

# 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 9 0 9 0 8 3 3

Company name in full Estrans Developments (Smallfield) Limited

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

### 2 Liquidator's name

Full forename(s) Victor

Surname Ellaby

### 3 Liquidator's address

Building name/number Staverton Court

Street Staverton

Post town

County/Region Cheltenham

Postcode G L 5 1 0 U X

Country

### 4 Liquidator's name

Full forename(s) Peter Richard James

Surname Frost

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

### 5 Liquidator's address

Building name/number Staverton Court

Street Staverton

Post town

County/Region Cheltenham

Postcode G L 5 1 0 U X

Country

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

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### 6 Period of progress report

From date	<sup>d</sup> 1	<sup>d</sup> 7	<sup>m</sup> 1	<sup>m</sup> 2	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9
To date	<sup>d</sup> 1	<sup>d</sup> 6	<sup>m</sup> 1	<sup>m</sup> 2	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0

### 7 Progress report

☐ The progress report is attached

### 8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

<sup>d</sup> 1	<sup>d</sup> 2	<sup>m</sup> 0	<sup>m</sup> 2	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 1
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## LIQ03

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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	Gina Clare
Company name	Hazlewoods LLP
Address	Staverton Court
	Staverton
Post town	
County/Region	Cheltenham
Postcode	G L 5 1 0 U X
Country	
DX	
Telephone	01242 680000

**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)**

**Estrans Developments (Smallfield) Limited**  
**(In Liquidation)**  
**JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT**

	Declaration of Solvency £	From 17/12/2019 To 16/12/2020 £	From 17/12/2019 To 16/12/2020 £
<b>RECEIPTS</b>			
Cash at Bank	988,324.00	711,985.96	711,985.96
Retention	10,895.00	22,875.00	22,875.00
Bank Interest Gross		6.22	6.22
		<u>734,867.18</u>	<u>734,867.18</u>
<b>PAYMENTS</b>			
Specific Bond		245.00	245.00
Office Holders Fees		3,000.00	3,000.00
Statutory Advertising		286.50	286.50
Other Property Expenses		9,490.00	9,490.00
Ordinary Shareholders	(100.00)	721,500.00	721,500.00
		<u>734,521.50</u>	<u>734,521.50</u>
Net Receipts/(Payments)		<u>345.68</u>	<u>345.68</u>
<b>MADE UP AS FOLLOWS</b>			
Bank Current		2,316.38	2,316.38
VAT Receivable / (Payable)		(1,970.70)	(1,970.70)
		<u>345.68</u>	<u>345.68</u>



BUSINESS RECOVERY & INSOLVENCY

## ESTRANS DEVELOPMENTS (SMALLFIELD) LTD – IN MEMBERS' VOLUNTARY LIQUIDATION

### LIQUIDATOR'S ANNUAL REPORT

#### STATUTORY INFORMATION

Company name:	Estrans Developments (Smallfield) Limited
Company number:	09090833
Trading address	Unit N Kingsfield Business Centre Redhill RH1 4DP
Registered office:	Staverton Court Staverton Cheltenham GL51 0UX
Former registered office:	21 Lombard Street London EC3V 9AH
Principal trading activity:	Property Development
Liquidator's name:	Victor Henry Ellaby
Liquidator's address:	Staverton Court Staverton Cheltenham GL51 0UX
Date of appointment:	17 December 2019
Period of report:	17 December 2019 to 16 December 2020
Actions of Joint Liquidators':	Any act required or authorised under any enactment to be done by a Liquidator may be done by either or both of the Liquidators acting jointly or alone.

Staverton Court, Staverton, Cheltenham GL51 0UX  
01242 680000 [www.hazlewoods.co.uk](http://www.hazlewoods.co.uk)



HAZLEWOODS is a member of the R3 network of independent members of the Global Advisory and Accounting Network (GARN). R3 is a not-for-profit organisation that provides a platform for members to share best practice and to provide a range of services to its members. HAZLEWOODS is a member of the R3 network of independent members of the Global Advisory and Accounting Network (GARN). R3 is a not-for-profit organisation that provides a platform for members to share best practice and to provide a range of services to its members.



WE ARE AN INDEPENDENT MEMBER OF  
THE GLOBAL ADVISORY  
AND ACCOUNTING NETWORK

## **LIQUIDATOR'S ACTIONS SINCE APPOINTMENT**

I have realised the Company's assets, liaised with the director and Company accountant in respect of Corporation Tax and liaised with HM Revenue and Customs to seek clearances to finalise the liquidation.

There is also certain work that I am required by the insolvency legislation to undertake in connection with the liquidation that provides no financial benefit for the members. A description of the routine work undertaken is attached.

## **RECEIPTS AND PAYMENTS ACCOUNT**

My Receipts & Payments Account for the period is attached.

The funds are held in an interest bearing account in the Company's name.

## **ASSET REALISATIONS**

### Cash at bank

Funds held in the Company bank account totalled £711,986. £700,000 was paid immediately upon appointment as a distribution to shareholders. The remaining £11,986 has been received into the liquidation account.

### Retention

A retention of £22,875 has been received.

### Bank interest gross

Gross interest, earned on funds held in the Liquidation account, of £6.22 has been received.

## **LIABILITIES**

### Secured Creditors

An examination of the Company's mortgage register held by the Registrar of Companies, showed that the Company has no current charges over its assets.

### Preferential Creditors

There are no preferential creditors.

### Crown Creditors

There are no known Crown creditors. I am waiting to hear from HMRC for their confirmation.

### Non-Preferential Unsecured Creditors

There are no unsecured creditors.

### Share Capital

The company has issued share capital of one hundred £1 ordinary shares.

A distribution of £700,000 was made immediately upon appointment. This represents £7,000 per share held.

### **LIQUIDATOR'S REMUNERATION**

Remuneration in respect of assisting the director in placing the Company into MVL and for acting as Liquidator was authorised by members at a meeting held on 17 December 2019 on a fixed fee basis of £3,000 plus VAT and disbursements. This has been drawn in full.

The present hourly rates of staff and the disbursement policy of Hazlewoods are appended, at B. These are reviewed annually on 1 November and 1 May. A Members' guide to the remuneration of Liquidators can be obtained either on written request to me, or from the website of Hazlewoods LLP at, [www.hazlewoods.co.uk](http://www.hazlewoods.co.uk) under Services, Business Recovery and Insolvency, Technical Guides. Please note that there are different versions of the Guidance Notes and, in this case, members should refer to the October 2015 version.

### **LIQUIDATOR'S EXPENSES**

I have incurred disbursements of £531.50 plus VAT. £245.00 plus VAT for the Statutory Bond and £286.50 for three notices in the London Gazette at £95.50 plus VAT each. All disbursements were incurred and drawn in the reporting period.

### **FURTHER INFORMATION**

A member may, with the permission of the Court or with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the Company, request further details of the Liquidator's remuneration and expenses, within 21 days of receipt of this draft final account.

A member may, with the permission of the Court or with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the Company, apply to Court to challenge the amount of remuneration charged by the Liquidator as being excessive, and/or the basis of the Liquidators' remuneration, and/or the amount of the expenses incurred as being excessive, within 8 weeks of their receipt of this draft final account.

The winding up of the Company is now for all practical purposes complete and I intend to deliver the final account by the date shown in the accompanying notice.

To comply with the Provision of Services Regulations, some general information about Hazlewoods LLP can be found at [www.hazlewoods.co.uk](http://www.hazlewoods.co.uk) under Services, Business Recovery and Insolvency, Technical Guides.



VH Ellaby  
Liquidator

**Estrans Developments (Smallfield) Limited**  
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## HAZLEWOODS LLP

### FEES AND DISBURSEMENTS POLICY STATEMENT

#### Fees and Charging Policy

- Grades of staff are charged at an hourly rate that is subject to periodic review. Below are the present hourly rates.
- Work undertaken by cashiers and support staff relating to specific tasks is charged. Support staff time is charged to the case and the rates are within the Administrator grade banding.
- Time spent by partners and all staff in relation to the insolvency estate are charged to the estate.
- Time is recorded in six minute units.
- Time billed is subject to Value Added Tax (VAT) at the applicable rate.

Time properly incurred in connection with the case is charged at the following hourly rates.

Grade	01/11/20 £	01/05/20 £
Partner	290	285
Appointment Taker	280	280
Associate Partner	216	212
Manager	130-175	129-172
Associates	104-116	101-130
Administrator	48-90	47-89

Hourly rates are periodically reviewed.

#### Expenses

Where expenses are incurred in respect of the insolvent estate, they will be recharged and comprise two categories.

##### ***Category 1 (Approval not required)***

These are where Hazlewoods LLP has met a specific cost to a third party. Such expenses may include items such as advertising, couriers, travel (by public transport), searches at Companies House, land registry searches, fees in respect of swearing legal documents, external printing costs, bonding etc. In each case, the charge will be reimbursement of a specific expense incurred.

##### ***Category 2 (Approval required)***

These are not capable of precise identification and allocation, eg: expenses that include an element of shared or allocated costs. This type of expense requires the approval of Members/Creditors prior to being drawn from the estate.

This includes the cost of travel where staff use either their own vehicles or company cars in travelling connected with the insolvency. A charge is made at HM Revenue & Customs approved rate, presently 45p per mile.

Summarised below are the categories of expenses, which may be incurred in connection with the administration of this case.

<b>Expense</b>	<b>Charge policy</b>	<b>Category of disbursement</b>
Business mileage	HM Revenue & Customs approved rate (currently 45p per mile)	2
Postage	At cost	1
Storage	Offsite storage at cost	1
Company searches	At cost	1
Individual/Directors searches	At cost	1
Other third party expenses incurred directly in connection with the case	At cost	1

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

## Routine Work undertaken

### 1. Administration and Planning

This represents the work involved in the routine administrative functions of the case by the office holder and their staff, together with the control and supervision of the work done on the case by the office holder and their managers. It does not give direct financial benefit to the members but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow.

- Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.
- Setting up physical case files.
- Setting up the case on the practice's electronic case management system and entering data.
- Issuing the statutory notifications to creditors and other required on appointment as office holder, including gazetting the office holder's appointment.
- Obtaining a specific penalty bond.
- Convening and holding a general meeting of members (as applicable).
- 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 annual progress reports to the members.
- Filing returns at Companies House.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.
- Seeking closure clearance from HMRC and other relevant parties.
- Preparing, reviewing and issuing a draft final account of the liquidation to the members.
- Issuing the final account to the members
- Filing the final account at Companies House.