

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

THURSDAY



A23 \*A88I9ZU9\* #207  
27/06/2019  
COMPANIES HOUSE

1

### Company details

Company number 1 0 3 5 7 8 1 5

Company name in full A S Maintenance Limited

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

2

### Liquidator's name

Full forename(s) Mustafa

Surname Abdulali

3

### Liquidator's address

Building name/number 1 Lakeside

Street Festival Way

Post town Festival Park

County/Region Stoke-on-Trent

Postcode S T 1 5 R Y

Country

4

### Liquidator's name

Full forename(s) Neil

Surname Dingley

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

5

### Liquidator's address

Building name/number 1 Lakeside

Street Festival Way

Post town Festival Park

County/Region Stoke-on-Trent

Postcode S T 1 5 R Y

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> 2	<sup>d</sup> 2	<sup>m</sup> 0	<sup>m</sup> 5	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8
To date	<sup>d</sup> 2	<sup>d</sup> 1	<sup>m</sup> 0	<sup>m</sup> 5	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9

**7** Progress report

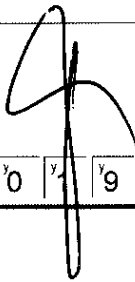
☒ The progress report is attached

**8** Sign and date

Liquidator's signature

Signature

X



X

Signature date

<sup>d</sup> 2	<sup>d</sup> 1	<sup>m</sup> 0	<sup>m</sup> 6	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9
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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 **Stephen Lancaster**

Company name **Moore Stephens**

Address **1 Lakeside**

**Festival Way**

Post town **Festival Park**

County/Region **Stoke-on-Trent**

Postcode **S T 1 5 R Y**

Country

DX

Telephone **01782 201120**

**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)**

**A S Maintenance Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 22/05/2018 To 21/05/2019 £	From 22/05/2018 To 21/05/2019 £
	OTHER REALISATIONS		
	Directors contribution to fees	1,200.00	1,200.00
		1,200.00	1,200.00
	COSTS OF ADMINISTRATION		
	Pre appointment disbursements	20.00	20.00
	Pre appointment fee	949.15	949.15
	Statutory advertising	230.85	230.85
		(1,200.00)	(1,200.00)
	UNSECURED CREDITORS		
(3,218.70)	HM Revenue & Customs	NIL	NIL
(11,315.70)	Trade & expense creditors	NIL	NIL
		NIL	NIL
	CONTRIBUTORIES		
1.00	Ordinary shareholders	NIL	NIL
		NIL	NIL
(14,533.40)		0.00	0.00
	REPRESENTED BY		
			NIL

  
 \_\_\_\_\_  
 Mustafa Abdulali  
 Joint Liquidator

Strictly Private & Confidential

# A S MAINTENANCE LIMITED ("THE COMPANY")

Progress report to the members and creditors for the period 22 May 2018 to 21 May 2019 pursuant to Rules 18.3 and 18.7 of the Insolvency (England and Wales) Rules 2016

21 June 2019

# Contents

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5. Joint liquidators' expenses
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7. Liabilities

## Appendices

- Appendix I    Receipts and payments account
- Appendix II    Examples of work undertaken in a liquidation
- Appendix III    Schedule of expenses incurred

This report is intended for use by those parties entitled to a copy thereof under the Insolvency (England and Wales) Rules 2016. It may contain information that is privileged, confidential or exempt from disclosure and any dissemination, distribution or copying of it and its attachments is strictly prohibited. It is not suitable to be relied upon by any other person, or for any other purpose, or in any other context.

Any estimated outcomes for creditors are for illustration only and cannot be relied upon as guidance as to the actual outcome for creditors.

Mustafa Abdulali and Neil Dingley are authorised in the UK to act as insolvency practitioners by the Institute of Chartered Accountants in England and Wales. All of our work is conducted in accordance with the Insolvency Code of Ethics. The Office Holders are Data Controllers of Personal Data, as defined by the Data Protection Act 1998, General Data Protection Regulation or other prevailing data protection legislation in the United Kingdom. Moore Stephens will act as Data Processor on the instructions of the Data Controller. For further information on how Moore Stephens complies with data protection law you can request a copy of the privacy notice from this office in writing or by telephone.

# 1. Statutory information

Company name:	A S Maintenance Limited
Company number:	10357815
Registered office:	1 Lakeside, Festival Way Festival Park Stoke-on-Trent ST1 5RY
Date of appointment:	22 May 2018
Joint liquidators:	Mustafa Abdulali Neil Dingley
Joint liquidators' address:	Moore Stephens 1 Lakeside Festival Way Festival Park Stoke-on-Trent ST1 5RY

## 2. Progress to date

- 2.1. As per the receipts and payments account attached in Appendix I no assets have been realised during the period of this report.

## 3. Investigations

- 3.1. The director's Statement of Affairs disclosed that the company had no realisable assets.
- 3.2. Following a review of the company records and bank statements no realisable assets were uncovered.
- 3.3. An initial assessment of any potential actions or recoveries that might bring a financial benefit to creditors was conducted. The outcome of this work did not identify any actions or potential recoveries warranting further investigations.
- 3.4. An appropriate submission as to the actions of the director has been forwarded to the Disqualification Unit of the Department for Business, Energy & Industrial Strategy in accordance with the Joint Liquidators' statutory duties. Please note that the content of this submission is of a confidential nature and so cannot be disclosed to third parties.

## 4. Joint liquidators' remuneration

- 4.1. The fee for preparing the Statement of Affairs and assisting with the procedure to appoint Joint Liquidators under the deemed consent decision procedure was agreed with the director at £2,000 plus VAT and disbursements. This fee is payable by the director as a deposit for costs.

- 4.2. The director has paid part of the fee. I have retained the Keith Jones Partnership, a firm of solicitors, to correspond with the director regarding the outstanding balance.
- 4.3. The basis of the Joint Liquidator's post-appointment fee has not been agreed, and creditor approval will not be sought. No post-appointment remuneration has been drawn.
- 4.4. The time costs of the Joint Liquidators for the period 22 May 2018 to 21 May 2019 total £4,303.00 representing 25.2 hours of work at an average of £170.75. A breakdown of the time costs is shown at Appendix II.
- 4.5. There will be further time costs in respect of additional work required for the Joint Liquidators to comply with their statutory duties to closure of the case.
- 4.6. Examples of work typically carried out in a liquidation is also detailed in Appendix II.
- 4.7. The work carried out specific to this case has included carrying out investigations of the company's affairs, collecting and reviewing the books and records, and obtaining and reviewing the bank statements.
- 4.8. In addition, we have dealt with all statutory matters and administrative work in relation to the liquidation and either required by legislation or necessary to perform the basic duties of a liquidator.
- 4.9. A "Creditors' Guide to Liquidators' Fees – England and Wales" can be viewed and downloaded from the R3 web-site via this link [https://www.r3.org.uk/media/documents/publications/professional/Guide\\_to\\_Liquidators\\_Fees\\_-\\_April\\_2017.pdf](https://www.r3.org.uk/media/documents/publications/professional/Guide_to_Liquidators_Fees_-_April_2017.pdf)
- 4.10. Creditors may also request one, free of charge, by contacting this office directly in writing or by telephone.

## 5. Joint liquidators' expenses

- 5.1. Expenses incurred and paid during the review period, in addition to the undrawn balance as at 10 November 2017, are shown at Appendix III.
- 5.2. A firm of solicitors, The Keith Jones Partnership, has been instructed with collecting the outstanding balance of the pre-appointment fee from the director. Their basis of costs is a fixed fee directly payable from any recovery.

## 6. Creditors' rights

- 6.1. Within 21 days of receipt of this report, a secured creditor, or an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question) or any unsecured creditor with the permission of the court may request in writing that the Joint Liquidators provide further information about their remuneration or expenses which have been itemised in the progress report.
- 6.2. Within 14 days of receipt of the request, the Joint Liquidators must provide all of the information asked for, except so far as they consider that:
- the time or cost of preparation of the information would be excessive, or



- disclosure of the information would be prejudicial to the conduct of the liquidation or might reasonably be expected to lead to violence against any person, or
- they subject to an obligation of confidentiality in respect of the information.

The Joint Liquidators are also required to give reasons for not providing all of the requested information.

- 6.3. 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 the basis fixed for the Joint Liquidators' remuneration, the remuneration charged, or the expenses incurred by the Joint Liquidators as set out in the progress report are excessive.

## 7. Liabilities

### *Secured creditors*

- 7.1. There are no secured creditors.

### *Preferential creditors*

- 7.2. The company has no preferential creditors.

### *Unsecured creditors*

- 7.3. The director's Statement of Affairs disclosed four creditors, with claims totalling £9,060.75. Four claims amounting to £22,057.84 have been received.
- 7.4. There is no prospect of a dividend to unsecured creditors.



**Mustafa Abdulali**  
Joint Liquidator

## Joint Liquidators' receipts and payments account

## A S Maintenance Limited (In Liquidation)

	Statement of affairs £	From 22/05/2018 To 21/05/2019 £	From 22/05/2018 To 21/05/2019 £
<b>RECEIPTS</b>			
Directors contribution to fees		1,200.00	1,200.00
Ordinary shareholders	1.00	0.00	0.00
		<u>1,200.00</u>	<u>1,200.00</u>
<b>PAYMENTS</b>			
Statutory advertising		230.85	230.85
Pre appointment fee		949.15	949.15
Pre appointment disbursements		20.00	20.00
		<u>1,200.00</u>	<u>1,200.00</u>
Net Receipts/(Payments)		<u>0.00</u>	<u>0.00</u>

## MADE UP AS FOLLOWS

0.00
  
 Mustafa Abdulali  
 Joint Liquidator

**Breakdown of time costs****AS MAINTENANCE LIMITED (IN CREDITORS' VOLUNTARY LIQUIDATION)**

Please find below a summary of time costs incurred in the previous 12 month period and cumulatively since appointment:

<b>Summary of Moore Stephens' time-costs for the period 22.5.2018 to 21.5.2019</b>							
	Partner / Associate	Director / Manager	Administrator	Support staff	Total hours	Time cost (£)	Av. rate £/h
Statutory compliance, administration and planning	2.30	0.00	4.50	3.70	10.50	1,853.50	176.52
Investigations	0.00	0.00	9.80	0.00	9.80	1,855.50	189.34
Realisation of assets	0.00	0.00	0.70	0.00	0.70	136.50	195.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	2.70	1.50	4.20	457.50	98.33
<b>Total hours</b>	<b>2.30</b>	<b>0.00</b>	<b>17.70</b>	<b>5.20</b>	<b>25.20</b>		
<b>Total time costs £</b>	<b>867.00</b>	<b>0.00</b>	<b>2,976.00</b>	<b>460.00</b>		<b>4,303.00</b>	<b>170.75</b>

Time charged in 6 minute unites or multiples thereof. A copy of the firm's current charge out rates is attached.

Examples of the work which may be undertaken, but which is not limited to, include:

**Statutory compliance, administration and planning**

- Setting up and maintenance of internal hard copy files and case file on the Insolvency Practitioners System (IPS)
- Data input including basic details of case, assets, creditor names and addresses and employee names and addresses
- Obtaining specific penalty bond
- Setting up of liquidation bank account including inputting details on the IPS system
- Preparation and filing (with the Registrar of Companies) of various statutory forms including change of registered office form and notice of appointment
- Advertisment of notice of appointment and the notice to creditors to claim in The Gazette
- Convening and holding meetings of members and creditors
- Obtaining approval for the basis of fees from creditors
- Initial notification to HM Revenue & Customs
- Preparation and filing (with the Registrar of Companies, Land Registry and all persons claiming an interest in the property) of notices of disclaimer in relation to leasehold premises
- Preparation and distribution of progress reports to members and creditors
- Preparation and submission of statutory receipts and payments accounts
- General administration of case including case planning and strategy
- Completion of internal reviews including asset realisation review, 6 month review and annual reviews
- Collection, preservation and review of the Company's book and records
- Review of the Company's redirected post
- Written and verbal communications with the unsecured creditors
- Dealing with lease and hire purchase creditors in conjunction with our agents
- Liaising with the Company's former professional advisors and bankers
- Review work pursuant to the Statement of Insolvency Practice 2
- Review of information received in relation to the affairs of the Company
- Review of directors' questionnaires
- Correspondence with compliance department in respect of on-going case issues/matters.
- Complying with money laundering regulations
- Completing bill requisitions and raising invoices against time incurred in respect of work carried out and outlays incurred
- Reconciliation of post appointment bank accounts to the liquidation records
- Maintaining time-costs and disbursement schedules on firm's STAR system (including timesheet entries)

- Arrangement and review of insurance policies in relation to the Company's assets
- Preparation and submission of corporation tax returns
- Preparation and submission of VAT returns
- Chargeable gains tax calculations
- Closure formalities.

#### **Asset realisations**

- Identifying, securing and insuring the assets
- Instructing agents to value assets
- Liaising with agents regarding the realisation of assets
- Liaising with solicitors regarding the realisation of assets
- Liaising with secured creditors regarding the realisation of charged assets
- Liaising with pre-appointment bankers regarding the closure of the Company's bank accounts
- Dealing with retention of title claims in conjunction with our agents
- Property, business and asset sales.
- Tax reclaims

#### **Investigations**

- Liaising with the Company's former professional advisors and bankers.
- Review work pursuant to the Statement of Insolvency Practice 2.
- Liaising with solicitors in relation to investigations
- Forensic accounting
- Review of Company's bank statements
- Further review of the Company's book and records
- Review of directors' questionnaires
- Land Registry and Companies House searches
- Consideration of legislation relating to, but not limited to, wrongful trading, fraudulent trading, antecedent transactions, preferences, transactions at undervalue.

#### **Distribution to creditors**

- Processing of creditors' proof of debt forms and entering onto IPS system.
- Liaising with agents in relation to the agreement of creditor claims
- Agreement of creditors' claims
- Calculation and payment of dividends
- Preparation of distribution paperwork including the notice of declaration.

## **Schedule of Office Holders' Disbursements & Charge-out Rates**

The table detailed below sets out the current charge-out rates utilised by Moore Stephens in the Staffordshire, Shropshire and Leicester offices for charging staff time.

Partner 1	£390.00 per hour
Partner 2	£330.00 per hour
Administrator	£125.00-£200.00 per hour
Cashier	£100.00 per hour
Secretarial	£100.00 per hour
Support Staff	£75.00-£95.00 per hour

Time charged in 6 minute units or multiples thereof.

The table detailed below sets out the basis on which this office charges internal disbursements.

Internal disbursements are charged where appropriate by Moore Stephens as follows:

Storage	Charged at cost
Archiving Files & Closure	Charged at cost
Postage, Photocopying + Fax	Charged at cost

It should be noted that the above rates increase from time to time over the period of the administration of each insolvency case. These rates apply from 01 August 2016

**Breakdown of expenses****AS MAINTENANCE LIMITED (CREDITORS' VOLUNTARY LIQUIDATION)**

Please find below a schedule of all expenses incurred in the previous 12 month period and cumulatively since appointment:

Cost Description	Undrawn costs	This period		Cumulative	
	brought forward	22 May 2018 to 21 May 2019		22 May 2018 to 21 May 2019	
	from previous period(s)	Costs incurred	Costs drawn	Costs incurred	Costs drawn
	£	£	£	£	£
<hr/>					
Statutory advertising	0.00	230.85	230.85	230.85	230.85
Bonding fee	0.00	20.00	20.00	20.00	20.00
Total	<hr/> 0.00	<hr/> 250.85	<hr/> 250.85	<hr/> 250.85	<hr/> 250.85
Total undrawn costs to carry forward				<hr/> 0.00	<hr/>

1 Lakeside  
Festival Way  
Festival Park  
Stoke-on-Trent ST1 5RY

01782 201120

190 3417

MOORE STEPHENS