

LIQ03

Notice of progress report in voluntary winding up



Companies House

FRIDAY



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A23

11/10/2019

#420

COMPANIES HOUSE

1 Company details

Company number 0 2 2 8 0 0 2 5

Company name in full Council for Voluntary Service, Rochdale

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

2 Liquidator's name

Full forename(s) Gerald

Surname Irwin

3 Liquidator's address

Building name/number Station House

Street Midland Drive

Post town Sutton Coldfield

County/Region West Midlands

Postcode B 7 2 1 T U

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 8	^m 0	^m 4	^y 2	^y 0	^y 1	^y 8
To date	^d 1	^d 7	^m 0	^m 4	^y 2	^y 0	^y 1	^y 9

7 Progress report

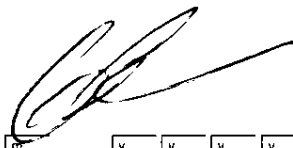
☐ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d 0	^d 5	^m 0	^m 6	^y 2	^y 0	^y 1	^y 9
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Council for Voluntary Service, Rochdale
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 18/04/2018 To 17/04/2019 £	From 18/04/2018 To 17/04/2019 £
	ASSET REALISATIONS		
52,657.00	Cash at Bank	53,050.78	53,050.78
7,397.00	Debtors	NIL	NIL
Uncertain	Furniture & Equipment	300.00	300.00
	Petty Cash in Hand	76.74	76.74
		<u>53,427.52</u>	<u>53,427.52</u>
	COST OF REALISATIONS		
	Courier Fees re document retrieval	97.00	97.00
	Legal Fees - HCB Solicitors	200.00	200.00
	Liquidator's Expenses	126.65	126.65
	Liquidator's Fees	37,599.00	37,599.00
	Preparation of S. of A.	12,000.00	12,000.00
	Room Hire	90.00	90.00
	Specific Bond	1,724.00	1,724.00
	Stationery & Postage	1,205.22	1,205.22
	Statutory Advertising	376.80	376.80
	VAT	NIL	NIL
		<u>(53,418.67)</u>	<u>(53,418.67)</u>
	PREFERENTIAL CREDITORS		
(1,316.00)	Accrued Holiday Pay claims	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	UNSECURED CREDITORS		
(18,027.00)	Lieu of Notice claims	NIL	NIL
(43,186.00)	Local Trust	NIL	NIL
(24,466.00)	Redundancy Pay claims	NIL	NIL
(40,399.00)	Trade & Expense Creditors	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
(67,340.00)		8.85	8.85
	REPRESENTED BY		
	Current Account		8.85
			<u>8.85</u>

Note:

Gerald Irwin
Liquidator

**COUNCIL FOR VOLUNTARY SERVICE, ROCHDALE
(IN CREDITORS' VOLUNTARY LIQUIDATION)**

**LIQUIDATOR'S PROGRESS REPORT TO CREDITORS AND MEMBERS
FOR THE PERIOD 18 APRIL 2018 TO 17 APRIL 2019**

I write with my annual progress report to all known members and creditors in connection with my appointment as Liquidator of the above Company on 18 April 2018

LIQUIDATOR'S ACTIONS SINCE APPOINTMENT

On my appointment, I made contact with the landlord of the Company's trading premises. There followed some contentions negotiations with the landlord, which included the involvement of Solicitors and an agreement was reached to take possession of the tangible assets (being items of Furniture & Computer Equipment) which were being stored at Unique Enterprise Mill, Belfield Road, Rochdale. An agreement was also reached to take possession of all financial records held at the premises and those held by former officers of the Company.

I would advise that a sale of the Company's Computer Equipment has since been undertaken.

On my appointment I made contact with four organisations, which it was believed owe money to the Company, according to its financial records. Unfortunately, it has not been possible to collect any debtor monies on the basis that all accounts appear to be in dispute or queried.

The Company's bank account was closed and a remittance was received from Unity Trust Bank plc representing the closing balance of funds they held.

On receipt of the Company's bank statements for the period leading up to liquidation, I conducted an extensive reconciliation of the business account, in light of a claim made by one of the creditors that monies held in the account may be owed to them as "trust monies".

I also made contact with the Charities Commission, to advise of my appointment and confirm details of all Trustees who held office in the period leading up to liquidation.

ROUTINE WORK

There is certain work that I am required by the insolvency legislation to undertake in connection with the liquidation that provides no financial benefit for the creditors. A description of the routine work undertaken since my appointment is as follows:

1. Administration

- Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.
- Setting up both physical and electronic case files.
- Setting up the case on the practice's electronic case management system and entering data.
- Issuing the statutory notifications to creditors and other required on appointment as office holder, including gazetting the office holder's appointment.
- Obtaining a specific penalty bond.
- Convening and holding a virtual meeting of creditors.
- Dealing with all routine correspondence and emails relating to the case.

- Opening, maintaining and managing the office holder's estate bank account.
- Creating, maintaining and managing the office holder's cashbook.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond.
- Undertaking periodic reviews of the progress of the case.
- Preparing and filing a Corporation Tax return.
- Overseeing and controlling the work done on the case by case administrators.
- Preparing, reviewing and issuing annual progress reports to creditors and members.
- Filing returns at Companies House.

2. Creditors

- Obtaining information from the case records about employee claims.
- Completing documentation for submission to the Redundancy Payments Office.
- Corresponding with employees regarding their claims.
- Liaising with the Redundancy Payments Office regarding employee claims.
- Dealing with creditor correspondence, emails and telephone conversations regarding their claims.
- Maintaining up to date creditor information on the case management system.
- Reviewing proofs of debt received from creditors, adjudicating on them and formally admitting them.
- Requesting additional information from creditors in support of their proofs of debt.

3. Investigations

- Preparing and submitting an online return on the conduct of the directors as required by the Company Directors Disqualification Act.

STATUTORY INFORMATION

Statutory Information regarding the Company is enclosed for your information.

RECEIPTS AND PAYMENTS

Enclosed for your information is a Summary of Receipts and Payments for the period 18 April 2018 to 17 April 2019, from which you will note there are funds in hand of £9.

ASSETS

Office Equipment & Fixtures

In the director's Statement of Affairs it was uncertain whether there would be any realisation in respect of the Company's Equipment which consisted of Laptops, PC's and electrical accessories.

My manager attended the Company's trading premises at Unique Enterprise Mill, Belfield Road, Rochdale, on the date of the shareholders/virtual meetings and he was shown the assets, which had been moved by the landlord into one office.

The landlord was later advised of my appointment, in writing and he responded by advising that I could not remove anything unless he specifically agreed to it and was present.

There then followed extensive correspondence to try and resolve this situation and, after one month, the landlord sent an invoice for storage charges which I objected to, given that my manager could possibly have removed the items on his initial visit.

Accordingly, the matter was referred to my Solicitors, who made contact with the landlord and informed him that the Liquidator is entitled to take possession of such items and as laid out in sections 234 and 235 of the Insolvency Act.

The landlord then reluctantly allowed me a small period of time in order to access the premises and remove all tangible assets, as well as the Company's financial records.

I would advise that a sale of the Company's Office Furniture and Computer Equipment was concluded on 10 July 2018, for a sum of £300.

Debtors

According to the Statement of Affairs, there were four book debts due to the Company at the time of my appointment, totalling £29,634. The director's Statement of Affairs estimated that £7,397 would be realisable from debtors.

Having made contact with the debtors, all responded by advising that there was never any financial agreement between the relevant organisations and that no service had been carried out which warranted monies being payable to the Company. Also two of the debtors raised contra counterclaims and, therefore, it was not possible to recover any of the debtor monies allegedly due.

Cash at Bank

The director's Statement of Affairs indicated that there was Cash at Bank of £52,657.

Following my appointment, the Company's bank account was closed and a remittance for £53,051 was received from Unity Trust Bank plc, representing the closing balance of funds.

Initially, the credit balance of funds held in the Company's bank account was claimed as "Trust Monies" by an organisation known as Big Local Trust, who had made a grant to the Company, in August 2017, of £60,900. These funds were granted to the Company in order for it to undertake a specific project.

Having undertaken a thorough review of the Company's banking/financial records, however, and having prepared a reconciliation of the bank account, it is apparent that the funds received in August 2017 (of £60,900) had been fully spent by the Company by mid October 2017.

The banking records also indicate that the local authority paid funds into the Company's bank account, in excess of £45,000, towards the end of October 2017, which represented the closing balance.

It is apparent that the Company utilised some of the grant funds from Big Local Trust, for its intended purpose, however, it would appear that the Company utilised that balance of funds (between August 2017 and mid October 2017) generally to meet payment of staff salaries, expenses, utility costs and rents.

Having sought independent legal advice in respect of the above matter, it was concluded that the funds held in the Company's bank account at the date of liquidation could not be claimed as "Monies held on Trust", as they had already been spent.

Petty Cash in Hand

On the date of my appointment, I recovered Petty Cash from the trading premises in the amount of £77, which was banked into the liquidation account.

Assets That Remain To Be Realised

To the best of my knowledge and belief, there are no assets that remain to be realised.

LIABILITIES

Secured Creditors

An examination of the mortgage register held by the Registrar of Companies, disclosed that the Company has no current registered charges over its assets.

Prescribed Part of Net Property

Section 176A provides that unsecured creditors are entitled to a dividend out of the Prescribed Part of the Company's Net Property. Net Property is the amount that would otherwise be payable to the floating charge holder (if the floating charge was created on or after 15 September 2003). The Prescribed Part is 50% of the first £10,000 of the Net Property plus 20% of that part of the Net Property exceeding £10,000 (subject to a maximum of £600,000).

To the best of the Liquidator's knowledge and belief there are no unsatisfied floating charges created on or after 15 September 2003 and, consequently there is no Net Property and, therefore, no Prescribed Part available for distribution to the unsecured creditors.

Preferential Creditors

The following preferential creditors were anticipated in the director's Statement of Affairs:

Former Employees re: Accrued Holiday Pay due	£1,316
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I can confirm that, to date, the following preferential claims have been received:

Insolvency Service, Redundancy Payments Service	£1,159
Former Employee – Accrued Holiday Pay	£9

Total Preferential claims received	£1,168
	=====

No dividend will be available for preferential creditors.

Crown Creditors

According to the director's estimated Statement of Affairs no monies were due to HM Revenue & Customs.

I would advise that HM Revenue & Customs has recently confirmed that it has no claim in the liquidation.

Other Unsecured Non-Preferential Creditors

The director's Statement of Affairs estimated other unsecured non-preferential creditors amounting to £126,078.

To date, I have received claims from other unsecured non-preferential creditors totalling £125,487 and there is only one claim outstanding of £98.

DIVIDEND PROSPECTS

On current information, no dividend is likely to be available for distribution to unsecured non-preferential creditors.

INVESTIGATION INTO THE AFFAIRS OF THE COMPANY

Within three months of my appointment as Liquidator, I am required to submit a confidential report to the Secretary of State to include any matters which have come to my attention during the course of my work which may indicate that the conduct of any past or present Director would make them unfit to be concerned with the management of the Company. I would confirm that my report was submitted in the agreed time frame.

I undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved.

In particular, I recovered, listed and reviewed the Company's accounting records; obtained and reviewed copy bank statements for the 12 months prior to the Company ceasing to trade from the Company's bankers; and compared the information in the Company's last set of accounts with that contained in the Statement of Affairs lodged in the liquidation and made further enquiries. There were, however, no matters that justified further investigation in the circumstances of this appointment.

PRE-APPOINTMENT REMUNERATION

The creditors previously authorised the payment of a Meeting Fee in the sum of £10,000 plus VAT, for my assistance with preparing the Statement of Affairs and for convening the virtual meeting of creditors on 18 April 2018.

The above fee was paid from first realisations on appointment and is shown on the attached receipts and payments account.

LIQUIDATORS' REMUNERATION

The basis of my remuneration for acting as Liquidator was fixed by creditors, in accordance with the time costs properly spent by me and members of my staff for attending to matters arising in the winding-up, based on a Fees Estimate of £33,400, at a Virtual Meeting held on 14 August 2018.

To the anniversary period my firm has drawn £31,332.50 plus VAT (£37,599) by way of Liquidator's remuneration. Time costs from 18 April 2018 to 17 April 2019 amount to £34,165 for 152.2 hours, representing an average charge of £224.47 per hour, as set out in the attached statement, as required by Statement of Insolvency Practice 9 "SIP9".

Further information about creditors' rights can be obtained by visiting the creditors' information published by the Association of Business Recovery Professionals (R3) at <https://www.r3.org.uk/what-we-do/publications/professional/fees>. Please note that there are different versions of the Guidance Notes and in this case you should refer to the April 2017 version.

LIQUIDATOR'S EXPENSES

During this period, the following category 1 disbursements as defined by Statement of Insolvency Practice 9 "SIP9" have been incurred:-

Postage	£260.93
Statutory Advertising	£314.00
Specific Bond	£1,724.00
Legal Fees- HCB Solicitors Ltd	£166.67
Room Hire re Company Meeting - KYP	£75.00
Document Retrieval Costs –	
Roadknight Courier Services	£97.00

During this period, the following category 2 disbursements as defined by Statement of Insolvency Practice 9 "SIP9" have been incurred:-

Stationery and Photocopying Charges	£849.45
Mileage & Travel costs	£105.54

In the reporting period, expenses of £3,251.56 have been paid to my firm.

Please note where applicable figures are shown gross on the attached Liquidator's summary of receipts and payments as the Company was not registered for VAT purposes.

I have used the following professional advisors in the reporting period:

Professional Advisor	Nature of Work	Basis of Fees
HCB Solicitors Ltd	Solicitors	Time Costs

The choice of professionals was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment. I also considered that the basis on which they will charge their fees represented value for money. I have reviewed the charged they have made and am satisfied that they are reasonable in the circumstances of this case.

CHARGING AND DISBURSEMENT RECOVERY POLICIES

An up to date Irwin Insolvency Practice Statement of Office Holder's Charging and Disbursement Recovery Policies is enclosed for your information.

PROVISION OF SERVICES

To comply with the Provision of Services Regulations, some general information about Irwin Insolvency can be found in the attached summary sheet.

FURTHER INFORMATION

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 of 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.

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.

SUMMARY

The liquidation will remain open until all issues have been resolved and the funds in the liquidation account expended.

I estimate that this will take approximately 6 months and once resolved the liquidation will be finalised and my files will be closed.

I will report again in approximately 12 months' time or at the conclusion of the liquidation, whichever is sooner.

A handwritten signature in black ink, appearing to be 'Gerald Irwin', written in a cursive style.

Gerald Irwin
Liquidator

5 June 2019

STATUTORY INFORMATION

Name of Company: Council for Voluntary Service, Rochdale

Registered Office: Unique Enterprise Centre
Belfield Road
Rochdale
Lancashire
OL16 2UP

Note: The Company's registered office address was changed to the Liquidator's address on 21 April 2018.

Trading Address: Floor 3, Unique Enterprise Centre
Belfield Road
Rochdale
Lancashire
OL16 2UP

Company's Registered Number: 02280025

Liquidator's Name: Gerald Irwin

Liquidator's Address: Irwin Insolvency
Station House
Midland Drive
Sutton Coldfield
West Midlands B72 1TU

Date of Appointment: 18 April 2018

**Basis of Liquidators Remuneration
And By Whom Fixed:**

The basis of the Liquidator's remuneration was approved at a meeting of creditors held on 14 August 2018, by reference to the time properly spent in dealing with the matters relating to the Liquidation, such time to be charged at the hourly charge-out rate of the grade of staff undertaking the work at the time the work is undertaken and subject to the fees estimate set out in the report prepared in connection with fee approval and issued with the notice of the meeting.

**Council for Voluntary Service, Rochdale
(In Liquidation)
Liquidator's Summary of Receipts and Payments
To 17 April 2019**

RECEIPTS	Statement of Affairs (£)	Total (£)
Furniture & Equipment	Uncertain	300.00
Debtors	7,397.00	0.00
Cash at Bank	52,657.00	53,050.78
Petty Cash in Hand		76.74
		<hr/>
		53,427.52
		<hr/>
PAYMENTS		
Specific Bond		1,724.00
Preparation of S. of A.		12,000.00
Liquidator's Fees		37,599.00
Liquidator's Expenses		126.65
Legal Fees - HCB Solicitors		200.00
Stationery & Postage		1,205.22
Room Hire		90.00
Statutory Advertising		376.80
Courier Fees re document retrieval		97.00
Accrued Holiday Pay claims	(1,316.00)	0.00
Trade & Expense Creditors	(40,399.00)	0.00
Local Trust	(43,186.00)	0.00
Lieu of Notice claims	(18,027.00)	0.00
Redundancy Pay claims	(24,466.00)	0.00
		<hr/>
		53,418.67
		<hr/>
Net Receipts/(Payments)		8.85
		<hr/>

COUNCIL FOR VOLUNTARY SERVICE, ROCHDALE

Summary of Office Holder's time costs from 18 April 2018 to 17 April 2019

Classification of work function	Hours				Time cost £	Average Hourly Rate £	Chargeout Rates
	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours		
Administration and planning Statutory Matters	9.7	21	3.6	14.5	48.8	£208.15	01.11.11 to date £300 per hour
Investigations	6.2	32.9	4.4	0	43.5	£241.03	£250 per hour
Realisation of Assets	2.7	14.2	3.4	0	20.3	£244.09	£175 per hour
Creditors	4	16.6	1.8	1	23.4	£247.44	£150 per hour
Case specific matters - Cashiering	0.2	1.3	0	12.2	13.7	£156.20	£150 per hour
Corporation Tax	0	0.2	0	0	0.2	£250.00	£125 per hour
Employees	0.4	1.8	0.1	0	2.3	£255.43	
Total hours	23.20	88	13.3	27.7	152.20	£224.47	
less: Invoiced to date						£31,332.50	
						£2,832.50	

**IRWIN INSOLVENCY/G IRWIN & CO - INSOLVENCY PRACTICE
STATEMENT OF OFFICE HOLDER'S CHARGING AND
DISBURSEMENT RECOVERY POLICIES**

1. OFFICE HOLDER'S REMUNERATION – (CHARGE-OUT RATES FOR TIME COSTS)

	£/hour
Partner/Director	300
Manager	250
Senior Administrator	175
Administrator	150
Compliance Manager	200
Senior Assistant/Senior Cashier/PA	150
Support Staff/Cashier/Secretary	125

For resolution purposes it is proposed to charge the above rates for Office Holder's and staff time incurred or those prevailing at the time the costs are incurred. Charge-out rates will therefore be subject to periodic review and advised to creditors following the change. "Time" is charged in units of 6 minutes.

2. DISBURSEMENTS

CATEGORY 1

- i) **Postage** – Royal Mail or other Courier rates – prevailing either 1st/2nd or other class, as appropriate, plus VAT.

CATEGORY 2

- i) **Stationery and Photocopying** – 15p per sheet/item of stationery, plus VAT.
ii) **Internal Room Hire** – (usually only charged for meetings of creditors) - £75.00 plus VAT.
iii) **Office Holder Mileage Allowance** – Current prevailing HM Revenue & Customs Flat Scale Rate (as published) plus VAT.

Engine Size	Per Mile
Any	45p

For resolution purposes, it is proposed to charge the above disbursements at the above rate or those prevailing at the time the costs are incurred. Charging rates are, therefore, subject to period reviews as advised to creditors.

NOTES

References above to Category 1 and Category 2 Disbursements are as defined in Statement of Insolvency Practice 9 ("SIP 9") effective from 1 December 2015 (also available are the historic versions of "SIP9s") can be obtained by visiting the Association of Business Recovery Professionals (R3) at <https://www.r3.org.uk/what-we-do/publications/professional/statements-of-insolvency-practice>. These Statements and "Creditors Guides to Fees" are also available in printed form upon request.

As laid out in Statement of Insolvency Practice 1 ("SIP 1") Para 5, I am obliged to inform creditors that I am bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

15/04/16

PROVISION OF SERVICES REGULATIONS SUMMARY SHEET FOR IRWIN INSOLVENCY / G IRWIN & CO

The following information is designed to draw the attention of interested parties to the information required to be disclosed by the Provision of Services Regulations 2009.

Licensing Body

Gerald Irwin is licensed to act as an Insolvency Practitioner ("IP") in the United Kingdom by the Association of Chartered Certified Accountants ("ACCA") whom he is a member of.

Rules Governing Actions

All IPs are bound by the rules of their professional body, including any that relate specifically to insolvency. The rules of the professional body that licences Gerald Irwin can be found at <http://www.accaglobal.com>.

In addition, IPs are bound by the Statements of Insolvency Practice (SIPs), details of which can be found at <https://www.r3.org.uk/what-we-do/publications/professional/statements-of-insolvency-practice>.

Ethics

All IPs are required to comply with the Insolvency Code of Ethics and a copy of the Code can be found at <http://www.accaglobal.com/gb/en/member/standards/ethics/acca-code-of-ethics-and-conduct.html>.

Complaints

At Irwin Insolvency / G Irwin & Co, we always strive to provide a professional and efficient service. However, we recognise that it is in the nature of insolvency proceedings for disputes to arise from time to time. As such, should you have any comments or complaints regarding the administration of a particular case then in the first instance you should contact the IP acting as office holder.

If you consider that the IP has not dealt with your comments or complaint appropriately you should then put details of your concerns in writing to our complaints officer, Mrs Denise Sutton. This will then formally invoke our complaints procedure and we will endeavour to deal with your complaint under the supervision of a member of staff unconnected with the appointment.

Most disputes can be resolved amicably either through the provision of further information or following negotiations. However, in the event that you have exhausted our complaints procedure and you are not satisfied that your complaint has been resolved or dealt with appropriately, you may complain to the regulatory body that licences the insolvency practitioner concerned.

Any such complaints should be addressed to The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds, LS11 9DA, and you can make a submission using an on-line form available at www.gov.uk/complain-about-insolvency-practitioner, or you can email insolvency.enquiryline@insolvency.gsi.gov.uk or you may phone 0300 678 0015. Information on the call charges that apply is available at <https://www.gov.uk/call-charges>.

Professional Indemnity Insurance

Irwin Insolvency's / G Irwin & Co Professional Indemnity Insurance is primarily provided by China Re Syndicate 2088 at Lloyds and Axis Speciality Europe S.E. C/o PIB Risk Services Limited, Rossington Business Park, West Carr Road, Retford, DN22 7SW. Geographical cover, worldwide excluding USA and Canada.

VAT

Irwin Insolvency is registered for VAT under registration no. 990 3331 21

02/01/2018

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 **John Pearson**

Company name **Irwin & Company**

Address **Station House**

Midland Drive

Post town **Sutton Coldfield**

County/Region **West Midlands**

Postcode **B 7 2 1 T U**

Country

DX

Telephone **0121 321 1700**



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