

In accordance with Rule 18.7 of the Insolvency (England & Wales) Rules 2016 and Sections 92A, 104A and 192 of the Insolvency Act 1986

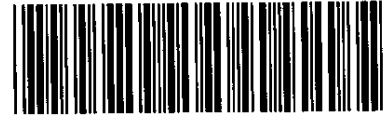
LIQ03

Notice of progress report in voluntary winding up



Companies House

THURSDAY



A12 *A7YSFIN6* #221
07/02/2019
COMPANIES HOUSE

1 Company details

Company number 0 3 1 1 3 3 8 4

Company name in full Garraf Limited

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

2 Liquidator's name

Full forename(s) Anthony

Surname Murphy

3 Liquidator's address

Building name/number 20 Midtown

Street 20 Procter Street

Post town

County/Region London

Postcode W C 1 V 6 N X

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	<input type="text" value="0"/>	<input type="text" value="3"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="7"/>	
To date	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="8"/>	

7 Progress report

<input checked="" type="checkbox"/> The progress report is attached	
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8 Sign and date

Liquidator's signature	Signature <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>								
Signature date	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="9"/>	

**Liquidator's Annual Progress Report to
Creditors & Members**

**Garraf Limited (in Liquidation) – " the Company /
Garraf "**

30 November 2018

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1 Introduction

- 1.1 I, Anthony Murphy of Harrison's Business Recovery & Insolvency (London) Limited, 3rd Floor, Office 305, 31 Southampton Row, London, WC1B 5HJ, was appointed as Liquidator of Garraf Limited (" the Company / Garraf ") on 3 October 2016.
- 1.2 This progress report covers the period from 3 October 2017 to 2 October 2018 ("the Period"), and *should be read in conjunction with the Report to Creditors and Members Pursuant to Section 98 of the Insolvency Act 1986 dated 3 October 2016.*
- 1.3 Garraf was a property holding company and, therefore, did not have a principal trading address.
- 1.4 The registered office of the Company has been changed to C/o Harrison's Business Recovery & Insolvency (London) Limited, 3rd Floor, Office 305, 31 Southampton Row, London, WC1B 5HJ, and its registered number is 03113384.

2 Work undertaken by the Liquidator

- 2.1 This section of the report provides creditors with an update on the progress made in the liquidation during the Period and an explanation of the work done by the Liquidator and his staff.
- 2.2 At Appendix A is my Receipts and Payments Account for the Period.

Administration (including statutory compliance & reporting)

- 2.3 An office holder must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work I anticipated would need to be done in this area was outlined to creditors in my fees estimate / information.
- 2.4 Where the costs of statutory compliance work or reporting to creditors exceeds the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Liquidator.
- 2.5 As noted in my initial fees estimate / information, this work will not necessarily bring any financial benefit to creditors, but is required on every case by statute.

Realisation of Assets

- 2.6 The Company's only asset was a 5% beneficial interest in freehold property at Garraf's former registered office at Unit 9, Kernick Industrial Estate, Parkengue Kernick, Penryn, Cornwall, TR10 9EP (" the Property ").
- 2.7 As previously reported, a sale of the Property completed on 23 December 2016 for £470,805. This was significantly higher than the Statement of Affairs value of £420,000 and the RICS Red Book Market Valuation of £445,000.
- 2.8 The Property was subject to a mortgage in favour of Bath Investment & Building Society (" BIBS "). The final amount due to BIBS totalled £296,599, which was repaid on completion.
- 2.9 Pursuant to a Deed of Assignment between the Company and the Trustees of the FOS Executive Pension Scheme (" the Trustees ") dated 6 May 2016, I paid 95% of the beneficial interest in the Property to the Trustees. After deduction of costs, the net realisation totalled £139,910,

of which 132,923 (95%) was paid to the Trustees on 16 February 2017. The remaining balance of £6,996 (5%) was paid to Garraf.

Director's Loan Account

- 2.10 Following my appointment, the Director advised that he personally owed money to Garraf in respect of a Director's loan. Following a review of the Company's books and records, it was finally determined that the Director owes £900,000 to Garraf.
- 2.11 In December 2016, the Director proposed an Individual Voluntary Arrangement (" IVA "), which was accepted by his creditors. I submitted a claim in the IVA for £900,000, and the Supervisor accepted the claim.
- 2.12 In the Period, the Company received a first and final dividend from the Supervisor of the IVA of 1.76p in the Pound, being a dividend of £15,840.
- 2.13 In the Period, bank interest totalling £11 was received on funds held in the estate.
- 2.14 The work the Administrator and his staff have undertaken to date brought a financial benefit to the secured creditor by allowing redemption of the BIBS' mortgage in full.

Creditors (claims and distributions)

- 2.15 Further information on the outcome for creditors in this case can be found at section 3 of this report. A Liquidator is not only required to deal with correspondence and claims from unsecured creditors, but also those of any secured creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.
- 2.16 The above work will not necessarily bring any financial benefit to creditors generally, however, a Liquidator is required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Liquidator in dealing with those claims.
- 2.17 I consider the following matters worth noting in my report to creditors:
- I have received three unsecured creditor claims in this case totalling £1,236,920.
 - I have not yet received claims from three creditors whose debts total £20,440 as per the Director's Statement of Affairs.
 - There are no preferential creditors in this case.
 - The only secured creditor, BIBS, was repaid in full from the sale of the Property.

Investigations

- 2.18 Some of the work the Liquidator is required to undertake is to comply with legislation, such as the Company Directors' Disqualification Act 1986 (" CDDA 1986 ") and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidator can pursue for the benefit of creditors.

2.19 I submitted my report on the conduct of the Director of Garraf to the Department for Business, Energy & Industrial Strategy under the CDDA 1986. As this is a confidential report, I am unable to disclose the contents.

2.20 Shortly after appointment, I made an initial assessment of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate. This assessment took into account any information provided by creditors. My investigations have not revealed any issues requiring further report or any further potential recoveries, which could be pursued for the benefit of creditors.

3 Outcome for Creditors

Secured Creditors

3.1 BIBS held a mortgage over the Property dated 30 April 2007. At the date of the liquidation, the indebtedness to BIBS was estimated at £298,000. The final amount due to BIBS in respect of the mortgage totalled £296,599, which was repaid in full from the sale of the Property.

Preferential Creditors

3.2 There are no preferential creditors in this case.

Unsecured Creditors

3.3 I confirm that there are insufficient funds realised, after defraying the expenses of the liquidation, to pay a dividend to unsecured creditors.

4 Liquidator's Remuneration and Expenses

4.1 The Creditors approved that the basis of the Liquidator's remuneration be fixed by reference to the time properly spent by me and my staff in managing the liquidation. My fees estimate/information was originally provided to creditors when the basis of my remuneration was approved and was based on information available to me at that time.

4.2 A copy of that estimate is reproduced below:

Category of work	Estimated Number of Hours	Average blended charge out rate £	Estimated cost £
Administration (including statutory compliance & reporting)	20	200	4,000
Realisation of assets	25	300	7,500
Creditors (claims & distributions)	10	250	2,500
Investigations	5	200	1,000
Total estimated fees			15,000

4.3 My time costs for the Period are £4,074. This represents 24.2 hours at an average rate of approximately £175 per hour. Attached at Appendix C is a Time Analysis, which provides details

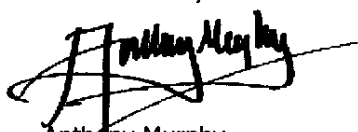
of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by me in managing the liquidation.

- 4.4 During the course of the liquidation, I have drawn and paid £12,286.67 in respect of these costs.
- 4.5 I did not seek approval of a revised fees estimate because asset realisations in the liquidation were insufficient to enable Liquidator's fees to be paid over and above the original fees estimate.
- 4.6 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from <https://www.icaew.com/technical/insolvency/creditors-guides>.
- 4.7 Attached at Appendix E is additional information in relation to the Liquidator's fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.

5 Next Report

- 5.1 I am required to provide a further report on the progress of the liquidation within two months of the next anniversary of the liquidation, unless I have concluded matters prior to this, in which case I will write to all creditors with my final account.
- 5.2 Should you have any queries in relation to the contents of this report, please contact my colleague Jose Casal in the first instance.

Yours faithfully



Anthony Murphy
Liquidator

Appendix A - Receipts and Payments Account from 3 October 2017 to 2 October 2018 and cumulative from 3 October 2016 to 2 October 2018

Garraf Limited
(in Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £	Period		Cumulative	
	03/10/2017 To 02/10/2018 £		03/10/2016 To 02/10/2018 £	
	SECURED ASSETS			
420,000.00	Freehold Property	NIL		470,804.97
	COSTS OF REALISATION			
	Legal Disbursements	NIL		(99.00)
	Legal Fees	NIL		(5,000.00)
	Agents'/Valuers' Fees	NIL		(16,250.00)
	Agents'/Valuers' Disbursements	NIL		(200.00)
	VAT - Unrecoverable	NIL		(4,304.00)
	Monies Due to Pension Fund	NIL		(132,923.11)
		NIL		(158,776.11)
	SECURED CREDITOR			
	Chargeholder - Redemption of Mortgage	NIL		(296,599.31)
	OTHER ASSETS			
	Director's Loan Account	15,840.03		15,840.03
	Bank Interest Gross	11.28		67.00
		15,851.31		15,907.03
	COSTS OF REALISATION			
	Statement of Affairs Fee	NIL		(5,000.00)
	Liquidator's Remuneration	(12,286.67)		(12,286.67)
	Agents'/Valuers' Fees	NIL		(7,028.00)
	Legal Fees	NIL		(1,008.00)
	Legal Disbursements	NIL		(9.00)
	Insurance of Assets	NIL		(929.38)
	Corporation Tax	(11.00)		(11.00)
	VAT - Unrecoverable	(5,064.53)		(5,064.53)
		(17,362.20)		(31,336.58)
		(1,510.89)		0.00

Appendix B – Liquidator’s Time Analysis for the Period from 3 October 2017 to 2 October 2018 and Cumulative Time Analysis from 3 October 2016 to 2 October 2018

Time Entry - Detailed SIP9 Time & Cost Summary

GARRA001 - Garraf Limited
 From: 03/10/2017 To: 02/10/2018
 Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
10* Case planning	0.00	0.00	0.10	0.00	0.10	17.50	175.00
104 Maintenance of records	0.00	0.00	0.00	1.10	1.10	154.00	140.00
120 General Correspondence	0.00	0.00	0.10	0.00	0.10	17.50	175.00
151 Admn - Annual Progress Report - Liquidation	0.00	0.00	8.80	0.00	8.80	1,540.00	175.00
159 Admn - Appointment Holder VAT426427833	0.00	0.30	0.00	0.00	0.30	94.50	315.00
160 Admn - Appointment Holder CT600	0.00	0.00	0.60	0.00	0.60	105.00	175.00
167 Meetings - Meeting by Correspondence	0.00	0.00	0.50	0.00	0.50	87.50	175.00
16* Bonding - Bond Review	0.00	0.00	0.40	0.00	0.40	70.00	175.00
184 Cashier - Client Account Reconciliations	0.00	0.00	2.40	0.00	2.40	336.00	140.00
186 Cashier - Receipts	0.00	0.00	0.90	0.00	0.90	328.50	136.89
187 Cashier - Payments	0.00	0.00	0.40	0.00	0.40	168.00	152.73
189 Cashier - CT600	0.00	0.00	0.00	0.00	0.00	140.00	140.00
158 Preparation of Fee Forecast	0.00	0.50	3.80	0.00	4.30	822.50	191.28
Administration & Planning	0.00	0.80	15.20	7.10	23.10	3,881.00	168.01
500 Creditors	0.00	0.00	0.20	0.00	0.20	35.00	175.00
52* Communication with creditors	0.00	0.00	0.30	0.00	0.30	52.50	175.00
519 Claims - HMRC	0.00	0.00	0.20	0.00	0.20	35.00	175.00
Creditors	0.00	0.00	0.70	0.00	0.70	122.50	175.00
300 Realisation of assets	0.00	0.00	0.10	0.00	0.10	17.50	175.00
320 Overdrawn Director Loans	0.00	0.00	0.30	0.00	0.30	52.50	175.00
Realisations of Assets	0.00	0.00	0.40	0.00	0.40	70.00	175.00
Total Hours	0.00	0.80	16.30	7.10	24.20	4,073.50	168.33
Total Fees Claimed						12,286.67	

Time Entry - Detailed SIP9 Time & Cost Summary

GARRA001 - Garraf Limited
 From: 03/10/2016 To: 02/10/2018
 Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
101 Case planning	0.80	0.00	0.70	0.00	1.50	466.50	311.00
102 Administrative set-up	0.00	0.00	0.00	0.60	0.60	84.00	140.00
103 Appointment notification	0.00	0.70	4.00	0.00	4.70	833.50	177.34
104 Maintenance of records	0.00	0.50	1.40	3.10	5.00	811.50	162.30
113 Dealing with Directors	0.00	1.50	1.20	0.00	2.70	653.50	242.04
115 Insurance	0.30	0.00	0.00	0.00	0.30	133.50	445.00
120 General Correspondence	0.00	0.00	0.30	0.00	0.30	50.50	168.33
135 Admin - IPS Diary Maintenance	0.00	0.00	0.20	0.00	0.20	35.00	175.00
137 Admin - Month 3 Review	0.00	0.00	0.30	0.00	0.30	52.50	175.00
150 Admin - Charge Holder Report	0.40	0.00	0.00	0.00	0.40	178.00	445.00
151 Admin - Annual Progress Report - Liquidation	0.00	0.00	8.80	0.00	8.80	1,540.00	175.00
159 Admin - Appointment Holder VAT1100/426/427/833	0.00	0.30	0.00	0.00	0.30	94.50	315.00
160 Admin - Appointment Holder CT600	0.00	0.50	2.80	0.00	3.30	647.50	196.21
163 Meetings - s98 Meeting & Shareholders Meeting	0.00	0.00	0.70	0.00	0.70	108.50	155.00
167 Meetings - Meeting by Correspondence	0.00	0.00	0.50	0.00	0.50	87.50	175.00
180 Bonding - Initial Bond Calculation	0.00	0.20	0.50	0.00	0.70	138.50	197.86
181 Bonding - Bond Review	0.00	0.00	0.60	0.00	0.60	105.00	175.00
184 Cashier - Client Account Reconciliations	0.00	0.00	0.00	6.00	6.00	840.00	140.00
186 Cashier - Receipts	0.00	2.60	2.60	4.10	6.70	1,004.00	149.85
187 Cashier - Payments	0.00	0.00	1.70	2.20	3.90	605.50	155.26
189 Cashier - CT600	0.00	0.00	0.00	1.00	1.00	140.00	140.00
193 Pensions - s120 Forms & Submission	0.00	0.00	0.20	0.00	0.20	31.00	155.00
195 Pensions - Pension Trustee Dealings	0.00	0.20	0.00	0.00	0.20	63.00	315.00
198 Preparation of Fee Forecast	0.00	0.50	3.80	0.00	4.30	822.50	191.28
Administration & Planning	1.50	4.40	30.30	17.00	53.20	9,526.00	179.06
500 Creditors	0.00	0.00	0.50	0.00	0.50	63.50	167.00
501 Communication with creditors	1.20	0.00	0.50	0.00	1.70	621.50	365.59
504 Claims Trade and Expense	0.00	0.00	0.50	0.00	0.50	79.50	159.00
508 Secured Creditors	1.40	5.20	5.00	0.00	11.60	3,076.00	265.17
519 Claims - HMRC	0.00	0.00	0.40	0.00	0.40	70.00	175.00
Creditors	2.60	5.20	6.90	0.00	14.70	3,930.50	267.38
205 General Investigations	0.00	0.00	4.80	0.00	4.80	834.00	173.75
207 CDDA Report	1.30	0.00	0.80	0.00	2.10	718.50	342.14
Investigations	1.30	0.00	5.60	0.00	6.90	1,552.50	225.00
300 Realisation of assets	0.20	0.20	2.20	0.00	2.60	537.00	206.54
301 Ident, securing and insuring assets	0.00	0.00	3.20	0.00	3.20	522.00	163.13
303 Debt collection	4.00	0.00	2.00	0.00	6.00	2,130.00	355.00
311 Agents - Realisation of Assets	0.00	2.00	0.00	0.00	2.00	610.00	305.00
312 Legal - Realisation of Assets	0.00	1.50	0.00	0.00	1.50	469.50	313.00
315 Freehold Land & Property	13.20	2.40	5.80	0.00	21.40	7,575.00	353.97
320 Overdrawn Director Loans	0.00	0.00	3.10	0.00	3.10	542.50	175.00
Realisations of Assets	17.40	6.10	16.30	0.00	39.80	12,386.00	311.21

Time Entry - Detailed SIP9 Time & Cost Summary

GARRA001 - Garraf Limited
 From: 03/10/2016 To: 02/10/2018
 Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Total Hours	22.80	15.70	59.10	17.00	114.60	27,395.00	239.05
Total Fees Claimed						12,286.67	

Appendix C – Additional Information in Relation to the Liquidator’s Fees, Expenses & Disbursements

1 Staff Allocation and the Use of Sub-Contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team consisted of a Director, a Manager, and an Administrator or Assistant. The exact constitution of the case team depended on the anticipated size and complexity of the assignment and the experience requirements of the assignment.
- 1.3 I did not utilise the services of any sub-contractors in this case.

2 Professional Advisors

- 2.1 On this assignment, I have used the professional advisors listed below. I have also indicated alongside, the basis of the fee arrangement with them, which is subject to review on a regular basis.

Name of Professional Advisor	Basis of Fee Arrangement
PDT Solicitors (legal advice)	Hourly rate and disbursements
AUA Insolvency Risk Services Limited (insurance)	Risk based premium
Best Gapp & Cassells (valuation and disposal advice)	Part fixed fee and part % of realisations

- 2.2 The choice was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of the fee arrangement with them.

3 Liquidator’s Expenses & Disbursements

- 3.1 The estimate of expenses (including disbursements) was provided to creditors when the basis of my fees were approved, a copy of which is set out below:

Expense	Estimated cost £
<i>Agents’ costs for valuation, consideration of offers, and disposal of assets</i>	23,478
<i>Solicitors’ costs</i>	6,318
<i>Insurance</i>	929
<i>Statutory advertising</i>	237
<i>Specific penalty bond</i>	35

- 3.2 Details of the expenses paid in the liquidation are set out in the Liquidator's Receipts & Payments Account, as set out in Appendix A.
- 3.3 Please note that some of the costs incurred attracted VAT, which was irrecoverable because the Company is not registered for VAT.
- 3.4 Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as Category 1 disbursements to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case.
- 3.5 Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, such as internal room hire, document storage or business mileage. Details of Category 2 disbursements charged by this firm (where appropriate) were provided at the time the Liquidator's fees were approved by creditors. No Category 2 disbursements have been incurred or paid in this case.

4 Charge-Out Rates

- 4.1 Harrisons Business Recovery & Insolvency (London) Limited's (" Harrisons ") current charge-out rates, effective from 1 July each year, are detailed below. Please note Harrisons records its time in minimum units of 6 minutes.

	2018/2019
	£
Directors	305 – 550
Managers	250 – 350
Senior Case Supervisors	175 – 250
Case Supervisors	125 – 205
Assistants/Trainee Case Supervisors	100 – 150

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 **Darren Fanthorpe**

Company name **Harrisons Business Recovery &**

Insolvency (London) Limited

Address **20 Midtown**

20 Procter Street

Post town

County/Region **London**

Postcode **W C 1 V 6 N X**

Country **United Kingdom**

DX

Telephone **0207 317 9160**

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