

AM10

Notice of administrator's progress report



Companies House

FRIDAY



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26/10/2018

#141

COMPANIES HOUSE

1 Company details

Company number 00850814
Company name in full Claughton Office Equipment Limited

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

2 Administrator's name

Full forename(s) Andrew
Surname Andronikou

3 Administrator's address

Building name/number High Holborn House
Street 52-54 High Holborn
Post town London
County/Region
Postcode WC1V6RL
Country

4 Administrator's name ①

Full forename(s) Paul
Surname Zalkin

① Other administrator
Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number High Holborn House
Street 52-54 High Holborn
Post town London
County/Region
Postcode WC1V6RL
Country

② Other administrator
Use this section to tell us about
another administrator.

AM10

Notice of administrator's progress report

6 Period of progress report

From date	d	0	d	4	m	0	m	4	y	2	y	0	y	1	y	8
To date	d	0	d	3	m	1	m	0	y	2	y	0	y	1	y	8

7 Progress report

☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X *Madrona* X

Signature date

d	2	d	5	m	1	m	0	y	2	y	0	y	1	y	8
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Claughton Office Equipment Limited
(In Administration)

Joint Administrators' Summary of Receipts and Payments
To 3 October 2018

	Statement of Affairs (£)	Specifically Pledged (£)	Not Specifically Pledged (£)	Total (£)
RECEIPTS				
Book Debts		87,401.49	-	87,401.49
Cash at Bank		-	124.80	124.80
Bank Interest Gross		-	2.94	2.94
		<u>87,401.49</u>	<u>127.74</u>	<u>87,529.23</u>
PAYMENTS				
GQS Finance Ltd - Factoring Agreement		87,401.49	-	87,401.49
Statutory Advertising		-	81.45	81.45
		<u>87,401.49</u>	<u>81.45</u>	<u>87,482.94</u>
Net Receipts/(Payments)		<u><u>-</u></u>	<u><u>46.29</u></u>	<u><u>46.29</u></u>
MADE UP AS FOLLOWS				
Bank 1 Current				29.92
Bank 1 Deposit				0.08
VAT Receivable / (Payable)				16.29
				<u><u>46.29</u></u>

Notes

- 1 The balance of funds in hand is held in an interest bearing account at Metro Bank
- 2 Amounts in the above statement are shown exclusive of VAT unless specifically stated
- 3 The above statement should be read in conjunction with the Joint Administrators' Progress Report dated 25 October 2018

Andrew Andronikou and Paul Zalkin

Joint Administrators

25 October 2018

Claughton Office Equipment Limited

(In Administration)

("the Company")

High Court of Justice, Business & Property Courts Court, Number 2780 of 2018

THE JOINT ADMINISTRATORS' PROGRESS REPORT FOR THE PERIOD 4 APRIL 2018 TO 3 OCTOBER 2018

25 October 2018

This report has been prepared for the sole purpose of updating the creditors for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

Andrew Andronikou and Paul Zalkin of Quantuma LLP, High Holborn House, 52-54 High Holborn, London, WC1V 6RL, were appointed Joint Administrators of Claughton Office Equipment Limited on 4 April 2018.

The affairs, business and property of the Company are managed by the Joint Administrators. The Joint Administrators act as agents of the Company and contract without personal liability.

Andrew Andronikou is licensed to act as an insolvency practitioner by the Insolvency Practitioners Association and Paul Zalkin is licensed to act as an insolvency practitioner by the Institute of Chartered Accountants in England and Wales

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- Appendix 3** **Schedule of Joint Administrators' time costs**
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ABBREVIATIONS

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Administrators"	Andrew Andronikou and Paul Zalkin of Quantuma LLP
"the Company"	Claughton Office Equipment Limited (in Administration)
"the Court"	High Court of Justice, Business & Property Courts
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 4 April 2018 to 3 October 2018

INTRODUCTION

This report has been prepared to provide creditors with an update on the progress of the Administration of the Company since our appointment as Joint Administrators on 4 April 2018.

The Joint Administrators' proposals were deemed approved. A formal notice confirming this was sent to all creditors on 7 June 2018.

A schedule of statutory information in respect of the Company is attached at Appendix 1.

Details of the appointment of the Joint Administrators

Andrew Andronikou and Paul Zalkin of Quantuma LLP were appointed Joint Administrators of the Company on 4 April 2018.

The Joint Administrators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

PROGRESS OF THE ADMINISTRATION

The Joint Administrators' receipts and payments account

Attached at Appendix 2 is a receipts and payments account for the Review Period

The rest of this report describes the key developments in the Administration over the Review Period

For a detailed list of work undertaken by the Joint Administrators during the Review Period, see Appendix 4.

We have also summarised the main asset realisations during the Review Period and an estimation of those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

VAT Basis

Receipts and payments are shown net of VAT, with any amount due to or from HM Revenue and Customs shown separately.

Administrative, Statutory & Regulatory Tasks

The Joint Administrators have 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 Joint Administrators and their 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 Administration, including filing statutory documents at Companies House and meeting statutory advertising requirements;
- Issuing the Joint Administrators' Proposals, seeking relevant creditors' approvals and issuing notice of the outcome;
- 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 administration and any decisions made by the Joint Administrators that materially affect the administration;
- Monitoring and maintaining an adequate statutory bond;

-
- Conducting periodic case reviews to ensure that the administration 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;
 - Completing periodic tax returns; and
 - Preparing a report on the conduct of the directors as required by the Company Directors Disqualification Act.

Realisation of assets

Book debts

The Company factored its book debts, and as a result they are held as security by GQS Finance Limited. Inksmoor Finance Group Limited ("Inksmoor") are collecting the book debts under instruction from GQS Finance Limited

On the basis of current information, it is currently uncertain whether there will be a surplus from this ledger. Although there are some debts still uncollected on the ledger, there are a number of ongoing disputes with former clients of the Company.

Inksmoor are continuing to negotiate with these parties to secure the release of funds from the remaining outstanding debts. However, this matter is ongoing.

Cash at Bank

During the Review Period, the sum of £124.80 was recovered in respect of cash held in the Company's bank account

Bank Interest

During the Review Period, the sum of £2.94 has been received in respect of bank interest.

Estimated future realisations

As stated above, there may be further recoveries in respect of the Company's book debt ledger.

No other realisations are anticipated in this matter

Payments

A full list of payments from the estate account is included in the Joint Administrators' Receipts and Payments Account at Appendix 2

Costs incurred but remaining unpaid

Costs which have been incurred in the Review Period but not yet paid are detailed below

Cost Description	Amount (£)
Pension Specialist's Fees	50.00
TOTAL	50.00

During the Review Period, the Joint Administrators have also incurred time costs and direct expenses, not all of which have yet been discharged. Further details of these costs are set out below.

CREDITORS: CLAIMS AND DISTRIBUTIONS

Secured creditors

The Company granted a fixed and floating charge to GQS Finance Limited on 7 November 2017, who was owed £955,098 on appointment. This charge relates to an invoice discounting facility.

During the Review Period, GQS Finance Limited have collected book debts owed to the Company and a connected company, British Thornton ESF Limited (also in Administration) in order to satisfy their outstanding debt. This collection is ongoing.

It is anticipated that the secured creditor will be paid in full.

Preferential creditors

As at the date of Administration, the Company had no employees. Therefore, no preferential creditors are anticipated in this matter.

Prescribed Part

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company must be made available purely for the unsecured creditors. This equates to:

- 50% of net property up to £10,000;
- Plus, 20% of net property in excess of £10,000.
- Subject to a maximum of £600,000.

Based on present information, the Joint Administrators estimate that there will be insufficient realisations to discharge in full all costs and preferential claims. Therefore, there will be no net property from which to deduct a prescribed part.

Unsecured creditors

No figures or details regarding the Company's unsecured creditors were provided by the directors due to an issue with the Company's electronic records. To date six claims have been received from unsecured creditors totalling £179,075.74.

It is not anticipated that a dividend will be paid to unsecured creditors.

OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

Investigations

As part of the Joint Administrators' statutory duties, an investigation into the conduct of the Company Directors was completed.

In this regard, a confidential report was submitted to The Insolvency Service on 3 July 2018.

Initial Assessment of Potential Recoveries

As part of our duties as Joint Administrators, we are obliged to review shortly after appointment all the information available to us and conduct an initial assessment of whether there are any matters which 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.

This initial review has been completed and the Joint Administrators have identified a number of areas which require further review. Further details cannot be provided to creditors at this time as this may prejudice the ongoing review

Should creditors have any information in relation to the above which you feel we should be made aware of, please contact us as a matter of urgency.

EC Regulations

The Company's centre of main interest was in England and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

General Data Protection Regulation

In compliance with the General Data Protection Regulation, creditors, employees, shareholders, directors and any other stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link www.quantuma.com/legal-notice/.

Further Information

Creditors should note that the Joint Administrators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Additionally the Joint Administrators are also bound by the regulations of their Licensing Bodies.

To comply with the Provision of Services Regulations, some general information about Quantuma LLP, including our complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information/>.

Information about this insolvency process may be found on the R3 website at www.creditorinsolvencyguide.co.uk.

PRE-ADMINISTRATION COSTS

Included within the Joint Administrators' Proposals dated 23 May 2018 was a Statement of Pre-Administration Costs.

These costs were approved on 20 June 2018 as detailed below:

Party instructed	Amount approved (£)	Date approved	Date paid
Quantuma LLP	405.00	20 June 2018	Not yet paid
TOTAL APPROVED	£405.00		

THE JOINT ADMINISTRATORS' FEES AND EXPENSES

A copy of 'A Creditors Guide to Administrators' Fees' effective from 6 April 2017, together with the firm's current schedule of charge-out rates and chargeable disbursements, may be found at <http://www.quantuma.com/guide/creditors-guide-fees/>. A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request at no cost.

The Joint Administrators' Fees

The basis of the Joint Administrators' fees were fixed on 20 June 2018 by resolution of creditors as follows:

1. That the Joint Administrators' fees be fixed by reference to the time given by them and their staff in attending to matters arising in the Administration, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time it was undertaken. These costs are estimated at £25,671.75

No fees have been drawn in accordance with this resolution.

We believe this case generally to be of average complexity and no extraordinary responsibility has to date fallen upon us s Joint Administrators.

Comparison of estimates

The Joint Administrators' time costs incurred to date (whether or not they have been charged to the Administration estate) are compared with the original fees estimate as follows. The fee estimate covers the duration of the Administration.

For a detailed schedule of work undertaken by the Joint Administrators during the Review Period and for the period of the Administration as a whole, see Appendix 4. A detailed narrative list of the work undertaken during the Review Period is provided at Appendix 5

Work category	Original fees estimate			Actual time costs incurred during the Review Period		
	No. of hours	Blended hourly rate £ per hour	Total fees £	No. of hours	Average hourly rate £ per hour	Total time costs £
Administration and Planning	21.20	343.97	7,292.25	17.52	281.39	4,930.00
Creditors	24.70	368.44	9,100.50	15.40	289.32	4,455.50
Investigations	8.70	385.29	3,352.00	7.70	265.32	2,043.00
Realisation of Assets	9.70	361.08	3,502.50	11.50	296.74	3,412.50
Trading	0.00	0.00	0.00	0.40	350.00	140.00
Cashiering	9.00	197.22	1,775.00	12.80	161.88	2,072.00
Closing Procedures	2.00	324.75	649.50	0.00	0.00	0.00
TOTAL	75.30	340.93	25,671.75	65.32	261.07	17,053.00

The expenses incurred to date are compared with the original expenses estimate as follows.

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Insurance costs	200.00	0.00	
Postage	150.00	0.00	
Statutory Bonding	135.00	135.00	
Statutory Advertising	325.80	517.68	Costs incurred in ensuring that the Administration was broadcast to any potential creditors in local and national newspapers

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Pension Specialist Fees	0.00	50.00	Costs incurred in order to ensure all statutory responsibilities regarding the Company's pension scheme are fulfilled.
Category 2 expenses			
AML Checks	12.00	3.00	
Photocopying	150.00	0.00	
Stationery	150.00	0.00	
TOTAL	1,122.80	705.68	

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in Quantuma LLP's current schedule of charge-out rates and chargeable disbursements referred to above. Unsecured creditors approved the payment of Category 2 disbursements on these bases on 20 June 2018.

Having regard for the costs that are likely to be incurred in bringing this Administration to a close, the Joint Administrators consider that:

- the original fees estimate is unlikely to be exceeded; and
- the original expenses estimate is unlikely to be exceeded

Other professional costs

Pension Specialists

Clumber Consultancy Limited ("Clumber") were instructed by the Joint Administrators to advise pension related matters to ensure all their statutory obligations regarding the Company's pension scheme are fulfilled. Their costs have been agreed on the basis of their standard hourly charge out rates, plus disbursements and VAT. Clumber's costs for the Review Period amount to £50.00, none of which has been paid to date.

Debt Collectors

Inksmoor Financial Group Limited ("Inksmoor") have been engaged as debt collectors by GQS Finance Limited ("GQS"). Inksmoor's fees are being paid directly by GQS.

All professional costs are reviewed and analysed before payment is approved.

Creditors' rights to request information

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request in writing the Joint Administrators to provide additional information regarding fees or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

Creditors' rights to challenge fees and/or expenses

Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of fees which the Joint Administrators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the fees and/or expenses being complained of.

Please note that such challenges may not disturb fees or expenses (whether or not discharged from the estate) disclosed in prior progress reports.

CONCLUSION

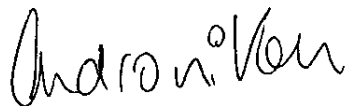
The Administration will continue in order to finalise the following outstanding matters:

- Assisting the collection of the remaining book debts on the ledger and the resolution of the disputes on some of the Company's debts
- Finalising the review of the Company's affairs in the period leading up to the Administration and assessing whether any funds can be recovered

General Data Protection Regulation

In compliance with the General Data Protection Regulation, creditors, employees, shareholders, directors and any other stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link www.quantuma.com/legal-notice/

Should you have any queries in regard to any of the above please do not hesitate to contact Tom Maker on 020 3856 6720 or by e-mail at tom.maker@quantuma.com



Andrew Andronikou
Joint Administrator

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

The affairs, business and property of Claughton Office Equipment Limited (in Administration) are managed by the Joint Administrators, who act as agents of the Company and contract without personal liability.

**CLAUGHTON OFFICE EQUIPMENT LIMITED
(IN ADMINISTRATION)****STATUTORY INFORMATION**

Company Name	Claughton Office Equipment Limited
Previous Name(s)	None
Trading Name(s)	N/A
Proceedings	In Administration
Court	High Court of Justice, Business & Property Courts
Court Reference	2780 of 2018
Date of Appointment	4 April 2018
Joint Administrators	Andrew Andronikou and Paul Zalkin Quantuma LLP High Holborn House, 52-54 High Holborn, London, WC1V 6RL
Registered office Address	c/o Quantuma LLP, High Holborn House, 52-54 High Holborn, London, WC1V 6RL
Company Number	00850814
Incorporation Date	2 June 1965
Company Secretary	None
Appointment by	GQS Finance Ltd
Directors at date of Appointment	Neil Tweddle David James Tweddle Elliot Mark Caplan
Shareholdings	Lilyvalley Ltd – 100%

Appendix 2

**CLAUGHTON OFFICE EQUIPMENT LIMITED
(IN ADMINISTRATION)**

**THE JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT
AS AT 3 OCTOBER 2018**

Claughton Office Equipment Limited
(In Administration)

Joint Administrators' Summary of Receipts and Payments
To 3 October 2018

	Statement of Affairs (£)	Specifically Pledged (£)	Not Specifically Pledged (£)	Total (£)
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Andrew Andronikou and Paul Zalkin
Joint Administrators
25 October 2018

**CLAUGHTON OFFICE EQUIPMENT LIMITED
(IN ADMINISTRATION)**

SCHEDULE OF THE JOINT ADMINISTRATORS' TIME COSTS DURING THE REVIEW PERIOD

Time Entry - SIP9 Time & Cost Summary

6002746 - Cloughton Office Equipment Limited
Project Code POST
From 04/04/2018 To 03/10/2018

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	5.60	2.30	8.20	1.42	17.52	4,930.00	281.39
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.00	3.80	9.00	12.80	2,072.00	161.88
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.40	4.40	10.60	0.00	15.40	4,455.50	289.32
Investigations	0.00	0.90	6.80	0.00	7.70	2,043.00	265.32
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	4.00	7.50	0.00	11.50	3,412.50	296.74
Trading	0.40	0.00	0.00	0.00	0.40	140.00	350.00
Total Hours	6.40	11.60	36.90	10.42	65.32	17,053.00	261.07
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

**CLAUGHTON OFFICE EQUIPMENT LIMITED
(IN ADMINISTRATION)**

**DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT ADMINISTRATORS
DURING THE REVIEW PERIOD**

Period	Work Undertaken
	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
	Collection and making an inventory of company books and records
	Dealing with all routine correspondence and emails relating to the case Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews 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
	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
	Assisting employees with queries
	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
	Corresponding with the PPF and the Pensions Regulator
	Preparation of meeting notices, proxies/voting forms and advertisements Notice of meeting to all known creditors Collate and examine proofs and proxies/votes to decide on resolutions 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
	Seeking solicitors' advice on the validity of secured creditors' claims Paying distribution to secured creditors and seeking confirmation of discharged claims
	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties
	Preparing a fee estimate for inclusion with the report to creditors
	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 Review of specific transactions and liaising with directors regarding certain transactions Liaising with the committee/creditors or major creditors about further action to be taken
	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations
	Reviewing leasing documents Liaising with owners/lessors Tasks associated with disclaiming leases if appropriate
	Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Receiving updates from factoring companies and arranging for reassignment of ledger Liaising with debt collectors and solicitors Agreeing debt collection agency agreements Dealing with disputes, including communicating with directors/former staff Pursuing credit insurance claims Submitting VAT bad debt relief claims
	Contacting the bank to arrange closure of the account and payment of the funds to the estate

	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
	Issuing cheques/BACS payments
	Banking remittances
	Preparing and filing statutory receipts and payments accounts at Companies House

Current Charge-out Rates of the staff working on the case

Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken

Support staff include secretarial and administrative support

The minimum unit of time recorded is 6 minutes.

Rates are likely to be subject to periodic increase.

Partners	£295.00 - £495.00
Directors	£250.00 - £450.00
Senior Manager	£225.00 - £375.00
Manager	£200.00 - £280.00
Assistant Manager	£185.00 - £265.00
Senior Administrator	£175.00 - £255.00
Administrator	£150.00 - £175.00
Assistant Administrator	£100.00
Case Accountant	£125.00
Junior Administrator	£75.00 - £100.00
Support Staff/Executive Assistant	£295.00 - £495.00

AM10

Notice of administrator's progress report



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 Tom Maker

Company name Quantuma LLP

Address High Holborn House

52-54 High Holborn

Post town London

County/Region

Postcode W C 1 V 6 R L

Country

DX

Telephone 020 3856 6720



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