

# 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 8 7 6 3 4 0 9

Company name in full DB Unit Services Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Alan

Surname Simon

### 3 Liquidator's address

Building name/number Langley House

Street Park Road

Post town London

County/Region

Postcode N 2 8 E Y

Country

### 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

Postcode

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	<sup>d</sup>	<sup>d</sup>	<sup>m</sup>	<sup>m</sup>	<sup>y</sup>	<sup>y</sup>	<sup>y</sup>	<sup>y</sup>				
	3	1	1	2	2	0	1	9				
To date	<sup>d</sup>	<sup>d</sup>	<sup>m</sup>	<sup>m</sup>	<sup>y</sup>	<sup>y</sup>	<sup>y</sup>	<sup>y</sup>				
	3	0	1	2	2	0	2	0				

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

<b>8</b>	<b>Sign and date</b>											
Liquidator's signature	Signature 								X			
Signature date	<sup>d</sup>	<sup>d</sup>	<sup>m</sup>	<sup>m</sup>	<sup>y</sup>	<sup>y</sup>	<sup>y</sup>	<sup>y</sup>				
	2	4	0	2	2	0	2	1				

# 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 **Alan Simon**

Company name **AABRS Limited**

Address **Langley House**

**Park Road**

Post town **London**

County/Region

Postcode **N 2 8 E Y**

Country

DX

Telephone **020 8444 2000**



### 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)**

# **Liquidator's Annual Progress Report to Creditors & Members**

**DB Unit Services Limited  
- In Liquidation**

**23 February 2021**

**DB UNIT SERVICES LIMITED - IN LIQUIDATION**

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- 3** Progress of the Liquidation
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- 6** Creditors' Rights
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**APPENDICES**

- A** Receipts and Payments Account for the Period from 31 December 2019 to 30 December 2020
- B** Time Analysis for the Period from the 31 December 2019 to 30 December 2020
- C** Additional information in relation to Liquidator's Fees, Expenses & Disbursements

**DB UNIT SERVICES LIMITED - IN LIQUIDATION****1 Introduction and Statutory Information**

- 1.1 I, Alan Simon of AABRS Limited, Langley House, Park Road, London, N2 8EY, was appointed as Liquidator of DB Unit Services Limited (the **Company**) on 31 December 2019.
- 1.2 I am required to issue an annual progress report covering the period from 31 December 2019 to 30 December 2020 (the **Period**).
- 1.3 The principal trading address of the Company was Hare Hill, Potter Row, Great Missenden, HP16 9LU. The Company was formed as a vehicle through which Darren Bevan could provide his services as a unit driver to the film industry.
- 1.4 The registered office of the Company has been changed to Langley House, Park Road, East Finchley, London, N2 8EY and its registered number is 08763409.
- 1.5 Information about the way that we will use, and store personal data on insolvency appointments can be found at <https://www.aabrs.com/privacy-policy>. If you are unable to download this, please contact us and a hard copy will be provided.

**2 Receipts and Payments**

- 2.1 At Appendix A is my Receipts and Payments Account covering the Period with a comparison to the Director's Statement of Affairs values.
- 2.2 In Section 3 below, you will find an update on the progress made during the Period in realising the Company's assets and dealing with its affairs.

**3 Progress of the Liquidation**

- 3.1 This section of the report provides creditors with an update on the progress made in the liquidation during the Period.
- 3.2 At Appendix A is my Receipts and Payments Account covering the Period with a comparison to the Director's Statement of Affairs values.
- 3.3 Attached at Appendix B is a time analysis outlining the time spent by the Liquidator and his staff during the Period
- 3.4 Further information about the basis of remuneration agreed in this case and the Liquidator's fees estimate can be found in section 5 of this report, together with any relevant information about revisions to this estimate, where applicable.

**Administration (including statutory compliance & reporting)**

- 3.5 An office holder must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation.
- 3.6 Some of the work undertaken by an insolvency practitioner may not necessarily provide a financial benefit to creditors but is required on every case by statute. Examples of this work include investigations required by Statement of Insolvency Practice 2 and the Company Directors Disqualification Act 1986 or dealing with the claims of the former employees via the National Insurance Fund.
- 3.7 Below are details of the work I have undertaken during the reporting period:-

**DB UNIT SERVICES LIMITED - IN LIQUIDATION**

- (i) Creation and update of case files on my firm's insolvency software;
- (ii) Writing to the Director to draw his attention to the provisions of sections 216 and 217 of the Insolvency Act 1986;
- (iii) Notifying creditors of the Liquidator's appointment and other associated formalities including statutory advertising and filing relevant statutory notices at Companies House;
- (iv) Complying with statutory duties in respect of the Liquidator's specific penalty bond;
- (v) Providing the Director with a questionnaire for completion to assist the Liquidator with his investigations into the Company's affairs;
- (vi) Writing to the Company's bankers requesting details of any securities held and copies of bank statements for the 24-month prior to liquidation;
- (vii) Securing the Company's books and records;
- (viii) Completion and filing of the notice of the Company's insolvency to HM Revenue & Customs;
- (ix) Writing to the Information Commissioner's Office advising of a change to the registered address of the Company;
- (x) Liaising with the Director to regarding the Company's financial information;
- (xi) Dealing with post-appointment VAT and corporation tax compliance;
- (xii) Pension regulatory reporting and auto-enrolment cancellation;
- (xiii) Initial assessment required by the Statement of Insolvency Practice 2 and the Company Directors Disqualification 1986 (CDDA) including review of the Company's books and records and the identification of potential asset realisations which may be pursued in the liquidation;
- (xiv) Periodic case progression reviews.

3.8 Based on the current position of the case, the work which remains to be completed is the following:-

- (i) Reverting to creditors in order to seek a decision as to how they would like the liquidation to proceed.

Should creditors wish to proceed with the collection process:

- (i) Continuing to monitor the Director's financial situation until he is in a position where he can commence repayments of the monies owed to the Company.

**Realisation of Assets**

3.9 It is considered that the work the Liquidator and his staff have undertaken to date will bring a financial benefit to creditors. This may be a distribution to secured creditors of the Company only (from which a Prescribed Part fund may be

**DB UNIT SERVICES LIMITED - IN LIQUIDATION**

derived for the benefit of unsecured creditors) or may, depending on realisations and the extent of any 3<sup>rd</sup> party security, result in a distribution to the preferential and unsecured creditors of the Company.

3.10 No realisations have been achieved during the term of the liquidation.

**3.11 Motor Vehicle**

- (i) The Director's Statement of Affairs indicated that the Company's motor vehicle was subject to a finance agreement with BMW Financial Services.
- (ii) The vehicle has been valued at £26,310 with outstanding finance of £44,132.68. There is therefore no equity within the vehicle.

**3.12 Director's Loan Account/Other Debtors – S455 Tax**

- (i) The Company's accounts for the year ended 30 November 2018 indicate an overdrawn director's loan account of £42,356. Movements in the account for the period 01 December 2018 to cessation were to be investigated by the duly appointed liquidator and for that reason the Director's Statement of Affairs reflected the uncertainty surrounding its realisable value.
- (ii) Following my appointment, I asked the Director to complete a statement of his personal assets and liabilities, together with a monthly income and expenditure schedule, to assess his ability to repay the monies owed.
- (iii) I instructed E-Accounting Solutions Limited, an independent firm offering accountancy services, to prepare the Company's cessation accounts to reconcile the loan account and confirm HM Revenue & Customs' position.
- (iv) A review of the cessation accounts has revealed an increase in the loan account and the Director's liability has been calculated at £48,474.43.
- (v) However, a review of the Director's financial statements has shown that he is not in a position where he can commence repayments of the monies owed to the Company and he has no assets of note. Accordingly, I will be reverting to creditors in order to seek a decision as to how they would like the liquidation to proceed.

**Unrealisable Assets**

3.13 The unrealisable assets include the following:-

- (i) The overdrawn director's loan account;
- (ii) Potential Section 455 Tax Relief from HM Revenue & Customs.

**Creditors (claims and distributions)**

3.14 A liquidator is not only required to deal with correspondence and claims from unsecured creditors, but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture as well as dealing with the general handling of communications with stakeholders, such as customers and suppliers.



**DB UNIT SERVICES LIMITED - IN LIQUIDATION**

- 3.15 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal. I would confirm that in this case, there are no preferential creditors.
- 3.16 The above work may not necessarily bring any financial benefit to creditors generally and the more creditors there are on an assignment, the higher the resultant cost will usually be; however, a liquidator is required by statute to undertake this work.
- 3.17 No claims were agreed as there were no assets realisations in this matter.

**Investigations**

- 3.18 Some of the work the Liquidator is required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 (CDDA 1986) and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations. This work may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidator can pursue for the benefit of creditors.
- 3.19 I can confirm that I have submitted a report on the conduct of the Director of the Company to the Department for Business Innovation & Skills under the CDDA 1986. As this is a confidential report, I am unable to disclose the contents.
- 3.20 Shortly after appointment, I made an initial assessment of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate. This assessment took into account information provided by creditors as a response to my request to complete an investigation questionnaire.
- 3.21 My initial investigations into the Company's affairs have revealed an increase in the overdrawn director's loan account balance as referred to in section 3.12 above.

**Matters still to be dealt with**

- 3.22 Based on the current position of the case, the matters yet to be dealt with:-
- (i) Reverting to creditors in order to seek a decision as to how they would like the liquidation to proceed.

Should creditors wish to proceed with the collection process:

- (ii) Continuing to monitor the Director's financial situation until he is in a position where he can commence repayments of the monies owed to the Company.

**4 Creditors****Secured Creditors**

- 4.1 There is no secured creditor registered at Companies House.

**DB UNIT SERVICES LIMITED - IN LIQUIDATION****Qualifying Floating Charge Holder (QFC)**

- 4.2 The Company did not grant a floating charge to any creditor. Accordingly, there is no requirement to create a fund out of a company's net floating charge property for unsecured creditors (known as the Prescribed Part).

**Preferential Creditors**

- 4.3 No claims were anticipated and none have been received.

**Unsecured Creditors**

- 4.4 I have received claims totalling £45,217 from two creditors. I have yet to receive a claim from one creditor whose debt is estimated to be £17,822.68 as per Director's Statement of Affairs.
- 4.5 No claims have been agreed and would only have been adjudicated should a dividend have become payable.

**5 Liquidator's Remuneration**

- 5.1 It was proposed that a decision agreeing the basis of the Liquidator's remuneration would be sought at a later stage. This has proved unnecessary as there have been no assets realisations in this matter.
- 5.2 My time costs for the Period are £13,167. This represents 30.30 hours at an average rate of £434.55 per hour. Attached as Appendix B is a Time Analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by me in managing the liquidation.
- 5.3 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from [www.aabrs.com/resources/creditors-guides](http://www.aabrs.com/resources/creditors-guides).
- 5.4 Attached as Appendix C is additional information in relation to the Liquidator's fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.

**6 Creditors' Rights**

- 6.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Liquidator provide further information about his remuneration or expenses which have been itemised in this progress report.
- 6.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidator's remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidator, as set out in this progress report, are excessive.

**7 Next Report**

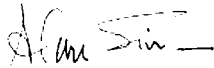
- 7.1 I am required to provide a further report on the progress of the liquidation within two months of the next anniversary of the liquidation, unless I have concluded

**DB UNIT SERVICES LIMITED - IN LIQUIDATION**

matters prior to this, in which case I will make my final account available to all creditors.

- 7.2 If you have any queries in relation to the contents of this report, I can be contacted by telephone on 020 8444 2000 or by email at [info@aabrs.com](mailto:info@aabrs.com).

Yours faithfully,



**Alan Simon**  
**Liquidator**

## Appendix A

DB Unit Services Limited  
(In Liquidation)  
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 31/12/2019 To 30/12/2020 £	From 31/12/2019 To 30/12/2020 £
	MOTOR VEHICLES		
26,310.00	Motor Vehicle - RJ17 0JY	NIL	NIL
(44,132.68)	Subject to Finance Lease	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
Uncertain	Directors Loan Account	NIL	NIL
Uncertain	Other Debtors - S455 Tax	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(1,906.71)	Trade & Expense Creditors	NIL	NIL
(45,006.08)	HM Revenue & Customs	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(1.00)	Ordinary Shares	NIL	NIL
		NIL	NIL
(64,736.47)		NIL	NIL
	REPRESENTED BY		
			NIL

# Appendix B - Time Entry - SIP9 Time & Cost Summary

D1017 - DB Unit Services Limited  
Project Code: POST  
From: 31/12/2019 To: 30/12/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	1.80	5.80	0.20	3.20	11.00	5,276.50	479.68
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.20	0.00	0.20	0.00	0.40	209.50	523.75
Investigations	0.60	6.40	9.50	0.00	16.50	6,852.50	415.30
Realisations of Assets	0.40	0.00	0.50	1.50	2.40	828.50	345.21
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	3.00	12.20	10.40	4.70	30.30	13,167.00	434.55
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

**DB UNIT SERVICES LIMITED - IN LIQUIDATION****Appendix C****Additional Information in Relation to the Liquidator's Fees, Expenses & Disbursements****8 Staff Allocation and the Use of Sub-Contractors**

- 8.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 8.2 The constitution of the case team will usually consist of a Director, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.
- 8.3 On this case, we are proposing to use the services of the following sub-contractors:

Service (s)	Provider	Basis of fee arrangement	Cost to date
Accountancy and bookkeeping	E-Accounting Solutions Limited	Hourly rate	£123.00

- 8.4 Accountancy and bookkeeping services have been used to assist with investigations in analysing bank statements and preparing cessation accounts. These have been used to assist me in ascertaining whether there are potential further recoveries to be made to the insolvent estate. This work was contracted to E-Accounting Solutions Limited who is an unconnected third party. This is specialised work and I consider there will be a direct benefit to creditors by way of a reduced cost when compared to the time taken by my staff to complete the work.

**9 Professional Advisors**

- 9.1 On this assignment, we have not used the services of any professional advisors.

**10 Liquidator's Expenses & Disbursements**

- 10.1 An analysis of the expenses paid to the date of this report, together with those incurred but not paid at the date of this report is provided below:

	Paid in the Period £	Incurred but not paid to date £	Total anticipated cost £
R6.7 – expenses of the decision procedure	0.00	73.55	73.55
Accountancy fees – E-Accounting Solutions Limited (1)	0.00	123.00	123.00
Statutory advertising (2)	0.00	160.00	160.00
Specific penalty bond (3)	0.00	30.00	30.00

- (1) Accountancy and bookkeeping services have been used to assist with investigations in analysing bank statements and preparing cessation accounts.

**DB UNIT SERVICES LIMITED - IN LIQUIDATION**

- (2) The charge for statutory advertising provides for advertisement of winding up order and advertisement of Liquidator's appointment. The relevant advert in the London Gazette attracts a charge of £80 plus VAT.
- (3) The bond covers realisations into the estate up to a value of £5,000.
- 10.2 Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. These disbursements are included in the tables of expenses above.
- 10.3 Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Details of Category 2 disbursements charged by this firm (where appropriate) were provided at the time the Liquidator's fees were approved by creditors. Any Category 2 disbursements incurred are specifically highlighted in the tables of expenses above.

**11 Charge-Out Rates**

- 11.1 AABRS Limited's current charge-out rates effective from 01 September 2019 are detailed below. Please note this firm records its time in minimum units of 6 minutes.
- 11.2 There have been no material increases in charge-out rates since the commencement of the Liquidation.
- 11.3 A schedule of charge out rates as at 01 September 2019 are shown below:-

	<b>(Per hour)</b>
Director	£750.00
Manager	£315.00 - £550.00
Other Senior Professional	£275.00 - £310.00
Assistants & Support Staff	£175.00 - £260.00