

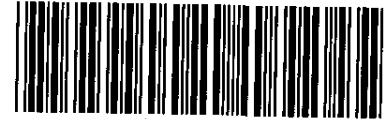
LIQ03

Notice of progress report in voluntary winding up



Companies House

SATURDAY



A8HVV6XU

A24

09/11/2019

#349

COMPANIES HOUSE

1 Company details

Company number 0 9 4 4 5 2 1 9

Company name in full Ruby Services Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Isobel

Surname Brett

3 Liquidator's address

Building name/number 21

Street Highfield Road

Post town Dartford

County/Region Kent

Postcode D A 1 2 J S

Country

4 Liquidator's name

Full forename(s)

Surname

● Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address

Building name/number

Street

Post town

County/Region

Postcode

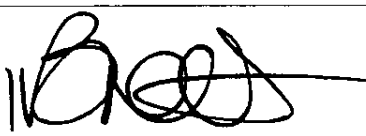
Country

● 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	2	5	0	9	2	0	1	8				
To date	2	4	0	9	2	0	1	9				
7	Progress report											
<input checked="" type="checkbox"/> The progress report is attached												
8	Sign and date											
Liquidator's signature	<div>Signature</div> <div>X  X</div>											
Signature date	0	8	1	1	2	0	1	9				

Annual Progress Report of Ruby Services Limited in Creditors Voluntary Liquidation

Annual Progress Report

RUBY SERVICES LIMITED IN CREDITORS VOLUNTARY LIQUIDATION

Content

- Introduction
- Executive Summary
- Administration and Planning
- Enquiries and Investigations
- Realisation of Assets
- Receipts and Payments
- Creditors
- Fees and Expenses
- Proposed Decisions
- Liquidation Committee
- Creditors' Rights
- EC Regulations
- Conclusion

Appendices

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Appendix 3 – Detailed List of Work Undertaken in 'the Review Period'

Appendix 4 – Time Costs for 'the Review Period'

Appendix 5 – Fee Estimate

Appendix 6 – Notice of Decision Procedure

Appendix 7 – Vote by Correspondence Form

Appendix 8 – Proof of Debt Form

Appendix 9 – Notice of Invitation to Form a Liquidation Committee

INTRODUCTION

In accordance with the Insolvency (England & Wales) Rules, 2016, I am required to provide Members and Creditors with an annual progress report. The purpose of this report is to detail my acts and dealings as Liquidator for the year 25 September 2018 to 24 September 2019 (the "Review Period") and to seek Creditors' approval for my remuneration and expenses. This report should be read in conjunction with my previous correspondence to Members and Creditors.

EXECUTIVE SUMMARY

A summary of key information in this report is detailed below:

Assets

Asset	Estimated to realise per Statement of Affairs	Realisations to date	Anticipated future realisations	Total anticipated realisations
Cash at Bank	21,808.27	21,864.09	0	21,864.09
Bank Interest Gross	0.00	90.85	UNKNOWN	90.85
Total	21,808.27	21,954.94	0	21,954.94

Expenses

Expense	Expense incurred to date	Anticipated further expense to closure	Total anticipated expense
Liquidator's Fees	11,580.50	4,209.50	15,790.00
Pension Agents' Fees	650.00	0.00	650.00
Licence Fees	230.00	0.00	230.00
Specific Bond	81.00	0.00	81.00
Advertising	255.53	81.00	335.53

Dividend Prospects

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Secured Creditor	N/A	N/A
Preferential Creditors	N/A	N/A
Unsecured Creditors	NIL	NIL

Summary of Key Issues Outstanding

- Formal winding up of the Company's pension scheme and receipt of any subsequent claim for outstanding contributions.

Closure

Based on current information, it is anticipated that the liquidation will be concluded within the next six months.

ADMINISTRATION AND PLANNING

Statutory Information

Statutory information may be found at Appendix 1.

I am required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found in Appendix 3.

I have met my statutory and regulatory duties to report to Creditors, as listed below. In consideration of the need for transparency and engagement with Creditors, care has been taken to ensure that reports and other communications with Creditors have provided useful details of the strategies pursued and the outcomes anticipated. During the Review Period, the following key documents have been issued:

- Initial report to Creditors confirming my appointment;

Other Administration Tasks

During the Review Period, the following material tasks in this category were carried out:

- Case Reviews
- Specific Bond Reviews
- Liaise with Evolve regarding the winding up of the Pension Scheme
- Administrative Tasks

ENQUIRES AND INVESTIGATIONS

During the Review Period, I carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the Director by means of questionnaires; making enquiries of the Company's accountants; reviewing information received from Creditors; and collecting and examining the Company's bank statements, accounts and other records.

The Director provided the books and records and a completed questionnaire as well as a Statement of Affairs.

The information gleaned from this process enabled me to meet my statutory duty to submit a confidential report on the conduct of the Director to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of Creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This initial assessment has been completed and I did not identify any further assets or actions which might lead to a recovery for Creditors. Although this work did not generate any financial benefit to Creditors, it was necessary to meet my statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

REALISATION OF ASSETS

Detailed below is key information about asset realisation and strategy, however more details about the work undertaken may be found at Appendix 3. I formulated and worked through a realisation strategy that sought to maximise realisations net of costs. The financial benefit of those efforts is described further below.

RECEIPTS AND PAYMENTS

My Receipts and Payments account is attached at Appendix 2, you will note this is largely self-explanatory.

Funds were deposited into a local designated interest bearing account and gross interest was received in the period of £90.85.

Cash at Bank

As per the Statement of Affairs the only asset outstanding at the time of Liquidation was the Cash at Bank which was estimated to be £21,808.27; an amount of £21,864.09 was received being the credit balance at the date of winding up. The account was subsequently closed.

CREDITORS

Irrespective of whether sufficient realisations are achieved to pay a dividend to Creditors, I and my staff have had to carry out key tasks which are detailed in the list at Appendix 3. The following sections explain the anticipated outcomes to Creditors and any distributions paid:

Secured Creditors

The Company has not granted any charges over its assets.

Preferential Creditors

Employee Claims

As the time of winding up only one employee remained and who chose not to submit a claim with the Redundancy Payments Office in relation to the statutory entitlements due. Therefore, there are no claims in this respect.

I have instructed Evolve IS to assist me with the formal winding up of the company's pension scheme, which has not yet been concluded. Should there be any outstanding contributions due, these will rank as a preferential claim in the estate.

Unsecured Creditors

HMRC was shown to be owed £41,141.88 and a claim of £58,200.92 has been received. Claims have not yet been admitted for dividend purposes.

There was only one trade and expense Creditor scheduled for an amount of £2,049.09 and a claim was received for the same.

The Director was also scheduled with a Directors Loan Account of £3,892.43 and he has submitted a claim for this amount.

Prescribed Part Provisions

Where a floating charge is created after 15 September 2003 a prescribed part of the company's net property shall be made available to unsecured Creditors. The Company has not granted a floating charge to any Creditor after 15 September 2003 and consequently the prescribed part provisions do not apply in this case.

Dividend Prospects

When liquidation costs and expenses are taken into account, there are no funds available to make a distribution to any class of creditor.

FEES AND EXPENSES

The Liquidators Fees and Expenses

It is the firm's practice to ensure that work is conducted at the appropriate staff member at the appropriate level of experience. A case administrator deals with the day to day administration on cases, whereas a manager or Director will oversee the work undertaken, where the issues are complex or litigious the work will be closely supervised or undertaken by a senior member of staff.

No approval has yet been obtained in respect of my pre appointment or post appointment fees and expenses. I am seeking creditors' approval by way of a decision procedure by correspondence, as detailed below, and I propose that my fees and expenses be fixed on the following bases:

Pre Appointment Fee

I was engaged by the Director to help place the Company into Creditors' Voluntary Liquidation and my engagement letter advised that I would be seeking a fixed fee of £6,000 plus VAT and disbursements, for placing the Company into Liquidation and assisting with the preparation of the Statement of Affairs.

The basis of this fee is to provide certainty for the Director and creditors and is a fair and reasonable reflection of the work undertaken. When instructed it was unclear what amount of work would be required and this limited the fees sought where time-costs would most likely be in excess of the fixed fees.

I have detailed below the work undertaken:

- Meeting and liaising with Director to obtain the relevant information
- Processing of creditor information to be able to send notices
- Processing of Company and shareholder information
- Liaising with Director(s) on calling the relevant meeting
- Sending notices to creditors and shareholders together with all supporting documentation required
- Liaising with Director to assess the assets of the Company
- Reviewing filed and management accounts
- Reviewing the liabilities of the Company
- Finalising the Statement of Affairs with the Director
- Preparation of the documents for the deemed consent procedure to be held

In this regard, I am seeking the following decision:

"That Bretts Business Recovery Limited be paid the sum of £6,000 in respect of placing the Company into Liquidation and for assistance in preparing the Statement of Affairs plus VAT. Such fees to be paid from the assets of the Company."

Post Appointment Fee

I propose that my post appointment remuneration be fixed on the following basis:

"That the Liquidator shall be authorised to draw her remuneration up to £15,790.00 based on her time costs by reference to the time properly given by the Liquidator and her staff, in attending to the matter arising in the Liquidation at Bretts Business Recovery's standard hourly rates, at the rates prevailing at the time the work is done, such remuneration to be paid out of the assets of the Company and which may be drawn on account as and when funds permit (plus VAT)".

Time costs for the Review Period total £11,825.50 representing 52.9 hours at an average hourly rate of £223.54. An analysis of my time costs to date are attached at Appendix 4.

Disbursements

It is also proposed that I be authorised to draw certain disbursements (as defined in SIP9 as "Category 2" disbursements)

Category 1 disbursements may be paid from the funds held in the Liquidation estate without approval and which have been incurred are detailed below:

Expense	Incurred to Date	Paid to Date	Outstanding
Category 1			
Specific Bond	81.00	0.00	81.00
Computer Licence Fee	230.00	0.00	230.00
Advertising	255.53	0.00	255.53

Information about this process may be found on the R3 website at www.creditorinsolvencyguide.co.uk. A copy of 'A Creditors Guide to Fees' together with the firms disbursements policy and charge out rates may be found at www.brettsbr.co.uk/cglf. There are different versions of these guidance notes and in this case please refer to the version effective from 1 April 2017. Should you require a paper copy of either, please send your request in writing to enquiries@brettsbr.co.uk and this will be provided to you at no cost.

Other Professional Costs

Sub-Contracted Work – Evolve IS

I have subcontracted pension arrears claim work which I am required to undertake as Liquidator to Evolve IS Limited ("Evolve"). I confirm that Evolve are an unconnected third party organisation. This work has been sub-contracted as it is more cost effective to do so and the sub-contractor is a pension specialist.

The anticipated cost of the pension arrears claim work is £650 plus VAT. This sum will be paid on presentation of their invoice when the matter is concluded.

PROPOSED DECISIONS

As mentioned above I am seeking Creditors' approval of the proposed decisions by means of a Vote by Correspondence. My fees and expenses estimates are attached at Appendix 5.

Attached at Appendix 6 is a Notice of Decision Procedure along with a Vote by Correspondence form at Appendix 7, which sets out the following decisions that I am asking creditors to consider:

- That a Liquidation Committee will not be established.
- That Bretts Business Recovery Limited be paid the sum of £6,000 in respect of placing the Company into Liquidation and for assistance in preparing the Statement of Affairs plus VAT. Such fees to be paid from the assets of the Company.
- The Liquidator shall be authorised to draw her remuneration up to £15,790.00 as per the fee estimate based upon her time costs by reference to the time properly given by the Liquidator and her staff, in attending to matters arising in the Liquidation at Bretts Business Recovery Limited's standard hourly rates, at the rates prevailing at the time the work is done, such remuneration to be paid out of the assets of the Company and which may be drawn on account as and when funds permit (plus VAT);
- That the Liquidator be authorised to recover all Category 2 disbursements, calculated on the bases detailed in Bretts Business Recovery Limited's summary.

Creditors are invited to vote on these proposed decisions by completing and returning the enclosed voting form together with the proof of debt form at Appendix 6, if one has not already been submitted.

I must receive completed forms by no later than **23:59 on 28 November 2019** to enable the vote to be counted.

Whilst a Vote by Correspondence is being sought, creditors who meet a statutory threshold as set out in the Notice attached at Appendix 6 can require that a physical meeting of Creditors be convened.

Such a request must be made to this office within 5 business days of the date on which this report was delivered. If you wish to request a physical meeting, please set out in writing which of the decisions above you wish the meeting to consider.

LIQUIDATION COMMITTEE

Attached at Appendix 9 is a Notice of Invitation to Form a Liquidation Committee, together with a Nomination form. I would remind Creditors that in addition to any functions conferred on a Committee by any provisions of the Insolvency Act 1986, the Committee is to;

- a) Assist the Liquidator in discharging her functions as office holder; and
- b) Act in relation to the office holder in such manner as may from time to time be agreed.

The Insolvency Rules provides that a Liquidation Committee in a Creditors' Voluntary Winding Up must have at least three members but no more than five.

To enable you to make an informed decision as to whether you wish to either seek to form a Committee, or to nominate yourself to serve on a Committee, further information about the role of the Committee and what might be expected from its members can be found at www.brettsbr.co.uk\ccg.

Notice of Invitation to Form a Liquidation Committee must be returned to be no later than 4pm on 27 November 2019, being the day before the decision date.

CREDITORS' RIGHTS

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 Liquidator'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 Creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Liquidator'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.

EC REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)

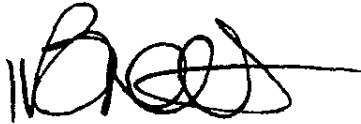
I can confirm that the Company's centre of main interest is in the UK. Accordingly the Council Regulations (EC) No1346/2000 of 29 May 2000 on insolvency proceedings will apply which is replaced and superseded by Regulation (EU) 2015/848 of the European Parliament and of the Council of 20 May 2015 on insolvency proceedings. The EU Insolvency Regulation (EC/1346/2000) will continue to govern insolvency proceedings that are opened in the EU before 26 June 2017.

CONCLUSION

The administration of the case will be continuing to finalise the following outstanding matters that are preventing this case from being closed:

- Conclusion of the Pension Scheme
- Approval of Liquidators fees and expenses

If you require any further information, please contact this office.

A handwritten signature in black ink, appearing to read 'Isobel Brett', with a long horizontal line extending to the right.

Isobel Susan Brett FABRP
Liquidator

Appendix 1

Statutory Information

Company Name	Ruby Services Limited
Former Trading Name	N/A
Company Number	09445219
Registered Office	21 Highfield Road, Dartford, Kent DA1 2JS
Former Registered Office	Unit 2, Whitewall Road, Medway City Trading Estate, Rochester, Kent ME2 4EW
Officeholder	Isobel Susan Brett
Officeholder's address	21 Highfield Road, Dartford, Kent DA1 2JS
Date of appointment	25 September 2019
Changes to Officeholder	N/A

Annual Progress Report of Ruby Services Limited in Creditors Voluntary Liquidation

Appendix 2

Receipts and Payments account for the period 25 September 2018 to 24 September 2019:


S. of A.		25/09/18 To 24/09/19	From 25/09/18 To 24/09/19
ASSET REALISATIONS			
21,808.27	Cash at Bank	21,864.09	21,864.09
	Bank Interest Gross	90.85	90.85
		<u>21,954.94</u>	<u>21,954.94</u>
COST OF REALISATIONS			
		<u>NIL</u>	<u>NIL</u>
		NIL	NIL
UNSECURED CREDITORS			
(3,892.43)	Directors Loan Account	NIL	NIL
(41,141.88)	HM Revenue & Customs	NIL	NIL
(2,049.09)	Trade Creditor	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
		<u>21,954.94</u>	<u>21,954.94</u>

REPRESENTED BY

Z2808 Ruby Services Ltd

21,954.94

21,954.94



Isobel Susan Brett
Liquidator

Appendix 3

Detailed List of Work Undertaken for Ruby Services Limited – In Creditors' Voluntary Liquidation for 'the Review Period'

General Description	Includes
Statutory and General Administration	
Statutory/advertising	Filing of documents to meet statutory requirements Annual Corporation Tax Returns Advertising in accordance with statutory requirements Bonding the case for the value of the assets
Document maintenance/file review/checklist	Filing of documents Periodic file reviews documenting strategy Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	Preparing correspondence opening account Requesting bank statements Bank account reconciliations Maintenance of the estate cash book Banking remittances
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Pension scheme	Identifying whether there is a pension scheme Instructing agents, Evolve IS, to wind up the pension scheme Liaising and providing information to be able to finalise winding up the pension scheme
Reports	Circulating initial report to Creditors upon appointment Preparing Annual Progress Report Decision Procedures
Investigations	
SIP 2 Review	Collection and making an inventory of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by Creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Assisting the Insolvency Service with its investigations
Realisation of Assets	
Cash at Bank	Liaise with the Company's former bank to realise the credit balance on the account.

Annual Progress Report of Ruby Services Limited in Creditors Voluntary Liquidation

General Description	Includes
Creditors and Distributions	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to Creditors and their representatives via email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator

Appendix 4

Time Cost Information for 'the Review Period'

Classification of work function	Partner/Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	0.70	0.00	28.50	1.80	31.00	6,648.00	214.45
Investigations	0.50	0.10	11.60	0.00	12.20	2,925.00	239.75
Realisation of Assets	0.00	0.00	3.60	0.00	3.60	846.00	235.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	2.10	0.00	2.10	466.50	222.14
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pre Appointment	0.00	0.00	4.00	0.00	4.00	940.00	235.00
Total hours	1.20	0.10	49.80	1.80	52.90		
Time costs	414.00	26.50	11,163.00	222.00		11,825.50	
Average hourly rate	345.00	265.00	224.16	123.33			223.54

Description	Total Incurred £	Total Recovered £
Advertising	255.53	0.00
Computer Licence Fees	230.00	0.00
Bond	81.00	0.00
Totals	566.53	0.00

Summary of Fees

Time spent in administering the Assignment	Hours	52.90
Total value of time spent to 24 September 2019	£	11,825.50
Total Liquidator's fees charged to 24 September 2019	£	0.00

Appendix 5 Fee Estimate

Fees Estimate for Ruby Services Limited - In Creditors' Voluntary Liquidation

Below is the fee estimate in respect of the above case for the purpose of obtaining a time-costs resolution. The total amount being sought is £15,790.00 representing 75 hours at an average hourly rate of £210.53

Category of work	Description of tasks	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of total
ADMINISTRATION & PLANNING, STATUTORY AND COMPLIANCE		49.70	201.98	£10,038.51
Planning / Review	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/electronic case files (as applicable).			
General Administration	Time Sheets- Review and update Receipts and Payments - Review and update Invoicing - Review of time costs and Disbursements - Reconciliation Dealing with all routine correspondence and emails relating to the case. Obtaining a specific penalty bond.			
Bank account administration	Opening, maintaining and managing the office holder's estate bank account Undertaking regular bank reconciliations of the bank account containing estate funds. Receipts and Payments - Requisitions Reviewing the adequacy of the specific penalty bond on a quarterly basis.			
Document maintenance /file review/checklist	Filing of documents Overseeing and controlling the work done on the case by case administrators. Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists			
Statutory	Filing returns at Companies House: Appointment documentation, annual progress reports, final account Preparation of post appointment documentation for statutory filing & advertisement Preparing and filing Corporation Tax returns			
Creditors' Reports	Preparation and issue report to creditors upon appointment Preparing and issuing annual progress reports to creditors and members Preparing and issuing report to creditors in conjunction with decision procedure Preparing and issuing final account to creditors and members			
Decision Procedures	Preparation of fees and disbursements estimate Convening decision procedure Preparation of notices and voting forms Issuing notices of decision procedure Collate and examine proofs and voting forms/notices of objections Preparation of record of decision and outcome of voting procedure Responding to queries			
INVESTIGATIONS		14.70	240.99	£3,542.51
SIP 2 Review	Recovery of company books and records Review of book and records and completion of SIP2 Investigation Check List			
Antecedent Transactions	Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, including but not limited to bank, accountant, solicitors, etc. Reviewing questionnaires submitted by creditors and directors			

Category of work	Description of tasks	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of total
	Reconstruction of financial affairs of the company			
	Liaising with professional advisors			
Statutory reporting on conduct of director(s)	Preparing and file online report on the conduct of the directors as required by the Company Directors Disqualification Act			
	Liaising with Insolvency Service			
REALISATION OF ASSETS		4.00	237.75	£951.00
General Matters	Reviewing asset listings			
	Correspondence with directors			
Cash at Bank	Liaising with the bank regarding the closure of the account.			
	Realising cash balances			
Other assets:	Possible Asset tracing			
CREDITORS		6.60	190.61	1,258.00
Employee Matters	Obtaining information from company records regarding employee liabilities			
	Corresponding with employees regarding their claims			
Pension Schemes	Identifying pension schemes and types			
	Submitting the relevant Notices and Forms to the pension scheme providers, its trustees and the Redundancy Payment Office			
	Liaising and providing information to be able to finalise winding up of the pension scheme			
Creditor Communication	Dealing with creditor correspondence, emails and telephone conversations regarding their claims.			
Processing proofs of debt	Reviewing proofs of debt received from creditors, requesting additional information from creditors in support of their claim, adjudicating them and formally admitting them for the payment of a dividend; updating the systems accordingly.			
GRAND TOTAL FOR ALL CATEGORIES OF WORK		75.00	210.53	£15,790.00

Appendix 2

Expenses Estimate for Ruby Services Limited In Creditors' Voluntary Liquidation

Below are the expenses estimates in respect of category 1 direct expenses and category 2 expenses which will have an element of shared or allocated costs.
My estimate for my category 1 expenses for the period of the case is **£700.00**
My estimate for my category 2 expenses for the period of the case is **£25.00**

Expenses Category 1		Basis	Estimate of total £	Note
Evolve UK Limited		Standard Cost	£650.00	
Postage		Standard Cost	£50.00	
Total			£700.00	

Expenses Category 2		Basis	Estimate of total £	Note
Stationery		10p per sheet	£25.00	
Total			£25.00	

I am seeking a resolution for approval of the above expenses.

Appendix 6

NOTICE OF DECISION PROCEDURE

Company Name: Ruby Services Limited (In Liquidation) ("the Company")

Company Number: 09445219

This Notice is given under Rule 15.8 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Liquidator of the Company, Isobel Susan Brett, of Bretts Business Recovery Limited, 21 Highfield Road, Dartford, Kent DA1 2JS (telephone number 01474 532862).

It is proposed that the following decisions be made:

1. That a Liquidation Committee will not be established.
2. That Bretts Business Recovery Limited be paid the sum of £6,000 in respect of placing the Company into Liquidation and for assistance in preparing the Statement of Affairs plus VAT. Such fees to be paid from the assets of the Company.
3. The Liquidator shall be authorised to draw her remuneration up to £15,790.00 as per the fee estimate based upon her time costs by reference to the time properly given by the Liquidator and her staff, in attending to matters arising in the Liquidation at Bretts Business Recovery Limited's standard hourly rates, at the rates prevailing at the time the work is done, such remuneration to be paid out of the assets of the Company and which may be drawn on account as and when funds permit (plus VAT);
4. That the Liquidator be authorised to recover all Category 2 disbursements, calculated on the bases detailed in Bretts Business Recovery Limited's summary.

Also provided is a voting form on which creditors may signify their decisions on the above matters. All voting forms, together with a proof of debt if one has not already been submitted, must be completed and returned to the Liquidator by one of the methods set out below:

By post to: Bretts Business Recovery Limited, 21 Highfield Road, Dartford, Kent DA1 2JS
By fax to: 01474 532863
By email to: natashajohnson@brettsbr.co.uk

Please note that, if you are sending votes by post, you must ensure that you have allowed sufficient time for the forms to be delivered to the address above by the Decision Date set out below. An email is treated as delivered at 9am on the next business day after it was sent.

All voting forms and proofs of debt must be delivered by the Decision Date: 23.59 on 28 November 2019.

If the Liquidator has not received a proof of debt by the time specified above (whether submitted previously or as a result of this Notice), that creditor's vote will be disregarded. Any creditor whose debt is treated as a small debt in accordance with Rule 14.31(1) of the Rules must still deliver a proof if the creditor wishes to vote. A creditor who has opted out from receiving notices may nevertheless vote if the creditor also provides a proof by the Decision Date.


Annual Progress Report of Ruby Services Limited in Creditors Voluntary Liquidation

Creditors who meet one or more of the statutory thresholds listed below may, within 5 business days from the date of the delivery of this Notice, require a physical meeting to be held to consider the matter.

Statutory thresholds to request a meeting: 10% in value of the creditors
 10% in number of the creditors
 10 creditors

A creditor may appeal a decision by application to the court in accordance with Rule 15.35 of the Rules. Any such appeal must be made not later than 21 days after the Decision Date.

Name of Insolvency Practitioner:	Isobel Susan Brett
Nature of Appointment:	Liquidator
Date of Appointment:	25 September 2018
Address of Insolvency Practitioner:	21 Highfield Road, Dartford, Kent DA1 2JS
IP Number:	9643
Contact Name:	Natasha Johnson
Email Address:	natashajohnson@brettsbr.co.uk
Telephone Number:	01474 532862



Signed _____
Isobel Susan Brett
Liquidator

Dated: 7 November 2019

Appendix 7

VOTE BY CORRESPONDENCE

Ruby Services Limited (In Liquidation)

Name of Creditor: _____

Address: _____

1.1 Decisions:

1.	That a Liquidation Committee will <u>NOT</u> be established.	*For / Against
2.	That Bretts Business Recovery Limited be paid the sum of £6,000 in respect of placing the Company into Liquidation and for assistance in preparing the Statement of Affairs plus VAT. Such fees to be paid from the assets of the Company.	*For / Against
3.	That the Liquidator shall be authorised to draw her remuneration up to £15,790.00 as per the fee estimate based upon time costs by reference to the time properly given by the Liquidator and her staff, in attending to matters arising in the Liquidation at Bretts Business Recovery Limited's standard hourly rates, at the rates prevailing at the time the work is done, such remuneration to be paid out of the assets of the Company and which may be drawn on account as and when funds permit (plus VAT);	*For / Against
4.	That the Liquidator be authorised to recover all Category 2 disbursements, calculated on the bases detailed in Bretts Business Recovery Limited's Summary.	*For / Against

*** Please delete as applicable to indicate your voting instructions**

Signed: _____ Dated: _____

Name in capitals: _____

Position with, or relationship to, creditor or other authority for signature: _____

Are you the sole member/shareholder of the creditor (where it is a company)? Yes / No

Please complete this form and return it, along with a completed proof of debt if you have not submitted one previously, so that it is delivered by 23.59 on 30 October 2019, by:
Post: Bretts Business Recovery Limited, 21 Highfield Road, Dartford DA1 2JS
Fax: 01474 532863
Email: please scan in a signed copy of this form and attach it as a pdf to natashajohnson@brettsbr.co.uk

Appendix 8

Proof of Debt – General Form

Ruby Services Limited – In Creditors Voluntary Liquidation

Date of resolution for voluntary winding-up 25 September 2018

DETAILS OF CLAIM		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> For UK companies: its registered number For other companies: the country or territory in which it is incorporated and the number if any under which it is registered The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act 	
4.	Total amount of claim, including any Value Added Tax, as at the date of insolvency, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [Note the officeholder may call for any document or evidence to substantiate the claim at his discretion]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category Amount(s) claimed as preferential £
AUTHENTICATION		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO

Appendix 9

NOTICE OF INVITATION TO FORM A LIQUIDATION COMMITTEE

COMPANY NAME: RUBY SERVICES LIMITED ("THE COMPANY")

COMPANY NUMBER: 09445219

This Notice is given under Rule 6.19 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Isobel Susan Brett Liquidator of the Company, 21 Highfield Road, Dartford, Kent, DA1 2JS (telephone number 01474 532862).

Creditors are invited to nominate Creditors (which may include themselves) by completing the section below and returning this Notice to the Liquidator by one of the following methods:

By post to: 21 Highfield Road, Dartford, Kent DA1 2JS

By fax to: 01474 532863

By email to: natashajohnson@brettsbr.co.uk

Please note that, if you are sending nominations by post, you must ensure that you have allowed sufficient time for the Notice to be delivered to the address above by the date set out below. An email is treated as delivered at 9am on the next business day after it was sent.

All nominations must be delivered by: 4pm on 27 November 2019.

Nominations can only be accepted if Isobel Susan Brett Liquidator and the Conveners of the meeting is satisfied as to the nominated creditor's eligibility under Rule 17.4 of the Rules.

For further information on the role of Creditors' Committees, go to: www.brettsbr.co.uk/ccg

NOMINATIONS FOR MEMBERS OF A LIQUIDATION COMMITTEE

On behalf of (name of Creditor), _____,

at (address of Creditor): _____,

I nominate the following creditor(s) to be member(s) of a Liquidation Committee (provide name(s) and address(es)):

1. _____

2. _____

3. _____

Signed: _____

Dated: _____

Name in capitals: _____

Position with, or relationship to, Creditor or other authority for signature: _____

Are you the sole member/shareholder of the Creditor?

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.

Isobel Susan Brett

Bretts Business Recovery Limited

21 Highfield Road

Dartford

Kent

Postcode

D A 1 2 J S

DX

01474 532862



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