

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

FRIDAY



\*A9261YT7\*

A09

03/04/2020

#152

COMPANIES HOUSE

### 1 Company details

Company number 1 0 4 7 7 0 5 8

Company name in full ABC Lawyers Ltd

→ Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) David

Surname Meany

### 3 Liquidator's address

Building name/number The Old Town Hall

Street

Post town

71 Christchurch Road

County/Region

Ringwood

Postcode

B H 2 4 1 D H

Country

### 4 Liquidator's name ①

Full forename(s) Andrew

Surname Watling

① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number The Old Town Hall

Street

Post town

71 Christchurch Road

County/Region

Ringwood

Postcode

B H 2 4 1 D H

Country

② Other liquidator

Use this section to tell us about  
another liquidator.

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**6** Period of progress report

From date	<sup>d</sup> 0	<sup>d</sup> 8	<sup>m</sup> 0	<sup>m</sup> 2	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9
To date	<sup>d</sup> 0	<sup>d</sup> 7	<sup>m</sup> 0	<sup>m</sup> 2	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0

**7** Progress report

☒ The progress report is attached

**8** Sign and date

Liquidator's signature

Signature

X



X

Signature date

<sup>d</sup> 0	<sup>d</sup> 1	<sup>m</sup> 0	<sup>m</sup> 4	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0
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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 **David Meany**

Company name **Quantuma LLP**

Address  
**The Old Town Hall**  
**71 Christchurch Road**

Post town **Ringwood**

County/Region

Postcode **B H 2 4 1 D H**

Country

DX

Telephone **01202 970430**



**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.



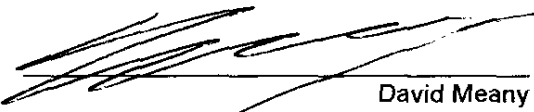
**Further information**

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)**

**ABC Lawyers Ltd  
(In Liquidation)  
Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 08/02/2019 To 07/02/2020 £	From 08/02/2019 To 07/02/2020 £
	<b>ASSET REALISATIONS</b>		
	Bank Interest Gross	8.70	8.70
17,066.51	Cash in hand	12,566.51	12,566.51
Uncertain	Employee Loan	NIL	NIL
Uncertain	Intercompany Loan	NIL	NIL
Uncertain	VAT Refund	NIL	NIL
		<u>12,575.21</u>	<u>12,575.21</u>
	<b>COST OF REALISATIONS</b>		
	Office Holders Fees	9,000.00	9,000.00
	Pension Advisors	400.00	400.00
	Specific Bond	135.00	135.00
	Statutory Advertising	253.50	253.50
		<u>(9,788.50)</u>	<u>(9,788.50)</u>
	<b>UNSECURED CREDITORS</b>		
(5,958.00)	Accountants	NIL	NIL
(1.00)	Directors	NIL	NIL
Uncertain	Intercompany Creditor - ABC Legal SL	NIL	NIL
(171,843.48)	Trade & Expense Creditors	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	<b>DISTRIBUTIONS</b>		
(1.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<b>(160,736.97)</b>		<b><u>2,786.71</u></b>	<b><u>2,786.71</u></b>
	<b>REPRESENTED BY</b>		
	Bank 1 Current		2,786.71
			<b><u>2,786.71</u></b>

  
David Meany  
Joint Liquidator

## **ABC LAWYERS LTD (IN LIQUIDATION)**

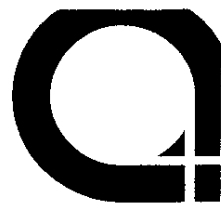
### **THE JOINT LIQUIDATORS' PROGRESS REPORT**

**1 April 2020**

**This report has been prepared for the sole purpose of updating the members and creditors for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by members and creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.**

**David Meany and Andrew Watling of Quantuma LLP, The Old Town Hall, 71 Christchurch Road, Ringwood, BH24 1DH, were appointed Joint Liquidators of ABC Lawyers Ltd on 08 February 2019.**

**David Meany is licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales and Andrew Watling is licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales**



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## **ABBREVIATIONS**

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Liquidators"	David Meany and Andrew Watling of Quantuma LLP
"the Company"	ABC Lawyers Ltd (in Liquidation)
EOS"	Estimated Outcome Statement
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 8 February 2019 to 7 February 2020

## **1. INTRODUCTION**

### **Introduction**

This report has been prepared to provide members and creditors with an update on the progress of the Liquidation of the Company since our appointment as Joint Liquidators on 8 February 2019.

A schedule of statutory information in respect of the Company is attached at Appendix 1.

### **Details of the appointment of the Joint Liquidators**

David Meany and Andrew Watling of Quantuma LLP were appointed Joint Liquidators of the Company on 8 February 2019.

The Joint Liquidators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

## **2. THE PROGRESS OF THE LIQUIDATION**

### **The Joint Liquidators' receipts and payments account**

Attached at Appendix 2 is a receipts and payments account covering the Review Period.

The rest of this report describes the key developments in the Liquidation over the Review Period.

We have summarised the main asset realisations during the Review Period and an estimation of the those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

### **VAT Basis**

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately. All VAT has now been reclaimed.

### **Administrative, Statutory & Regulatory Tasks**

The Joint Liquidators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the Liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards.

During the Review Period, primarily these tasks have included:

- Informing all relevant persons of the commencement of the Liquidation, including filing statutory documents at Companies House and meeting statutory advertising requirements;
- Drafting and issuing the progress report to creditors;
- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining electronic case files, which must include records to show and explain the Liquidation and any decisions made by the Joint Liquidators that materially affect the Liquidation;
- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure that the Liquidation is progressing efficiently, effectively and in line with the statutory requirements;
- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments; and



- Completing periodic tax returns.
- Preparing a report on the conduct of the directors as required by the Company Directors Disqualification Act.

### **Realisation of assets**

#### **Leasehold Property**

The Company operated from leasehold premises at Suite 5 Arden Court, Arden Street, Stratford-Upon-Avon, Warwickshire CV37 6NT. Following their appointment the Joint Liquidators took steps to disclaim the lease. There was no value in the lease for the benefit of the liquidation.

#### **Employee Loan**

The Company records indicated the sum of £8,763.42 was owed to the Company by a former employee in respect of an employee loan. The Joint Liquidators made contact with the former employee to seek repayment proposals however the value of the loan has been disputed on the basis the former employee believes to be owed unpaid wages and other entitlements following the transfer of her employment to ABC Legal Limited an associated company. Given the likely costs involved in pursuing the liability and the fact that the employee has a counter claim, albeit against the associated company. No further action is to be taken and the loan has been written off.

#### **Intercompany Loan**

The Company accounts indicated that the sum of £20,175.13 was owed to the Company by ABC Legal Limited. ABC Legal Limited was placed in to Creditors' Voluntary Liquidation on 7 February 2019 and based on present information there is no likelihood of a dividend becoming payable to any class of creditor. In the circumstances, no recoveries are anticipated in this regard.

#### **Cash in Hand**

In accordance with the Statement of Affairs, the Company bank account held a credit balance of £17,066.51. The Company transferred the full credit balance to Quantuma LLP's client account prior to the date of liquidation and after deduction of the pre appointment fee as detailed below, the net sum of £12,566.51 was paid in to the liquidation account following the Joint Liquidators appointment.

#### **VAT Refund**

At the date of liquidation, the Company was expecting a VAT refund of £1,229.59. However HMRC have applied Crown Set off on the basis of previous arrears and claim has been submitted in the liquidation by HMRC in the sum of £55,426.

#### **Funds held in PayPal**

Following their appointment, the Joint Liquidators were made aware of a PayPal account held by the Company which holds a credit balance of £7,629.56. The Joint Liquidators have been in constant dialogue with PayPal in an attempt to realise this asset for the benefit of the liquidation. However, despite repeated requests, PayPal will not release the funds and the Joint Liquidators have instructed Clarke Wilmott Solicitors to assist in this regard.

#### **Estimated future realisations**

The only known remaining asset is the funds held in PayPal as detailed above.





## **Payments**

Pension Advisors' Fees of £400 plus VAT have been paid to Clumber Consultancy Limited.

## **3. CREDITORS: CLAIMS AND DISTRIBUTIONS**

### **Secured creditors**

The Company has no secured creditors.

### **Preferential creditors**

Whilst the Company had no employees as at the date of liquidation, following their appointment, the Joint Liquidators established that a Pension Scheme was in place and Clumber Consultancy Limited were instructed to assist with processing a claim for unpaid contributions.

In addition, the Joint Liquidators were made aware of Tribunal action brought against the Company by a number of its former employees. To date no judgment has been made and no preferential claims have been received.

### **Prescribed Part**

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company must be made available purely for the unsecured creditors. This equates to:

- 50% of net property up to £10,000;
- Plus, 20% of net property in excess of £10,000.

The Company has not granted a floating charge to any creditor after 15 September 2003 and consequently there will be no prescribed part in this Liquidation.

### **Unsecured creditors**

Unsecured claims were estimated at £177,802.48 in the Director's Estimated Statement of Affairs and, to date, 18 claims have been received totalling £340,282.02.

It is not anticipated that a dividend will be paid to unsecured creditors.

A Proof of Debt form is attached at Appendix 4.

### **Notice of No Dividend**

In accordance with Rule 14.36 and Rule 14.37 I confirm that no dividend will be distributed as the funds realised have already been distributed or used or allocated for defraying the expenses of the Liquidation.

## **4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS**

### **Investigations**

During the Review Period, the Joint Liquidators carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the Director (and senior employees) by means of questionnaires (and interviews); making enquiries of the Company's accountants; reviewing information received from creditors; and collecting and examining the Company's bank statements, accounts and other records.



The Director provided the available books and records and a completed questionnaire as well as a Statement of Affairs.

The information gleaned from this process enabled the Joint Liquidators to meet their statutory duty to submit a confidential report on the conduct of the directors (past and present) to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This initial assessment revealed matters that the Joint Liquidators considered merited further investigation. It would be prejudicial to disclose further details of these investigations at this stage

#### **Pre-Appointment transactions with connected parties**

In accordance with the guidance given in SIP13, details of the Company's transactions with connected parties during the two years prior to the Joint Liquidators' appointment, which have recently come to their attention, are provided below:

- The transaction was completed on 21 March 2018
- The sale, which was completed by means of a Business Transfer Agreement, included the following assets: Domain Names, Goodwill and Work In Progress (pending contracts)
- The sale consideration totalled £50,151
- The purchaser was Advanced Business Consultants Legal S.L
- The purchaser is connected to the Company by reason of the following relationship: Common directorship and shareholding of Mark Thomas Rowe

The Joint Liquidators have not yet concluded their review into the transaction detailed above and have not, therefore, reached any conclusions.

#### **EU Regulations (Whether Proceedings Are Main Proceedings or Territorial)**

The Company's centre of main interest was in the UK as their registered office address was 71 Queen Victoria Street, London EC4V 4BE and their trading address was Suite 5 Arden Court, Arden Street, Stratford-Upon-Avon, Warwickshire CV37 6NT and therefore it is considered that the EU Regulations apply. These proceedings are main proceedings as defined in the EU Regulation.

#### **Further Information**

Please note that the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics> Additionally the Joint Liquidators are also bound by the regulations of their Licensing Bodies.

To comply with the Provision of Services Regulations, some general information about Quantuma LLP, including our complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information/>.

Information about this insolvency process may be found on the R3 website here <http://www.creditorinsolvencyguide.co.uk/>.



### **General Data Protection Regulation**

In compliance with the General Data Protection Regulation, creditors, employees, shareholders, directors and any other stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link [www.quantuma.com/legal-notice/](http://www.quantuma.com/legal-notice/).

### **5. THE JOINT LIQUIDATORS' REMUNERATION AND EXPENSES**

A copy of 'A Creditors Guide to Liquidators' Fees' effective from 6 April 2017 together with the firm's current schedule of charge-out rates and chargeable disbursements may be found at

<https://www.quantuma.com/guide/creditors-guide-fees/>.

A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request at no cost.

### **Pre-Appointment Costs**

A fixed fee of £3,750 plus VAT was agreed and paid by the Company from the cash at bank balance held in Quantuma LLP's client account prior to the Company being wound up.

### **Joint Liquidators' Remuneration**

The basis of the Joint Liquidators' fees was fixed at the Virtual Meeting of Creditors held on 8 February 2019 as follows:

1. A fixed fee of £10,000 plus VAT for the performance of the Joint Liquidators of their statutory duties including the duty to review and report on the conduct of the Director and for the performance of the Joint Liquidators in administering the liquidation; and
2. A fee for the realisation of assets by the Joint Liquidators fixed at 25% of gross realisations (plus VAT); and
3. A fee for the distribution of funds to creditors fixed at 25% of funds distributed to any class of creditor (plus VAT)

In accordance with this resolution, fees totalling £9,000 plus VAT have been drawn in respect of resolution 1. By way of comparison, the Joint Liquidators have incurred time costs of £19,729.50 during the review period.

We believe this case generally to be of average complexity with the exception of the additional creditors that have come to light and the allegations of fraud otherwise no extraordinary responsibility has to date fallen on the Joint Liquidators.

For a detailed schedule of work undertaken by the Joint Liquidators during the Review Period, see Appendix 3.



The expenses incurred to date are compared with the original expenses estimate as follows:

Expenses	Original expenses estimate £	Actual expenses Incurred in the Review Period £	Actual expenses Incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
<b>Category 1 Expenses</b>				
Agents' Fees	Uncertain	NIL	NIL	
Legal costs	Uncertain	NIL	1,332.00	
Pension Advisors	NIL	400.00	400.00	
Postage	20.00	NIL	NIL	Expense has not been recharged to this case
Search Fees	16.00	NIL	NIL	Expense has not been recharged to this case
Statutory Advertising	280.00	253.50	253.50	
Specific Bond	135.00	135.00	135.00	
<b>Category 2 Expenses</b>				
Photocopying	20.00	NIL	NIL	Expense has not been recharged to this case
Storage of records	102.00	NIL	NIL	
Travel Costs	100.00	NIL	NIL	
<b>TOTAL</b>	<b>673.00</b>	<b>788.50</b>	<b>2,120.50</b>	

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in Quantuma LLP's current schedule of charge-out rates and chargeable disbursements. No category 2 disbursements have been charged as no resolution was put to creditors.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators consider that:

- the original expenses estimate has been exceeded.

#### Other professional costs

##### Pension Advisors

Clumber Consultancy Limited were instructed to carry out a review and provide a report on the Company's Pension Scheme and to assist with processing a claim for unpaid pension contributions. Their fees were agreed on a fixed fee basis of £400 plus VAT which has been paid in full.

##### Solicitors

Clarke Willmott Solicitors have been instructed to assist with recovering the funds held in the Company's PayPal account. No fees have been paid to Clarke Willmott during the review period however the sum of £1,332 plus VAT has been charged on a time cost basis after the review period.

All professional costs are reviewed and analysed before payment is approved.



### **Creditors' right to request information**

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request in writing the Joint Liquidators to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

### **Creditors' right to challenge remuneration and/or expenses**

Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of remuneration which the Joint Liquidators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of.

Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

### **Future of the Liquidation**

The liquidation remains open whilst the Joint Liquidators deal with realising the funds held in the Company's PayPal account. In addition the Joint Liquidators are continuing with their investigation in to the conduct of the Director.

Once all outstanding matters have been resolved, the Joint Liquidators will seek their release from office by issuing their final account to members and creditors.

Should you have any queries in regard to any of the above please do not hesitate to contact Katie Meany on 01202 970430 or by e-mail at [katie.meany@quantuma.com](mailto:katie.meany@quantuma.com)

**David Meany**  
**Joint Liquidator**

**ABC Lawyers Ltd  
(IN LIQUIDATION)**

**Appendix 1**

**STATUTORY INFORMATION**

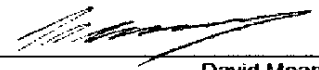
Company Name	ABC Lawyers Ltd
Trading Address	Suite 5 Arden Court, Arden Street, Stratford-Upon-Avon, Warwickshire CV37 6NT
Proceedings	In Liquidation
Date of Appointment	08 February 2019
Joint Liquidators	David Meany Andrew Watling Quantuma LLP The Old Town Hall 71 Christchurch Road Ringwood, BH24 1DH
Registered office Address	c/o Quantuma LLP The Old Town Hall 71 Christchurch Road Ringwood, BH24 1DH
Company Number	10477058
Incorporation Date	14/11/2016

ABC Lawyers Ltd  
(IN LIQUIDATION)

Appendix 2

THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT AS AT 7 FEBRUARY 2020

Statement of Affairs £		From 08/02/2019 To 07/02/2020 £	From 08/02/2019 To 07/02/2020 £
	<b>ASSET REALISATIONS</b>		
	Bank Interest Gross	8.70	8.70
17,066.51	Cash in hand	12,566.51	12,566.51
Uncertain	Employee Loan	NIL	NIL
Uncertain	Intercompany Loan	NIL	NIL
Uncertain	VAT Refund	NIL	NIL
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	<b>COST OF REALISATIONS</b>		
	Office Holders Fees	9,000.00	9,000.00
	Pension Advisors	400.00	400.00
	Specific Bond	135.00	135.00
	Statutory Advertising	253.50	253.50
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	<b>UNSECURED CREDITORS</b>		
(5,958.00)	Accountants	NIL	NIL
(1.00)	Directors	NIL	NIL
Uncertain	Intercompany Creditor - ABC Legal SL	NIL	NIL
(171,843.48)	Trade & Expense Creditors	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	<b>DISTRIBUTIONS</b>		
(1.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<u>(160,736.97)</u>		<u>2,786.71</u>	<u>2,786.71</u>
	<b>REPRESENTED BY</b>		
	Bank 1 Current		2,786.71
	Vat Control Account		(1,957.70)
	Vat Receivable		1,957.70
			<u>2,786.71</u>



David Meany  
Joint Liquidator

**ABC Lawyers Ltd  
(IN LIQUIDATION)**

**DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT LIQUIDATORS DURING THE REVIEW PERIOD**

<b>Description of work undertaken</b>	<b>Includes</b>
<b>ADMINISTRATION &amp; PLANNING</b>	
Administration & Planning	
Initial Statutory and General Notifications & Filing e.g. Advertising the appointment, undertaking statutory notifications to Companies House, HMRC, the Pension Protection Fund, preparing the documentation and dealing with other notification of appointment	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Obtaining a specific penalty bond	
Recovering & Scheduling the company's books and records	Collection and making an inventory of company books and records
Setting up electronic case files and electronic case details on IPS	
General Administration - Dealing with all routine correspondence and emails relating to the case	
Case strategy & completing file reviews at 1 month, 2 months & 6 months	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case 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
VAT & Corporation Tax matters and returns	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
<b>CREDITORS</b>	
Creditors	
Dealing with creditor correspondence, emails and telephone conversations	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Dealing with Pension Schemes	Corresponding with the PPF and the Pensions Regulator
Dealing with HMRC/RPO claims	
Creditors' Meeting	Preparation of meeting notices, proxies/voting forms and advertisements Notice of meeting to all known creditors Collate and examine proofs and proxies/votes to decide on resolutions 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 meeting Issuing notice of result of meeting



Description of work undertaken	Includes
Annual/Progress Reports	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties
Initial Appointment Notification to Creditors - Preparing the documentation & sending out initial appointment notification to creditors	
<b>INVESTIGATIONS</b>	
Investigations	
SIP 2 Review - Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc.	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
CDDA Reports - Preparing a report or return on the conduct of the directors as required by the Company Directors Disqualification Act	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations
Investigating & Pursuing Antecedent Transactions	
<b>REALISATION OF ASSETS</b>	
Realisation of Assets	
Leasehold Property	Liaising with landlords disclaiming property
Debtors	Collecting supporting documentation Correspondence with debtors Dealing with disputes
Cash at Bank	Contacting the bank to arrange closure of the account and payment of the funds to the estate
<b>CASHIERING</b>	
Opening, maintaining and managing the Office Holders cashbook and bank account	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory receipts and payments accounts at Companies House

#### Current Charge-out Rates of the staff working on the case

##### Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken.

Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes.

Rates are likely to be subject to periodic increase.

Staff	Charge out rates £
Partners	370.00
Directors	325.00
Senior Manager	265.00
Manager	200.00
Assistant Manager	185.00
Senior Administrator	175.00
Case Accountant	125.00
Support Staff/Executive Assistant	105.00

PROOF OF DEBT - GENERAL FORM

**ABC Lawyers Ltd**

Date of Resolution for voluntary winding up 8 February 2019

DETAILS OF CLAIM		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> <li>For UK companies: its registered number</li> <li>For other companies: the country or territory in which it is incorporated and the number if any under which it is registered</li> <li>The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act</li> </ul>	
4.	Total amount of claim, including any Value Added Tax, as at the date of liquidation, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£ ) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [Note the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category  Amount(s) claimed as preferential £
11.	If you wish any dividend payment that may be made to be paid in to your bank account please provide BACS details. Please be aware that if you change accounts it will be your responsibility to provide new information	Account No.: Account Name: Sort code:
AUTHENTICATION		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO