

LIQ03

Notice of progress report in voluntary winding up



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 0 8 8 3 7 1 3 8

Company name in full Craftmaster Engineering (Midlands) Limited

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

2 Liquidator's name

Full forename(s) Laura Anne

Surname Walshe

3 Liquidator's address

Building name/number Gill House

Street 140 Holyhead Road

Post town Birmingham

County/Region West Midlands

Postcode B 2 1 0 A F

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

6

Period of progress report

From date	^d 1	^d 9	^m 1	^m 2	^y 2	^y 0	^y 2	^y 2
To date	^d 1	^d 8	^m 1	^m 2	^y 2	^y 0	^y 2	^y 3

7

Progress report

☒ The progress report is attached

8

Sign and date

Liquidator's signature

Signature

X *Luaine*

X

Signature date

^d 2	^d 9	^m 0	^m 1	^y 2	^y 0	^y 2	^y 4
----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------

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 Laura Anne Walshe

Company name Keywood Group Limited

Address Gill House

140 Holyhead Road

Post town

County/Region West Midlands

Postcode

B 2 1 0 A F

Country

DX

Telephone

0121 201 0399



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 or email 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

Craftmaster Engineering (Midlands) Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 19/12/2022 To 18/12/2023 £	From 19/12/2022 To 18/12/2023 £
	ASSET REALISATIONS		
NIL	Book Debts	NIL	NIL
	Contribution to Costs	6,000.00	6,000.00
Uncertain	Director Loan Account	15,000.00	15,000.00
		21,000.00	21,000.00
	COST OF REALISATIONS		
	Office Holders Fees	12,500.00	12,500.00
	Preparation of S. of A.	5,000.00	5,000.00
		(17,500.00)	(17,500.00)
	PREFERENTIAL CREDITORS		
(11,450.00)	HMRC	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(14,000.00)	Bounce Back Loan	NIL	NIL
(15,300.00)	HMRC (CTAX)	NIL	NIL
(6,032.00)	RPS (Redundancy Pay)	NIL	NIL
(5,494.00)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(10.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(52,286.00)		3,500.00	3,500.00
	REPRESENTED BY		
	Vat Receivable		3,500.00
			3,500.00

Note:

Pre-Appointment Costs (Fixed fee agreed with the Directors and ratified by creditors)

A fixed fee of £ 5,000.00 (plus VAT) was agreed and paid by the Company prior to the winding-up resolution. The creditors authorised the fee of £ 5,000.00 + VAT for assisting the directors with placing the Company in Liquidation and with preparing the Statement of Affairs on 19 December 2022. Information relating to this fee and the work undertaken was previously disclosed to creditors but further information can be provided upon request.



Laura Anne Walshe
Liquidator

ANNUAL PROGRESS REPORT

CRAFTMASTER ENGINEERING (MIDLANDS) LIMITED

(IN CREDITORS' VOLUNTARY LIQUIDATION)

Content

1. Introduction
2. Executive Summary
3. Administration and Planning
4. Investigations
5. Assets
6. Creditors
7. Ethics
8. Fees and Expenses
9. Creditors' Rights
10. Data Protection
11. Conclusion

Appendices

- I. Statutory Information
- II. Summary of Work Undertaken
- III. Receipts and Payments account for the period 19/12/2022 to 18/12/2023
- IV. Time cost information for period 19/12/2022 to 18/12/2023
- V. Detailed SIP9 Time & Cost Summary for the period, as compared to the original fee estimate
- VI. Proof of Debt Form
- VII. Information on Opting Out

ANNUAL PROGRESS REPORT OF CRAFTMASTER ENGINEERING (MIDLANDS) LIMITED - IN CREDITORS'
VOLUNTARY LIQUIDATION

1. INTRODUCTION

- 1.1 I, Laura Anne Walshe of Keywood Group Limited was appointed as Liquidator of Craftmaster Engineering (Midlands) Limited ("the Company") on **19 December 2022**. My role as liquidator is to realise company assets and where sufficient funds are received, to agree creditor claims and distribute the surplus proceeds in accordance with statutory priority.
- 1.2 This report covers the period from 19 December 2022 to 18 December 2023 ("the review period").

2. EXECUTIVE SUMMARY

- 2.1 A summary of key information in this report is detailed below.

2.2 Assets

Asset	ETR as per Statement of Affairs	Actual realisations to date	Anticipated future realisations	Total anticipated realisations
Book Debts	15,000.00	Nil	Nil	Nil
Director Loan Account	30,000.00	15,000.00	Nil	15,000.00

2.3 Expenses

Expenses were estimated as outlined below. It should be noted that further information on expenses incurred but not paid is included within this report.

Expense	Amount as per Expense Estimate	Expense incurred to date	Anticipated expenses to closure	Total anticipated expense
Statutory Advertising	356.60	356.60	0.00	356.60
Bonding	170.00	170.00	0.00	1700.00
Postage	103.44	61.54	35.33	96.87

2.4 Dividend prospects

Creditor class	Distribution paid to date P/£	Total Anticipated distribution P/£
Secured creditor	N/A	N/A
Preferential creditors	N/A	N/A
Secondary Preferential creditors	Nil	Nil
Unsecured creditors	Nil	Nil

Summary of matters outstanding / Closure

- 2.5 The administration of the liquidation is ongoing for the reasons stated within this report, and will be progressed to conclusion at the earliest opportunity.
- 2.6 Based on current information it is anticipated that the liquidation will be concluded within the next 3 - 6 months. Further information will be provided to all known creditors within my final report, to be circulated in due course.

3. ADMINISTRATION AND PLANNING

- 3.1 Please note that a summary of statutory information may be found at **Appendix I**.
- 3.2 As Liquidator, I am required to comply with many statutory and regulatory obligations. Whilst a number 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 summary of the work undertaken within the period under review may be found at **Appendix II**.
- 3.3 I have complied with my statutory and regulatory duties, to date. In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors have provided useful details of the strategies pursued and the outcomes anticipated.

4. ENQUIRIES AND INVESTIGATIONS

- 4.1 During the review period, I have carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the director, making enquiries of the former accountant and the company's bankers, seeking information from the company creditors, and reviewing the information received.
- 4.2 The information gathered from this process has enabled me to submit a confidential report to The Insolvency Service on the conduct of those persons who had been appointed as a director, or were a shadow director of the Company, within the three-year period prior to the commencement of the liquidation.
- 4.3 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.
- 4.4 It was noted from the outset that - *"The current directors resolved to wind down the business, and subsequently sold off the assets which comprised of plant and machinery. The machinery, which was subject to outstanding finance of approximately £20,000, was sold for £41,000 plus VAT in October 2022. The finance was cleared and this left the company with a surplus of circa £30,000. The current directors have acknowledged that this sum was subsequently transferred to a bank account in the name of Mr Michael Chadwick. The current directors then visited the company's accountant to discuss the options for formally closing the business. Based on the above the accountant was quick to advise that the transfer of funds would be an issue, as the transfer gives rise to an overdrawn loan account. This matter has been discussed, at length, with the proposed Liquidator and further information is provided within notes to the enclosed Statement of Affairs."*
- 4.5 My initial review has extended to a review of the Company's bank statements. This review confirmed that the sum of £30,000.00 was transferred to Mr Michael Chadwick, and that no other transactions required consideration. Further information on the work undertaken in this regard is provided at Section 5, below.

5. REALISATION OF ASSETS

Director Loan Account

- 5.1 As outlined above, it was identified that Mr Michael Chadwick had an overdrawn loan account with an outstanding balance of £30,000.00. The Director offered the sum of £15,000.00 in full and final settlement of this matter. It was noted that Mr Chadwick and his Wife are over the age of 75, and in view of all other circumstances this offer merited positive consideration.
- 5.2 The liquidator considered that the cost of taking action to recover the full balance owed would be likely to far outweigh the benefit, and for this reason the sum of £15,000.00 was accepted as full and final settlement of this matter. I can confirm that this amount has been received in full for the benefit of the liquidation estate. No further realisations will be made in this regard.

6. CREDITORS

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Liquidator has undertaken key tasks as detailed at Appendix II. The following sections explain the anticipated outcomes to creditors and any distributions paid.

Secured creditors

- 6.1 The Company has not granted any charges over its assets, and has no secured creditors.

Preferential creditors

- 6.2 It was estimated that the Company did not have any preferential creditors, and no such claims have been received. The Company operated a pension scheme with NEST, although it was not anticipated that the Company had unpaid pension scheme contributions. I have requested confirmation of the same from various sources and will take appropriate steps prior to formal conclusion of the liquidation.

Secondary preferential creditors

- 6.3 The Finance Bill 2020 gave preference to certain debts outstanding to HM Revenue & Customs ("HMRC") in the event of an insolvency procedure commencing after 1 December 2020. This legislative change means that HMRC are paid ahead of creditors holding a qualifying floating charge, and ahead of non-preferential creditors.
- 6.4 In this matter, it was anticipated that the company had an unpaid PAYE liability in the amount of £4,050.00 and an unpaid VAT liability of £7,400.00. A final claim has been received from HMRC's in the sum of £10,240.31, relating to, PAYE £4,834.98 and VAT £5,405.33.

Unsecured Creditors

- 6.5 As per the statement of affairs unsecured (non-preferential) creditors totalled £40,826.00. To date, I have received claims totalling £19,566.36.

Dividend prospects

- 6.6 No further realisations are anticipated, and the realisations made have been applied against the costs of the liquidation. As such there will be no dividend to any class of creditor. Formal notice of this will be circulated to all known creditors in due course.
- 6.7 It should be noted where a floating charge is created after 15 September 2003 a prescribed part of the company's net property shall be made available to unsecured creditors. Here, the Company has not granted a floating charge to any creditor after 15 September 2003.

7. ETHICS

Please also be advised that the Liquidator is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

General ethical considerations

- 7.1 Prior to my appointment, a review of ethical issues was undertaken and no ethical threats were identified. A further review has been carried out and no threats have been identified in respect of the management of the insolvency during the review period.

Specialist Advice and Services

- 7.2 When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, a Liquidator is obligated to ensure that such advice or work is warranted and that the advice or work contracted reflects the best value and service for the work undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment.

8. FEES AND EXPENSES

Pre-Appointment Costs (Fixed fee agreed with the Directors and ratified by creditors)

- 8.1 A fixed fee of £5,000.00 (plus VAT) was agreed and paid by the Company prior to the winding-up resolution. The creditors authorised the fee of £5,000.00 + VAT for assisting the directors with placing the Company in Liquidation and with preparing the Statement of Affairs on 19 December 2022. Information relating to this fee and the work undertaken was previously disclosed to creditors but further information can be provided upon request.

The Liquidator's Remuneration

- 8.2 It is this firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. It is common for a junior member of staff deal with the day-to-day case administration and for the Insolvency Practitioner to deal with any complex issues, and to oversee the work undertaken generally. Where the issues are contentious the work will be closely supervised or undertaken by the Insolvency Practitioner. A summary of the work done, and yet to be done can be found at Appendix III.

- 8.3 The basis of the Liquidator's fees were approved by the creditors on 31 January 2023 in accordance with the following decision - ***"That the Liquidator be authorised to draw remuneration (post appointment fees) on the basis of time properly spent in attending to matters in the winding up, subject to the fee estimate totalling £23,300 + VAT."***
- 8.4 I confirm that the sum of £12,500.00 has been drawn against the approved fee of £23,300.00 referred to above. Please note that the total time costs for the period 19 December 2022 to 18 December 2023 total £19,945.00, representing 77.35 hours at an average hourly rate of £257.85. The time costs for the period are detailed at **Appendix VI** and a comparison between the original estimate and time costs to date is given at **Appendix V**.

The Liquidator's Expenses and Disbursements

- 8.5 Expenses are any payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or member and also includes disbursements. Disbursements are payments which are first met by the office holder, and then reimbursed to the office holder from the estate. Such expenses are divided into those that do not need approval before they are charged to the estate (category 1) and those that do (category 2).
- 8.6 Please note that the Liquidator is authorised to pay Category 1 expenses from the funds held in the estate without prior approval. Category 2 expenses are payments to associates or which have an element of shared costs. Before being paid, category 2 expenses require approval in the same manner as remuneration. The basis of calculation of this category of disbursement was disclosed to creditors prior to their approval on 31 January 2023 (however none have been drawn).
- 8.7 The following disbursements have been incurred and not yet paid:

Expense	Amount incurred to date £	Amount still to be paid £
Statutory Advertising	356.60	356.60
Bond	170.00	170.00
Postage	61.54	61.54
Total	588.14	588.14

- 8.8 A copy of "A Creditor's Guide to Liquidator's Fees" is available to download at:

<https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/>

Should you require a paper copy, please send your request in writing and a copy will be provided at no cost. Further information on the insolvency process may be found on the R3 Creditors website - <http://www.creditorinsolvencyguide.co.uk/>

9. CREDITORS' RIGHTS

- 9.1 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 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.

- 9.2 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.

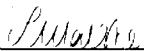
10. DATA PROTECTION

- 10.1 Any personal data held by Keywood Group Limited will be processed only as necessary in accordance with the requirements of current data protection legislation. A privacy notice can be viewed at <https://www.keywoodgroup.co.uk/privacy-policy/> which contains details on how we may use, process and store personal data.

11. CONCLUSION

- 11.1 The administration of the case is continuing and the outstanding matters detailed within this report will be concluded at the earliest opportunity.
- 11.2 It should be noted that this report has been produced during the Covid-19 global pandemic and our team may have been subject to various restrictions throughout. The firm is confident that it has taken every reasonable step to ensure that such restrictions have had no negative impact on the progression of this matter, or the quality of reports provided. If there are any queries relating to this matter or the content of this report, please contact this office.

Signed



Laura Anne Walshe
Liquidator

Dated

29 January 2024

Appendix I

Statutory Information

Company Name	Craftmaster Engineering Midlands Limited
Company Number	08837138
Registered Office	Gill House 140 Holyhead Road Birmingham West Midlands B21 0AF
Former Registered Office	240 Grove Lane Handsworth Birmingham B20 2EY
Office holder	Laura Anne Walshe
Office holder address	Keywood Group Limited Gill House 140 Holyhead Road Birmingham West Midlands B21 0AF

Appendix II

Detailed list of work undertaken for Craftmaster Engineering Midlands Limited (In Liquidation)

Below is detailed information about the tasks undertaken by the Liquidator, and those yet to be undertaken by the Liquidator. Whilst a number 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. Further information as to the work which will be done and why it is necessary is provided within my progress report.

General Description	Includes
Statutory and General Administration	
Statutory notices and advertising	Preparation and submission of forms to Companies House to meet statutory requirements. Preparation and submission of statutory adverts for advertisement in The London Gazette and any other publication (as necessary). Preparation and submission of VAT forms and returns to HMRC as necessary on appointment and on a case-by-case basis thereafter. Calculation and bordereau submission for the case, and notifying the insurer of increases, as required.
Document maintenance/file review/checklist	Undertaking periodic file reviews and documenting case strategy, and tasks remaining to be done. Undertaking periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards. Maintenance of case diaries, case filing, and checklists as may be appropriate on a case-by-case basis.
Bank account administration	Liaising with banks on the opening of an IP case account, updating this bank information onto IPS. Reconciling receipts and payments into the estate account upon the transaction having cleared. Correspondence with the IP bank, and other third parties as regards specific transfers and giving verbal authority as required. Dealing with remittances and the payment of estate costs via BACS or cheque as may be necessary.
Planning / Review	Discussions with team members and third parties regarding case strategy and matters to be pursued. Discussions with team members and independent advisers to consider practical, technical and legal aspects of the case. Discussions with third parties on case specific matters, in particular with representatives of HMRC.
Pension scheme	Making enquiries of the Director and other sources in order to identify whether there is a pension scheme. Submitting statutory notices to various parties if a pension scheme is identified (where applicable). Liaising and providing information to be able to finalise winding up the pension scheme (where applicable).
Reports / Decisions	Preparation of an initial report to creditors, and accompanying schedules of information.

ANNUAL PROGRESS REPORT OF CRAFTMASTER ENGINEERING (MIDLANDS) LIMITED - IN CREDITORS'
VOLUNTARY LIQUIDATION

General Description	Includes
	<p>Preparation of decision procedure notices, voting forms and other documents as required.</p> <p>Preparation of decision procedure records, collating correspondence votes</p> <p>Preparation of an annual report to creditors, and accompanying schedules of information.</p> <p>Collating and examining proofs and voting forms for use in relation to decision procedures.</p> <p>For virtual or physical meetings, the preparation of additional documents such as an attendance register, and minutes etc.</p>
Closure	<p>Periodically reviewing the case to identify whether the case can be closed. If not, identifying what remains to be done before the case can be closed.</p> <p>Periodically reviewing whether tax clearance can be obtained from HMRC, and dealing with the submission of any final returns.</p>
Investigations	
SIP 2 Review	<p>Issuing correspondence to the Director / former Director(s) for the collection and schedule of books and records.</p> <p>Issuing correspondence to the Director / former Director(s) for the completion of a standard CDDA Questionnaire.</p> <p>Issuing correspondence to various third parties as may be required to obtain information on the company's dealings.</p> <p>Reviewing completed questionnaires (from company creditors and directors) and identifying matters requiring further attention.</p> <p>Reviewing the company's bank statement and preparing schedules in relation to receipts and payments.</p> <p>Reviewing specific transactions on a case-by-case basis and liaising with director(s) and other third parties, as required.</p> <p>Liaising extensively with HMRC (the major creditor) as to progress made and likely benefit of work undertaken.</p>
Statutory reporting on conduct of director(s)	<p>Preparing and submission of the conduct report to be submitted via the DCRS.</p> <p>Liaising with Insolvency Service as may be required in relation to the findings submitted and any other information which arises.</p> <p>Liaising with the Insolvency Service as subsequently required and providing information upon request.</p>
Realisation of Assets	
Director Loan Account	<p>Reviewing the Statement of Affairs to identify director loans or any other associated debts requiring collection.</p> <p>Correspondence with the director / third parties regarding sums due to the company.</p> <p>Reviewing and assessing director loan accounts to establish any movement since the last set of filed accounts, to the liquidation.</p> <p>Dealing with queries, including communication with the director, their representative and other third parties.</p>
Insurance	<p>Identification of potential issues requiring attention of insurance specialists.</p> <p>Correspondence with IP insurer regarding initial and ongoing insurance requirements.</p>

ANNUAL PROGRESS REPORT OF CRAFTMASTER ENGINEERING (MIDLANDS) LIMITED - IN CREDITORS'
VOLUNTARY LIQUIDATION

General Description	Includes
	Correspondence with previous brokers, insurers and other third parties as required.
Creditors and Distributions	
Creditor Communication	Preparation of correspondence to company creditors and their representatives via email and post. Dealing with creditor correspondence and issuing responses to creditors as may be required.
Dealing with proofs of debt ("POD")	Receiving creditor claims and proof of debt forms submitted together with supporting documentation. Issuing requests for POD's and / or supporting information where necessary.
Dividend Procedures	Reviewing balance of funds available for distribution between each class of creditor. Monitoring dividend prospects and routine reporting to creditors.

Appendix III

Receipts and Payments account for the period 19/12/2022 to 18/12/2023

Craftmaster Engineering (Midlands) Limited
(In Liquidation)
Liquidator's Summary of Receipts and Payments
To 18 December 2023

RECEIPTS	Statement of Affairs (£)	Total (£)
Book Debts	NIL	0.00
Director Loan Account	Uncertain	15,000.00
Contribution to Costs		6,000.00
		<hr/>
		21,000.00
		<hr/>
PAYMENTS		
Preparation of S. of A.		5,000.00
Office Holders Fees		12,500.00
RPS Arrears & Holiday Pay		0.00
HMRC	(11,450.00)	0.00
Trade & Expense Creditors	(5,494.00)	0.00
RPS (Redundancy Pay)	(6,032.00)	0.00
Bounce Back Loan	(14,000.00)	0.00
HMRC (CTAX)	(15,300.00)	0.00
Ordinary Shareholders	(10.00)	0.00
		<hr/>
		17,500.00
		<hr/>
Net Receipts/(Payments)		3,500.00
		<hr/>

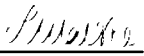
MADE UP AS FOLLOWS

VAT Receivable / (Payable)	3,500.00
	<hr/>
	3,500.00
	<hr/>

Note:

Pre-Appointment Costs (Fixed fee agreed with the Directors and ratified by creditors)

A fixed fee of £ 5,000.00 (plus VAT) was agreed and paid by the Company prior to the winding-up resolution. The creditors authorised the fee of £ 5,000.00 + VAT for assisting the directors with placing the Company in Liquidation and with preparing the Statement of Affairs on 19 December 2022. Information relating to this fee and the work undertaken was previously disclosed to creditors but further information can be provided upon request.


 Laura Anne Walshe
 Liquidator

Appendix IV

Time cost information for period 19/12/2022 to 18/12/2023

Time Entry - Detailed SIP9 Time & Cost Summary

CEML22103 - Craftmaster Engineering (Midlands) Limited
From: 19/12/2022 To: 18/12/2023
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
700 : Formalities	6.65	0.00	0.00	17.85	24.50	6,205.00	253.27
Admin & Planning	6.65	0.00	0.00	17.85	24.50	6,205.00	253.27
501 : Unsecured Creditors	0.75	0.00	0.00	1.45	2.20	590.00	268.18
502 : Employee Matters	4.55	0.00	0.00	5.35	9.90	2,890.00	291.92
504 : Statutory Reporting to Creditors	2.70	0.00	0.00	3.10	5.80	1,700.00	293.10
Creditors	8.00	0.00	0.00	9.90	17.90	5,180.00	289.39
201 : CDDA Reports	6.40	0.00	0.00	19.70	26.10	6,500.00	249.04
Investigations	6.40	0.00	0.00	19.70	26.10	6,500.00	249.04
202 : Pursuing Antecedent Transactions	0.00	0.00	0.00	1.05	1.05	210.00	200.00
302 : Property	0.00	0.00	0.00	1.00	1.00	200.00	200.00
306 : Other Assets	1.45	0.00	0.00	0.00	1.45	580.00	400.00
Realisation of Assets	1.45	0.00	0.00	2.05	3.50	990.00	282.86
Total Hours	22.50	0.00	0.00	49.50	72.00	18,875.00	262.15

Appendix V

Detailed SIP9 Time & Cost Summary for the period, as compared to the original fee estimate

Detailed SIP9 Time & Cost Summary for the period, as compared to the original fee estimate

Craftmaster Engineering (Midlands) Ltd

From: 19/12/2022 To: 18/12/2023

Classification of Work Function	Partner	Manager	Current Fee Position				Fee Estimate			Variance	
			Other Senior Staff	Assistants & Support Staff	Total Hours	Time Cost (£)	Avg Hourly Rate (£)	Total Hours	Time Cost (£)	Avg Hourly Rate (£)	Avg Hourly Rate (£)
700 : Formalities	6.65	0.00	0.00	17.85	24.50	6,205.00	253.27				
Admin & Planning	6.65	0.00	0.00	17.85	24.50	6,205.00	253.27	32.00	9,200.00	287.50	(34.23)
501 : Unsecured Creditors	0.75	0.00	0.00	1.45	2.20	590.00	268.18				
502 : Employee Matters	4.55	0.00	0.00	5.35	9.90	2,890.00	291.92				
504 : Statutory reporting to creditors	2.70	0.00	0.00	3.10	5.80	1,700.00	293.10				
Creditors	8.00	0.00	0.00	9.90	17.90	5,180.00	289.39	19.00	5,700.00	300.00	(10.61)
201 : CDDA Reports	6.40	0.00	0.00	19.70	26.10	6,500.00	249.04				
Investigations	6.40	0.00	0.00	19.70	26.10	6,500.00	249.04	20.00	5,800.00	290.00	(40.96)
202 : Pursuing Antecedent Transactions	0.00	0.00	0.00	1.05	1.05	210.00	200.00				
302 : Property	0.00	0.00	0.00	1.00	1.00	200.00	200.00				
306 : Other Assets	1.45	0.00	0.00	0.00	1.45	580.00	400.00				
Realisation of Assets	1.45	0.00	0.00	2.05	3.50	990.00	282.86	8.00	2,600.00	325.00	(42.14)
Total Hours	22.50	0.00	0.00	49.50	72.00	18,875.00	262.15	79.00	23,300.00	1,202.50	(127.95)

Appendix VI

Proof of Debt Form

PROOF OF DEBT - GENERAL FORM
Craftmaster Engineering (Midlands) Limited

DETAILS OF CLAIM		
1.	Name of Creditor (if a company, registered name)	
2.	Address of Creditor (principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> For UK companies: its registered number For other companies: the country or territory in which it is incorporated and the number if any under which it is registered The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act 	
4.	Total amount of claim, including any Value Added Tax, as at the date of administration, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [Note the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category Amount(s) claimed as preferential £
11.	If you wish any dividend payment that may be made to be paid in to your bank account please provide BACS details. Please be aware that if you change accounts it will be your responsibility to provide new information	Account No.: Account Name: Sort code:
AUTHENTICATION		
Signature of creditor or person authorised to act on behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO

Appendix VII

Information on Opting Out

OPTING OUT OF RECEIVING DOCUMENTS

The consequences of opting-out

As previously advised, most future documents will not be sent to creditors by post. Nevertheless, the Liquidator is required to inform creditors of their rights to opt out of receiving documents.

Creditors have the right to elect to opt out of receiving further documents about the Liquidation unless:

- (i) the Insolvency Act 1986 requires a document to be delivered to all creditors without expressly excluding opted-out creditors; or
- (ii) it is a notice relating to a change in the office-holder or the office-holder's contact details; or
- (iii) it is a notice of a dividend or proposed dividend or a notice which the court orders to be sent to all creditors or all creditors of a particular category to which the creditor belongs.

Opting-out will not affect the creditor's entitlement to receive dividends should any be paid to creditors.

Unless the Insolvency (England & Wales) Rules 2016 provide to the contrary, opting-out will not affect any right the creditor may have to vote in a decision procedure or a participate in a deemed consent procedure in the proceedings although the creditor will not receive notice of it.

A creditor who opts out will be treated as having opted out in respect of any consecutive insolvency proceedings of a different kind in respect of the same company.

How to opt out

A creditor may at any time elect to be an opted-out creditor.

The creditor's election to opt out must be by a notice in writing authenticated and dated by the creditor.

The creditor must deliver the notice to the Liquidator (details below).

How to opt back in

The creditor may at any time revoke the election to opt out by a further notice in writing, authenticated and dated by the creditor and delivered to the Liquidator (details below).

Contact details

The Liquidators' contact details are as follows:

Liquidator's Name: Laura Anne Walshe

Liquidator's Telephone: 0121 201 0396

Liquidator's Email: laura@keywoodgroup.co.uk

Liquidator's Address: Gill House, 140 Holyhead Road, Birmingham, West Midlands, B21 0AF