

# AM10

## Notice of administrator's progress report



Companies House

THURSDAY



A24 \*A86LAPAG\* #154  
30/05/2019  
COMPANIES HOUSE

### 1 Company details

Company number 0 8 8 5 4 7 7 8

Company name in full PHD1 Construction Limited

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

### 2 Administrator's name

Full forename(s) Jonathan

Surname Lord

### 3 Administrator's address

Building name/number Bridgestones

Street 125-127 Union Street

Post town Oldham

County/Region Lancashire

Postcode O L 1 1 T E

Country

### 4 Administrator's name ①

Full forename(s) Robert

Surname Cooksey

① Other administrator  
Use this section to tell us about  
another administrator.

### 5 Administrator's address ②

Building name/number Bridgestones

Street 125-127 Union Street

Post town Oldham

County/Region Lancashire

Postcode O L 1 1 T E

Country

② Other administrator  
Use this section to tell us about  
another administrator.

# AM10

## Notice of administrator's progress report

### 6 Period of progress report

From date	d	2	d	9	m	0	m	3	y	2	y	0	y	1	y	9
To date	d	0	d	8	m	0	m	5	y	2	y	0	y	1	y	9

### 7 Progress report

☒ I attach a copy of the progress report

### 8 Sign and date

Administrator's  
signature

Signature

X



X

Signature date	d	1	d	4	m	0	m	5	y	2	y	0	y	1	y	9
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**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

Company name

Address

Post town

County/Region

Postcode

Country

DX

Telephone

**Checklist**

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.

**Important information**

All information on this form will appear on the public record.

**Where to send**

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.

**Further information**

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

This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

**PHD1 Construction Limited – In Administration**

**THE JOINT ADMINISTRATORS' FINAL PROGRESS REPORT TO CREDITORS**

**For the period 1<sup>st</sup> April 2016 to 8<sup>th</sup> May 2019 and 29<sup>th</sup> March to 8<sup>th</sup> May 2019**

**EXECUTIVE SUMMARY**

This report should be read in conjunction with my previous reports.

On 28<sup>th</sup> March 2019, the following forms were sent to the Registrar of Companies:

AM22 – Notice of Move from Administration to Creditors Voluntary Liquidation along with a progress report up to 28<sup>th</sup> March 2019.

This was registered at the Registrar of Companies on 8<sup>th</sup> May 2019, whereby I, Jonathan Lord was appointed Liquidator of the Company.

**Please note that the Joint Administrators appointment came to an end on 8<sup>th</sup> May 2019.**

It should be noted that the Company's Administration has been extended previously by creditor consent up to 31<sup>st</sup> March 2018. Following a successful application to Court, the Administration was further extended up to 31<sup>st</sup> March 2019.

The reason as to why the Company has been moved into Creditors Voluntary Liquidation is that the Liquidator believes that monies due to the Company will be paid enabling the Liquidator to make a distribution to the unsecured creditors.

North Point Global Limited ("NPG") had agreed to purchase the Company's goodwill and certain assets, for the sum of £250,000. As mentioned in my earlier reports, NPG entered into a CVA on 7<sup>th</sup> September 2017 and the remaining balance of £125,000 stood unpaid.

The decision was taken to investigate alternative options in respect of the outstanding debt of £125,000 owed by NPG. An offer was put forward by Samuel Beilin and Partners Limited who agreed the assignment of the debt due from NPG. The assignment of this debt was completed on 15<sup>th</sup> March 2019 and Samuel Beilin and Partners Limited agreed to repay the amount outstanding before 31<sup>st</sup> October 2019.

**OUTCOME OF THE ADMINISTRATION**

The Administration has now come to an end and was converted into Creditors Voluntary Liquidation on 8<sup>th</sup> May 2019 to enable a dividend to be paid to unsecured creditors.

The Joint Administrators' Proposals, as approved, included the provision that Jonathan Lord of Bridgestones, 125-127 Union Street, Oldham OL1 1TE would take the appointment as Liquidator in the event that the company moved into Voluntary Liquidation, without further recourse to the creditors. There were no other nominations for the position and therefore the Jonathan Lord has been appointed as Liquidator.

**STATUTORY INFORMATION**

Company name:	PHD1 Construction Limited
Company number:	08854778
Date of incorporation:	21 <sup>st</sup> January 2014
Trading address	7 Webster Court Carina Business Park

	Warrington WA5 8WD
Registered office:	C/o Bridgestones 125-127 Union Street Oldham OL1 1TE
Principal trading activity:	Commercial Construction Services
Joint Administrators' names	Jonathan Lord and Robert Cooksey
Joint Administrators' address	Bridgestones 125-127 Union Street Oldham OL1 1TE
Date of appointment	1 <sup>st</sup> April 2016
Court name and reference	High Court of Justice Chancery Division Manchester District Registry No 2304 of 2016
Appointment made by:	Directors of the Company: Mr Samuel Beilin, C/o 3 <sup>rd</sup> Floor, Muskens Building, 1 Stanley Street, Liverpool, L1 6AA  Ms Julie McInnes, 47 Cleveley Road, Liverpool, L18 9UW
Actions of Administrators	Any act required or authorised under any enactment to be done by an administrator may be done by either or both of the Administrators acting jointly or alone.

#### **JOINT ADMINISTRATORS' ACTIONS SINCE THE LAST PROGRESS REPORT**

This specifically covers the period 29<sup>th</sup> March 2019 to 8<sup>th</sup> May 2019 and should be read in conjunction with previous progress reports.

The purpose of the Administration is "Achieving a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without first being in administration)."

No further asset realisations have been made since my last progress report.

Following a meeting by correspondence held on 20<sup>th</sup> November 2018 a resolution was passed authorising the Joint Administrators to increase their fees on a time cost basis from £117,293 + VAT to £140,000 + VAT.

The decision was taken to investigate alternative options in respect of collecting the outstanding debt of £125,000 owed by NPG. An offer was put forward by Samuel Beilin and Partners Limited who agreed to the assignment of the outstanding liability to them from NPG. The assignment of this debt completed on 15<sup>th</sup> March 2019 and Samuel Beilin and Partners Limited have agreed to repay the monies outstanding within 6 months from the date of the assignment.

There is certain work that I am required by the insolvency legislation to undertake in connection with the Administration that provides no financial benefit for the creditors. A description of the routine work undertaken since my appointment is contained in Appendix 3.

The Company has now been converted from Administration to Creditors' Voluntary Liquidation, as noted above.

## RECEIPTS AND PAYMENTS ACCOUNT

My Receipts & Payments Account for the period from 29<sup>th</sup> March 2019 to 8<sup>th</sup> May 2019 is attached at Appendix 1.

The balance of funds are held in an interest bearing estate bank account and the balance in hand is £0 therefore at this time there are no remaining funds on account to transfer over to a Liquidator.

## ASSETS

No further assets have been collected since my last report.

A summary of the total assets realised since the appointment of Joint Administrators is shown on the attached receipts and payments account and again should be read in conjunction with previous reports.

## LIABILITIES

### Secured Creditor

During the course of trade, Blue Ray Enterprises FZE injected funds into the Company originally on an unsecured basis. In February 2016 Blue Ray Enterprises FZE obtained a debenture over the Company and its assets by way of security against all future cash injections made into the business. Following the creation and registration of this charge, the sum of £60,000 was advanced to the Company. Consequently, Blue Ray Enterprises FZE is only a secured creditor to the amount of £60,000.

Under the terms of their fixed charge Blue Ray Enterprises FZE will be entitled to receive £60,000 from the funds received following the sale of the Company's Goodwill subject to the charge being verified by the Joint Administrators lawyers.

### Floating Charge Creditor

Blue Ray Enterprises FZE registered a debenture over the Company at Companies House on 15<sup>th</sup> February 2016. This debenture provides for both a fixed and floating charge over the Company's assets.

However as previously disclosed, it is anticipated that the amount secured by the Charge will be repaid under the terms of the fixed element of the debenture. Therefore, no payment to Blue Ray Enterprises FZE in their capacity as a Floating Charge Creditor has been made.

### Preferential Creditors

Prior to Administration, the Company's employees had been transferred to Bilt Group under the provisions of the Transfer of Undertaking (Protection of Employment) Regulations 1981 ("TUPE") and as such, no preferential claims were received.

### Crown Creditors

Included within the unsecured creditor claim amount, as detailed below, is an amount of £251,408.26 claimed by HM Revenue & Customs. This claim is broken down as follows:

VAT     £159,573.00  
PAYE   £91,835.26

In the original proposal to creditors, an estimated statement of financial position was included which valued the claims of HM Revenue & Customs (VAT) at £75,000.

### Unsecured Creditors

In addition to the amounts due to HM Revenue & Customs, unsecured claims totalling £8,867.569.27

have been received.

In the original proposal to creditors, an estimated statement of financial position was included which valued the claims of unsecured creditors at £7,893,473.57 of which £75,000 was believed to be due to HM Revenue & Customs.

However, following the circulation of the Joint Administrators proposals, additional unsecured creditors have come forward and claims have been received from known creditors in excess of the estimates provided by the Company.

#### Prescribed Part

There are provisions of the insolvency legislation that require an administrator to set aside a percentage of a company's assets for the benefit of the unsecured creditors in cases where the company gave a "qualifying floating charge" over its assets to a lender on or after 15 September 2003. This is known as the "prescribed part of the net property." A company's net property is that left after paying the preferential creditors, but before paying the lender who holds a floating charge. An administrator has to set aside:

- 50% of the first £10,000 of the net property; plus
- 20% of the property which exceeds £10,000;

up to a maximum prescribed part of £600,000.

### **DIVIDEND PROSPECTS**

#### Secured creditors

As noted above, Blue Ray Enterprises FZE holds security over the Company's assets which is limited to the amount of £60,000.

Due to the sale agreement falling into arrears prior to the assignment of the debt to Samuel Beilin & Partners Limited, Blue Ray Enterprises FZE have not been paid any monies.

It is anticipated that once the sum of £125,000 is received from Samuel Beilin & Partners Limited (during the course of the intended Creditors' Voluntary Liquidation), the secured creditor will be paid under the terms of the fixed charge.

#### Floating charge creditor

Blue Ray Enterprises FZE hold a qualifying floating charge, however it is anticipated that they will be repaid all monies claimable under their charge under the fixed charge regime, and nothing will be paid under the terms of their floating charge.

#### Preferential creditors

No redundancies were made by the Company and as such no claims have been made in this regard.

#### Non-preferential unsecured creditors

A dividend will be declared to non-preferential unsecured creditors by the Liquidator following the end of the Administration and the commencement of the Liquidation, once funds have been realised. The Liquidator will be in touch with all creditors to agree final claims.

### **INVESTIGATION INTO THE AFFAIRS OF THE COMPANY**

I have undertaken an investigation into the Company's affairs to establish whether there are any potential asset recoveries or conduct matters that justified further investigations, taking account public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved.

Following appointment my investigations focused upon the reasons for the failure of the Company and whether any individual party could be deemed culpable for that failure. As detailed in previous reports, the Directors did not lodge a Statement of Affairs and as such I have compared the information within the original estimated statement of financial position included within the proposals with the last accounts produced by the Company to ascertain whether all significant assets can be identified and material movements in asset values can be explained.

I have investigated the position and role of various parties connected to the Company, in addition to the registered Directors, to establish whether they can be deemed as shadow directors. My investigations focused upon the roles of Kevin Corish, Peter McInnes and Blue Ray Enterprises FZE.

However due to issues surrounding either the net worth or geographical location of these parties, I do not believe that it would be commercially viable to instigate legal action against these parties, due to the lack of prospects of a favourable return.

It is my opinion that it is unlikely that any financial return will be made as a result of these investigations, however the findings have been submitted to the Department for Business, Innovation and Skills (formerly the Department of Trade and Industry). In accordance with my statutory duties a Conduct Report pursuant to the Company Directors Disqualification Act 1986 has been submitted. This report is confidential so its contents cannot be disclosed.

I have also reviewed the nature of the contracts entered into between the Company, the SPV's and the principle contractor. The contracts themselves are standard JCT contracts and as such are not prejudicial to the Company's interests other than the fact that the Company has not been paid under them. The SPV's solvency problems appear to stem from a cash flow problem caused by their internal corporate structure. I do not believe that there are any actions arising from any wrongdoing under the terms of the contracts.

There were no matters that justified further investigation in the circumstances of this appointment aside from matters which have been reported here or within my previous progress reports.

## **PRE-ADMINISTRATION COSTS**

My pre administration costs have been disclosed in my previous reports.

## **JOINT ADMINISTRATORS' REMUNERATION (POST APPOINTMENT)**

The Joint Administrator's remuneration was authorised by the creditors at a meeting held on the 9<sup>th</sup> June 2016. The Joint Administrators' remuneration was authorised on a time cost basis based on an original fee estimate of £75,455 + VAT.

The fee estimate acted as a cap and I cannot draw remuneration in excess of that estimate without first seeking approval from the creditors and or the Court.

As reported previously, I sought and obtained approval from the Company's creditors on 14<sup>th</sup> May 2018 to increase my time costs from £75,455 + VAT to £117,293 + VAT.

At a meeting by correspondence held on 20<sup>th</sup> November 2018 a resolution was passed authorising that the Joint Administrators be allowed to further increase their time costs from £117,293 + VAT to £140,000 + VAT.

The increases were largely a result of the problems and delays encountered in the realisation of the Company's assets under the terms of the sale agreement, and an increased amount of investigation in to the way the Company had operated. These delays had a further effect of extending the period of the Administration, creating the need to issue more creditor reports than originally anticipated.

My time costs to 8<sup>th</sup> May 2019 amount to £147,521.50, representing 479.05 of hours work at an average charge out rate of £307.95 per hour.



Of this, the amount of £3,381.00 represents 13.20 hours at an average hourly rate of £256.14 has been accrued since my last report.

To date the Joint Administrators' have drawn post appointment remuneration of £132,571.01 + VAT.

A schedule of my time costs incurred to date and in the period since my last report is attached as Appendix 2.

## CREDITOR'S RIGHTS

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors Guide to Administrators' Fees' also published by R3, together with an explanatory note which shows Bridgestones' fee policy are available at the link <http://www.bridgestones.co.uk/technical.html>. Please note that there are different versions of the Guidance Notes and in this case you should refer to the April 2017 version.

## JOINT ADMINISTRATORS' EXPENSES

I have incurred the following expenses in the period since my last progress report:

Type of expense	Amount incurred/ accrued in the reporting period

Although I have accrued the following category 1 expenses in the period since my last progress report, due to a lack of realisations these have not been drawn:

Type of category 2 disbursement	Amount incurred/ accrued in the reporting period
Printed Paper being 200 sheets at £0.15 per sheet	£30.00
Copy Paper being 100 sheets at £0.10 per sheet	£10.00
Box Storage being 9 boxes at £2.50 per month	£22.50

I have used the following agents or professional advisors in the reporting period:

Professional Advisor	Nature of Work	Basis of Fees
Turner Parkinson LLP	Solicitors	Time Costs

The choice of professionals was based on my perception of their experience and ability to perform this type of work and the complexity and nature of the assignment. I also considered that the basis on which they will charge their fees represented value for money. I have reviewed the charges they have made and am satisfied that they are reasonable in the circumstances of this case.

Legal Fees and disbursements have been incurred primarily in relation to the ongoing sales discussions and negotiations with North Point Global Limited and later, Samuel Beilin and Partners Limited in connection with the purchase of the assets of the Company. This work includes the drafting of sales contracts, carrying out relevant due diligence and correspondence with purchasing party solicitors.

In addition to the above, legal fees were incurred following the defending of two winding up petitions brought against the Company as well as providing legal advice on claims brought by creditors.

Debt recovery agents were engaged to review, report on, and where possible to recover, monies due to

the Company as reported previously.

## **FURTHER INFORMATION**

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

To comply with the Provision of Services Regulations, some general information about Bridgestones can be found at <http://www.bridgestones.co.uk/index.html>

## **SUMMARY**

I have now been appointed Liquidator of the above named Company and my main focus will be on the collection of the outstanding book debt.

Creditors will receive further information in relation to the liquidation in due course, however.

If creditors have any queries regarding the conduct of the Administration, or if they want hard copies of any of the documents made available on-line, they should contact Jonathan Lord on the above telephone number, or by email at [mail@bridgestones.co.uk](mailto:mail@bridgestones.co.uk)



**Jonathan Lord – MIPA**  
**PHD1 Construction Limited**

The Joint Administrators are agents of the Company and act without personal liability.

**PHD1 Construction Ltd - In Administration**  
**Administrators' Abstract of Receipts & Payments**

**From 29 March 2019 To 08 May 2019**

<b>S of A £</b>		<b>As Previously Reported</b>	<b>29/03/19 to 08/05/19</b>	<b>Total £</b>
<b>RECEIPTS</b>				
20,669	Cash at Bank	6,869.18	NIL	6,869.18
NIL	Bank Interest Net of Tax	20.06	NIL	20.06
NIL	Third Party Funds	50,000.00	NIL	50,000.00
NIL	Sundry Refund	10,373.80	NIL	10,373.80
NIL	Sale of Business	125,000.00	NIL	125,000.00
512,324	Pre Appointment VAT refund	NIL	NIL	NIL
NIL	Contribution to legal fees	5,100.00	NIL	5,100.00
532,993		197,363.04	NIL	197,363.04
<b>PAYMENTS</b>				
NIL	Legal Fees	(2,900.00)	NIL	(2,900.00)
NIL	Legal Fees	(18,841.50)	NIL	(18,841.50)
NIL	Statutory Advertising	(79.00)	NIL	(79.00)
NIL	Bank Charges	(36.00)	NIL	(36.00)
NIL	Professional Fees	(10,990.00)	NIL	(10,990.00)
NIL	Creditor report hosting	(82.00)	NIL	(82.00)
NIL	Administrator's Remuneration	(132,571.01)	NIL	(132,571.01)
NIL	Administrators remuneration (Pre)	(23,865.90)	NIL	(23,865.90)
NIL	Legal Fees (Pre)	(4,765.50)	NIL	(4,765.50)
NIL	Legal Disbursements (Pre)	(1,030.00)	NIL	(1,030.00)
NIL	Vat Receivable	(1,632.13)	NIL	(1,632.13)
NIL	Specific Bond	(460.00)	NIL	(460.00)
NIL	Software Licence Fee	(110.00)	NIL	(110.00)
0		(197,363.04)	NIL	(197,363.04)
532,993	<b>CASH IN HAND</b>	NIL	NIL	NIL

# BRIDGESTONES CHARGEOUT RATE SUMMARY

Client name: PHD1 Construction Limited

Date: 14/05/2019

Time Spent for period: 01 April 2016 - 08 May 2019

Classification of work	Insolvency Practitioner hours	Senior Manager hours	Manager hours	Case Administrator hours	Support Staff hours	Total Hours	Total Cost	Average Rate
Statutory compliance, administration and planning	81.85	124.35	0.00	10.30	0.00	216.50	66,687.50	308.03
Investigations	20.75	29.20	0.00	0.00	0.00	49.95	15,930.50	318.93
Realisation of Assets	58.80	66.05	0.00	0.00	0.00	124.85	41,136.00	329.48
Bank	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors and Employees	14.25	73.50	0.00	0.00	0.00	87.75	23,767.50	270.85
Case specific matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total hours	175.65	293.10	0.00	10.30	479.05	479.05	147,521.50	307.95

Total fees claimed	147,521.50
Invoiced	0.00
Balance written off /carried forward	147,521.50

Charge out rate in units of 6 minutes

Chargeout rates:	2019	2018	2017
Insolvency Practitioner	430	430	430
Senior Manager	260	260	260
Manager	160	230	230
Case Administrator	160	160	160
Support Staff	125	125	125

Standard Activity	Examples of Work
Statutory compliance, administration and planning	Statutory reporting and compliance. Compliance with other regulatory requirements. Case planning Administrative set up Appointment notification Maintenance of records
Investigations	SIP2 review CDDA reports Investigation antecedent identifying, securing, insuring
Realisation of assets	Negotiating with Debt collection Property, Business asset sales Management of operations
Trading	Management of operations Accounting for trading On-going employee issues
Creditors	Communicating with creditors Creditors' claims (including employees' and other preferential creditors)

# BRIDGESTONES CHARGEOUT RATE SUMMARY

Client name: PHD1 Construction Limited

Date: 14/05/2019

Time Spent for period: 20 March 2019 - 08 May 2019

Classification of work	Insolvency Practitioner hours	Senior Manager hours	Manager hours	Case Administrator hours	Support Staff hours	Total Hours	Total Cost	Average Rate
Statutory compliance, administration and planning	4.70	0.00	0.00	8.50	0.00	13.20	3,381.00	256.14
Investigations	0.00	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	0.00
Bank	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors and Employees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Case specific matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total hours</b>	<b>4.70</b>	<b>0.00</b>	<b>0.00</b>	<b>8.50</b>	<b>13.20</b>	<b>13.20</b>	<b>3,381.00</b>	<b>256.14</b>

<b>Total fees claimed</b>		<b>3,381.00</b>
<b>Invoiced</b>		<b>0.00</b>
<b>Balance written off /carried forward</b>		<b>3,381.00</b>

Charge out rate in units of 6 minutes

Chargeout rates:	2019	2018	2017
Insolvency Practitioner	430	430	430
Senior Manager	260	260	260
Manager	160	230	230
Case Administrator	160	160	160
Support Staff	125	125	125

Standard Activity	Examples of Work
Statutory compliance, administration and planning	Statutory reporting and compliance. Compliance with other regulatory requirements. Case planning Administrative set up Appointment notification Maintenance of records
Investigations	SIP2 review CDDA reports Investigation antecedent identifying, securing, insuring
Realisation of assets	Negotiating with Debt collection Property, Business asset sales Management of operations
Trading	Management of operations Accounting for trading On-going employee issues
Creditors	Communicating with creditors Creditors' claims (including employees' and other preferential creditors)

## Appendix 3

### 1. Administration

- Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.
- Dealing with all routine correspondence and emails relating to the case.
- Opening, maintaining and managing the office holder's estate bank account.
- *Creating, maintaining and managing the office holder's cashbook.*
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a quarterly basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Preparing, reviewing and issuing progress reports to creditors and members.
- Filing returns at Companies House.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.
- Preparing, reviewing and issuing a final report to creditors and members.
- Seeking closure from HMRC and other relevant parties
- Preparation of final account and associated closure processes.

### 2. Creditors

- Dealing with creditor correspondence, emails and telephone conversations regarding their claims.
- Maintaining up to date creditor information on the case management system.
- Reviewing proofs of debt received from creditors, adjudicating on them and formally admitting them for the payment of a dividend.
- Requesting additional information from creditors in support of their proofs of debt in order to adjudicate on their claims.

### 3. Asset Realisation / Investigations

- Chasing North Point Global in relation to monies owed under the terms of the sale agreement.
- Sales agreements / negotiating the novation of an existing sale agreement to a third party.