

LIQ03

Notice of progress report in voluntary winding up



Companies House

FRIDAY



A20 *A8504D82* 17/05/2019 #79
COMPANIES HOUSE

1 Company details

Company number 0 7 7 1 8 1 9 1
Company name in full New Breed Commercial Property Solutions Limited

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

2 Liquidator's name

Full forename(s) Hayley
Surname Maddison

3 Liquidator's address

Building name/number The Old Brewhouse
Street 49-51 Brewhouse Hill
Wheathampstead
Post town St Albans
County/Region Hertfordshire
Postcode A L 4 8 A N
Country

4 Liquidator's name ①

Full forename(s)
Surname

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

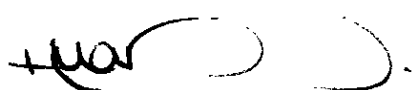
5 Liquidator's address ②

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	d	0	d	4	m	0	m	4	y	2	y	0	y	1	y	8
To date	d	0	d	3	m	0	m	4	y	2	y	0	y	1	y	9
7	Progress report															
<input checked="" type="checkbox"/> The progress report is attached																
8	Sign and date															
Liquidator's signature	Signature X  X															
Signature date	d	1	d	6	m	0	m	5	y	2	y	0	y	1	y	9

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 Kathryn Harper

Company name Maidment Judd

Address The Old Brewhouse

49-51 Brewhouse Hill

Wheathampstead

Post town St Albans

County/Region Hertfordshire

Postcode A L 4 8 A N

Country

DX

Telephone 01528 469700



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

New Breed Commercial Property Solutions Limited t/as NewBreed CPS
- In Liquidation ('the company')

Company Number: 07718191 (England & Wales)

Notice of the general use of the website to deliver documents

Rule 1.50 of the Insolvency (England and Wales) Rules 2016

Notice is hereby given that future documents relating to the liquidation will be made available for viewing and downloading on the website detailed below. The liquidator is under no obligation to notify the recipient of this notice when a document has been made available on the website, or to deliver a hard copy of any such documents to the recipient of this notice unless it is requested by that person.

www.ips-docs.com

Username: Newbreed1

Password: NE4464

This does not apply to the following documents;

- a document for which personal delivery is required;
- a notice under rule 14.29 of an intention to declare a dividend; and
- a document which is not delivered generally.

A document is deemed to be delivered generally if it is delivered to some or all of the following classes of persons; members, contributories, creditors or any class of members, contributories or creditors.

A recipient of this notice may at any time request a hard copy of any or all documents currently available for viewing on the website or future documents which may be made available there.

A request for a hard copy of a document should be made to this office by telephone, email or post.

On receipt of such a request, the liquidator will deliver a hard copy of the document to the recipient free of charge within five business days of receipt of the request and in respect of all future documents will deliver each such document in accordance with the requirements for the delivery of such a document in the Insolvency Act 1986 and the Insolvency (England and Wales) Rules 2016.

Signed:



H Maddison FIPA, MABRP
Liquidator

Dated: 16th May 2019

NEW BREED COMMERCIAL PROPERTY SOLUTIONS LIMITED
T/AS NEWBREED CPS – IN LIQUIDATION

PROGRESS REPORT OF THE LIQUIDATOR UNDER RULE 18.7 OF THE
INSOLVENCY (ENGLAND AND WALES) RULES 2016

FOR THE PERIOD 4TH APRIL 2018 TO 3RD APRIL 2019

GENERAL MATTERS

New Breed Commercial Property Solutions Limited t/as NewBreed CPS was placed into creditors' voluntary liquidation on the 4th April 2017 and I was appointed liquidator.

Following my appointment, the registered office of the company was moved to The Old Brewhouse, 49-51 Brewhouse Hill, Wheathampstead, St Albans, Hertfordshire, AL4 8AN. The company's registered number is 07718191.

PROGRESS OF LIQUIDATION

Asset Realisations

The following realisations were made in respect of the assets of the company;

	<u>Estimated to realise as</u> <u>per the Statement of</u> <u>Affairs</u> <u>£</u>	<u>Actual</u> <u>Realisations</u> <u>£</u>
<u>Assets</u>		
Cash at Bank	106	6,087.80
Work In Progress	Nil	Nil
	<u>106</u>	<u>6,087.80</u>

Notes and explanations

The following asset realisations were made during the period of this report;

Director's Loan Account

As detailed in my previous report, during my investigation it came to light that the director, Paul Quin, had an overdrawn director's loan account of £16,441.78. Following protracted correspondence with the director, I accepted an offer of £10,000 in full and final settlement of the director's loan account. The offer was accepted in consideration of the costs associated with pursuing the matter further and in order to bring the matter to a close. It was agreed that the director would make an initial payment of £8,000 due by the second week of February 2019, followed by instalments of £500 for a period of 4 months. As at the date of this report, the director continues to make his repayments on time and a total of £9,500 has been repaid to the company in liquidation. The last payment is due on/close to 10th June 2019, at which time I should be in a position to conclude the liquidation.

Other Receipts

The funds held earned interest, the total amount received during the period of this report being £39.15 gross of tax. The cumulative amount of interest of £56.48 gross of tax has been received since commencement of the liquidation.

Payments

Expenses of Liquidation

The expenses incurred are set out in the enclosed receipts and payments account.

All amounts shown on the attached statement are shown net of VAT.

The following disbursements have been incurred but not paid during the period of this report; Room Hire of £100.00 plus VAT, Stationery and Postage of £21.72 plus VAT and Storage Costs of £0.69 plus VAT.

Investigation of the Company's Affairs

I have carried out an investigation into the affairs of the company, conduct of the directors and reasons for failure.

Where a liquidator's investigations disclose any matters relating to directors conduct, he is required to make a report to the Department for Business, Energy and Industrial Strategy, who consider whether or not to take proceedings. Such reports are confidential, and a liquidator is not permitted to disclose to creditors or any other party the contents of such report.

I can confirm however that my investigation took account of all matters brought to my attention by creditors. My investigation has not revealed any issues requiring further report or any further potential recoveries which could be pursued for the benefit of creditors.

Creditors' Claims

All creditors' claims received have been processed and you should have received my confirmation if you have lodged a claim. If you have not received confirmation, or have yet to lodge a claim and wish to do so, please contact me as soon as possible. I attach a list of creditors' claims received in the liquidation to date.

At the date of this report, it has not been possible to pay a dividend to any class of creditor. It is not anticipated that a dividend will be payable to any class of creditor.

Liquidator's Remuneration

The attached schedule details the time costs exclusive of VAT that has been incurred during the administration of this case. This time has been broken down for ease of reference in separate administrative categories.

My fee quoted for preparing the necessary documentation to convene a meeting of creditors was £5,000 plus VAT plus disbursements, of which £6,000 inclusive of VAT was paid from the company's bank account prior to the liquidation. This was drawn from the funds held on 27th February 2019.

Liquidator's remuneration is based on a fixed fee of £10,000 plus VAT plus disbursements for attending to all statutory matters, including investigations, and on the basis of 35% of all asset realisations in respect to the work required to be undertaken in relation to all other matters arising in the liquidation, as set out in the Proposed Basis of Liquidator's Fees circulated to creditors on 10th April 2017. The resolution detailing the basis of my remuneration was approved at the meeting of creditors held on 4th April 2017. A copy of this resolution is attached.

For the period 4th April 2018 to 3rd April 2019 a total of 17.25 hours has been spent on the administration of the liquidation and the time costs incurred amount to £4,020.75 plus VAT. Liquidator's fees of £6,666.67 plus VAT were drawn during the period of this report.

The approved basis of my fee has produced a fair and reasonable reflection of the work carried out as a cumulative total of 73.20 hours has been spent on the administration of the liquidation and recorded time costs amount to £17,773.10 plus VAT. Liquidator's fees of £6,666.67 plus VAT have been drawn to date.

The time incurred has been larger than expected as a result of my investigations into the affairs of the company and its directors, and the protracted correspondence with the director in respect of his overdrawn director's loan account.

Attached is a copy of this firm's charging policy on the drawing of expenses and disbursements.

A creditors' guide to liquidator's fees can be found at: www.maidmentjudd.co.uk/creditors-guides/

Please be advised that Maidment Judd's privacy policy & transparency notice can be accessed via the following link: <http://www.maidmentjudd.co.uk/privacy-policy-transparency-notice/>

Creditor's Rights

Any reference to a Rule in the below statement relates to a rule in the Insolvency (England and Wales) Rules 2016.

A creditor may make a request in writing to the liquidator for further information about the remuneration and expenses set out in this report, under Rule 18.9. Such a request, or an application to the court for permission, must be made or filed with the court within 21 days of receipt of this notice.

A creditor, under Rule 18.9, refers to a secured creditor, an unsecured creditor with concurrence of at least 5% in value of the unsecured creditors (including the creditor in question) or any unsecured creditor with the permission of the court.

A creditor may make an application to Court on the grounds that the remuneration or expenses set out in this report are excessive, under Rule 18.34. Such an application must be made within


8 weeks of receipt of this notice, and may be made if a creditor believes the remuneration charged or expenses incurred are in all the circumstances excessive, or the basis of remuneration fixed is inappropriate.

A creditor, under Rule 18.34, refers to a secured creditor, an unsecured creditor with concurrence of at least 10% in value of the unsecured creditors (including that creditor) or any unsecured creditor with the permission of the court.

Conclusion of the Liquidation and Dividend Prospects

I hope to conclude this liquidation in the near future once the overdrawn director's loan account has been repaid to the company in liquidation, as detailed above.

Dated: 16th May 2019

A handwritten signature in black ink, appearing to read 'H Maddison', with a large, loopy flourish extending from the end of the signature.

H Maddison MIPA, MABRP
Liquidator

Case name	New Breed Commercial Property Solutions Limited t/as NewBreed CPS
Appointed by	Members & Creditors
Office Holder	H Maddison MIPA, MABRP
Firm	Maidment Judd
Address	The Old Brewhouse 49-51 Brewhouse Hill Wheathampstead St Albans Hertfordshire AL4 8AN
Telephone	01582 469700
Reference	NE4464
Type of Appointment	Creditors' Voluntary Liquidation
Date of Appointment	4 th April 2017

Category 2 Disbursements

In accordance with the Statement of Insolvency Practice 9, the amounts paid or payable to the office holder's firm or to any other party in which the office holder or his firm or any associate has an interest in the administration to date (inclusive of VAT) are as follows;

Type & purpose	<u>£</u>
Room Hire for duration of case	120.00
Total	<u>120.00</u>

**New Breed Commercial Property Solutions Limited t/as NewBreed CPS
(In Liquidation)**

Summary of Receipts & Payments

RECEIPTS	Statement of Affairs (£)	From 04/04/2017 To 03/04/2018 (£)	From 04/04/2018 To 03/04/2019 (£)	Total (£)
Cash at Bank	106.00	6,087.80	0.00	6,087.80
Bank Interest Gross		17.33	39.15	56.48
Directors Loan Account		0.00	8,500.00	8,500.00
		6,105.13	8,539.15	14,644.28

PAYMENTS


Specific Bond	40.00	60.00	100.00
Preparation of S. of A.	0.00	5,000.00	5,000.00
Liquidators Fees	0.00	6,666.67	6,666.67
Storage Costs	1.43	3.06	4.49
Statutory Advertising	207.60	0.00	207.60

249.03 11,729.73 11,978.76

Net Receipts/(Payments)	5,856.10	(3,190.58)	2,665.52
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MADE UP AS FOLLOWS

Vat Receivable	41.80	2,333.94	2,375.74
Bank 1 Current	5,855.82	(5,524.52)	331.30
Vat Control Account	(41.52)	0.00	(41.52)
	5,856.10	(3,190.58)	2,665.52



Hayley Maddison
Liquidator

New Breed Commercial Property Solutions Limited t/as NewBreed CPS
(In Liquidation)
Liquidator's Summary of Receipts & Payments
To 03/04/2019

S of A £		£	£
	ASSET REALISATIONS		
106.00	Cash at Bank	6,087.80	
	Bank Interest Gross	56.48	
	Directors Loan Account	8,500.00	
			14,644.28
	COST OF REALISATIONS		
	Specific Bond	100.00	
	Preparation of S. of A.	5,000.00	
	Liquidators Fees	6,666.67	
	Storage Costs	4.49	
	Statutory Advertising	207.60	
			(11,978.76)
	UNSECURED CREDITORS		
(2,634.00)	Trade & Expense Creditors	NIL	
(42,892.00)	HM Revenue & Customs	NIL	
(754.00)	Director's Loan	NIL	
			NIL
	DISTRIBUTIONS		
(99.00)	Ordinary Shareholders	NIL	
			NIL
(46,273.00)			2,665.52
	REPRESENTED BY		
	Vat Receivable		2,334.22
	Bank 1 Current		331.30
			2,665.52


 Hayley Maddison
 Liquidator

New Breed Commercial Property Solutions Limited t/as NewBreed CPS

Resolutions passed at the meeting of creditors

Passed 4th April 2017

At a meeting of the creditors of the above-named company, duly convened and held at The Old Brewhouse, 49-51 Brewhouse Hill, Wheathampstead, St Albans, Hertfordshire AL4 8AN on the 4th April 2017 at 11.00 a.m., the following Resolutions were duly passed;

1. The liquidator confirmed the proposed basis of liquidator's fees as circulated to creditors with the notice of the meeting of creditors. That the liquidator's remuneration be approved on a fixed fee basis of £10,000 plus VAT for all statutory work including investigations and on the basis of 35% plus VAT of all asset realisations in respect to the work to be undertaken in relation to all other matters arising in the liquidation.

This resolution was approved unanimously.

2. That Maidment Judd's charging policy in relation to expenses and disbursements, as circulated to creditors, be approved.

This resolution was approved unanimously.

3. That the liquidator be authorised to pay preferential creditors in full if funds permit.

This resolution was approved unanimously.

4. That the statement of affairs fee of £5,000 plus VAT plus disbursements be approved.

This resolution was approved unanimously.

Paul Quin

Chairman

Time Entry - SIP9 Time & Cost Summary

NE4464 - New Breed Commercial Property Solutions Limited
All Post Appointment Project Codes
From: 04/04/2018 To: 03/04/2019

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	0.00	0.00	0.70	1.40	2.10	357.00	170.00
Archiving	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Book Keeping / Statutory Returns	0.00	0.00	2.95	0.00	2.95	427.75	145.00
Dealing with Creditors	0.00	0.30	0.00	0.00	0.30	109.50	365.00
Dealing with Debtors	0.00	0.00	0.10	0.00	0.10	24.00	240.00
Employee Claims	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	1.70	0.00	0.00	1.70	620.50	365.00
Legal Action	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Meetings / Correspondence with Client	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pre-appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	3.80	0.00	0.00	3.80	1,387.00	365.00
Retention of Title	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Review & Case Closure	0.00	0.00	0.00	0.00	2.60	351.00	135.00
Statutory Compliance	0.00	0.00	3.60	0.00	3.60	720.00	200.00
Statutory Post Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tax & PAYE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VAT	0.00	0.00	0.10	0.00	0.10	24.00	240.00
Total Hours	0.00	5.80	7.45	4.00	17.25	4,020.75	233.09
Total Fees Claimed						11,666.67	
Total Disbursements Claimed						0.00	

Time Entry - SIP9 Time & Cost Summary

NE4464 - New Breed Commercial Property Solutions Limited
 All Post Appointment Project Codes
 From: 04/04/2017 To: 16/05/2019

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	0.00	4.57	0.90	4.45	10.02	2,581.34	257.70
Archiving	0.00	0.00	0.00	0.50	0.50	67.50	135.00
Book Keeping / Statutory Returns	0.00	0.50	3.68	0.52	4.70	808.84	172.09
Dealing with Creditors	0.00	1.30	0.00	0.83	2.13	604.50	283.36
Dealing with Debtors	0.00	0.00	0.10	0.00	0.10	24.00	240.00
Employee Claims	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	6.20	0.00	26.42	32.62	7,668.83	235.12
Legal Action	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Meetings / Correspondence with Client	0.00	1.00	0.00	3.33	4.33	1,165.00	268.85
Pre-appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	4.70	0.00	0.00	4.70	1,715.50	365.00
Retention of Title	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Review & Case Closure	0.00	0.70	0.75	4.37	5.82	1,200.00	206.30
Statutory Compliance	0.00	0.00	3.60	0.00	3.60	720.00	200.00
Statutory Post Appointment	0.00	0.82	0.00	2.17	3.08	854.59	277.16
Tax & PAYE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VAT	0.00	0.25	0.57	0.78	1.60	363.00	226.88
Total Hours	0.00	20.23	9.60	43.37	73.20	17,773.10	242.80
Total Fees Claimed						11,666.67	
Total Disbursements Claimed						0.00	

Time Entry - SLP9 Time & Cost Summary

Category 2 Disbursements

NE4464 - New Breed Commercial Property Solutions Limited
From: 04/04/2017 To: 16/05/2019

Other amounts paid or payable to the office holders 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
27/04/2017	Mileage: Mileage to Ashley's (Hitchin) Limited to collect books and records	Category 2	7.20
Total			7.20

Maidment Judd
New Breed Commercial Property Solutions Limited t/as NewBreed CPS
Creditor Claims Summary Report

Key	Name	Rep. By	S of A £	Claim £	Agreed Claim £
CA00	Ashleys (Hitchin) Limited		2,634.00	0.00	0.00
CH00	HM Revenue & Customs - VAT		4,251.22	0.00	0.00
CH01	HM Revenue & Customs - PAYE		0.00	0.00	0.00
CH02	HM Revenue & Customs- ICHU		0.00	0.00	0.00
CH03	HM Revenue & Customs- Corporation Tax		38,641.00	0.00	0.00
CH04	HMRC C/o Fredrickson		0.00	0.00	0.00
CN00	Natwest Bank Plc		0.00	0.00	0.00
CQ00	Paul Quin		754.00	0.00	0.00
8 Entries Totalling			46,280.22	0.00	0.00

MAIDMENT JUDD CHARGING POLICY
FOR FEES, DISBURSEMENTS AND EXPENSES
EFFECTIVE FROM 14TH FEBRUARY 2018

It is this firm's policy to make the following charges for fees, disbursements and expenses in relation to all formal appointments.

CIRCULARS TO CREDITORS

PHOTOCOPYING	2p per sheet to cover toner and paper at cost.
STATIONERY	<ul style="list-style-type: none">• Labels at cost of 1p each.• Headed paper at cost of 7p per sheet• A4 envelopes at cost of 4p each• Small envelopes at cost of 2p each• Postage actual cost for relevant postal class used.
ROOM HIRE	<p>If the initial meeting of creditors is held at our offices a one-off charge of £100 plus VAT is made at the commencement of the case. All subsequent meetings held at our offices during the course of the administration of the case are then not charged.</p> <p>If the initial meeting of creditors, or any other meeting of creditors, is not held at our office, the cost of the room used will be charged at actual cost, with no uplift being charged. No further charges are made during the course of the administration in respect of any other subsequent meetings held at our offices</p>
TRAVEL	<ul style="list-style-type: none">• Motor travel – as per the HM Revenue & Customs Mileage Allowance Payments rate applicable at the time of travel• Rail travel – standard class at actual cost• Taxi fares – at actual cost• Car parking – at actual cost
SPECIFIC PENALTY BOND	At cost to arrange the mandatory insurance cover required under the Insolvency Act 1986 for each appointment.
INSURANCE OF ASSETS	At cost, in relation to specific cover arranged.
SUBSISTENCE	No charge is made by the firm

TELEPHONE/FAX	No charge is made by the firm
COMPANY SEARCHES	At cost incurred
BANK CHARGES	At cost incurred
STORAGE CHARGES	At cost, based upon charges incurred on each specific case.
SOLICITORS/AGENTS INSTRUCTED	At cost based on charge made by solicitors and agents instructed during administration.

The firm has no arrangements with outside providers of services such as storage companies, agents or solicitors.

Agents and subcontractors of the office holder's choosing are engaged on a case subject to the office holder being satisfied that they are competent in dealing with the specific matter and that the charges to be levied by them are fair and reasonable.

All the above costs are subject to amendment by the firm at any time, and if amended will be notified to creditors with the next circular sent to all creditors.

Funds held in an estate will be deposited in accordance with Insolvency Act and Rules or at the discretion of the office holder in either the Insolvency Services account at the Bank of England or at a local bank account specifically opened for each case. Interest earned on the funds held at the rate applicable to an instant access savings account will be paid into each estate.

If the firm's fees are agreed to be paid on a time cost basis, the charge out rates applicable to this type of appointment, per hour, effective from 14th February 2018 exclusive of VAT, are as follows;

	<u>£</u>
Partner	365.00
Manager	365.00
Senior Administrator	240.00
Junior Administrator	200.00
Account Administrator	145.00
Assistants & Support Staff	135.00

Time is recorded in 6 minute units.

It is this firm's policy to only charge for the time of the assistants and support staff where they do a substantial amount of work on a particular case i.e. for the preparation of reports to the court and creditors.

All grades of staff are used on all appointments, with technical and complicated matters being dealt with by partners and managers.

Time spent by assistants and support staff on general correspondence is not charged.

Under insolvency legislation the office holder must comply with certain statutory compliance requirements which may not bring any direct financial benefit to the creditors. These tasks, as applicable, consist of:

- Notifying creditors of the office holder's appointment and other associated formalities including statutory advertising and filing relevant statutory notices at Companies House.
- Opening, maintaining and managing the estate cash book, bank account(s).
- Creation and update of case files on the firm's insolvency software which include company information, creditors, debtors and employees details.
- Securing books and records.
- Complying with statutory duties in respect of the office holder's specific penalty bond.
- Re-direction of mail to the office holder's office.
- Pension regulatory reporting, auto-enrolling whilst trading and auto-enrolment cancellation.
- Completion and filing of the insolvency notice to HM Revenue & Customs.
- Dealing with former employees to provide support and assistance in lodging any claims they may be entitled to make for unpaid wages, holiday pay and other statutory entitlements from the National Insurance Fund and in the insolvency estate.
- Dealing with all post appointment VAT and corporation tax compliance.
- Liaison with secured creditors, obtaining charging documents and validating the security.
- Initial assessment required by Statement of Insolvency Practice 2 and the Company Directors Disqualification Act 1986 (CDDA) including the review of books and records and the identification of potential further assets realisations that may be pursued.
- Filing a statutory return to the Department for Business, Energy & Industrial Strategy under the CDDA.
- Preparing and issuing progress reports to creditors and members.
- Lodging periodic returns with the Registrar of Companies.
- Establishing and holding periodic meetings of the creditors' committee and associated filing formalities (if a committee is appointed).
- Periodic case progression reviews (typically at the end of month 1 and every 3 months thereafter). Although these reviews are not a legal requirement, Regulatory Bodies who monitor the work of the office holder see this task as a best practice requirement with which the office holder is required to comply.

If you have any queries on any of the above, then please do not hesitate to contact
H Maddison MIPA, MABRP at The Old Brewhouse, 49-51 Brewhouse Hill,
Wheathampstead, St Albans, Hertfordshire, AL4 8AN
Tel: 01582 469700 or e-mail hmaddison@maidmentjudd.co.uk

H Maddison is licensed by the Insolvency Practitioners Association
and is bound by the Insolvency Code of Ethics when carrying out professional work relating to
an insolvency appointment.