

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

For further information, please refer to our guidance at www.gov.uk/companieshouse

1 Company details

Company number 0 5 2 7 9 5 9 8

Company name in full Doris Limited

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

2 Liquidator's name

Full forename(s) John

Surname Hedger

3 Liquidator's address

Building name/number Speedwell Mill

Street Old Coach Road

Post town Tansley

County/Region Matlock

Postcode D E 4 5 F Y

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

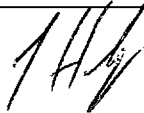
Postcode

Country

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

LIQ03

Notice of progress report in voluntary winding up

6	Period of progress report							
From date	^d 1	^d 7	^m 0	^m 4	^y 2	^y 0	^y 2	^y 0
To date	^d 1	^d 6	^m 0	^m 4	^y 2	^y 0	^y 2	^y 1
7	Progress report							
	<input checked="" type="checkbox"/> The progress report is attached							
8	Sign and date							
Liquidator's signature	<small>Signature</small> X						X	
Signature date	^d 2	^d 0	^m 0	^m 4	^y 2	^y 0	^y 2	^y 1

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 **James Annerson**

Company name **Seneca IP Limited**

Address
Speedwell Mill
Old Coach Road

Post town **Tansley**

County/Region **Matlock**

Postcode

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Country

DX

Telephone **01629 761700**



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.



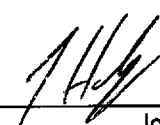
Further information

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

**Doris Limited t/a Absolute Flowers and Home
(In Liquidation)
Liquidator's Summary of Receipts & Payments**

Statement of Affairs £		From 17/04/2020 To 16/04/2021 £	From 17/04/2018 To 16/04/2021 £
	SECURED ASSETS		
37,785.78	Book Debts	NIL	NIL
		NIL	NIL
	SECURED CREDITORS		
(34,131.97)	Hitachi Capital	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
	Bad Debt Relief Claim	664.28	664.28
	Bank Interest Gross	24.78	560.21
	Book Debts	NIL	21,571.26
59,021.86	Cash at Bank	NIL	79,917.24
Uncertain	Director Loan Account	12,000.00	12,000.00
Uncertain	Goodwill	NIL	5,000.00
	Premises Service Charge Refund	408.03	408.03
	Stock	NIL	2,187.00
	Surplus from Assigned Book debts	NIL	27,021.81
		13,097.09	149,329.83
	COST OF REALISATIONS		
	Agents/Valuers Disbursements	NIL	472.50
	Agents/Valuers Fees	NIL	6,958.05
	Corporation Tax	77.09	107.08
	Legal Disbursements	26.00	26.00
	Legal Fees	4,500.00	4,500.00
	Office Holders Expenses	500.87	1,822.16
	Office Holders Fees	20,000.00	97,100.00
	Preparation of S. of A.	NIL	10,000.00
		(25,103.96)	(120,985.79)
	PREFERENTIAL CREDITORS		
	Pension Schemes	28.18	28.18
		(28.18)	(28.18)
	UNSECURED CREDITORS		
(1.00)	Banks/Institutions	NIL	NIL
(179,848.07)	HM Revenue & Customs - VAT	NIL	NIL
(11,529.54)	HM Revenue & Customs- CORP	NIL	NIL
(132,552.87)	HM Revenue & Customs- PAYE	NIL	NIL
(108,423.21)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
(369,679.02)		(12,035.05)	28,315.86
	REPRESENTED BY		
	Bank 1 Current - interest bearing		7,823.41
	Bank 1 Money Market - interest bearin		15,492.28
	Vat Control Account		700.00
	Vat Receivable		4,300.17
			28,315.86



John Hedger
Liquidator

Doris Limited t/a Absolute Flowers and Home – In Creditors' Voluntary Liquidation

LIQUIDATOR'S PROGRESS REPORT TO CREDITORS AND MEMBERS

For the year ending 16 April 2021

STATUTORY INFORMATION

Company name:	Doris Limited
Trading name:	Absolute Flowers and Home
Registered office:	Speedwell Mill Old Coach Road Tansley Matlock Derbyshire DE4 5FY
Former registered office:	12-14 Clifton Road London W9 1SS
Registered number:	05279598
Liquidator's name:	John Hedger
Liquidator's address:	Speedwell Mill, Old Coach Road, Tansley, Matlock, DE4 5FY
Liquidator's date of appointment:	17 April 2018

LIQUIDATORS' ACTIONS SINCE LAST REPORT

During this reporting period I have corresponded with the landlord regarding a refund; concluded the book debt recovery; submitted and received payment for a bad debt VAT relief claim; monitored payments towards the loan account; corresponded with the secured creditors regarding satisfaction of their debentures; and liaised with our Solicitors, the Director, and her engaged Advisor with regards to the lump sum to finalise the Director's loan account as mutually agreed.

There is certain work that I am required by the insolvency legislation to undertake in connection with the liquidation that provides no financial benefit for the creditors. A description of the routine work undertaken since my last progress report is contained in Appendix 3.

RECEIPTS AND PAYMENTS

My Receipts & Payments Account for the period from 17 April 2020 to 16 April 2021 is attached at Appendix 1. All amounts are shown net of VAT. I have reconciled the account against the financial records that I am required to maintain.

The balance of funds are held in an interest bearing estate bank account.

ASSETS

As reported to creditors previously, HM Revenue & Customs had distrained on some assets prior to my appointment and had engaged John Pye & Sons Limited to assist. I also engaged these agents and liaised with them and the Director regarding the purchase of the goodwill and remaining tangible assets.

On 17 May 2018, I sold the assets of the Company to Hayley Newstead, a Director of the company under the advice of my agents as I believe this was the best outcome for creditors.

On 19 April 2018, a valuation of the assets of the Company was prepared by John Pye & Sons Limited who are a member of the National Association of Valuers and Auctioneers and an independent firm of valuers who have confirmed that they hold Professional Indemnity Insurance.

The Stock was sold for £2,187 and Goodwill for £5,000. An outline of the different types of asset sold and the amount for which they were sold, together with a comparison against the valuation realised is as follows:

Asset category:	Valuation basis & amount (£)		Sale Consideration (£):
	In situ:	Ex situ:	
<u>Uncharged assets</u>			
Stock	2,500	1,000	2,187
Goodwill	5,000	n/a	5,000
Total:	7,500	1,000	7,187

Stock

The amount of £2,187 is shown on the attached Receipts and Payments account in payment for the stock of the company. This aspect of the liquidation has been concluded.

Book debts

The amount of £21,571.26 is shown on the attached Receipts and Payments account and shows the realisations made.

During this reporting period the book debts were concluded based on:

- The dates for the debts being pursued being old (from 2013 onwards, with the majority in 2017);
- The Director having a turnover of staff that served as Cashier/Accounts person for the company which led to inaccurate records being kept in relation to book debts;
- The Director relied on her staff to present her with accurate financial information;
- The Director has confirmed we have everything available to support the book debts and I have pursued all balances to a conclusion.

The debts for which I have an invoice and are within three and a half years of the supply of the flowers were included in a claim for bad debt VAT relief and this aspect of the liquidation has been concluded.

A claim for bad debt VAT Relief was received as detailed below.

Goodwill

The amount of £5,000 is shown on the attached Receipts and Payments account in payment for the goodwill of the company. This aspect of the liquidation has been concluded.

Cash at Bank

The amount of £79,917.24 is shown on the attached Receipts and Payments account and represents the balance held in the company's bank accounts. This aspect of the liquidation has been concluded.

Director's Loan Account

Following analysis of the bank statements the outstanding loan account balance was confirmed as £54,156.

Following my engagement of Solicitors, a payment plan was agreed with the Director to repay the monies through payments of £1,000 per month, with the balance paid by October 2020. A charge was placed on the Director's property to secure the interests of creditors.

The Director has been affected by the Covid pandemic as work is done predominantly face to face or via a delivery, and she was unable to meet the monthly payments during that time. The payments schedule was adjusted.

The amount of £12,000 is shown on the attached Receipts and Payments account and represents payments received to date.

I am currently liaising with our Solicitors, the Director, and her engaged Advisor with regards to the lump sum as mutually agreed. The Director advises that certain payments included in the cash at bank we received were received in error and should be taken into consideration towards the loan account as it was destined for the Director's new company. Currently I am not satisfied that the Director has provided sufficient evidence to support this claim.

Surplus from Assigned Book debts

The amount of £27,021.81 is shown on the attached Receipts and Payments account and is a payment from Hitachi Capital Invoice Finance who reassigned the remainder of the book ledger they were collecting. This aspect of the liquidation has been concluded.

Gross Interest

The balance of funds are held in an interest-bearing estate bank account and the amount of £560.21 has been received to the date of this report. Of this amount, £24.78 was received during this reporting period.

Premises Service Charge Refund

In July 2020 the Landlord of the company's former trading premises stated that as a result of completing the 2018 service charge reconciliation (which was very late owing to a utility mix up which had taken a long time to remedy) there was a credit on the account.

The amount of £408.03 is shown on the attached Receipts and Payments account in payment for the refund. This aspect of the liquidation has been concluded.

Bad Debt VAT Relief

The amount of £664.28 is shown on the attached Receipts and Payments account in payment for the bad debt VAT Relief claim made for the company's book debts. This aspect of the liquidation has been concluded.

LIABILITIES

Secured Creditors

An examination of the Company's mortgage register held by the Registrar of Companies, showed that the Company has granted the following charges:

- A debenture in favour of Hitachi Capital (UK) plc t/a Hitachi Capital Invoice Finance ('Hitachi') which was created on 25 January 2013 and delivered on 12 February 2013.

During this reporting period Hitachi have confirmed that there are no further sums due from Doris Limited, the debenture has been satisfied, and it can be removed at Companies House.

- A debenture in favour of National Westminster Bank plc ('NatWest') which was created on 30 January 2007 and delivered on 1 February 2007.

During this reporting period NatWest have confirmed that the Bank has no accounts open for Doris Limited.

The legislation requires that if the 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. In this case there are no creditors secured by a floating charge such that the prescribed part provisions do not apply.

Preferential Creditors

The statement of affairs did not anticipate any preferential creditors. During this reporting period I have received a claim from the Redundancy Payments Office with a preferential element in the amount of £28.18.

The claim represents payments to remedy the company pension scheme.

Crown Creditors

The statement of affairs included amounts owed to HMRC. The amount of £132,552.87 in respect of PAYE, £179,848.07 in respect of VAT, and £11,529.54 in respect of Corporation Tax.

HMRC's final claim of £357,157.97 has been received.

Non-preferential unsecured Creditors

The statement of affairs included 52 non-preferential unsecured creditors (excluding HMRC) with an estimated total liability of £108,424.21. I have received claims from 20 creditors at a total of £64,568.75 including 5 previously omitted creditors totalling £21,579.13. I have not received claims from 30 creditors with original estimated claims in the statement of affairs of £65,417.

DIVIDEND PROSPECTS

Fixed charge creditors

Companies House states two creditors have fixed and floating charge debentures.

However, in view of receiving confirmations from both creditors that there are no monies owed under each of the debentures, the company has no outstanding secured creditors.

Preferential creditors

On 18 January 2021 a first and final dividend of £28.18 was paid to the Redundancy Payments Office. There are no further preferential creditors.

Floating charge creditors

As stated previously in this report the company has no floating charge creditors.

Unsecured creditors

Since the company has no fixed or floating charges the prescribed part provision will not apply.

The likelihood of a first and final dividend to unsecured creditors is dependent on future realisations.

PRE-APPOINTMENT REMUNERATION

The creditors previously authorised the payment of a fee of £10,000 plus VAT for my assistance with preparing the statement of affairs and arranging the decision procedure for creditors to appoint a liquidator. Of this £2,500 was paid to Logicum for their assistance in bringing the accounts up to date, providing the information for and assisting in the preparation of the Statement of Affairs.

The fee for preparing the statement of affairs and arranging the decision procedure for creditors to appoint a liquidator was paid from first realisations on appointment and is shown in the enclosed receipts and payments account.

LIQUIDATOR'S REMUNERATION

My remuneration was approved on a time cost basis based on a fees estimate of £115,028. The fees estimate acts as a cap and I cannot draw remuneration in excess of that estimate without first seeking approval from the creditors. My total time costs to 16 April 2021 amount to £100,490.70, representing 282.78 hours of work at a blended charge out rate of £355.36 per hour, of which £20,347.50, representing 56.10 hours of work, was charged in the period since 17 April 2020, at a blended charge out rate of £362.70 per hour. The actual blended charge out rate incurred compares with the estimated blended charge out rate of £318.78 in my fees estimate. There is a difference in the blended rate charged, compared with the estimated blended rate due to the extended involvement to progress the book debts by the Case Administrator, and my involvement with Solicitors to progress the loan account with the Director.

I have drawn £97,100 to 16 April 2021 of which £20,000 was drawn in the period since 17 April 2020.

As at 16 April 2021 I do not anticipate that the total time costs I will incur in this matter in respect of the categories of work for which I am being remunerated on a time cost basis will exceed the total estimated remuneration I set out in my fees estimate when my remuneration was authorised by the creditors, unless the settlement of the loan account is delayed unduly.

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/>. Details about how an office holder's fees may be approved for each case type are available in a series of Guidance Notes issued with Statement of Insolvency Practice 9, and they can be accessed at <https://seneca-ip.co.uk/procedures/>. There are different versions of these Guidance Notes, and in this case please refer to the most recent version. Please note that we have also provided further information about an office holder's remuneration and expenses in our practice fee recovery sheet, which is available at <https://seneca-ip.co.uk/procedures/>

LIQUIDATOR'S EXPENSES

Expenses are any payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also includes disbursements. Disbursements are payments which are first met by the office holder and then reimbursed to the office holder from the estate. Expenses are split into:

- category 1 expenses, which are payments to persons providing the service to which the expense relates who are not an associate of the office holder; and
- category 2 expenses, which are payments to associates or which have an element of shared costs. Before being paid category 2 expenses require approval in the same manner as an office holder's remuneration.

I have incurred total expenses of £1,822.16 of which I incurred £125.87 in the period since 17 April 2020. I have drawn £1,822.16 to 16 April 2021, of which £500.87 was drawn in the period since 17 April 2020.

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

Professional Advisor:	Nature of Work:	Basis of Fees:
MD Law LLP	Solicitors	Time costs

The choice of professionals used 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 my fee arrangement with them. I also confirmed that they hold appropriate regulatory authorisations. I have reviewed the fees they have charged and am satisfied that they are reasonable in the circumstances of this case.

I have incurred the following expenses in the period since the last progress report:

Type of expense:	Amount incurred/ accrued in the reporting period (£):
Annual License Fee	125.87

Details of the category 1 expenses that I have paid to date and in the reporting period are included in the receipts and payments account attached.

I am required to seek approval before I can pay any expenses to associates, or pay expenses where there is an element of shared costs, which are known as category 2 expenses. I have obtained approval to pay the following category 2 expenses. I have not incurred any category 2 expenses in the period since the last progress report.

Case Recoveries Limited ('CRL') will be providing me with services during the course of the case. CRL is an associate by virtue of the Director and Shareholder also being an employee of Recovery and Turnaround Limited t/a BCIA. BCIA provides business and turnaround advice and, as a result, refers companies to Seneca Insolvency Practitioners when formal insolvency advice is required. CRL will be providing me storage services in order to facilitate the storage of the Company's records. This is charged on a monthly rate of £7.00 per storage box.

Details of the category 2 expenses that I have paid to date are included in the receipts and payments account attached.

Nature of expense:	Estimated expenses (£):	Expenses incurred to date (£):
Annual License Fee	175	286.21
Bond	780	780
Statutory Advertising	219	300
Storage of records (44 boxes)	308	-
Valuation Agent Fee & Disbursements	4,500	7,430.55
Copying	10.40	-
Postage	59.28	80.95
Pension Consultant	-	375
Solicitor Fees & Disbursements	-	4,526
Total	6,051.68	13,778.70

As you can see above, the total expenses I have incurred in this matter have exceeded the total expenses I estimated I would incur when my remuneration was approved. The reasons I have exceeded the estimate of expenses are the discovery of a company pension scheme which required a Pension Agent to complete the required steps to conclude the same; an increase in the annual license fee and statutory advertising charges; the increased involvement from the valuation agent to resolve matters relating to the assets; the foreign debtor correspondence required; and the engagement of Solicitors to stop the delays in obtaining relevant debtor and loan account repayment information from the Director and obtaining a restriction on the Director's property to protect creditors' interests.

FURTHER INFORMATION

An unsecured creditor may, with the permission of the Court, or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question), request further details of the Liquidator's remuneration and expenses within 21 days of their 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 unsecured creditors (including the creditor in question), apply to Court to challenge the amount of remuneration charged by the Liquidator as being excessive, and/or the basis of the Liquidator's remuneration, and/or the amount of the expenses incurred as being excessive, within 8 weeks of their 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 Seneca IP Limited can be found at <https://seneca-ip.co.uk/procedures/>

SUMMARY

The Liquidation will remain open until the Director's loan account has been fully repaid. I estimate that this will take approximately 3 months and once resolved the Liquidation will be finalised and our files will be closed.

If creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact James Annerson on 01629 761700, or by email at james.annerson@seneca-ip.co.uk.



John Hedger
LIQUIDATOR

**Doris Limited t/a Absolute Flowers and Home
(In Liquidation)
LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT**

	Statement of affairs £	From 17/04/2020 To 16/04/2021 £	From 17/04/2018 To 16/04/2021 £
RECEIPTS			
Book Debts	37,785.78	0.00	0.00
Stock		0.00	2,187.00
Book Debts		0.00	21,571.26
Goodwill	Uncertain	0.00	5,000.00
Cash at Bank	59,021.86	0.00	79,917.24
Director Loan Account	Uncertain	12,000.00	12,000.00
Surplus from Assigned Book debts		0.00	27,021.81
Bank Interest Gross		24.78	560.21
Premises Service Charge Refund		408.03	408.03
Bad Debt Relief Claim		664.28	664.28
PAYMENTS			
Hitachi Capital	(34,131.97)	0.00	0.00
Preparation of S. of A.		0.00	10,000.00
Office Holders Fees		20,000.00	97,100.00
Office Holders Expenses		500.87	1,822.16
Agents/Valuers Fees		0.00	6,958.05
Agents/Valuers Disbursements		0.00	472.50
Legal Fees		4,500.00	4,500.00
Legal Disbursements		26.00	26.00
Corporation Tax		77.09	107.08
Pension Schemes		28.18	28.18
Trade & Expense Creditors	(108,423.21)	0.00	0.00
Banks/Institutions	(1.00)	0.00	0.00
HM Revenue & Customs- PAYE	(132,552.87)	0.00	0.00
HM Revenue & Customs - VAT	(179,848.07)	0.00	0.00
HM Revenue & Customs- CORP	(11,529.54)	0.00	0.00
Net Receipts/(Payments)		25,132.14 (12,035.05)	121,013.97 28,315.86

MADE UP AS FOLLOWS

Bank 1 Current - interest bearing	(2,564.15)	7,823.41
Bank 1 Money Market - interest bearing	13.19	15,492.28
VAT Receivable / (Payable)	(9,484.09)	5,000.17
	(12,035.05)	28,315.86

John Hedger
Liquidator

Time Entry - SIP9 Time & Cost Summary

0546 - Doris Limited
 Project Code: POST
 From: 17/04/2020 To: 16/04/2021

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Loss Hours	Time Cost (\$)	Average Hourly Rate (\$)
Administration & Planning	6.70	4.80	13.10	6.80	30.20	10,058.00	332.42
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	1.00	0.00	2.00	668.00	337.20
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisations of Assets	10.20	0.30	12.90	0.00	23.40	9,340.60	399.17
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	16.90	4.80	27.00	6.80	60.40	20,347.60	342.20
Total Fees Claimed						20,000.00	
Total Disbursements Claimed						500.67	

Time Entry - SIP9 Time & Cost Summary

0546 - Doris Limited
 Project Code: POST
 From: 17/04/2018 To: 16/04/2021

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	20.70	9.18	63.80	25.70	100.36	35,092.20	320.82
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	6.40	0.00	17.00	0.00	23.40	8,473.50	362.12
Investigations	4.10	0.00	9.90	12.60	26.60	7,614.00	286.76
Realisations of Assets	58.20	0.50	66.70	0.00	123.40	49,111.00	397.98
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	87.40	9.68	147.40	38.30	282.78	100,490.70	355.38
Total Fees Claimed						97,160.00	
Total Disbursements Claimed						1,747.16	

Time Entry - SIP9 Time & Cost Summary Category 2 Disbursements

0546 - Doris Limited
Project Code: POST
From: 17/04/2018 To: 16/04/2021

Other amounts paid or payable to the office holder's firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Disbursement Category	Amount
18/07/2018	Postage old cases : Letters sent - Includes airmail	Category 2	83.95
15/04/2020	Pension Assist: Clumber Consulting	Category 2	375.00
		Total	458.95

Appendix 3.

1. Administration

This represents the work 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 and their Managers. It does not give direct financial benefit to the creditors, but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow.

- Dealing with all routine correspondence and emails relating to the case.
- Maintaining and managing the office holder's estate bank account.
- Maintaining and managing the office holder's cashbook.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a quarterly 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.

2. Creditors

Pension - The office holder needs to deal with the outstanding pension contributions in order to ensure that a claim is processed appropriately by the Redundancy Payments Office (RPO). The office holder is required to undertake this work as part of their statutory functions.

Claims of creditors - the office holder needs 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 holder also needs to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holder is required to undertake this work as part of his statutory functions.

Dividends - the office holder has to undertake certain statutory formalities in order to enable him to pay a dividend to creditors. In this instance a preferential dividend was paid.

- Completing documentation for submission to the Redundancy Payments Office.
- Supervising the work of advisors instructed on the case to assist in dealing with employee claims; obtaining reports and updates from them on the work done; and checking the adequacy of the work done.
- Liaising with the Redundancy Payments Office regarding the pension claim.
- Dealing with creditor correspondence, emails and telephone conversations.
- Maintaining up to date creditor information on the case management system.
- Reviewing proofs of debt received from creditors.
- Requesting additional information from creditors in support of their proofs of debt.
- Calculating and paying a dividend to preferential creditors.