

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 8 1 0 4 5 4 4

Company name in full Mass Medical Solutions Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Michael

Surname Chamberlain

3 Liquidator's address

Building name/number Resolution House

Street 12 Mill Hill

Post town Leeds

County/Region

Postcode L S 1 5 D 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.

LIQ03

Notice of progress report in voluntary winding up



6 Period of progress report

From date	^d 2	^d 5	^m 0	^m 8	^y 2	^y 0	^y 2	^y 0	
To date	^d 2	^d 4	^m 0	^m 8	^y 2	^y 0	^y 2	^y 1	

7 Progress report

<input checked="" type="checkbox"/> The progress report is attached	
---	--

8 Sign and date

Liquidator's signature	<small>Signature</small> 								
Signature date	^d 1	^d 8	^m 1	^m 0	^y 2	^y 0	^y 2	^y 1	

**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 **Michael Chamberlain**

Company name **Chamberlain & Co**

Address **Resolution House**

12 Mill Hill

Post town **Leeds**

County/Region

Postcode **L S 1 5 D Q**

Country

DX

Telephone **0113 2420808**

**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

Mass Medical Solutions Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 25/08/2020 To 24/08/2021 £	From 25/08/2015 To 24/08/2021 £
	ASSET REALISATIONS		
195,699.00	Book Debts	NIL	497,666.90
	Interco Loan - Executive SDCH	NIL	2,578.48
13,000.00	Cash at Bank	NIL	13,307.68
	Bank Interest Gross	16.86	511.81
		16.86	514,064.87
	COST OF REALISATIONS		
	Specific Bond	NIL	1,072.00
	Preparation of S. of A.	NIL	5,000.00
	Liquidator's Remuneration (21/09/21)	NIL	58,000.00
	Legal Fees	2,467.00	34,233.80
	Room Hire	NIL	44.00
	Statutory Advertising	NIL	271.60
		(2,467.00)	(98,621.40)
	UNSECURED CREDITORS		
(486,712.20)	Unsecured Dividend 55p in £	NIL	288,392.28
(23,424.00)	HM Revenue & Customs - VAT	NIL	NIL
(27,408.00)	H M Revenue & Customs - CT	NIL	NIL
		NIL	(288,392.28)
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(328,945.20)		(2,450.14)	127,051.19
	REPRESENTED BY		
	Current A/c		126,557.79
	Vat Control Account		493.40
			127,051.19



Michael Chamberlain
Liquidator

Liquidator's Annual
Progress Report to
Creditors & Members

Mass Medical Solutions Limited - In
Liquidation

Period ended: 24 August 2021

Dated: 18 October 2021

MASS MEDICAL SOLUTIONS LIMITED - IN LIQUIDATION

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- 2** Receipts and Payments
- 3** Progress of the Liquidation
- 4** Creditors
- 5** Liquidator's Remuneration
- 6** Creditors' Rights
- 7** Next Report

APPENDICES

- A** Receipts and Payments Account for the Period from 25 August 2020 to 24 August 2021, together with a Cumulative Receipts and Payments Account from the date since the Liquidator's Appointment to the end of the Period.
- B** Time Analysis for the Period from the 25 August 2020 to 24 August 2021, together with a Cumulative Time Analysis from the date since the Liquidator's Appointment to the end of the Period.
- C** Additional information in relation to Liquidator's Fees, Expenses & the use of Subcontractors.

1 Introduction and Statutory Information

- 1.1 I, Michael Chamberlain of Chamberlain & Co, Resolution House, 12 Mill Hill, Leeds, LS1 5DQ, was appointed as Liquidator of Mass Medical Solutions Limited (the Company) on 25 August 2015. This progress report covers the period from 25 August 2020 to 24 August 2021 (the Period) and should be read in conjunction with any previous progress reports which have been issued.
- 1.2 Information about the way that we will use, and store personal data in relation to insolvency appointments can be found on our website www.chamberlain-co.co.uk and is located in General Data Protection Regulation (GDPR) in the Creditors Area > Resources section. If you are unable to download this, please contact my office and a hard copy will be provided to you.
- 1.3 The principal trading address of the Company was 2nd Floor, Edward Pavilion, Albert Dock, Liverpool, L3 4AF.
- 1.4 The registered office of the Company was 2nd Floor, Edward Pavilion, Albert Dock, Liverpool, L3 4AF and has been changed to Resolution House, 12 Mill Hill, Leeds, LS1 5DQ. Its registered number is 08104544.

2 Receipts and Payments

- 2.1 My Receipts and Payments Account covering the Period of this report is attached at Appendix A, together with a Cumulative Receipts and Payments Account from the date of my appointment as Liquidator to the end of the Period.
- 2.2 In addition to asset realisations, £13.70 has been received in respect of interest during the Period.

3 Progress of the Liquidation

- 3.1 This section of the report provides creditors with an update on the progress made in the liquidation during the Period and an explanation of the work done by the Liquidator and his staff.

Administration

- 3.2 A liquidator must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. This work includes dealing with the Company's creditors and employees together with administrative tasks associated with the appointment, such as agreeing the strategy for the liquidation, filing notices of appointment, statutory advertising, opening and maintaining the estate cash book and bank accounts and reporting periodically to creditors, HMRC and the Registrar of Companies.
- 3.3 Creditors should note that this work will not necessarily bring any financial benefit to creditors but is required on every case by statute.

Realisation of Assets

The work which the Liquidator and his staff have undertaken to date has brought a financial benefit to creditors because realisations achieved have enabled distributions to unsecured creditors of the Company. It is also anticipated that a further distribution to unsecured creditors will be made once final realisations have been achieved.

Book Debts

Review of Receipts and Payments

- 3.4 As you will recall Parry & Co Solicitors ("Parry") were instructed to assist with the collection of the book debts. Collections totalled £497,667 and Parry confirmed that all the collectable debts had been received. Parry itself entered liquidation on 24 April 2019.
- 3.5 While it was not anticipated that any further recoveries would be made in respect of book debts, a review of the receipts received and costs associated needed to be completed. This review has now been completed but was completed after the Period covered by this report.
- 3.6 The review found that actual book debt receipts were higher than previously recorded in the Receipts and Payments Account by approximately £93,500. However, there were also several invoices raised by Parry and paid from these realisations, which had not been recorded in the Receipts and Payments Account and which were of a similar amount.
- 3.7 Although the net effect of these transactions on the Receipts and Payments Account was minimal, recording them in the Receipts and Payments Account will allow for VAT of approximately £25,000 to be reclaimed for the benefit of the Liquidation.
- 3.8 In addition, the review found that there were outstanding disbursements due to Parry of approximately £23,500, which have now been paid.
- 3.9 However, as the review was completed after the Period covered by this report, these transactions are not recorded in the Receipts and Payments Account attached to this report. These transactions will be reflected in the Receipts and Payments Account provided with the Liquidator's next report to creditors.

Outstanding Book Debts

- 3.10 The review also revealed that although one debtor company, shortly before going into Administration, had paid the full settlement amount due under a court order, the costs which were also awarded under the order had not been paid. The debtor company has since moved from Administration to Liquidation and a claim for the costs of approximately £80,000 has been submitted.
- 3.11 The Liquidator of the debtor company has advised that a distribution to unsecured creditors is anticipated. However, the amount and timing of the distribution is uncertain as realisations are still ongoing.

Directors' Loan Account

- 3.12 The final accounts of the Company revealed an overdrawn Directors' Loan Account of £82,190. During the Period, the Director of the Company was made Bankrupt. A claim has been submitted to the Official Receivers' Office dealing with his Bankruptcy Estate.
- 3.13 It is currently uncertain whether there will be any funds available to make a distribution to the unsecured creditors in the Bankruptcy. Further details will be provided to creditors in the Liquidator's next report.

Intercompany Loan Account

- 3.14 As advised in the last progress report, other entities party to the inter-company loans were either in Liquidation or dissolved.

- 3.15 Investigations into whether any recoveries could be made for the benefit of creditors from intercompany loans where the other entities have been dissolved, have now been carried out. LCF Law Limited (LCF) were instructed to advise in this regard and on the advice of LCF no further action will be taken in pursuing these amounts.

Creditors (claims and distributions)

- 3.16 Liquidators are not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.
- 3.17 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal.
- 3.18 The above work will not necessarily bring any financial benefit to creditors generally, however a Liquidator is required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Liquidator in dealing with those claims.

Investigations

- 3.19 You may recall from my first progress report to creditors that some of the work Liquidator is required to undertake is to comply with legislation such as the Company Directors Disqualification Act 1986 (CDDA 1986) and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidator can pursue for the benefit of creditors.
- 3.20 My report on the conduct of the Directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986 was submitted during the first year of the liquidation and is confidential.
- 3.21 Since my last progress report I would advise that no further asset realisations have come to light that may be pursued by me for the benefit of creditors, other than those Book Debts detailed above.

Matters still to be dealt with

- 3.22 Matters preventing the conclusion of my administration of this liquidation are detailed in this report and can be summarised as follows:
- 3.23 Book Debts – Realisation from the insolvent debtor company and potentially the Directors' Bankruptcy.
- 3.24 Distribution to Creditors – It is anticipated that a final distribution will be made to creditors in due course.
- 3.25 Statutory Matters - Completion of statutory matters in relation to the closure of the Liquidation.

4 Creditors

Secured Creditors

- 4.1 There are no secured creditors.

Preferential Creditors

- 4.2 There are no preferential creditors.

Unsecured Creditors

- 4.3 The Company's statement of affairs indicated there were 201 creditors whose debts totalled £537,544. To date, I have received claims totalling £527,462 from 93 creditors.
- 4.4 The Company did not grant any floating charges to a secured creditor. Accordingly, there is no requirement to create a fund out of the Company's net floating charge property for unsecured creditors (known as the Prescribed Part), which only applies to charges created after 15 September 2003.
- 4.5 A first interim dividend of 15p in the £ was paid to unsecured creditors on 8 June 2016 and a second dividend of 40p in the £ was paid to unsecured creditors on 16 December 2016.
- 4.6 I would confirm that it is anticipated a third and final dividend will be paid to creditors once final realisations have been achieved.
- 4.7 If any creditor is yet to submit their claim, please do so by completing the proof of debt form enclosed with this report.

5 Liquidator's Remuneration

- 5.1 At a meeting of creditors held on 25 August 2015, the creditors approved payment of the sum of £5,000 plus disbursements and VAT, in respect of the preparation of the Statement of Affairs and for assistance given in seeking a decision from creditors on the nomination of a liquidator. The sum of £5,000 has been paid in this respect.
- 5.2 Creditors approved that the basis of the Liquidator's remuneration be fixed by reference to the time properly spent by him and his staff in managing the Liquidation.
- 5.3 My time costs for the Period are £16,003. This represents 66.50 hours at an average rate of £241 per hour. Attached as Appendix B is a Time Analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by me in managing the liquidation.
- 5.4 Also attached as Appendix B is a cumulative Time Analysis for the period from 25 August 2015 to 24 August 2021 which provides details of my time costs since my appointment. The cumulative time costs incurred to date are £111,556. This represents 453 hours at an average rate of £246 per hour.
- 5.5 As at the end of the Period, £58,000 plus expenses has been drawn on account.
- 5.6 In considering the remaining work to be done in this liquidation, I currently anticipate that my time costs to complete the liquidation will be approximately £20,000. I will update creditors on this in my next progress report.
- 5.7 A copy of "A Creditors' Guide to Liquidators' Fees, Version 2" is available on request or can be downloaded from our website www.chamberlain-co.co.uk and is located in Creditors Guides to Fees in the Creditors Area > Resources section.
- 5.8 Attached as Appendix C is additional information in relation to the Liquidator's fees, expenses and where relevant, information on the use of subcontractors and professional advisers.

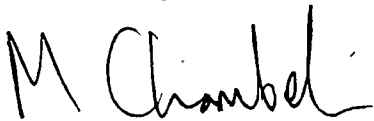
6 Creditors' Rights

- 6.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Liquidator provide further information about his remuneration or expenses which have been itemised in this progress report.
- 6.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidator's remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidator, as set out in this progress report, are excessive.

7 Next Report

- 7.1 I am required to provide a further report on the progress of the liquidation within two months of the next anniversary of the liquidation, unless I have concluded matters prior to this, in which case I will write to all creditors with my final account.
- 7.2 If you have any queries in relation to the contents of this report, please contact Richard Lunn by telephone on 0113 2420808 or alternatively by e-mail at richard.lunn@chamberlain-co.co.uk.

Yours faithfully

A handwritten signature in black ink, appearing to read 'M Chamberlain', with a stylized flourish at the end.

Michael Chamberlain
Liquidator

Enc

Appendix A

Receipts and Payments Account for the Period from 25 August 2020 to 24 August 2021, together with a Cumulative Receipts and Payments Account from the date since the Liquidator's Appointment to the end of the Period.

Mass Medical Solutions Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 25/08/2020 To 24/08/2021 £	From 25/08/2015 To 24/08/2021 £
	ASSET REALISATIONS		
195,699.00	Book Debts	NIL	497,666.90
	Interco Loan - Executive SDCH	NIL	2,578.48
13,000.00	Cash at Bank	NIL	13,307.68
	Bank Interest Gross	13.70	508.65
		13.70	514,061.71
	COST OF REALISATIONS		
	Specific Bond	NIL	1,072.00
	Preparation of S. of A.	NIL	5,000.00
	Liquidator's Remuneration (20/04/21)	NIL	58,000.00
	Legal Fees	2,467.00	34,233.80
	Room Hire	NIL	44.00
	Statutory Advertising	NIL	271.60
		(2,467.00)	(98,621.40)
	UNSECURED CREDITORS		
(486,712.20)	Unsecured Dividend 55p in £	NIL	288,392.28
(23,424.00)	HM Revenue & Customs - VAT	NIL	NIL
(27,408.00)	H M Revenue & Customs - CT	NIL	NIL
		NIL	(288,392.28)
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(328,945.20)		(2,453.30)	127,048.03
	REPRESENTED BY		
	Current A/c		126,554.63
	Vat Control Account		493.40
			127,048.03



Michael Chamberlain
Liquidator

Appendix B

Time Analysis for the Period from the 25 August 2020 to 24 August 2021, together with a Cumulative Time Analysis from the date since the Liquidator's Appointment to the end of the Period.

Time Entry - SIP9 Time & Cost Summary

10103 - Mass Medical Solutions Limited
All Post Appointment Project Codes
From: 25/08/2020 To: 24/08/2021

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	2.00	4.70	21.30	5.80	33.80	7,356.50	217.65
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.60	5.00	1.60	7.20	1,390.00	193.06
Investigations	3.30	1.00	0.20	0.00	4.50	1,616.50	359.22
Realisation of Assets	0.00	12.50	8.50	0.00	21.00	5,639.50	268.55
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	5.30	18.80	35.00	7.40	66.50	16,002.50	240.64
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

Time Entry - SIP9 Time & Cost Summary

10103 - Mass Medical Solutions Limited
All Post Appointment Project Codes
From: 25/08/2015 To: 24/08/2021

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	16.10	55.05	25.30	16.25	112.70	24,114.00	213.97
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	17.40	123.60	9.50	8.00	158.50	38,976.50	245.91
Investigations	5.85	26.50	1.40	0.00	33.75	9,326.25	276.33
Realisation of Assets	3.10	136.40	8.80	0.00	148.30	39,115.00	263.76
Trading	0.00	0.10	0.00	0.00	0.10	24.50	245.00
Total Hours	42.45	341.65	45.00	24.25	453.35	111,556.25	246.07
Total Fees Claimed						58,000.00	
Total Disbursements Claimed						44.00	

MASS MEDICAL SOLUTIONS LIMITED - IN LIQUIDATION

Detailed breakdown of cumulative time costs incurred form the date since the Liquidator's Appointment to the end of the Period.

Asset realisation and, creditor matters have required the most amount of time representing 35% and 35% of the cost respectively and I produce below a breakdown of the time incurred:

Category	Time Costs in £
Administration & Planning	
Cashiering, Financial admin	7,171
Compliance, Bordereau, Diary	1,517
File reviews	13,132
General Admin, incl. Post & Filing	2,295
Total	24,114
Realisations	
Income Contributions	414
Debt Collection	38,140
Sale of Assets	562
Total	39,115
Creditors	
Agreeing creditor's claims	31,555
Annual reports	7,264
Bank Reports and Correspondence	60
Convening of meetings	51
Employee Matters	47
Total	38,977
Investigations	
CDDA	1,767
SIP 2 Investigations	3,943
Antecedent transactions	3,617
Total	9,326
Trading	
Management of Operations	25
Total	25
Total time costs	111,556

The time spent in dealing with the collection and realisations of the Company's books debts has incurred significant time in discussions with the solicitors instructed to pursue the debt including court hearings. Details of the collection of the debts are included in section 3 of the report and in previous reports to creditors.

The time spent is dealing with creditor matters has incurred significant time in corresponding with creditors regarding claims received and payments of dividends to creditors, including the rejection of adjudication of a number of creditors.

Appendix C

Additional Information in Relation to the Liquidator's Fees, Expenses & use of Subcontractors

1 Staff Allocation and the Use of Sub-Contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.
- 1.3 We have not utilised the services of any subcontractors on this case.

2 Professional Advisors

- 2.1 On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

Name of Professional Advisor	Basis of Fee Arrangement
Parry & Co Solicitors (legal advice debt collection)	Hourly rate and disbursements
Needle Partners Ltd (legal advice debt collection)	Hourly rate and disbursements
Professional Cost Consultants Limited	Hourly rate and disbursements
LCF Law Limited (legal advice debt collection)	Hourly rate and disbursements

- 2.2 Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

3 Liquidator's Expenses

Category 1 expenses

- 3.1 These expenses do not require prior approval by creditors. The type of expenses that may be charged to a case as a Category 1 expense generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, external room hire and external storage costs. Also chargeable, will be any properly reimbursed expenses incurred by personnel in connection with the case. These expenses may include disbursements which are payments first met by an office holder and then reimbursed from the estate.
- 3.2 A summary of the expenses incurred on this case to date can be found below:

Expense	Paid in Prior Period £	Paid in the period covered by this report £	Incurred but not paid to date £	Total anticipated cost £
Solicitors' & Legal costs	31,767	2,467	100,790	135,024
Statutory advertising	271	-	-	271
Specific penalty bond	1,072	-	-	1,072
External meeting room hire	44	-	-	44

Solicitors & Legal Costs

- 3.3 Costs of £2,467 was incurred and paid to LCF during the Period in relation to advice received in regards to potential realisations from intercompany and associated loan accounts.
- 3.4 Costs of £77,262 were identified during the book debt review that had been incurred and paid from realisations held by Parry. These realisations and costs have now been grossed up in the Receipts and Payments account but as the review was completed after the Period. These will be detailed in the Receipts and Payments Account, which accompanies the next progress report to creditors.
- 3.5 Outstanding legal expenses of £23,528 incurred by Parry were also identified during the book debt review and have been settled after the Period. These will be detailed in the Receipts & Payments Account, which accompanies the next progress report to creditors.

Category 2 Expenses

- 3.6 Category 2 expenses do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include payments to associates of the office holder or shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis. Details of Category 2 expenses charged by this firm (where appropriate) were provided at the time the Liquidator's fees were approved by creditors. It is my firm's current policy not to charge category 2 expenses. However, if this were to change, I would seek approval before they were drawn.

4 Charge-Out Rates

- 4.1 Chamberlain & Co's charge-out rates effective from 1 September 2014 are detailed below. Were rates have changed during the Period, the new charge-out rates are also detailed below. Please note this firm records its time in minimum units of 6 minutes.

	£ per hour 01/09/2014	£ per hour 01/09/2015	£ per hour 01/09/2016	£ per hour 01/09/2017	£ per hour 01/09/2018	£ per hour 01/09/2019	£ per hour 01/05/2021
Director	295-325	295-345	295-345	300-350	315-395	315-395	400-480
Manager	205-245	205-255	205-255	205-295	215-310	215-310	295-395
Administrator	105-170	105-180	105-185	105-200	105-210	105-210	150-290
Support	30-95	30-100	30-100	30-100	30-100	30-100	75-145

Proof of Debt Form

Mass Medical Solutions Limited
Relevant date for claims: 25 August 2015

1	Creditor Name (If a company, please also state company registration number)	
2	Address of creditor for correspondence	
3	Email address for creditor	
4	<p>Total amount of claim, including VAT and outstanding uncapitalised interest</p> <p>Note: Any trade or other discounts (except discount for immediate or early settlement) which would have been available to the company but for the insolvency proceedings should be deducted from the above claim where relevant. Where any payment is made in relation to the claim or set-off applied after date of winding-up, this should be deducted</p>	£
5	If the amount in 4 above includes outstanding uncapitalised interest, please state the amount	£
6	Details of any documents by reference to which the debt can be substantiated (please attach copies)	
7	Particulars of how and when the debt was incurred by the Company	
8	Particulars of any security held, the value of the security, and the date it was given	<p>Value = £</p> <p>Date given / /</p>
9	Particulars of any reservation of title claimed, in respect of goods supplied to which the claim relates	
10	Signature of creditor or person authorised to act on his behalf	
11	Name in BLOCK CAPITALS	
12	Date	
13	<p>Position with or in relation to creditor</p> <p>Address of person signing (if different from 2 above)</p>	