

**Return of Final Meeting in a
Members' Voluntary Winding Up****Pursuant to Section 94 of the
Insolvency Act 1986**

To the Registrar of Companies

S.94

Company Number

03778958

Name of Company

Absolute Office Limited

I / We

Frank Wessely, 81 Station Road, Marlow, Bucks, SL7 1NS

Chrs Newell, 81 Station Road, Marlow, Bucks, SL7 1NS

Note: The copy account must be
authenticated by the written
signature(s) of the Liquidator(s)

give notice that a general meeting of the company was ~~duly held on~~/summoned for 03 March 2017 pursuant to section 94 of the Insolvency Act 1986, for the purpose of having an account (of which a copy is attached) laid before it showing how the winding up of the company has been conducted, and the property of the company has been disposed of and ~~that the same was done accordingly~~ / no quorum was present at the meeting

The meeting was held at 81 Station Road, Marlow, SL7 1NS

The winding up covers the period from 8 March 2016 (opening of winding up) to the final meeting (close of winding up)

The outcome of the meeting (including any resolutions passed at the meeting) was as follows

~~Quorum - That the Joint Liquidators' final report and his receipts and payment account be approved.~~

~~That the Joint Liquidators be granted their release from office~~

No Quorum - There was no quorum present at the meeting and the liquidators are deemed to be released from office.

Signed

Date 03 March 2017

Quantuma LLP
81 Station Road
Marlow
Bucks
SL7 1NS

Ref 6001031/FFW/CRN/CSJ/NLS

SATURDAY



A16

A61ZFWII

11/03/2017

#300

COMPANIES HOUSE

Absolute Office Limited
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments
From 8 March 2016 To 3 March 2017

S of A £		£	£
	ASSET REALISATIONS		
14,000.00	Book Debts	NIL	
	Tax Refund	8,893 70	
11,000.00	Cash at Bank	23,664 20	
250,000.00	Directors Loan Account 1	250,000 00	
	Bank Interest Gross	21.73	
			282,579 63
	COST OF REALISATIONS		
	Specific Bond	135.00	
	Preparation of D of S	1,500 00	
	Office Holders Fees	1,500 00	
	Corporation Tax	3 61	
	VAT	315.40	
	Postage	1.04	
	Stationery	1 00	
	Swear Fee	5 00	
	Statutory Advertising	308 00	
	PAYE & NI	1,883 26	
			(5,652.31)
	DISTRIBUTIONS		
(100 00)	Ordinary Shareholders	276,927 32	
			(276,927.32)
274,900.00			NIL
	REPRESENTED BY		
			NIL

Note

Receipts and Payments Notes

1 Distributed in Specie Figure provided by accountants Haines Watts Chartered Accountants on 8 March 2016.



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Marlow
Buckinghamshire
SL7 1NS

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www.quantuma.com

Absolute Office Limited

(In Members' Voluntary Liquidation)

("the Company")

THE JOINT LIQUIDATORS' FINAL REPORT

3 March 2017

This is the final report on the conduct of the Liquidation of Absolute Office Limited following the appointment of Frank Wessely and Chris Newell of Quantuma LLP as Joint Liquidators on 08/03/2016.

This report has been prepared solely to comply with the statutory requirements of The Insolvency Act 1986 and the Insolvency Rules 1986. This report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by Members for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

Frank Wessely is licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales

Chris Newell is licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association

Quantuma LLP

81 Station Road, Marlow, Bucks, SL7 1NS



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ABBREVIATIONS

For the purpose of this report the following abbreviations shall be used

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency Rules 1986
"the Joint Liquidators"	Frank Wessely and Chris Newell of Quantuma LLP
"the Company"	Absolute Office Limited (in Liquidation)
"DoS"	Declaration of Solvency
"SIP"	Statement of Insolvency Practice (England and Wales)
"Review Period"	Period covered by the report from 8 March 2016 to 3 March 2017

INTRODUCTION

Introduction

This report has been prepared to provide Members with an update on the progress of the Liquidation of the Company since our appointment as Joint Liquidators on 08 March 2016.

The report has been prepared in accordance with insolvency legislation to provide Members and the Registrar of Companies with details of the progress made and with an overview of the conduct of the Liquidation during the Liquidation

A schedule of statutory information in respect of the Company is attached at Appendix 1.

Details of the appointment of the Joint Liquidators

Frank Wessely and Chris Newell of Quantuma LLP were appointed Joint Liquidators of the Company on 08 March 2016

The Joint Liquidators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them

THE PROGRESS OF THE LIQUIDATION

The Joint Liquidators' receipts and payments account

Attached at Appendix 2 is a receipts and payments account detailing transactions during the course of the Liquidation to the date of this report

VAT Basis

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately.

Realisation of assets

Cash at Bank

The sum of £21,864.20 was held in the Company's bank account and transferred to the Liquidation account shortly after our appointment.

Directors' Loan Account

The amount of £250,000 is owed to the Company. This has been repaid by way of a distribution in specie to the shareholders of the Company on 14 March 2016.

Book Debts

The debtors were paid into the Company's bank account prior to our appointment

Tax Refund

A Corporation Tax Refund was received from HM Revenue & Customs in the sum of £8,893 70

Gross Bank Interest

Gross bank interest of £18 08 has been received during the course of the Liquidation.

Administrative, Statutory & Regulatory Tasks

The Joint Liquidators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the estate, they have assisted in the efficient and compliant progressing of the Liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards.

During the Review Period, primarily these tasks have included:

- Informing all relevant persons of the commencement of the Liquidation, including filing statutory documents at Companies House and meeting statutory advertising requirements;
- Consulting with and instructing staff and independent advisers 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 Joint Liquidators 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, including regular bank reconciliations and processing receipts and payments,
- Completing periodic tax returns: and
- Closing procedures including advertising the final meeting, preparing the Final Report and convening the final meeting of members.

Corporation Tax

The amount of £3 61 has been paid on the interest received on funds held in the Liquidation account during the course of the Liquidation.

CREDITORS: CLAIMS AND DISTRIBUTIONS

Secured creditors

The Company had not granted a fixed or floating charge to any creditor and accordingly did not have any secured creditors

Unsecured creditors

No unsecured creditor claims have been received

SHAREHOLDERS: DISTRIBUTIONS

The following distributions have been made to the members as follows:

Date	Share Class	Rate (£ per Share)	Total Distributed
04 01 2017	51/49 Ordinary Shares	265.49	£26,549 06
Total			£26,549.06

A final VAT reclaim in the sum of £390.01 is awaited. As soon as this is received a final distribution to shareholders will be made

Distribution in specie to Members, rule 4 49G(2) sets out additional requirements for the receipts and payments account

The following assets were distributed in specie

Directors Loan Account in the sum of £250,000 on 14 March 2016.

The basis of valuation is as per the Declaration of Solvency

Further Information

Members should note that the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>. Additionally the Joint Liquidators are also bound by the regulations of their Licensing Bodies.

To comply with the Provision of Services Regulations, some general information about Quantuma LLP, including our complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information/>

THE JOINT LIQUIDATORS' REMUNERATION AND EXPENSES

Joint Liquidators' Remuneration

The following resolution was passed

"That the Joint Liquidators remuneration in respect of matters up to and including the meetings of members, will be £3,000 plus disbursements and VAT for assisting in the preparation of the Declaration of Solvency and convening the member's meeting to place the Company into MVL and dealing with the liquidation".

Summary of Costs

A breakdown of the timecosts incurred during the Review Period are summarised at Appendix 4.

In summary the Joint Liquidators' timecosts for the Period totals £7,405.25, representing 47.05 hours at an average hourly rate of £157.39. The sum of £1,500 has been drawn.

We believe this case generally to be of average complexity and no extraordinary responsibility has to date fallen upon us as Joint Liquidators

The work undertaken is detailed in full at Appendix 6

A copy of 'A Members' Guide to Liquidators' Fees' effective from effective from 1 October 2015 together with the firm's current schedule of charge-out rates and chargeable disbursements may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>.

A hard copy of both the Members' Guide and the firm's charge-out rate and disbursement policy may be obtained on request at no cost.

Joint Liquidators' Disbursements

The Joint Liquidators have incurred the following Category 1 disbursements, which do not need the specific approval of Members, during the Review Period and during the whole period of the Liquidation to date:

Category 1 Disbursements	Whole period to date	
	Incurred	Paid
	£	£
Statutory advertising	308 00	308 00
Bond premium	135.00	135 00
Postage	1 04	1 04
Swear Fee	5.00	5.00
Total	449.04	449.04

The Joint Liquidators' Category 2 disbursements for the Review Period and the whole period of the Liquidation are as follows:

Category 2 Disbursements	Whole period to date	
	Incurred	Paid
	£	£
Stationery	1.00	1.00
Total	1.00	1.00

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in the firm's schedule referred to above. Members approved the payment of Category 2 disbursements on this basis on 8 March 2016.

Members' right to request information

A member may, with the permission of the Court or with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the Company, request further details of the Joint Liquidators' remuneration and expenses, within 21 days of receipt of this report.

Members' right to challenge remuneration and/or expenses

A member may, with the permission of the Court or with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the Company, 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.

FINAL MEETING AND CLOSURE OF LIQUIDATION

Final Meeting

All matters have been concluded and the Joint Liquidators are therefore in a position to hold final meeting of Members to seek our release from office

Documentation in relation to these meetings can be found as follows

Appendix 6 Notice convening the final meeting of Members; and

Appendix 7 Form of Proxy;

The Joint Liquidators are required to have regard for the convenience of attendees when convening a meeting. In our experience members seldom attend these meetings and to avoid unnecessary costs the meeting is being held at our Marlow office. Should any Member wishing to attend the meeting consider the proposed venue inconvenient, we will consider reconvening the meeting at an alternative venue to be agreed. Any request to reconvene should be made within the next seven days so that we may ensure that all Members are aware of any revised arrangements.

Please note that the meeting is purely a formality and that there is no necessity to attend. However, to assist us in our duties we would value your view on the resolution set out on the enclosed Form of Proxy. To entitle you to vote at either meeting we would be grateful if this could be signed and returned to us not later than 12 noon on 2 March 2017. You may email this to us if you wish using the email address provided at the end of the report.

Release of Liquidator

We can advise that our release as Joint Liquidators will be effective on the filing of our account of the final meeting with the Registrar of Companies.

Dissolution of the Company

The company will be dissolved automatically (cease to exist) three months after we file details of our Release with the Registrar of Companies

Should you have any queries in regard to any of the above please do not hesitate to contact Nina Sellars on 01628 478100 or by e-mail at nina.sellars@quantuma.com



Frank Wessely
Joint Liquidator

**Absolute Office Limited
(IN LIQUIDATION)****STATUTORY INFORMATION**

Company Name	Absolute Office Limited
Trading Address	87 Castle Street, Reading, Berkshire, RG1 7SN
Proceedings	In Liquidation
Date of Appointment	08 March 2016
Joint Liquidators	Frank Wessely Chris Newell Quantuma LLP, 81 Station Road, Marlow, Bucks, SL7 1NS
Change in Office Holder	n/a
Registered office Address	c/o Quantuma LLP, 81 Station Road, Marlow, Bucks, SL7 1NS
Company Number	03778958
Incorporation Date	27 May 1999

**Absolute Office Limited
(IN LIQUIDATION)**

Appendix 2

**THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT
AS AT 3 MARCHY 2017**

**Absolute Office Limited
(In Liquidation)**

JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT

	Declaration of Solvency £	From 08/03/2016 To 03/03/2017 £	From 08/03/2016 To 03/03/2017 £
RECEIPTS			
Book Debts	14,000.00	0.00	0.00
Tax Refund		8,893.70	8,893.70
Cash at Bank	11,000.00	23,664.20	23,664.20
Directors Loan Account 1.	250,000.00	250,000.00	250,000.00
Bank Interest Gross		21.73	21.73
		<u>282,579.63</u>	<u>282,579.63</u>
PAYMENTS			
Specific Bond		135.00	135.00
Preparation of D. of S		1,500.00	1,500.00
Office Holders Fees		1,500.00	1,500.00
Corporation Tax		3.61	3.61
VAT		315.40	315.40
Postage		1.04	1.04
Stationery		1.00	1.00
Swear Fee		5.00	5.00
Statutory Advertising		308.00	308.00
PAYE & NI		1,883.26	1,883.26
Ordinary Shareholders	(100.00)	276,927.32	276,927.32
		<u>282,579.63</u>	<u>282,579.63</u>
BALANCE - 03 March 2017			<u><u>0.00</u></u>

Note.
Receipts and Payments Notes

1 Distributed in Specie Figure provided by accountants Haines Watts Chartered Accountants on 8 March 2016.

Frank Wessely
Joint Liquidator

Time Entry - Detailed SIP9 Time & Cost Summary

6001031 - Absolute Office Limited
From 01/03/2014 To 02/03/2016
Project Code PRE

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 Administration & Planning	0.20	0.00	0.00	0.00	0.20	70.00	350.00
103 IPS Case / File set up/ Filing	0.00	0.00	0.00	0.40	0.40	40.00	100.00
104 General Administration	0.00	0.00	0.00	7.90	7.90	790.00	100.00
105 Case strategy / Review	0.00	0.00	0.00	0.30	0.30	30.00	100.00
Admin & Planning	0.20	0.00	0.00	8.60	8.80	930.00	105.68
600 Cashiering	0.00	0.00	0.00	0.20	0.20	25.00	125.00
Cashiering	0.00	0.00	0.00	0.20	0.20	25.00	125.00
670 Completing initial pre appl checks	0.00	0.40	0.00	0.70	1.10	170.00	154.55
671 Settling up case on IPSA/C	0.00	0.40	0.00	0.00	0.40	100.00	250.00
672 Preparing statutory meeting documents	0.00	0.00	0.00	0.70	0.70	70.00	100.00
673 Issuing notice of meetings to members/creditors	0.00	0.30	0.00	0.00	0.30	75.00	250.00
675 Preparing for statutory meetings	0.00	0.30	0.00	0.00	0.30	75.00	250.00
Pre Appointment	0.00	1.40	0.00	1.40	2.80	490.00	175.00
Total Hours	0.20	1.40	0.00	10.20	11.80	1,445.00	122.48
Total Fees Claimed						0.00	

Appendix 4

**Absolute Office Limited
(IN LIQUIDATION)**

**THE JOINT LIQUIDATORS' TIMECOSTS FOR THE PERIOD FROM 08 March 2016 TO 3 MARCH
2017**

Time Entry - Detailed SIP9 Time & Cost Summary

6001031 - Absolute Office Limited
From 08/03/2016 To 03/03/2017
Project Code POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 Administration & Planning	0.25	0.10	3.80	0.50	4.65	863.00	185.59
100A Initial Statutory & General Notifications & Filing	0.25	0.40	0.00	0.00	0.65	187.50	288.46
101A Bonding	0.00	0.00	0.00	0.20	0.20	20.00	100.00
103 IPS Case / File set up / Filing	0.00	0.00	0.00	0.50	0.50	50.00	100.00
104 General Administration	0.80	0.70	8.90	10.60	21.00	2,832.00	134.86
105 Case strategy / Review	0.75	1.05	0.45	0.40	2.65	641.75	242.17
106 VAT & CT matters and returns	0.00	0.50	3.90	1.90	6.30	900.00	142.86
506 Tax / VAT	0.85	0.00	2.70	0.30	3.85	774.50	201.17
Admin & Planning	2.80	2.75	19.75	14.40	39.80	8,268.75	157.51
600 Cashiering	0.00	0.00	0.00	5.70	5.70	712.50	125.00
Cashiering	0.00	0.00	0.00	5.70	5.70	712.50	125.00
650 Closing Procedures	0.40	0.70	2.30	0.00	3.40	660.00	194.12
Closing Procedures	0.40	0.70	2.30	0.00	3.40	660.00	194.12
202A Employees	0.00	0.00	0.20	0.00	0.20	37.00	185.00
205 Final report	0.00	0.30	0.60	0.00	0.90	165.00	183.33
207 Payment of dividends	0.75	0.80	0.60	1.10	3.25	662.50	203.85
Creditors	0.75	1.10	1.40	1.10	4.35	864.50	198.74
404 Financed assets	0.00	0.00	0.10	0.00	0.10	18.50	185.00
405 Debtors	0.00	0.00	0.40	0.00	0.40	70.00	175.00
411 Cash at Bank	0.00	0.00	0.10	0.00	0.10	18.50	185.00
Realisation of Assets	0.00	0.00	0.60	0.00	0.60	107.00	178.33
Total Hours	4.05	4.65	24.05	21.20	53.85	8,612.75	159.94
Total Fees Claimed						1,500.00	

**Absolute Office Limited
(IN LIQUIDATION)**

DETAILED NARRATIVE OF THE WORK UNDERTAKEN DURING THE LIQUIDATION PERIOD

Description of work undertaken	Includes
<u>ADMINISTRATION & PLANNING</u>	
Administration & Planning	
Initial Statutory and General Notifications & Filing e.g. Advertising the appointment, undertaking statutory notifications to Companies House, HMRC, the Pension Protection Fund, preparing the documentation and dealing with other notification of appointment	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Obtaining a specific penalty bond	
Recovering & Scheduling the company's books and records	Collection and making an inventory of company books and records
Setting up electronic case files and electronic case details on IPS	
General Administration - Dealing with all routine correspondence and emails relating to the case	
Case strategy & completing file reviews at 1 month, 3 months & 6 months	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
VAT & Corporation Tax matters and returns	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
<u>CREDITORS</u>	
Creditors	
Dealing with creditor correspondence, emails and telephone conversations	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Dealing with Pension Schemes	Corresponding with the PPF and the Pensions Regulator
Final Reports	Drafting final report for closure
Dealing with HMRC/RPO claims	
Initial Appointment Notification to Creditors - Preparing the documentation & sending out initial appointment notification to creditors	

Description of work undertaken	Includes
<u>REALISATION OF ASSETS</u>	
Realisation of Assets	
Cash at Bank	Contacting the bank to arrange closure of the account and payment of the funds to the estate
<u>DISTRIBUTIONS TO MEMBERS</u>	
Dividend procedures	Preparation of distribution calculation Preparation of correspondence to members announcing declaration of dividend Preparation of cheques/BACS to pay dividend Preparation of correspondence to members enclosing payment of dividend Seeking unique tax reference from HMRC, submitting information on PAYE/Nl deductions from employee distributions and paying over to HMRC Dealing with unclaimed dividends
Distribution in specie	Circulation of the notification of the distribution in specie to members
<u>CASHIERING</u>	
Opening, maintaining and managing the Office Holders' cashbook and bank account	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory receipts and payments accounts at Companies House

Current Charge-out Rates of the staff working on the case

Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken

Support staff include secretarial and administrative support

The minimum unit of time recorded is 6 minutes

Rates are likely to be subject to periodic increase

Staff	Charge out rates
	£
Partners	350.00
Senior Manager	250.00
Assistant Administrator	185.00
Senior Administrator	175.00
Administrator	150.00
Assistant Administrator	100.00
Case Accountant	125.00
Support Staff/Executive Assistant	95.00

Notice to Members of Meeting of Members

Absolute Office Limited

The meeting is called pursuant to Section 94 of the Insolvency Act 1986 for the purpose of the following

- receiving an account of how the winding-up has been conducted and the company's property disposed of,
- hearing any explanations that may be given by the Joint Liquidator,
- determining the release of the Joint Liquidator

Any member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote on their behalf. A proxy need not be a member of the company

The meeting will be held as follows:

Date: 3 March 2017

Time: 10.30am

Place: 81 Station Road, Marlow, Bucks, SL7 1NS

A proxy form is enclosed which must be lodged with me not later than 12 noon on 2 March 2017 at 81 Station Road, Marlow, Bucks, SL7 1NS to entitle you to vote at the meeting.

Dated 3 March 2017

Signed



FRANK WESSELY
Joint Liquidator
Quantuma LLP

The Insolvency Act 1986

Proxy (Members' Voluntary Winding Up)

In the matter of Absolute Office Limited

and

in the matter of the Insolvency Act 1986

Please insert name of person (who must be 18 or over) or the chairman of the meeting (see note below) if you wish to provide for alternative proxy holders in the circumstances that your first choice is unable to attend please state the name(s) of the alternatives as well

Name of Proxy Holder

1

2

3

Please delete words in brackets if the proxy holder is only to vote as directed i.e. he has no discretion

I appoint the above person to be my/the creditor's/member's proxy holder at the meeting of creditors/members to be held on 3 March 2017 or at any adjournment of that meeting. The proxy holder is to propose or vote as instructed below (and in respect of any resolution for which no specific instruction is given, may vote or abstain at his/her discretion)

Voting Instructions for resolutions

1 For the release of the Joint Liquidators

FOR / AGAINST

Any other resolutions which the proxy-holder is to propose or vote in favour of or against should be set out in numbered paragraphs in this space provided. If more room is required, please use the other side of this form.

This form must be signed

Signature _____ **Date** _____

Name in CAPITAL LETTERS _____

Only to be completed if the creditor/member has not signed in person

Position with creditor/member or relationship to creditor/member or other authority for signature

Please note that if you nominate the chairman of the meeting to be your proxy-holder he will be the current liquidator.

Remember: there may be resolutions on the other side of this form