

JOINT LIQUIDATORS' PROGRESS REPORT TO MEMBERS

FOR THE YEAR ENDING 23 July 2022

ADW Human Factors Limited ("the Company") – In Members' Voluntary Liquidation

STATUTORY INFORMATION

Company name:	ADW Human Factors Limited
Registration number:	07356116
Former Registered Office:	Cambridge House, Gogmore Lane, Chertsey, KT16 9AP
Principal trading activity:	Management consultancy activities
Joint Liquidators' names:	James E Patchett and Martin C Armstrong
Joint Liquidators' address:	5 Park Court, Pyrford Road, West Byfleet, Surrey, KT14 6SD
Joint Liquidators' contact details:	james.patchett@turpinba.co.uk and 020 8661 7878.
Date of appointment:	24 July 2020
Actions of Joint Liquidators'	Any act required or authorised under any enactment to be done by a Joint Liquidator may be done by either or both of the Joint Liquidators acting jointly or alone.

JOINT LIQUIDATORS' ACTIONS SINCE LAST REPORT

There is certain work that I am required by the insolvency legislation to undertake in connection with the liquidation that provides no financial benefit for the members. A description of the routine work undertaken since my appointment as Liquidator is contained in Appendix 2.

Since the anniversary date to which this report is being prepared, HMRC has issued us with clearance with respect to PAYE and VAT. As HMRC had previously granted us clearance with respect to Corporation Tax ("CT"), we now have full clearance from HMRC and can proceed with the final distribution to members.

The only outstanding issue now is that we received notice of a CT late filing penalty relating to the submission of the period 25 July 2020 to 24 July 2021, despite having submitted the return well in advance of the due date. HMRC has verbally confirmed this penalty will be removed and we await written confirmation of the same.

RECEIPTS AND PAYMENTS ACCOUNT

My Receipts and Payments Account for the period from 24/07/2021 to 23/07/2022 is attached at Appendix 1.

The balance of funds are held in a non-interest bearing estate bank account. All amounts are shown net of VAT. I have reconciled the account against the financial records that I am required to maintain.

ASSETS

According to the declaration of solvency lodged in these proceedings, the assets of the Company had an estimated value of £141,007 which comprised of cash at bank only.

Cash at Bank

The Company's bank account was closed and the closing balance of £141,007 was transferred to the Liquidation bank account.

Bank Interest

Further to the previous £0.82 of bank interest, no more interest has been realised.

LIABILITIES

Secured creditors

An examination of the Company's mortgage register held by the Registrar of Companies, showed that the Company has no current charges over its assets.

Crown Creditors

The Declaration of Solvency identified no liabilities to creditors. The Company's final CT return to 24 July 2020 gave rise to a £6.65 liability for CT. I can confirm this amount has been paid in full including statutory interest.

NON-PREFERENTIAL UNSECURED CREDITORS

HMRC was the only unsecured creditor in this liquidation.

DISTRIBUTIONS TO MEMBERS

The following distributions were made to the Members

Date	Amount distribution £	Rate of distribution per share
15 August 2020	£125,000	£1,250 per £1 ordinary share

JOINT LIQUIDATORS' REMUNERATION

My remuneration was previously authorised by Members at a meeting held on 24 July 2020 on a fixed fee basis of £3,500 plus VAT including the expenses of the winding-up.

I can confirm £2,949.75 has been drawn in respect of my remuneration with the balance being paid as expenses of the liquidation.

A copy of 'A Members' Guide to Liquidators' Fees', together with an explanatory note which shows Turpin Barker Armstrong's fee policy are available at <https://www.turpinbainsolvency.co.uk/fees-and-links>.

JOINT LIQUIDATORS' EXPENSES

Expenses are any payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also includes disbursements. Disbursements are payments which are first met by the office holder and then reimbursed to the office holder from the estate. Expenses are split into:

- category 1 expenses, which are payments to persons providing the service to which the expense relates who are not an associate of the office holder; and
- category 2 expenses, which are payments to associates or which have an element of shared costs. Before being paid category 2 expenses require approval in the same manner as an office holder's remuneration.

I have incurred expenses during my appointment period 24 July 2020 to 23 July 2022 of £850.25. I can confirm these expenses have been drawn in full.

A breakdown of expenses incurred and paid are below:

Type of expense	Amount incurred and paid
Bonding	£255.00
Advertising	£245.25
Swearing	£50.00
Accountancy Fees (Nicholas James Associates)	£300.00
Total	£850.25

Details of the category 1 expenses that I have paid to date are included in the receipts and payments account attached.

FURTHER INFORMATION

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

A Member may, with the permission of the court or with at least 10% of the total voting rights of all the Members having the right to vote at general meetings of the Company, apply to Court to challenge the amount of remuneration charged by the Joint Liquidators' as being excessive, and/or the basis of the Joint Liquidators' remuneration, and/or the amount of the expenses incurred as being excessive, within 8 weeks of their receipt of this report.

The Liquidation will remain open until a final distribution is made to members. We are also waiting for confirmation of the incorrectly issued penalty from HMRC to be waived, although this may cause further delays of a couple of weeks.

If members have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Jacob Woods on 020 8661 7878, or by email at jacob.woods@turpinba.co.uk.

A handwritten signature in black ink, appearing to read 'JEPatchett'.

James E Patchett
Joint Liquidator

ADW Human Factors Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts and Payments

RECEIPTS	Declaration of Solvency (£)	From 24/07/2020 To 23/07/2021 (£)	From 24/07/2021 To 23/07/2022 (£)	Total (£)
Cash at Bank	141,007.19	141,007.27	0.00	141,007.27
Gross Bank Interest		0.82	0.00	0.82
Trade & Expense Creditors	NIL	0.00	0.00	0.00
Directors	NIL	0.00	0.00	0.00
		141,008.09	0.00	141,008.09
PAYMENTS				
Legal Fees		50.00	0.00	50.00
Specific Bond		255.00	0.00	255.00
Statutory Advertising		245.25	0.00	245.25
Bank Charges		2.70	0.00	2.70
Liquidator's Remuneration		2,949.75	0.00	2,949.75
Accountancy Fees		300.00	0.00	300.00
HM Revenue & Customs - CTSA		6.70	0.00	6.70
Ordinary Shareholders		125,000.00	0.00	125,000.00
		128,809.40	0.00	128,809.40
Net Receipts/(Payments)		12,198.69	0.00	12,198.69
MADE UP AS FOLLOWS				
Bank-Current a/c-Non Interest Bearing		12,198.69	0.00	12,198.69
		12,198.69	0.00	12,198.69

Note:

It should be noted that all figures stated in the Receipts and Payments Account are detailed net of VAT.

Appendix 2

1. Administration

This represents the work involved in the routine administrative functions of the case by the office holder and their staff, together with the control and supervision of the work done on the case by the office holder and their managers. It does not give direct financial benefit to the members, but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow.

- Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.
- Setting up physical and electronic case files.
- Setting up the case on the practice's electronic case management system and entering data.
- Issuing the statutory notifications to creditors and other required on appointment as office holder, including gazetting the office holder's appointment.
- Obtaining a specific penalty bond.
- Convening and holding a general meeting of Members
- Dealing with all routine correspondence and emails relating to the case.
- Opening, maintaining and managing the office holder's estate bank account.
- Creating, maintaining and managing the office holder's cashbook.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a quarterly basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Preparing, reviewing and issuing annual progress reports to Members.
- Filing returns at Companies House.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.

2. Creditors

Claims of creditors - the office holder needs to maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case. The office holder also needs to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holder is required to undertake this work as part of his statutory functions.

- Dealing with creditor correspondence, emails and telephone conversations regarding their claims.
- Maintaining up to date creditor information on the case management system.

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 07356116

Company name in full ADW Human Factors Limited

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

2 Liquidator's name

Full forename(s) James E

Surname Patchett

3 Liquidator's address

Building name/number 5 Park Court

Street Pyrford Road

Post town West Byfleet

County/Region Surrey

Postcode KT14 6SD

Country

4 Liquidator's name ①

Full forename(s) Martin C

Surname Armstrong

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

5 Liquidator's address ②

Building name/number 5 Park Court

Street Pyrford Road

Post town West Byfleet

County/Region Surrey

Postcode KT14 6SD

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 2	^d 4	^m 0	^m 7	^y 2	^y 0	^y 2	^y 1	
To date	^d 2	^d 3	^m 0	^m 7	^y 2	^y 0	^y 2	^y 2	

7 Progress report

<input checked="" type="checkbox"/> The progress report is attached	
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8 Sign and date

Liquidator's signature	Signature X JEPdth.	X							
Signature date	^d 0	^d 5	^m 0	^m 9	^y 2	^y 0	^y 2	^y 2	

**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 **James E Patchett**

Company name **Turpin Barker Armstrong**

Address **Allen House**

1 Westmead Road

Post town **Sutton**

County/Region **Surrey**

Postcode **S M 1 4 L A**

Country

DX **tba@turpinba.co.uk**

Telephone **020 8661 7878**

**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

ADW Human Factors Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Declaration of Solvency £		From 24/07/2021 To 23/07/2022 £	From 24/07/2020 To 23/07/2022 £
	ASSET REALISATIONS		
141,007.19	Cash at Bank	NIL	141,007.27
	Gross Bank Interest	NIL	0.82
		NIL	141,008.09
	COST OF REALISATIONS		
	Legal Fees	NIL	50.00
		NIL	(50.00)
	COST OF ADMINISTRATION		
	Accountancy Fees	NIL	300.00
	Bank Charges	NIL	2.70
	Liquidator's Remuneration	NIL	2,949.75
	Specific Bond	NIL	255.00
	Statutory Advertising	NIL	245.25
		NIL	(3,752.70)
	UNSECURED CREDITORS		
NIL	Directors	NIL	NIL
	HM Revenue & Customs - CTSA	NIL	6.70
NIL	Trade & Expense Creditors	NIL	NIL
		NIL	(6.70)
	DISTRIBUTIONS		
	Ordinary Shareholders	NIL	125,000.00
		NIL	(125,000.00)
141,007.19		NIL	12,198.69
	REPRESENTED BY		
	Bank-Current a/c-Non Interest Bearing		12,198.69
	Input VAT		760.00
	Vat Control Account		(760.00)
			12,198.69

Note:

It should be noted that all figures stated in the Receipts and Payments Account are detailed net of VAT.

James E Patchett
Joint Liquidator