

# LIQ14

## Notice of final account prior to dissolution in CVL



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 1 1 0 4 1 1 8 5

Company name in full AM LEAFLETING & DISTRIBUTION LIMITED

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

### 2 Liquidator's name

Full forename(s) CHRISTOPHER

Surname WOOD

### 3 Liquidator's address

Building name/number VICARAGE CHAMBERS

Street 9 PARK SQUARE EAST

Post town LEEDS

County/Region WEST YORKSHIRE

Postcode L S 1 2 L H

Country

### 4 Liquidator's name ①

Full forename(s) STEVEN GEORGE

Surname HODGSON

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

### 5 Liquidator's address ②

Building name/number VICARAGE CHAMBERS

Street 9 PARK SQUARE EAST

Post town LEEDS

County/Region WEST YORKSHIRE

Postcode L S 1 2 L H

Country

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

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6

## Liquidator's release

☐ Tick if one or more creditors objected to liquidator's release.

:

7

## Final account

☒ I attach a copy of the final account.

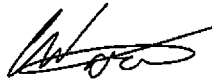
8

## Sign and date

Liquidator's signature

Signature

X



X

Signature date

d 0

d 9

m 0

m 3

y 2

y 0

y 2

y 3

LIQ14

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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 **EMMA WILBY**

Company name **CLOUGH CORPORATE SOLUTIONS LIMITED**

Address **VICARAGE CHAMBERS  
9 PARK SQUARE EAST**

Post town **LEEDS**

County/Region **WEST YORKSHIRE**

Postcode 

L	S	1		2	L	H
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Country

DX

Telephone **0333 456 0078**

**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)



Clough  
Corporate  
Solutions

## **AM LEAFLETING & DISTRIBUTION LIMITED (IN LIQUIDATION)**

Final Account pursuant to  
Section 106 of the Insolvency Act 1986 and Rules 18.3, 18.4 and 18.14  
of the Insolvency (England and Wales) Rules 2016

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Private & Confidential

(This Final Account is for use by the Members and Creditors of the Company only and must not be published or provided to any other party without the written permission of Clough Corporate Solutions Limited)

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Clough Corporate Solutions Limited  
Vicarage Chambers  
9 Park Square East  
Leeds  
West Yorkshire  
LS1 2LH

6 January 2023

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- 1) Receipts and Payments account for the period 13 January 2022 to 6 January 2023
- 2) Analysis of time costs for the period 13 January 2022 to 6 January 2023
- 3) Statement of Expenses for the period 13 January 2022 to 6 January 2023
- 4) Joint Liquidators' charge out rates and expenses policy
- 5) Notice that the company's affairs are fully wound up
- 6) Notice of no dividend

## **STATUTORY INFORMATION**

Company Name:	AM Leafleting & Distribution Limited
Registered Number:	11041185
Registered Office:	Vicarage Chambers, 9 Park Square East, Leeds, West Yorkshire, LS1 2LH
Former Registered Office:	Unit 14, Summit Business Park, Lingard Street, Burslem, Staffordshire, ST6 1EG
Former Trading Address:	Unit 14, Summit Business Park, Lingard Street, Burslem, Staffordshire, ST6 1EG
Joint Liquidators' Names:	Christopher Wood Steven George Hodgson
Joint Liquidators' Firm:	Clough Corporate Solutions Limited
Joint Liquidators' Address:	Vicarage Chambers, 9 Park Square East, Leeds, West Yorkshire, LS1 2LH
Date of Appointment:	13 January 2022
Period of Report:	13 January 2022 to 5 January 2023

## **INTRODUCTION**

The purpose of this report is to detail the acts and dealings of the Joint Liquidators of AM Leafleting & Distribution Limited ("the Company"), company number 11041185, for the period 13 January 2022 to 5 January 2023.

This is the first and final account of the Liquidation issued to members and creditors pursuant to Section 106 of the Insolvency Act 1986 and Rules 18.3, 18.4 and 18.14 of the Insolvency (England and Wales) Rules 2016.

## **BACKGROUND**

Steven George Hodgson and I were appointed as Joint Liquidators on 13 January 2022, following a meeting of the members and a creditors' decision procedure (deemed consent).

Prior to entering Liquidation, the Company's principal activity was as leaflet distributors.

The Company had traded Unit 14, Summit Business Park, Lingard Street, Burslem, Staffordshire, ST6 1EG, which was also the registered office. The registered office was changed to the address of this firm upon entering Liquidation and was subsequently changed following relocation to Vicarage Chambers, 9 Park Square East, Leeds, West Yorkshire, LS1 2LH in August 2022.

## ASSET REALISATIONS

According to the Statement of Affairs lodged in these proceedings, the assets of the Company had an estimated value of £3,836, which comprised of the following:

Assets	Estimated to Realise as per Statement of Affairs £	Realised – 13 January 2022 to 5 January 2023 £
Book Debts	3,836.00	NIL
Sundry Refund	NIL	338.00
<b>Totals</b>	<b>3,836.00</b>	<b>338.00</b>

### Book Debts

As at the date of the Statement of Affairs, there was a total of £5,115 outstanding due to the Company from debtors. A general provision of 25% was made in respect of irrecoverable debts leaving a total estimated to realise of £3,836.

Following the Joint Liquidators appointment, they contacted each of the debtors schedule in the books and records of the Company; however, none proved realisable. This was down to a number of factors including, amounts paid into the Company's bank account prior to entering Liquidation, the debtors ceasing to trade and disputes in relation to the services provided.

### Sundry Refund

The Joint Liquidators received notification following their appointment of a rent deposit owing to the Company from the landlord of the former trading premises in the sum of £338. This amount was received in full.

## RELATED PARTY TRANSACTIONS

Since the date of the board meeting on 17 December 2021, at which it was resolved to place the Company into Liquidation, there were no transactions with related parties in this matter.

## INVESTIGATIONS

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 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 directors provided the 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 Department for Business, Energy and Industrial Strategy (formerly Department for Business, Innovation and Skills) on 4 April 2022.

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 was completed, and the Joint Liquidators did not identify any further assets or actions which might lead to a recovery for creditors.

## **CREDITORS CLAIMS**

A creditor's guide to insolvency can be found at [www.creditorinsolvencyguide.co.uk](http://www.creditorinsolvencyguide.co.uk).

### **Secured Creditors**

There were no secured creditors shown on the Statement of Affairs.

### **Preferential Creditors**

There were no preferential creditors shown on the Statement of Affairs.

From 1 December 2020, HM Revenue & Customs ("HMRC") have the right to claim certain liabilities as a "secondary preferential" creditor, which gives HMRC a prior ranking category of claim than previously (where the claim would rank as an unsecured claim). HMRC can now claim VAT, PAYE, Employee NI Contributions, Student Loan Repayments, CIS Deductions, along with deductions withheld by a company from funds claimed under the Coronavirus Job Retention Scheme as a "secondary preferential" creditor.

According to the Statement of Affairs, the sum of £43 was owed to HMRC in relation to unpaid PAYE for the final period of trade, being October 2021; however, a claim has not been received from HMRC in this matter.

### **Unsecured Creditors**

The unsecured creditors, as per the Statement of Affairs totalled £39,077. Proof of debt forms were received from two of the five unsecured creditors which total £24,608 and the details were noted on my files.

None of the claims received were materially different to the values initially provided.

## **DIVIDEND PROSPECTS**

Pursuant to Section 176A of the Insolvency Act 1986 where a floating charge is created on or after 15 September 2003 a prescribed part of the Company's net property shall be made available to unsecured creditors. As there was no floating charge, a prescribed part calculation is not appropriate in this case.

Unfortunately, there were insufficient realisations in this case to permit paying a dividend to any class of creditor. Notice confirming no dividend can be found at Appendix 6 of this report.



## **COSTS AND EXPENSES**

The payments shown on the summary of the Receipts and Payments at Appendix 1 are in the main self-explanatory, however I would comment as follows:

### **Pre-Appointment Costs**

A fixed fee of £5,000 was agreed and paid by a third party to cover the costs of the pre-appointment fee and any out-of-pocket disbursements incurred by the Joint Liquidators, plus irrecoverable VAT.

This fee was reduced by £338 received from the former landlord in relation to the returned rent deposit, together with £50 expenses which were due to the director for delivering the books and records to the Joint Liquidators office, meaning the amount payable by the third party was £4,612 plus irrecoverable VAT. This amount was paid in full.

### **Joint Liquidators' Remuneration**

The Joint Liquidators have not requested approval for any post appointment fees in this matter due to insufficient funds being available.

The total time costs incurred by the Joint Liquidators during the period of appointment amount to £8,210 representing 41.10 hours at an average hourly rate of £199.76.

A breakdown of time costs incurred during the period, in accordance with Statement of Insolvency Practice 9, is set out in Appendix 2 to this report

### **Joint Liquidators' Expenses**

The Joint Liquidators expenses include the simple reimbursement of actual out of pocket payments made on behalf of the assignment, payment of which does not require the approval of creditors.

The total expenses billed and paid by the Joint Liquidators in dealing with the assignment were £305.40 plus irrecoverable VAT, none of which were in relation to category 2 expenses.

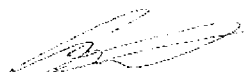
These expenses were paid from my firms Office Account with the amount of £338 being recharged following receipt of the rent deposit refund from the landlord.

A breakdown of costs and expenses incurred in the period, irrespective of whether they have been paid or not, is included at Appendix 3 to this report.

## **CONCLUSION**

The Joint Liquidators have now concluded all matters in relation to the Liquidation and will receive their release unless any objection is received from creditors within the period of 8 weeks from the delivery of the Notice That the Company's Affairs Are Fully Wound Up which is issued alongside this final account.

Please note that the Joint Liquidators are bound by the insolvency code of ethics and creditors are entitled to request details of any threats identified to compliance with the fundamental principles and safeguards applied. Any such requests should be made in writing to this office.



**Christopher Wood**  
Joint Liquidator



**AM Leafleting & Distribution Limited (In Liquidation)  
Joint Liquidators' Abstract of Receipts & Payments**

**From 13 January 2022 to 6 January 2023**

<b>Statement of Affairs</b>		<b>£</b>
<b>£</b>		
<b>RECEIPTS</b>		
3,836.00	Book Debts	NIL
NIL	Sundry Refund	338.00
NIL	Office Account	2.48
<u>3,836.00</u>		<u>340.48</u>
<b>PAYMENTS</b>		
	Statutory Advertising	(175.40)
	Computer System Disbursement	(110.00)
	Specific Bond	(20.00)
	VAT Irrecoverable	(35.08)
		<u>(340.48)</u>
<b>CASH IN HAND</b>		<u><u>NIL</u></u>



**Joint Liquidators' Remuneration Schedule  
AM Leafleting & Distribution Limited  
Between 13 January 2022 and 6 January 2023**

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Admin, Planning, Statutory Reporting & Compliance	0.70	6.10	4.80	7.20	18.80	3,492.50	185.77
Investigations	2.30	5.00	8.50	0.20	16.00	3,512.50	219.53
Realisation of Assets	0.00	0.20	4.60	0.00	4.80	918.00	191.25
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	0.00	0.20	0.20	27.00	135.00
Case Specific Matters	0.00	0.80	0.30	0.20	1.30	260.00	200.00
General Advice	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pre Appointment - Obtaining Information	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total hours</b>	3.00	12.10	18.20	7.80	41.10		
<b>Time costs</b>	1,005.00	2,694.00	3,458.00	1,053.00		8,210.00	
<b>Average hourly rate</b>	335.00	222.64	190.00	135.00			199.76

**Summary of Fees**

Time spent in administering the Assignment	Hours	41.10
Total value of time spent to 6 January 2023	£	8,210.00
Total Joint Liquidators' fees charged to 6 January 2023	£	NIL





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AM LEAFLETING & DISTRIBUTION LIMITED (IN LIQUIDATION)  
STATEMENT OF EXPENSES FOR THE PERIOD 13 JANUARY 2022 TO 6 JANUARY 2023

Expenses	Provider	Total paid at date of report (as per R&P) £	Costs incurred but not paid at date of report £	Total Expenses since appointment £
Joint Liquidators' Remuneration	Clough Corporate Solutions Limited	0.00	8,210.00	8,210.00
Statutory Advertising	Courts Advertising Limited	175.40	0.00	175.40
Computer System Disbursement	Aryza UK Limited	110.00	0.00	110.00
Specific Bond	Aon UK Limited	20.00	0.00	20.00
<b>Total</b>		<b>305.40</b>	<b>8,210.00</b>	<b>8,515.40</b>



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## APPENDIX 4

### Joint Liquidators' Charge Out Rates and Expenses Policy



## Office Holder's charging and expense policy from 1 June 2022

The Office Holder's remuneration is charged by reference to the time properly given by the Office Holder and his staff in attending to matters arising and is charged in minimum time units of 6 minutes.

It is the Office Holder's policy to delegate tasks to appropriate members of staff considering their level of experience and any requisite specialist knowledge, supervised accordingly, so as to maximise the cost effectiveness of the work performed. Matters of particular complexity or significance requiring more exceptional responsibility are dealt with by senior staff or the Office Holder himself.

Set out below are the relevant charge-out rates per hour worked for the Office Holder's staff actually or likely to be involved on these assignments. Time is charged by reference to actual work carried out on the assignment. There has been no allocation of any general costs or overhead costs.

Grade	£ per hour
Partner	305 - 335
Senior Manager	260 - 300
Manager	200 - 240
Executive	190
Analyst	155
Administration/Secretarial	50 - 135

In common with all professional firms, the scale rates used by the Office Holder may periodically rise (for example to cover annual inflationary cost increases) over the period of the assignment. Any material amendments to these rates will be advised to the creditors and any creditors' committee in the next statutory report.

The Office Holder's firm's expenses policy allows for all properly incurred expenses to be recharged to the case. The policy relating to Category 2 expenses is as follows:

### Category 2 expenses

<b>Postage</b>	At cost – only charged for circulars to creditors or exceptional packages
<b>Storage</b>	At £0.50 per box per month
<b>Photocopying</b>	At 5 pence per side copied, only charged for circulars to creditors and exceptional amounts of copying
<b>Mileage</b>	At a maximum of 50 pence per mile (up to 2,000cc) or 70 pence per mile (over 2,000cc)
<b>Staff expenses</b>	These are only charged as they relate to the assignment and will generally be for subsistence or items charged at cost



## NOTICE THAT THE COMPANY'S AFFAIRS ARE FULLY WOUND UP

**Company Name:** AM Leafleting & Distribution Limited ("the Company")  
**Company Number:** 11041185

This Notice is given under Rule 6.28 of the Insolvency (England and Wales) Rules 2016 ("the Rules"). It is delivered by the Joint Liquidators of the Company, Christopher Wood and Steven George Hodgson, of Clough Corporate Solutions Limited, Vicarage Chambers, 9 Park Square East, Leeds, West Yorkshire, LS1 2LH (telephone number 0333 456 0078), who were appointed by the members and creditors.

The Joint Liquidators give notice that the Company's affairs are fully wound up.

Creditors have the right:

- (i) to request information from the Joint Liquidators under Rule 18.9 of the Rules;
- (ii) to challenge the Joint Liquidators' remuneration and expenses under Rule 18.34 of the Rules; and
- (iii) to object to the release of the Joint Liquidators by giving notice in writing before the end of the prescribed period to:

Christopher Wood of Clough Corporate Solutions Limited, Vicarage Chambers, 9 Park Square East, Leeds, West Yorkshire, LS1 2LH.

The prescribed period ends at the later of: (i) eight weeks after delivery of this notice, or (ii) if any request for information under Rule 18.9 of the Rules or any application to Court under that Rule or Rule 18.34 of the Rules is made, when that request or application is finally determined.

The Joint Liquidators will vacate office under Section 171 of the Insolvency Act 1986 ("the Act") on delivering to the Registrar of Companies the final account and notice saying whether any creditor has objected to release.

The Joint Liquidators will be released under Section 173 of the Act at the same time as vacating office unless any of the Company's creditors objected to release.

Relevant extracts of the Rules referred to above are provided overleaf.

Signed:



**Christopher Wood**  
**Joint Liquidator**

Dated: 6 January 2023

**RELEVANT EXTRACTS OF RULES 18.9 AND 18.34 OF THE INSOLVENCY  
(ENGLAND AND WALES) RULES 2016**

**Rule 18.9**

- (1) The following may make a written request to the office-holder for further information about remuneration or expenses set out in a final report under rule 18.14:
- a secured creditor;
  - an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question); or
  - any unsecured creditor with the permission of the court.
- (2) A request or an application to the court for permission by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one creditor.

**Rule 18.34**

- (1) This rule applies to an application in a winding-up made by a person mentioned in paragraph (2) on the grounds that:
- the remuneration charged by the office-holder is in all the circumstances excessive;
  - the basis fixed for the office-holder's remuneration under rules 18.16, 18.18, 18.19, 18.20 and 18.21 (as applicable) is inappropriate; or
  - the expenses incurred by the office-holder are in all the circumstances excessive.
- (2) The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable:
- a secured creditor; or
  - an unsecured creditor with either
    - (i) the concurrence of at least 10% in value of the unsecured creditors (including that creditor), or
    - (ii) the permission of the court.
- (3) The application by a creditor must be made no later than eight weeks after receipt by the applicant of the final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question.



## NOTICE OF NO DIVIDEND


**Company Name:** AM Leafleting & Distribution Limited ("the Company")  
**Company Number:** 11041185

This Notice is given under Rule 14.36 of the Insolvency (England and Wales) Rules 2016 ("the Rules"). It is delivered by the Joint Liquidators of the Company, Christopher Wood and Steven George Hodgson of Clough Corporate Solutions Limited, Vicarage Chambers, 9 Park Square East, Leeds, West Yorkshire, LS1 2LH (telephone number 0333 456 0078), who was appointed by the members and creditors.

The Joint Liquidators give notice confirming that no dividend will be declared in the Liquidation of the Company.

The funds realised have already been used for paying the expenses of the Liquidation.

The Joint Liquidators will now proceed to conclude the Liquidation and therefore any claims against the assets of the Company are required to be established by 9 February 2023.

Signed:   
**Christopher Wood**  
**Joint Liquidator**

Dated: 6 January 2023