

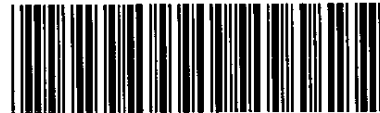
# LIQ03

## Notice of progress report in voluntary winding up



Companies House

WEDNESDAY



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A13

02/10/2019

#93

COMPANIES HOUSE

### 1 Company details

Company number 0 4 8 3 3 8 0 1

Company name in full Michael and Hazel Francis Limited

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

### 2 Liquidator's name

Full forename(s) David

Surname Kirk

### 3 Liquidator's address

Building name/number Rural Enterprise Centre

Street Vincent Carey Road

Post town Rotherwas

County/Region Hereford

Postcode H R 2 6 F E

Country

### 4 Liquidator's name ①

Full forename(s)

Surname

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

### 5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode

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	d	m	m	y	y	y	y
	0	3	0	8	2	0	1	8
To date	d	d	m	m	y	y	y	y
	0	2	0	8	2	0	1	9

### 7 Progress report

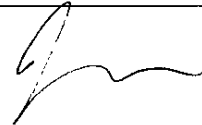
☒ The progress report is attached

### 8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

d	d	m	m	y	y	y	y
2	6	0	8	2	0	1	9

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 Wendy George

Company name Kirks

Address Rural Enterprise Centre  
Vincent Carey Road

Post town Rotherwas

County/Region Hereford

Postcode H R 2 6 F E

Country

DX

Telephone 01432 373692

**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)

**Michael and Hazel Francis Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

Declaration of Solvency £		From 03/08/2018 To 02/08/2019 £	From 03/08/2017 To 02/08/2019 £
	<b>ASSET REALISATIONS</b>		
4,950.00	Motor Vehicle	NIL	4,950.00
16,158.00	Book Debts	NIL	16,158.00
198,789.40	Cash at Bank	NIL	198,139.40
		NIL	219,247.40
	<b>COST OF REALISATIONS</b>		
	Specific Bond	NIL	340.00
	Preparation of Dec of Solvency	NIL	500.00
	Liquidator's Fees	NIL	1,500.00
	Swearing Fee	NIL	5.00
	Statutory Advertising	NIL	246.00
		NIL	(2,591.00)
	<b>UNSECURED CREDITORS</b>		
(415.00)	HM Revenue & Customs - Corp Tax	NIL	415.20
	Statutory Interest	16.29	16.29
		(16.29)	(431.49)
	<b>DISTRIBUTIONS</b>		
(2.00)	Ordinary Shareholders	NIL	215,538.00
		NIL	(215,538.00)
<b>219,480.40</b>		<b>(16.29)</b>	<b>686.91</b>
	<b>REPRESENTED BY</b>		
	Bank 1 Current		237.71
	Vat Control Account		449.20
			<b>686.91</b>

  
 David Kirk  
 Liquidator

**Michael and Hazel Francis Limited  
(In Members' Voluntary Liquidation)**

**Annual Progress Report to 2 August 2019**

**David Kirk**

**Kirks**

**Rural Enterprise Centre, Vincent Carey Road, Rotherwas, Hereford HR2 6FE**

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1. Executive Summary
2. Introduction
3. Administration and Planning (including statutory reporting)
4. Asset Realisations
5. Creditors
6. Distributions to Shareholders
7. Costs and Expenses
8. Further Information
9. Conclusion

## **APPENDICES**

1. Statutory Information
2. Receipts and Payments Account
3. Detailed Narrative of Work Undertaken

## 1. EXECUTIVE SUMMARY

This Progress Report summarises the progress of the Liquidation for the period from 3 August 2018 to 2 August 2019.

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

### Realisations

Asset	Estimated to realise per Declaration of Solvency £	Realisations to date £	Estimated future realisations £	Estimated total realisations £
Motor Vehicle	4,950.00	4,950.00	Nil	4,950.00
Book Debts	16,158.00	16,158.00	Nil	16,158.00
Cash at Bank	198,789.40	198,139.40	Nil	198,139.40

### Expenses

Expense	Expense incurred to date £	Estimated further expense to closure £	Estimated total expense £
Specific Bond	340.00	Nil	340.00
Preparation of Dec of Solvency	500.00	Nil	500.00
Liquidator's Fees	1,500.00	Nil	1,500.00
Swearing Fee	5.00	Nil	5.00
Statutory Advertising	246.00	Nil	246.00

### Distributions

Class	Distributions paid to date	Estimated total distribution, based upon the above
Ordinary shareholders	£8,079.00 per share, £93,750.00 per share & £5,940.00 per share	£216,224.91

## 2. INTRODUCTION

The purpose of this report is to detail my acts and dealings as Liquidator of Michael and Hazel Francis Limited (In Liquidation) ("the Company") for the year ended 2 August 2019 and it should be read in conjunction with my previous correspondence to members.

Attached at Appendix 1 is a summary of statutory information regarding the Company and the Liquidation.

## 3. ADMINISTRATION AND PLANNING (INCLUDING STATUTORY REPORTING)

As Liquidator, I am required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit, they assist in the efficient and compliant progressing of the Liquidation, which ensures that I and my staff carry out our work to high professional standards. The narrative detail in respect of these tasks may be found in Appendix 3.

#### **4. ASSET REALISATIONS**

My Receipts and Payment Account for the period ending 2 August 2019 is attached at Appendix 2.

I have detailed below key information about asset realisations:

According to the Declaration of Solvency lodged in these proceedings, the assets of the Company had an estimated value of £219,897.40 which comprised of cash at bank, book debts and a motor vehicle.

##### **Motor Vehicle**

The motor vehicle owned by the Company was distributed in specie to Michael Francis at a value of £4,950.00 plus VAT.

##### **Book Debts**

The Declaration of Solvency stated an amount of £16,158.00 being due by way of book debts. This amount has been received.

##### **Cash at Bank**

The sum of £198,789.40 was shown on the Declaration of Solvency. The sum of £198,139.40 has been received in this respect.

#### **5. CREDITORS**

I have had to carry out key tasks which are detailed at Appendix 3.

##### **Unsecured Creditors**

A notice to creditors requiring them to submit claims was published in The London Gazette. In addition, letters were sent to HM Revenue and Customs ("HMRC") seeking confirmation of their claims, if any, and that no tax liabilities remained.

Following calculation and payment of statutory interest, confirmation that there are no claims and that there are no objections to the conclusion of the Liquidation has been received from HMRC.

The following payments have been made to creditors:

<b>Date of payment</b>	<b>Class of creditor / payment</b>	<b>Total amount paid</b>
29 January 2018	Non-preferential unsecured creditors – 100p in the £	£415.20
28 August 2018	Statutory interest	£16.29

## 6. DISTRIBUTIONS TO SHAREHOLDERS

The following distributions have been made to the shareholders:

Date of distribution	£ per share distributed £	Total amount distributed (cash) £	Total amount distributed (in specie) £
9 October 2017	8,079.00	16,158.00	Nil
17 October 2017	93,750.00	187,500.00	Nil
30 January 2018	5,940.00	5,940.00	5,940.00

A final distribution to shareholders is expected to be paid upon the conclusion of the Liquidation.

## 7. COSTS AND EXPENSES

The payments are shown on the Receipts and Payments Account at Appendix 2 and are in the main self-explanatory.

### **Pre-Appointment Costs - Fixed fee agreed with the directors and ratified by members**

The members authorised the fee of £500.00 for assisting the directors in placing the Company into Liquidation and with preparing the Declaration of Solvency on 3 August 2017, which was paid from first realisations on appointment.

### **Liquidator's Remuneration**

The Liquidator's remuneration was approved by a resolution of the members to be paid as a set amount of £1,500.00. This fee has been paid.

### **Liquidator's Disbursements**

The Liquidator's category 1 disbursements paid are detailed at Appendix 2 and represent the simple reimbursement of actual out of pocket payments made on behalf of the assignment.

A copy of 'A Members' Guide to Liquidators' Fees' may be found at [www.kirks.co.uk/guides](http://www.kirks.co.uk/guides). A hard copy of the Members' Guide may be obtained on request.

## 8. FURTHER INFORMATION

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

Members of the Company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the Company, or any member with the permission of the court, may 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 on the grounds that they are excessive or inappropriate, within 8 weeks of receipt of this report.

## **9. CONCLUSION**

The administration of the Liquidation will continue in order to finalise the following outstanding matter:

- Receipt of VAT Reclaim from HM Revenue and Customs.

If you require any further information please contact Wendy George.

A handwritten signature in black ink, appearing to be 'David Kirk', with a stylized, flowing script.

David Kirk  
Liquidator

26 September 2019

## **STATUTORY INFORMATION**

### **Michael and Hazel Francis Limited (In Liquidation)**

Registered Office:	Kirks, Rural Enterprise Centre, Vincent Carey Road, Rotherwas, Hereford HR2 6FE
Former Registered Office:	Cross Chambers, High Street, Newtown, Powys SY16 2NY
Registered Number:	04833801
Former name:	Gamic Trailers Limited
Other trading names:	None
Name of Liquidator:	David Kirk
Address of Liquidator:	Kirks, Rural Enterprise Centre, Vincent Carey Road, Rotherwas, Hereford HR2 6FE
IP Number:	8830
Date of Appointment:	3 August 2017
Appointed By:	The Members
Contact Name:	Wendy George
Email Address:	wendy@kirks.co.uk
Telephone Number:	01432 373692

The Company's principal activity was manufacture of trailers and semi-trailers.

**Michael and Hazel Francis Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

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	<b>REPRESENTED BY</b>		
	Bank 1 Current		237.71
	Vat Control Account		449.20
			<b>686.91</b>

**Narrative detail of work undertaken and potentially to be undertaken for Michael and Hazel Francis Limited (in Members' Voluntary Liquidation)**

<b>General Description</b>	<b>Includes</b>
<b>Administration and Planning</b>	
Statutory/advertising	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Document maintenance/file review/checklist	Filing of documents 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
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members to consider practical, technical and legal aspects of the case
Members reports	Preparing and issuing annual progress report and general report to members Responding to members' queries Preparing and issuing proposed final account Preparing and issuing final account
<b>Realisation of Assets</b>	
Book Debts	Receipt of funds
Cash at Bank	Correspondence with bank Receipt of funds
Motor Vehicle	Receipt of funds
<b>Creditors</b>	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Finalising pre appointment tax position Obtaining tax clearance
Dealing with proofs of debt ("POD")	Receipting and filing POD when not related to a dividend

General Description	Includes
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD Request further information from claimants regarding POD, if applicable Preparation of correspondence to claimant advising outcome of adjudication, if applicable
Dividend procedures	Preparation of correspondence to creditors advising of intention to declare distribution Advertisement of notice of proposed distribution Preparation of distribution calculation Preparation of correspondence to creditors announcing declaration of distribution Preparation of cheques/BACS to pay distribution Preparation of correspondence to creditors enclosing payment of distribution Dealing with unclaimed dividends Payment of statutory interest to all creditors
<b>Distributions to Members</b>	
Dividend procedures	Preparation of distribution calculation Preparation of correspondence to members announcing declaration of dividend Preparation of cheques/BACS to pay dividend Preparation of correspondence to members enclosing payment of dividend Dealing with unclaimed dividends