

## Section 94

Return of Final Meeting in a  
Members' Voluntary Winding UpPursuant to Section 94 of the  
Insolvency Act 1986

To the Registrar of Companies

**S.94**

Company Number

00730272

Name of Company

Longfellow Investments Limited

/ We

Simon James Bonney, 81 Station Road, Marlow, Bucks, SL7 1NS

Peter Hughes-Holland, 81 Station Road, Marlow, Bucks, SL7 1NS

Note: The copy account must be  
authenticated by the written  
signature(s) of the Liquidator(s)

give notice that a general meeting of the company was ~~held on~~/summoned for 30 November 2016 pursuant to section 94 of the Insolvency Act 1986, for the purpose of having an account (of which a copy is attached) laid before it showing how the winding up of the company has been conducted, and the property of the company has been disposed of and ~~that the same was done accordingly~~ / no quorum was present at the meeting

The meeting was held at 81 Station Road, Marlow, SL7 1NS

The winding up covers the period from 18 March 2016 (opening of winding up) to the final meeting (close of winding up)

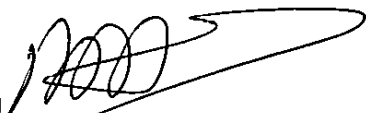
The outcome of the meeting (including any resolutions passed at the meeting) was as follows

~~Quorum - That the Joint Liquidators' final report and his receipts and payment account be approved~~

~~That the Joint Liquidators be granted their release from office~~

No Quorum - There was no quorum present at the meeting and the liquidators are deemed to be released from office

Signed

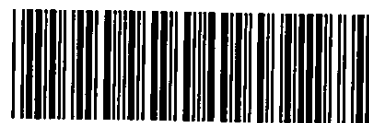


Date 30 November 2016

Quantuma LLP  
Bath House  
6-8 Bath Street  
Bristol  
BS1 6HL

Ref 6001082/SJB/PJH/CSJ/NLS

FRIDAY



\*A5LHJHXM\*

A16

09/12/2016

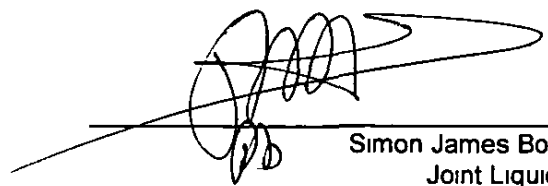
#154

COMPANIES HOUSE

**Longfellow Investments Limited**  
**(In Liquidation)**  
**Joint Liquidators' Abstract of Receipts & Payments**  
**From 18 March 2016 To 30 November 2016**

<b>S of A £</b>		<b>£</b>	<b>£</b>
	<b>SECURED ASSETS</b>		
19,784 00	Book Debts	NIL	NIL
	<b>ASSET REALISATIONS</b>		
	Insurance Refund	194 85	
714,331 00	Cash at Bank	670,598 99	
	Bank Interest Gross	110 16	
			670,904 00
	<b>COST OF REALISATIONS</b>		
	Specific Bond	135 00	
	Preparation of S of A	1,750 00	
	Office Holders Fees	1,750 00	
	Corporation Tax	19 58	
	VAT	43 50	
	Stationery & Postage	5 50	
	Statutory Advertising	308 00	
	Non Recoverable VAT	746 20	
			(4,757 78)
	<b>UNSECURED CREDITORS</b>		
(2,412 00)	Trade & Expense Creditors	NIL	
(60,870 00)	HM Revenue & Customs	NIL	
			NIL
	<b>DISTRIBUTIONS</b>		
	Ordinary Shareholders	666,146 22	
			(666,146 22)
<b>670,833.00</b>			<b>0.00</b>
	<b>REPRESENTED BY</b>		
			<b>NIL</b>

Note

  
 Simon James Bonney  
 Joint Liquidator



81 Station Road  
Marlow  
Buckinghamshire  
SL7 1NS

t 01628 478100

f 01628 472629

e marlow@quantuma.com

www.quantuma.com

**Private and Confidential  
To all known Members**

19 September 2016

Our Ref SJB/PHH/NLS/6001082

Dear Sir

**Longfellow Investments Limited ("the Company") – In Members Voluntary Liquidation**

I enclose a copy of the Joint Liquidators' final report in relation to the above Company

Should you have any queries in regard to any of the above please do not hesitate to contact Nina Sellars on 01628 478100 or by e-mail on [nina.sellars@quantuma.com](mailto:nina.sellars@quantuma.com)

Yours faithfully

**Simon J Bonney**

**Joint Liquidator**

*Licensed in the United Kingdom to act as an insolvency practitioner by the Insolvency Practitioners Association*

**Enclosures**

- > Joint Liquidators' Report
- > Appendix I Statutory Information
- > Appendix II Receipts and Payments Account
- > Appendix III Information relating to Joint Liquidators' Fees and Expenses
- > Appendix IV Statement of Members' Rights
- > Notice of Meeting
- > Proxy



**2020  
Innovation.**

**Longfellow Investments Limited (“the Company”)  
In Members Voluntary Liquidation**

**Joint Liquidators’ Final Report  
to the Final General Meetings of Members and Creditors  
from 18 March 2016 to 30 November 2016**

**Issued on: 19 September 2016**

## **Longfellow Investments Limited ("the Company") – In Liquidation**

### **Joint Liquidators Final Report as at 30 November 2016**

Simon Bonney and Peter Hughes-Holland are the Joint Liquidators of the Company and this is their final report, to the members of the Company, showing how the liquidation has been conducted. The report covers in summary the whole period of the liquidation, in the absence of circumstances necessitating amendment, this report will be presented to the meeting of members of the Company.

#### **1. Statutory information**

Statutory information relating to the Company is attached at **Appendix I**.

#### **2. Joint Liquidators' receipts and payments account**

The Joint Liquidators' Receipts & Payments Account for the final period 18 March 2016 to November 2016, the final meeting date is attached at **Appendix II**.

#### **3. Joint Liquidators' actions since appointment**

The Company was wound up on 18 March 2016 and Simon Bonney and Peter Hughes-Holland were appointed Joint Liquidators by written resolution of the members.

Assets have been realised as per the Declaration of Solvency.

Cash at Bank in the sum of £670,598.89. Gross interest in the sum of £103.57 has been earned.

A small insurance refund in the sum of £194.85 was also received.

I have liaised with HM Revenue & Customs regarding final tax clearance and this has now been received.

#### **4. Distributions to Shareholders**

The following capital distributions were made:

<b>Distribution to Shareholders</b>	<b>Value</b>		<b>Amount Distributed £</b>
4 April 2016	£ 9.00	per share	90,000.00
4 July 2016	£ 55.00	per share	550,000.00
15 September 2016	£ 2.61	per share	26,146.23
<b>Total</b>			<b>666,146.23</b>

All assets are realised and there will be no further distributions.

## 5. Joint Liquidators' remuneration, disbursements and expenses

### *Basis of remuneration and disbursements*

The written resolution of the members on dated 18 March 2016 resolved that the cost of planning the winding up, including convening the general meeting and assisting the directors with the preparation of the Declaration of Solvency, would be a fixed fee of £3,500 plus disbursements and VAT

This fee has been drawn

### *Remuneration charged and disbursements incurred*

The Joint Liquidators time costs in the whole period amount to £7,140 00

Details of these time costs are shown for the period and in aggregate on the attached **Appendix III**, in accordance with the provisions of Statement of Insolvency Practice 9

### **Remuneration and disbursements paid for the whole period**

A total of £443 00 has been drawn in respect of Category 1 disbursements. Category 1 disbursements are in respect of expenses that are directly attributable to the case. Further details are set out in **Appendix III**.

Category 2 disbursements require specific authorisation and consist of disbursements that are not specifically identifiable to the case. There have been no category 2 disbursements since appointment.

Time costs were incurred as follows -

	<b>Incurred</b>	<b>Paid</b>
Period 18 March 2016 to 30 November 2016	£ 7,140 00	£ 3,500 00
<b>Total</b>	<b>£ 7,140.00</b>	<b>£ 3,500.00</b>

### **Disbursements incurred and drawn**

The Joint Liquidators' disbursements incurred and reimbursed are summarised below. Details are in the attached **Appendix III**.

No category 2 disbursements have been charged nor will be recovered in this matter

	<b>Incurred</b>	<b>Paid</b>
Category 1 disbursements for the final period, from 18 March 2016 to 30 November 2016	£ 443 00	£ 443 00
Category 2 disbursements for the final period, from 18 March 2016 to 30 November 2016	£ Nil	£ Nil
<b>Total</b>	<b>£ 443.00</b>	<b>£ 443.00</b>

### **Statement of Members' Rights**

If you would like more information about any aspect of my remuneration, disbursements or expenses as Liquidator you are entitled to request this information, and if you are not satisfied by my explanations you are, in certain circumstances, entitled to challenge them

A full statement of your rights is attached to this Report as **Appendix IV**

### **6. Conclusion of the liquidation**

The final general meeting of members will be held on 30 November 2016 at the offices of Quantuma LLP, 81 Station Road, Marlow, Bucks SL7 1NS at 10 30am This report will be presented at this meeting The Joint Liquidators will seek approval of their release as liquidators from the members



**Simon Bonney**

Joint Liquidator

*Licensed in the United Kingdom to act as an insolvency practitioner by the Insolvency Practitioners Association*

## **Statutory Information**

## **Appendix I**

### **Company Information**

Company Name	Longfellow Investments Limited
Company Number	00730272
Date of Incorporation	19 July 1962
Trading Address	Unit H Ver House, London Road, Markyate, St Albans, Hertfordshire, AL3 8JP
Current Registered Office	81 Station Road, Marlow, Bucks, SL7 1NS
Former Registered Office	Unit H Vert House, London Road, Markyate, St Albans, Hertfordshire, AL3 9JP
Principal Trading Activity	Activities of Open-Ended Investment Companies

### **Appointment details**

Joint Liquidators' name and address	Simon Bonney of Quantuma LLP, 81 Station Road, Marlow, Bucks, SL7 1NS Peter Hughes-Holland of Quantuma LLP, 81 Station Road, Marlow, Bucks SL7 1NS
Commencement of liquidation	18 March 2016
Date of appointment	18 March 2016
Appointment made by	Members
The Joint Liquidators act jointly and severally	



## **Appendix II - Receipts and Payments Account**

**Longfellow Investments Limited  
(In Liquidation)**

**Summary of Receipts & Payments  
18 March 2016 to 30 November 2016**

<b>RECEIPTS</b>	<b>Total (£)</b>
Insurance Refund	194 85
Cash at Bank	670,598 99
Bank Interest Gross	103 57
	<hr/>
	<b>670,897.41</b>
 <b>PAYMENTS</b>	
Specific Bond	135 00
Preparation of S of A	1,750 00
Office Holders Fees	1,750 00
Corporation Tax	19 58
VAT	27 00
Statutory Advertising	308 00
Non Recoverable VAT	761 61
Ordinary Shareholders	666,146 22
	<hr/>
	<b>670,897.41</b>
 <b>Balance In Hand</b>	 <b>0.00</b>

Note - VAT is not recoverable



---

Simon Bonney  
Joint Liquidator

## **Appendix III - Information relating to Joint Liquidators' Fees and Expenses**

## Longfellow Investments Limited

## Information relating to the Joint Liquidators' Fees and Expenses

## Explanation of office-holders charging and disbursement recovery policies

## 1.1. Time recording

Work undertaken on cases is recorded in 6 minute units in an electronic time recording system. Time properly incurred on 7cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. The current hourly charge-out rates are

Grade of Staff	Rate from 15 July 2015
<b>Partner</b>	£295 00 - £475 00
<b>Director</b>	£250 00 - £325 00
<b>Senior Manager</b>	£225 00 - £350 00
<b>Manager</b>	£200 00 - £250 00
<b>Assistant Manager</b>	£185 00
<b>Senior Administrator</b>	£175 00 - £215 00
<b>Administrator</b>	£150 00 - £175 00
<b>Assistant Administrator</b>	£100 00
<b>Case Accountant</b>	£125 00
<b>Junior Administrator</b>	£75 00 - £100 00
<b>Support Staff/Executive Assistant</b>	£95 00 - £100 00

## 1.2. Disbursement recovery

Disbursements are categorised as either Category 1 or Category 2

## Category 1 disbursements

External supplies of incidental services specifically identifiable to the case. Where these have initially been paid by Quantuma and then recharged to the estate, approval from creditors is not required.

Examples of category 1 disbursements include postage, case advertising, specific bond insurance, company search fees, external room hire, storage, case management software system, invoiced travel and properly reimbursed expenses incurred by personnel in connection with the case (including business mileage up to HMRC approved rate for cases commenced before 1 November 2011).

## Category 2 disbursements

These include elements of shared or allocated costs incurred by Quantuma and recharged to the estate, they are not attributed to the estate by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full, subject to the basis of the disbursement charge being approved by creditors in advance.

Category 2 disbursements charged by Quantuma are as follows

<b>Disbursement charge</b>	<b>Rate</b>
Company searches (RSM Tenon Tracker)	£10 per case
File set up	£7 per file
Photocopying, scanning and faxes	10p per side of paper
Mileage	45p per mile
Room hire (internal) - London	£150 per hour
Room hire (internal) - outside London	£100 per hour
Reports to creditors and members - posted	50p per report
Reports to creditors and members - published on line	25p per report

## **2. Description of work carried out**

The Joint Liquidators' fees are on a fixed fee basis. The following is a summary of the activities undertaken in the final period

### **2.1. Administration and planning**

This includes the following activities which have been undertaken

- > Statutory duties associated with the appointment including the filing of relevant notices
- > Notification of the appointment to members and other interested parties
- > Setting up case files
- > Reviewing available information to determine appropriate strategy
- > Case bordereau
- > Case planning and administration
- > Preparing reports to members
- > Convening and holding meetings of members

Staff of different levels were involved in the above activities depending upon the experience required

### **2.2. Realisation of assets**

- > Notifications and liaising with former bankers regarding the forwarding of cash at bank,
- > Liaising with former accountants regarding the recoverability of outstanding book debts
- > Review of insurance refund

### **2.3. Members and distributions**

The time spent includes the following matters

- > Recording and maintaining the list of creditors/members,
- > Reporting to members,
- > Dealing with member queries,

### **2.4. Tax Matters**

- > Filing Corporation Tax returns
- > Pursuing tax clearance

### **2.5. Cashiering**

- > Maintaining company bank accounts
- > Paying Distributions

### **2.6. Closing Procedures**

- > Completing final Corporation Tax CT600
- > Pursuing final tax clearance
- > Drafting Final Report to Members

### 3. Time and chargeout summary

For the period of the liquidation a total of 40 15 hours have been spent at an average charge out rate of £177 83 the total time costs being £7,140 00

A summary table is shown below

<b>LONGFELLOW INVESTMENTS LIMITED - IN LIQUIDATION</b> <b>JOINT LIQUIDATORS' TIME COSTS FOR THE PERIOD FROM 18 MARCH 2016 TO</b> <b>30 NOVEMBER 2016</b>							
SIP 9 TIME SUMMARY							
Classification of work function	Hours					Total Cost £	Average hourly rate £
	Partner and Director	Manager	Other Senior Professional	Assistants And Support Staff	Total Hours		
Admin and planning	3 00	5 70	1 00	14 80	24 50	4,122 50	168 27
Creditors	0 85	4 20			5 05	1,347 50	266 83
Realisations of Assets		0 70			0 70	175 00	250 00
Cashiering	0 30	0 20		5 40	5 90	820 00	138 98
Case Closure		1 00	2 00	1 00	4 00	675 00	168 75
<b>Total Hours</b>	<b>4 15</b>	<b>11 80</b>	<b>3 00</b>	<b>21 20</b>	<b>40 15</b>	<b>7,140 00</b>	<b>177 83</b>

### 4. Disbursements

Disbursements incurred during the period of this report and cumulatively, and those reimbursed in the period and cumulatively, to end of current period, are detailed below

Disbursements	Incurring £	Paid £
Category 1		
Statutory advertising	308 00	308 00
Bond premium	135 00	135 00
<b>Total</b>	<b>443.00</b>	<b>443.00</b>
Category 2		
Stationery	Nil	Nil
Copying	Nil	Nil
<b>Total</b>	<b>Nil</b>	<b>Nil</b>
<b>Sub Total</b>	<b>443.00</b>	<b>443.00</b>

The above costs exclude VAT

**MEMBERS' VOLUNTARY LIQUIDATION**

**FURTHER INFORMATION FOR MEMBERS AND MEMBERS' RIGHTS**

**(where company goes into liquidation on a winding up resolution passed on or after 6 April 2010)**

**Progress reports and requests for further information**

The liquidator is required to send annual and final progress reports to members. The reports must include

- > details of the basis fixed for the remuneration of the liquidator (or if not fixed at the date of the report, the steps taken during the period of the report to fix it),
- > if the basis has been fixed, the remuneration charged during the period of the report, irrespective of whether it was actually paid during that period (except where it is fixed as a set amount, in which case it may be shown as that amount without any apportionment for the period of the report),
- > if the report is the first to be made after the basis has been fixed, the remuneration charged during the periods covered by the previous reports, together with a description of the work done during those periods, irrespective of whether payment was actually made during the period of the report,
- > a statement of the expenses incurred by the liquidator during the period of the report, irrespective of whether payment was actually made during that period,
- > a statement of the members' rights to request further information, and their right to challenge the liquidator's remuneration and expenses, as explained below

**Members' rights to request further information**

Within 21 days of receipt of a progress report (or 7 business days where the report has been prepared for the purposes of a meeting to receive the liquidator's resignation) a member may request the liquidator to provide further information about the remuneration and expenses set out in the report.

A request must be in writing, and may be made by member(s) with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the company, or by any member with the permission of the court.

The liquidator must provide the requested information within 14 days, unless he considers that

- > the time and cost involved in preparing the information would be excessive, or
- > disclosure would be prejudicial to the conduct of the liquidation or might be expected to lead to violence against any person, or
- > the liquidator is subject to an obligation of confidentiality in relation to the information requested,

in which case he must give the reasons for not providing the information.

Any member may apply to the court within 21 days of the liquidator's refusal to provide the requested information, or the expiry of the 14 days time limit for the provision of the information, and the court may make such order as it thinks just.

**Additional requirements**

The liquidator must provide certain information about the time spent on the case, free of charge, upon request by any member of the company.

The information which must be provided is –

- > the total number of hours spent on the case by the liquidator or staff assigned to the case,
- > for each grade of staff, the average hourly rate at which they are charged out,

- > the number of hours spent by each grade of staff in the relevant period

The period for which the information must be provided is the period from appointment to the end of the most recent period of six months reckoned from the date of the liquidator's appointment, or where he has vacated office, the date that he vacated office

The information must be provided within 28 days of receipt of the request by the liquidator, and requests must be made within two years from vacation of office

#### **What if a member is dissatisfied?**

It is the members as a body who have authority to approve the liquidator's fees

#### *General meeting*

To enable them to carry out this function they may require the liquidator to call a general meeting of the company. In order to do this members with at least ten per cent of the total voting rights of all the members having the right to vote at general meetings of the company must concur with the request, which must be made to the liquidator in writing.

#### *Application to Court*

If a member believes that the liquidator's remuneration is too high, the basis is inappropriate, or the expenses incurred by the liquidator are in all the circumstances excessive he may, provided certain conditions are met, apply to the court.

Application may be made to the court by member(s) with at least 10% of the total voting rights of all of the members having the right to vote at general meetings of the company, or by any member with the permission of the court.

Any such application must be made within 8 weeks of the applicant receiving the liquidator's progress report in which the charging of the remuneration or incurring of the expenses in question is first reported. If the court does not dismiss the application (which it may if it considers that insufficient cause is shown) the applicant must give the liquidator a copy of the application and supporting evidence at least 14 days before the hearing.

If the court considers the application well founded, it may order that the remuneration be reduced, the basis be changed, or the expenses be disallowed or repaid.

Unless the court orders otherwise, the costs of the application must be paid by the applicant and not out of the assets of the insolvent company.



## Proxy (Members' or Creditors' Voluntary Winding Up)

### Longfellow Investments Limited - In Liquidation

Name of Member \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Name of Proxy Holder

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

Please insert name of person (who must be 18 or over) or the chairman of the meeting (see note below) if you wish to provide for alternative proxy holders in the circumstances that your first choice is unable to attend please state the name(s) of the alternatives as well

Please delete words in brackets if the proxy holder is only to vote as directed i.e. he has no discretion

I appoint the above person to be my/the creditor's/member's proxy holder at the meeting of creditors/members to be held on 30 November 2016, or at any adjournment of that meeting. The proxy holder is to propose or vote as instructed below (and in respect of any resolution for which no specific instruction is given, may vote or abstain at his/her discretion)

### Voting Instructions for resolutions

1 For the release of the Joint Liquidators

**FOR / AGAINST**

Any other resolutions which the proxy-holder is to propose or vote in favour of or against should be set out in numbered paragraphs in this space provided. If more room is required please use the other side of this form

This form must be signed

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name in CAPITAL LETTERS \_\_\_\_\_

Only to be completed if the creditor/member has not signed in person

**Position with creditor/member or relationship to creditor/member or other authority for signature**

**Please note that if you nominate the chairman of the meeting to be your proxy-holder he will be the current liquidator.**

Remember there may be resolutions on the other side of this form