

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 0 4 0 8 0 0 7 3

Company name in full A1 Project Management Services Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Alan J

Surname Clark

### 3 Liquidator's address

Building name/number Recovery House

Street 15-17 Roebuck Road

Post town Hainault Business Park

County/Region Ilford, Essex

Postcode I G 6 3 T U

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

|           |                                  |   |              |   |              |   |              |   |              |   |              |   |              |   |              |   |
|-----------|----------------------------------|---|--------------|---|--------------|---|--------------|---|--------------|---|--------------|---|--------------|---|--------------|---|
| <b>6</b>  | <b>Period of progress report</b> |   |              |   |              |   |              |   |              |   |              |   |              |   |              |   |
| From date | <sup>d</sup>                     | 2 | <sup>d</sup> | 8 | <sup>m</sup> | 0 | <sup>m</sup> | 1 | <sup>y</sup> | 2 | <sup>y</sup> | 0 | <sup>y</sup> | 2 | <sup>y</sup> | 2 |
| To date   | <sup>d</sup>                     | 2 | <sup>d</sup> | 7 | <sup>m</sup> | 0 | <sup>m</sup> | 1 | <sup>y</sup> | 2 | <sup>y</sup> | 0 | <sup>y</sup> | 2 | <sup>y</sup> | 3 |

|   |                        |  |  |  |  |  |  |  |  |  |  |  |
|---|------------------------|--|--|--|--|--|--|--|--|--|--|--|
| <b>7</b>  | <b>Progress report</b> |  |  |  |  |  |  |  |  |  |  |  |
| <input checked="" type="checkbox"/> The progress report is attached |                        |  |  |  |  |  |  |  |  |  |  |  |

|                        |   |   |              |   |              |   |              |   |              |   |              |   |              |   |              |   |
|------------------------|---|---|--------------|---|--------------|---|--------------|---|--------------|---|--------------|---|--------------|---|--------------|---|
| <b>8</b>               | <b>Sign and date</b>  |   |              |   |              |   |              |   |              |   |              |   |              |   |              |   |
| Liquidator's signature | <div>Signature</div> <div>  </div> |   |              |   |              |   |              |   |              |   |              |   |              |   |              |   |
| Signature date         | <sup>d</sup>  | 1 | <sup>d</sup> | 5 | <sup>m</sup> | 0 | <sup>m</sup> | 2 | <sup>y</sup> | 2 | <sup>y</sup> | 0 | <sup>y</sup> | 2 | <sup>y</sup> | 3 |

**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  | Jenny Poleykett                      |
| Company name  | Carter Clark                         |
| Address       | Recovery House<br>15-17 Roebuck Road |
| Post town     | Hainault Business Park               |
| County/Region | Ilford, Essex                        |
| Postcode      | I G 6 3 T U                          |
| Country       |                                      |
| DX            | recovery@carterclark.co.uk           |
| Telephone     | 020 8524 1447                        |

**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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.gov.uk/companieshouse)**

**A1 Project Management Services Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

| Statement<br>of Affairs<br>£ |                                      | From 28/01/2022<br>To 27/01/2023<br>£ | From 28/01/2019<br>To 27/01/2023<br>£ |
|------------------------------|--------------------------------------|---------------------------------------|---------------------------------------|
|                              | PREFERENTIAL CREDITORS               |                                       |                                       |
| (394.48)                     | Employee Arrears/Hol Pay             | NIL                                   | NIL                                   |
|                              |                                      | NIL                                   | NIL                                   |
|                              | UNSECURED CREDITORS                  |                                       |                                       |
| (44,290.69)                  | 6 Employees                          | NIL                                   | NIL                                   |
| (7,500.00)                   | HMRC - PAYE/NIC                      | NIL                                   | NIL                                   |
| (818,902.20)                 | Inter-Company - A1 Loft & Extensions | NIL                                   | NIL                                   |
|                              |                                      | NIL                                   | NIL                                   |
|                              | DISTRIBUTIONS                        |                                       |                                       |
| (200.00)                     | Ordinary Shareholders                | NIL                                   | NIL                                   |
|                              |                                      | NIL                                   | NIL                                   |
| <b>(871,287.37)</b>          |                                      | <b>NIL</b>                            | <b>NIL</b>                            |
|                              | REPRESENTED BY                       |                                       |                                       |
|                              |                                      |                                       | <b>NIL</b>                            |



# Carter Clark

Financial Recovery

Your ref  
Our ref                   A1PMS4019  
Contact                   Jenny Poleykett  
Telephone               020 8559 5087  
Date                      15 February 2023

Recovery House  
Hainault Business Park  
15-17 Roebuck Road  
Ilford  
Essex  
IG6 3TU

To All Known Creditors and Contributories

Dear Sirs,

A1 Project Management Services Limited ("the Company") – In Creditors' Voluntary Liquidation

This is my report to members and creditors following the 4th anniversary of my appointment as Liquidator.

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 Jenny Poleykett by email at [jenny.poleykett@carterclark.co.uk](mailto:jenny.poleykett@carterclark.co.uk), or by phone on 020 8559 5087.

Yours faithfully  
For and on behalf of A1 Project Management Services Limited

A J Clark  
Liquidator

Partners  
Gary A Carter  
Alan J Clark\*  
Philip Gautier  
Paul Higley\*

[www.carterclark.co.uk](http://www.carterclark.co.uk)

\*Licensed to carry out insolvency work in the UK by the Institute of Chartered Accountants in England and Wales.

ANNUAL PROGRESS REPORT

A1 Project Management Services Limited - IN CREDITORS' VOLUNTARY LIQUIDATION

## Content

- Executive Summary
- Administration and Planning
- Enquiries and Investigations
- Realisation of Assets
- Creditors
- Ethics
- Fees and Expenses
- Creditors' Rights
- Conclusion

## Appendices

- Appendix I - Statutory Information
- Appendix II – Receipts and Payments account for the period 28 January 2022 to 27 January 2023
- Appendix III - Detailed list of work undertaken in the period
- Appendix IV - Time cost information for period 28 January 2022 to 27 January 2023

## EXECUTIVE SUMMARY

A summary of key information in this report is detailed below.

### Assets

| Asset | Estimated to realise per Statement of Affairs<br>£ | Realisations to date<br>£ | Anticipated future realisations<br>£ | Total anticipated realisations<br>£ |
|-------|--|---------------------------|--------------------------------------|-------------------------------------|
| N/A   | N/A  | N/A                       | N/A                                  | N/A                                 |

### Expenses

| Expense                  | Amount per fees and expenses estimates<br>£ | Expense incurred to date<br>£ | Anticipated further expense to closure<br>£ | Total anticipated expense<br>£ |
|--------------------------|---|-------------------------------|---|--------------------------------|
| Liquidator's Fees        | -   | 5,778.00                      | 3,000.00                                    | 8,778.00                       |
| Liquidator Disbursements | -   | 198.00                        | -   | 198.00                         |

### Dividend prospects

| Creditor class         | Distribution / dividend paid to date<br>£ | Anticipated distribution / dividend, based upon the above<br>£ |
|------------------------|---|--|
| Secured creditor       | N/A                                       | N/A  |
| Preferential creditors | NIL                                       | NIL  |
| Unsecured creditors    | NIL                                       | NIL  |

### Summary of key issues outstanding

- Outcome of investigations into connected company, A1 Lofts & Extensions Limited.

### Closure

Due to the issues outstanding as listed above, it is difficult to estimate the timing of the closure of the liquidation.

## ADMINISTRATION AND PLANNING

### Statutory information

Statutory information may be found at Appendix I.

The Liquidator is required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found in Appendix III.



## Reporting

The Liquidator has met his statutory and regulatory duties to report to creditors, as listed below. In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors have provided useful details of the strategies pursued and the outcomes anticipated.

During the Review Period, the following key documents have been issued:

- This progress report;

During the Review Period, the following material tasks in this category were carried out:

- Consulting with and instructing staff as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining electronic case files, which must include records to show and explain the Liquidation and any decisions made by the Liquidator that materially affect the Liquidation;
- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure that the Liquidation is progressing efficiently, effectively and in line with the statutory requirements;
- Maintaining and updating the estate cash book and bank accounts; and
- Completing periodic tax returns.

## ENQUIRIES AND INVESTIGATIONS

As detailed in my previous report there were matters that the Liquidator considered merited further investigation in respect of inter-company transactions.

Unfortunately, the investigations into the connected company are still ongoing, which includes the inter-company transactions. I am unable to update you further on this as it may affect any future outcome of the investigations.

## REALISATION OF ASSETS

Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken may be found at Appendix III.

As previously advised, there are no assets of the Company listed in the Statement of Affairs and any potential realisations are based upon the investigations detailed above.

## CREDITORS

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Liquidator has had to carry out key tasks which are detailed in the list at Appendix III. The following sections explain the anticipated outcomes to creditors and any distributions paid.

### Secured creditors

The Company has not granted any charges over its assets.

### Preferential creditors

Six employees were made redundant. The relevant information for employees to submit claims has been made to the Redundancy Payments Office and information and help has been given to employees to enable them to submit their claims online.

### Unsecured creditors

HMRC was shown to be owed £7,500 in respect of PAYE/NIC. A claim of £173,098.38 has been received. The difference is in respect of various penalties imposed by HMRC and it is clear the figure provided in the Statement of Affairs was hugely underestimated by the director.

Inter-company creditors were shown to be owed £818,902.20; a claim of £852,103.76 has been received to date. This figure has been identified by the accounting records of A 1 Lofts & Extensions Limited.

There were no trade and expense creditors shown in the Statement of affairs, however claims received to date total £7,899.10.

### Dividend prospects

Where a floating charge is created after 15 September 2003 a prescribed part of the company's net property shall be made available to unsecured creditors.

The Company has not granted a floating charge to any creditor after 15 September 2003 and consequently there will be no prescribed part in this Liquidation.

On current information, there will be no dividends to any class of creditor, however, should the outcome of the investigations alter this, I will advise creditors accordingly.

### ETHICS

Please also be advised that Liquidator is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

### General ethical considerations

During the Review Period, no new threats to compliance with the Code of Ethics have been identified.

### FEES AND EXPENSES

#### Pre-Appointment Costs

A fixed fee of £5,000 plus VAT was agreed by the Company prior to the winding-up resolution. This has yet to be paid.

#### The Liquidator's Fees

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day-to-day administration on cases and a manager and partner then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a partner.

The basis of the Liquidator's fees has yet to be approved.

For the review period my time costs total £512.50 representing 1.55 hours at an average hourly rate of £330.65. My time costs to date total £5,778.00. The time costs for the period are detailed at Appendix IV.

### Disbursements

An amended Statement of Insolvency Practice (SIP), SIP 9, was issued on 1 April 2021. The amended SIP 9 has changed some of the terminology and introduced additional disclosure requirements. The information below may therefore not reflect the information previously provided.

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 divided into those that do not need approval before they are charged to the estate (category 1) and those that do (category 2).

Category 1 expenses: These are payments to persons providing the service to which the expense relates who are not an associate of the office holder. Category 1 expenses can be paid without prior approval.

Category 2 expenses: These 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. Category 2 expenses require approval whether paid directly from the estate or as a disbursement.

No category 1 or 2 expenses have been incurred during this review period.

Information about this insolvency process may be found on the R3 website at [www.creditorinsolvencyguide.co.uk](http://www.creditorinsolvencyguide.co.uk).

A copy of 'A Creditors' Guide to Fees' may be found at [www.carterclark.co.uk/wp-content/uploads/2022/03/Liquidation.\\_A\\_Guide\\_for\\_Creditors\\_on\\_Insolvency\\_Practitioners\\_Fees.\\_Version\\_1\\_April\\_2021.pdf](http://www.carterclark.co.uk/wp-content/uploads/2022/03/Liquidation._A_Guide_for_Creditors_on_Insolvency_Practitioners_Fees._Version_1_April_2021.pdf), and the firm's remuneration and expenses policy can be found at [www.carterclark.co.uk/wp-content/uploads/2022/03/Carter-Clark-Fee-Policy-v12-January-2022.pdf](http://www.carterclark.co.uk/wp-content/uploads/2022/03/Carter-Clark-Fee-Policy-v12-January-2022.pdf). Copies of both documents can be made available on request.

### CREDITORS' RIGHTS

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 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 creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Liquidator's 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.

During the course of an insolvency assignment, it is inevitable that we will potentially utilise your personal data in complying with our contractual and legal obligations. The processing of personal data is regulated in the UK by the General Data Protection Regulation EU 2016/679, as supplemented by the Data Protection Act 2018, together with other laws which relate to privacy and electronic communications. In this clause, we refer to these laws as "Data Protection Law". In providing our services, we act as an independent controller and are, therefore, responsible for complying with Data Protection Law in respect of any personal data we process in providing our services to the Company. Our privacy statement, can be accessed at [www.carterclark.co.uk](http://www.carterclark.co.uk), explains how we process personal data. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law. Our data protection policy is available at <https://www.carterclark.co.uk/privacy-cookie-policy/>

To comply with the Provision of Services Regulations, some general information about Carter Clark can be found at <https://www.carterclark.co.uk/corporate-information/>.

## CONCLUSION

The administration of the case will be continuing to finalise the following outstanding matters that are preventing this case from being closed:

- Outcome of investigations into connected company, A1 Lofts & Extensions Limited.

If you require any further information, please contact this office.

  
Signed \_\_\_\_\_  
Alan J Clark  
Liquidator  
15 February 2023

## Appendix I

### Statutory Information

|                          |  |
|--------------------------|--|
| Company Name             | A1 Project Management Services Limited   |
| Former Trading Name      | N/A  |
| Company Number           | 04080073   |
| Registered Office        | Recovery House, Hainault Business Park, 15-17 Roebuck Road, Ilford, Essex, IG6 3TU               |
| Former Registered Office | 9 Esher Road, Hersham, Surrey, KT12 4JZ  |
| Office holder            | Alan J Clark   |
| Office holder's' address | Carter Clark, Recovery House, 15-17 Roebuck Road, Hainault Business Park, Ilford, Essex, IG6 3TU |
| Date of appointment      | 28 January 2019  |

## Appendix II

Receipts and Payments account for the period 28 January 2022 to 27 January 2023

A1 Project Management Services Limited  
(In Liquidation)  
Liquidator's Summary of Receipts & Payments

| Statement<br>of Affairs<br>£ |                                      | From 28/01/2022<br>To 27/01/2023<br>£ | From 28/01/2019<br>To 27/01/2023<br>£ |
|------------------------------|--------------------------------------|---------------------------------------|---------------------------------------|
|                              | PREFERENTIAL CREDITORS               |                                       |                                       |
| (394.48)                     | Employee Arrears/Hol Pay             | NIL                                   | NIL                                   |
|                              |                                      | NIL                                   | NIL                                   |
|                              | UNSECURED CREDITORS                  |                                       |                                       |
| (44,290.69)                  | 6 Employees                          | NIL                                   | NIL                                   |
| (7,500.00)                   | HMRC - PAYE/NIC                      | NIL                                   | NIL                                   |
| (818,902.20)                 | Inter-Company - A1 Loft & Extensions | NIL                                   | NIL                                   |
|                              |                                      | NIL                                   | NIL                                   |
|                              | DISTRIBUTIONS                        |                                       |                                       |
| (200.00)                     | Ordinary Shareholders                | NIL                                   | NIL                                   |
|                              |                                      | NIL                                   | NIL                                   |
| (871,287.37)                 |                                      | NIL                                   | NIL                                   |
|                              | REPRESENTED BY                       |                                       |                                       |
|                              |                                      |                                       | NIL                                   |

### Appendix III

Detailed list of work undertaken for A1 Project Management Services Limited in Creditors' Voluntary Liquidation for the review period 28 January 2022 to 27 January 2023

Below is detailed information about the tasks undertaken by the Liquidator.

| General Description                        | Includes  |
|--|---|
| Statutory and General Administration       |   |
| Statutory/advertising                      | Filing of documents to meet statutory requirements including annual receipts and payments accounts<br>Annual corporation tax returns<br>Quarterly VAT returns   |
| Document maintenance/file review/checklist | Filing of documents<br>Periodic file reviews documenting strategy<br>Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards<br>Maintenance of statutory and case progression task lists/diaries<br>Updating checklists |
| Bank account administration                | Preparing correspondence opening and closing accounts<br>Bank account reconciliations<br>Correspondence with bank regarding specific transfers<br>Maintenance of the estate cash book<br>Banking remittances and issuing cheques/BACS payments                    |
| Planning / Review                          | Discussions regarding strategies to be pursued<br>Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case  |
| Reports                                    | Preparing annual progress report  |
| Creditors and Distributions                |   |
| Creditor Communication                     | Receive and follow up creditor enquiries via telephone<br>Review and prepare correspondence to creditors and their representatives via facsimile, email and post  |
| Dealing with proofs of debt ("POD")        | Receipting and filing POD when not related to a dividend  |



## Appendix IV

Time cost information for period 28 January 2022 to 27 January 2023

# Time Entry - SIP9 Time & Cost Summary

A1PMS4019 - A1 Project Management Services Limited  
All Post Appointment Project Codes  
From: 28/01/2022 To: 27/01/2023

| Classification of Work Function | Partner | Manager | Other Senior Professionals | Assistants & Support Staff | Total Hours | Time Cost (£) | Average Hourly Rate (£) |
|---------------------------------|---------|---------|----------------------------|----------------------------|-------------|---------------|-------------------------|
| Administration & Planning       | 0.60    | 0.30    | 0.05                       | 0.00                       | 0.95        | 422.50        | 444.74                  |
| Case Specific Matters           | 0.00    | 0.00    | 0.00                       | 0.00                       | 0.00        | 0.00          | 0.00                    |
| Creditors                       | 0.00    | 0.00    | 0.00                       | 0.60                       | 0.60        | 90.00         | 150.00                  |
| Investigations                  | 0.00    | 0.00    | 0.00                       | 0.00                       | 0.00        | 0.00          | 0.00                    |
| Realisation of Assets           | 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                    |
| Total Hours                     | 0.60    | 0.30    | 0.05                       | 0.60                       | 1.55        | 512.50        | 330.65                  |
| Total Fees Claimed              |         |         |                            |                            |             | 0.00          |                         |
| Total Disbursements Claimed     |         |         |                            |                            |             | 0.00          |                         |