

LIQ03

Notice of progress report in voluntary winding up



Companies House



1 Company details

Company number 0 6 6 7 6 4 4 3

Company name in full Tobbee Limited

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

2 Liquidator's name

Full forename(s) Richard

Surname Hunt

3 Liquidator's address

Building name/number 9 Ensign House

Street Admirals Way

Post town Marsh Wall

County/Region London

Postcode E 1 4 9 X Q

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.



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6	Period of progress report															
From date	^d	0	^d	2	^m	1	^m	2	^y	2	^y	0	^y	1	^y	9
To date	^d	0	^d	1	^m	1	^m	2	^y	2	^y	0	^y	2	^y	0
7	Progress report															
<input checked="" type="checkbox"/> The progress report is attached																
8	Sign and date															
Liquidator's signature	Signature															
																
Signature date	^d	1	^d	8	^m	0	^m	1	^y	2	^y	0	^y	2	^y	1



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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 **Richard Hunt**

Company name **S F P**

Address **9 Ensign House**

Admirals Way

Post town **Marsh Wall**

County/Region **London**

Postcode **E 1 4 9 X Q**

Country

DX

Telephone **020 7538 2222**



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



Strictly Private and Confidential

Tobbee Limited (In Liquidation)

Progress Report to Members

Richard Hunt

SFP Restructuring Limited

9 Ensign House

Admirals Way

Marsh Wall

London

E14 9XQ

Tel: +44 (207) 5382222

Fax: +44 (207) 5383322

This report has been written and presented for the sole purpose of complying with the relevant provisions of the Insolvency Act 1986. It may not be disclosed, disseminated or copied without my prior written permission, other than to those entitled under statute or otherwise as ordered by the Court, and no liability will be accepted to any other person or party who acts or refrains from acting on its contents.

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- III. Expenses Information Sheet



1. Introduction

- 1.1 This report is prepared pursuant to Section 92A of the Act in relation to the Company. It details the progress of the administration of the Company's estate in the Review Period, i.e. the twelve month period since the Company was placed into Liquidation. Statutory information regarding the Liquidation and definitions used in this report are provided in **Appendix I**.
- 1.2 The Company's members resolved on 02 December 2019 to place the Company into Liquidation and appointed Richard Hunt as Liquidator.

2. Progress of the Liquidation

- 2.1 Attached at **Appendix II** is the Liquidator's Receipts and Payments Account for the Review Period. The contents are in the main self explanatory. The remaining funds are held in an interest-bearing account.

Cash at Bank

- 2.2 The Company's bank account was closed and the closing balance of £68,509.47 was transferred to the Liquidation account.

Statutory and General Administration

- 2.3 Prior to the Liquidator's 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 Liquidation to date.
- 2.4 During the Review Period, the Liquidator has complied with his statutory and regulatory duties, including the following:
- 2.4.1 checking all statutory documentation completed by the director(s) and arranging for statutory filing at Companies House and advertising in the Gazette;
 - 2.4.2 maintaining case files, which must include records to show and explain the administration of this liquidation and any decisions made by the Liquidator that materially affect the administration;
 - 2.4.3 conducting periodic case and bond reviews to ensure that the liquidation is progressing efficiently, effectively and in line with the statutory requirements; and
 - 2.4.4 maintaining and updating the estate cash book and bank account, including regular bank reconciliations and processing receipts and payments.

3. The Liquidator's Remuneration and Expenses

- 3.1 At the meeting of members held on 02 December 2019, it was resolved that the fee for assisting with the placing of the Company into Liquidation and for attending to matters relating to, and arising in, the Liquidation be agreed at £2,500, plus VAT and disbursements. This fee has been paid in full and the VAT has been reclaimed from HMRC.
- 3.2 The meeting of members also resolved that the Liquidator be authorised to draw his firm's disbursements as categorised in SIP9 as Category 2. **Appendix III** provides information on the bases on which these disbursements are calculated. The Liquidator is entitled under statute to discharge his Category 1 expenses from the estate.

- 3.3 When instructing third parties to provide specialist advice and services, the Liquidator must 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. SFP maintains an approved supplier list and reviews these annually to ensure best value. Before instructing specialists on an assignment, the Liquidator assesses whether the instruction is warranted and which approved supplier is appropriate. If the Liquidator prefers to use a specialist that is not on the approved supplier list, that specialist undergoes an assessment process to ensure that best value and service is anticipated. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to the insolvency appointment. Periodically throughout the liquidation, the performance and fees of the specialists are reviewed to assess the value and service provided. The processes were formalised after the current Insolvency Code of Ethics came into force on 1 May 2020.
- 3.4 Members will note that details of expenses paid during the Review Period are provided in the Liquidator's Receipts and Payments Account attached at **Appendix II**. The Liquidator has incurred no other expenses in the Review Period.

4. Dividends and Distributions

Creditors

- 4.1 A notice to creditors to submit claims was published in the Gazette. In addition, several letters were sent to HMRC seeking confirmation that no tax liabilities remained.
- 4.2 No creditors' claims have been received.

Shareholders

- 4.3 The following distributions were made to the shareholder:

Date of distribution	£ per share distributed	Total amount distributed £
5 December 2019	£520.00	£52,000.00
18 March 2020	£65.00	£6,500.00
TOTAL		£58,500.00

- 4.4 A final distribution will be paid to the shareholders once the Liquidator has received confirmation from HMRC that there are no tax matters or liabilities remaining.

5. Conclusion

- 5.1 At present, the only outstanding matters are:

- 5.1.1 pursuit of clearance from HMRC;
- 5.1.2 distribution to members of any residual funds after providing for costs to close the Liquidation;
- 5.1.3 circulation of the proposed final account; and
- 5.1.4 submission of the necessary documents to bring the Liquidation to a close.

- 5.2 The Liquidator will issue a further progress report shortly after the next anniversary of the appointment or a proposed final account when he is in a position to conclude the winding up, if that is sooner.
- 5.3 Should you have any queries regarding this report, please contact the Administrator dealing with this matter, Abigail Collins, by email at enquiries@sfpgroup.com.

Dated this 18 January 2021



Richard Hunt
Liquidator



Tobbee Limited (In Liquidation)

Progress Report to Members

APPENDIX I

- **Statutory Information and Definitions**

STATUTORY INFORMATION AND DEFINITIONS

Tobbee Limited (In Liquidation)

Company Number: 06676443

Registered Office: 9 Ensign House
Admirals Way
Marsh Wall
Docklands
London
E14 9XQ

Date of Appointment: 02 December 2019

Liquidator: Richard Hunt
SFP Restructuring Limited
9 Ensign House
Admirals Way
Marsh Wall
London
E14 9XQ

Members' Rights to Further Information and Challenge:

Rule 18.9 of the Insolvency (England & Wales) Rules 2016: Within 21 days of receipt of a progress report, a member may request the Liquidator to provide further information about the remuneration and expenses set out in the report. A request must be in writing and may be made by members 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 by any member with the permission of the court.

Rule 18.34 of the Insolvency (England & Wales) Rules 2016: Members 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 the Court on the grounds that the remuneration or other expenses are excessive. Any such application must be made no later than 8 weeks after receipt of the relevant report.

Definitions used in this report:

The Company	Tobbee Limited
The Liquidator	Richard Hunt
The Act	The Insolvency Act 1986
HMRC	HM Revenue & Customs
SIP	Statement of Insolvency Practice
Review Period	Period covered by the Liquidator's progress report
DOS	Declaration of Solvency

Tobbee Limited (In Liquidation)

Progress Report to Members

APPENDIX II

- **The Liquidator's Receipts and Payments Account**

Tobbee Limited
(In Liquidation)

Liquidator's Summary of Receipts and Payments
To 1 December 2020

	Declaration of Solvency (£)	From 2 December 2019 to 1 December 2020 (£)
RECEIPTS		
Cash at bank	68,509.00	68,509.47
Bank interest received		13.66
	<u>68,509.00</u>	<u>68,523.13</u>
PAYMENTS		
Office holder's remuneration		2,500.00
Office holder's disbursements (Category 2)		434.00
Ordinary shareholders		58,500.00
		<u>61,434.00</u>
Balance at bank (interest bearing account)		<u>7,089.13</u>

Tobbee Limited (In Liquidation)

Progress Report to Members

APPENDIX III

- **Expenses Information Sheet**



Direct Expenses (Category 1 Disbursements)

Category 1 Disbursements (as defined by Statement of Insolvency Practice 9), which can be specifically identified as relating to the administration of the case, have been charged at cost (plus VAT where applicable), with no uplift. The quantum of these costs are dependent on the circumstances and needs of the case and are set by third parties. For example, the bank charges £12 per transfer over £100,000. We may also have incurred other direct expenses, such as courier charges and Land Registry fees, which have been charged at cost.

Insurance

If possible, the current insurance policy should be maintained throughout the Liquidation process with the Liquidator's name noted which will prevent the requirement to take out any further cover. Should additional insurance be required, we will have provided you with quotes on a case by case basis.

Solicitors' and agents' fees

Should solicitors or agents have been required, we will have provided you with quotes on a case by case basis.

A number of documents to place the company into Liquidation were required to be signed in the presence of a solicitor. A charge by the solicitor is usually applicable, however this would have been a cost borne by the directors personally and did not form part of our disbursements.

Indirect Expenses (Category 2 Disbursements)

These are costs that are directly referable to the appointment in question but not to a payment to an independent party. All prices are exclusive of VAT, which has been reclaimed where possible.

Anti-money laundering searches via external electronic databases	£5 per individual search
Mileage (where necessary)	45p per mile
Stationery, photocopying and postage	£10 for companies with 5 or fewer members £5 per additional member

The expenses listed below have been incurred on the case and, ordinarily, would be paid directly from the estate according to the external supplier's standard terms. However, in order to facilitate efficient progress of the Liquidation, they were invoiced by us immediately upon the Liquidator's appointment. For the avoidance of doubt, these were charged at cost and with no uplift.

Specific Bond Premium	A bond is required to protect the assets of the company during the Liquidation process. The bond premium is scaled depending upon the level of assets under our control. Members were provided with a guide to the cost of this bond premium prior to the Liquidator's appointment, however the exact cost was ascertained once the Declaration of Solvency had been sworn.	
Statutory Advertising Costs		£
	Notification of Liquidation	87.50
	Notification of appointment of Liquidator	87.50
	Advertisement for creditors' claims	87.50
		<u>262.50</u>