

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

THURSDAY



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28/11/2019

#124

COMPANIES HOUSE

### 1 Company details

Company number

Company name in full

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

### 2 Liquidator's name

Full forename(s)

Surname

### 3 Liquidator's address

Building name/number

Street

Post town

County/Region

Postcode

Country

### 4 Liquidator's name ●

Full forename(s)

Surname

● Other liquidator  
Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ●

Building name/number

Street

Post town

County/Region

Postcode

Country

● Other liquidator  
Use this section to tell us about  
another liquidator.

# LIQ03

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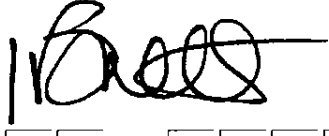
### 6 Period of progress report

From date	1	6	1	0	2	0	1	8
To date	1	5	1	0	2	0	1	9

### 7 Progress report

☒ The progress report is attached

### 8 Sign and date

Liquidator's signature	Signature							
	X							
Signature date	d	m	y	y	y	y		
	2	7	1	1	2	0	1	9

X

**SHANE GLOBAL LANGUAGE CENTRES (LONDON) LIMITED  
CREDITORS VOLUNTARY LIQUIDATION**

**LIQUIDATORS ANNUAL PROGRESS REPORT**

**16 October 2018 to 15 October 2019**

Bretts Business Recovery Limited  
21 Highfield Road  
Dartford  
Kent  
DA1 2JS

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## 1. INTRODUCTION

In accordance with the Insolvency Rules 1986, I am required to provide Members and Creditors with an annual progress report. The purpose of this report is to detail my acts and dealings as a Liquidator of the year ended 15 October 2019 and it should be read in conjunction with my previous correspondence to Members and Creditors.

## 2. EXECUTIVE SUMMARY

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

### Assets

<u>Asset</u>	<u>Estimated to realise per Statement of Affairs</u>	<u>Realisations to date</u>	<u>Anticipated future realisations</u>	<u>Total anticipated realisations</u>
Book Debts	TBC	NIL	NIL	NIL
Investments	TBC	NIL	NIL	NIL
Lloyds Cardnet	TBC	NIL	NIL	NIL
Inter Company Account	TBC	NIL	NIL	NIL
<b>Total</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>

### Expenses

<u>Expenses</u>	<u>Amount per fees and expenses estimates</u>	<u>Expense incurred to date</u>	<u>Anticipated further expense to closure</u>	<u>Total anticipated expense</u>
Liquidator's fees	16,264.00	15,095.50	2,500.00	17,595.50
Statutory Advertising	240.80	179.70	NIL	179.70
Specific Bond	24.00	24.00	NIL	24.00
Software Licence Fees	230.00	230.00	NIL	230.00
Legal Fees	3,000.00	NIL	NIL	NIL
Postage & Stationery	250.00	277.29	NIL	277.29

### Dividend prospects

<u>Creditor class</u>	<u>Dividend paid to date</u>	<u>Anticipated Dividend</u>
Secured creditor	0p in the £	0p in the £
Preferential creditors	0p in the £	0p in the £
Unsecured creditors	0p in the £	0p in the £

### Closure

Based on current information, it is anticipated that the liquidation will be concluded in January or February 2020.

### **3. ADMINISTRATION AND PLANNING**

#### **Statutory information**

Statutory information may be found at Appendix 1.

The Liquidator is required to meet a considerable number of statutory and regulatory obligations. Whilst many 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 detailed list of these tasks may be found in Appendix 3.

The Liquidator has met her statutory and regulatory duties to report to creditors, as listed below. 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. During the Review Period, the following key documents have been issued:

- The Liquidator's progress report for the year ending 15 October 2018

#### **Other administration tasks**

During the Review Period, the following material tasks in this category were carried out:

- Consulting with colleagues as regards 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 Liquidator that materially affect the administration;
- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure that the liquidation 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;
- Tax returns

### **4. RECEIPTS AND PAYMENTS ACCOUNT**

There have been no receipts or payments in this liquidation to date.

A Receipts and Payments account for the period can be found at Appendix 2.

### **5. REALISATION OF ASSETS**

Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken may be found at Appendix 3. The Liquidator formulated and worked through a realisation strategy that sought to maximise realisations net of costs. The financial benefit of those efforts is described further below.

No assets have been realised in the review period.

## **Investments**

The Company is a corporate partner in associated company Shane English School (Vietnam) Ltd ("Vietnam"). The Company had a fixed asset investment in Vietnam made up of an outstanding capital account of £50,000.

Vietnam were not in a financial position to make repayment of the capital with the school under threat of closure due to the expiration of the licence to run the school.

The Liquidator agreed in principal to transfer this asset to Director Shane Lipscombe for the sum of £2,000.

Despite numerous correspondence to Mr Lipscombe, no deal has been concluded and it is not considered cost effective for the liquidator to pursue this further.

## **Lloyds Cardnet**

Information provided at commencement of the Liquidation reflected that funds of £19,937 were held in a security deposit account set up by Lloyds Cardnet against potential customer refunds.

Further information was sought from Lloyds Bank and a request for repayment of those funds was made. It subsequently emerged that the security deposit account was held in the name of Shane Global Language Centres (Hastings) Limited, an associated company, and no funds were held by Lloyds Cardnet on behalf of this Company.

## **Inter-Company Account**

The Company's balance sheet identified an outstanding balance owing from an associated company Saxoncourt (UK) Teacher Training Ltd ("TT") in the sum of £20,724. TT is owned by the Company by way of guarantee. The Liquidator looked for a possible purchaser of TT however without success.

TT was dissolved from the Register of Companies on 26 February 2019 via compulsory strike-off.

## **6. CREDITORS**

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Liquidator has had to carry out key tasks which are detailed in the list at Appendix 3. The following sections explain the anticipated outcomes to creditors and any distributions paid.

### **Secured creditors**

The company granted a fixed charge to Lloyds Bank Plc who hold two deposit agreements in security of their liabilities, created 26 May 2011 and 26 July 2011.

The debt due to Lloyds at the date of appointment was approximately £19,520.70 excluding charges and accruing interest. It is anticipated that asset realisations will not be sufficient to repay the Bank

## **Preferential creditors**

### ***Employee claims***

Nine employees of the Company were made redundant. The relevant information for employees to submit claims has been made to the Redundancy Payments Office and information and help has been given to employees to enable them to submit their claims online.

Employees were shown to be owed £48,397. Claims of £48,914 have been received of which £8,507 is claimed preferentially.

The Liquidator does not anticipate being able to pay a distribution to preferential creditors.

## **Unsecured creditors**

HM Revenue & Customs were shown to be owed £55,000. A claim of £54,171 has been received.

The trade and expense creditors as per the statement of affairs totalled £16,098. Please be advised that proofs of debt can still be received and therefore the total value of unsecured claims is not known at present.

Associated company liabilities were estimated to be £1,458,208 as per the statement of affairs. Claims of £1,456,102 have been received.

## **Dividend prospects**

No dividend is anticipated to be made to unsecured creditors.

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.

The Company has not granted a floating charge to any creditor after 15 September 2003 and consequently there will be no prescribed part in this Liquidation.

## **7. FEES AND EXPENSES**

### **Pre-Appointment Costs**

A fixed fee of £8,000 plus VAT was agreed by the Board and paid by the Company prior to Liquidation.

### **The Liquidator's fees**

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day to day administration on cases and a manager and Director then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a Manager or Director.



The basis of the Liquidator fees was approved by creditors on 7 November 2017 in accordance with the following resolution:

*“That the Liquidator shall be authorised to draw her remuneration up to £16,264.00 based upon her time costs by reference to the time properly given by the Liquidator and her staff, in attending to matters arising in the Liquidation at Bretts Business Recovery Limited's standard hourly rates, at the rates prevailing at the time the work is done, such remuneration to be paid out of the assets of the Company and which may be drawn on account as and when funds permit (plus VAT)”*

The time costs for the period 16 October 2018 to 15 October 2019 total £10,598.00, representing 53.8 hours at an average hourly rate of £196.99. The time costs for the period are detailed at Appendix 4.

Overall time costs for the liquidation period 16 October 2017 to 15 October 2019 total £15,095.50, representing 76.80 hours at an average hourly rate of £196.56 and a comparison between the original estimate and time costs incurred to date is given at Appendix 5.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Liquidator considers that:

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

The main reason why the fees estimate is likely to be exceeded is due to the protracted attempts of asset realisation. However, given there are no realisations in this case, the Liquidator will not be drawing any fees in this matter.

## **Disbursements**

The disbursements that have been incurred and not yet paid during the period are detailed on Appendix 5. Also included in Appendix 6 is a comparison of the expenses likely to be incurred in the Liquidation as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' together with the firm's charge-out rate and disbursement policy may be found at [www.brettsbr.co.uk/cglf](http://www.brettsbr.co.uk/cglf), version England and Wales – Effective from 1<sup>st</sup> April 2017. A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.

## **8. CREDITORS' RIGHTS**

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.

#### **9. EC REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)**

I confirm that the Company's centre of main interest is in the UK. Accordingly the Council Regulations (EC) No 1346/2000 of 29 May 2000 on insolvency proceedings will apply which is replaced and superseded by Regulation (EU) 2015/848 of the European Parliament and of the Council of 20 May 2015 on insolvency proceedings. The EU Insolvency Regulation (EC/1346/2000) will continue to govern insolvency proceedings that are opened in the EU before 26 June 2017.

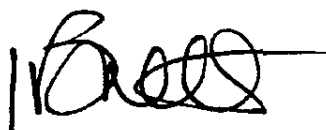
#### **10. CONCLUSION**

The Liquidator shall look to conclude her administration shortly.

As an Insolvency Practitioner, when carrying out all professional work relating to an insolvency appointment, I am bound by the Insolvency Code of Ethics, as well as by the regulations of my professional body. To comply with the Provision of Services Regulations and for general information about Bretts Business Recovery Limited that is of relevance to creditors can be found at <http://www.brettsbr.co.uk/insolvency-rules/servicesregulations/>.

The General Data Protection Regulation requires that individuals whose data is being held be provided with information about their rights. A privacy notice is available at <http://www.brettsbr.co.uk/privacy-policy/>

If you require any further information, please contact this office.



**Isobel Susan Brett**  
**Liquidator**

**Statutory Information**

Company Name	Shane Global Language Centres (London) Limited
Former Trading Name	Shane English Schools (U.K.) Limited
Company Number	02451566
Registered Office	21 Highfield Road, Dartford, Kent, DA1 2JS
Former Registered Office	59 South Molton Street, London, W1K 5SN
Officeholder	Isobel Susan Brett
Officeholder's address	21 Highfield Road, Dartford, Kent, DA1 2JS
Date of appointment	16 October 2017
Changes to Officeholder	None

## Shane Global Language Centres (London) Limited in Liquidation

**Receipts and Payments account**  
**For the period 16 October 2018 to 15 October 2019 and**  
**For the Liquidation period 16 October 2017 to 15 October 2019**

<b>S. of A.</b>	<b>As reported previously</b>	<b>16/10/18 To 15/10/19</b>	<b>16/10/17 To 15/10/19</b>
<b>ASSET REALISATIONS</b>			
NIL Book Debts	NIL	NIL	NIL
NIL Investments	NIL	NIL	NIL
NIL Lloyds Cardnet	NIL	NIL	NIL
Inter Company Accounts	NIL	NIL	NIL
	NIL	NIL	NIL
<b>COST OF REALISATIONS</b>			
None	NIL	NIL	NIL
	NIL	NIL	NIL
<b>PREFERENTIAL CREDITORS</b>			
Employees	NIL	NIL	NIL
Redundancy Payments Office	NIL	NIL	NIL
	NIL	NIL	NIL
<b>UNSECURED CREDITORS</b>			
(402,071.33) Associated Company	NIL	NIL	NIL
(17,100.00) Directors Loan Account	NIL	NIL	NIL
(383,691.11) Loan	NIL	NIL	NIL
(1,056,137.36) Owners Current Account	NIL	NIL	NIL
(55,000.41) PAYE & NIC	NIL	NIL	NIL
(14,802.27) Trade Creditor	NIL	NIL	NIL
(1,296.10) Utility Creditor	NIL	NIL	NIL
n/a Redundancy Payments Office	NIL	NIL	NIL
(19,520.70) C/F Lloyds Bank Plc	NIL	NIL	NIL
	NIL	NIL	NIL
	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>
<b>REPRESENTED BY</b>			
Cash at Bank	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>

**Detailed list of work undertaken for Shane Global Language Centres (London) Limited in Creditors' Voluntary Liquidation for the review period 16 October 2018 to 15 October 2019**

Below is detailed information about the tasks undertaken by the Liquidator.

<b>General Description</b>	<b>Includes</b>
<b>Statutory and General Administration</b>	
<b>Statutory/advertising</b>	<ul style="list-style-type: none"> <li>▪ Filing of documents to meet statutory requirements including annual receipts and payments accounts</li> <li>▪ Annual corporation tax return</li> <li>▪ Bonding reviews</li> </ul>
<b>Document maintenance/file review/checklist</b>	<ul style="list-style-type: none"> <li>▪ Filing of documents</li> <li>▪ Periodic file reviews documenting strategy</li> <li>▪ Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards</li> <li>▪ Maintenance of statutory and case progression task lists/diaries</li> <li>▪ Updating checklists</li> </ul>
<b>Bank account administration</b>	<ul style="list-style-type: none"> <li>▪ Preparing correspondence opening account</li> <li>▪ Requesting bank statements</li> <li>▪ Bank account reconciliations</li> <li>▪ Maintenance of the estate cash book</li> </ul>
<b>Planning / Review</b>	<ul style="list-style-type: none"> <li>▪ Discussions regarding strategies to be pursued</li> <li>▪ Meetings with team members to consider aspects of the case</li> </ul>
<b>Reports</b>	<ul style="list-style-type: none"> <li>▪ Preparing annual progress reports to creditors</li> </ul>
<b>Realisation of Assets</b>	
<b>Investments</b>	<ul style="list-style-type: none"> <li>▪ Liaising with Director and her Associates</li> <li>▪ Liaising with Shane Global Vietnam</li> <li>▪ Liaising with Mr Shane Lipscombe re: transfer of asset</li> </ul>
<b>Lloyds Cardnet</b>	<ul style="list-style-type: none"> <li>▪ Liaising with Director</li> <li>▪ Liaising with Lloyds Bank Plc</li> </ul>
<b>Inter-Company</b>	<ul style="list-style-type: none"> <li>▪ Liaising with Director</li> <li>▪ Liaising with Teacher Training</li> </ul>
<b>Creditors and Distributions</b>	
<b>Creditor Communication</b>	<ul style="list-style-type: none"> <li>▪ Receive and follow up creditor enquiries via telephone</li> <li>▪ Review and prepare correspondence to creditors and their representatives via facsimile, email and post</li> </ul>
<b>Dealing with proofs of debt</b>	<ul style="list-style-type: none"> <li>▪ Receipting and filing POD when not related to a dividend</li> <li>▪ Corresponding with RPO regarding POD when not related to a dividend</li> </ul>

Time cost information for period  
16 October 2018 to 15 October 2019

HOURS						Time Costs Charged	Average Hourly Rate
Classification of Work	Director	Manager	Admin	Support Staff	Total Hours	£	£
Administration and Planning	0.00	0.30	18.70	1.60	20.60	3,824.50	185.66
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	1.40	0.00	1.00	0.00	2.40	673.00	280.42
Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	1.40	0.30	19.70	1.60	23.00	4,497.50	195.54

**Time costs summary for the Original Estimate in comparison with  
the period 16 October 2018 to 15 October 2019 and the  
cumulative period 16 October 2017 to 15 October 2019**

Work Category	Original fees estimate			Actual time costs incurred during the Review Period 16 October 2018 to 15 October 2019			Total time costs incurred to date, 16 October 2017 to 15 October 2019		
	Number of hours	Blended hourly rate £ per hour	Total fees £	Number of hours	Average hourly rate £ per hour	Total time costs £	Number of hours	Average hourly rate £ per hour	Total time costs £
Administration & Planning	38.90	197.47	£7,681.50	20.60	185.66	3,824.50	40.00	190.09	7,603.50
Investigations	25.40	170.75	£4,337.00	0.00	0.00	0.00	21.20	197.31	4,183.00
Realisation of assets	12.70	208.31	£2,645.50	2.40	280.42	673.00	5.00	255.10	1,275.50
Creditors	8.90	179.78	£1,600.00	0.00	0.00	0.00	10.60	191.84	2,033.50
<b>TOTAL</b>	85.90	189.34	£16,264.00	23.00	195.54	4,497.50	76.80	196.56	15,095.50

### **Staff Charge-Out Rates**

Unless they are otherwise fixed in accordance with the Insolvency Act 1986, an Offices Holders fees are charged by reference to time costs, as incurred, charged at the firms usual rates applicable at the time the work is carried out. Rates may be varied from time to time, at the sole discretion of Bretts Business Recovery Ltd and such changes will be notified in retrospect with each report to Creditors. Staff time is charged in units of six minutes and as from 1<sup>st</sup> January 2017 the maximum rates applicable are:

<b>GRADE</b>	<b>Hourly Rate From 1<sup>st</sup> January 2017</b>
	<b>£</b>
Partner	345
Senior Manager	295
Manager	265
Senior Administrator (Grade 1)	235
Senior Administrator (Grade 2)	200
Administrator (Grade 1)	190
Administrator (Grade 2)	150
Administrator (Grade 3)	120



**Expenses summary for period, cumulative & comparison with estimate  
for Shane Global language Centres (London) Limited  
in Creditors' Voluntary Liquidation**

Below are details of the Liquidator's expenses for the period under review and the total to date.

<b>Expenses</b>	<b>Original expenses estimate £</b>	<b>Actual expenses incurred in the Review Period £</b>	<b>Actual expenses incurred to date £</b>	<b>Actual Expenses reimbursed £</b>	<b>Reason for any excess</b>
Insolvency Software	230.00	Nil	230.00	Nil	
Specific Bond	106.72	Nil	24.00	Nil	
Statutory Advertising	240.80	Nil	179.70	Nil	
Legal Fees	3,000.00	Nil	Nil	Nil	
Postage & Stationery	250.00	Nil	277.29	Nil	