

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

TUESDAY



A04 *A78GH8F5* 19/06/2018 #189
COMPANIES HOUSE

ease

use

1 Company details

Company number 03167520

Company name in full Personal Tuning Services Ltd

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

2 Liquidator's name

Full forename(s) GAVIN GEOFFREY

Surname BATES

3 Liquidator's address

Building name/number 9/10

Street SCIROCCO CLOSE

MOULTON PARK

Post town NORTHAMPTON

County/Region

Postcode NN36AP

Country

4 Liquidator's name ①

Full forename(s) GARY STEVEN

Surname PETTIT

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

5 Liquidator's address ②

Building name/number 9/10

Street SCIROCCO CLOSE

MOULTON PARK

Post town NORTHAMPTON

County/Region

Postcode NN36AP

Country

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

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Period of progress report

From date

^d2^d8^m0^m4^y2^y0^y1^y7

To date

^d2^d7^m0^m4^y2^y0^y1^y8

7

Progress report

☒ The progress report is attached

8

Sign and date

Liquidator's signature

Signature

X

L. H. Butler.

X

Signature date

^d1^d8^m0^m6^y2^y0^y1^y8

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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

Company name **PBC BUSINESS RECOVERY**

& INSOLVENCY LIMITED

Address **9/10 SCIROCCO CLOSE**

MOULTON PARK

Post town **NORTHAMPTON**

County/Region

Postcode

N N 3 6 A P

Country

DX

Telephone **01604 212150**



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

PERSONAL TUNING SERVICES LIMITED – IN CREDITORS' VOLUNTARY LIQUIDATION

LIQUIDATORS' PROGRESS REPORT TO CREDITORS AND MEMBERS FOR THE PERIOD ENDING 27 APRIL 2018

1 Introduction

- 1.1 This is my report to members and creditors following the 1st anniversary of my appointment as joint liquidator. This report should be read in conjunction with my previous reports.

2 Statutory Information

- 2.1 The table below details key information regarding the company and the liquidation.

Company name:	Personal Tuning Services Limited – In Liquidation
Registered office:	9/10 Scirocco Close, Moulton Park, Northampton, NN3 6AP
Former registered office:	Unit E, Tenlons Road, Nuneaton, Warwickshire, CV10 7HR
Registered number:	03167520
Date of winding up resolution:	28 April 2017
Joint Liquidators' names:	Gavin Geoffrey Bates and Gary Steven Pettit
Joint Liquidators' address:	PBC Business Recovery & Insolvency Ltd ("PBC"), 9/10 Scirocco Close, Moulton Park, Northampton, NN3 6AP
Joint Liquidators' date of appointment:	28 April 2017

3 Liquidators' Actions Since Last Report

- 3.1 Since the initial report to creditors, the joint liquidators have undertaken the following actions:
- Investigated the affairs of the company as detailed below.
 - Dealt with all routine correspondence and emails relating to the case.
 - Maintained and managed (including regular bank reconciliations) the office holder's estate bank account and cashbook.
 - Reviewed the adequacy of the specific penalty bond (this is insurance required by statute that every insolvency office holder has to obtain for the protection of each estate).
 - Undertaken periodic reviews of the progress of the case.
 - Prepared, reviewed and issued an annual progress report to creditors and members.
 - Filed returns at Companies House.
 - Dealt with creditor correspondence, emails and telephone conversations regarding their claims.

ix. Maintained up to date creditor information on the case management system.

3.2 The above list includes certain work that I am required by the insolvency legislation to undertake in connection with the liquidation but provides no financial benefit for the creditors.

4 Receipts and Payments

4.1 My receipts & payments account for the period from 28 April 2017 to 27 April 2018 is attached.

5 Assets

5.1 The following table details the current asset position.

Asset Type	Estimated to realise (£)	Realisations to date (£)
Plant, Machinery, office furniture & Equipment	1,250	0
Total	1,250	0

5.2 I would comment further as follows:

5.3 **Chattel Assets:** Prior to my appointment 'Business Asset Solutions', a firm of professional, independent valuation agents were instructed to provide an independent 'desktop' valuation of the company's tangible and intangible assets for the purposes of the estimated statement of affairs. They provided an estimated to realise figure of £1,250.

A connected party, Rapid MOT Centre Limited expressed an interest in acquiring the chattel assets of the company consisting of office furniture and equipment and some plant and machinery and tools of trade. Rapid MOT Centre were controlled by Neil Trevitt, a director of the company. However, the assets were subject to distraint proceedings undertaken by Bristow and Suter on behalf of Nuneaton and Bedworth Borough Council. As a result the connected company paid the High Court Officer for the goods to enable continued use for the new company, and there were no realisations for the liquidation.

6 Investigation into the affairs of the company

6.1 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 the public interest, potential recoveries, the funds likely to be available to fund an investigation and the costs involved.

6.2 In particular, I recovered, listed and reviewed the company's accounting records; obtained and reviewed copy bank statements for the 24 months prior to the company ceasing to trade from the company's bankers; and compared the information in the company's last set of accounts with that contained in the statement of affairs lodged in the liquidation and made enquiries about the reasons for the changes.

- 6.3 There were no matters that justified further investigation in the circumstances of this appointment.
- 6.4 Within three months of my appointment as liquidator, I am required to submit a confidential report to the Secretary of State to include any matters which have come to my attention during the course of my work which may indicate that the conduct of any past or present director would make them unfit to be concerned with the management of the company. I would confirm that my report has been submitted.

7 Liabilities

- 7.1 **Secured Creditors:** An examination of the company's mortgage register held by the Registrar of Companies showed that the company has no current charges over its assets.
- 7.2 **Preferential Creditors:** The company had no preferential creditors.
- 7.3 **Crown Creditors:** The statement of affairs included £21,247.02, £2,377.95 and £1,107.74 for VAT, PAYE/NIC and CTSA respectively. I have received a combined claim from HMRC of 26,497.12 which is in line with the statement of affairs figure.
- 7.4 **Non-preferential unsecured Creditors:** In addition to HMRC the statement of affairs included 22 non-preferential unsecured creditors with an estimated total liability of £78,585.24. I have received claims from 8 creditors at a total of £29,754.53. I have not received claims from 15 creditors with original estimated claims in the statement of affairs of £37,314.80.
- 7.5 At the time of writing, I have not investigated the reasons for the difference in the level of claims received.

8 Dividends

- 8.1 I confirm no dividend will be paid to creditors.
- 8.2 There were no creditors secured by a floating charge such that the prescribed part provisions do not apply.

9 Pre-Appointment Remuneration

- 9.1 The board previously authorised the previously authorised the payment of a fee of £5,000 for my assistance with preparing the statement of affairs and convening the decision procedure of the creditors.
- 9.2 I instructed a third party agent to collect this and they have confirmed they have collected £2,000 in this regard.

10 Liquidators' Remuneration

- 10.1 Given there have been no realisations in the liquidation, I have not proposed a resolution with regard to my post appointment fees and do not intend to do so.
- 10.2 To date a total of 47.2 hours have been spent working on the liquidation, and total time costs to date are £10,012 charged at an average charge out rate of £212. Details of the time units used and current charge-out rates are provided in our practice fee recovery sheet, a copy of which is enclosed. I attach an analysis of time costs incurred to date by reference to grade of staff and work done.

11 Liquidators' Expenses

- 11.1 As outlined above, creditors have not authorised I can draw fees or category 2 disbursements and given there are no funds in the arrangement I do not intend to seek a resolution in this regard.
- 11.2 I have incurred expenses to 27 April 2018 of £492.
- 11.3 I have not been able to draw any expenses in this matter.

12 Creditors' Rights

- 12.1 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 joint liquidators' remuneration and expenses within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.
- 12.2 An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the joint liquidators' fees and the amount of any proposed expenses or expenses already incurred within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.
- 12.3 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 <http://www.pbcbusinessrecovery.co.uk/links>. Please note that there are different versions of the guidance notes and in this case you should refer to April 2017 version. Please note we have provided further details in the attached practice fee recovery sheet.

13 Provision of Services Regulations

- 13.1 To comply with the Provision of Services Regulations, some general information about PBC can be found at <http://www.pbcbusinessrecovery.co.uk/provision-of-services-regulations>

14 Summary

- 14.1 The liquidation is now ready to close and steps will be taken accordingly.
- 14.2 I estimate that this will take approximately 6 months and once resolved the liquidation will be finalised and our files will be closed.
- 14.3 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 Claire Goodacre on the above telephone number, or by email at clairegoodacre@pbcbusinessrecovery.co.uk.



GAVIN GEOFFREY BATES
Joint Liquidator

Joint Liquidators' Remuneration Schedule
Personal Tuning Services Ltd
Between 28 April 2017 and 27 April 2018

Classification of work function	Partner/Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	3.70	3.70	22.20	0.30	29.90	6,331.00	211.74
Investigations	1.00	0.60	9.60	0.00	11.20	2,273.00	202.95
Realisations	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
Creditors	0.90	0.10	1.60	0.00	2.60	651.50	250.58
Case Specific Matters	0.30	0.70	2.50	0.00	3.50	756.50	216.14
Distributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total hours	5.90	5.10	35.90	0.30	47.20		
Time costs	2,242.00	1,384.50	6,372.00	13.50		10,012.00	
Average hourly rate	380.00	271.47	177.49	45.00			212.12

Description	Total Incurred £	Total Recovered £
Advertising	138.00	0.00
Postage/Stamps/Copying/Stationery	34.10	0.00
Bordereau	60.00	0.00
Insolv Case Administration Fee	110.00	0.00
Agents Fees	150.00	0.00
Totals	492.10	0.00

Summary of Fees

Time spent in administering the Assignment	Hours	47.20
Total value of time spent to 27 April 2018	£	10,012.00
Total Joint Liquidators' fees charged to 27 April 2018	£	0.00

**Personal Tuning Services Ltd - In Creditors Voluntary Liquidation
Joint Liquidators' Abstract of Receipts & Payments**

From 28 April 2017 To 27 April 2018

S of A £		From 28/04/17	From 28/04/17
		To 27/04/18	To 27/04/18
ASSET REALISATIONS			
1,250.00	Plant & Machinery, office furniture and equipment	NIL	NIL
1,250		NIL	NIL
UNSECURED CREDITORS			
(22,500.00)	Bank Overdraft	NIL	NIL
(2,377.95)	HM Revenue & Customs for PAYE	NIL	NIL
(21,247.02)	HM Revenue & Customs for VAT	NIL	NIL
(1,107.74)	HMRC for CTSA	NIL	NIL
(25,572.98)	Trade Creditor	NIL	NIL
(10,725.52)	Utility Creditor	NIL	NIL
NIL		NIL	NIL
1,250		NIL	NIL

REPRESENTED BY

NIL

Gavin Geoffrey Bates
Joint Liquidator