a higher priority when funds are distributed, considering and checking and recording all preferential claims, considering and checking and recording all unsecured creditor claims and identifying any claims which might be categorised as deferred claims. It may be necessary to take legal advice where a creditor maintains a secured claim which is not supported by unequivocal evidence or where an unsecured claim is made which is significantly in excess of any value recorded by the insolvent entity and the claim is inadequately evidenced. No provision has been made for dealing with any creditor's claims where the matter is referred to Court. To estimate costs in respect of administering creditor claims we consider the volume of known creditors and the nature of the insolvent entities business. I understand from available records that there are 196 creditors.

I Reporting

Preparing periodic progress reports to creditors regarding the progress achieved, including preparation of Receipts & Payments Accounts, a suitable analysis of time costs accrued and a review of actual costs and accrued costs as against this fees and expense estimate. At the time this estimate was prepared no information was available regarding whether creditors were going to appoint a committee, if a committee is appointed there will be additional reports, which have not currently been budgeted for. The Director or Senior Manager is responsible for leading the reporting and delegating the production of the accounts, fee analysis and comparison with estimates to suitably experienced executives. The ratio of time spent on reporting is generally that executive hours are twice as many as those of the Director or Senior Manager. Much of the basic accounting and analysis is conducted by various grades of Executives. In estimating costs in respect of reporting I have formed a view of the duration of the insolvency and estimated how many reports will be required. These activities do not contribute to the financial outcome for creditors - they are statutory duties imposed by the relevant legislation. However they do contribute to the creditors' understanding of the work being undertaken on their behalf.



J Distribution and Closure

Giving notice to relevant creditors to prove their claims, adjudicating upon the claims issuing formal rejection of any relevant claims, dealing with any appeal to court concerning a rejected claim (*), establishing the distributable funds in the estate, calculating the dividend, issuing payment with suitable notification to creditors, reconciling payments and accounting for unclaimed dividends. (*) no provision is made for additional time costs for dealing with an appeal concerning a rejected cost because the likelihood of such an eventuality is small, although the costs could be significant). It also includes preparing a final report to creditors together with a Receipts & Payments Accounts, analysis of time costs accrued and a review of actual costs compared to the fee and expense estimate, completing all administrative arrangements including storage of any records for statutory periods and filing final statutory documentation. The work is supervised by directors and Senior Managers and final decisions and release of funds is authorised by the partner. The majority of these activities do not contribute to the financial outcome for the creditors (although the matters relating to payment of dividends will do so). The formalities of bringing an insolvency to a close are statutory requirements.

2. Expense Estimate

2.1 Category 1 Disbursements

My estimate in respect of this heading covers expenses where the officeholders firm has met a specific cost in respect of the insolvent estate where payment has been made to a third party. Such expenses may include items such as advertising, couriers, travel (by public transport), land registry searches, fees in respect of swearing legal documents, storage of original records of the insolvent estate. In each case the recharge will be reimbursement of a specific expense incurred.

2.2 Category 2 Disbursements

I propose to recover from the estate the cost of travel where staff use either their own vehicles or company cars in travelling connected with the insolvency. In these cases a charge of 45p per mile is raised which is in line with the HM Revenue & Customs Approved Mileage Rates (median - less than 10,000 miles per annum) which is the amount the firm pays to staff. Where costs are incurred in respect of mileage, approval will be sought in accordance with the Insolvency (England and Wales) Rules 2016 to recover this disbursement.

2.3 Agents' Costs

Agents costs of £500 have been incurred to assist with our investigations into the Company.

2.4 Valuers' Costs

I do not anticipate any valuers' costs.

2.5 Solicitors' costs

I do not anticipate any solicitors' costs.

BDO LLP
16 July 2020



Newburgh Precision Limited - In Liquidation

In accordance with best practice I provide below details of policies of BDO LLP in respect of fees and expenses for work in relation to the above insolvency.

The current charge out rates per hour of staff within my firm who may be involved in working on the insolvency, follows:

GRADE	£
Partner	549 - 783
Manager	242-380
Assistant Manager	218
Senior Administrator	206
Administrator	119-185
Other Staff	73-77

This in no way implies that staff at all such grades will work on the case. The rates charged by BDO LLP are reviewed on a regular basis and are adjusted to take account of inflation and the firm's overheads.

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time. Units of time can be as small as 3 minutes. BDO LLP records work in respect of insolvency work under the following categories:-

- Pre Appointment
- Steps upon Appointment
- Planning and Strategy
- General Administration
- Asset Realisation/Management
- Trading Related Matters
- Employee Matters
- Creditor Claims
- Reporting
- Distribution and Closure
- Other Issues.

Under each of the above categories the work is recorded in greater detail in sub categories. Please note that the 11 categories provide greater detail than the six categories recommended by the Recognised Professional Bodies who are responsible for licensing and monitoring insolvency practitioners.

Where an officeholder's remuneration is approved on a time cost basis the time invoiced to the case will be subject to VAT at the prevailing rate.

Where remuneration has been approved on a time costs basis a periodic report will be provided to any committee appointed by the creditors or in the absence of a committee to the creditors. The report will provide a breakdown of the remuneration drawn and will enable the recipients to see the average rates of such costs.

1) Other Costs

Where expenses are incurred in respect of the insolvent estate they will be recharged. Such expenses can be divided into two categories.



2) Category 1

This heading covers expenses where BDO LLP has met a specific cost in respect of the insolvent estate where payment has been made to a third party. Such expenses may include items such as advertising, couriers, travel (by public transport), land registry searches, fees in respect of swearing legal documents etc. In each case the recharge will be reimbursement of a specific expense incurred.

3) Category 2

We propose to recover from the estate the cost of travel where staff use either their own vehicles or company cars in travelling connected with the insolvency. In these cases a charge of 45p per mile is raised which is in line with the HM Revenue & Customs Approved Mileage Rates (median - less than 10,000 miles per annum) which is the amount the firm pays to staff. Where costs are incurred in respect of mileage, approval will be sought in accordance with the Insolvency (England and Wales) Rules 2016 to recover this disbursement.

Where applicable, all disbursements will be subject to VAT at the prevailing rate.

BDO LLP
16 July 2020

Statement from the Insolvency (England and Wales) Rules 2016 regarding the rights of creditors in respect of the Joint Liquidators' fees and expenses:

Creditors' and members' requests for further information in administration, winding up and bankruptcy

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

- (a) a secured creditor;
 - (b) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question);
 - (c) members of the company in a members' voluntary winding up with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the company;
 - (d) any unsecured creditor with the permission of the court; or
 - (e) any member of the company in a members' voluntary winding up with the permission of the court.
- (2) A request, or an application to the court for permission, by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one member or creditor.
- (3) The office-holder must, within 14 days of receipt of such a request respond to the person or persons who requested the information by—
- (a) providing all of the information requested;
 - (b) providing some of the information requested; or
 - (c) declining to provide the information requested.
- (4) The office-holder may respond by providing only some of the information requested or decline to provide the information if—
- (a) the time or cost of preparation of the information would be excessive; or
 - (b) disclosure of the information would be prejudicial to the conduct of the proceedings;
 - (c) disclosure of the information might reasonably be expected to lead to violence against any person; or
 - (d) the office-holder is subject to an obligation of confidentiality in relation to the information.
- (5) An office-holder who does not provide all the information or declines to provide the information must inform the person or persons who requested the information of the reasons for so doing.
- (6) A creditor, and a member of the company in a members' voluntary winding up, who need not be the same as the creditor or members who requested the information, may apply to the court within 21 days of—
- (a) the office-holder giving reasons for not providing all of the information requested; or
 - (b) the expiry of the 14 days within which an office-holder must respond to a request.
- (7) The court may make such order as it thinks just on an application under paragraph (6).

Remuneration and expenses: application to court by a creditor or member on grounds that remuneration or expenses are excessive

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

- (a) the remuneration charged by the office-holder is in all the circumstances excessive;
 - (b) the basis fixed for the office-holder's remuneration under rules 18.16, 18.18, 18.19, 18.20 and 18.21 (as applicable) is inappropriate; or
 - (c) the expenses incurred by the office-holder are in all the circumstances excessive.
- (2) The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable—
- (a) a secured creditor,
 - (b) an unsecured creditor with either—
 - (i) the concurrence of at least 10% in value of the unsecured creditors (including that creditor), or
 - (ii) the permission of the court, or
 - (c) in a members' voluntary winding up—
 - (i) members of the company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the company, or
 - (ii) a member of the company with the permission of the court.
- (3) The application by a creditor or member must be made no later than eight weeks after receipt by the applicant of the progress report under rule 18.3, or final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question ('the relevant report').

Applications under rules 18.34 and 18.35 where the court has given permission for the application

18.36.—(1) This rule applies to applications made with permission under rules 18.34 and 18.35.

- (2) Where the court has given permission, it must fix a venue for the application to be heard.
- (3) The applicant must, at least 14 days before the hearing, deliver to the office-holder a notice stating the venue and accompanied by a copy of the application and of any evidence on which the applicant intends to rely.
- (4) If the court considers the application to be well-founded, it must make one or more of the following orders—
 - (a) an order reducing the amount of remuneration which the office-holder is entitled to charge;
 - (b) an order reducing any fixed rate or amount;
 - (c) an order changing the basis of remuneration;
 - (d) an order that some or all of the remuneration or expenses in question is not to be treated as expenses of the administration, winding up or bankruptcy;
 - (e) an order for the payment of the amount of the excess of remuneration or expenses or such part of the excess as the court may specify by —
 - (i) the administrator or Liquidator or the administrator's or Liquidator's personal representative to the company, or
 - (ii) the trustee or the trustee's personal representative to such person as the court may specify as property comprised in the bankrupt's estate;
 - (f) any other order that it thinks just.
- (5) An order under paragraph (4)(b) or (c) may only be made in respect of periods after the period covered by the relevant report.
- (6) Unless the court orders otherwise the costs of the application must be paid by the applicant, and are not payable as an expense of the administration, winding up or bankruptcy.

Applications under rule 18.34 where the court's permission is not required for the application

18.37.—(1) On receipt of an application under rule 18.34 for which the court's permission is not required, the court may, if it is satisfied that no sufficient cause is shown for the application, dismiss it without giving notice to any party other than the applicant.

- (2) Unless the application is dismissed, the court must fix a venue for it to be heard.
- (3) The applicant must, at least 14 days before any hearing, deliver to the office-holder a notice stating the venue with a copy of the application and of any evidence on which the applicant intends to rely.
- (4) If the court considers the application to be well-founded, it must make one or more of the following orders—
 - (a) an order reducing the amount of remuneration which the office-holder is entitled to charge;
 - (b) an order reducing any fixed rate or amount;
 - (c) an order changing the basis of remuneration;
 - (d) an order that some or all of the remuneration or expenses in question be treated as not being expenses of the administration or winding up or bankruptcy;
 - (e) an order for the payment of the amount of the excess of remuneration or expenses or such part of the excess as the court may specify by —
 - (i) the administrator or Liquidator or the administrator's or Liquidator's personal representative to the company, or
 - (ii) the trustee or the trustee's personal representative to such person as the court may specify as property comprised in the bankrupt's estate;
 - (f) any other order that it thinks just.
- (5) An order under paragraph (4)(b) or (c) may only be made in respect of periods after the period covered by the relevant report.
- (6) Unless the court orders otherwise the costs of the application must be paid by the applicant, and are not payable as an expense of the administration or as winding up or bankruptcy.



Newburgh Precision Limited
Registered Number: 08847562

**NOTICE OF ARRANGING A DECISION PROCEDURE FOR CREDITORS
SECTION 246ZE OF THE INSOLVENCY ACT 1986**

To consider approving the Joint Liquidators' remuneration and other resolutions:

NOTICE that the creditors of the above-named company are invited to make decisions as to whether to approve or reject the resolutions below.

Decision Procedure: The creditors are invited to indicate by correspondence whether they approve or reject the resolutions. A Decision by Correspondence form is attached for recording your vote. The completed form, together with details of your claim if not already provided, must be sent to the Liquidators, whose details are below and on the attached form. Your response must be delivered before the Decision date below otherwise it cannot be counted.

Decision date: 5 August 2020

Creditors may within five business days of this notice require a physical meeting be held to consider the matter. This is explained in more detail overleaf.

Any response may be sent by correspondence, using the attached form. To be valid your response must be received by the Liquidator by no later than the Decision date which is 5 August 2020.

RESOLUTIONS

That:

- 1) A Liquidation committee be established if sufficient creditors are willing to be members.

In the event that a Liquidation committee is not established to RESOLVE THAT:

- 2) The Joint Liquidators' remuneration be approved on a time costs basis as per the attached Fees Estimate.
- 3) The Joint Liquidators' category 2 disbursements be approved on the basis of 45p per mile in line with the HM Revenue & Customs approved mileage rates for staff mileage.

Date: 16 July 2020

Kerry Bailey
Joint Liquidator

The Joint Liquidators are Kerry Bailey (officeholder No: 8780) and Andrew Palmer (officeholder No: 9447) both of BDO LLP, 3 Hardman Street, Spinningfields, Manchester, M3 3AT. The Joint Liquidators may also be contacted via Alvaro Martinez at BRCMT@bdo.co.uk



Certain Rules apply to decision procedures. The full text of the Rules is attached but the effect of those Rules is summarised here:

Creditor Voting rights (R.15.28): Every creditor who has this notice is entitled to vote in respect of the debt due to the creditor. Where there is a physical meeting the creditor must submit a proxy form (not relevant at this stage). Creditors, including creditors whose debt is treated as a 'small debt' (£1,000 or less) must still deliver a proof for voting purposes, if they have not already done so.

Calculation of creditors voting rights (R.15.31): In respect of this Liquidation creditors' claims will be calculated as at the date of liquidation being 24 January 2019. Claims that have an uncertain value will be valued at £1, or a higher value if the chair allows.

Requisite majority of creditors for making a decision (15.34): A CVL a decision approved if a majority of creditors, by value vote, in favour by the Decision date.

Appeals against decisions (R.15.35): Decisions of the Liquidator in convening the Decision Procedure and dealing with voting is subject to appeal to the court by a creditor. Any appeal must be made within 21 days of the Decision date.

Physical Meeting: If creditors want to consider the resolutions at a physical meeting they must notify in writing the Liquidator, whose details are above, within five business days of delivery of this notice. A meeting will be convened if sufficient creditors notify the nominee within the timeframe. Section 246ZE of the Insolvency Act sets the 'minimum number' of creditors for requisitioning a meeting at any of the following:—

- (a) 10% in value of the creditors or contributories;
- (b) 10% in number of the creditors or contributories;
- (c) 10 creditors or contributories.

Extract from the Insolvency (England and Wales) Rules 2016

Creditors' voting rights

15.28.—(1) In an administration, an administrative receivership, a creditors' voluntary winding up, a winding up by the court and a bankruptcy, a creditor is entitled to vote in a decision procedure or to object to a decision proposed using the deemed consent procedure only if—

- (a) the creditor has, subject to 15.29, delivered to the convener a proof of the debt claimed in accordance with paragraph (3), including any calculation for the purposes of rule 15.31 or 15.32, and
 - (b) the proof was received by the convener—
 - (i) not later than the decision date, or in the case of a meeting, 4pm on the business day before the meeting, or
 - (ii) in the case of a meeting, later than the time given in sub-paragraph (i) where the chair is content to accept the proof; and
 - (c) the proof has been admitted for the purposes of entitlement to vote.
- (2) In the case of a meeting, a proxy-holder is not entitled to vote on behalf of a creditor unless the convener or chair has received the proxy intended to be used on behalf of that creditor.
- (3) A debt is claimed in accordance with this paragraph if it is—
- (a) claimed as due from the company or bankrupt to the person seeking to be entitled to vote; or
 - (b) in relation to a member State liquidator, claimed to be due to creditors in proceedings in relation to which that liquidator holds office.
- (4) The convener or chair may call for any document or other evidence to be produced if the convener or chair thinks it necessary for the purpose of substantiating the whole or any part of a claim.
- (5) In a decision relating to a proposed CVA or IVA every creditor, secured or unsecured, who has notice of the decision procedure is entitled to vote in respect of that creditor's debt.
- (6) Where a decision is sought in an administration under sub-paragraph 3.52(3)(b) (pre administration costs), paragraph 18.18(4) (remuneration: procedure for initial determination in an administration) or paragraph 18.26(2) (first exception:



administrator has made statement under paragraph 52(1)(b) of Schedule B1), creditors are entitled to participate to the extent stated in those paragraphs.

Calculation of voting rights

15.31.—(1) Votes are calculated according to the amount of each creditor's claim—

- (a) in an administration, as at the date on which the company entered administration, less—
 - (i) any payments that have been made to the creditor after that date in respect of the claim, and
 - (ii) any adjustment by way of set-off which has been made in accordance with rule 14.24 or would have been made if that rule were applied on the date on which the votes are counted;
- (b) in an administrative receivership, as at the date of the appointment of the receiver, less any payments that have been made to the creditor after that date in respect of the claim;
- (c) in a creditors' voluntary winding up, a winding up by the court or a bankruptcy, as set out in the creditor's proof to the extent that it has been admitted;
- (d) in a proposed CVA—
 - (i) at the date the company went into liquidation where the company is being wound up,
 - (ii) at the date the company entered into administration (less any payments made to the creditor after that date in respect of the claim) where it is in administration,
 - (iii) at the beginning of the moratorium where a moratorium has been obtained (less any payments made to the creditor after that date in respect of the claim), or
 - (iv) where (i) to (iii) do not apply, at the decision date;
- (e) in a proposed IVA—
 - (i) where the debtor is not an undischarged bankrupt—
 - (aa) at the date of the interim order, where there is an interim order in force,
 - (bb) otherwise, at the decision date,
 - (ii) where the debtor is an undischarged bankrupt, at the date of the bankruptcy order.

(2) A creditor may vote in respect of a debt of an unliquidated or unascertained amount if the convener or chair decides to put upon it an estimated minimum value for the purpose of entitlement to vote and admits the claim for that purpose.

(3) But in relation to a proposed CVA or IVA, a debt of an unliquidated or unascertained amount is to be valued at £1 for the purposes of voting unless the convener or chair or an appointed person decides to put a higher value on it.

(4) Where a debt is wholly secured its value for voting purposes is nil.

(5) Where a debt is partly secured its value for voting purposes is the value of the unsecured part.

(6) However, the value of the debt for voting purposes is its full value without deduction of the value of the security in the following cases—

- (a) where the administrator has made a statement under paragraph 52(1)(b) of Schedule B1 and the administrator has been requested to seek a decision under paragraph 52(2); and
- (b) where, in a proposed CVA, there is a decision on whether to extend or further extend a moratorium or to bring a moratorium to an end before the end of the period of any extension.

(7) No vote may be cast in respect of a claim more than once on any resolution put to the meeting; and for this purpose (where relevant), the claim of a creditor and of any member State liquidator in relation to the same debt are a single claim.

(8) A vote cast in a decision procedure which is not a meeting may not be changed.

(9) Paragraph (7) does not prevent a creditor or member State liquidator from—

- (a) voting in respect of less than the full value of an entitlement to vote; or
- (b) casting a vote one way in respect of part of the value of an entitlement and another way in respect of some or all of the balance of that value.

Requisite majorities

15.34.—(1) A decision is made by creditors when a majority (in value) of those voting have voted in favour of the proposed decision, except where this rule provides otherwise.

(2) In the case of an administration, a decision is not made if those voting against it—

- (a) include more than half in value of the creditors to whom notice of the decision procedure was delivered; and
- (b) are not, to the best of the convener or chair's belief, persons connected with the company.

(3) Each of the following decisions in a proposed CVA is made when three-quarters or more (in value) of those responding vote in favour of it—

- (a) a decision approving a proposal or a modification;
- (b) a decision extending or further extending a moratorium; or
- (c) a decision bringing a moratorium to an end before the end of the period of any extension.

(4) In a proposed CVA a decision is not made if more than half of the total value of the unconnected creditors vote against it.

(5) For the purposes of paragraph (4)—

- (a) a creditor is unconnected unless the convener or chair decides that the creditor is connected with the company;
- (b) in deciding whether a creditor is connected reliance may be placed on the information provided by the company's statement of affairs or otherwise in accordance with these Rules; and

(c) the total value of the unconnected creditors is the total value of those unconnected creditors whose claims have been admitted for voting.

(6) In a case relating to a proposed IVA—

(a) a decision approving a proposal or a modification is made when three-quarters or more (in value) of those responding vote in favour of it;

(b) a decision is not made if more than half of the total value of creditors who are not associates of the debtor vote against it.

(7) For the purposes of paragraph (6)—

(a) a creditor is not an associate of the debtor unless the convener or chair decides that the creditor is an associate of the debtor;

(b) in deciding whether a creditor is an associate of the debtor, reliance may be placed on the information provided by the debtor's statement of affairs or otherwise in accordance with these Rules; and

(c) the total value of the creditors who are not associates of the debtor is the total value of the creditors who are not associates of the debtor whose claims have been admitted for voting.

Appeals against decisions under this Chapter

15.35. —(1) A decision of the convener or chair under this Chapter is subject to appeal to the court by a creditor, by a contributory, or by the bankrupt or debtor (as applicable).

(2) In a proposed CVA, an appeal against a decision under this Chapter may also be made by a member of the company.

(3) If the decision is reversed or varied, or votes are declared invalid, the court may order another decision procedure to be initiated or make such order as it thinks just but, in a CVA or IVA, the court may only make an order if it considers that the circumstances which led to the appeal give rise to unfair prejudice or material irregularity.

(4) An appeal under this rule may not be made later than 21 days after the decision date.

(5) However, the previous paragraph does not apply in a proposed CVA or IVA, where an appeal may not be made after the end of the period of 28 days beginning with the day—

(a) in a proposed CVA, on which the first of the reports required by section 4(6) or paragraph 30(3) of Schedule A1 was filed with the court(a); or

(b) in a proposed IVA—

(i) where an interim order has not been obtained, on which the notice of the result of the consideration of the proposal required by section 259(1)(a) has been given, or

(ii) otherwise, on which the report required by section 259(1)(b)(b) is made to the court.

(6) The person who made the decision is not personally liable for costs incurred by any person in relation to an appeal under this rule unless the court makes an order to that effect.

(7) The court may not make an order under paragraph (6) if the person who made the decision in a winding up by the court or a bankruptcy is the official receiver or a person nominated by the official receiver.

Extract from the Insolvency Act 1986 (as amended)

Section 246ZE Decisions by creditors and contributories: general

(1) This section applies where, for the purposes of this Group of Parts, a person ("P") seeks a decision about any matter from a company's creditors or contributories.

(2) The decision may be made by any qualifying decision procedure P thinks fit, except that it may not be made by a creditors' meeting or (as the case may be) a contributories' meeting unless subsection (3) applies.

(3) This subsection applies if at least the minimum number of creditors or (as the case may be) contributories make a request to P in writing that the decision be made by a creditors' meeting or (as the case may be) a contributories' meeting.

(4) If subsection (3) applies P must summon a creditors' meeting or (as the case may be) a contributories' meeting.

(5) Subsection (2) is subject to any provision of this Act, the rules or any other legislation, or any order of the court—

(a) requiring a decision to be made, or prohibiting a decision from being made, by a particular qualifying decision procedure (other than a creditors' meeting or a contributories' meeting);

(b) permitting or requiring a decision to be made by a creditors' meeting or a contributories' meeting.

(6) Section 246ZF provides that in certain cases the deemed consent procedure may be used instead of a qualifying decision procedure.

(7) For the purposes of subsection (3) the "minimum number" of creditors or contributories is any of the following—

(a) 10% in value of the creditors or contributories;

(b) 10% in number of the creditors or contributories;

(c) 10 creditors or contributories.

(8) The references in subsection (7) to creditors are to creditors of any class, even where a decision is sought only from creditors of a particular class.

(9) In this section references to a meeting are to a meeting where the creditors or (as the case may be) contributories are invited to be present together at the same place (whether or not it is possible to attend the meeting without being present at that place).

(10) Except as provided by subsection (8), references in this section to creditors include creditors of a particular class.

(11) In this Group of Parts "qualifying decision procedure" means a procedure prescribed or authorised under paragraph 8A of Schedule 8.



**SECTION 246ZE OF THE INSOLVENCY ACT 1986
DECISION BY CORRESPONDENCE**

**Newburgh Precision Limited - In Creditors' Voluntary Liquidation
Registered Number: 08847562**

RESOLUTION

(* Please indicate voting preference)

That:

- 1) A Liquidation committee be established if sufficient creditors are willing to be members.

*Approved/Rejected

Do you consent to be a member of the Liquidation committee?

*Yes/No

In the event that a Liquidation committee is not established to RESOLVE THAT:

- 2) The Joint Liquidators' remuneration be approved on a time costs basis as per the attached Fees Estimate.

*Approved/Rejected

- 3) The Joint Liquidators' category 2 disbursements be approved on the basis of 45p per mile in line with the HM Revenue & Customs approved mileage rates for staff mileage.

*Approved/Rejected

TO BE COMPLETED BY THE CREDITOR WHEN RETURNING FORM

Name of Creditor

Signature of Creditor

(If signing on behalf of creditor, state capacity e.g. director/solicitor etc)

NOTE: This form must be accompanied by a proof of the amount due to the creditor unless a proof of debt/claim form has already been delivered. Creditors whose debt is treated as a small debt (£1,000 or less) must still deliver a proof for voting purposes otherwise their vote will be disregarded.

**This form must be returned to BDO LLP, 5 Temple Square, Temple Street,
Liverpool, L2 5RH, or via email to BRCMT@bdo.co.uk by no later than the Decision
Date 5 August 2020**

The Joint Liquidator may also be contacted via Alvaro Martinez at BRCMT@bdo.co.uk.

**Kerry Bailey
Joint Liquidator
16 July 2020**

Proof of Debt/Claim Form
Newburgh Precision Limited
Company No: 08847562
- In Creditors' Voluntary Liquidation

Debt as at the date of the preceding Administration: 22 January 2019

1	Name of creditor. (If a company please also give company registration number and where registered).	
2	Address of creditor including email address for correspondence.	
3	Total amount of claim, including any Value Added Tax at the above date.	
4	If amount in 3 above includes outstanding uncapitalised interest please state amount.	£
5	Particulars of how and when debt incurred. (If you need more space append a continuation sheet to this form).	
6	Particulars of any security held, the value of the security, and the date it was given.	
7	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates.	
8	Provide details of any documents by reference to which the debt can be substantiated. (Note: There is no need to attach them now but the Liquidator may call for any document or evidence to substantiate the claim at his discretion as may the Chair or convener of any meeting).	
9	Signature of creditor or person authorised to act on his behalf	Dated
<hr/>		<hr/>
Name in BLOCK LETTERS		
<hr/>		
Position with or in relation to creditor		
<hr/>		
Address of person signing (if different from 2 above)		
<hr/>		

Deliver to the Joint Liquidator, Kerry Bailey, Business Restructuring, BDO LLP, 5 Temple Square, Temple Street, Liverpool, L2 5RH.