

LIQ03

Notice of progress report in voluntary winding up



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 1 1 6 3 9 6 2 7

Company name in full Weatherseal Roofing (Southern) Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Elias

Surname Paourou

3 Liquidator's address

Building name/number 3rd Floor

Street 37 Frederick Place

Post town Brighton

County/Region Sussex

Postcode B N 1 4 E A

Country

4 Liquidator's name ①

Full forename(s) Sean

Surname Bucknall

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 3rd Floor

Street 37 Frederick Place

Post town Brighton

County/Region Sussex

Postcode B N 1 4 E A


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	^d	0	^d	3	^m	0	^m	2	^y	2	^y	0	^y	2	^y	2
To date	^d	0	^d	2	^m	0	^m	2	^y	2	^y	0	^y	2	^y	3
7	Progress report															
<input checked="" type="checkbox"/> The progress report is attached																
8	Sign and date															
Liquidator's signature	<div>Signature</div> <div>  </div>															
Signature date	^d	2	^d	0	^m	0	^m	2	^y	2	^y	0	^y	2	^y	3

**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 **Andy Simpson**

Company name **Quantuma Advisory Limited**

Address **3rd Floor**

37 Frederick Place

Post town **Brighton**

County/Region **Sussex**

Postcode **B N 1 4 E A**

Country

DX

Telephone **01273 322400**

**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

Weatherseal Roofing (Southern) Limited

(In Creditors' **Voluntary Liquidation**)

(**"the Company"**)

THE JOINT LIQUIDATORS' **PROGRESS REPORT**

20 February 2023

Elias Paourou and Sean Bucknall of Quantum Advisory Limited, 3rd Floor, 37 Frederick Place, Brighton, Sussex, BN1 4EA, were appointed Joint Liquidators of Weatherseal Roofing (Southern) Limited on 03 February 2022.

Elias Paourou is licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales and Sean Bucknall is licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association

This report has been prepared for circulation solely to comply with the Joint Liquidators' statutory duty to report to Creditors under the provisions of The Insolvency (England and Wales) Rules 2016 and for no other purpose. This report is intended for the statutory recipients. The report cannot be used or relied upon by any party other than for its intended statutory purpose.

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ABBREVIATIONS

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Liquidators"	Elias Paourou and Sean Bucknall of Quantum Advisory Limited
"the Company"	Weatherseal Roofing (Southern) Limited (in Liquidation)
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 3 February 2022 to 2 February 2023
"Whole Period"	Period covered by the report from 3 February 2022 to 2 February 2023

1. INTRODUCTION

Introduction

This report has been prepared to provide Members and Creditors with an update on the progress of the Liquidation of the Company since the appointment as Joint Liquidators on 3 February 2022.

A schedule of statutory information in respect of the Company is attached at Appendix 1.

Details of the appointment of the Joint Liquidators

Elias Paourou and Sean Bucknall of Quantuma Advisory Limited were appointed Joint Liquidators of the Company on 03 February 2022.

The Joint Liquidators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

2. THE PROGRESS OF THE LIQUIDATION

The Joint Liquidators' Receipts and Payments Account

Attached at Appendix 2 is a Receipts and Payments account covering the Review. In accordance with the requirements of SIP 7, the Joint Liquidators confirm that the account has been reconciled with that held at the bank.

The rest of this report describes the key developments in the Liquidation over the Review Period.

There have been no asset realisations during the Review Period, but this report provides details on assets that have yet to be realised, together with details of costs incurred but as yet remaining unpaid.

Administrative, Statutory & Regulatory Tasks

The Joint Liquidators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the Creditors' Voluntary Liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards. Details of the tasks carried out during the Review Period are included in Appendix 6.

Realisation of assets

There have been no asset realisations during the Review Period.

Estimated Future Realisations

Overdrawn Director/Employee Loan Accounts

Following a review of the Company's bank statements the Joint Liquidators identified various sums paid by the Company to the director and an employee that have resulted in overdrawn loan accounts.

The Joint Liquidators have requested the director and employee repay these sums in full. Discussions are currently ongoing as to the repayment of these loan accounts.

3. CREDITORS: CLAIMS AND DISTRIBUTIONS

Secured Creditors

The Company had granted security to any creditor.

Preferential Creditors

There were no preferential creditors included in the Director's Estimated Statement of Affairs and no preferential claim have been received by the Joint Liquidators.

Secondary Preferential Creditors

In any insolvency process started from 1 December 2020, HM Revenue and Customs ('HMRC') is a Secondary Preferential Creditor for the following liabilities:

- VAT
- PAYE Income Tax
- Employees' NIC
- CIS deductions
- Student loan deductions

This will mean that, if there are sufficient funds available, any of the above amounts owed by the Company will be paid after the Preferential Creditors have been paid in full.

HMRC's secondary preferential claims] were estimated at a nominal amount of £1 in the Director's Estimated Statement of Affairs. To date, no claim has been submitted by HMRC respect of its secondary preferential claim.

It is uncertain whether there will be sufficient realisations to pay a dividend to HMRC in respect of their secondary preferential claim.

Prescribed Part

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company must be made available purely for the Unsecured Creditors. This equates to:

- 50% of net property up to £10,000;
- Plus, 20% of net property in excess of £10,000.
- Subject to a maximum of £600,000.

The Company has not granted a floating charge to any Creditor after 15 September 2003 and consequently there will be no prescribed part in this Creditors Voluntary Liquidation.

Unsecured Creditors

Unsecured claims were estimated at £20,594.99 in the Director's Estimated Statement of Affairs and, to date, two claims have been received totalling £19,397.11.

It uncertain as to whether there will be sufficient realisations to pay a dividend to Unsecured Creditors.

It is uncertain whether the will be sufficient realisations to enable a dividend will be paid to Unsecured Creditors.

Claims Process

Due to the possible distribution to Unsecured Creditors, you are requested to submit claims to the address on the front of this report, marked for the attention of Andy Simpson.

A Proof of Debt form is attached at Appendix 8.

4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

Investigations

During the Review Period, the Joint Liquidators 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(s) by means of questionnaires and correspondence; 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 has not provided the books and records, however he has completed a questionnaire as well as a Statement of Affairs.

The information gleaned from this process enabled the Joint Liquidators to meet their statutory duty to submit a confidential report on the conduct of the Directors (past and present) 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 revealed matters that the Joint Liquidators considered merited further investigation, being the identified drawings from the Company account which, in the absence of any supporting records to confirm they are business expenditure, have been allocated as drawings by the director and an employee. The Joint Liquidators are therefore pursuing the recovery of these drawings for the benefit of creditors.

Further Information

To comply with the Provision of Services Regulations, some general information about Quantuma Advisory Limited, including the complaints policy and Professional Indemnity Insurance, can be found .

Information about this insolvency process may be found on the R3 website [here](#) >.

General Data Protection Regulation

In compliance with the General Data Protection Regulation, Creditors , Employees, Shareholders, Directors and any other Stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link <http://www.quantuma.com/legal-notices>.

5. ETHICS

Please note that the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics> Additionally the Joint Liquidators are also bound by the regulations of their Licensing Bodies.

General Ethical Considerations

Prior to the Joint Liquidators' appointment, a review of ethical issues was undertaken and no ethical threats were identified.

A further review has been carried out and no threats have been identified in respect of the management of the insolvency appointment over the Review Period.

Specialist Advice and Services

When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the Joint Liquidators are obligated to ensure that such advice or work is warranted and that the advice or work contracted reflects the best value and service for the work undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment. No specialists have currently been specifically chosen in this matter.

6. THE JOINT LIQUIDATORS' FEES AND EXPENSES

A copy of 'A Creditors Guide to Liquidators' Fees' effective from 1 April 2021 together with Quantuma Advisory Limited's current schedule of charge-out rates and chargeable expenses, which includes historical charging information, may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>.

A hard copy of both the Creditors' Guide and Quantuma Advisory Limited's current and/or historic charge-out rate and expenses policies may be obtained on request at no cost.

Pre-Appointment Costs

Quantuma Advisory Limited's fee for assisting the Directors in convening the procedure to seek a decision from Creditors on the nomination of a Liquidator and helping with the preparation of the statement of affairs was £5,250.00 plus expenses and VAT.

The fee was agreed and paid by the Director prior to the Company being placed into Liquidation.

Joint Liquidators' Fees

The basis of the Joint Liquidators' fees was fixed on 22 March 2022 as follows:

1. By reference to the time properly given by the Joint Liquidators and their staff in attending to matters as set out in the original fees estimate circulated to Creditors, such time to be charged at the prevailing standard hourly charge out rates used by Quantuma Advisory Limited at the time when the work is performed (plus VAT).

As reflected on the Receipts & Payments Account, the no fees have been drawn during the Review Period.

The Joint Liquidators believe this case generally to be of average complexity with the exception of the lack for records being delivered up by the director which has hampered the initial investigation by the Joint Liquidators. This has also resulted in increased time spend by more senior members of the Joint Liquidators staff in obtaining records from other sources and undertaking an analysis of the Company bank statements subsequently received, otherwise no extraordinary responsibility has to date fallen on the Joint Liquidators.

Comparison of Estimates

The Joint Liquidators' time costs incurred to date (whether or not they have been charged to the Liquidation estate) are compared with the original fees estimate and the actual time costs incurred to the end of the Review Period. The fees estimate covered the life of the case.

For a detailed schedule of work undertaken by the Joint Liquidators during the Review Period, see Appendix 5. A detailed narrative list of the work undertaken during the Review Period is provided at Appendix 6.

Work category	Original fees estimate			Actual time costs incurred during the Review Period			Actual time costs incurred for the Whole Period		
	No. of hours	Blended hourly rate £	Total fees £	No. of hours	Average hourly rate £	Total time costs £	No. of hours	Average hourly rate £	Total time costs £
Administration Planning	18.90	252.20	4,766.50	11.90	248.49	2,957.00	11.90	248.49	2,957.00
Cashiering	7.10	195.35	1,387.00	1.30	150.00	195.00	1.30	150.00	195.00
Creditors	16.40	248.65	4,077.83	7.60	226.51	1,721.50	7.60	226.51	1,721.50
Investigations	23.50	260.85	6,130.00	33.00	273.55	9,027.00	33.00	273.55	9,027.00
Realisation of Assets	19.50	255.51	4,982.50	0.10	200.00	20.00	0.10	200.00	20.00
Closing Procedures	7.60	262.24	1,993.00	-	-	-	-	-	-
TOTAL	93.00	250.93	23,336.83	53.90	258.27	13,920.50	53.90	258.27	13,920.50

Joint Liquidators' Expenses

The expenses, which include disbursements that have been incurred and not yet paid during the Review Period and the Whole Period are detailed below. This includes a comparison of the expenses likely to be incurred in the Liquidation as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred for the Whole Period £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Category 1 expenses				
Statutory & other Advertising	265.50	184.00	184.00	
Indemnity Bond	135.00	20.00	20.00	
Printing & Postage costs of external provider.	20.00	15.01	15.01	
Storage Costs	30.00	-	-	
TOTAL	450.50	222.01	222.01	

Details of the expenses paid in the Review Period and the Whole Period are shown in the Receipts and Payments account at Appendix 2.

Cost to Closure

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators consider that:

- the original fees estimate is unlikely to be exceeded; and
- the original expenses estimate is unlikely to be exceeded.

Creditors' right to request information

Any Secured Creditor, or Unsecured Creditor with the support of at least 5% in value of the Unsecured Creditors or with permission of the Court, may request in writing the Joint Liquidators to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

Creditors' right to challenge remuneration and/or expenses

Any Secured Creditor, or Unsecured Creditor with the support of at least 10% in value of the Unsecured Creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of remuneration which the Joint Liquidators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of.


Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

Future of the Liquidation

The Joint Liquidators are continuing to pursue the director and employee in respect of sums drawn from the Company as well as the remittance of the proceeds from the sale of a motor vehicle. Once these matters have been concluded and, should there be funds available for creditors after the costs of the liquidation, the process of adjudicating the claims of the Unsecured Creditors will be commenced with a view to then declaring a first and final distribution.

The Joint Liquidators will then seek their release from office by issuing their final account to Members and Creditors.

Should you have any queries in regard to any of the above please do not hesitate to contact Andy Simpson on 01273 322400 or by e-mail at Andy.Simpson@quantuma.com.



Elias Paourou
Joint Liquidator

WEATHERSEAL ROOFING (SOUTHERN) LIMITED
(IN LIQUIDATION)

STATUTORY INFORMATION

Company Name	Weatherseal Roofing (Southern) Limited
Trading Address	20 Cedar Avenue, Worthing, BN13 2HU
Proceedings	In Liquidation
Date of Appointment	03 February 2022
Joint Liquidators	Elias Paourou Sean Bucknall Quantuma Advisory Limited 3rd Floor, 37 Frederick Place Brighton Sussex, BN1 4EA
Registered office Address	c/o Quantuma Advisory Limited 3rd Floor, 37 Frederick Place, Brighton Sussex, BN1 4EA
Company Number	11639627
Incorporation Date	24 October 2018

WEATHERSEAL ROOFING (SOUTHERN) LIMITED
(IN LIQUIDATION)

THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT AS AT 2 FEBRUARY 2023


VAT Basis

As the Company is not registered for VAT the receipts and payments are shown net of VAT. A separate entry shows the amount of VAT paid.

Weatherseal Roofing (Southern) Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 03/02/2022 To 02/02/2023 £	From 03/02/2022 To 02/02/2023 £
	SECONDARY PREFERENTIAL CREDITORS		
(1.00)	HMRC - VAT	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(18,766.49)	Banks/Institutions	NIL	NIL
(1,826.50)	Employees	NIL	NIL
(1.00)	HM Revenue and Customs - Corporati	NIL	NIL
(1.00)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(20,695.99)		NIL	NIL
	REPRESENTED BY		
			NIL

Note:


Elias Paourou
Joint Liquidator

WEATHERSEAL ROOFING (SOUTHERN) LIMITED
(IN LIQUIDATION)

**SCHEDULE OF THE JOINT LIQUIDATORS' TIME COSTS DURING THE REVIEW PERIOD AND
THE WHOLE PERIOD**

Time Entry - Deailed SIP9 Time Summary

6010227 - Weatherseal Roofing (Southern) Limited
From: 03/02/2022 To: 02/02/2022
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100A : Initial Notifications & Filing	0.00	1.10	2.30	0.00	3.40	801.00	235.59
101A : Bonding	0.00	0.00	0.30	0.00	0.30	60.00	200.00
103 : IPS Case / File set up/ Filing	0.20	0.00	0.50	0.00	0.70	200.00	285.71
104 : General Administration	0.30	0.00	1.60	0.20	2.10	491.00	233.81
105 : Case strategy / Review	1.10	0.80	1.70	1.70	5.30	1,385.00	261.32
106 : VAT & CT matters and returns	0.00	0.00	0.10	0.00	0.10	20.00	200.00
Admin & Planning	1.60	1.90	6.50	1.90	11.90	2,957.00	248.49
600 : Cashiering	0.00	0.00	0.30	1.00	1.30	195.00	150.00
Cashiering	0.00	0.00	0.30	1.00	1.30	195.00	150.00
202A : Employees	0.00	0.30	0.00	0.00	0.30	93.00	310.00
203 : Creditor correspondence / Call	0.00	0.00	1.40	0.00	1.40	280.00	200.00
204A : Dealing with Pension Schemes	0.00	0.00	1.00	0.00	1.00	216.00	216.00
207C : Dealing with HMRC/RPO Claims	0.00	0.20	0.70	0.00	0.90	202.00	224.44
209 : Creditors meetings	0.00	0.10	0.20	0.00	0.30	71.00	236.67
212 : Initial Appointment Notifications to Creditors	0.40	0.00	3.30	0.00	3.70	859.50	232.30
Creditors	0.40	0.60	6.60	0.00	7.60	1,721.50	226.51
300A : SIP 2 Review	0.60	2.10	13.60	0.00	16.30	3,681.50	225.86
301 : CDDA Reports	1.10	1.50	4.90	0.00	7.50	2,016.50	268.87
302 : Pursuing Antecedant Transactions	2.00	7.00	0.20	0.00	9.20	3,329.00	361.85
Investigations	3.70	10.60	18.70	0.00	33.00	9,027.00	273.55
401 : Freehold/Leasehold Property	0.00	0.00	0.10	0.00	0.10	20.00	200.00
Realisation of Assets	0.00	0.00	0.10	0.00	0.10	20.00	200.00
Total Hours	5.70	13.10	32.20	2.90	53.90	13,920.50	258.27
Total Fees Claimed						0.00	

WEATHERSEAL ROOFING (SOUTHERN) LIMITED
(IN LIQUIDATION)

DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT LIQUIDATORS DURING
THE REVIEW PERIOD

Description of work undertaken	Includes
<u>ADMINISTRATION & PLANNING</u>	
Initial Statutory and General Notifications & Filing e.g. Advertising the appointment, undertaking statutory notifications to Companies House, HMRC , the Pension Protection Fund, preparing the documentation and dealing with other notification of appointment	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Obtaining a specific penalty bond.	
Recovering & Scheduling the company's books and records.	Collection and making an inventory of company books and records
Setting up electronic case files and electronic case details on IPS.	
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews at 1 month, 2 months & 6 months.	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case 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
VAT & Corporation Tax matters and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
<u>CREDITORS</u>	
Employees - obtaining information from records about employee claims and dealing with employee correspondence/calls regarding their claims	
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Dealing with Pension Schemes	Corresponding with the PPF and the Pensions Regulator
Dealing with HMRC/RPO claims	
Creditors' Meeting	Preparation of decision procedure meeting notices and voting forms Notice of decision procedure to all known creditors Collate and examine proofs and votes to decide on decisions Preparation of record of decision
Initial Appointment Notification to Creditors - Preparing the documentation & sending out initial appointment notification to creditors	Preparing a fee estimate for inclusion with the report to creditors.

Description of work undertaken	Includes
<u>INVESTIGATIONS</u>	
SIP 2 Review - Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc.	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
CDDA Reports - Preparing a report or return on the conduct of the Directors as required by the Company Directors Disqualification Act.	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations
Investigating & Pursuing Antecedent Transactions	
<u>REALISATION OF ASSETS</u>	
Freehold/Leasehold Property	Checking position on business rates
<u>CASHIERING</u>	
Opening, maintaining and managing the Office Holders' cashbook and bank account.	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments
Bank Reconciliations	
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory Receipts and Payments accounts at Companies House

Current Charge-out Rates of the staff working on the case

Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken

Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes.

Rates are likely to be subject to periodic increase.

Staff	Charge out rates £
CEO/Managing Directors	495
Senior Manager	345
Assistant Manager	295
Administrator	200
Assistant Administrator	160
Case Accountant	135
Support Staff/Executive Assistant	140

WEATHERSEAL ROOFING (SOUTHERN) LIMITED
(IN LIQUIDATION)

PROOF OF DEBT

PROOF OF DEBT - GENERAL FORM

Weatherseal Roofing (Southern) Limited

Date of commencement of Creditors' Voluntary Liquidation: 03 February 2022

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 administration, 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 liquidator 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 £
11.	If you wish any dividend payment that may be made to be paid in to your bank account please provide BACS details. Please be aware that if you change accounts it will be your responsibility to provide new information	Account No.: Account Name: Sort code:
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