

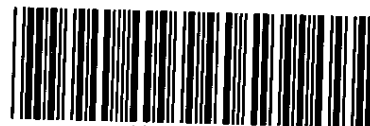
LIQ03

Notice of progress report in voluntary winding up



Companies House

THURSDAY



A20 16/11/2017 #151
COMPANIES HOUSE

1 Company details

Company number	0 3 0 8 8 0 2 8	→ Filling in this form Please complete in typescript or in bold black capitals.
Company name in full	Zone Security Products (UK) Limited	

2 Liquidator's name

Full forename(s)	Mark	
Surname	Newman	

3 Liquidator's address

Building name/number	4 Mount Ephraim Road	
Street	Tunbridge Wells	
Post town	Kent	
County/Region		
Postcode	T N 1 1 E E	
Country		

4 Liquidator's name ①

Full forename(s)	Vincent John	① Other liquidator Use this section to tell us about another liquidator.
Surname	Green	

5 Liquidator's address ②

Building name/number	4 Mount Ephraim Road	② Other liquidator Use this section to tell us about another liquidator.
Street	Tunbridge Wells	
Post town	Kent	
County/Region		
Postcode	T N 1 1 E E	
Country		

LIQ03

Notice of progress report in voluntary winding up


6 Period of progress report

From date	^d 1	^d 5	^m 1	^m 0	^y 2	^y 0	^y 1	^y 6
To date	^d 1	^d 4	^m 1	^m 0	^y 2	^y 0	^y 1	^y 7

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature	Signature X  X
Signature date	^d 1 ^d 5 ^m 1 ^m 1 ^y 2 ^y 0 ^y 1 ^y 7

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	Joe Longhurst
Company name	CCW Recovery Solutions
Address	4 Mount Ephraim Road Tunbridge Wells
Post town	Kent
County/Region	
Postcode	T N 1 1 E E
Country	
DX	
Telephone	01892 700200

**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

Zone Security Products (UK) Limited (in Liquidation)
("the Company")

**Joint Liquidators' Annual Progress Report to Members and Creditors for
the year ending 14 October 2017**

Statutory Information

Company Name: Zone Security Products (UK) Limited
Registered Number: 03088028
Registered Office: 4 Mount Ephraim Road, Tunbridge Wells, Kent, TN1 1EE
Former Registered Office: Unit 5, Station Industrial Estate, Wokingham, Oxford Road, Berkshire, RG41 2YQ
Joint Liquidators: Mark Newman and Vincent John Green
Liquidators' Address: 4 Mount Ephraim Road, Tunbridge Wells, Kent, TN1 1EE
Date of Appointment: 15 October 2013

Period of the Report

This report covers the period from 15 October 2016, being the third anniversary of the Joint Liquidators' appointment, to 14 October 2017.

Joint Liquidators' Actions Since Last Report

During the period covered by this report, the Joint Liquidators have completed the sale and transfer of 'Zone' logo registrations in five Asian countries.

There is certain work that liquidators are required by insolvency legislation or best practice guidelines in connection with the liquidation that provides no financial benefit for creditors. A description of the routine work undertaken since our appointment is contained at **Appendix I**.

Receipts and Payments Account

Our receipts and payments account for the period 15 October 2016 to 14 October 2017, which also shows the transactions for the whole period of the liquidation from 15 October 2013 to 14 October 2017 is attached at **Appendix II**.

We would provide additional comments as follows, regarding the receipts and payments relating to the period which this report covers.

Receipts

Bank Interest

In the period to which this report relates we have received bank interest totalling £12.31.

Intellectual Property

In the prior period to this report, an offer of £15,000.00 (inclusive of VAT) was submitted by Uni Hardware Limited ("Uni Hardware"), being an unconnected company, for the transfer of 'Zone' logo registrations in six Asian countries, being £2,500 per registration. Creditors will recall from our previous reports that Uni Hardware was the purchaser of the Company's Goodwill and Stock.

Marriott & Co ("the Agents"), having previously been engaged by the Joint Liquidators at the outset of the Liquidation, recommended acceptance of the offer made and assisted in the sale and transfer of the registrations at a value of £2,500 each plus a buyer's premium, as referred to below

Uni Hardware encountered complications with the documentation and procedure required to transfer the sixth registration. Accordingly, this registration has not been transferred and no

realisations have been made in relation to it. Subsequently, Uni Hardware have now confirmed that they have no interest in the purchase of the sixth registration.

The proceeds of sale, totalling £12,500, were held by the Agents until completion. Funds were released to the Company on 26 January 2017, upon the assignment of the registrations in the five separate jurisdictions.

The Agents do not believe any value would be realised in further marketing the sixth registration. Accordingly, no further action will be taken by the Joint Liquidators to realise this asset and the registration will be allowed to lapse.

Buyer's Premium

The Agents applied a 15% buyer's premium to the sale of the five registrations, amounting to £1,875.

These funds were released to the Company by the Agents on 26 January 2017, upon the assignment of the five registrations.

Payments

Joint Liquidators' Fees

At the initial meeting of creditors held on 15 October 2013, the following resolution was passed in relation to the Joint Liquidators' on-going fees:

"That the Joint Liquidators' fees will be charged by reference to the time properly spent by the Joint Liquidators and their staff in dealing with the matters relating to the liquidation and they are permitted to charge category 2 disbursements. The Joint Liquidators' time will be charged at the hourly charge out rate of the grade of staff undertaking the work at the time the work is undertaken. Fees may be drawn on account from time to time."

Our time costs for the period to which this report relates, being 15 October 2016 to 14 October 2017 amount to £5,250.50, bringing total time costs for the period from the date of our appointment to 14 October 2017 to £57,375.25. In the period to which this report relates, we have drawn fees of £6,174 plus VAT, bringing total fees drawn to £57,248.25 plus VAT.

In the period from 14 October 2017 to the date of writing this report our time costs amount to £835.50 plus VAT. No further fees have been drawn in the period following 14 October 2017.

A schedule of our time costs incurred for the period to which this report relates, being 15 October 2016 to 14 October 2017 is attached as **Appendix III** and a schedule of our total time costs to 14 October 2017 is attached as **Appendix IV**.

Some of the hourly charge-out rates of CCW Recovery Solutions' staff have changed over the course of this matter, as set out below:

	From 15/10/2013 to 31/12/2013	From 01/01/2014 to 30/11/2014	From 01/12/2014 to 31/03/2015	From 01/04/2015 to date
Partner (office holder)	£300	£300	£300	£300
Director	-	-	£250	£250
Senior Manager	£200	£200	£200	£210
Manager	-	£175	£175	£180
Assistant Manager	£150	£150	£150	£165
Insolvency Senior	£140	£140	£140	£150
Insolvency Semi-Senior	£100	£100	£100	£110
Insolvency Cashier	£100	£100	£100	£110
Trainee/Support staff	£50	£50	£50	£60

A sheet setting out charge-out rates and disbursements applicable at the date of this report is attached, together with details of how to obtain guides to insolvency practitioners' fees and best practice, as well as our complaints procedure.

Should you require hard copies of any of the electronic documents referred to, please contact this office.

Joint Liquidators' Disbursements

Our total disbursements to the date of this report amount to £419.47 plus VAT. The following disbursements totalling £419.09 plus VAT have been paid in full in the period to 14 October 2017:-

Disbursement type	Description	Amount incurred £	Amount paid £
Category 1 disbursements	Postage	65.47	65.09
	Redirection of mail	120.00	120.00
	Travel	200.00	200.00
	Upload of Creditor Reports	34.00	34.00
	Total category 1 disbursements	419.47	419.09
Category 2 disbursements	Mileage	89.88	89.88
	Total category 2 disbursements	89.88	89.88
TOTAL		509.35	508.97

The sum of £30.84 has been drawn in the period of this report comprising £20.84 of postage and an upload of a progress report to The Creditor Gateway of £10.

There have been no Category 2 disbursements incurred in the period of this report.

Agents Fees and Disbursements

Fees of £4,150 plus VAT and disbursements of £260.25 plus VAT have been paid to the Agents for valuing, selling and giving general advice regarding the disposal of the five 'Zone' logo registrations of the Company.

Legal Fees

The sum of £250.00 has been paid to Cripps LLP in respect of notarial services rendered with regard to the aforementioned assignments of 'Zone' trademarks.

Corporation Tax

The sum of £4.69 has been paid to HMRC in respect of Corporation Tax on bank interest.

Storage Costs

We are required to take the Company's books and records under our control and in the period to which this report relates we have paid the sum of £47.60 plus VAT to Information Protection Solutions Limited. In total, the sum of £251.60 has been paid in respect of storage costs.

Further costs of £40.80 have been accrued for storage to date, but have not yet been paid.

Bank Charges

The sum of £12.00 has been paid in respect of a currency conversion charge of the funds received by the Agents relating to the sale of the five 'Zone' logo registrations.

Liabilities

Secured Creditors

An examination of the Company's mortgage register held by the Register of Companies at the date of liquidation, showed that the Company granted a debenture in favour of HSBC Bank Plc ("HSBC") created on 26 May 2000, giving fixed and floating charges over the undertaking and all property and assets present and future including goodwill, book debts, uncalled capital, buildings, fixtures and fixed plant and machinery.

At the date of the liquidation, HSBC were not owed any money by the Company.

Preferential Creditors

The Redundancy Payments Service ("RPS") made a payment to an employee for holiday pay, the sum of which was subject to statutory limits. The RPS has claimed preferentially for this payment.

According to the Statement of Affairs, preferential creditors were shown with a value of £1,451.51. On 3 September 2014 a dividend of 100p in the £ was declared to preferential creditors on an agreed claim of £968.50. It subsequently emerged that a further preferential claim was payable and an additional sum of £107.42 was paid on 16 October 2014.

Crown Creditors

The director's Statement of Affairs included sums due to HMRC of £2,986.00 for PAYE/NIC and £20,966.00 for VAT.

HMRC has submitted a claim totalling £9,963.00 comprising £4,748.00 for PAYE/NIC/Corporation Tax and £5,215.00 for VAT.

The sum of HMRC's claim has reduced from that shown on the Statement of Affairs following submission of accounts and tax computations by the Company's former accountant.

Unsecured Creditors

The Statement of Affairs listed 24 unsecured creditors, including 5 employees, with an estimated total liability of £372,921.00.

To date, we have received claims from 13 unsecured creditors totalling £409,371.02. This sum includes a claim from the RPS in respect of employees' unsecured liabilities of £45,392.39 and claims from 3 creditors not included on the Statement of Affairs with claims totalling £27,662.91.

We have not received claims from 6 creditors with estimated claims, as shown in the Statement of Affairs, of £10,905.00.

Prescribed Part

The legislation requires that if a company has created a floating charge after 15 September 2003, a prescribed part of the company's net property (i.e. the money that would otherwise be available to the charge holder) should be ring-fenced for distribution to unsecured creditors. As stated above, HSBC were not owed any money at the date of liquidation and accordingly the prescribed part provisions do not apply.

Dividend Prospects

Preferential Creditors

A first and final dividend was declared and made to the preferential creditors of 100p in the £ on 3 September 2014 and 16 October 2014. The total amount of the payments made in respect of this dividend was £1,075.92.

Crown Creditors/Unsecured Creditors

A first and interim dividend of 30 pence in the pound was declared and made to the non-preferential unsecured creditors on 10 March 2015. The total amount of the payments made in respect of this dividend was £126,303.32.

There are sufficient funds available to declare a second and final dividend to the unsecured creditors. Accordingly, we are in the process of finalising the claims of unsecured creditors.

Formal notice of our intention to declare a second and final dividend to the unsecured creditors is enclosed with this report, and as a result the deadline for submission of claims is 8 December 2017. We also enclose a proof of debt form to facilitate submission of any yet un-lodged claims.

We would appreciate receiving any further claims or confirmation that creditors do not intend to file claims as soon as possible.

The sum of any dividend payable will be dependent on the sum of claims submitted and the costs of the liquidation.

Investigation

We undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries 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.

Save that previously reported under the heading 'Antecedent Transactions/Third Party Settlement', we have not identified any other potential asset recoveries that can be made as at the date of this report.

Within six months of our appointment, we are required to submit a confidential report to the Secretary of State to include any matters which have come to our attention during the course of our work which may indicate that the conduct of any past or present director would make him unfit to be concerned with the management of the company. We confirm this obligation has been complied with.

Further Information

The following agents and solicitors have been utilised in this matter:

<u>Professional Advisor</u>	<u>Nature of Work</u>	<u>Fee Arrangement</u>
Marriot & Co	Agents/Valuers	Time costs and expenses
Power in Numbers Ltd	Tax advice	Fixed fee
Buss Murton Law LLP	Legal advice	Time costs and expenses
Thomson Snell & Passmore LLP	Debtor collection	Fixed fee
Cripps LLP	Notarial Services	Fixed fee

The choice of professionals was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee

arrangement with them. The fees charged have been reviewed and we are satisfied that they are reasonable in the circumstances of this case.

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 Liquidators' 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 Liquidators' 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.

To comply with the Provision of Services Regulations, some general information about CCW Recovery Solutions is set out in the attached sheet.

Summary

The Liquidation is to remain open for a final dividend to be made to the unsecured creditors and for tax and VAT matters to be finalised.

Assuming these matters can be finalised within the next twelve months, a final progress report will be circulated prior to a final meeting being convened, at which time the liquidation will come to an end.



Mark Newman
Joint Liquidator

Dated: 15 November 2017

Mark Newman and Vincent John Green are licensed to act as Insolvency Practitioners in the UK by the Insolvency Practitioners Association

Appendix I

A summary of the work undertaken in the Liquidation is as follows:

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 physical case files.
- Setting up the case on the practice's electronic case management system and entering data.
- *Issuing the statutory notifications to creditors and others required on appointment as office holder, including gazetting the office holders' appointment.*
- Obtaining a specific penalty bond (this is insurance required by statute that every insolvency office holder has to obtain for the protection of each estate).
- 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 reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a regular basis.
- *Undertaking periodic reviews of the progress of the case.*
- 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
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.
- Seeking closure clearance from HMRC and other relevant parties.
- Preparing, reviewing and issuing progress reports to creditors and members.

Realisation of assets:

- Considering the necessity to arrange insurance cover for assets.
- Regularly monitoring the suitability and appropriateness of the insurance cover in place.
- Liaising with the bank regarding the closure of the account.
- Instructing agents to value known assets.
- *Liaising with the Agents regarding the valuation and disposal of assets.*
- Making efforts to collect in the book debts due to the Company.
- Liaising with agents regarding correspondence to debtors and the collection of book debts due to the Company.
- Liaising with Buss Murton Law LLP in regard to the transfer of a Company vehicle to a former employee, for no consideration.
- Liaising with the Company's bank regarding the closure of its accounts and requesting *the balances on the accounts be forwarded.*
- Negotiating the sale of the Company's goodwill
- Liaising with the Agents regarding the valuation and assignment of intellectual property, and providing documentation to facilitate registration of trademarks in five Asian jurisdictions.

Creditors:

- Dealing with creditor correspondence, emails and telephone conversations regarding their claims.
- Maintaining up to date creditor information on the case management system.
- Issuing a notice of intended dividend and placing an appropriate gazette notice.
- Reviewing proofs of debt received from creditors, adjudicating on them and formally admitting them for the payment of a dividend.

- Requesting additional information from creditors in support of their proofs of debt in order to adjudicate on their claims.
- Calculating and paying a first and interim dividend to creditors, and issuing the notice of declaration of dividend.

Investigations:

- Recovering the books and records for the case.
- Listing the books and records recovered.
- Submitting a return on the conduct of the directors as required by the Company Directors Disqualification Act.
- Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc.
- Reviewing potential antecedent transactions.
- Reviewing books and records to identify any transactions or actions the office holder may take against a third party in order to recover funds for the benefit of creditors.

Zone Security Products (UK) Limited
(In Liquidation)

Joint Liquidators' Summary of Receipts and Payments

RECEIPTS	Statement of Affairs (£)	From 15/10/2013 To 14/10/2016 (£)	From 15/10/2016 To 14/10/2017 (£)	Total (£)
Goodwill	Uncertain	15,000.00	0.00	15,000.00
Rent Deposit	Uncertain	0.00	0.00	0.00
Equipment	3,134.00	2,050.00	0.00	2,050.00
Cash in Hand	56.00	54.47	0.00	54.47
Book Debts	79,195.00	47,821.22	0.00	47,821.22
Cash in Hand of Agents	86,040.00	70,226.00	0.00	70,226.00
Miscellaneous Receipts		905.58	0.00	905.58
Cash at Bank	89,019.50	83,840.97	0.00	83,840.97
Third Party Settlement		4,500.00	0.00	4,500.00
Bank Interest Gross		237.34	12.31	249.65
Intellectual Property		0.00	12,500.00	12,500.00
Buyer's Premium		0.00	1,875.00	1,875.00
		224,635.58	14,387.31	239,022.89
PAYMENTS				
Specific Bond		320.00	0.00	320.00
Preparation of S. of A.		7,500.00	0.00	7,500.00
Joint Liquidators' Fees		51,074.25	6,174.00	57,248.25
Joint Liquidators' Cat 1 Disbursements		388.25	30.84	419.09
Joint Liquidators' Cat 2 Disbursements		89.88	0.00	89.88
Debt Collector Fees		255.00	0.00	255.00
Accountancy Costs		725.00	0.00	725.00
Agent's Fees		7,791.00	4,150.00	11,941.00
Agent's Disbursements		480.44	260.25	740.69
Legal Fees		800.00	250.00	1,050.00
Corporation Tax		3,042.77	4.69	3,047.46
Storage Costs		204.00	47.60	251.60
Re-Direction of Mail		120.00	0.00	120.00
Statutory Advertising		338.40	0.00	338.40
Other Property Expenses		2.02	0.00	2.02
Insurance of Assets		106.00	0.00	106.00
Bank Charges		12.00	12.00	24.00
Employee Holiday Pay	(1,451.51)	1,075.92	0.00	1,075.92
Trade & Expense Creditors	(298,329.06)	109,193.60	0.00	109,193.60
Employees	(50,639.23)	503.15	0.00	503.15
RPO		13,617.72	0.00	13,617.72
HM Revenue & Customs - PAYE/NIC	(2,986.21)	1,424.35	0.00	1,424.35
HM Revenue & Customs - VAT	(20,966.00)	1,564.50	0.00	1,564.50
Ordinary A & B Shareholders	(240,000.00)	0.00	0.00	0.00
		200,628.25	10,929.38	211,557.63
Net Receipts/(Payments)		24,007.33	3,457.93	27,465.26

MADE UP AS FOLLOWS

Bank 1 Current - Barclays	22,704.52	4,546.75	27,251.27
VAT Receivable / (Payable)	1,302.81	(1,088.82)	213.99
	24,007.33	3,457.93	27,465.26

Zone Security Products (UK) Limited (in Liquidation)

Time Cost Summary for the period 15 October 2016 to 14 October 2017

	Partner	Manager	Other Senior Professionals	Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
General Administration							
Administration & Planning	0.00	1.20	1.35	0.00	2.55	454.50	178.24
Tax & VAT	0.20	0.75	4.15	0.00	5.10	840.00	164.71
Statutory Matters	0.40	2.60	1.05	0.00	4.05	823.50	203.33
Case Accounting	0.00	1.25	2.45	0.00	3.70	584.00	157.84
Strategy/Case Review	0.50	0.60	6.25	0.00	7.35	1,213.50	165.10
Realisation of Assets							
Book Debts	0.00	0.20	1.00	0.00	1.20	192.00	160.00
Other	1.00	0.30	3.45	0.00	4.75	880.50	185.37
Creditors							
Unsecured Creditors	0.00	0.00	1.75	0.00	1.75	262.50	150.00
Total Hours	2.10	6.90	21.45	0.00	30.45		172.43
Total Cost						5,250.50	

Zone Security Products (UK) Limited (in Liquidation)

Time Cost Summary for the period 15 October 2013 to 14 October 2017

	Partner	Manager	Other Senior Professionals	Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
General Administration							
Administration & Planning	2.80	6.55	21.45	1.90	32.70	4,714.50	144.17
Tax & VAT	1.40	1.65	16.70	0.00	19.75	2,726.00	138.03
Statutory Matters	1.90	11.25	13.70	0.00	26.85	4,459.50	166.09
Case Accounting	0.00	5.70	27.90	1.00	34.60	4,283.75	123.81
Strategy/Case Review	2.00	10.10	18.60	0.00	30.70	4,774.00	155.50
Property Related	0.30	0.00	0.80	0.00	1.10	202.00	183.64
Investigations							
SIP2/CDDA	0.00	8.70	14.90	7.20	30.80	3,410.00	110.71
Antecedent Transactions	0.00	2.80	5.25	0.00	8.05	1,062.50	131.99
Realisation of Assets							
Book Debts	2.70	8.65	126.60	0.00	137.95	15,411.00	111.71
F&E/P&M	0.00	0.00	0.90	0.00	0.90	126.00	140.00
Motor Vehicles	0.00	0.80	0.00	0.00	0.80	140.00	175.00
Other	11.75	5.95	29.00	0.00	46.70	8,009.50	171.51
Stock	0.50	0.00	0.00	0.00	0.50	150.00	300.00
Creditors							
Unsecured Creditors	0.00	0.75	41.80	0.00	42.55	4,517.50	106.17
Distributions	1.00	9.50	0.00	0.00	10.50	2,162.50	205.95
Employees	0.00	0.00	2.50	0.00	2.50	316.50	126.60
Preferential	0.45	0.00	7.55	0.00	8.00	910.00	113.75
Total Hours	24.80	72.40	327.65	10.10	434.95		131.91
Total Cost						57,375.25	

Joint Liquidators' fees drawn in accordance with time cost resolution
approved at the meeting of creditors on 15 October 2013

£57,248.25

CCW RECOVERY SOLUTIONS

CHARGE-OUT RATES AND DISBURSEMENTS

The table below sets out the charge-out rates utilised by CCW Recovery Solutions for charging staff time:-

Partner	£300 per hour
Director	£250 per hour
Senior Manager	£210 per hour
Manager	£180 per hour
Assistant Manager	£165 per hour
Senior Administrator	£150 per hour
Administrator	£110 per hour
Trainee/support staff	£60 per hour

It should be noted that the above rates may increase from time to time over the period of the administration of each insolvency case, but this information will be included in periodic statutory reports to creditors. The above rates are effective from 1 April 2015. Time is charged in six minute units.

Category 1 disbursements will be charged at the actual cost at which they are incurred, for example statutory advertising and records storage.

Category 2 disbursements, that is those which are paid to CCW Recovery Solutions, will be on the following basis, once the appropriate approval has been obtained:-

Photocopying	Re-charged at 10p per sheet
Internal room hire	Charged at £50 per meeting held in house
Company searches	£15 per corporate case
Mileage	Charged at 45 pence per mile

GUIDES TO FEES AND BEST PRACTICE

Further information relating to insolvency practitioners' fees and their required practice published by the Association of Business Recovery Professionals can be found on the Insolvency Practitioners Association website: www.insolvency-practitioners.org.uk

Hover over Regulation and Guidance located to the right of the option ribbon on the home page and select "Creditors Guides to Fees". This information is also relevant to members of companies in both solvent liquidations and insolvency procedures.

The option of Regulation and Guidance will display the following information, and the relevant guide in this case is **Liquidators Fees (October 2015)** under **Guides for England & Wales**.

The Guides form appendices to Statement of Insolvency Practice 9, which sets out required practice for insolvency practitioners. The full text of SIP9 can be found in the Regulation and Guidance area of the Insolvency Practitioners Association website by clicking onto the link to SIPs on the left hand side of the ribbon then select England and Wales and SIP9.

General

All partners acting as insolvency practitioners are licensed to do so in the UK by the Insolvency Practitioners Association. CCW Recovery Solutions is a trading style of Crowe Clark Whitehill LLP, a Limited Liability Partnership registered in England and Wales with registered number OC 307043, and whose VAT registration number is GB/974 8680 58. The registered office is at St. Bride's House, 10 Salisbury Square, London EC4Y 8EH.

1 February 2016

**PROVISION OF SERVICES REGULATIONS SUMMARY SHEET FOR
CCW RECOVERY SOLUTIONS
(A trading style of Crowe Clark Whitehill LLP)**

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

Mark Newman, Vincent John Green and James Patrick Nicholas Martin are all licensed to act as Insolvency Practitioners (IPs) in the United Kingdom by the Insolvency Practitioners Association.

Mark Newman is a Fellow of the Insolvency Practitioners Association, Vincent Green is a Member of the Insolvency Practitioners Association, James Martin is a Member of the Institute of Chartered Accountants in England and Wales and a Member of the Insolvency Practitioners Association.

CCW Recovery Solutions is a firm member of the Insolvency Practitioners Association. Crowe Clark Whitehill LLP is authorised and regulated by the Financial Conduct Authority.

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 Insolvency Practitioners Association can be found at www.insolvency-practitioners.org.uk. In addition, IPs are bound by 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 www.insolvency-practitioners.org.uk/regulation-and-guidance/ethics-code.

Complaints

At CCW Recovery Solutions 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, Mark Newman at CCW Recovery Solutions, 4 Mount Ephraim Road, Tunbridge Wells, Kent TN1 1EE. This will then formally invoke our complaints procedure and we will endeavour to deal with your complaint under the supervision of a senior partner 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 - calls are charged at up to 10p per minute from a land line, or for mobiles, between 3p and 55p per minute if you're calling from the UK.

Professional Indemnity Insurance

Crowe Clark Whitehill LLP's professional indemnity insurer is Markel International Insurance Co Limited of The International Underwriting Association, London Underwriting Centre, 3 Minster Court, Mincing Lane, London EC3R 7DD. The territorial coverage of the insurance is worldwide with certain restrictions on a claim brought in respect of professional business in the United States of America or Canada.

VAT

Crowe Clark Whitehill LLP is registered for VAT under registration no. GB/974 8680 58.

Zone Security Products (UK) Limited ("the Company") – In Creditors' Voluntary Liquidation

Company registered number: 03088028

Notice to unsecured creditors of intention to declare a dividend

Notice is given under rule 14.29 of The Insolvency (England and Wales) Rules 2016, by Mark Newman and Vincent Green, the Joint Liquidators to the creditors of Zone Security Products (UK) Limited, that we intend declaring a final dividend to the non-preferential unsecured creditors within two months of the last date for proving specified below.

Creditors who have not already proved are required, on or before 8 December 2017, the last date for proving, to submit a proof of debt to me at CCW Recovery Solutions, 4 Mount Ephraim Road, Tunbridge Wells, Kent, TN1 1EE and, if so requested by me, to provide such further details or produce such documentary or other evidence as may appear to be necessary. A creditor who has not proved his debt before the date specified above is not entitled to disturb the dividend because he has not participated in it. No further public advertisement or invitation to prove debts will be given.

Please Note: The last date for submitting a proof of debt is 8 December 2017.

DATED: 15 November 2017



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Mark Newman
Joint Liquidator

Further details

Contact: Joe Longhurst
Tel: 01892 700200
Email: info@ccwrecoveryolutions.co.uk
Office Holder Numbers:
Mark Newman (008723) & Vincent John Green (009416)