

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 0 8 9 7 8 2 3 5

Company name in full Bookedin Ltd

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

### 2 Liquidator's name

Full forename(s) Richard Jeffrey

Surname Rones

### 3 Liquidator's address

Building name/number 311 High Road

Street Loughton

Post town Essex, IG10 1AH

County/Region

Postcode

Country

### 4 Liquidator's name ①

Full forename(s)

Surname

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

### 5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

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

LIQ03

Notice of progress report in voluntary winding up

**6** Period of progress report

From date	<sup>d</sup> 1	<sup>d</sup> 3	<sup>m</sup> 1	<sup>m</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 2
To date	<sup>d</sup> 1	<sup>d</sup> 2	<sup>m</sup> 1	<sup>m</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 3

**7** Progress report

☒ The progress report is attached

**8** Sign and date

Liquidator's signature

Signature

X



X

Signature date

<sup>d</sup> 3	<sup>d</sup> 1	<sup>m</sup> 1	<sup>m</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 3
----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------

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 **Mark Wootton**Company name **ThorntonRones Ltd**Address **311 High Road****Loughton**Post town **Essex, IG10 1AH**

County/Region

Postcode

Country

DX

Telephone

**0208 418 9333****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.

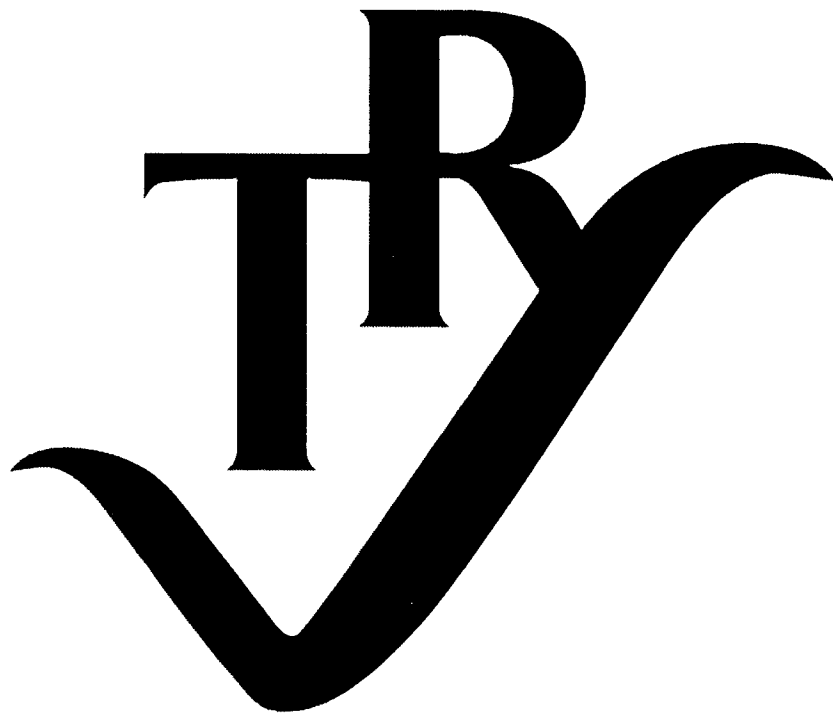
**Further information**

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)

# **Liquidator's Annual Progress Report to Creditors & Members**

**Bookedin Ltd  
- In Creditors' Voluntary Liquidation**



**31 October 2023**

*[Faint, illegible text]*  
30  
*[Handwritten mark]*

**CONTENTS**

- 1** Introduction and Statutory Information
- 2** Receipts & Payments
- 3** Progress of the Liquidation
- 4** Creditors
- 5** Liquidator's Remuneration
- 6** Creditors' Rights
- 7** Next Report

**APPENDICES**

- A** Privacy Notice
- B** Receipts and Payments Account for the Period from 13 October 2022 to 12 October 2023 together with a Cumulative Receipts and Payments Account for the Period since the Liquidator's Appointment.
- C** Time costs for the period 13 October 2020 to 12 October 2023
- D** Additional information in relation to Expenses & the use of Subcontractors
- E** ThorntonRones Ltd Charge Out Rates and Expenses Policy.

## 1 Introduction and Statutory Information

- 1.1 I, Richard Jeffrey Rones of ThorntonRones Ltd, 311 High Road, Loughton, Essex, IG10 1AH was appointed as Liquidator of Bookedin Ltd (the **Company**) on 13 October 2020. I am authorised to act as an insolvency practitioner in the UK by the Institute of Chartered Accountants in England and Wales and am bound by the Insolvency Code of Ethics when carrying out all professional work in relation to an insolvency appointment. In the event of case related queries, the Liquidator can be contacted on telephone number 0208 418 9333 or by email via [info@thorntonrones.co.uk](mailto:info@thorntonrones.co.uk).
- 1.2 This progress report provides an update on the conduct of the Liquidation for the period from 13 October 2022 to 12 October 2023 (**the Period**) and should be read in conjunction with any previous progress reports which have been issued.
- 1.3 Information about the way that this firm will use, and store personal data on insolvency appointments can be found in the attached Privacy Notice at Appendix A.
- 1.4 The principal trading address of the Company was 5th Floor 2 More, London Riverside, London, SE1 2AP.
- 1.5 The registered office of the Company has been changed to 311 High Road, Loughton, Essex, IG10 1AH. The Company's registered number is 08978235

## 2 Receipts and Payments

- 2.1 At Appendix B is my Receipts and Payments Account covering the Period of this report. Also attached at Appendix B, is a cumulative Receipts and Payments Account for the period from the date of my appointment as Liquidator to the end of the Period covered by this report.
- 2.2 In Section 3 below, you will find an update on the progress made during the Period in realising the Company's assets and dealing with its affairs

## 3 Progress of the Liquidation

- 3.1 This section of the report provides creditors with an update on the progress made in the Liquidation during the Period and an explanation of the work done by the Liquidator and his staff.

### ***Administration (including statutory compliance & reporting)***

- 3.2 An office holder must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work I anticipated would need to be done in this area was outlined in my initial fees estimate/information which was previously agreed by creditors.
- 3.3 Where the costs of statutory compliance work or reporting to creditors exceeds the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Liquidator.
- 3.4 As noted in my initial fees estimate/information, this work will not necessarily bring any financial benefit to creditors but is required on every case by statute.

**Realisation of Assets**

**Bank Interest Gross**

- 3.5 The only realisation during the reporting period was that of bank interest of £0.33.
- 3.6 It is not anticipated that the work the Liquidator has carried out to deal with the Company's assets will provide a financial benefit to creditors. This is because either the value of the assets was insufficient to produce a financial benefit after the associated costs of realisation were taken into consideration, or because there were no assets owned by the Company in accordance with the Company's statement of affairs that could be realised for the benefit of creditors.

***Creditors (claims and distributions)***

- 3.7 A Liquidator is not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.
- 3.8 Work undertaken by a Liquidator in dealing with a company's creditors may only therefore bring a financial benefit to certain classes of creditor such as a secured creditor or the preferential creditors, however a Liquidator is required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Liquidator in dealing with those claims.
- 3.8 More information on the anticipated outcome for all classes of creditor in this case can be found in Section 4 below.

***Investigations***

- 3.9 Some of the work Liquidator is required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 (**CDDA 1986**) and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidator can pursue for the benefit of creditors.
- 3.10 You may recall from my first progress report to creditors that some of the work Liquidator is required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 (**CDDA 1986**) and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidator can pursue for the benefit of creditors.
- 3.11 My report on the conduct of the Directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986 was submitted during the first year of the Liquidation and is confidential.
- 3.12 Since my last progress report I would advise that no further asset realisations have come to light that may be pursued by me for the benefit of creditors.

## BOOKEDIN LTD - IN LIQUIDATION

### 4 Creditors

#### ***Secured Creditors***

- 4.1 There are no secured creditors

#### ***Preferential Creditors***

- 4.2 There are no preferential creditors

#### ***Unsecured Creditors***

- 4.2 The Company's Statement of Affairs indicated there were five creditors whose debts totalled £320,913.00. I have received claims from two creditors totalling £129,000. I have not received claims from three creditors totalling £196,912.
- 4.3 It is not proposed that a dividend will be paid to unsecured creditors in this matter.

### 5 Liquidator's Remuneration

- 5.1 Creditors approved that my unpaid pre-Liquidation fees totalling £5,000 plus VAT and expenses be paid from the estate. As can be seen from the attached Receipts and Payments I have only drawn the sum of £4,450.00 and it is my intention to draw the balance shortly.
- 5.2 It was not expected that there would be sufficient asset realisations within the Liquidation, so therefore no resolutions had been sought by the Liquidator in respect of remuneration.
- 5.3 Due to the sum realised from the Company's former bankers, which was not originally anticipated, I am now in a position to seek creditors approval on how I am to be remunerated as Liquidator.
- 5.4 I would refer creditors to my previous progress reports, for details of the work and tasks performed, in order to wind up the Company's affairs. I would also refer creditors to the attached time analysis at Appendix C, which details my time costs for the period 13 October 2020 to 12 October 2023, amounting to £14,604.25. This time comprises of 61.15 hours at an average rate of £238.83.
- 5.5 Due to the limited amount of remaining funds and there being no further assets to realise, I simply propose to be remunerated on a fixed fee basis of £500. In the event that creditors approve my decision in this respect (letter being sent under separate cover), I will draw part of this sum and conclude the Liquidation.
- 5.6 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request free of charge or can be downloaded from <https://www.icaew.com/technical/insolvency/understanding-business-restructuring-and-insolvency/creditors-guides>.
- 5.7 Attached as Appendix D is additional information in relation to the Liquidator's fees and expenses including where relevant, information on the use of subcontractors and professional advisers.

### 6 Creditors' Rights

- 6.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Liquidator provide further information about his remuneration or expenses which have been itemised in this progress report.



## **BOOKEDIN LTD - IN LIQUIDATION**

- 6.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidator's remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidator, as set out in this progress report, are excessive.

### **7 Next Report**

- 7.1 I am required to provide a further report on the progress of the Liquidation within two months of the next anniversary of the Liquidation, unless I have concluded matters prior to this, in which case I will write to all creditors with my final account.
- 7.2 If you have any queries in relation to the contents of this report, please contact Mark Wootton by telephone on 0208 418 9333 or by email at [mwootton@thorntonrones.co.uk](mailto:mwootton@thorntonrones.co.uk).

Yours faithfully

**R J Rones**  
Liquidator

## **Privacy Notice**

### **Use of personal information**

We process personal information to enable us to carry out our work as insolvency practitioners which includes processing data that was held by companies/individuals before our appointment together with data collected during an insolvency procedure or a fixed charge receivership. Our legal obligation to process personal data arises from work we are required to carry out under insolvency and other related legislation.

Insolvency practitioners are Data Controllers of personal data in so far as defined by data protection legislation. ThorntonRones Limited will act as Data Processor on their instructions about personal data in relation to an insolvency procedure or fixed charge receivership.

Personal data will be kept secure and processed only for matters relating to the insolvency procedure being dealt with.

### **The data we may process**

The personal data insolvency practitioners may process in most cases will be basic details that may identify an individual and will typically be sufficient to allow us to carry out our work as insolvency practitioners, for example, dealing with the claims of individuals who are owed monies by the companies/individuals over whom we have been appointed.

However, insolvency practitioners may be appointed over entities that process personal data that is considered more sensitive, for example health records and this sensitive data will usually have been created before our appointment. Although we will take appropriate steps to safeguard sensitive data (or to destroy it where it is appropriate to do so), subject to limited exceptions, for example, where we identify previous conduct and/or action that requires further investigation, we will not be processing sensitive data.

### **Sharing information**

We may share personal data with third parties where we are under a legal or regulatory duty to do so, or it is necessary for the purposes of undertaking our work as insolvency practitioners. We may also share personal data to lawfully assist the police or other law enforcement agencies with the prevention and detection of crime, where disclosure is necessary to protect the safety or security of any persons and/or otherwise as permitted by the law.

### **How long will we hold it?**

Personal data will be retained for as long as any legislative or regulatory requirement requires us to hold it. Typically, this may be up to 6 years after which it will be destroyed.

### **What are your rights?**

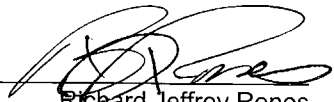
You have the right to receive the information contained in this document about how your personal data may be processed by us.

You also have the right to know that we may be processing your personal data and, in most circumstances, to have information about the personal data of yours that we hold, and you can ask for certain other details such as what purpose we may process your data for and how long we will hold it.

Individuals have the right to request that incorrect or incomplete data is corrected and in certain circumstances, you may request that we erase any personal data on you which may be held or processed as part of our work as insolvency practitioners. If you have any complaints about how we handle your personal data, please contact Richard Rones, ThorntonRones Limited, 311 High Road, Loughton, Essex IG10 1AH so we can resolve the issue, where possible. You also have the right to lodge a complaint about any use of your information with the Information Commissioners Office ("ICO"), the UK data protection regulator.

**Bookedin Ltd**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

Statement of Affairs £		From 13/10/2022 To 12/10/2023 £	From 13/10/2020 To 12/10/2023 £
	ASSET REALISATIONS		
	Bank Interest Gross	0.33	0.51
	Cash at Bank	NIL	5,626.65
Uncertain	Goodwill / IPR	NIL	NIL
		0.33	5,627.16
	COST OF REALISATIONS		
	Preparation of S. of A.	NIL	4,450.00
	Specific Bond	NIL	50.00
	Statutory Advertising	NIL	163.50
		NIL	(4,663.50)
	UNSECURED CREDITORS		
(1,913.00)	HM Revenue and Customs	NIL	NIL
(319,000.00)	Loans	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(168.00)	Ordinary Shareholders	NIL	NIL
(450,172.00)	Share Premium Account	NIL	NIL
		NIL	NIL
<b>(771,253.00)</b>		<b>0.33</b>	<b>963.66</b>
	REPRESENTED BY		
	Fixed Current A/c		963.66
			<b>963.66</b>

  
Richard Jeffrey Rones  
Liquidator

APPENDIX C

# Time Entry - SIP9 Time & Cost Summary

B215 - Bookedin Ltd  
All Post Appointment Project Codes  
From: 13/10/2020 To: 12/10/2023

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	1.80	8.20	32.40	3.25	45.65	10,348.25	226.69
Case Specific Matters	0.10	0.00	0.20	0.00	0.30	85.50	285.00
Creditors	0.70	1.20	6.70	0.00	8.60	2,025.50	235.52
Disbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	6.00	0.00	0.00	6.00	1,950.00	325.00
Realisation of Assets	0.00	0.60	0.00	0.00	0.60	195.00	325.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	2.60	16.00	39.30	3.25	61.15	14,604.25	238.83
Total Fees Claimed							
Total Disbursements Claimed						0.00	

## Appendix D

### Additional Information in Relation to the Liquidator's Fees, Expenses & the use of Subcontractors

#### Staff Allocation and the use of Subcontractors

The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.

The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.

We have not utilised the services of any subcontractors on this case.

#### Professional Advisors

On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

Name of Professional Advisor	Basis of Fee Arrangement
Marsh Limited (insurance)	Specific bond. Scale rate premium

Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

#### Liquidator's Expenses

The estimate of expenses which were anticipated at the outset of the Liquidation was provided to creditors when the basis of my fees was approved. The table below compares the anticipated costs against those incurred to date.

##### Category 1 expenses

These expenses do not require prior approval by creditors. The type of expenses that may be charged to a case as a Category 1 expense generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, external room hire and external storage costs. Also chargeable, will be any properly reimbursed expenses incurred by personnel in connection with the case. These expenses may include disbursements which are payments first met by an office holder and then reimbursed from the estate.

Expense	Estimated overall cost £	Paid in Prior Period £	Paid in the period covered by this report £	Incurred but not paid to date £
Statutory Advertising	-	163.50	Nil	Nil
Specific Penalty Bond	-	50.00	Nil	Nil

##### Category 2 expenses

These expenses do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may therefore include payments to associates of the office holder or shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis. Details of Category 2 expenses

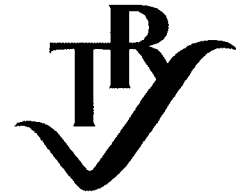
## BOOKEDIN LTD - IN LIQUIDATION

charged by this firm (where appropriate) were provided at the time the Liquidator's fees were approved by creditors.

<b><i>Expense</i></b>	<b><i>Estimated overall cost £</i></b>	<b><i>Paid in Prior Period £</i></b>	<b><i>Paid in the period covered by this report £</i></b>	<b><i>Incurred but not paid to date £</i></b>
Scanning Documents	Not stated	N/A	Nil	5.40
Photocopying	Not Stated	N/A	Nil	-

# THORNTONRONES

We put the solve into insolvency



## CHARGE OUT RATES & POLICY REGARDING THE RECHARGE OF EXPENSES RECOVERY PURSUANT TO STATEMENT OF INSOLVENCY PRACTICE 9

### CHARGE-OUT RATES

Work undertaken on cases is recorded in 6-minute units in an electronic time recording system. Time properly incurred on cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. Details of charge-out rates effective from 1 March 2023 exclusive of VAT are as follows:

Grade of Staff	£ per hour
Insolvency Practitioner	450
Director	400
Manager	350
Senior Administrator	250
Administrator	225
Assistant Administrator	175
Junior Administrator	150
Cashier	135
Staff Support	100

### EXPENSES RECOVERY

In accordance with Statement of Insolvency Practice 9 (SIP9) expenses are categorised as either Category 1 or Category 2.

#### Category 1 Expenses

Category 1 expenses will generally comprise external supplies of incidental services specifically identifiable to the case. Where these have initially been paid by ThorntonRones and then recharged to the case, approval from creditors is not required. The amount recharged is the exact amount incurred. Category 1 expenses can be drawn without prior approval, although an office holder should be prepared to disclose information about them in the same way as any other expenses.

Examples of Category 1 expenses include postage, advertising, specific bond insurance, company search fees, invoiced travel and properly reimbursed expenses incurred by personnel in connection with the case. Also included will be services specific to the case where these cannot practically be provided internally such as printing, external room hire and document storage.

#### Category 2 Expenses

Category 2 expenses include elements of shared or allocated costs incurred by ThorntonRones and recharged to the case; they are not attributed to the case by a third-party invoice and/or they may include a profit element. Category 2 expenses may be drawn if they have been approved in the same manner as an office holder's remuneration. When seeking approval, an office holder should explain, for each category of expenses, the basis on which the charge is being made. Examples of Category 2 expenses are photocopying, all business mileage, internal room hire and internal storage.

The firm's current policy is that it does not recharge Category 2 expenses with the exception of mileage at the H M Revenue & Customs approved rate of 45p per mile. All costs are subject to VAT.

All the above costs are subject to amendment by ThorntonRones Limited at any time and any amendments will be reported to the appropriate parties in the next report or other document issued for general circulation.