

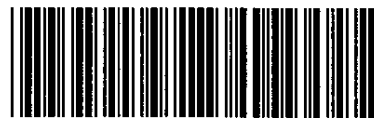
WU07

Notice of progress report in a winding-up by the court



Companies House

THURSDAY



A26 *A817C602*
14/03/2019 #49
COMPANIES HOUSE

1 Company details

Company number 04114730

Company name in full WH Trading Limited

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

2 Liquidator's name

Full forename(s) Laurence

Surname Pagden

3 Liquidator's address

Building name/number Lynton House

Street 7 - 12 Tavistock Square

Post town London

County/Region

Postcode WC1H 9LT

Country

4 Liquidator's name ①

Full forename(s) Simon Peter

Surname Carvill-Biggs

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

5 Liquidator's address ②

Building name/number Lynton House

Street 7 - 12 Tavistock Square

Post town London

County/Region

Postcode WC1H 9LT

Country

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

WU07

Notice of progress report in a winding-up by the court

6 Period of progress report

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

7 Progress report

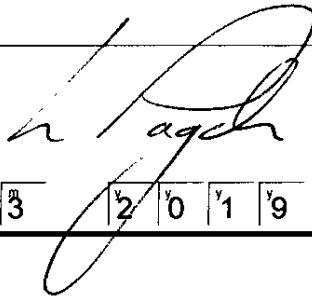
☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d 1	^d 3	^m 0	^m 3	^y 2	^y 0	^y 1	^y 9
----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------

WH TRADING LIMITED - IN COMPULSORY LIQUIDATION

**JOINT LIQUIDATORS' PROGRESS REPORT PURSUANT TO RULE 18.3 OF THE INSOLVENCY
(ENGLAND & WALES) RULES 2016**

FOR THE PERIOD 18 JANUARY 2018 TO 17 JANUARY 2019 ("THE PERIOD")

DATED 13 MARCH 2019

WH TRADING LIMITED - IN COMPULSORY LIQUIDATION ("THE COMPANY")

ANNUAL PROGRESS REPORT

CONTENTS

1. Introduction and executive summary
2. Asset realisations
3. Investigations
4. Joint Liquidators' remuneration
5. Joint Liquidators' expenses
6. Creditors' claims and outcome for creditors
7. Creditors' rights to further information and to challenge liquidators' remuneration and expenses
8. Data protection notice
9. Summary

APPENDICES

1. Statutory information
2. Joint Liquidators' receipts and payments account
3. Joint Liquidators' analysis of time costs
4. Joint Liquidators' narrative of work undertaken in the Period and future work anticipated to be undertaken

1 INTRODUCTION AND EXECUTIVE SUMMARY

- 1.1 I was appointed Joint Liquidator of the Company, by the Secretary of State, on 18 January 2018.
- 1.2 I now present my progress report for the first year of the liquidation ("the Period"), pursuant to Rule 18.3 of the Insolvency (England & Wales) Rules 2016 ("the Rules").
- 1.3 The Company's statutory information is attached at Appendix 1 of this report. I attach at Appendix 2 a receipts and payments account for the Period.

Executive Summary

- 1.4 At the date of my appointment the Company had ceased trading and purportedly sold all its assets. I investigated the position and identified that the director had sold the Company's freehold property and utilised the funds to purchase a property in his own name. I have reached a settlement with the director whereby he will repay at least £200,000 in early 2020 following the sale of the property.

2 ASSET REALISATIONS

Background

- 2.1 The Company was incorporated on 27 November 2000 and in March 2002 acquired a freehold property at 257 Burlington Road, New Malden, KT3 4NX ("the Property"). The Property was leased to various connected parties, including RB Furniture Limited ("RB Furniture") and PR Suede Limited ("PR").
- 2.2 On 21 June 2016 Richard Baker, the sole director of the Company ("the Director"), completed a sale of the Property to a third party. The net sale proceeds were £399,758.13 ("the funds").
- 2.3 Subsequently, as a result of the non-payment of purported gas and electricity charges, the Company was wound up on 11 December 2017 on the petition of British Gas Business.
- 2.4 On 16 January 2018 the Director made a statement to the Official Receiver ('OR') that the funds had been paid into his personal bank account as the Company's bank account was in the process of being closed. Furthermore, the Director indicated that he thought he still held £150,000 of the funds.
- 2.5 Due to the urgent need to take control of the funds, the Secretary of State appointed Mark Newton and I as Joint Liquidators of the Company on 18 January 2018. (Pursuant to a Court Order dated 21 December 2018, Mark Newton was subsequently replaced as Joint Liquidator and replaced as Joint Liquidator by Simon Peter Carvill-Biggs. This was due to him leaving Menzies LLP.)

Actions taken in the Period

- 2.6 I immediately wrote to the Director requesting the funds held and for him to deliver up the Company's books and records. However, I received no substantive response to my queries and the funds were not repaid.
- 2.7 To better understand the Company's financial affairs I also contacted various third parties including: the Company's former accountants, solicitors, bankers, various creditors and the Land Registry.
- 2.8 Due to the lack of a substantive response from the Director my solicitors, Sprecher Grier Limited ("SG"), wrote to the Director again seeking the funds and the delivery up of the Company's books and records.

- 2.9 The Director initially instructed insolvency practitioners (HJS Recovery) and then subsequently solicitors, Moore Blatch.
- 2.10 It became apparent the Director did not still hold £150,000 and claimed to have misunderstood the OR's question.
- 2.11 My own enquiries suggested that most of the funds had been used by the Director to acquire a property in his personal name, which had in turn been sold and a further property acquired. That property is currently being developed.
- 2.12 I continued to pursue a full account of what had happened to the funds and requested a restriction be granted over the property, which my enquiries led me to believe had at least in part been acquired with Company monies. Unfortunately, such assurances to the satisfaction of the Joint Liquidators were not provided.
- 2.13 In the light of the above, and my concern that the Company's assets might be dissipated, I issued legal proceedings against the Director seeking an order:
- that the Director had by taking the monies breached his duties to the Company and held any sums received, or their traceable proceeds, on trust for the Company; or
 - the payments to him were transactions at an undervalue within the meaning of section 238 of the Insolvency Act 1986 ('the Act') as they appear to be for no consideration, and that he should restore the Company to the position it would have been in if the payments had not been made; or
 - to the extent it is argued the payments discharged some liability of the Company, the payments were preferences within the meaning of section 239 of the Act and that the Director should restore the position.
- 2.14 In addition, an application under section 234 of the Act was also applied for, whereby the Director would be required by the Court to deliver all records in his possession.
- 2.15 I also sought a proprietary freezing order and ancillary disclosure order.
- 2.16 After the Event insurance was obtained and a hearing was set for 11 May 2018 to consider the Joint Liquidators' application for a freezing order. In advance of the hearing the Director agreed to provide an undertaking not to dispose of his property and for a restriction to be registered. There are two prior charges registered against the property, but it is anticipated that there will be significant equity in the property.
- 2.17 There was protracted correspondence with Moore Blatch during which I sought and obtained various information and explanations from Mr Baker. There was also a prolonged period of negotiations with a view to settling the litigation.
- 2.18 A settlement was reached on 14 January 2019, whereby the Director:-
- Agreed to grant a charge over his property (behind the two existing charge holders).
 - Will seek to complete the development this year and sell it in early 2020.
 - From the proceeds of sale to pay to the Company a minimum of £200,000 plus a further sum dependent on the level of creditor claims.

3. INVESTIGATIONS

- 3.1 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 potential recoveries, the funds likely to be available to fund an investigation, and the costs involved.

- 3.2 In addition to the work I carried out as referred to in section 2 above, I also considered whether any claim could be brought against the former professional advisors to the Company.

4 JOINT LIQUIDATORS' REMUNERATION

- 4.1 My total time costs for the period amount to £80,265.00, made up of 208.60 hours at an average charge out rate of £384.78 per hour. I attach at Appendix 3 a breakdown of these time costs by work category and staff grade, which includes the hourly charge out rates for the grades of my staff.
- 4.2 Given the size and technical nature of the liquidation, much of the work described in the sections above was undertaken by me, a manager and an administrator. Additional assistance was provided by cashiers dealing with banking and statutory duties, and administrators offering various support services. All time spent on administering various duties was charged directly to the case in 6 minute units.
- 4.3 A narrative explanation of work done during the period since my last progress report is set out at Appendix 4.
- 4.4 I have not drawn any remuneration in the Period. Insolvency law requires that I seek approval from a duly formed Creditors' Committee before I draw any remuneration as Joint Liquidator. In the event that a Creditors' Committee is not formed, then it shall be the general body of creditors to agree the basis of my remuneration, subject to a capped fee estimate.
- 4.5 I am not seeking approval of the basis of my fees as part of this report. I will write to creditors shortly under separate cover, with all the necessary information required by statute and best practice, in order to seek approval to the basis of my fee and agree an appropriate fee estimate, which shall work as a cap to my remuneration.
- 4.6 An explanatory note "A Creditors' Guide to Liquidators' Fees" can be found on the following link - <https://www.menzies.co.uk/helping-you/business-recovery/fees-guide/>. Alternatively, it is available free of charge by contacting Menzies LLP. Please note that there are different versions and you should refer to the version for appointments after September 2015.

5 JOINT LIQUIDATORS' EXPENSES

- 5.1 Expenses are amounts properly payable by the Liquidators from the estate which are not remuneration or a distribution to creditors. These include disbursements, which are expenses met by and reimbursed to a liquidator in connection with the insolvency.

Liquidators' disbursements

- 5.2 In relation to disbursements, where my firm incurs a cost that is directly referable to this matter and the payment is made to a third party I will seek to reimburse these.

The disbursements incurred to date, are as follows:

Type of expense	Amount incurred to date £	Amount reimbursed £	Total outstanding £
Statutory Advertising	80	0	80
Copying charges to supply solicitors file for investigations	100	0	100
Swear Fee	7	0	7
Specific Penalty Bond	210	0	210
Total	397	0	397

- 5.3 No disbursements will be claimed which, while costs referable to this matter, do not involve a payment to a third party; neither will any cost be reimbursed which includes an element of shared or allocated cost (e.g. photocopying). (If such costs were to be claimed then they would need creditors' approval).

Professionals & subcontractors

- 5.4 Where appropriate, I employ professionals to advise in relation to certain specialist matters.
- 5.5 The firms engaged to provide this professional advice are chosen on the basis of their experience and knowledge of the areas on which they were advising, taking into account the complexity of the assignment.
- 5.6 I have engaged solicitors (Sprecher Grier Limited) and barristers (Radcliffe Chambers), to provide legal advice in relation to the legal proceedings issued against the Director. The basis of their fees is time costs. As there are no funds to meet these costs they have been engaged under the terms of a Conditional Fee Agreement. Accordingly, they will only be paid if the proceeding are 'successful'. In such an event they will be entitled to an agreed percentage uplift on their fees.
- 5.7 I also took out After The Event insurance to cover any adverse costs in the event the proceedings were unsuccessful.

Type of expense	Amount incurred to date £	Amount reimbursed £	Total outstanding £
*Legal fees	*74,730	0	74,730
**ATE Premium	**33,000	0	33,000
Total	107,730	0	107,730

*These expenses are subject to a 50% increase if there is 'success' although solicitors' fees cannot exceed 50% of aggregate recoveries. They are also only payable should realisations be achieved.

**Only payable if the Director is 'successfully' pursued and recoveries are made.

- 5.8 None of the expenses incurred to date have been paid.

Petitioning creditor

- 5.9 The petitioning creditor is entitled to be repaid its costs of having the Company placed in liquidation. They have advised me their costs, including the deposit they are obliged to pay, are £5,095.

6 CREDITORS' CLAIMS AND OUTCOME FOR CREDITORS

Secured creditor

- 6.1 It is believed that any sums due to secured creditors were settled prior to the liquidation. Accordingly, there are no known secured creditors.

Unsecured preferential creditors

- 6.2 There are no known preferential creditors.

Unsecured non-preferential creditors

- 6.3 The information received from the Official Receiver detailed 5 non-preferential unsecured creditors with an estimated total liability of £115,340. This was based on the initial list of creditors provided by the Director. Some creditors have submitted details of their claims and I have also undertaken my own review. The current position in relation to these is as follows:

Creditor	Debts Per Director £	Debts Per OR £	Current Anticipated £
HMRC	8,930.94	78,930.94	20,576.32
British Gas	20,000.00	19,318.79	19,318.79
Volkswagen	10,490.58	10,490.58	11,746.25
Companies House	3,000.00	3,000.00	3,000.00
JS & Co	3,600.00	3,600.00	3,760.20
PR	0.00	0.00	57,647.00
RB Furniture	0.00	0.00	0.00
TOTAL	46,201.52	115,340.31	116,048.56

- 6.4 HM Revenue and Customs ("HMRC") have submitted a claim totalling £20,576. However, due to the sale of the Property and other transactions not having been accounted for in the Company's tax returns, it is likely that HMRC's claim will increase.
- 6.5 My investigations have also indicated that there were potentially two other non-preferential unsecured creditors, both connected parties, as follows:

(1) RB Furniture Limited

The Director was a director and shareholder of RB Furniture. RB Furniture was placed into creditors' voluntary liquidation on 8 April 2015. The liquidator issued a letter before action against the Company in 2016, claiming that the sum of £54,600 paid to the Company by RB Furniture was a preference pursuant to section 239 of the Act or Transactions at an Undervalue pursuant to section 238 of the Act. The Company's records also indicated there was a sum due.

However, the liquidator of RB Furniture has agreed a settlement with the Director. Under the terms of that settlement RB Furniture claim against the Company has been withdrawn.

(2) PR Suede Limited

The Director was a director and a shareholder of PR. PR was placed into creditors' voluntary liquidation on 11 May 2016.

The Company's accounts as at 30 November 2015 record a negative debtor (i.e. creditor) in the sum of £57,647. I have been advised by the Company's former accountants that this was a debt due to PR.

Prescribed Part

- 6.6 The Prescribed Part is a ring-fenced portion of funds taken out of floating charge realisations, in liquidations where there exists an outstanding floating charge dated after 15 September 2003. This is calculated as 50% of the first £10,000 of floating charge realisations plus 20% of all other floating charge realisations, subject to a maximum prescribed part of £600,000.
- 6.7 As there are no outstanding floating charge creditors, the Prescribed Part provisions will not apply.

Estimated outcome for creditors

- 6.8 I currently anticipate, after costs, that I will be able to declare a dividend to creditors. This is subject to receiving the settlement sum of at least £200,000 referred to above.

7 CREDITORS' RIGHTS TO FURTHER INFORMATION AND TO CHALLENGE LIQUIDATORS' REMUNERATION AND EXPENSES

- 7.1 Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors Guide to Liquidators' Fees' also published by R3, is available at the link <http://www.menzies.co.uk/helping-you/business-recovery/fees-guide/>. Please refer to the version for appointments after September 2015.

Creditors' right to request information

- 7.2 Any secured creditor, or an unsecured creditor with the support of at least 5% in value of unsecured creditors or with the leave of court, may (in writing) request me to provide additional information regarding remuneration or expenses already supplied within this report. In accordance with rule 18.9(2) of the Rules, such a request or application for leave must be made within 21 days of receipt of this report.

Creditors' right to challenge remuneration and/or expenses

- 7.3 Any secured creditor, or an unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the court, may apply to court for one or more orders under Rule 18.36(4) or 18.37(4) of the Rules. In accordance with rule 18.34(3) such applications must be made within eight weeks of receipt of this report.

8 DATA PROTECTION NOTICE

- 8.1 The Joint Liquidators are data controllers of personal data as defined by the relevant provisions of the applicable data protection legislation. Menzies LLP will act as a data processor on their instructions. Personal data will be kept secure and processed only for matters relating to the insolvency appointment. Full details of our privacy notice is at the following link: <https://www.menzies.co.uk/legal/>.

9 SUMMARY

- 9.1 The Liquidation will remain open until all funds have been received from the Director and creditor claims have been reviewed. After the funds anticipated in early 2020 are received, then I would estimate that the liquidation will need to remain open for a further 6 months.
- 9.2 Should you require further information, or if you want hard copies of any of the documents made available on-line, please contact my colleague Laura Donovan by email at ldonovan@menzies.co.uk or by phone on 020 7465 1916.


Laurence Pagden
Joint Liquidator

Appendix 1
Statutory information

Company name:	WH Trading Limited
Company number:	04114730
Registered office:	Lynton House, 7-12 Tavistock Square, London, WC1H 9LT
Former registered office:	Suite A, Jubilee Centre, 10-12 Lombard Road, London, SW19 3TZ
Former trading address:	Dalbani House, 257 Burlington Road, New Malden, KT3 4NE
Principal trading activity:	Property investment
Joint Liquidators' names:	Laurence Pagden and Simon Peter Carvill-Biggs
Joint Liquidators' address:	Lynton House, 7 - 12 Tavistock Square, London, WC1H 9LT
Date of appointment:	18 January 2018
Court name and reference:	High Court of Justice 007528 of 2017
Contact details of Joint Liquidators:	Laura Donovan on 020 7387 5868 or at ldonovan@menzies.co.uk
Details of any changes of Liquidator:	Pursuant to a Court Order dated 21 December 2018, Mark Newton was removed as Liquidator and replaced as Joint Liquidator by Simon Peter Carvill-Biggs.

Appendix 2
Receipts and payments account

WH Trading Limited
(In Liquidation)

JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 18/01/2018 To 17/01/2019 £	From 18/01/2018 To 17/01/2019 £
RECEIPTS			
Petitioner's Deposit		1,600.00	1,600 00
		1,600.00	1,600 00
PAYMENTS			
O R Remuneration		5,000 00	5,000 00
Company Liquidation General Fee		6,000 00	6,000 00
Bank Charges		88 00	88.00
		11,088.00	11,088 00
Net Receipts/(Payments)		(9,488.00)	(9,488.00)
MADE UP AS FOLLOWS			
ISA main account IB		(9,488 00)	(9,488.00)
		(9,488 00)	(9,488 00)

Laurence Pagden
Joint Liquidator

Appendix 3 Analysis of Time costs

WH TRADING LIMITED - IN LIQUIDATION

APPENDIX 3 TIME CHARGE OUT SUMMARY FOR THE PERIOD FROM 18 JANUARY 2018 to 17 JANUARY 2019

HOURS

Classification of work function	Partner/ Director	Manager	Administrator	Cashier	Total Hours	Time Costs	Average Hourly Rate
						£	£
Admin and Planning	17.50	42.40	21.20	0.90	82.00	21,362.50	260.52
Creditors	11.10	4.00	1.10	-	16.20	6,518.50	402.38
Realisation of Assets	97.70	2.10	-	-	99.80	48,198.50	482.95
Investigations	6.70	3.90	-	-	10.60	4,185.50	394.86
Total Hours	133.00	52.40	22.30	0.90	208.60		
Total Costs	64,819.00	12,685.50	2,589.50	171.00		80,265.00	384.78

CHARGE OUT RATES OF INSOLVENCY TEAM MEMBERS

	<u>From 1 October 2018</u>	<u>10 May 2018 - 30 Sept 2018</u>	<u>1 Oct 2017 - 9 May 2018</u>
	£ per hour	£ per hour	£ per hour
Partner/Director	375-505	365-505	365-505
Manager	250-345	225-295	225-295
Senior	215	210	195
Administrator	80-200	75-195	75-195
Support Staff	95-100	80-95	80-95

Note 1 There may have been a number of promotions through the various grades during the period of the administration.

Note 2 Overhead costs are reflected in the charge out rates detailed

Note 3 The charge-out rate of the Insolvency Practitioner for this assignment is currently £505 per hour, and the Manager is £270 per hour

Note 4 Time is recorded in minimum units of 6 minutes.

Appendix 4

Joint Liquidators' narrative of work undertaken in the Period and future work anticipated to be undertaken

The following sets out details of the work we have already done, work that is in progress and work we propose to do. It provides a brief summary for each category rather than an exhaustive list.

Administration:

This represents the work that is involved in the routine administrative functions of the case by the office holder and their staff, together with the control and supervision of the work done on the case by the office holder. It does not give direct financial benefit to the creditors, but has to be undertaken by the office holder to meet their obligations under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow.

	Done	To be done
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 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 others required on appointment, including Gazetting the appointment.	✓	
Obtaining a specific penalty bond (the Liquidators are required by statute to obtain this for the protection of the estate).	✓	
Dealing with all routine correspondence and emails relating to the case.	✓	✓
Opening, maintaining and managing the office holder's ISA 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.	✓	✓
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 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 final reports to creditors and members.		✓
Preparing the final account.		✓
Filing final returns at Companies House.		✓

Realisation of assets and Investigations:

Realisation of Assets: This is the work that needs to be undertaken to protect and then realise the known assets in the case.

Investigations: The insolvency legislation gives the office holder powers to take recovery action in respect of what are known as antecedent transactions, where assets have been disposed of prior to the commencement of the insolvency procedure and also in respect of matters such as misfeasance and wrongful trading. The office holder is required by the Statements of Insolvency Practice to undertake an initial investigation in all cases to determine whether there are potential recovery actions for the benefit of creditors and the time costs recorded represent the costs of undertaking such an initial investigation. If potential recoveries or matters for further investigation are identified, then the office holder will need to incur additional time costs to investigate them in detail and to bring recovery actions where necessary, and further information will be provided to creditors and approval for an increase in fees will be made as necessary. Such recovery actions will be for the benefit of the creditors and the office holder will provide an estimate of that benefit if an increase in fees is necessary.

In this particular case, it was identified that the Director had received Company funds and I have sought to recover this asset. In relation to the same monies, in the alternative, I have also considered whether they are antecedent transactions. The time incurred in pursuing these monies, which necessitated my issuing legal proceedings, has and will be recorded under 'realisation of assets'.

If this work continues to be undertaken, the office holders anticipate that funds will be available to distribute to creditors.

	Done	To be done
Seek recovery of the books and records of the Company.	✓	
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.	✓	
Review information and documentation obtained from the above, including solicitors files.	✓	
Carry out an analysis of bank statements.	✓	
Identify any transactions or actions the office holder may take against a third party in order to recover funds for the benefit of creditors.	✓	
Corresponding with the Director and his legal representatives regarding the recovery of the sale proceeds of the Property.	✓	
Instructing solicitors to assist in the realisation of assets.	✓	
Consult with counsel and solicitors on issuing of legal proceedings.	✓	
Negotiate and enter into Conditional Fee Agreements with counsel and solicitors.	✓	
Seek and obtain After The Event insurance in advance of issuing legal proceedings.	✓	
Issue proceeding against director.	✓	
Prepare affidavit in support of interlocutory application.	✓	

Agree basis of undertaking with director.

Entering into negotiations with the Director to settle the proceeding.

Provide detailed information to solicitors for purpose of negotiations with director.

Finalise settlement early 2020.

✓	
✓	
✓	
	✓

Creditors:

The Officeholders need to maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the creditors. The Office will also have to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The Office Holders are required to undertake this work as part of his statutory functions.

The Officeholders also have to undertake certain statutory formalities in order to enable them to pay a dividend to creditors. This includes writing to all creditors who have not lodged proofs of debt and reviewing the claims and supporting documentation lodged by creditors in order to formally agree their claims, which may involve requesting additional information and documentation from the creditors.

Dealing with creditor correspondence, emails and telephone conversations regarding claims.

Maintaining up to date creditor information on the case management system.

Reviewing proofs of debt received from creditors.

Requesting additional information from creditors regarding their debts.

Convening decision procedures for unsecured creditors.

Investigating undisclosed creditors and ascertaining the level of their claims.

Corresponding with the Director and his representatives regarding the creditor position.

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 dividend to creditors, and issuing the notice of declaration of dividend.

Done	To be done
✓	✓
✓	✓
✓	✓
✓	✓
	✓
✓	
✓	✓
	✓
	✓
✓	✓
	✓

WU07

Notice of progress report in a winding-up by the court



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 **Laura Donovan**

Company name **Menzies LLP**

Address **Lynton House**
7 - 12 Tavistock Square

Post town **London**

County/Region

Postcode **W C 1 H 9 L T**

Country

DX

Telephone **020 7387 5868**



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