

# WU07

## Notice of progress report in a winding-up by the court



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 0 0 5 8 5 2 9 7

Company name in full Arthur Brook (Dewsbury) Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Andrew

Surname McTear

### 3 Liquidator's address

Building name/number Townshend House

Street Crown Road

Post town Norwich

County/Region

Postcode N R 1 3 D T

Country

### 4 Liquidator's name ①

Full forename(s) Anthony

Surname Davidson

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number Townshend House

Street Crown Road

Post town Norwich

County/Region

Postcode N R 1 3 D T

Country

#### ② Other liquidator

Use this section to tell us about  
another liquidator.

WU07

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**6** Period of progress report

From date	<sup>d</sup> 1	<sup>d</sup> 5	<sup>m</sup> 0	<sup>m</sup> 3	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0
To date	<sup>d</sup> 1	<sup>d</sup> 4	<sup>m</sup> 0	<sup>m</sup> 3	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 1

**7** Progress report

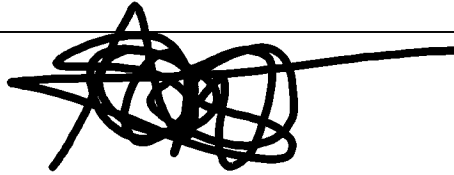
☒ The progress report is attached

**8** Sign and date

Liquidator's signature

Signature

X



X

Signature date

<sup>d</sup> 1	<sup>d</sup> 0	<sup>m</sup> 0	<sup>m</sup> 5	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 1
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**Presenter information**

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name	Jenny Medler
Company name	McTear Williams & Wood Limited
Address	Townshend House
	Crown Road
Post town	Norwich
County/Region	
Postcode	N R 1 3 D T
Country	
DX	
Telephone	01603 877540

**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)**

Contact Jenny Medler  
Direct dial 07971 529924  
Email jennymedler@mw-w.com

Your ref  
My ref arth1704/514

**26 Bedford Square  
London  
WC1B 3HP  
Office 0203 405 5450  
Fax 0207 580 5487**



## **To all known creditors/members**

10 May 2021

Dear Sirs

### **Arthur Brook (Dewsbury) Limited (in compulsory liquidation) (“the Company”) In the County Court at Manchester No 2035 of 2016**

I refer to my appointment as joint liquidator of the Company on 15 March 2016. This is my fifth annual progress report to creditors. This report should be read in conjunction with my previous progress reports.

#### **1 Receipts and payments**

I enclose as Appendix 1 a copy of my receipts and payments for the period 15 March 2016 to 14 March 2021 which has been reconciled to the account held by the Secretary of State. These are shown net of VAT.

#### **2 Overview**

The Official Receiver's report to creditors, which was drawn up without making an allowance for the cost of the liquidation showed that there would be no funds available for creditors.

As per my previous report to creditors I remain unable to estimate dividend prospects as this is dependent on the level of realisations achieved, if any, from my investigations into the Company's affairs and the costs and expenses of the liquidation.

#### **3 Assets**

##### **3.1 Investigations**

As previously reported I have investigated various transactions which the Company entered into prior to my appointment. I instructed my solicitors Isadore Goldman to assist with my investigations and subsequently issued legal proceedings in respect of claims totalling approximately £3,000,000.

However, since issuing proceedings I received notification from HM Revenue & Customs of an amendment to its claim in the liquidation which in turn had an impact on my claim of an alleged unlawful dividend declared in December 2013. Accordingly, the revised total of the claims identified reduced to approximately £1,900,000.

Legal proceedings currently remain ongoing and all parties involved are following directions given by the court. A trial date is yet to be set and I shall therefore report on this further in future reports.

#### **4 Creditors' claims**

There are no funds available for preferential or unsecured creditors and therefore no formal adjudication of claims has taken place.

There are provisions of the insolvency legislation that require a liquidator to set aside a percentage of a company's assets for the benefit of the unsecured creditors in cases where the company gave a "floating charge" over its assets. This is known as the "prescribed part of the net property" ("prescribed part"). If the charge is dated on or after 15 September 2003 the prescribed part is calculated as 50% of the first £10,000 of the net property and 20% of the remaining net property up to a maximum of £600,000 unless dated on or after 6 April 2020 in which case it is subject to a maximum of £800,000. As the Company granted a fixed and floating charge to Barclays Bank Plc on 14 September 2011 the prescribed part provisions will apply.

#### **5 Statutory matters**

In accordance with Rule 18.3 of the Insolvency (England and Wales) Rules 2016 I confirm the following:

- Court name and reference: County Court at Manchester No 2035 of 2016
- Company name: Arthur Brook (Dewsbury) Limited
- Registered office: Townshend House, Crown Road, Norwich, NR1 3DT
- Registered number: 00585297
- Liquidators: Andrew McTear and Anthony Davidson
- Liquidators' address: Townshend House, Crown Road, Norwich, NR1 3DT
- Liquidators' contact number: 01603 877540
- Date of appointment: 15 March 2016

#### **6 Remuneration and expenses**

##### **6.1 Remuneration and expenses**

My remuneration as joint liquidator was authorised by creditors on 1 June 2020 by a resolution by correspondence as set out in my revised fee estimate consisting of time costs capped at £308,561 (as previously approved by creditors on 30 April 2018), plus an additional fee of 50% of asset realisations achieved above £308,561 subject to an overall cap of 125% of time costs. That estimate acts as a cap and I cannot draw

remuneration in excess of that without first seeking approval from creditors. In addition creditors resolved that category 2 expenses in respect of photocopying, mileage, storage and advertising be charged at the approved rates.

My total time costs to the anniversary and remuneration charged are:

Figure 1: Summary of time costs and remuneration charged

Period 15 March 2020 to 14 March 2021	Hours	Time costs recorded £	Accrued	Amount charged £
Remuneration	480	176,336	n/a	nil
	<u>480</u>	<u>176,336</u>	<u>n/a</u>	<u>nil</u>
Average rate per hour	£367			
Source: Liquidators' records				

No remuneration has been charged in the period of the report. The total remuneration and category 2 expenses charged since the commencement of the case is £308,561 and £11 respectively. However, I have not been able to pay any fees on account of the remuneration charged and the balance will be paid as future realisations allow. The time costs recorded in the period of this report will be carried forward.

Attached at Appendix 2 is a summary of my firm's time costs for the period covered by this report and attached as Appendix 3 is a summary of my firm's total time costs from the commencement of the liquidation to 14 March 2021. Attached as Appendix 4 is a comparison of the actual time spent with my fee estimate.

As at 14 March 2021 my total time costs have exceeded the fee estimate set out in my fee proposal dated 13 April 2018 as a result of my investigations into the Company's affairs and the subsequent legal proceedings. However, I do not propose to seek an increased fee.

## 6.2 Future work

Future work still required is as follows:

Admin and planning – the future routine administrative work required to be carried out includes dealing with general correspondence and queries, case management and case progression reviews, compliance with regulatory requirements and dealing with closure matters. All of this work is required by statute or best practice.

Creditors – the future work required will include statutory reporting, general correspondence with creditors and, subject to the level of any realisations achieved, agreeing creditors' claims and paying a dividend. Most of this work is required by statute and any dividend paid will be of financial benefit to creditors.

Investigations – although claims have been identified and proceedings have been issued it is possible that further investigative work will/may be required. Should any further work required lead to realisations this will be of benefit to creditors, subject to the costs and expenses of the liquidation.

Realisation of assets – the future work involved in respect of the realisation of assets will be as a result of successfully pursuing the claims identified as part of my ongoing investigations per Section 3.1 above.

The relevant creditors' guide to liquidators' fees in a liquidation which came into force in April 2021 and this firm's charging and expenses recovery policy can be found on our website [www.mw-w.com](http://www.mw-w.com) by clicking on information hub and then fees and costs or a copy can be requested from this office. Our current charge out rates are director £590, associate director £540, associate £500, senior manager/manager £420-£470, assistant manager/senior professional £350-£380, administrator £190, assistant £155, assistant administrator £145 and trainee £85. Our charge out rates are reviewed annually and since 1 January 2003 have increased as detailed in our policy document.

### 6.3 Liquidation expenses

Details of the liquidation expenses incurred in the period of this report are attached as Appendix 6.

### 6.4 Further information

Within 21 days from receipt of this report creditors may request further information about the remuneration and expenses set out in the report. The request must be made in writing and made either by a secured creditor or an unsecured creditor or creditors that total at least 5% in value of unsecured creditors or the permission of the Court. Other than in specific circumstances, which if applicable we would explain, we will provide this within 14 days.

In addition within eight weeks of receipt of the report creditors may apply to Court to challenge the amount and/or basis of the joint liquidators' fees and the amount of any proposed expenses or expenses already incurred. The application may be made by a secured creditor, or by unsecured creditor(s) that total at least 10% in value of the creditors or with the permission of the Court.

I am required to inform you that I am bound by the Insolvency Code of Ethics and further information on this, complaints procedures, our data protection/privacy statement, provision of services regulations and other statutory regulatory information can also be found on our website by clicking on information hub and then key information for creditors.

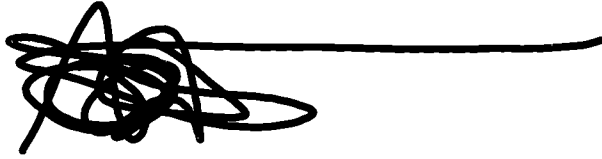
## 7 Closure

The following matters are outstanding:

- Deal with the legal proceedings issued and any subsequent further investigation work which may be required.
- Should sufficient funds be realised, agree creditors' claims and declare and pay a dividend to unsecured creditors.
- Commence closing procedures.

If you require any further information please do not hesitate to contact Jenny Medler at the above address.

Yours faithfully

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

Andrew McTear  
Joint Liquidator

Enclosures



Arthur Brook (Dewsbury) Limited  
(In Liquidation)  
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 15/03/2020 To 14/03/2021 £	From 15/03/2016 To 14/03/2021 £
	ASSET REALISATIONS		
NIL	Bank Interest Gross	NIL	0.49
NIL	Refund of bank charges	NIL	447.67
		NIL	448.16
	COST OF REALISATIONS		
	BIS Fees	88.00	440.00
	Corporation Tax	NIL	0.10
	OR debit balance	NIL	1,270.00
		(88.00)	(1,710.10)
		(88.00)	(1,261.94)
	REPRESENTED BY		
	ISA		(1,261.94)
			(1,261.94)

## Time Entry - Detailed SIP9 Time & Cost Summary

ARTH1704 - Arthur Brook (Dewsbury) Limited  
 From: 15/03/2020 To: 14/03/2021  
 Project Code: POST

Classification of Work Function	Directors	Associates & Managers	Assistant Mgrs & Snr professionals	Case Administrators	Assistants & Trainees	Total Hours	Time Cost (£)	Average Hourly Rate (£)
103 : Post appointment bank account	0.00	0.20	0.00	0.00	1.50	1.70	290.00	170.59
113 : Appointment formalities	1.50	0.00	0.00	0.00	0.10	1.60	846.50	529.06
114 : Checklists & IPS diary	0.00	1.10	0.00	0.00	0.60	1.70	561.00	330.00
115 : Case strategy & reviews	1.10	5.85	2.20	0.00	2.40	11.55	4,466.50	386.71
117 : Case progression meetings	1.90	8.50	1.10	0.00	1.70	13.20	5,606.50	424.73
118 : Fees & billing	1.10	2.00	1.10	0.00	5.60	9.80	2,628.00	268.16
120 : Bonding and pre appt insurance	0.00	0.90	0.30	0.00	1.50	2.70	691.00	255.93
<b>Admin &amp; Planning</b>	<b>5.60</b>	<b>18.55</b>	<b>4.70</b>	<b>0.00</b>	<b>13.40</b>	<b>42.25</b>	<b>15,089.50</b>	<b>357.15</b>
506 : Unsecured - general correspondence	0.00	1.00	0.00	0.00	1.40	2.40	643.50	268.12
514 : Reporting to creditors	2.80	8.80	0.60	0.00	14.70	26.90	7,344.00	273.01
515 : VAT / Tax	0.00	0.40	0.00	0.00	0.00	0.40	188.00	470.00
<b>Creditors</b>	<b>2.80</b>	<b>10.20</b>	<b>0.60</b>	<b>0.00</b>	<b>16.10</b>	<b>29.70</b>	<b>8,175.50</b>	<b>275.27</b>
204 : Books and records	0.00	0.80	1.40	0.00	1.70	3.90	985.50	252.69
205 : Investigating potential claims	0.00	11.20	55.50	0.00	70.70	137.40	31,349.00	228.16
<b>Investigations</b>	<b>0.00</b>	<b>12.00</b>	<b>56.90</b>	<b>0.00</b>	<b>72.40</b>	<b>141.30</b>	<b>32,334.50</b>	<b>228.84</b>
308 : Property	0.00	1.50	4.40	0.00	15.80	21.70	4,269.50	196.75
310 : Civil recovery action & litigation	97.00	118.65	8.00	0.00	16.40	240.05	114,779.00	478.15
312 : Director's loan account	0.00	1.00	0.00	0.00	0.00	1.00	470.00	470.00
320 : VAT / Tax	1.70	0.10	0.00	0.00	2.10	3.90	1,218.00	312.31
<b>Realisation of Assets</b>	<b>98.70</b>	<b>121.25</b>	<b>12.40</b>	<b>0.00</b>	<b>34.30</b>	<b>266.65</b>	<b>120,736.50</b>	<b>452.79</b>
<b>Total Hours</b>	<b>107.10</b>	<b>162.00</b>	<b>74.60</b>	<b>0.00</b>	<b>136.20</b>	<b>479.90</b>	<b>176,336.00</b>	<b>367.44</b>
<b>Total Fees Claimed</b>							<b>0.00</b>	

# Time Entry - Detailed SIP9 Time & Cost Summary

ARTH1704 - Arthur Brook (Dewsbury) Limited  
From: 15/03/2016 To: 14/03/2021  
Project Code: POST

Classification of Work Function	Directors	Associates & Managers	Assistant Mgrs & Snr professionals	Case Administrators	Assistants & Trainees	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 : Statutory filing and reporting	1.60	0.80	1.20	6.20	3.80	13.60	2,433.50	178.93
101 : Case Set-up	2.80	0.10	10.70	5.50	0.10	19.20	4,613.00	240.26
103 : Post appointment bank account	0.00	1.50	2.60	1.80	7.30	13.20	2,291.00	173.56
105 : Secretarial	0.00	0.00	0.10	0.20	18.05	18.35	2,285.50	124.55
107 : Travelling	0.00	13.40	0.00	0.00	0.00	13.40	4,668.00	348.36
108 : VAT and tax	0.00	0.00	0.90	3.40	0.40	4.70	734.50	156.28
112 : Company's books & records-collection, listing et	0.50	0.30	2.80	3.40	4.00	11.00	1,697.50	154.32
113 : Appointment formalities	1.50	0.80	0.00	1.60	4.00	7.90	1,653.00	209.24
114 : Checklists & IPS diary	0.00	5.00	3.90	1.60	0.60	11.10	3,480.00	313.51
115 : Case strategy & reviews	5.90	42.20	13.40	4.10	3.50	69.10	25,784.50	373.15
116 : Prioritising & agreeing next steps	0.40	0.00	0.00	0.20	0.50	0.60	180.00	300.00
117 : Case progression meetings	18.90	43.25	12.00	2.30	4.10	80.45	30,041.00	373.41
118 : Fees & billing	2.30	2.50	3.60	1.40	6.30	16.10	4,437.00	275.59
120 : Bonding and pre appt insurance	0.00	0.90	8.00	1.40	2.30	12.60	2,819.00	223.73
Admin & Planning	33.80	110.75	59.20	33.10	54.45	291.30	87,117.50	299.06
501 : Creditors - RPS claims	0.00	0.10	0.00	0.00	0.00	0.10	33.00	330.00
506 : Unsecured - general correspondence	0.70	3.20	7.20	0.90	8.45	20.45	4,553.00	222.64
508 : Employees & RPS	0.00	0.00	0.00	0.80	0.10	0.90	100.50	111.67
510 : Unsecured - adjudicate, declare & pay	3.00	0.00	0.00	0.00	0.00	3.00	1,526.00	508.67
513 : Pension	0.00	0.10	0.00	1.80	0.00	1.90	249.00	131.05
514 : Reporting to creditors	7.00	10.60	18.40	0.10	16.00	52.10	15,885.00	304.89
515 : VAT / Tax	0.00	17.60	0.30	0.20	0.00	18.10	8,167.50	451.24
Creditors	10.70	31.60	25.90	3.80	24.55	96.55	30,514.00	316.04
200 : Investigations	45.00	97.00	337.60	0.30	17.80	497.70	132,757.00	266.74
203 : Directors' correspondence/questionnaire	0.00	0.00	0.70	0.30	0.00	1.00	239.00	239.00
204 : Books and records	0.00	3.90	14.20	0.00	12.60	30.70	8,125.00	264.66
205 : Investigating potential claims	10.80	127.05	142.80	0.00	152.40	433.05	122,243.25	282.28
Investigations	55.80	227.95	495.30	0.60	182.80	962.45	263,364.25	273.64
302 : Assets - other debts	1.50	6.75	3.80	0.00	0.00	12.05	3,926.00	325.81
306 : Insurance	0.00	0.00	0.10	2.50	0.00	2.60	357.50	137.50
307 : Chattel	0.00	1.50	9.10	3.60	2.80	17.00	3,551.00	208.88
308 : Property	0.10	3.10	10.20	3.70	16.30	33.40	7,076.00	211.86
310 : Civil recovery action & litigation	199.40	327.55	33.90	3.40	17.70	581.95	261,381.50	449.15
311 : Pre appointment bank account	0.10	0.40	5.20	3.30	8.20	17.20	3,238.00	188.26
312 : Director's loan account	0.00	1.50	0.00	0.00	0.00	1.50	665.00	443.33
320 : VAT / Tax	4.60	0.30	1.30	0.00	3.50	9.70	3,382.50	348.71
Realisation of Assets	205.70	341.10	63.60	16.50	48.50	675.40	283,577.50	419.87
Total Hours	306.00	711.40	644.00	54.00	310.30	2,025.70	664,573.25	328.07
Total Fees Claimed							0.00	

# Time Entry - SIP9 Time & Cost Summary

## Category 2 Disbursements

ARTH1704 - Arthur Brook (Dewsbury) Limited  
Project Code: POST  
From: 15/03/2016 To: 14/03/2021

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Amount
11/05/2017	Photocopying	0.20
01/02/2020	Quarterly Bulk Photocopying - 01.11.19 - 31.01.20	10.50
	Total	10.70

## Appendix 4

Arthur Brook (Dewsbury) Limited (in compulsory liquidation)

Comparison of actual time spent to the anniversary with the fee estimate

Insolvency practitioner fee estimate	Note	Estimated hours	Estimated average rate £	Estimated cost £	Actual hours	Actual average rate £	Actual cost £
Admin and planning	1	256	271	69,434	291	299	87,117
Creditors	2	29	180	5,218	97	316	30,514
Investigations	3	532	270	143,540	962	274	263,364
Realisations of assets	4	245	369	90,369	675	420	283,578
		<u>1,062</u>	<u>290</u>	<u>308,561</u>	<u>2,025</u>	<u>328</u>	<u>664,573</u>

### Notes

The work undertaken on this case includes routine administrative functions, statutory and compliance work required by statute, professional regulatory guidance or is otherwise necessary for the orderly conduct of the proceedings. Whilst this may not produce any direct benefit for creditors it still has to be carried out.

The appendix above details work under the following classifications:

#### 1 Admin & planning

This encompasses work required by statute and necessary for case progression.

I have exceeded the time costs detailed in my estimate as the duration of the case has been longer than initially anticipated resulting in further necessary statutory administrative work being undertaken and work spent dealing with the day to day running of the case. Whilst most of the work completed in respect of administration and planning does not necessarily provide any direct benefit to creditors it is required by statute or best practice.

A schedule of routine work typically undertaken is attached as Appendix 5. In the period covered by the report I have dealt with the ticked items.

## 2 Creditors

This includes statutory reporting, corresponding with creditors as required, creating and updating the list of creditors, responding to enquiries from creditors, reviewing completed creditor claim forms and maintaining claim records. Should funds become available for creditors this will also involve agreeing creditors' claims and declaring and paying a dividend.

I have exceeded the cost detailed in my fee estimate as I have spent more time than expected preparing statutory reports to creditors. I have also spent further time than initially anticipated corresponding with creditors in relation to their claims submitted. The average hourly rate is also higher than anticipated due to some of this work being completed by more senior members of staff.

A schedule of routine work typically undertaken is attached as Appendix 5. In the period covered by the report I have dealt with the ticked items.

## 3 Investigations

As previously reported the Official Receiver has a statutory obligation to investigate the conduct of the director and will have filed their report with the Department for Business Energy & Industrial Strategy. Non-statutory work required includes reviewing the Company's accounting records to identify any potential assets and claims to be pursued for the benefit of creditors.

I have exceeded the cost detailed in my initial estimate due to the level of in-depth investigations carried out into the Company's affairs and the work involved with issuing proceedings. Whilst the actual hours and costs are significantly higher than estimated should recoveries be achieved from the ongoing legal proceedings then the level of work completed and any further work required will be of financial benefit to creditors.

A schedule of routine work typically undertaken is attached as Appendix 5. In the period covered by the report I have dealt with the ticked items.

## 4 Realisation of assets

To discharge my duty to realise the assets of the Company this includes identifying and realising assets, instructing and liaising with solicitors and pursuing any antecedent transactions claims identified.

I have substantially exceeded the cost detailed in my fee estimate as a result of my investigation work detailed above and the subsequent proceedings issued as a result of the amended claims identified. The average hourly rate is also higher than estimated as it has been

necessary for work to be completed by more senior members of staff. Should any asset realisations be achieved this will be of benefit to creditors.

A schedule of routine work typically undertaken is attached as Appendix 5. In the period covered by the report I have dealt with the ticked items.

## Routine work undertaken

Time spent on casework is recorded in 6 minute units under the following categories:

### Admin and planning

#### Appointment formalities

Carried out in  
period of report

- Collating initial information to enable us to carry out our statutory duties including creditor information, details of assets and other information. ┐
- Providing initial statutory notifications of our appointment to the Registrar of Companies, clients, creditors, other stakeholders and advertising our appointment. ┐
- Submitting initial notifications to HM Revenue & Customs. ┐
- Ensuring compliance with statutory obligations arising from the Insolvency Act 1986 within the relevant timescales. ┐
- Arranging for the redirection of the Company's mail. ┐

#### Post appointment bank account

- Preparing and processing vouchers for the receipt of funds received. ┐
- Preparing and processing vouchers for the payment of post appointment invoices. ┐
- Requesting remittances from the Insolvency Services Account and sending payments to settle post appointment invoices. ┐
- Reconciling Insolvency Services Account. ✔

#### Checklists & IPS diary

- Use of multiple checklists and standard and modified diaries on our case management software. ✔

#### Case strategy & reviews

- Use of case review templates and internal review meetings. ✔

#### Case progression meetings

- Formulating, monitoring and reviewing case strategy and meetings with internal and external parties to agree the same. ✔
- Briefing staff on the case strategy and matters in relation to various work streams. ✔
- Regular reviews of progress and case management including team update meetings and calls. ✔
- Reviews, routine correspondence and other work. ✔
- Allocating and managing staff/case resourcing and reviews. ✔
- Documenting strategy decisions. ✔

#### Fees & Billing

- Seeking a decision from creditors to fix the basis of remuneration. ✔
- Reviewing time costs data and producing analysis of time incurred which is compliant with Statement of Insolvency Practice 9. ✔



## Bonding

- Arranging bonding and, if necessary, reviewing the adequacy of the bond on a quarterly basis.



Note: Insolvency practitioners when appointed to act must have in place a bond which contains provisions whereby a surety or cautioner undertakes to be jointly or severally liable for losses in relation to the insolvent.

## Closing formalities

- Obtaining closure clearance from Government departments.
- Preparing and issuing a final account to members and creditors.
- Preparing and sending final account to Companies House/the Court/Official Receiver.



## Creditors

### Shareholders

- Providing notification of appointment and reports to shareholders.
- Responding to enquiries from shareholders.



### Secured

- Agreeing secured creditors claims including checking the validity of security



### Preferential – adjudicate, declare & pay

- Agreeing preferential creditors' claims
- Issuing notice of intended dividend, declaring dividend and making payment.



### Unsecured – general correspondence

- Seeking to pass resolutions by correspondence and convening and preparing for meetings of creditors if requested.
- Creating and updating the list of unsecured creditors.
- Liaising with creditors regarding their claims.
- Reviewing completed forms submitted by creditors, recording claim amounts and maintaining claim records.



### Committee

- Forming a creditors' committee, reporting and liaising as necessary



### Employees & RPS

- Dealing with queries from employees regarding various matters relating to their employment if applicable.
- Dealing with statutory employment related matters including obtaining information from Company records, statutory notices to employees and making statutory submissions to the relevant government departments if applicable.
- Administering the Company's payroll including associated taxation and other deductions and preparing PAYE and NIC returns where applicable.
- Preparing payroll payments for retained staff, dealing with salary related queries and confirming payments with the employee's banks.



- Communicating and corresponding with HM Revenue & Customs. ☐
- Dealing with issues arising from employee redundancies including statutory notifications and liaising with the Redundancy Payments Service if applicable. ☐
- Managing claims from employees if applicable. ☐
- Processing and agreeing Redundancy Payments Service claims ☐

#### Landlords

- Dealing with landlord's claims for arrears of rent, loss of future rent and dilapidations. ☐

#### Unsecured – adjudicate, declare & pay

- Requesting additional information from creditors in support of their proofs of debt in order to adjudicate on their claims. ☐
- Agreeing secured/preferential/client/unsecured claims. ☐
- Issuing a notice of intended dividend and placing an appropriate gazette notice. ☐
- Calculating, declaring and paying a dividend to creditors. ☐

#### Pension

- Requesting information from pension company and establishing if any claims. ☐
- Collating information and reviewing the Company's pension schemes where applicable. ☐
- Calculating employee pension contributions and review of pre-appointment unpaid contributions if applicable. ☐
- Communicating with employees' representatives concerning the effect of the insolvency on pensions ☐

#### Reporting to creditors

- Preparing statutory receipts and payment accounts. ☒
- Preparing progress reports to members and creditors and filing with Court/Registrar as appropriate. ☒

### Investigations

#### Books & records

- Locating relevant Company books and records, arranging for their collection, listing records and dealing with ongoing storage. ☐
- Collating information from the Company's records regarding assets and /or investigations. ☐

#### Investigating potential claims

- Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties such as banks, accountants, solicitors etc. ☐
- Reviewing the questionnaire and statements submitted by the individual to the Official Receiver. ☐

### Realisation of assets

#### Debtors

- Reviewing outstanding debtors and agreeing debt collection strategy. ☐
- Liaising with Company credit control staff and communicating with debtors. ☐
- Seeking legal advice in relation to book debt collections if applicable. ☐
- Reviewing the inter-company debtor position between the Company and other group companies if applicable. ☐
- Identifying and realising debts that are not trade debts or director loan accounts, if shown on the statement of affairs/Official Receiver's report to creditors. ☐

#### Business sale

- Planning the strategy for the sale of the business and assets including instruction and liaison with professional advisers. ☐
- Collating relevant information and drafting information memorandum in relation to the sale of the Company's business and assets and advertising the business for sale if applicable. ☐
- Dealing with queries from interested parties and managing the information flow to potential purchasers if applicable. ☐
- Managing site visits with interested parties, fielding due diligence queries and maintaining a record of interested parties if applicable. ☐
- Carrying out sale negotiations with interested parties if applicable. ☐
- Issuing press releases and posting information on our website as appropriate. ☐

#### Insurance

- Arranging ongoing insurance for the Company's business and assets. ☐
- Liaising with post appointment insurance brokers to provide information, assess risks and ensure appropriate cover in place. ☐
- Reviewing whether any insurance premiums due. ☐
- Assessing the level of insurance premiums. ☐

#### Chattel

- Liaising with agents regarding the sale of assets. ☐

#### Property

- Reviewing the Company's leasehold properties including review of leases if applicable. ☐
- Communicating with landlords regarding rent, property occupation and other issues if applicable. ☐
- Performing land registry searches if applicable. ☒

#### ROT claims

- Receiving and responding to claims from creditors that claim to have retained title to goods supplied. ☐

#### Pre appointment bank account

- Liaising with the bank regarding transfer of funds and the closure of pre appointment bank accounts. ☐
- Dealing with the Company's pre appointment account. ☐

### Directors' loan account

- Quantifying, agreeing and collecting monies owed by directors, if shown on the directors' statement of affairs/ Official Receivers' report to creditors.

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### Assets not on statement of affairs

- Dealing with assets identified following appointment which were not detailed on the Statement of affairs.

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### VAT & tax

- Calculating and claiming VAT bad debt relief.
- Calculating and claiming corporation tax terminal loss relief.
- Reviewing the Company's pre-appointment corporation tax and VAT position.
- Analysing and considering the tax effects of various sale options, tax planning for efficient use of tax assets and to maximise realisations.
- Analysing post appointment VAT related transactions.
- Dealing with post appointment tax returns and compliance.

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## Trading

### Strategy and management

- Monitoring and controlling the day to day trading of the business.
- Preparing cash flow statements to monitor the cash position.
- Securing petty cash on site and monitoring spend.
- Dealing with issues in relation to stock and other assets required for trading.
- Monitoring ongoing trading including attending site.
- Dealing with hauliers to ensure ongoing services.
- Ensuring ongoing provision of emergency and other essential services to site.
- Dealing with landlord and property issues.
- General management and supervision of trading carried out by our staff based on site.
- Compliance with legal and licensing obligations and ongoing monitoring.

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### Employees

- Liaising with staff and trade unions.
- Setting up a new RTI registration for the business with HMRC and submitting relevant information in respect of wages and salaries paid.

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### Utilities/purchases

- Attending to supplier and customer queries and correspondence.
- Raising, approving and monitoring purchase orders and setting up control systems for trading.

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- Negotiating and making direct contact with various suppliers as necessary to provide additional information and undertakings, including agreeing terms and conditions in order to ensure continued support.

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#### Sales/contracts

- Communicating and negotiating with customers regarding ongoing supplies including agreeing terms and conditions.

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#### Other

- To do all such other things as may be necessary for dealing with the winding up of the Company's affairs.

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Arthur Brook (Dewsbury) Limited (in compulsory liquidation)

Liquidation expenses

I have incurred expenses in the period covered by the report of £704 which brings total expenses since my appointment to £1,858.

Isadore Goldman are engaged on a conditional fee agreement where no fees are payable unless there is a successful outcome of the legal proceedings referred to in Section 3.1.

Detailed below is a statement of the expenses accrued in the liquidation during the period covered by this report.

As at 14 March 2021 I have exceeded the total expenses estimated in my fee and expenses proposal due to courier costs incurred. I anticipate that the further work required will incur additional expenses however I cannot currently advise on the quantum.

Statement of expenses incurred and not paid for in the period 15 March 2020 to 14 March 2021

Nature of expense	Details	Estimated expenses	Expenses brought forward	Expenses incurred in period	Expenses paid in period	Expenses carried forward
		£	£	£	£	£
Sundry expenses						
Stationary & postage	McTear Williams & Wood Limited	12	6	nil	nil	6
Storage costs	McTear Williams & Wood Limited	nil	10	nil	nil	10
Statutory advertising	McTear Williams & Wood Limited	163	73	nil	nil	73
Bordereau insurance	McTear Williams & Wood Limited	1,020	20	nil	nil	20
Company searches	McTear Williams & Wood Limited	317	267	6	nil	273
Sage	McTear Williams & Wood Limited	473	473	nil	nil	473
Courier costs	McTear Williams & Wood Limited	nil	nil	198	nil	198
Travel	McTear Williams & Wood Limited	394	294	nil	nil	294
Photocopying	McTear Williams & Wood Limited	nil	nil	500	nil	500
		<u>2,379</u>	<u>1,143</u>	<u>704</u>	<u>nil</u>	<u>1,847</u>
Category 2 expenses						
Photocopying	McTear Williams & Wood Limited	22	11	nil	nil	11
Storage & archiving	McTear Williams & Wood Limited	135	nil	nil	nil	nil
		<u>157</u>	<u>11</u>	<u>nil</u>	<u>nil</u>	<u>11</u>
		<u>2,536</u>	<u>1,154</u>	<u>704</u>	<u>nil</u>	<u>1,858</u>