

LIQ03

Notice of progress report in voluntary winding up



Companies House

THURSDAY



A07 *A69LK50R* 29/06/2017 #78
COMPANIES HOUSE

35E

ISE

1 Company details

Company number 0 5 7 5 0 8 0 5

Company name in full Close Protection UK Limited

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

2 Liquidator's name

Full forename(s) Nicholas Andrew

Surname Hancock

3 Liquidator's address

Building name/number St James Building

Street 79 Oxford Street

Post town Manchester

County/Region

Postcode M 1 6 H T

Country

4 Liquidator's name ①

Full forename(s)

Surname

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

5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

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

LIQ03

Notice of progress report in voluntary winding up

6 Period of progress report

From date	^d 0	^d 3	^m 0	^m 5	^y 2	^y 0	^y 1	^y 6
To date	^d 0	^d 3	^m 0	^m 5	^y 2	^y 0	^y 1	^y 7

7 Progress report

The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d 2	^d 6	^m 0	^m 6	^y 2	^y 0	^y 1	^y 7
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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 **Ian Buckley**

Company name **UHY Hacker Young turnaround and recovery**

Address **St James Building**

79 Oxford Street

Post town **Manchester**

County/Region

Postcode **M 1 6 H T**

Country

DX

Telephone **0161 236 6936**



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

and recovery, 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.



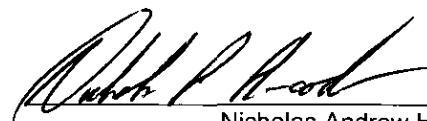
Further information

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

**Close Protection UK Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments**

Statement of Affairs £		From 03/05/2016 To 03/05/2017 £	From 01/05/2013 To 03/05/2017 £
	SECURED ASSETS		
16,417.00	Book Debts	NIL	11,192.51
		NIL	11,192.51
	ASSET REALISATIONS		
2,000.00	Plant & Machinery	NIL	NIL
	Book Debts	NIL	NIL
	Non-Domestic Rates Refund	NIL	217.49
90.00	Cash at Bank	NIL	249.66
2,500.00	Goodwill	NIL	1,960.00
	Vehicle Registration Plate	NIL	125.00
	Bank Interest Gross	NIL	2.21
	Utility Bill Refund	NIL	19.92
		NIL	2,574.28
	COST OF REALISATIONS		
	Preparation of S. of A.	NIL	5,500.00
	Office Holders Fees	NIL	3,000.00
	Agents/Valuers Fees (1)	NIL	778.00
	Legal Fees (1)	NIL	3,376.40
	Bank Charges	0.25	1.98
	Accountancy Fees	NIL	500.00
		(0.25)	(13,156.38)
	UNSECURED CREDITORS		
(25,039.00)	Trade & Expense Creditors	NIL	NIL
(315,656.00)	HM Revenue and Customs (VAT)	NIL	NIL
(268,035.00)	HM Revenue and Customs (PAYE)	NIL	NIL
(92,365.00)	Leadership Development Centre	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(680,089.00)		(0.25)	610.41
	REPRESENTED BY		
	Vat Receivable		2,501.88
	Yorkshire Bank - Non interest bearing		610.41
	Vat Payable		(25.00)
	Vat Control Account		(2,476.88)
			610.41



Nicholas Andrew Hancock
Liquidator

12 June 2017

PRIVATE AND CONFIDENTIAL

TO ALL KNOWN CREDITORS OF THE COMPANY

St. James Building
79 Oxford Street
Manchester M1 6HT

Phone +44 161 236 6936
Fax +44 161 228 0117
Email i.buckley@uhy-uk.com
DDI +44 161 234 8954
Web www.uhy-uk.com

Our ref PC126/IB/NAH/6 ann
Your ref
Doc id 265287

Dear Sirs

**CLOSE PROTECTION UK LIMITED
IN CREDITORS VOLUNTARY LIQUIDATION
COMPANY NUMBER: 05750805
TRADING ADDRESS & REGISTERED OFFICE: 36 MARKET STREET, HINDLEY,
WIGAN, LANCASHIRE, WN2 3AN**

I write further to the appointment of Daniel Mark Richardson as Liquidator of the above company on 1 May 2013.

Please note that I, Nicholas Andrew Hancock of this office, was appointed liquidator to the above company on 3 May 2016 following the resignation of Daniel Mark Richardson. The appointment is pursuant to a block transfer order made in the High Court of Justice, Chancery Division, Manchester District Registry No 2331 of 2016.

I enclose my annual progress report on the administration of the case.

This report should be read in conjunction with the previous progress reports issued on 3 May 2016, 8 June 2015 and 28 May 2014.

RECEIPTS AND PAYMENTS

My receipts and payments account for the twelve month period from 3 May 2016 to 3 May 2017 is attached.

M D Wasnik FCA, S J Berry, K P Bickmore FCCA, P Dary FCA, C Gowthorpe FCA CTA, S J Grayson FCCA, N A Hancock FIPA FABRP,
D Kendrick CF, S J Lawson FCA, B J Leyland, M D C Robertson CA, D Symons FCA

Nicholas A Hancock and Sharon Witley are licensed as Insolvency Practitioners by the Insolvency Practitioners Association.

UHY Hacker Young turnaround and recovery, Chartered Accountants is the trading name of UHY Hacker Young Manchester LLP, a limited liability partnership registered in England and Wales with Registered Number OC332437

Registered to carry out audit work in the UK and Ireland and regulated for a range of investment business activities by the Institute of Chartered Accountants in England and Wales

A member of the UHY Hacker Young Group of independent UK partnerships.

A member of Urbach Hacker Young International Limited, an international network of independent accounting and consulting firms.



ASSET REALISATIONS AND WORK COMPLETED DURING THE TWELVE MONTH PERIOD 3 MAY 2016 TO 3 MAY 2017

No asset realisations have been made during the period covered by this report.

WHAT REMAINS TO BE DONE

Claim for Transaction at Undervalue (Section 238 of the Insolvency Act 1986)

As detailed in the previous report, the Liquidator identified that the former director, Ms Prince, had received payments of £127,534 from the company in the period from 5 July 2012 to 20 February 2013, for which the company received no consideration. At Court, Ms Prince was found guilty of misfeasance and breach of trust for authorising these payments, and was ordered to repay the sum of £127,534 to the Company.

Ms Prince was not in a position to repay the funds to the Liquidator, and it was agreed to enforce the Court Order. Having investigated her personal assets, it was discovered that Ms Prince owned two properties, one of which was known as 351 Chorley Road, Swinton, Manchester, M27 6AY, although this has subsequently been sold and detailed within the previous reporting period from which no realisations were available.

8a Worcester Road, Wardley, Swinton, Manchester, M27 9RP

Ms Prince owned a second property known as 8A Worcester Road, Wardley, Swinton, Manchester, M27 9RP. An Interim Charging Order was registered over this property to protect the liquidator's interest, before a Final Charging order was granted at a hearing on 11 November 2014. However, following a petition served by H M Revenue & Customs, Ms Prince was declared bankrupt at Manchester County Court on 12 November 2014.

Having registered the final charging order at the Land Registry, the Liquidator instructed his agent, Eddisons Commercial Limited ("Eddisons"), to conduct a drive by valuation of the property, which revealed that the equity in the property was minimal. It was agreed to re-evaluate the equity position on an annual basis to determine whether the equity position had improved. However, on 20 March 2017, confirmation was received that a suspended possession order had been granted following an application by TLT Solicitors on behalf of the mortgage company, Aldermore Invoice Finance ("Aldermore"). It is not yet known what further action will be taken by Aldermore to realise their security. Consequently it is unlikely there will be any realisations from this source.

Spanish Property

The Liquidator is aware of a further property owned by Ms Prince, which is based in Torrevieja, Spain and forms part of the bankruptcy estate. The Official Receiver, who are

administering the bankruptcy estate, have completed their investigations and are satisfied that there is no equity available within the property and consider this matter to be concluded. The Official Receiver have also confirmed that there no dividend prospects from the bankruptcy estate.

WHAT REMAINS TO BE DONE

8a Worcester Road, Wardley, Swinton, Manchester, M27 9RP

I continue to liaise with TLT Solicitors regarding the suspended possession order to assess whether this will be enforced and whether this will yield any funds for the benefit of the liquidation. However, due to the additional costs being incurred, it is not anticipated that there will be a surplus available to the liquidator once the Aldermore mortgage has been redeemed.

CREDITORS

Secured creditors & Prescribed Part

The company has granted security over its assets in favour of Lloyds TSB Commercial Finance Limited ("LTSBCFL"). However, the Liquidator will not be obliged to set aside a prescribed amount in favour of unsecured creditors from the Company's net property, under the provisions of Section 176A of the Insolvency Act 1986, as there is no liability due to LTSBCFL.

Preferential creditors

The company's employees were transferred to Vision Lifestyle Limited under TUPE regulations. Therefore, there will be no preferential claims.

Unsecured Creditors

Total creditors' claims according to the statement of affairs totalled £701,095.67 in respect of 21 unsecured creditors. To date, 8 creditors have submitted claims amounting to £632,126.30.

	Amount per statement of affairs	Claim received
	£	£
Trade Creditors	25,038.67	16,776.79
H M Revenue & Customs (VAT)	315,656.00	312,698.00
H M Revenue & Customs (PAYE & NI)	268,035.00	302,651.51
Leadership Development Centre Limited	92,365.00	-

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The claims have not been adjudicated as there are insufficient funds available to enable a dividend to be paid to unsecured creditors.

CREDITORS ENTITLEMENT TO OPT-OUT

During the course of an insolvency process, the appointed liquidator, N A Hancock, has to provide various statutory documents to the creditors of the company. Under Rule 1.38 of the Insolvency Rules 2016, creditors may give Notice to N A Hancock that they wish to Opt-out of receiving any future documentation in relation to the above case or any consecutive insolvency proceedings of a different kind in respect of the same case.

Opting-out will not affect the creditor's entitlement to;

- receive dividends, should any be paid to creditors;
- vote in a decision procedure or a participate in a deemed consent procedure in the proceedings although the creditor will not receive notice of it;

If you wish to become an opted-out creditor, please complete and return the attached Notice of Election to Opt-Out form.

A creditor may at any time revoke the election to opt out by delivering a further notice in writing to N A Hancock.

INVESTIGATION

I can advise you that my investigations are now complete and all relevant matters have been reported to the appropriate authorities who are conducting their own enquires.

COSTS OF THE LIQUIDATION

Bank Charges

The sum of £0.25 has been paid to Lloyds Bank plc.

LIQUIDATORS COSTS & EXPENSES

Statement of Affairs fee

The sum of £5,500 has been paid to UHY Hacker Young turnaround and recovery for their work in respect of the preparation of the statement of affairs and convening the meeting of creditors, as agreed at the meeting of creditors held on 1 May 2013.

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The sum of £500 plus VAT has been paid to Jeffrey A Huddart in respect of their assistance in the preparation of the statement of affairs, as agreed at the meeting of creditors on 1 May 2013.

Liquidator's fees

My total time costs in dealing with the administration of this case for the period from the date of appointment 1 May 2013 to 3 May 2017 are £70,844 in respect of 346 hours, a breakdown of which is attached at Appendix II.

Details of my time costs during the twelve month period covered by this report from 3 May 2016 to 3 May 2017 are £3,343.50 in respect of 15.75 hours, as shown at Appendix III.

No remuneration has been drawn in the period covered by this report, although remuneration of £3,000 has been drawn to date, in accordance with time properly spent by myself and my staff in attending to matters arising in the liquidation as agreed at the meeting of creditors held on 1 May 2013.

A schedule detailing the current charge out rates is attached.

A copy of the extract from the Statement of Insolvency Practice 9, A Creditors' Guide to Liquidators' Fees, will be supplied to you on request or alternatively may be viewed at <http://turnaround-recovery.uhy-uk.com/home/creditors-guide-to-fees>.

Liquidator's disbursements

Category 2 disbursements were agreed at the meeting of creditors held on 1 May 2013, however, no Category 2 disbursements have accrued throughout the administration of the case. A breakdown of the Liquidator's disbursements is detailed at Appendix V.

Other Expenses Incurred By The Liquidator

Legal Fees

Legal costs of £3,376 have been paid to Freeths LLP for their assistance to secure the Liquidator's claim against the company director, Ms Prince. Freeths LLP were instructed due to their expertise in dealing with these matters.

Agent's Fees

Agent's fees in the sum of £778 have been incurred in obtaining a valuation of the Company's assets. Eddisons were appointed due to their knowledge of the industry.

CREDITORS RIGHTS TO REQUEST FURTHER INFORMATION

Creditors are reminded of their rights under Rule 18.9 of the Insolvency Rules 2016. Within 21 days of receipt of a progress report a secured creditor or an unsecured creditor with concurrence of at least 5% in value of the company's unsecured creditors or permission of the court may request further information about remuneration and expenses set out in the report. Such a request must be made in writing.

The Liquidator must provide the information requested within 14 days of receipt of the request or alternatively his reasons for non-provision of the information.

Under Rule 18.34 of the Insolvency Rules 2016, should a creditor believe that the Liquidators remuneration or expenses are excessive, any secured creditor or any unsecured creditor with the concurrence of at least 10% in value of the company's unsecured creditors or permission of the court, may apply to court to challenge the Liquidators remuneration. Any such application must be made within a period of 8 weeks following the receipt of the progress report in which the remuneration is first reported.

Yours faithfully



N A Hancock
Liquidator

CLOSE PROTECTION UK LIMITED
 CREDITORS VOLUNTARY LIQUIDATION
 LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT
 FOR THE PERIOD 3 MAY 2016 TO 3 MAY 2017

Appendix I

	Per Statement of affairs £	For the period 1 May 2013 to 2 May 2016 £	For the period 3 May 2016 to 3 May 2017	Total for the period 1 May 2013 to 3 May 2017
ASSETS SUBJECT TO FIXED CHARGE				
Book Debts	16,417.00	11,192.51	-	11,192.51
Less: Lloyds TSB Commercial Finance Limited	-	-	-	-
	<u>16,417.00</u>	<u>11,192.51</u>	<u>-</u>	<u>11,192.51</u>
ASSETS NOT SPECIFICALLY PLEDGED				
Receipts				
Plant & Machinery	2,000.00	-	-	-
Goodwill	2,500.00	1,960.00	-	1,960.00
Cash at Bank	90.00	249.66	-	249.66
Non Domestic Rates Refund	-	217.49	-	217.49
Utility Bill Refund	-	19.92	-	19.92
Vehicle Registration Plate	-	125.00	-	125.00
Bank Interest Gross	-	2.21	-	2.21
	<u>21,007.00</u>	<u>13,766.79</u>	<u>-</u>	<u>13,766.79</u>
Payments				
Statement of Affairs Fee		6,000.00	-	6,000.00
Liquidator's Fees		3,000.00	-	3,000.00
Legal Fees		3,376.40	-	3,376.40
Agents Fees		778.00	-	778.00
Bank Charges		1.73	0.25	1.98
		<u>13,156.13</u>	0.25	<u>13,156.38</u>
Balance in Hand		610.66	(0.25)	610.41
		<u>13,766.79</u>	<u>-</u>	<u>13,766.79</u>
Funds Held:				
Current Account		610.66	(0.25)	610.41
		<u>610.66</u>	<u>(0.25)</u>	<u>610.41</u>
Liquidator's disbursements charged on following basis:				
Category 1		-	-	-
Category 2		-	-	-
		<u>-</u>	<u>-</u>	<u>-</u>

The receipts and payments account is shown net of VAT

CLOSE PROTECTION UK LIMITED
IN CREDITORS VOLUNTARY LIQUIDATION

Appendix II

ANALYSIS OF TIME COSTS INCURRED

FOR THE PERIOD 1 MAY 2013 TO 3 MAY 2017

Category	Partner N A Hancock		Partner D M Richardson		Senior Manager		Administrator		Total hours	Time cost £
	Hours	Cost £	Hours	Cost £	Hours	Cost £	Hours	Cost £		
Administration, planning & reviews			9.60	3,386.00	0.75	232.50	33.40	6,064.00	43.75	9,682.50
Statutory notices & annual reports			5.60	2,031.00			26.00	4,604.00	31.60	6,635.00
Investigation			16.40	5,695.50			110.70	19,451.00	127.10	25,146.50
Realisation of assets			4.70	1,646.50			46.40	8,246.50	51.10	9,893.00
Debt collection			8.00	2,760.00			26.70	4,692.00	34.70	7,452.00
Property & leases			1.00	345.00			23.60	4,405.50	24.60	4,750.50
Creditors claims & correspondence			0.40	138.00			10.70	1,704.00	11.10	1,842.00
Employee claims & correspondence			0.20	69.00			2.00	350.00	2.20	419.00
Post-app tax/vat returns & correspondence			0.40	143.00			11.20	1,975.00	11.60	2,118.00
Legal advice			8.40	2,905.50					8.40	2,905.50
Closure										
			54.70	19,119.50	0.75	232.50	290.70	51,492.00	346.15	70,844.00
Average hourly cost (£)				349.53				177.13		204.66

**CLOSE PROTECTION UK LIMITED
IN CREDITORS VOLUNTARY LIQUIDATION**

ANALYSIS OF TIME COSTS INCURRED

FOR THE TWELVE MONTH PERIOD 3 MAY 2016 TO 3 MAY 2017

Category	Partner N A Hancock		Partner D M Richardson		Senior Manager		Administrator		Total	
	Hours	Cost £	Hours	Cost £	Hours	Cost £	Hours	Cost £	hours	Time cost £
Administration, planning & reviews	-	-	0.20	78.00	0.75	232.50	3.80	768.00	4.75	1,078.50
Statutory notices & annual reports	-	-	-	-	-	-	0.50	84.00	0.50	84.00
Investigation	-	-	-	-	-	-	3.90	819.00	3.90	819.00
Realisation of assets	-	-	-	-	-	-	1.60	336.00	1.60	336.00
Property & leases	-	-	-	-	-	-	3.20	672.00	3.20	672.00
Creditors claims & correspondence	-	-	-	-	-	-	0.70	123.00	0.70	123.00
Post-app tax/vat returns & correspondence	-	-	-	-	-	-	1.10	231.00	1.10	231.00
Average hourly cost (£)	-	-	0.20	78.00	0.75	232.50	14.80	3,033.00	15.75	3,343.50
				390.00		310.00		204.93		212.29

Rates effective from 1 April 2017 and historic rates

Grade	from 01.04.2017 per hour	01.04.2016 - 31.3.2017 per hour	01.10.2014 - 31.03.2016 per hour	01.04.2013 - 30.09.2014 per hour	1.3.2011 to 31.3.2013 per hour
Partner / Director	£410 - £250	£400 - £370	£400 - £370	£395 - £345	£310 - £250
Senior Manager	£335 - £180	£325	£310	£300	£260 - £180
Manager	£325 - £180	£260	£260	£250	£230
Property Management Manager	£190 - £130	£160	£160	£150	£145 - £130
Senior Administrator	£220 - £130	£210	£190	£175	£145
Administrator	£165 - £65	£155 - £140	£150 - £130	£140 - £120	£120 - £100
Junior Administrator	£130 - £45	£120	£110	£100	£85

Please note that Support staff do not charge their time to cases.

The rates are applied consistently across all insolvency appointments and presented for approval of creditors or a creditors' committee.

Time spent on a case is recorded in units of 6 minutes. The nature of the work is recorded under the following categories:

Asset realisation/management	Employee matters	Reporting (Annual and Closure)
Creditors Secured/Unsecured	Lease/rentals	Statutory work
Debt collection	Legal matters	Statement of Affairs
Distribution and closure	Planning and strategy	Trading/wages/VAT
Ethical/conflict issues	Retention of title claims	

Where we intend to charge remuneration on a percentage basis relating to realisation of assets and/or distribution of funds. We will provide further information explaining why this basis is appropriate and request creditors to approve the basis.

Where we intend to charge remuneration on a fixed fee basis in relation to specific tasks. We will provide further details of the work to be completed in respect of the fixed fee and why this basis is appropriate and request creditors to approve the basis.

Disbursements are recharged to the case in accordance with SIP9.

- Category 1, may be drawn without prior approval, these generally include advertising, bond and travel expenses.
- Category 2, require approval of creditors or creditors committee prior to being drawn, these generally include internal meeting room hire, stationary and storage of Office Holder's working papers.

Category 2	Charges
Internal meeting room hire	£65 per hour
Internal photocopying	10p per sheet
Internal Storage of Office Holder's working papers (10 years)	£21 per box

A copy of the extract from the Statement of Insolvency Practice 9, A Creditors' Guide to Fees, is located at _____, a paper copy will be supplied to you on request.

UHY Hacker Young turnaround and recovery Chartered Accountants is the trading name of UHY Hacker Young Manchester LLP, a limited liability partnership registered in England and Wales with Registered Number OC332437 trading address, 3rd Floor, St James Building, 79 Oxford Street, Manchester, M1 6HT.

For full details of our professional regulation, please refer to



CLOSE PROTECTION UK LIMITED
CREDITORS VOLUNTARY LIQUIDATION
SCHEDULE OF REMUNERATION, DISBURSEMENTS & EXPENSES
INCURRED BY THE LIQUIDATOR
FOR THE TWELVE MONTH PERIOD 3 MAY 2016 TO 3 MAY 2017

Incurred in period 03/05/2016 to 03/05/2017	Cummulative 01/05/2013 to 03/05/2017	Amounts paid 01/05/2013 to 03/05/2017
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Pre-appointment remuneration	-	7,323.00	5,500.00
Pre-appointment Remuneration (Paid to Jeffrey A Huddart for their assistance with the preparation of the statement of affairs)		500.00	500.00
Post-appointment Remuneration (Time costs basis)	3,343.50	70,844.00	3,000.00

Disbursements			
Category 1			
Statutory advertising - London Gazette	-	227.00	-
Bonding	-	260.00	-
Travel (HMRC rates)	-	41.74	-
Postage	26.40	179.90	-
Storage	24.00	74.40	-
Category 2	-	-	-

Expenses			
Legal fees	-	3,376.40	3,376.40
Agents fees	-	778.00	778.00
Accountancy fees	-	500.00	500.00

3,393.90	84,104.44	13,654.40
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CREDITORS NOTICE OF ELECTION TO OPT-OUT

Company Name Close Protection UK Limited – in Creditors Voluntary Liquidation

Company Registered Number 05750805

Creditors Name

Creditors address

I/We a creditor give notice that I/we wish to opt-out of receiving further documents relating to the above matter, with the exception of the following documents;

- Any documents the Insolvency Act 1986 or Court require to be delivered to all creditors
- Notice of change in the Office Holder or associated contact details
- Notice of any distribution applicable to me

I/We understand that I/we may at any time revoke the election to opt out by delivering a further notice in writing to the office-holder.

Dated

Authenticated By

Name of signatory in

BLOCK LETTERS

Relationship to company

(if applicable)

Please return completed form to;

Office Holder(s) Name

N A Hancock

Office Holder(s) IP number

8697

Office Holder(s) address

UHY Hacker Young turnaround and recovery
3rd Floor, St James Building
79 Oxford Street
Manchester, M1 6HT

Telephone no

0161 236 6936

Email address

i.buckley@uhy-uk.com

Office use only:

Received

System updated

Proof of Debt – General Form

**CLOSE PROTECTION UK LIMITED
IN CREDITORS VOLUNTARY LIQUIDATION
COMPANY NUMBER: 05750805**

Relevant date (Date of Appointment): 1 May 2013

1	Name of creditor (If a company please also give company registration number).	
2	Address of creditor for correspondence.	
3	Total amount of claim as at relevant date (including any Value Added Tax) less any payments made after that date, any discounts were available to the company and any adjustment by way of set-off and outstanding uncapitalised interest as at the date of the Administration order.	£
4	State whether the amount in 3 above includes any outstanding uncapitalised interest and detail the amount.	£
5	Particulars of how and when debt incurred by the company or the bankrupt (If you need more space append a continuation sheet to this form).	
6	Particulars of any security held, the value of the security, and the date it was given.	
7	Particulars of any reservation of title claimed, in respect of goods supplied to which the claim relates.	
8	Details of any documents by reference to which the debt can be substantiated. [Note: There is no need to attach them now but the Administrator may call for any document or evidence to substantiate the claim at his discretion.]	
9	Date form completed	
10	Authenticated by creditor or person authorised to act on the creditors behalf	
	Name of authenticator in BLOCK LETTERS	
	Position with or in relation to creditor	
	Address of authenticator (if different from 2 above)	

Admitted to vote for	Admitted for dividend for
£	£
Date	Date
Office Holder	Office Holder