

LIQ03

Notice of progress report in voluntary winding up



Companies House

FRIDAY



A04 *A7B34SFE* 27/07/2018 #254
COMPANIES HOUSE

1 Company details

Company number 0 5 5 4 1 2 8 3

Company name in full Quickdox Limited

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

2 Liquidator's name

Full forename(s) Andrew David

Surname Rosler

3 Liquidator's address

Building name/number Lancaster House

Street

Post town 171 Chorley New Road

County/Region Bolton

Postcode B L 1 4 Q Z

Country

4 Liquidator's name ①

Full forename(s) Elliott

Surname Green

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

5 Liquidator's address ②

Building name/number Herschel House,

Street 58 Herschel Street

Post town Slough

County/Region Berkshire.

Postcode S L 1 1 P G

Country

② Other liquidator
Use this section to tell us about
another liquidator.

LIQ03

Notice of progress report in voluntary winding up

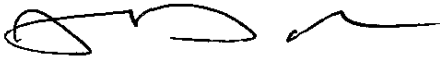
6 Period of progress report

From date	^d 1	^d 1	^m 0	^m 7	^y 2	^y 0	^y 1	^y 7
To date	^d 1	^d 0	^m 0	^m 7	^y 2	^y 0	^y 1	^y 8

7 Progress report

☐ The progress report is attached

8 Sign and date

Liquidator's signature	Signature	X		X				
Signature date	^d 1	^d 9	^m 0	^m 7	^y 2	^y 0	^y 1	^y 8

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 **Karly Hughes X**

Company name **Ideal Corporate Solutions Limited**

Address **Lancaster House,
171 Chorley New Road,**

Post town **Bolton,**

County/Region

Postcode **B L 1 4 Q Z**

Country

DX

Telephone **01204 663000**

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

Annual Progress Report of Quickdox Limited - in Creditors' Voluntary Liquidation

Content

- Administration and Planning
- Enquiries and Investigations
- Realisation of Assets
- Creditors
- Fees and Expenses
- Creditors' Rights
- EU Regulations
- Conclusion

Appendices

- Appendix I - Statutory Information
- Appendix II – Receipts and Payments account for the period 11 July 2014 to 10 July 2018
- Appendix III - Detailed list of work undertaken in the period
- Appendix IV - Time cost information for period 11 July 2014 to 10 July 2018 and 11 July 2017 to 10 July 2018
- Appendix V - Time costs summary for period, cumulative & comparison with estimate
- Appendix VI - Expenses summary for period, cumulative & comparison with estimate

ADMINISTRATION AND PLANNING

Statutory information

Statutory information may be found at Appendix I.

The Joint Liquidators are 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 IV.

Reporting

The Joint Liquidators have met their 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:

- This progress report

Other administration tasks

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

- Case reviews

ENQUIRES AND INVESTIGATIONS

As stated in the previous progress report the Joint Liquidator, Elliot Green from Oury Clarke, had instructed Freeths LLP on a time costs basis to provide advice with regards to a number of transactions involving apparent associated parties. During the Period the Joint Liquidator's solicitors advised that the director of the Company had his Individual Voluntary Arrangement ("IVA") revoked and as such the Joint Liquidator and his solicitors are currently considering matters.

REALISATION OF ASSETS

There has been no realisation of assets in this period.

CREDITORS

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Joint Liquidators have had to carry out key tasks which are detailed in the list at Appendix IV. The following sections explain the anticipated outcomes to creditors and any distributions paid.

Secured creditors

Section 176A of the Insolvency Act 1986 provides that, where the Company has a floating charge created on or after 15 September 2003, the Liquidator must make a prescribed part of the Company's net property available for the unsecured creditors. Net property refers to the amount which would, were it not for this provision, be available for to the floating charge creditor out of the realisations achieved from floating charge assets.

Although there are two unsatisfied floating charges in favour of t Aldermore Bank Plc created on 22 November 2013 and Santander Bank Plc created on 4 July 2011 there have been insufficient realisation to date to make a distribution to any class of creditor.

Unsecured creditors

HMRC was scheduled in the statement of affairs at £1,200,000, although a claim of £1,473,263.54 has been received.

The trade and expense creditors in accordance the statement of affairs totalled £1,294,236.99 compared to claims of £4,004,236.99 received to date. Please be advised that proofs of debt are still being received and therefore the total value of unsecured claims is not known at present.

Dividend prospects

Due to the uncertainty of future realisations, the quantum and timing of any dividend to creditors is unknown at this stage.

FEES AND EXPENSES

The Joint Liquidators' fees

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day to day administration on cases and a manager and director then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a manager or director.

The basis of the Joint Liquidators' fees were approved by creditors on 6 June 2014 in accordance with the following resolution:

"the Administrator's fees will be fixed by reference to the time properly given by him and his staff in dealing with the affairs of the Company. The Administrator be entitled to draw remuneration in respect of their time costs at such time as he deems appropriate."

Ideal Corporate Solutions time costs for the period 11/07/2014 to 10/07/2018 total £128,773.75, representing 591.05 hours at an average hourly rate of £217.87. The time costs for the period are detailed at Appendix V and no funds have been drawn to date.

Oury Clark's time costs for the period 11/07/2017 to 10/07/2018 total £3,749.20, representing 17.80 hours at an average hourly rate of £213.13. The time costs for the period are detailed at Appendix V and no funds have been drawn to date.

Expenses

Expenses are amounts properly payable by the office holder from the estate which are not otherwise categorised as the office holder's remuneration or as a distribution to a creditor or creditors. These may include, but are not limited to, legal and agents' fees, trading expenses and tax liabilities.

Disbursements

The disbursements that have been incurred and not yet paid during the period are detailed on Appendix VI.

The category 1 disbursements incurred in the period 11/07/2014 to 10/07/2018 total £873.79 are detailed at Appendix VI and represent the simple reimbursement of actual out of pocket payments made in relation to the assignment. To date, no funds have been drawn.

The category 2 disbursements incurred in the period 11/07/2014 to 10/07/2018 total £109.85. The basis of calculation of this category of disbursement was disclosed to creditors prior to their approval, which was given on 6 June 2014.

Oury Clarke have not incurred any disbursements during the period.

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' together with the firm's charge-out rate and disbursement policy may be found at <https://www.r3.org.uk/what-we-do/creditor-insolvency-guide>. A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.

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.

EU REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)

The Company's centre of main interest was in Ribble House, Ribble Business Park, Blackburn, BB1 5RB and therefore it is considered that the EC Regulations apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

Summary of key issues outstanding

As stated in the previous progress report the Joint Liquidator, Elliot Green from Oury Clarke, had instructed Freeths LLP on a time costs basis to provide advice with regards to a number of transactions involving apparent associated parties. During the Period the Joint Liquidator's solicitors have been in correspondence with the directors of the Company in order to seek an explanation for the payments. The directors have provided explanations and the Joint Liquidator and the solicitors are currently considering the same.

CONCLUSION

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

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

Signed 
Andrew Rosler
Joint Liquidator
19 July 2018

Appendix I

Statutory Information

Company Name	Quickdox Limited
Company Number	05541283
Registered Office	C/o Ideal Corporate Solutions Limited, Lancaster House, 171 Chorley New Road, Bolton, BL1 4QZ
Former Registered Office	Ribble House, Ribble Business Park, Philips Road, Blackburn, Lancashire, BB1 5RB
Office holders	Andrew Rosler and Elliot Green
Office holders' address	Ideal Corporate Solutions Limited, Lancaster House, 171 Chorley New Road, Bolton, BL1 4QZ
Date of appointment	11 July 2014

Annual Progress Report of Quickdox Limited - in Creditors' Voluntary Liquidation

Appendix II

Receipts and Payments account for the period 11 July 2014 to 10 July 2018

Quickdox Limited
(In Liquidation)

Income and Expenditure Account
11 July 2014 to 10 July 2018

INCOME	Total (£)
Bank 1	30,222.58
Client Account	3,034.20
VAT Receivable (Payable)	23,339.46
Debtors (Pre-Appointment)	7,927.85
Bank Interest Gross	0.01
Bank Interest Net	0.86
	64,524.96
 EXPENDITURE	
VAT Refund	175.11
Other Current Assets	7,741.50
O/S Administrator's Fees	46,430.74
<i>Liquidators Category 1 Disbursements</i>	821.64
Liquidators Category 2 Disbursements	174.10
Administrators Category 1 Disbursements	80.58
Courier	489.55
IT Support	8,495.12
Statutory Advertising	116.62
	64,524.96
 Balance	0.00
 MADE UP AS FOLLOWS	
Bank 1	115.24
	<hr/> 115.24 <hr/>

Appendix III

Detailed list of work undertaken for Quickdax in Creditors' Voluntary Liquidation for the review period 11 July 2014 to 10 July 2018

Below is detailed information about the tasks undertaken by the Joint Liquidators.

General Description	Includes:
Statutory and General Administration	
Statutory/advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Annual corporation tax returns Quarterly VAT 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 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 and independent advisers to consider practical, technical and legal aspects of the case
Books and records / storage	Dealing with records in storage Sending job files to storage
Pension scheme	Identifying whether there is a pension scheme Submitting the relevant notices if a pension scheme is identified Instructing agents to wind up any 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, investigation and general reports to creditors Disclosure of sales to connected parties
Creditors' decisions	Preparation of decision procedure notices, proxies/voting forms and advertisements Notice of decision procedure to all known creditors Collate and examine proofs and proxies/votes to conclude decisions For virtual or physical meetings: preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting Responding to queries and questions following decisions
Closure	Review case to ensure all matters have been finalised Obtain clearance to close case from HMRC together with submitting final tax return Obtain final accounts from agents solicitors and others instructed Issue final account to creditors File documents with Registrar of Companies
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 Liaising with the committee/creditors or major creditors about further action to be taken
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary information if required Assisting the Insolvency Service with its investigations
Examinations	Preparing brief to solicitor

Annual Progress Report of Quickdox Limited - in Creditors' Voluntary Liquidation

General Description	Includes:
	<ul style="list-style-type: none"> Liaising with solicitor(s) regarding examinations Attendance at examination Reviewing examination transcripts Liaising with solicitor(s) regarding outcome of examinations and further actions available
Litigation / Recoveries	<ul style="list-style-type: none"> Strategy meeting regarding litigation Seeking funding from creditors Reviewing terms of solicitors' conditional fee agreements Preparing brief to solicitors/Counsel Liaising with solicitors regarding recovery actions Dealing with ATE insurers Attending to negotiations Attending to settlement matters
Realisation of Assets	
Sale of Business as a Going Concern	<ul style="list-style-type: none"> Instructing and liaising with agents Preparing an information memorandum Liaising with potential purchasers Agreeing licences to trade/occupy Assessment and review of offers received Negotiating with intended purchaser Liaising with secured creditors and seeking releases Exchanges with solicitors to agree sale and purchase agreement Surrender of lease (where appropriate) Pursuing deferred sale consideration
Plant and Equipment	<ul style="list-style-type: none"> Liaising with valuers, auctioneers and interested parties Reviewing asset listings Liaising with secured creditors and landlords
Freehold/Leasehold Property	<ul style="list-style-type: none"> Liaising with valuers and agents on marketing strategy and offers received Dealing with tenant issues (if any) <i>Liaising with secured creditors and landlords</i> Agreeing assignment, surrender or disclaiming property
Debtors	<ul style="list-style-type: none"> Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Receiving updates from factoring companies and liaising reassignment of ledger Liaising with debt collectors and solicitors Agreeing debt collection agency agreements Dealing with disputes, including communicating with directors/former staff Pursuing credit insurance claims Submitting VAT bad debt relief claims
Leasing	<ul style="list-style-type: none"> Reviewing leasing documents Liaising with owners/lessors Tasks associated with disclaiming leases if appropriate
Stock	<ul style="list-style-type: none"> Conducting stock takes Reviewing stock values Liaising with agents and potential purchasers Analysing the value in WIP Contracting with service-providers/suppliers to complete WIP
Retention of Title Claims	<ul style="list-style-type: none"> Receive initial notification of creditor's intention to claim Provision of retention of title claim form to creditor Meeting claimant on site to identify goods Adjudicate retention of title claim Forward correspondence to claimant notifying outcome of adjudication Preparation of payment vouchers and correspondence to claimant to accompany payment of claim (if valid) Exchanges with solicitors in deciding claims and dealing with disputes
Other assets: motor vehicles, intangibles, intellectual property, VAT/corporation tax refunds, Insurance claims	<ul style="list-style-type: none"> Liaising with agents to agree disposal strategy Dealing with potential purchasers Negotiating sales <i>Liaising with solicitors to agree sales</i> Collecting sales consideration Liaising with insurance companies and directors to pursue claims Examining company records to support tax refunds Exchanges with government departments
Insurance	<ul style="list-style-type: none"> Identification of potential issues requiring attention of insurance specialists Correspondence with insurer regarding initial and ongoing insurance requirements Reviewing insurance policies Correspondence with previous brokers

Annual Progress Report of Quickdax Limited - in Creditors' Voluntary Liquidation

General Description	Includes:
Trading	
Management of operations	Analysing work in progress Liaising with suppliers to secure supplies and credit terms Negotiating with ransom creditors Establishing new accounts with utility providers Ensuring security of premises, computer system, equipment and stock Liaising with customers to confirm orders and secure undertakings Liaising with management and staff Site Supervision Authorising purchase orders Maintaining purchase order registry Preparing and authorising receipt vouchers Preparing and authorising payment vouchers Liaising with RPO and Job Centre Plus regarding redundancies Arranging new PAYE scheme with HMRC and submitting online payroll returns Concluding payroll and issuing forms P45 when trading ceases Liaising with Pensions regulator regarding auto-enrolment Collecting sales ledger
Accounting for trading	Reviewing company's budgets and financial statements Preparing budgets Preparing weekly financial reports Finalising trading profit or loss Trading strategy review VAT returns
On-going Employee issues	Consultation with staff, employee and Union representatives and sub-contractors Arranging for the election of employee representatives Review of staffing requirements for trading period Deciding on and making redundancies where necessary
Creditors and Distributions	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator
Dealing with proofs of debt ("POD")	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
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 Preparation of correspondence to claimant advising outcome of adjudication Seeking solicitors' advice on the validity of secured creditors' claims and other complex claims
Dividend procedures	Agreeing allocation of realisations and costs between fixed and floating charges Paying distribution to secured creditors and seeking confirmation of discharged claims 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 Seeking unique tax reference from HMRC, submitting information on PAYE/NI deductions from employee distributions and paying over to HMRC Dealing with unclaimed dividends
Creditors Committee	No fees estimate has been provided since this will not incur any costs unless a Committee is elected Holding an initial meeting of the Committee Reporting to committee members Seeking the committee's approval on case strategy Calling and holding meetings of the committee as required and the circumstances of the case dictate
Total	£16,533.75

Annual Progress Report of Quickdox Limited - in Creditors' Voluntary Liquidation

Current Charge-out Rates for the firm

Time charging policy

Support staff do charge their time to each case.

Support staff include cashier, secretarial and administration support.

The minimum unit of time recorded is 6 minutes.

Staff	Charge out rates
	£
Insolvency Practitioner	£350.00
Manager	£250.00
Administrator	£100.00
Cashier	£125.00

SIP 9 - Time & Cost Summary

Period: 11/07/14..10/07/18

Time Summary

Hours						Time Cost (£)	Average hourly rate (£)
Classification of work function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours		
Administration & planning	14.40	0.00	15.50	53.00	82.90	16,945.20	204.41
Investigations	14.10	0.00	67.00	35.80	116.90	23,315.40	199.45
Realisations of assets	0.00	0.00	0.00	0.30	0.30	46.00	153.33
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	3.20	0.00	0.00	1.80	5.00	1,723.00	344.60
Case specific matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	31.70	0.00	82.50	90.90	205.10	42,029.60	204.92
Total Fees Claimed						0.00	

SIP 9 - Time & Cost Summary

Period: 11/07/17..10/07/18

Time Summary

Hours						Time Cost (£)	Average hourly rate (£)
Classification of work function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours		
Administration & planning	2.20	0.00	0.00	8.30	10.50	2,361.20	224.88
Investigations	0.80	0.00	0.00	5.00	5.80	1,164.00	200.89
Realisations of assets	0.00	0.00	0.00	0.10	0.10	16.00	160.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.10	0.00	0.00	1.30	1.40	253.00	180.71
Case specific matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	3.10	0.00	0.00	14.70	17.80	3,794.20	213.16
Total Fees Claimed						0.00	

Appendix V

Time costs summary for period, cumulative & comparison with estimate for Quickdox Limited in Creditors Voluntary Liquidation

	Actual time costs incurred during the Review Period			Total time costs incurred to date		
Work category	Number of hours	Average hourly rate £ per hour	Total time costs £	Number of hours	Average hourly rate £ per hour	Total time costs £
Administration (including statutory reporting)	248.70	£195.25	£48,557.50	248.70	£195.25	£48,557.50
Realisation of assets	61.70	£254.29	£15,690.00	61.70	£254.29	£15,690.00
Creditors (claims and distribution)	71.65	£193.04	£13,831.25	71.65	£193.04	£13,831.25
Investigations	98.40	£227.44	£22,380.00	98.40	£227.44	£22,380.00
Trading	110.60	£256.01	£28,315.00	110.60	£256.01	£28,315.00
Total	591.05	£1,126.03	£128,773.75	591.05	£1,126.03	£128,773.75

Appendix VI

Disbursements summary for period, cumulative & comparison with estimate for Quickdox Limited Limited in Creditors' Voluntary Liquidation

Below are details of the Joint Liquidators' disbursements for the period under review and the total to date.

Disbursements	Actual disbursements incurred in the Review Period £	Actual disbursements incurred to date £	Reason for any excess (if the disbursements are likely to, or have, exceeded the original estimate)
Category 1 Disbursements			
Courier Costs	£0.00	£489.55	
Postage	£0.00	£92.79	
Record Destruction	£0.00	£80.00	
HM Land Registry Costs	£0.00	£7.00	
Category 2 Disbursements			
Photocopying (other than to creditors)	£12.60	£40.50	
Subsistence	£0.00	£18.55	
Mileage (own car usage)	£0.00	£50.80	