

# LIQ03

## Notice of progress report in voluntary winding up



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 1 7 7 1 3 4 0

Company name in full Somerset Flooring Specialists (Taunton) Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Victor

Surname Ellaby

### 3 Liquidator's address

Building name/number Staverton Court

Street Staverton

Post town

County/Region Cheltenham

Postcode G L 5 1 0 U X

Country

### 4 Liquidator's name ①

Full forename(s) Peter Richard James

Surname Frost

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number Staverton Court

Street Staverton

Post town

County/Region Cheltenham

Postcode G L 5 1 0 U X

Country

#### ② Other liquidator


Use this section to tell us about  
another liquidator.

# LIQ03

## Notice of progress report in voluntary winding up

<b>6</b>	<b>Period of progress report</b>															
From date	d	2	d	9	m	1	m	1	y	2	y	0	y	2	y	0
To date	d	2	d	8	m	1	m	1	y	2	y	0	y	2	y	1

<b>7</b>	<b>Progress report</b>															
<input type="checkbox"/> The progress report is attached																

<b>8</b>	<b>Sign and date</b>															
Liquidator's signature	<div>Signature</div> <div>  </div>															
Signature date	d	2	d	6	m	0	m	1	y	2	y	0	y	2	y	2

# 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 **Gina Clare**

Company name **Hazlewoods LLP**

Address **Staverton Court**

**Staverton**

Post town

County/Region **Cheltenham**

Postcode **G L 5 1 0 U X**

Country

DX

Telephone **01242 680000**



### 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)**

**Somerset Flooring Specialists (Taunton) Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 29/11/2020 To 28/11/2021 £	From 29/11/2019 To 28/11/2021 £
	<b>ASSET REALISATIONS</b>		
	Bank Interest Gross	1.92	12.45
12,445.00	Book Debts	5,417.94	11,807.15
32,665.62	Cash at Bank	NIL	37,656.89
12,173.00	Director's loan account	NIL	NIL
850.00	Furniture, tools & Equipment	NIL	120.00
	Motor Vehicles	NIL	640.00
1,000.00	Stock	NIL	1,565.00
		5,419.86	51,801.49
	<b>COST OF REALISATIONS</b>		
	Agents/Valuers Fees	NIL	2,147.50
	CIS tax withheld	NIL	273.48
	Debtors commission	645.63	1,180.72
	Liquidators' Fees	7,300.00	23,785.00
	Preparation of S. of A.	NIL	5,000.00
	Specific Bond	NIL	135.00
	Staff mileage	NIL	150.76
	Statutory Advertising	NIL	175.00
	Storage Costs	NIL	434.33
		(7,945.63)	(33,281.79)
	<b>PREFERENTIAL CREDITORS</b>		
(3,043.00)	Employee Arrears/Hol Pay (4 employee	NIL	NIL
		NIL	NIL
	<b>UNSECURED CREDITORS</b>		
(69,579.39)	Directors	NIL	NIL
(20,540.00)	Employees (4) redundancy and PILON	NIL	NIL
(21,026.00)	PAYE/NIC	NIL	NIL
(54,741.20)	Trade & Expense Creditors	NIL	NIL
(34,509.00)	VAT	NIL	NIL
		NIL	NIL
	<b>DISTRIBUTIONS</b>		
(155.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(144,459.97)</b>		<b>(2,525.77)</b>	<b>18,519.70</b>
	<b>REPRESENTED BY</b>		
	Bank Current		20,580.88
	Vat Control Account		1,398.48
	Vat Payable		(7.00)
	Vat Receivable		(3,452.66)
			<b>18,519.70</b>



Victor Henry Ellaby  
Joint Liquidator



BUSINESS RECOVERY & INSOLVENCY

**SOMERSET FLOORING SPECIALISTS (TAUNTON) LIMITED - IN LIQUIDATION**

**COMPANY NUMBER: 01771340**

**LIQUIDATORS' PROGRESS REPORT TO CREDITORS AND MEMBERS**  
**For the period 29 November 2020 to 28 November 2021**

Joint Liquidators:	Victor Henry Ellaby Authorised to act as an Insolvency Practitioner By the ICAEW No. 008020  Peter Richard James Frost Authorised to act as an Insolvency Practitioner By the IPA No. 008935
Registered office:	Hazlewoods LLP Staverton Court Staverton Cheltenham GL51 0UX
Date of Winding Up:	29 November 2019
Former registered office	Rumwell Hall Rumwell Taunton Somerset TA4 1EL
Former trading address:	Unit 1M, Castle Road Chelston Business Park Wellington Somerset TA21 9JQ

## **LIQUIDATORS' ACTIONS SINCE APPOINTMENT**

Since last reporting, I have realised book debts and spent time looking into the potential recovery of a Director's loan account; I drafted the annual progress report and a report in respect of my remuneration and expenses, including all associated paperwork and records.

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

## **RECEIPTS AND PAYMENTS**

My Receipts & Payments Account for the period from 29 November 2020 to 28 November 2021 is attached. The balance of funds is held in an interest bearing estate bank account.

## **ASSETS**

Asset Management Services (UK) Limited ("the Agents") a firm of professional, independent valuation agents were instructed by the Directors prior to the Liquidation to assist in the valuation of the company's tangible assets (tools and equipment, office furniture and equipment and stock of offcuts) and subsequently by the Liquidators to realise the assets.

### Furniture, Tools & Equipment

The book value was listed as £143 in the Company's books and records. They were valued by the Agents at £850 ex-situ.

They were sold by online auction and, on the day, £120 was realised in a previous reporting period.

### Motor Vehicle

A VW Transporter Van (56 plate), not listed in the Director's statement of affairs, was located and sold by the Agents. It raised £640 in a previous reporting period.

### Stock

Stock was listed in the Company books and records with a value of £10,000. The Agents estimated it to have a value of between £1,000 and £1,500. For the purposes of the Statement of affairs and being prudent, the lower figure of £1,000 was used.

The stock was sold by the Agents and realised £1,565 in a previous reporting period.

### Book debts

Book debts were listed in the Company's records with a value of £24,880. They were estimated to realise £12,440 (50% of this sum) for the purpose of the director's statement of affairs. As the debts are contractual in nature and include retentions, and because of his knowledge of the history of the debts Derek Clarke, the Company's director, was asked to assist in collecting the book debts and retentions. It was agreed that Mr Clarke would be paid a fee of 10% commission to cover his time and expenses. Mr Clarke realised £5,347 in the previous reporting period but he was doubtful that he would be able to realise anything further. He passed the remaining debts back to me.

£5,418 has been realised in the reporting period and £10,765 has been realised in total. The remaining debts are uneconomical to pursue due to disputes, defrayed retentions and cost of litigation.

### Director's loan account ("DLA")

The Company's last set of financial statements for the year ended 30 September 2018, disclosed a debt of £12,173 due to the Company from Mr R Merritt, a former director of the Company. Mr Merritt claims to have no knowledge of the DLA. The Company's other Director, Mr Clarke, was also surprised that this debt had accrued and could not explain how. Neither of the Directors believe that Mr Merritt should owe the Company money. I have been in correspondence with the Company's accountant to obtain information about the DLA, how and when it accrued, in order to pursue this further. They have not co-operated. I have taken advice from my solicitor, who agreed to advise on a contingency basis. His advice was that the onus is on the Director to prove that the DLA is not payable. However, after carrying out a review of the ex-director's assets, of which there are none of value, we have taken an economic decision not to pursue this further as any further action will incur significant legal fees and potentially Court costs with very little likelihood of a realisation at the end of it. The Liquidators have agreed that the funds held would be better utilised in paying a dividend to creditors rather than being defrayed in legal fees and Liquidators' fees.

### Cash at bank

The directors' statement of affairs disclosed a credit balance of £32,665. £38,699 was received in a previous reporting period.

### Bank Interest Gross

Interest earned gross of tax on funds held in the liquidation bank account in the reporting period is £1.92. £12.45 has been received in total.

## **LIABILITIES**

### Preferential creditors

There are currently estimated preferential claims of £3,043 in respect of employees' claims for arrears of wages (limited to £800 per employee) and holiday pay. No claim has been received from the Redundancy Payments Service to date.

### Secured creditor

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 to a lender on or after 15 September 2003. This is known as the "prescribed part of the net property" ("prescribed part").

However, as the bank account was in credit and the bank is not a creditor, then the prescribed part will not be applicable in this case.

### Unsecured creditors

We have received 11 unsecured claims totalling £121,003 to date.

An estimated further 9 creditors with estimated claims of £64,830 have yet to submit their claims. Of this £57,535 is debt estimated owed to HM Revenue and Customs.

### Dividend prospects

A dividend of 100 pence in the £ is anticipated to be paid to the preferential creditors. A small dividend is anticipated to be paid to the unsecured creditors. However, I cannot quantify it until the Redundancy Payment Service submit their claim. I intend to begin the dividend process in the next few weeks.

## **INVESTIGATION INTO THE AFFAIRS OF THE COMPANY**

I undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved. I am required by the Statements of Insolvency Practice to undertake such an initial investigation and the work detailed below has been undertaken in connection with that initial investigation. Specifically, I recovered, listed and reviewed the Company's accounting records; obtained and reviewed copy bank statements for the 12 months prior to the Company ceasing to trade from the Company's bankers; and compared the information in the Company's last set of accounts with that contained in the statement of affairs lodged in the Liquidation and made enquiries about the reasons for the changes.

There were no matters that justified further investigation in the circumstances of this appointment.

Within three months of my appointment as Liquidator, I am required to submit a confidential report to the Secretary of State to include any matters which have come to my attention during the course of my work which may indicate that the conduct of any past or present Director would make them unfit to be concerned with the management of the Company. I confirm that my report was submitted.

## **PRE-APPOINTMENT REMUNERATION**

On 27 January 2020 the creditors authorised a fee of £5,000 for my assistance with preparing the statement of affairs and arranging the deemed consent procedure for creditors to appoint a liquidator

This fee has been paid by the Company.

## **LIQUIDATORS' REMUNERATION**

On 27 January 2020 my remuneration was approved on a time cost basis capped at £26,904, based on a fees estimate. In January 2021 I reported to creditors and requested an increase in the fees cap to £32,789.50 based on additional, unanticipated work. This was agreed by creditors. I cannot draw remuneration in excess of that estimate without first seeking approval from the creditors.

My time costs in the reporting period 29 November 2020 to 28 November 2021 amount to £5,654.10, representing 36.7 hours of work at a blended charge out rate of £154.06 per hour.

My total time costs to 28 November 2021 amount to £26,202.70, representing 141.2 hours of work at a blended charge out rate of £185.57 per hour. The actual blended charge out rate incurred compares with the estimated blended charge out rate of £187.32 in my fees estimate. There is a difference in the blended rate charged, compared with the estimated blended rate due junior staff being utilised where possible.

I have drawn £7,300 in the reporting period and £23,785 in total.

A schedule of my time costs incurred in the reporting period is attached.

### Subcontracted Work

I asked the Director to assist in the Book debt collections (as detailed above). It was agreed that he would be paid 10% commission on any realisations he made. £1,181 has been paid.



### Professional advisors

We have utilised the professional services of the following:-

- Evolve IS Ltd ("Evolve") are assisting in corresponding with employees and Redundancy Payments Service in respect of assisting employees recovering their entitlements from RPS for arrears of wages, holiday pay, redundancy and pay in lieu of notice. Their fixed fee of £245 plus VAT has been paid. Should there be a preferential dividend, Evolve will be instructed to confirm the employees and RPS claims and correspond with HMRC regarding deduction of PAYE/NIC on the dividend on those claims.
- Asset Management Services (UK) Ltd ("AMS"), independent valuers and auctioneers, were instructed by the directors to provide an asset valuation for the purposes of the statement of affairs and instructed by the liquidators to advise on the sale of assets. Their fixed fees for valuing the assets and for collection of the company's assets was £1,600 plus VAT and their commission of 10% on the sale of assets (229) have been paid in full.
- P Miller – Archiving and Storage was instructed to collect, store and prepare a detailed inventory of the Company's records and delivery to the Liquidators. The fee for carrying this out, time costs plus mileage, is £370.16 plus VAT and has been paid in full.

The choice of professionals was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them. The fees charged have been reviewed and I am satisfied that they are reasonable in the circumstances of this case.

In the case of the work undertaken by Evolve and P Miller, this work is normally to be undertaken by the Liquidator as part of his duties. In this case, in view of the time that would likely be incurred against the costs of instructing these professionals, the decision was made to outsource these tasks as it would prove more cost effective.

### **LIQUIDATORS' DISBURSEMENTS**

I have incurred no disbursements in the reporting period to 28 November 2021. Total disbursements of £461 have been incurred and drawn in the previous reporting period. Details of the expenses are attached within Summary of Time Costs and Disbursements schedule.

Within this figure is a category 2 disbursement, staff mileage. Category 2 disbursements were agreed by creditors on 27 January 2020 and have been drawn in full.

### **OTHER INFORMATION**

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Liquidator's remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

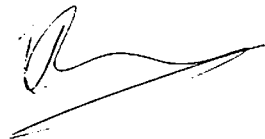
An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

Details about how an office holder's fees may be approved for each case type are available in a series of Guidance Notes issued with Statement of Insolvency Practice 9, and they can be accessed at [www.hazlewoods.co.uk](http://www.hazlewoods.co.uk), under Services, Business Recovery and Insolvency, Technical Guides. There are different versions of these Guidance Notes, and in this case please refer to the April 2017 version. Please note that we have also provided further details in the practice fee recovery sheet.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>.

To comply with the Provision of Services Regulations, some general information about Hazlewoods LLP can be found at [www.hazlewoods.co.uk](http://www.hazlewoods.co.uk) under Services, Business Recovery and Insolvency, Technical Guides.

Hazlewoods LLP uses personal information in order to fulfil the legal obligations of our Insolvency Practitioners under the Insolvency Act and other relevant legislation, and also to fulfil the legitimate interests of keeping creditors and others informed about the insolvency proceedings. You can find more information on how Hazlewoods LLP uses your personal information on our website at <https://www.hazlewoods.co.uk/Privacy-Policy.aspx>.

A handwritten signature in black ink, appearing to be 'VH Ellaby', with a long, sweeping horizontal stroke extending to the right.

VH Ellaby  
Joint Liquidator

26 January 2022

Somerset Flooring Specialists (Taunton) Limited  
(In Liquidation)

JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 29/11/2020 To 25/01/2022 £	From 29/11/2019 To 25/01/2022 £
RECEIPTS			
Furniture, tools & Equipment	850.00	0.00	120.00
Motor Vehicles		0.00	640.00
Stock	1,000.00	0.00	1,565.00
Book Debts	12,445.00	5,417.94	10,764.92
Director's loan account	12,173.00	0.00	0.00
Cash at Bank	32,665.62	0.00	38,699.12
Bank Interest Gross		1.92	12.45
Vat Receivable		4,905.51	0.00
Vat Payable		0.00	738.48
Vat Control Account		(1,398.48)	1,322.70
		<u>8,926.89</u>	<u>53,862.67</u>
PAYMENTS			
Specific Bond		0.00	135.00
Preparation of S. of A.		0.00	5,000.00
Liquidators' Fees		7,300.00	23,785.00
Staff mileage		0.00	150.76
Agents/Valuers Fees		0.00	2,147.50
CIS tax withheld		0.00	273.48
Storage Costs		0.00	434.33
Statutory Advertising		0.00	175.00
Debtors commission		645.63	1,180.72
Employee Arrears/Hol Pay (4 employees)	(3,043.00)	0.00	0.00
Trade & Expense Creditors	(54,741.20)	0.00	0.00
Employees (4) redundancy and PILON	(20,540.00)	0.00	0.00
Directors	(69,579.39)	0.00	0.00
PAYE/NIC	(21,026.00)	0.00	0.00
VAT	(34,509.00)	0.00	0.00
Ordinary Shareholders	(155.00)	0.00	0.00
Vat Control Account		1,398.48	(1,322.70)
		<u>9,344.11</u>	<u>31,959.09</u>
BALANCE - 25 January 2022			<u><u>21,903.58</u></u>

Appendix B

Somerset Flooring Specialists (Taunton)Limited - In Liquidation

SUMMARY OF JOINT LIQUIDATORS' TIME COSTS AND DISBURSEMENTS INCURRED AND BILLED

	Total incurred	Total billed	Incurred in period 29/11/20 to 28/11/2021 £	Billed in period 29/11/20 to 28/11/2021 £	Unbilled £
<u>Time Costs</u>	£	£			
Liquidators' Fees	26,202.70	23,785.00	5,654.10	7,300.00	2,417.70
<b>Liquidators' Total Post Appointment Fees</b>	<b>26,202.70</b>	<b>23,785.00</b>	<b>5,654.10</b>	<b>7,300.00</b>	<b>2,417.70</b>
<u>Category 2 Disbursements</u>					
Mileage	150.76	150.76	-	-	-
<u>Category 1 Disbursements</u>					
Statutory bond	135.00	135.00	-	-	-
Advertising	175.00	175.00	-	-	-
Storage of books and records	434.33	434.33	-	-	-
<b>Total Disbursements</b>	<b>460.76</b>	<b>460.76</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Appendix B**

**Somerset Flooring Specialists (Taunton) Limited - In Liquidation**

**Joint Liquidators' time summaries**

A summary of the time costs incurred by grade of staff and the nature of work undertaken is as follows.

Total incurred for period 29/11/20 to 28/11/2021								
Classification of work	HOURS						Total Cost £	Average Hourly Rate £
	Partner & Appointment Taker	Director	Manager	Supervisor	Administrator	Total Hours		
Administration & planning	1.10	-	18.40	1.50	1.20	22.20	3,505.30	157.90
Investigations	0.20	-	-	-	-	0.20	56.00	280.00
Realisation of assets	-	-	9.50	-	-	9.50	1,462.20	153.92
Trading	-	-	-	-	-	-	-	-
Creditors	-	-	-	4.80	-	4.80	630.60	131.38
	<b>1.30</b>	<b>-</b>	<b>27.90</b>	<b>6.30</b>	<b>1.20</b>	<b>36.70</b>	<b>5,654.10</b>	<b>154.06</b>

Total for duration of case 29/11/19 to 28/11/2021			
Classification of work	Total Hours	Total Cost £	Average Hourly Rate £
Administration & planning	89.50	16,713.40	186.74
Investigations	5.30	1,484.00	280.00
Realisation of assets	33.90	6,166.70	181.91
Trading	-	-	-
Creditors	12.50	1,838.60	147.09
	<b>141.20</b>	<b>26,202.70</b>	<b>185.57</b>

## HAZLEWOODS LLP

### FEES AND DISBURSEMENTS POLICY STATEMENT

#### **Fees and Charging Policy**

- Grades of staff are charged at an hourly rate that is subject to periodic review. Below are the present hourly rates.
- Work undertaken by cashiers and support staff relating to specific tasks is charged. Support staff time is charged to the case and the rates are within the Administrator grade banding.
- Time spent by partners and all staff in relation to the insolvency estate are charged to the estate.
- Time is recorded in six-minute units.
- Time billed is subject to Value Added Tax (VAT) at the applicable rate.

Time properly incurred in connection with the case is charged at the following hourly rates.

<b>Grade</b>	<b>01/11/21</b>	<b>01/08/21</b>
	<b>£</b>	<b>£</b>
Partner	300	295
Appointment Taker	280	280
Associate Partner	225	220
Manager	136-182	132-178
Associates	106-132	104-132
Administrator	48-92	48-92

Hourly rates are periodically reviewed.

#### **Expenses**

Where expenses are incurred in respect of the insolvent estate, they will be recharged and comprise two categories.

##### ***Category 1 (Approval not required)***

These are where Hazlewoods LLP has met a specific cost to a third party. Such expenses may include items such as advertising, couriers, travel (by public transport), searches at Companies House, land registry searches, fees in respect of swearing legal documents, external printing costs, bonding etc. In each case, the charge will be reimbursement of a specific expense incurred.

##### ***Category 2 (Approval required)***

These are not capable of precise identification and allocation, eg: expenses that include an element of shared or allocated costs. This type of expense requires the approval of Members/ Creditors prior to being drawn from the estate.

This includes the cost of travel where staff use either their own vehicles or company cars in travelling connected with the insolvency. A charge is made at HM Revenue & Customs approved rate, presently 45p per mile.

Summarised below are the categories of expenses, which may be incurred in connection with the administration of this case.

<b>Expense</b>	<b>Charge policy</b>	<b>Category of disbursement</b>
Business mileage	HM Revenue & Customs approved rate (currently 45p per mile)	2
Postage	At cost	1
Storage	Offsite storage at cost	1
Company searches	At cost	1
Individual/Directors searches	At cost	1
Other third-party expenses incurred directly in connection with the case	At cost	1

Where applicable, disbursements will be subject to VAT at the prevailing rate

## **Routine work carried out in the reporting period**

### **1. Administration**

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

- Convening a decision procedure to seek a decision from creditors to approve the officeholders' remuneration.
- Supervising the work of advisors instructed on the case to assist in dealing with pension schemes; obtaining reports and updates from them on the work done; and checking the adequacy of the work done.
- Dealing with all routine correspondence and emails relating to the case.
- Maintaining and managing the office holder's estate bank account.
- Maintaining and managing the office holder's cashbook.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a quarterly basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Preparing, reviewing and issuing annual progress reports to creditors and members.
- Filing returns at Companies House.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.

### **2. Creditors**

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

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