

In accordance with  
Rule 6.28 of the  
Insolvency (England &  
Wales) Rules 2016 and  
Section 106(3) of the  
Insolvency Act 1986.

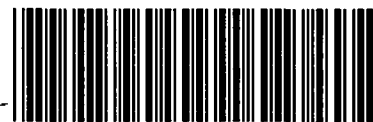
# LIQ14

## Notice of final account prior to dissolution in CVL



Companies House

SATURDAY



A27 \*ACHI8KPN\* 02/12/2023 #140  
COMPANIES HOUSE

### 1 Company details

Company number 0 5 2 7 3 8 3 4

Company name in full Wakefield Brush UK Ltd

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

### 2 Liquidator's name

Full forename (s) Jonathan Paul

Surname Philmore

### 3 Liquidator's address

Building name/number Yorkshire House

Street 7 South Lane

Post town Holmfirth

County/Region West Yorkshire

Postcode H D 9 1 H N

Country United Kingdom

### 4 Liquidator's name ①

Full forename(s)

Surname

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

### 5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Post code

Country

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

# LIQ14

## Notice of final account prior to dissolution in CVL

6

### Liquidator's release

☐ Tick if one of 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



Signature date

30




11

20

23

# LIQ14

## Notice of final account prior to dissolution in CVL

Presenter Information										! Important 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.										All information on this form will appear on the public record.
Contact name Jonathan Paul Philmore										
Company name Philmore & Co Ltd										 Where to send
Address Yorkshire House										
7 South Lane										
Post Town Holmfirth										
County/Region West Yorkshire										
Post Code		H	D	9		1	H	N	 Further Information	
Country United Kingdom										
DX										
Telephone 01484 461959										
 Checklist										For further information please see the guidance notes on the website at <a href="http://www.gov.uk/companieshouse">www.gov.uk/companieshouse</a> or email <a href="mailto:enquiries@companieshouse.gov.uk">enquiries@companieshouse.gov.uk</a>
We may return forms completed incorrectly or with information missing.										
Please make sure you have remembered the following:										This form is available in an alternative format. Please visit the forms page on the website at <a href="http://www.gov.uk/companieshouse">www.gov.uk/companieshouse</a>
<input type="checkbox"/> The company name and number match the information held on the public Register										
<input type="checkbox"/> You have attached the required documents.										
<input type="checkbox"/> You have signed the form.										

**WAKEFIELD BRUSH UK LIMITED IN CREDITORS' VOLUNTARY LIQUIDATION**

**FINAL ACCOUNT**

**3 OCTOBER 2023**

**CONTENTS**

1. Interpretation & Introduction
2. Statutory Information
3. Background
4. Asset Realisations
5. Enquires and Investigations
6. Creditors' Claims
7. Dividends
8. Fees and Expenses
9. Creditors' Rights
10. Conclusion

**APPENDICES**

1. Liquidator's Receipts and Payments account for the period 5 May 2023 to 3 October 2023
  2. Notice that the Company's affairs are fully wound up
  3. Analysis of time costs
  4. Phillmore & Co Charge out Rates
  5. Detailed list of works undertaken
-

## 1. INTERPRETATION & INTRODUCTION

### Interpretation

Expression	Meaning
"the Company"	Wakefield Brush UK Limited (in Liquidation)
"the liquidator" and "I"	Jonathan Paul Philmore of Philmore & Co Limited, Yorkshire House, 7 South Lane, Holmfirth, HD9 1HN  E-Mail – <a href="mailto:enquiries@philmoreandco.com">enquiries@philmoreandco.com</a> Phone – 01484 461959
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England and Wales) Rules 2016 (as amended)
"secured creditor"	A Secured creditor in relation to a company, means a creditor of the company who holds, in respect of his debt, a security over property of that company.
"unsecured creditor"	An unsecured creditor in relation to a company is an entity that has no security over any of the company's assets for the debt due to it. Unsecured creditors in a corporate insolvency process most commonly include trade creditors, <u>HMRC</u> , landlords and utility creditors.
"security"	(i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act)  (ii) in relation to Scotland, any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off).
"preferential creditor"	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Insolvency Act 1986
"secondary preferential creditor"	From 1 December 2020 certain sums due to HMRC for VAT, PAYE/NIC, CIS Tax or Student Loan deductions

### Introduction

The purpose of this report is to provide a final account to creditors and to put creditors on notice of the Liquidator's intention to seek release from office. The report details the acts and dealing of the Liquidator and it should be read in conjunction with previous reports to creditors if applicable.

The Liquidator is required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found in Appendix 5.

## 2. STATUTORY INFORMATION & BACKGROUND

Registered Name, Address and Number

Wakefield Brush UK Limited ("the Company") - (In Liquidation)

Registered office: Yorkshire House, 7 South Lane, Holmfirth, HD9 1HN

Registered Number: 05273834

Other names N/A

Trading Names: N/A

### BACKGROUND

The Company's principal activity was that of the manufacture and sale of chimney sweep equipment. The Company traded from leasehold premises in Milnsbridge, Huddersfield and employees 2 members of staff.

The director attributes the failure of the Company to the following;

- Increased local competition
- Covid-19

### LIQUIDATION APPOINTMENT DETAILS

Jonathan Paul Philmore was appointed Liquidator of the Company on the 5 May 2023 at a statutory meeting of the members held on that date. The appointment was confirmed via the Deemed Consent procedure. There were no objections to his appointment. There has been no change of office holder in this matter during the conduct of the liquidation.

### LIQUIDATOR'S ACTIONS SINCE APPOINTMENT

#### Compliance with The Insolvency Act, Rules and Best Practice

The Liquidator has 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 administration, which has ensured that the Liquidator and his 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 case files, which must include records to show and explain the liquidation and any decisions made by the Liquidator 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;

### 3. EXECUTIVE SUMMARY

This report describes the progress since the commencement of the Liquidation ("the Review Period"). A summary of key information in this report is detailed below. The Liquidator's Receipts and payments account for the period 5 May 2023 to 3 October 2023.

#### Asset Realisations

According to the director's statement of affairs, the Company had realisable assets in the sum of £1,200.00. The Company's assets consisted of plant & machinery, fixtures & fittings, stock, goodwill & a website.

#### Fee Estimate & Incurred to Date

The Fee Estimate issued to creditors under cover of my letter dated 4 August 2023 was in the sum of £8,777.50 representing 43.00 hours of work at an average hourly rate of £204.13. To date I have incurred time costs to a value of £5,049.00 representing 22.60 hours at an average hourly rate of £223.41.

#### Expenses Estimate & Costs & Incurred to Date

My Expenses Estimate was issued to creditors under cover of my letter dated 4 August 2023. The Expenses were broken down as follows;

Legal Costs - £500.00  
Accountancy Costs – £500.00  
Debt Collection Costs - £600.00

I have not incurred any professional costs in this matter.

#### Dividend Summary

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Secured creditor	N/A	N/A
Preferential creditors	N/A	N/A
Second Preferential Creditors	0.00	0.00
Unsecured creditors	0.00	0.00

### 4. ASSET REALISATIONS

#### Asset Realisations

Michael Steel & Co ("MS&Co), of Leeds were instructed to undertake an appraisal of the Company's assets, namely, plant & machinery, fixtures & fittings, stock and goodwill and website. MS&Co valued said assets as follows; plant & machinery - £400.00, fixtures & fittings - NIL, stock - £300.00 and goodwill and website - £500.00.

An offer was received from an associated Company, namely Gavin Brooke Limited, in the sum of £4,500.00 plus VAT for all the Company's assets. In-line with advice received from MS&Co, the offer was accepted. No further realisations will be made.

### 5. ENQUIRES AND INVESTIGATIONS

During the period covered by this report I, together with members of my staff have carried out a review of the Company's affairs. This has included seeking information and explanations from the directors by means of questionnaires and meetings; 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 have co-operated with my enquiries and delivered up the Company's books and records upon request and completed a questionnaire.

The information gained from this process enabled me to meet my statutory duty to submit a confidential report on the directors' conduct 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.

I have not identified any further assets or actions which might lead to a recovery for creditors.

Although this work did not generate any financial benefit to creditors, it was necessary to meet my statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

I can confirm that I filed my report on the directors' conduct with the Insolvency Service on 31 July 2023. The contents of this report are confidential and not available for circulation to creditors.

There are no matters currently under investigation that would prevent me from concluding the liquidation.

## **6. CREDITORS' CLAIMS**

### **Secured creditors**

There are no secured creditors in this matter.

### **Preferential creditors**

There are no preferential creditors in this matter.

### **Secondary preferential Creditor and Unsecured creditors**

The secondary preferential creditor claim was estimated in the sum of £1,117.21. As at the date of this report no claim has been received from HM Revenue & Customs.

### **Unsecured Creditors**

Unsecured creditor claims as per the director's statement of affairs were estimated to be in the region of £59,894.00 of which, £42,000.00 was estimated to be due to the bank. As at the date of this report I have received claims totalling £51,936.12 of which £43,936.12 has been received from Barclays Bank Plc.

## **7. DIVIDENDS**

### **Dividend in Relation to the Prescribed Part**

Under the provisions of Section 176A of the Insolvency Act 1986 the Liquidator must state the amount of funds available to unsecured creditors in respect of the prescribed part. This provision only applies where a company has granted a floating charge to a creditor after 15 September 2003. There are no Mortgages or Debentures registered against the Company and as such the provisions of this Section do not apply in this matter.



## Notice of No Dividend

This Notice is given under Rule 14.36 of the (IR 2016). It is delivered by the Liquidator of the Company, Jonathan Paul Philmore, of Philmore & Co Ltd, Yorkshire House, 7 South Lane, Holmfirth, HD9 1HN

The Liquidator gives notice confirming that no dividend will be declared to any class of creditor as the funds realised have been used to defray the costs of liquidation.

## 8. FEES AND EXPENSES

### Pre-Appointment Fees

The payment of any reasonable and necessary expenses incurred in connection with preparing a Statement of Affairs on behalf of the Company can be paid out of the Company's assets as an expense of the liquidation. If the payment is made prior to the appointment of the Liquidator then creditor approval is not required. However, where the payment is made after the formal appointment of the Liquidator or to an associate of the Liquidator, creditor approval is required.

My Statement of Affairs fee was not agreed with creditors and as such has been written off in full.

### The Liquidator's Fees

The Liquidator is required to seek creditor approval prior to any remuneration being drawn. Where there is no Committee then the basis of remuneration must be fixed by a decision of the creditors by a decision procedure. If the Liquidator is not able to obtain creditor approval he may have his fees approved by the Court however this must be done within 18 months of his appointment.

A vote by Correspondence was sent to all known creditors under cover of my letter dated 4 August 2023. I can confirm my remuneration was approved.

As mentioned above my time costs for the period 5 May 2023 to 3 October 2023 totals £5,049.00 representing 22.60 hours at an average hourly rate of £223.41. I can confirm I have drawn the sum of £4,031.65 against the aforementioned time costs. The balance of my time costs and all future costs will be written off in full.

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/>. A link to the R3 website can also be found on the Philmore & Co website; [www.philmoreandco.com](http://www.philmoreandco.com). Please note that there are different versions of the Guidance Notes and in this case you should refer to the April 2017 version.

A summary of my firm's time costs are also detailed at Appendix 3. Appendix 4 shows the relevant charge out rates for the Liquidator and his staff during the period covered by this report.

### Costs and Disbursements

Costs met by and reimbursed to an office holder in connection with an insolvency appointment should be appropriate and reasonable. Such costs will fall into two categories:

a) Category 1 disbursements: These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include, for example, advertising, room hire, storage, postage, telephone charges, travel expenses, and equivalent costs reimbursed to the office holder or his or her staff. Category 1 disbursements can be drawn without prior creditor approval.

b) Category 2 disbursements: These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated

costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage. Category 2 disbursements may be drawn if they have been approved by creditors.

My Category 1 disbursements total £468.16 and are broken down as to bond of £40.00, statutory advertising of £218.16 and a case management fee of £210.00.

No Category 2 disbursements have been charged to the case.

## **9. CREDITORS' RIGHTS**

A 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.

A 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.

## **10. CONCLUSION**

There are no outstanding matters that would now prevent me from concluding the liquidation and the Company's affairs are fully wound up.

I am obliged to file my Final Account with the Registrar of Companies within 7 days of the ending of the prescribed period after which time I will be released as liquidator. The prescribed period ends at the later of: (i) eight weeks after delivery of this report, or (ii) if any request for information under Rule 18.9 of the IR 2016 or any application to court under that Rule or Rule 18.34 of the IR 2016 is made, when that request or application is finally determined.

If you require any further information, please contact Liam Cockfield of this office.



**Jonathan Paul Philmore**  
Liquidator

## Appendix 1

**Wakefield Brush UK Ltd - In Creditors Voluntary Liquidation**  
**Liquidator's Final Abstract of Receipts & Payments**

From 05 May 2023 to 3 October 2023

S of A £		£	£
	<b>ASSET REALISATIONS</b>		
400.00	Plant & Machinery	650.00	
NIL	Fixtures & Fittings	1,350.00	
300.00	Stock	500.00	
500.00	Goodwill & Website	2,000.00	
<u>1,200.00</u>			4,500.00
	<b>COST OF REALISATIONS</b>		
	Specific Bond	(40.00)	
	Office Holders Fees	(4,031.64)	
	Statutory Advertising	(218.16)	
	Case Management Fee	(210.00)	
	Bank Charges	(0.20)	
			(4,500.00)
	<b>SECONDARY PREFERENTIAL CREDITORS</b>		
(1,117.00)	HM Revenue & Customs	NIL	
<u>(1,117.00)</u>			NIL
	<b>UNSECURED CREDITORS</b>		
(42,000.00)	Bank	NIL	
(8,000.00)	Director's Loan Account	NIL	
(9,894.00)	Trade Creditor	NIL	
<u>(59,894.00)</u>			NIL
			<u>NIL</u>
			<u>NIL</u>



Jonathan Paul Philmore  
Liquidator

## Appendix 2

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

**Company name:** Wakefield Brush UK Limited (In Liquidation) ("the Company")  
**Company Number:** 05273834

This Notice is given under Rule 6.28 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Liquidator of the Company, Jonathan Paul Philmore, of Philmore & Co Ltd of Yorkshire House, 7 South Lane, Holmfirth, HD9 1HN who was appointed by the members and creditors on 5 May 2023.

The Liquidator gives notice that the Company's affairs are fully wound up.

Creditors have the right:

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

Jonathan Paul Philmore Philmore & Co Ltd, Yorkshire House, 7 South Lane, Holmfirth, HD9 1HN.

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 Liquidator 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 Liquidator 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 in the report.

Signed:



Jonathan Paul Philmore  
Liquidator

Dated: 3 October 2023

## **RELEVANT EXTRACTS OF RULES 18.9 AND 18.34 OF THE INSOLVENCY (ENGLAND & 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.

### Appendix 3

**Liquidator's Remuneration Schedule**  
**Wakefield Brush UK Ltd**  
**Between 05 May 2023 and 3 October 2023**

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	1.00	4.40	9.80	0.70	15.90	3,808.50	239.53
Investigations	0.00	0.10	1.50	4.00	5.60	1,044.00	186.43
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.20	0.00	0.90	1.10	196.50	178.64
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Retention of Title	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Shareholders	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total hours</b>	1.00	4.70	11.30	5.60	22.60		
<b>Time costs</b>	285.00	1,128.00	2,712.00	924.00		5,049.00	
<b>Average hourly rate</b>	285.00	240.00	240.00	165.00			223.41

Description	Total Incurred £	Total Recovered £
	0.00	0.00
<b>Totals</b>	<b>0.00</b>	<b>0.00</b>

#### Summary of Fees

Time spent in administering the Assignment	Hours	22.60
Total value of time spent to 3 October 2023	£	5,049.00
Total Liquidator's fees charged to 3 October 2023	£	4,031.64

## Appendix 4

### Philmore & Co Fee Recovery Policy

#### Charge out rates from 1 April

	2022	2023
Grade	(£) Rate per Hour	(£) Rate per Hour
Director	260.00	285.00
Managers	225.00	240.00
Technical Staff	150.00	165.00
Support Staff	75.00	85.00

Time is charged in 6 minute units for each grade of staff undertaking work on an insolvency assignment.

#### **Category 1 and Category 2 Expenses & Disbursements In accordance with Statement of Insolvency Practice 9 as amended 1 April 2021.**

Expenses are any payments made from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also includes disbursements. Disbursements are payments which are first met by an office holder and then reimbursed from the estate. Expenses are divided into those that do not require creditor approval before they are charged to the estate (Category 1) and those that do (Category 2).

Category 1 expenses: these are payments to persons providing a service who are not an associate of the office holder relating to external services which are directly attributable to the case.

Category 2 expenses: These are payments to associates or which have an element of shared costs. Before being paid, category 2 expenses require creditor approval whether paid directly from the estate or as a disbursement.

Payment of category 2 expenses to associates should be fair, reasonable and proportionate to the case and reflect the work necessarily and properly undertaken.

As from 1 July 2021 Philmore & Co will no longer look to recover category 2 expenses and disbursements that relate to shared costs and overheads, for example, stationary, faxes, photocopying, room hire (unless external).

Postage will be charged to each case at cost as a category 1 expense.

SIP 9 states that the remuneration of an office holder should not be approved by any party with whom the office holder has a professional or personal relationship which could give rise to a conflict of interest, for example a referring solicitor or accountant even if that party is a creditor. However in the event that our remuneration is not approved by an unconnected party Philmore & Co will rely on the approval of an associated creditor so long as that associated creditor has properly lodged a claim in the proceedings with substantiating documentation in support.

## Appendix 5

### Detailed list of work undertaken for Wakefield Brush UK Limited in Creditors' Voluntary Liquidation.

Below is detailed information about the tasks undertaken by the Liquidator.

<b>Administration &amp; Planning</b>	
<b>Actions Pre Appointment</b>	Preparation of meeting notices, proxies/voting forms and advertisements Notice of meeting to members and all known creditors including employees Collate and examine proofs and proxies/votes to determine resolutions/decisions passed and made 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.
<b>Actions post appointment</b>	File Notice of Appointment with Registrar of Companies Advertise Appointment in London Gazette Deliver Notice of Appointment to Members & Creditors Give Notice to members and creditors of General Use of Website Open Estate Bank Account File VAT 7 with HMRC to deregister for VAT if applicable File VAT 769 with HMRC – Notification of Insolvency Details Give Notice of Appointment to HM Inspector of Taxes Bond the case to the maximum value of the assets Diarise appointment for future annual reports
<b>File/Maintenance</b>	Filing of documents Periodic file reviews documenting strategy and decisions 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
<b>Bank account administration</b>	Prepare correspondence to open Estate bank account Estate bank account reconciliations Maintenance of Estate cash book Payments and transfers Receipts & Payments Accounts  Write to close company bank account(s) Request bank statements for review Correspondence with bank regarding specific transfers and other enquiries
<b>Planning / Review</b>	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and any legal aspects of the case.
<b>Books and records / storage</b>	Requesting delivery up of books and records Prepare inventory of books and records Dealing with records in storage Sending job files to storage
<b>Pension scheme</b>	Identifying whether there is a pension scheme Submitting the relevant notices to PPF and Pensions regulator if a pension scheme is identified Winding up of pension scheme
<b>Reports</b>	Circulating Initial report to members and creditors upon appointment Preparing annual progress reports Disclosure of sales to connected parties Preparing final report to creditors when case is concluded Filing Annual Progress Report with Registrar of companies
<b>Investigations</b>	
<b>SIP 2 Review</b>	Collection and making an inventory of company books and records 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 Preparing statutory investigation reports Liaising with Insolvency Service Online submission of report to the Insolvency Service
<b>Creditors and Distributions</b>	
<b>Creditor Communication</b>	Receive and follow up creditor enquiries via telephone/email Review and prepare correspondence to creditors and their representatives via email and post Assisting employees to pursue claims via the RPS
<b>Dealing with proofs of debt</b>	Receipt and filing of proofs when not related to a dividend Corresponding with RPS regarding POD when not related to a dividend Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating on POD
<b>Assets</b>	Arranging for a valuation of the assets Discussing marketing with said agent Raising an invoice for the assets Collection of monies