In accordance with Rule 18.7 of the Insolvency (England & Wales) Rules 2016 and Sections 92A, 104A and 192 of the Insolvency Act 1986.

# 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 | 0 4 4 2 8 9 5 0 |
| Company name in full | Annie Jones Ltd |

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

### 2 Liquidator's name

| | |
|---|---|
| Full forename(s) | Nicola |
| Surname | Layland |

### 3 Liquidator's address

| | |
|---|---|
| Building name/number | 1580 Parkway |
| Street | Solent Business Park, Whiteley |
| Post town | Fareham |
| County/Region | Hampshire |
| Postcode | P O 1 5 7 A G |
| Country | |

### 4 Liquidator's name ❶

| | |
|---|---|
| Full forename(s) | Carl |
| Surname | Faulds |

❶ **Other liquidator**
Use this section to tell us about another liquidator.

### 5 Liquidator's address ❷

| | |
|---|---|
| Building name/number | 1580 Parkway |
| Street | Solent Business Park, Whiteley |
| Post town | Fareham |
| County/Region | Hampshire |
| Postcode | P O 1 5 7 A G |
| Country | |

❷ **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 2 d 6 | m 0 m 8 | y 2 y 0 y 2 y 2 |
| To date | d 2 d 5 | m 0 m 8 | y 2 y 0 y 2 y 3 |

## 7 Progress report

☑ The progress report is attached

## 8 Sign and date

| | | |
|---|---|---|
| Liquidator's signature | Signature X | X |
| Signature date | d 1 d 2 | m 0 m 9 y 2 y 0 y 2 y 3 |

# LIQ03
Notice of progress report in voluntary winding up

## Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name
Sandie Williams

Company name
Leonard Curtis

Address
1580 Parkway

Solent Business Park, Whiteley

Post town
Fareham

County/Region
Hampshire

Postcode P O 1 5 7 A G

Country

DX

Telephone
01489 550 440

## 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

**Annie Jones Ltd**
**In Liquidation**
**Joint Liquidators' Summary of Receipts and Payments (Accruals Basis)**

| Statement of Affairs £ | | From 26 August 2022 To 25 August 2023 £ | From 26 August 2022 To 25 August 2023 £ |
|---|---|---|---|
| | ASSET REALISATIONS | | |
| Uncertain | Fixtures and Fittings | 6,000.00 | 6,000.00 |
| | 3rd party funds received to pay liquidation fees | 6,000.00 | 6,000.00 |
| | | 12,000.00 | 12,000.00 |
| | COSTS OF REALISATION | | |
| | HM Revenue and Customs distraint | 1,000.00 | 1,000.00 |
| | Statutory bond | 20.00 | 20.00 |
| | Statement of affairs fee | 9,000.00 | 9,000.00 |
| | Office Holders Fees | 1,704.00 | 1,704.00 |
| | Postworks | 84.30 | 84.30 |
| | Statutory Advertising | 191.70 | 191.70 |
| | | (12,000.00) | (12,000.00) |
| | PREFERENTIAL CREDITORS | | |
| (4,646.98) | Employee Arrears/Holiday Pay | 0.00 | 0.00 |
| | | 0.00 | 0.00 |
| | SECONDARY PREFERENTIAL CREDITORS | | |
| (46,191.88) | HM Revenue & Customs | 0.00 | 0.00 |
| (11,859.69) | HM Revenue & Customs | 0.00 | 0.00 |
| | | 0.00 | 0.00 |
| | UNSECURED CREDITORS | | |
| (22,604.94) | Trade & Expense Creditors | 0.00 | 0.00 |
| (15,793.90) | Employees redundancy & notice pay | 0.00 | 0.00 |
| (76,312.13) | Natwest Bank Plc | 0.00 | 0.00 |
| (14,588.10) | HMRC | 0.00 | 0.00 |
| (2.00) | Landlords | 0.00 | 0.00 |
| (27,187.53) | Associated company | 0.00 | 0.00 |
| | | 0.00 | 0.00 |
| | DISTRIBUTIONS | | |
| (100.00) | Ordinary Shareholders | 0.00 | 0.00 |
| | | 0.00 | 0.00 |
| (219,287.15) | | 0.00 | 0.00 |
| | REPRESENTED BY | | |
| | | | NIL |

Nicola Layland
Joint Liquidator

Leonard Curtis

**TO THE MEMBERS AND CREDITORS**

NL/CF/SW/XCT/CSR/CG/AS/SH/KD/AJ/PA/PA/A10117 12th September 2023

**Annie Jones Ltd in liquidation**

**Annual Progress Report**

| | | | |
|---|---|---|---|
| **Full registered name** | Annie Jones Ltd | **Registered office** | 1580 Parkway<br>Whiteley<br>Fareham<br>Hampshire<br>PO15 7AG |
| **Registered number** | 04428950 | **Trading address** | 10 Lavant Street<br>Petersfield<br>Hampshire<br>GU32 3EW |
| **Other trading names** | None | | |
| **Name of liquidators and their licensing bodies** | Nicola Layland | Insolvency Practitioners Association | |
| | Carl Derek Faulds | Insolvency Practitioners Association | |
| **Liquidators' address** | 1580 Parkway, Solent Business Park, Whiteley, Fareham, Hampshire, PO15 7AG E-mail creditors.south@leonardcurtis.co.uk | | |
| **Date of appointment** | 26th August 2022 | **Appointed by** | Members and creditors |
| **Period of account** | 26th August 2022 to 25th August 2023 | | |

Note – Nicola Layland and Carl Derek Faulds were appointed as Joint Liquidators of the company on 26th August 2022. At that stage the Joint Liquidators' firm was named Portland Business & Financial Solutions Limited. On 1st November 2022 the company was renamed Leonard Curtis South Coast Limited and since that date has traded as Leonard Curtis. The Joint Liquidators and staff working on the case remain unchanged.

We are now able to complete the winding-up of the affairs of this company, in respect of which we were appointed joint liquidators on 26th August 2022.

**Outcome in realising assets**

We enclose a summary of our receipts and payments account. We have provided comparisons of the realisations with the original director projections in the statement of affairs. This shows the assets which have been realised during the liquidation.

There have not been any sales of assets to connected parties.

**Investigation**

In our first report, we invited creditors to bring to our attention any matters that they believe require further investigation. We have also conducted an investigation into the affairs of the company in order to identify matters that would lead to a cost-effective recovery for creditors. We concluded that there are no matters of concern that merit pursuing.

In addition, a report has been submitted to The Insolvency Service as required under the provisions of The Insolvent Companies (Report on Conduct of Directors) (England and Wales) Rules 2016.

**Creditors' claims and outcome for creditors**

The attached receipts and payments account shows the estimated level of creditors from the statement of affairs at the outset.

Prior to the commencement of the liquidation, HM Revenue and Customs (HMRC) had obtained a distraint order allowing them to take possession of the company's assets due to non-payment of liabilities.

Upon our appointment we contacted HMRC and obtained a copy of their Controlled Goods Agreement (CGA). We reviewed this against the asset list that was prepared by independent chattel agents, Lambert Smith Hampton, and establish that the assets subject to the CGA were of minimal value.

Following a sale of the assets to a third party for £6,000 we negotiated a settlement with HMRC of £1,000, in respect of the assets that were subject to the CGA.

As anticipated at the outset, due to the paucity of funds there were no funds available to enable a distribution to any class of creditor as the realisations have not been sufficient to cover all the expenses of the liquidation.

**Liquidators' fees, disbursements and expenses**

On 6th October 2022 creditors resolved that our remuneration and disbursements be fixed as follows:-

- For services provided in the period up to the date of despatch of the draft final progress report to creditors on the basis allowed by reference to the time properly given by the office holders and their staff in attending to matters arising in the liquidation, budgeted to be £15,000.
- For services in the period from the following day for the remainder of the liquidation, a set amount of £2,000. Whilst this work provides no financial benefit to the creditors it is required by statute.
- Out of pocket expenses incurred in accordance with the schedule of rates for disbursements and out pocket expenses published by the liquidators.

As anticipated at the outset the realisations have been insufficient to discharge the costs in full of the liquidation. Our fees have been limited to the realisations achieved. The amounts drawn are set out on the attached receipts and payments account, an analysis of the time spent is also enclosed.

We have drawn a fee, as approved by a resolution by creditors on 6th October 2022, for the services of Leonard Curtis to the company in the period leading up to our appointment in convening the creditors' decision and preparing the report and statement of affairs that was presented to creditors. The receipts and payments account shows the payment made.

We may have instructed agents to handle certain aspects of the liquidation on our behalf where it was either more cost-effective for them to do so or where they have a particular expertise that was required. A summary of the expenses is enclosed where instructions were given.

The expenses and disbursements have not exceeded the estimate.

**Creditors' requests for further information**

In accordance with rule 18.9 Insolvency (England and Wales) Rules 2016 the following may make a written request to us for further information about remuneration or expenses set out in this report:-

- A secured creditor.
- An unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question).
- Any unsecured creditor with the permission of the court.

A request, or an application to the court for permission, must be made, or filed with the court (as applicable) within 21 days of the receipt of this report.

In accordance with rule 18.34 the following may make an application that the remuneration charged is in all circumstances excessive or the basis is inappropriate or the expenses incurred are excessive:-

- A secured creditor.
- An unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors (including the creditor in question).
- Any unsecured creditor with the permission of the court.

The application to the court must be made no later than eight weeks after the receipt of this report.

Further information regarding liquidators' fees can be found by visiting the following website link https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/

Nicola Layland
**Joint Liquidator**

**Attachments**

- Summary of receipts and payments
- SIP9 time analysis
- Time narrative
- Summary of disbursements and expenses
- Schedule of charge out rates
- Privacy policy for creditors

**Annie Jones Ltd**
**In Liquidation**
**Joint Liquidators' Summary of Receipts and Payments (Accruals Basis)**

| Statement of Affairs £ | | From 26 August 2022 To 25 August 2023 £ | From 26 August 2022 To 25 August 2023 £ |
|---|---|---|---|
| | ASSET REALISATIONS | | |
| Uncertain | Fixtures and Fittings | 6,000.00 | 6,000.00 |
| | 3rd party funds received to pay liquidation fees | 6,000.00 | 6,000.00 |
| | | 12,000.00 | 12,000.00 |
| | COSTS OF REALISATION | | |
| | HM Revenue and Customs distraint | 1,000.00 | 1,000.00 |
| | Statutory bond | 20.00 | 20.00 |
| | Statement of affairs fee | 9,000.00 | 9,000.00 |
| | Office Holders Fees | 1,704.00 | 1,704.00 |
| | Postworks | 84.30 | 84.30 |
| | Statutory Advertising | 191.70 | 191.70 |
| | | (12,000.00) | (12,000.00) |
| | PREFERENTIAL CREDITORS | | |
| (4,646.98) | Employee Arrears/Holiday Pay | 0.00 | 0.00 |
| | | 0.00 | 0.00 |
| | SECONDARY PREFERENTIAL CREDITORS | | |
| (46,191.88) | HM Revenue & Customs | 0.00 | 0.00 |
| (11,859.69) | HM Revenue & Customs | 0.00 | 0.00 |
| | | 0.00 | 0.00 |
| | UNSECURED CREDITORS | | |
| (22,604.94) | Trade & Expense Creditors | 0.00 | 0.00 |
| (15,793.90) | Employees redundancy & notice pay | 0.00 | 0.00 |
| (76,312.13) | Natwest Bank Plc | 0.00 | 0.00 |
| (14,588.10) | HMRC | 0.00 | 0.00 |
| (2.00) | Landlords | 0.00 | 0.00 |
| (27,187.53) | Associated company | 0.00 | 0.00 |
| | | 0.00 | 0.00 |
| | DISTRIBUTIONS | | |
| (100.00) | Ordinary Shareholders | 0.00 | 0.00 |
| | | 0.00 | 0.00 |
| (219,287.15) | | 0.00 | 0.00 |
| | REPRESENTED BY | | |
| | | | NIL |

SIP9 Time & Cost Summary

Annie Jones Ltd - A10117

26 August 2022 to 25 August 2023

Annie Jones Ltd (Showing Post-Appointment only)

| Classification of Work Function | Partner | Manager | Other Senior Professional | Assistants & Support Staff | Total Hours | Time Cost (£) | Average Hourly Rate (£) |
|---|---|---|---|---|---|---|---|
| Administration & planning | 0.20 | 0.60 | 4.30 | 3.10 | 8.20 | 1,499.00 | 182.80 |
| Creditors | 1.40 | 3.70 | 14.80 | 3.30 | 23.20 | 5,580.00 | 240.52 |
| Fixed charge | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Investigations | 0.80 | 1.70 | 4.60 | 0.00 | 7.10 | 2,276.00 | 320.56 |
| Pre appointment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Realisation of assets | 2.70 | 4.20 | 4.60 | 0.00 | 11.50 | 3,907.50 | 339.78 |
| Reporting | 0.70 | 0.60 | 3.50 | 3.40 | 8.20 | 1,597.00 | 194.76 |
| Trading | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Hours | 5.80 | 10.80 | 31.80 | 9.80 | 58.20 | 14,859.50 | 255.32 |
| Total Fees Claimed | | | | | | 1,704.00 | |
| Total Expenses Claimed | | | | | | 104.30 | |

**Annie Jones Ltd in Creditors Voluntary Liquidation**

**Narrative of time spent**

We have recorded time in the following categories of work that we have handled:-

**AP: Administration and planning**

Internal management of the case to ensure it is completed in an expedient manner and in accordance with good practice. Maintaining the estate accounts and ensuring compliance and statutory filing requirements, further details as set out on the attached.

Whilst this work provides no financial benefit to the creditors it is required by statute.

**C: Creditors**

Corresponding with creditors about their claims, as more fully described under the "Creditor claims and outcome for creditors" in the report, further details as set out on the attached.

Whilst this work provided no financial benefit to the creditors it was required by statute.

**I: Investigation**

Carrying out a review of the events leading up to failure and completing the CDDA reports, which is explained in more detail under the heading of "Investigation" in the report.

Whilst this work provides no financial benefit to the creditors it is required by statute.

**R: Realisation of assets**

Taking appropriate measures to realise the assets of the company, as more fully explained under the heading "Outcome in realising assets" in the report, further details as set out on the attached.

This work has not provided a financial benefit to the creditors.

**Reporting**

Communicating with creditors about the initial appointment, preparing and distributing reports, further details as set out on the attached.

Whilst this work provides no financial benefit to the creditors it is required by statute.

Annie Jones Ltd

**Category 1 Expenses**

| Type of expense incurred | Name | Total accrued 26/08/22 to 25/08/23 | Total paid £ | Total estimated £ |
|---|---|---|---|---|
| Direct posting costs | Postworks | 84.30 | 84.30 | **86.00** |
| Statutory bond | Insolvency Risk Services | 20.00 | 20.00 | **30.00** |
| Statutory advertising | Courts Advertising | 191.70 | 191.70 | **197.00** |
| External storage | Restore Plc | - | - | **100.00** |
| | | **296.00** | **296.00** | **413.00** |

## Fees and disbursements policies

### Fee policy

In line with most practices, we normally calculate our fees on the basis of the time spent by each member of staff. We are prepared to calculate fees as a percentage of realisations or as a fixed fee by special arrangement only where the circumstances warrant it. Where the assignment relates to an insolvency appointment, we are normally required to obtain a resolution from creditors approving the basis of calculation.

Staff of the appropriate grades, are allocated to each task on each assignment, according to the size and complexity of the matter, and they record their time in six minute units. Where the fee is to be calculated on the basis of time spent, cost rates for each grade are then used to evaluate the fee. The effectively hourly rates are currently as follows:-

| | Cost per hour | |
|---|---|---|
| | **From 1 Nov 2022** | **To 31 Oct 2022** |
| | **£** | **£** |
| Director | 550 | 390 |
| Senior Manager (previously Associate director) | 465 | 360 |
| Manager 1 (previously Client director) | 415 | 330 |
| Manager 2 (previously Case manager) | 365 | 235 |
| Admin 1 (previously Senior insolvency administrator) | 295 | 200 |
| Admin 2 | 265 | N/A |
| Admin 3 (previously Case administrator) | 245 | 160 |
| Admin 4 (previously Administrator) | 175 | 130 |
| Admin 4 (previously Cashiers) | 175 | 130 |

The rates are reviewed periodically, typically every 1-2 years, and could therefore increase during any particular assignment.

### Expenses policy

#### Category 1 – no approval required

Where expenses are incurred through third parties specifically in respect of the assignment, they are recharged to the case as incurred, for example statutory advertising, external room hire, fidelity bond, rail travel and external storage. These are defined as category 1 expenses in SIP9 and approval is not required.

#### Category 2 – approval required

Other expenses can be recharged to the assignment based on a share or allocation of a cost that Leonard Curtis incurs centrally. These are defined as category 2 expenses in SIP 9 and approval is required. Typically such expenses and the method of allocation are as follows:-

| | | |
|---|---|---|
| Postage and stationery | - | Three times postage cost |
| Photocopying and printing | - | 10p per copy |
| Facsimile | - | £1 per page |
| Mileage | - | HM Revenue and Customs agreed rate |
| Room hire | - | £120 per meeting |
| Storage (Leonard Curtis archive) | - | £50 per box per year |
| Company searches | - | Two times cost |
| Virtual meeting/conference call | - | £10 per meeting/call |
| Banking fee | - | £10 per case |
| Debt collection fees | - | Details in report if charged |
| Leonard Curtis Legal | - | Details in report if charged |

* Note – the only category 2 expenses which may have been incurred since 1st April 2021 are debt collection fees, legal fees and mileage.

## PRIVACY NOTICE FOR CREDITORS

### Information we collect and hold about you

By requesting details of your claim in this insolvency, we may collect Personal Data from you, particularly if you are a consumer creditor, a sole trader or are lodging a claim in your personal capacity.

Personal Data is information relating to a living individual. Whenever Personal Data is processed, collected, recorded, stored or disposed of it must be done within the terms of the General Data Protection Regulation ("the GDPR"). Examples of Personal Data include but may not be limited to your name, address, telephone number and email contact details.

If you do not provide us with the information we require, this may adversely affect our ability to deal with your claim, but we would ask you not to submit more Personal Data than we request from you.

### Legal justification for processing your Personal Data

The processing of your Personal Data by us is necessary to enable us to comply with legal obligations under the Insolvency Act 1986 and associated legislation which we are subject to as Insolvency Practitioners.

### How we use your information

All information you supply to us is required to enable us to comply with our duties under the Insolvency Act 1986 and associated legislation. It will be used to enable us to assess the extent of the insolvent entity's liabilities, to allow you to vote on any decision procedures, to enable us to communicate with you, to process your claim and to pay any dividends which may be due to you from the insolvent estate.

### Who we share your information with

We may be required to share some of your Personal Data with other creditors. The data which will be shared with other creditors will be limited to that specifically required to be disclosed under insolvency legislation.

We may share some of your information with our Data Processors. Data Processors include solicitors, accountants and employment law specialists who assist us with our duties where required. We will only share your information with our Data Processors if we require their specialist advice. All of our Data Processors are subject to written contracts with us to ensure that your Personal Data is processed only in accordance with the GDPR.

### How long will we hold your Personal Data for?

We will need to hold your Personal Data for a period of time after the insolvency has been concluded. This is to enable us to deal with any queries which might arise. Our Records Management Policy requires us to destroy our physical files 6 years after closure of the case. Electronic data files will be removed from our Case Management System 6 years after conclusion of the case but may be held on our server for a longer period of time but with restricted access.

### Your rights in respect of your Personal Data

You have the right to request access to your Personal Data and to require it to be corrected or erased. You also have the right to request a restriction in the way we process your Personal Data or to object to its processing. You should be aware however that we may not be able to comply with your request if this would affect our ability to comply with our legal obligations.

You have the right to Data Portability. This is a right to have the Personal Data we hold about you to be provided to you in a commonly used and machine-readable format so that you can transfer that Data to another organisation in a way that is not too onerous to upload the Data.

### Your right to complain

You have the right to be confident that we are handling your Personal Data responsibly and in line with good practice. If you have a concern about the way we are handling your Personal Data you should contact our Privacy Manager in the first instance.

If you are unable to resolve your concerns with us, you have the right to complain to the Information Commissioners' Office. The Information Commissioner can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire SK6 5AF or on 0303 123 1113.

**Contacting us**

If you have any questions relating to the processing of your Personal Data, please write to our Privacy Manager at Leonard Curtis, 5th Floor, Grove House, 248A Marylebone Road, London NW1 6BB Alternatively our Privacy Manager can be contacted by telephone on 0207 535 7000 or by email: privacy@leonardcurtis.co.uk.

**Data Controller: Leonard Curtis**