

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

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COMPANIES HOUSE

### 1 Company details

Company number 0 3 7 4 4 2 5 0

Company name in full Bournemouth Bikes Limited

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

### 2 Liquidator's name

Full forename(s) Alexander

Surname Kinninmonth

### 3 Liquidator's address

Building name/number Highfield Court

Street Tollgate

Post town Chandlers Ford

County/Region Eastleigh

Postcode S O 5 3 3 T Y

Country

### 4 Liquidator's name

Full forename(s) Richard

Surname Brewer

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

### 5 Liquidator's address

Building name/number Highfield Court

Street Tollgate

Post town Chandlers Ford

County/Region Eastleigh

Postcode S O 5 3 3 T Y

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	<sup>d</sup> 1	<sup>d</sup> 2	<sup>m</sup> 1	<sup>m</sup> 2	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8
To date	<sup>d</sup> 1	<sup>d</sup> 1	<sup>m</sup> 1	<sup>m</sup> 2	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9

### 7 Progress report

The progress report is attached

### 8 Sign and date

Liquidator's signature	Signature X <i>Alan...</i> X
Signature date	<sup>d</sup> 3 <sup>d</sup> 1 <sup>m</sup> 0 <sup>m</sup> 1 <sup>y</sup> 2 <sup>y</sup> 0 <sup>y</sup> 2 <sup>y</sup> 0

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

Company name **RSM Restructuring Advisory LLP**

Address **Highfield Court, Tollgate  
Chandlers Ford**

Post town **Eastleigh**

County/Region

Postcode **S O 5 3 3 T Y**

Country

DX

Telephone **02380 646 464**

 **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)**

**In the matter of**

**Bournemouth Bikes Limited In Liquidation  
(‘the Company’)**

**Joint Liquidators' progress report**

**31 January 2020**

**Alexander Kinninmonth and Richard Brewer  
Joint Liquidators**

**RSM Restructuring Advisory LLP  
Highfield Court, Tollgate  
Chandlers Ford  
Eastleigh  
SO53 3TY  
Tel: 02380 646 464  
Email: restructuring.southampton@rsmuk.com**

## Sections

1. Progress of the liquidation
2. Details of what remains to be done and matters preventing closure
3. Creditors' claims and dividend prospects
4. Receipts and payments summary
5. Joint Liquidators' remuneration, expenses and disbursements
6. Creditors' right to information and ability to challenge remuneration and expenses

## Appendices

- A. Statutory information
- B. Dividend Prospects
- C. Summary of receipts and payments
- D. RSM Restructuring Advisory LLP charging, expenses and disbursements policy statement
- E. RSM Restructuring Advisory LLP Southampton current charge out and disbursement rates
- F. Statement of expenses incurred in the period from 12 December 2018 to 11 December 2019
- G. Joint Liquidators' time cost analysis for the period from 12 December 2018 to 11 December 2019
- H. Proof of debt form

This report has been prepared in accordance with insolvency legislation to provide creditors, members and the registrar of companies with information relating to the progress of the liquidation in the period from 12 December 2018 to 11 December 2019. This report should be read in conjunction with any previous reports that have been issued, copies of which are available on request.

This report has been prepared solely to comply with the requirements of the relevant legislation. It has not been prepared for use in respect of any other purpose, or to inform any investment decision in relation to any debt or financial interest in the company. Any estimated outcomes for creditors are illustrative and may be subject to significant change.

Neither the Joint Liquidators nor RSM Restructuring Advisory LLP accept any liability whatsoever arising as a result of any decision or action taken or refrained from as a result of information contained in this report.

## **1 Progress of the liquidation**

### **1.1 Realisation of assets / Sale of business**

The Joint Liquidators are obliged to realise and get in the Company's property and maximise realisations. In some cases this does not result in sufficient realisations to enable a financial return to creditors, after taking into account the costs and expenses of realisation and dealing with the legislative requirements of administering the case. Details of the realisations made are set out below, with information relating to dividends, if any, contained within Appendix B.

Proudley Associates Limited ("the agent"), an independent agent and valuer and a member of the National Association of Valuers and Auctioneers, were instructed to prepare a valuation of the Company's assets.

#### **Vehicle Subject to Finance**

The Company owns a van that is subject to finance with MotoNovo Finance Limited ("MotoNovo"). As at 31 March 2018, the book value of this vehicle was £14,024. The agent has stated that there was no equity in the van and as such, it was returned to MotoNovo.

#### **Motorbikes – Financed**

The Company owns 3 bikes which are subject to a finance agreement with MotoNovo. The bikes were sold for a combined value of £14,050 and £13,949 was remitted to MotoNovo. The equity is reflected within the receipts and payments abstract at Appendix C within 'Stock – Motorbikes'.

#### **Garage / Workshop Furniture & Equipment**

As at 31 March 2018, the garage and workshop equipment had a book value of £94,112. The agent has valued the garage and workshop equipment as having an estimated realisable value of £2,400 on an ex-situ basis. These assets were sold at auction and total realisations of £13,875 was achieved.

#### **Stock – Motorbikes**

At the date of appointment, the Company owned 44 motorbikes and the agent estimated that these would have a realisable value of £90,200. The bikes were sold by way of auction and private treaty. However, there were difficulties with the registration of the bikes which led to delays and ultimately a lower realisable value. The sum of £69,194 has been realised for the sale of the bikes.

#### **Stock – Spares & Consumables**

As at 31 March 2018, the Company's stock of spares and consumables had a book value of £10,645. These have been valued as having an ex-situ realisable value of £2,500. These assets were sold at auction and £1,000 was realised.

#### **Showroom and Office Furniture & Equipment**

As at 31 March 2018, the showroom and office furniture & equipment had a book value of £23,528. The agent has valued these as having an estimated realisable value of £600 on an ex-situ basis. These assets were sold at auction and £500 was realised.

#### **Insurance Refund**

£100 has been realised in respect of an insurance refund.

#### **Cash at Bank**

The sum of £1,921 was recovered from the Company's former bank account.

#### **Business Rates Refund**

£2,566 has been remitted to the liquidation estate from the local authority in respect of a business rates refund.

#### **Petty Cash**

£186 was recovered as petty cash from the Company's trading premises.

## **1.2 Investigations**

In accordance with our statutory obligations, we have filed the appropriate documentation with the Department for Business, Energy and Industrial Strategy (DBIS) in relation to the conduct of the directors.

We can advise you that, following our initial assessment, no further investigations were deemed necessary.

## **1.3 Case specific matters**

Time incurred in this respect involves general liaison with a solicitor on matters not elsewhere classified.

## **1.4 Administration and planning**

Certain aspects of the work that the Joint Liquidators undertake are derived from the underlying legal and regulatory framework for cases of this nature. This work, which does not usually result in any direct financial return to creditors, is a necessary aspect of ensuring that the Joint Liquidators are complying with both their legislative and best practice responsibilities and ensuring that the case is managed efficiently and effectively. It includes matters such as:

- Periodic case reviews, ongoing case planning and strategy
- Maintaining and updating computerised case management records
- Dealing with routine correspondence not attributable to other categories of work
- Ongoing consideration of ethical and anti-money laundering regulations
- General taxation matters, including seeking tax clearance from HMRC
- Preparation of receipts and payments accounts, maintenance of cashiering records
- Pension schemes, liaising with PPF/Pensions Regulator/Trustees
- Consideration of Health and Safety and environmental regulations

## **2 Details of what remains to be done and matters preventing closure**

### **2.1 Assets remaining to be realised**

There are no assets remaining to be realised.

### **2.2 Other outstanding matters**

The Joint Liquidators are in the processing of agreeing creditor claims in order to pay a dividend and close the liquidation.

## **3 Creditors' claims and dividend prospects**

Dividend prospects and projected returns to creditors, where known, are attached, including any amount under the prescribed part, if any.

The Joint Liquidators have now received the proof of debt form from the Redundancy Payments Service and are in the process of agreeing and paying a dividend to preferential creditors.

The Joint Liquidators are also in the process of agreeing unsecured creditor claims in order to pay a dividend. Any creditors who have not already submitted a proof of debt form are now requested to do so.

The Joint Liquidators are obliged to deal with a number of matters in relation to creditors to comply with both the legislative and best practice requirements and to ensure creditors are kept informed. Creditors will only derive an indirect financial return from this work on cases where a dividend has been paid or is due to be paid. These matters include:

- Preparation and issue of progress reports and associated documentation;
- Maintenance of schedules of preferential and unsecured creditors' claims;
- Dealing with correspondence and telephone calls;
- Where necessary, consideration of creditors' claims; acceptance or rejection of claims and complying with legislative obligations in relation to adjudication of creditors' claims generally for voting and, if applicable, dividend purposes;
- Review of creditor claim supporting documentation.

### **3.1 Prescribed part**

The 'Prescribed Part' is a statutory amount, calculated as a percentage of net floating charge realisations, which entitles unsecured creditors to a share of realisations. This is calculated on a sliding scale up to maximum of £600,000 before costs.

Whilst there are creditors secured by fixed and qualifying floating charges over the assets and undertaking of the company, those creditors will receive no recovery under their floating charges. There is therefore no requirement to estimate the amount of the Prescribed Part of the assets under Section 176A of the Insolvency Act 1986.

## **4 Receipts and payments summary**

We attach a summary of our receipts and payments for the period from 12 December 2018 to 11 December 2019.

### **4.1 VAT basis**

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

## **5 Joint Liquidators' remuneration and expenses**

### **5.1 Authority for remuneration, disbursements and expenses**

The Joint Liquidators' remuneration was approved on 24 January 2019 by the general body of creditors on the basis of time costs limited to the sum of £12,549 (plus VAT) in accordance with the fee estimate dated 4 January 2019.

The Joint Liquidators cannot draw more than this amount without obtaining the further approval of the general body of creditors.

### **5.2 Remuneration and expenses incurred in the period from 12 December 2018 to 11 December 2019 and since appointment**

Sums drawn, both in respect of the current period of the report, and since appointment, in accordance with the relevant approval set out above, are detailed in the attached receipts and payments account.

The Joint Liquidators are required to report remuneration 'charged' in the period. This reflects the time charged to the case for any category of work where remuneration has been approved on a time cost basis. The Joint Liquidators can only draw remuneration based on time costs, that has been approved in accordance the fee estimate, as set out above.

The Joint Liquidators have incurred time costs of £18,387 in the current period. An analysis of time incurred in the period is attached.

Since the date of appointment, the Joint Liquidators have incurred time costs totalling £18,837. Of this, a total of £12,549. (plus VAT) has been paid. Fees drawn are within the estimated amount approved by the relevant approving body.

### **5.3 Expenses and disbursements**

Attached are the Joint Liquidators' charging, expenses and disbursement policy statement, together with the current rates. Details of the expenses (including category 1 and category 2 disbursements) that the Joint Liquidators have incurred in the period of the report are also attached, along with cumulative figures.

The amount of the expenses incurred is higher than the estimate provided to creditors on 4 January 2019 due to increased agents and insurance costs resulting from a protracted selling period of the Company's assets.

#### **5.3.1 Other professional costs**

Whilst professional costs are not subject to approval by the relevant approving body, all professional costs are subject to review before being paid.



Proudley Associates Limited were retained as agents to dispose of the Company's tangible assets. We have agreed that they be remunerated based on their standard commission rates, plus disbursements and VAT. They have submitted invoices totalling £15,054 which have been paid.

#### 5.4 Pre-appointment fees and expenses

Approval for the Joint Liquidators' fee on a fixed fee basis of £7,500 plus disbursements plus VAT for assisting the directors with the preparation of the statement of affairs and in seeking the creditors' nomination of liquidator through the deemed consent procedure was obtained by creditors on 24 January 2019.

These costs have been paid from assets realised in the Liquidation.

#### 6 Creditors' right to information and ability to challenge remuneration and expenses

In accordance with the provisions of relevant legislation creditors have a right to request further information about remuneration or expenses and to challenge such remuneration or expenses.

*A request for further information must be made within 21 days of receipt of this report in writing by any secured creditor or an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors.*

Any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or the permission of the court, may apply to court on the grounds that the remuneration charged, the basis fixed or expenses incurred by the liquidator are in all the circumstances excessive.

Any such challenge must be made no later than eight weeks after receipt of the report which first discloses the charging of remuneration or incurring of the expenses in question.

A Creditors' Guide to Liquidators' Fees, which provides information for creditors in relation to the remuneration of a Liquidator, can be accessed at <https://rsmuk.ips-docs.com/case/1108972/KxFYALey> under 'general information for creditors'. A hard copy can be requested from my office by telephone, email or in writing.

Should you have any further queries please do not hesitate to contact me.



**Alexander Kinninmonth**  
**RSM Restructuring Advisory LLP**  
Joint Liquidator

Alexander Kinninmonth is licensed to act as an Insolvency Practitioner in the UK by the Institute of Chartered Accountants in England and Wales

Richard Brewer is licensed to act as an Insolvency Practitioner in the UK by the Institute of Chartered Accountants in England and Wales  
Insolvency Practitioners are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment

## Appendix A

### Statutory and other information

<b>Company information</b>	
Company name:	Bournemouth Bikes Limited
Company number:	03744250
Date of incorporation:	31 March 1999
Trading name:	N/A
Trading address:	Units 16-18 Elliott Road, West Howe Industrial Estate, Bournemouth, Dorset, BH11 8JU
Principal activity:	Sale, maintenance and repair of motorcycles and related parts and accessories
Registered office:	RSM Restructuring Advisory LLP, Highfield Court, Tollgate, Chandlers Ford, Eastleigh, SO53 3TY
Previous registered office:	Unit 17 Elliott Road, West Howe Industrial Estate, Bournemouth, Dorset, BH11 8JU

<b>Liquidation information</b>			
Joint Liquidators:	Alexander Kinninmonth and Richard Brewer		
Date of appointment:	12 December 2018		
Correspondence address & contact details of case manager:	Glen Carter RSM Restructuring Advisory LLP, Highfield Court, Tollgate, Chandlers Ford, Eastleigh, SO53 3TY Email: restructuring.southampton@rsmuk.com		
Name, address & contact details of Joint Liquidators	<table border="0"> <tr> <td style="vertical-align: top;"> <b>Primary Office Holder</b>            Alexander Kinninmonth            RSM Restructuring            Advisory LLP Highfield            Court, Tollgate, Chandlers            Ford, Eastleigh, SO53 3TY            02380 646 534            IP Number: 9019         </td> <td style="vertical-align: top;"> <b>Joint Office Holder:</b>            Richard Brewer            RSM Restructuring Advisory LLP            Highfield Court, Tollgate,            Chandlers Ford, Eastleigh, SO53            3TY            02380 646 534            IP Number: 9038         </td> </tr> </table>	<b>Primary Office Holder</b> Alexander Kinninmonth RSM Restructuring Advisory LLP Highfield Court, Tollgate, Chandlers Ford, Eastleigh, SO53 3TY 02380 646 534 IP Number: 9019	<b>Joint Office Holder:</b> Richard Brewer RSM Restructuring Advisory LLP Highfield Court, Tollgate, Chandlers Ford, Eastleigh, SO53 3TY 02380 646 534 IP Number: 9038
<b>Primary Office Holder</b> Alexander Kinninmonth RSM Restructuring Advisory LLP Highfield Court, Tollgate, Chandlers Ford, Eastleigh, SO53 3TY 02380 646 534 IP Number: 9019	<b>Joint Office Holder:</b> Richard Brewer RSM Restructuring Advisory LLP Highfield Court, Tollgate, Chandlers Ford, Eastleigh, SO53 3TY 02380 646 534 IP Number: 9038		

## Appendix B

### Dividend prospects

	Owed	Paid to date	Estimated future prospects
Secured creditor - Lloyds Bank Plc	£Nil	N/A	N/A
Preferential creditors	£566	£Nil	100p in £
Unsecured creditors	£741,100*	£Nil	1 -3 p in £
Estimated net property	N/A		
Estimated prescribed part available for unsecured creditors	N/A		

\*per claims received

Any estimated outcome for creditors is illustrative and may be subject to change.

Appendix C

Summary of receipts and payments

**Bournemouth Bikes Limited  
In Liquidation  
Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 12/12/2018 To 11/12/2019 £	From 12/12/2018 To 11/12/2019 £
	<b>HIRE PURCHASE</b>		
(13,908.80)	MotoNovo Finance	NIL	NIL
(11,350.00)	MotoNovo Finance	13,948.81	13,948.81
9,000.00	Motor Vehicle	NIL	NIL
14,750.00	Motorbikes - Financed	(13,948.81)	(13,948.81)
		NIL	NIL
	<b>ASSET REALISATIONS</b>		
	Bank Interest Gross	55.12	55.12
	Business Rates Refund	2,565.57	2,565.57
	Cash at Bank	1,920.79	1,920.79
	Petty Cash	186.40	186.40
600.00	Showroom Furniture & Equipment	500.00	500.00
90,200.00	Stock - Motorbikes	69,194.00	69,194.00
2,500.00	Stock - Spares and Consumables	1,000.00	1,000.00
	Tax / Insurance Refunds	100.00	100.00
2,400.00	Workshop Furniture & Equipment	13,875.00	13,875.00
		89,396.88	89,396.88
	<b>COST OF REALISATIONS</b>		
	Agents/Valuers Fees	15,053.54	15,053.54
	Bank Charges	1.11	1.11
	Insurance of Assets	6,286.18	6,286.18
	Office Holders Expenses	438.16	438.16
	Office Holders Fees	12,549.00	12,549.00
	Preparation of S. of A.	7,500.00	7,500.00
	Re-Direction of Mail	204.00	204.00
	Registration Fees	300.00	300.00
	Sundry Expenses	NIL	NIL
		(42,331.99)	(42,331.99)
	<b>UNSECURED CREDITORS</b>		
(700,000.00)	Associated Creditors	NIL	NIL
(21,934.43)	Employees / Directors	NIL	NIL
(2,142.69)	HMRC	NIL	NIL
	HP/Lease Agreements	13,948.81	13,948.81
(14,672.44)	Trade & Expense Creditors	NIL	NIL
		(13,948.81)	(13,948.81)
	<b>DISTRIBUTIONS</b>		
(2.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(644,560.36)</b>		<b>33,116.08</b>	<b>33,116.08</b>
	<b>REPRESENTED BY</b>		
	Bank 1 Current		35,797.74
	Vat Payable		(9,693.80)
	Vat Receivable		7,012.14
			<b>33,116.08</b>

## Appendix D

### RSM Restructuring Advisory LLP charging, expenses and disbursements policy statement

#### Charging policy

- Partners, directors, managers, administrators, cashiers, secretarial and support staff are allocated an hourly charge out rate which is reviewed from time to time.
- Work undertaken by cashiers, secretarial and support staff will be or has been charged for separately and such work will not or has not also been charged for as part of the hourly rates charged by partners, directors, managers and administrators.
- Time spent by partners and all staff in relation to the insolvency estate is charged to the estate.
- Time is recorded in 6-minute units at the rates prevailing at the time the work is done.
- The current charge rates for RSM Restructuring Advisory LLP Southampton are attached.
- Time billed is subject to Value Added Tax at the applicable rate, where appropriate.
- It is the office holder's policy to ensure that work undertaken is carried out by the appropriate grade of staff required for each task, having regard to its complexity and the skill and experience actually required to perform it.
- RSM Restructuring Advisory LLP's charge out rates are reviewed periodically.

#### Expenses and disbursements policy

- Only expenses and disbursements properly incurred in relation to an insolvency estate are re-charged to the insolvency estate.
- Expenses and disbursements which comprise external supplies of incidental services specifically identifiable to the insolvency estate require disclosure to the relevant approving party, but do not require approval of the relevant approving party prior to being drawn from the insolvency estate. These are known as 'category 1' disbursements.
- Expenses and disbursements which are not capable of precise identification and calculation (for example any which include an element of shared or allocated costs) or payments to outside parties that the firm or any associate has an interest, require the approval of the relevant approving party prior to being drawn from the insolvency estate. These are known as 'category 2' disbursements.
- A decision regarding the approval of category 2 disbursements at the rates prevailing at the time the cost is incurred to RSM Restructuring Advisory LLP Southampton will be sought from the relevant approving party in accordance with the legislative requirements.
- General office overheads are not re-charged to the insolvency estate as a disbursement.
- Any payments to outside parties in which the office holder or his firm or any associate has an interest will only be made with the approval of the relevant approving party.
- Expenses and disbursements re-charged to or incurred directly by an insolvency estate are subject to VAT at the applicable rate, where appropriate.

## Appendix E

### RSM Restructuring Advisory LLP Southampton current charge out and category 2 disbursement rates

<b>Hourly charge out rates</b>		<b>Current rates</b>
		<b>£</b>
Partner		460 to 655
Directors / Associate Directors		360 to 575
Managers / Assistant Managers		165 to 325
Senior Administrators / Administrators		100 to 225
Support Staff		85 to 135

<b>Category 2 disbursement rates</b>	
Internal room hire	£100 per room
Subsistence	£25 per night
Travel (car)	42.5p per mile
'Tracker' searches	£10 per case

## Appendix F

### Statement of expenses incurred in the period from 12 December 2018 to 11 December 2019

Expenses (excluding category 2 disbursements) Type and purpose	Incurred in period	
	Paid £	Unpaid £
Bond	85.00	0.00
Statutory advertising	253.80	0.00
Website fee	13.00	0.00
Land registry search	9.00	0.00
Chattel asset agent valuation and sale	15,053.54	0.00
Insurance of assets	6,286.18	0.00
Redirection of mail	204.00	0.00
Registration of bikes	300.00	0.00
<b>Sub Total</b>	<b>22,204.52</b>	<b>0.00</b>
<b>Category 2 disbursements</b>		
<b>Recipient, type and purpose</b>		
RSM Restructuring Advisory LLP - Mileage	77.36	0.00
<b>Sub Total</b>	<b>77.36</b>	<b>0.00</b>
<b>Total</b>	<b>22,281.88</b>	<b>0.00</b>

**NOTE:** This Appendix may include estimated amounts where actual invoices have not been received. The amounts paid in the period are shown in the attached receipts and payments account. Invoices may have been paid in a period after that in which they were incurred.





**Appendix I**

<p><b>Bournemouth Bikes Limited</b>  <b>Company No: 03744250</b>  <b>Alexander Kinninmonth &amp; Richard Brewer appointed as Joint Liquidators on 12 December 2018</b></p>	
<p>Relevant date for creditors' claims: 12 December 2018</p>	
1	<p>Name of creditor                  If a company please also give company registration number</p>
2	<p>Address of creditor for correspondence.</p>
3	<p>Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the relevant date.                  Less any payments made after that date in relation to the claim, any deduction in respect of discounts and any adjustment by way of mutual dealings and set off in accordance with relevant legislation</p> <p>£</p>
4	<p>Details of any documents by reference to which the debt can be substantiated.                  There is no need to attach them now, but you should retain them safely as the may ask you at a future date to produce any document or other evidence which is considered necessary to substantiate the whole or any part of the claim, as may the chairman or convenor of any qualifying decision procedure.</p>
5	<p>If amount in 3 above includes outstanding uncapitalised interest please state amount.</p> <p>£</p>
6	<p>Particulars of how and when debt incurred                  If you need more space append a continuation sheet to this form</p>
7	<p>Particulars of any security held, the value of the security, and the date it was given.</p> <p>£ Date</p>
8	<p>Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates.</p>
	<p>Signature of creditor or person authorised to act on his behalf</p>
	<p>Name in BLOCK LETTERS</p>
	<p>Date</p>
	<p>Position with or in relation to creditor</p>
	<p>Address of person signing (if different from 2 above)</p>