

WU07

Notice of progress report in a winding-up by the court



Companies House

SATURDAY



A22 *A7GHPBMP* #429
13/10/2018
COMPANIES HOUSE

1 Company details

Company number 0 7 6 8 7 6 4 5
Company name in full AGP Steel Structures Limited

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

2 Liquidator's name

Full forename(s) Paul
Surname Atkinson

3 Liquidator's address

Building name/number Jupiter House Warley Hill Business Park
Street The Drive
Post town Brentwood
County/Region Essex
Postcode C M 1 3 3 B E
Country

4 Liquidator's name ①

Full forename(s) Ian
Surname Robert

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

5 Liquidator's address ②

Building name/number Devonshire House
Street
Post town 60 Goswell Road
County/Region London
Postcode E C 1 M 7 A D
Country

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

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6 Period of progress report

From date	^d 1	^d 6	^m 0	^m 8	^y 2	^y 0	^y 1	^y 7
To date	^d 1	^d 5	^m 0	^m 8	^y 2	^y 0	^y 1	^y 8

7 Progress report

The progress report is attached

8 Sign and date

Liquidator's signature	Signature		X					
Signature date	^d 1	^d 2	^m 1	^m 0	^y 2	^y 0	^y 1	^y 8

AGP Steel Structures Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 16/08/2017 To 15/08/2018 £	From 16/08/2017 To 15/08/2018 £
	ASSET REALISATIONS		
40,076.43	Book Debts	54,269.50	54,269.50
	VAT Refund	3,410.86	3,410.86
Uncertain	Outcome of Investigation Enquiries	NIL	NIL
	Refund from Bank	45.53	45.53
	Bank Interest Gross	30.95	30.95
		<u>57,756.84</u>	<u>57,756.84</u>
	COST OF REALISATIONS		
	O.R. Remuneration	5,000.00	5,000.00
	DTI Cheque Fees	1.05	1.05
	Sec of State Fees	8,189.75	8,189.75
	Petitioners Deposit	(1,600.00)	(1,600.00)
(2,500.00)	Petitioners Costs	7,500.00	7,500.00
(20.00)	Bonding	NIL	NIL
	Joint Liquidators' Remuneration - KS	2,000.00	2,000.00
	Previous Liquidators Fees (CVL)	10,000.00	10,000.00
(26,257.43)	Joint Liquidators' Remuneration - FRP	6,000.00	6,000.00
	Legal Fees (CVL)	4,050.00	4,050.00
	Legal Disbursements (CVL)	190.00	190.00
(3,752.48)	Collection Agent Fees	4,165.26	4,165.26
(1,000.00)	Legal Fees	NIL	NIL
	Corporation Tax	6.19	6.19
(169.20)	Statutory Advertising	NIL	NIL
(176.00)	Bank Charges	88.00	88.00
		<u>(45,590.25)</u>	<u>(45,590.25)</u>
	UNSECURED CREDITORS		
(713,556.67)	Unsecured Creditors	NIL	NIL
		NIL	NIL
(713,415.17)		<u>12,166.59</u>	<u>12,166.59</u>
	REPRESENTED BY		
	Vat Recoverable Floating		5,281.05
	ISA Main A/C		6,885.54
			<u>12,166.59</u>

Paul Atkinson
Joint Liquidator



AGP Steel Structures Limited (In Liquidation) (“THE COMPANY”)
The Liquidators’ Progress Report for the period 16 August 2017
to 15 August 2018 pursuant to Section 104A of the Insolvency
Act 1986 and the Insolvency (England and Wales) Rules 2016

12 October 2018

Contents and abbreviations



Section	Content
1.	Progress of the liquidation
2.	Estimated outcome for the creditors
3.	Liquidators' remuneration, disbursements and expenses
Appendix	Content
A.	Statutory information about the Company and the liquidation
B.	Liquidators' Receipts & Payments Account for the Period
C.	A Schedule of Work
E.	Statement of Expenses incurred in the Period

The following abbreviations may be used in this report:

FRP	FRP Advisory LLP
KS	Kingston Smith & Partners LLP
The Company	AGP Steel Structures Limited (In Liquidation)
The Liquidators	Paul Atkinson of FRP Advisory LLP and Ian Robert of Kingston Smith & Partners LLP
The Period	The reporting period 16 August 2017 to 15 August 2018
CVL	Creditors Voluntary Liquidation
WUC	Winding up in Court
SIP	Statement of Insolvency Practice
QFCH	Qualifying floating charge holder
HMRC	HM Revenue & Customs

1. Progress of the liquidation



Work undertaken during the Period and work yet to be completed

Further to my appointment as Joint Liquidator on 16 August 2017, I report on the progress of the Liquidation for the period in accordance with the Insolvency Rules.

Attached at **Appendix A** is Statutory Information regarding the Company and the Liquidation Appointment.

Receipts and Payments

Attached at **Appendix B** is a Receipts and Payments account detailing the transactions for the Period since my appointment as Joint Liquidator.

Receipts

During the period funds of £54,269.50 were received into the estate in relation to book debts. These were collected on our behalf by Clarke Willmott Solicitors from an associated company. At present, it is unlikely that any further funds will be received in this regard.

I have received a VAT Refund from HMRC for the sum of £3,410.86. I shall complete a further VAT Return when the same falls due.

During the period funds of £45.53 have been received in respect of a refund from the company's bank. At present, it is unlikely that further funds will be received in this regard.

Payments

Prior to the company being Wound Up, Ian Robert of Kingston Smith & Partners LLP was appointed as Voluntary Liquidator. A contribution of £10,000 has been made in respect of his costs incurred during the course of the previous CVL.

Whilst the company was in CVL, Isadore Goldman Solicitors were instructed to assist the Liquidator and therefore a payment of £4,230 (net of VAT) has been made towards their legal costs and expenses from funds received into the estate.

During the period Clarke Willmott Solicitors have received £4,165.26 in respect of their work carried out collecting the book debts. Their fees were deducted at source prior to the funds being transferred to the liquidation estate.

Work undertaken during the Period and work yet to be completed

I attach at **Appendix C**, a Schedule of Work undertaken during the Period, together with a summary of work still to be completed.

Highlights of such work include:

- Completion of all statutory duties and responsibilities, including notification to creditors of my appointment and advertising in the London Gazette.
- Corresponding with third parties, such as banks and solicitors to ensure that all information is received to assess the company's asset position.
- Corresponding with Clarke Willmott Solicitors in relation to the collection of the book debts.
- Preparing and submitting returns to HMRC in order to receive the correct refunds in respect of VAT and Corporation Tax.
- Reviewing the Company's books and records to assess whether any claims could be brought against third parties.
- Corresponding with the Joint Liquidator in order to ensure all statutory requirements are met and to ensure that the case is progressed as efficiently as possible.
- Ensure that the Receipts and Payments Account is an accurate representation of the funds held in the estate.

1. Progress of the liquidation



Investigations

Part of my duties include carrying out proportionate investigations into what assets the Company has, including any potential claims that could be brought by the Company or by me in my capacity as Joint Liquidator against any party which could result in a benefit to the estate. I have reviewed the Company's books and records and accounting information, requested further information from the directors, and invited creditors to provide information on any concerns they have concerning the way in which the Company's business has been conducted.

Upon appointment, the Company's bank statements were extensively reviewed, and transactions were investigated. The review of the statements showed that funds were paid to third parties in the lead up to the presentation of the Petition and indeed, after the presentation of the Petition upon which the winding up Order was made. Accordingly, these various payments could be construed as void dispositions or Preference payments.

Section 127 of the Insolvency Act 1986 – Avoidance of property dispositions

Section 127 of the Insolvency Act 1986 states that - In a winding up by the court, any disposition of company's property made after the commencement of the winding up is, unless the court otherwise orders, void.

Director

Payments of £39,000 were paid to the Director in respect of rent and £9,540.20 was paid in respect of salary between the date of the petition and the date of the Order. A Validation Order was not obtained for these payments and as such, are deemed as void. Accordingly, requests were made of the Director to repay the sums. Lengthy communication has been entered into with the Director and his representatives and settlement terms are currently being agreed.

Third party - Council

The Company's bank statements showed funds totalling £58,355.50 were paid to the petitioning creditor (i.e. Council) after the commencement of the winding up in respect of outstanding council liabilities. The payments made were not subject to a Validation Order and as such constitute a post-petition disposition. As such, requests have been made of the Council to repay this debt in full. To date, no response has been received and we have subsequently instructed a solicitor to assist in recovery.

Section 239 of the Insolvency Act 1986 – Preferences

Section 239 of the Insolvency Act 1986 states that – Where the Company has at a relevant time given a preference to any person, the office-holder may apply to the Court for an Order under this section, the Court shall make an Order as it thinks fit to restore the position. Furthermore, the beneficiary should be a creditor of the Company and also have been put in a better position than if that payment was not made.

Repayments to Creditor

The Company's bank statements show large amounts were repaid to a creditor in the period leading up to the winding up of the Company, which substantially bettered their position in comparison to other creditors. Therefore, this creditor has been contacted and full payment of the funds due was requested.

Proposals for repayment of the funds due have been received from the aforementioned creditor, however at the date of this report negotiations for repayment are ongoing.

I will be in a position to update creditors further in my subsequent progress reports.

2. Estimated outcome for the creditors



The estimated outcome for creditors was included in correspondence previously circulated by us.

Outcome for secured creditors

Enquiries are being undertaken into whether there are any secured charges.

Preferential Creditors

There are no preferential creditors in this matter.

Unsecured creditors

We have received claims totalling £713,556.67 from unsecured creditors in these proceedings.

Any dividend to creditors will be dependent upon the final level of asset realisation, details of which can be found in Section 2 of the Schedule of Work.

The Prescribed Part

In accordance with the Insolvency Act 1986, the prescribed part is an element of net realisations due to the floating charge holder which is made available for unsecured creditors (subject to the floating charge post-dating 15 September 2003).

There is a floating charge registered against the company, however enquiries are being made to establish whether this has been satisfied.

3. Liquidators' remuneration, disbursements and expenses



Liquidators' remuneration

As advised in previous correspondence the creditors passed a resolution that the Liquidators' remuneration should be calculated in part a fixed fee and in part a percentage of realisation.

To date fees of £8,000 net of VAT have been drawn from the funds available.

The remuneration anticipated to be recovered by the Joint Liquidators based on time costs, is not likely to exceed the sum provided in the fees estimate previously circulated to creditors.

The Liquidators are unable to draw fees based on time costs exceeding the total amount set out in the fees estimate previously provide without further approval of the creditors. Approval will be sought under separate cover if required.

Liquidators' disbursements

The Joint Liquidators' disbursements are a recharge of actual costs incurred by them in dealing with this matter. Mileage payments made for expenses relating to the use of private vehicles for business travel, which is directly attributable to the insolvency estate, are paid by FRP Advisory at the HMRC approved mileage rate prevailing at the time the mileage was incurred. Details of disbursements incurred during the Period are set out in **Appendix D**.

Expenses of the liquidation

An estimate of the Liquidators' expenses was set out in the information previously circulated to creditors. We attach at **Appendix D** a statement of expenses that have been incurred during the Period. It is currently expected that the expenses incurred or anticipated to be incurred are not likely to exceed the details provided prior to the determination of the basis of the Liquidators' remuneration.

Creditors have a right to request further information from the Liquidators and further have a right to challenge the Liquidators' remuneration and other expenses, which are first disclosed in this report, under the Insolvency (England and Wales)

Rules. (For ease of reference these are the expenses incurred in the Period as set out in **Appendix E** only). Further details of these rights can be found in the Creditors' Guide to Fees which you can access using the following link <https://creditors.frpadvisory.com/info.aspx> and select the one for liquidation. Alternatively, a hard copy of the relevant guide will be sent to you on request. Please note there is a time limit for requesting information being 21 days following the receipt of this progress report. There is a time limit of 8 weeks following the receipt of this report for a Court application that the remuneration or expenses are excessive.

Appendix C

A Schedule of Work

The table below sets out a detailed summary of the work undertaken by the office holders to date, together with an outline of work still to complete.

Where work undertaken results in the realisation of funds (from the sale of assets or recoveries from successful actions taken against third parties), there may be a financial benefit to creditors should there be sufficient funds available to make a distribution to one or more class of creditor. In this case work undertaken will include the scrutiny and agreement of creditor claims.

A proportion of the work undertaken by an Insolvency Practitioner is required by statute, including ensuring the appointment is valid, notifications of the appointment to third parties, regular reporting on the progress, notifying statutory bodies where required in relation to the conduct of the director, complying with relevant legislation and regulatory matters. This may not have a direct financial benefit to creditors but is substantially there to protect creditors and other stakeholders and ensuring they are kept informed of developments.

GENERAL ASSUMPTIONS IN COMPILING THIS SCHEDULE OF WORK

- The records received are complete and up to date.
- No delays arise with the realisation of the Company's assets.
- There are no exceptional queries from stakeholders.
- Full co-operation of the director and other relevant parties is received as required by legislation.
- There are no health and safety or environmental issues to be dealt with.

Note	Category	£20,000 fixed fee and percentage of Gross Realisation
1	ADMINISTRATION AND PLANNING Work undertaken during the reporting period <i>Work which falls within the above category generally would not add financial benefit to the Liquidation but is either required by statute or is necessary to ensure general compliance and case progression.</i>	ADMINISTRATION AND PLANNING Future work to be undertaken
	<ul style="list-style-type: none"> • Necessary administrative and strategic work. 	<ul style="list-style-type: none"> • On-going.

Appendix C

A Schedule of Work

<ul style="list-style-type: none"> Regular reviews of the case and the on-going strategy as required under legislation and by the Joint Liquidators' Regulatory Professional Bodies ("RPBs") to ensure that all compliance and statutory matters are attended to and that the case is progressed in a timely manner. 	<ul style="list-style-type: none"> On-going Continuing to maintain a record and forecast of the work that has been or is anticipated to be undertaken throughout the duration of the case. Circulating this to all known creditors together with such other documentation as is required to enable the relevant approving creditors to continue to assess the costs and expenses incurred versus projections and to challenge, if appropriate, in accordance with the relevant insolvency rules. Implementation of the Joint Liquidators' strategy for conducting the Liquidation and holding regular review meetings and discussions in respect thereof. 	
<ul style="list-style-type: none"> Preparing the post appointment documentation and completing internal procedures. Preparing budgets and monitoring costs. Holding team meeting to determine strategy. Setting up case file and inputting information onto bespoke accountant system (IPS). 	<ul style="list-style-type: none"> Ongoing. Ongoing. Ongoing. Completing check lists and diary management systems. 	

Appendix C A Schedule of Work

	<ul style="list-style-type: none"> • Ongoing. • Closure of case – closing down internal systems etc. 	<ul style="list-style-type: none"> • Undertaking periodic bank reconciliations, together with any other case accounting matters that arise. • Reviewing the case as required by the regulatory bodies to ensure all statutory matters are adhered to and the case is progressing. This includes updating checklists and diaries as appropriate. 	
	<ul style="list-style-type: none"> • Ongoing adherence to Money Laundering Regulations. 	<p>Regulatory Requirements</p> <ul style="list-style-type: none"> • Considering if there are any case specific matters to be aware of on appointment, for example health and safety, environmental concerns, particular licences or registrations, tax position etc. 	
	<ul style="list-style-type: none"> • Continue to monitor strategy and document any proposed changes and implementation thereof. • Ongoing. Maintaining and reconciling the Liquidation bank account. Dealing with receipts, payments and journals. 	<p>Case Management Requirements</p> <ul style="list-style-type: none"> • Determine and document case strategy. • Monitoring and administering Insolvency Service Account estate bank account for facilitating payments/receipts and mirroring entries on Insolvency Practitioners System ("IPS"). Ensuring the account(s) are regularly reconciled to produce accurate and timely reports to all creditors when required. Processing and recording of all receipts and payments throughout the appointment on IPS and providing internal and external reports as required. 	

Appendix C A Schedule of Work

	<ul style="list-style-type: none"> Setting up case specific paper and electronic files to be updated and maintained for the duration of the appointment. Filing all papers and correspondence received and maintaining a diary system to ensure all matters are discharged in accordance with legislation. Corresponding with accountants / auditors / bankers / insurers / solicitors and other advisors to request further information to assist in general enquiries. 	<ul style="list-style-type: none"> Ongoing. Continue to correspond with accountants / auditors / bankers / insurers / solicitors and other advisors to request further information to assist in general enquiries as required. 	
2	<p>ASSET REALISATION Work undertaken during the reporting period <i>Work which falls within the above category adds financial benefit and is necessary in order for the Joint Liquidators to seek to maximise the level of realisations for the benefit of the Liquidation estate/creditors as a whole.</i></p>	<p>ASSET REALISATION Future work to be undertaken</p>	
	<p>One of the main purposes of an insolvency process is to realise the insolvency assets and to ensure a fair distribution of the proceeds to the creditors in the correct order of priority as set out by legislation.</p> <ul style="list-style-type: none"> Prior to my appointment as Joint Liquidator, the Official Receiver had appointed an agent to collect the book debts owed to the company from an associated company. Following my appointment, I have monitored these payments to ensure they are received in a timely manner and that the Receipt and Payments Account is updated. 	<ul style="list-style-type: none"> Complete 	

Appendix C A Schedule of Work

	<ul style="list-style-type: none"> • A refund from the bank of £34.10 plus interest was received into the estate. The bank has advised that this is due to the company being incorrectly charged for a unpaid cheque. • Ongoing negotiations with the director to agree a settlement in relation to the funds he received after the date of the Winding up Petition. • Corresponding with the Council in order to recover the £58,355.50 received by them after the commencement of the winding up which therefore constitutes a post- petition disposition. • Corresponding with a creditor who received substantial payments during the period leading up to the liquidation of company in order to recover the funds that they received in preference to other creditors. 	<ul style="list-style-type: none"> • Complete • Ongoing. • Ongoing. • Ongoing. 	
3	<p>STATUTORY COMPLIANCE AND REPORTING Work undertaken during the reporting period <i>Some of the work undertaken which falls within this category may add some financial benefit to the Liquidation, such as the submission of VAT returns. However, the majority of work within this category will not add financial benefit to the Liquidation but, is either required by statute or is necessary to ensure general compliance and case progression.</i></p>	<p>STATUTORY COMPLIANCE AND REPORTING Future work to be undertaken</p>	
	<ul style="list-style-type: none"> • Preparing and circulating all necessary initial letters and notices regarding the Liquidation and our appointment, including filing statutory documents at Companies House, change of 	<ul style="list-style-type: none"> • Completed. 	

Appendix C

A Schedule of Work



	<p>registered office etc., and advertising the Office Holder's appointment in the London Gazette.</p> <ul style="list-style-type: none"> • Compiling a forecast of the work that has been or is anticipated to be undertaken throughout the duration of the case, including details of the costs and expenses that are likely to be incurred. Circulating this to all known creditors together with such other documentation as is required to enable the relevant approving creditors to assess and vote on the fee basis proposed. • Holding a meeting by correspondence in order for the fee/Category 2 disbursement resolutions to be considered/approved by creditors and notifying creditors of the outcome thereafter. • Upon receipt of approval, process fees and disbursements from time to time as funds allow having given due consideration to all other costs of the process as prescribed under the IA86. 	<ul style="list-style-type: none"> • Complete • Complete. • Continuing to maintain a record and forecast of the work that has been or is anticipated to be undertaken throughout the duration of the case, circulating this to all known creditors together with such other documentation as is required to enable the relevant approving creditors to continue to assess the costs and expenses incurred versus projections and to challenge, if appropriate, in accordance with the relevant insolvency rules. 	
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Appendix C

A Schedule of Work

	<ul style="list-style-type: none"> Establishing if a pension scheme is in place, finding out the staging date for auto-enrolment and notifying the Pensions Regulator in accordance with regulations. Dealing with all tax matters arising following appointment. Adherence to all other statutory and compliance matters as they arise throughout the appointment. Conducting a case review within 30 days of appointment and upon the third month of the Liquidation. 	<ul style="list-style-type: none"> Completed. On-going. Dealing with all Corporation Tax, VAT and other tax returns/matters arising following appointment and settling any liabilities arising. On-going. Conducting case reviews periodically until the Liquidation is brought to a close. Statutory reporting to all relevant parties (including members and creditors) on the progress of the Liquidation during the reporting period and filing those statutory reports in accordance with legislation – this includes annual progress reports to creditors and the filing of those reports and statutory receipts and payments accounts with the Registrar of Companies. Dealing with any queries arising following circulation of statutory reports. Dealing with the statutory requirements in order to bring the case to a close and for the Office Holders’ to obtain their release from office; this includes preparing final reports for stakeholders, convening final meetings, statutory advertising and filing the relevant documentation with the 	
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Appendix C A Schedule of Work

	Registrar of Companies.	
4	<p>INVESTIGATIONS Future work to be undertaken</p>	
	<p><i>Some of the work undertaken which falls within this category may add some financial benefit to the Administration, should any assets come to light during the investigation; however, the majority of work within this category will not add financial benefit to the Liquidation but is required by statute.</i></p>	
		<p>An Insolvency Practitioner has a duty to review the books and records of the Company and other information available to identify the assets that may be available to realise for the benefit of the insolvent estate.</p> <p>Furthermore, there may be other antecedent or voidable transactions that are identified which, if pursued, could swell the funds available for the insolvent estate.</p> <ul style="list-style-type: none"> • Liaising with HMRC in order to verify the quantum of their claim. • Liaising with the Official Receiver to co-ordinate arrangements for the collection/collation of the Company's books and records, including preparation of an inventory, as may be required to assist with the Liquidation and statutory investigation. • Undertaking a review of the Company's financial position and the conduct of its director(s), with a view to establishing if there are any areas of concern that would warrant reporting to the Official Receiver and/or, if

- Ongoing. Consideration of whether any matters have come to light which require notification to the Secretary of State or National Crime Agency.

Appendix C A Schedule of Work

	<p>necessary, pursuing civil claims against the director(s).</p> <ul style="list-style-type: none"> Considering if any action might be taken in pursuing any antecedent transactions or other matters that may come to light following completion of the investigation. 		
5	<p>CREDITORS Work undertaken during the reporting period</p> <p><i>Other than claim adjudication to facilitate payment of a dividend, work which falls within this category generally will not add financial benefit to the Liquidation but, is either required by statute or necessary to ensure general compliance and fulfilment of the Liquidators' duties.</i></p> <ul style="list-style-type: none"> Setting up a detailed website for delivery of initial and ongoing communications and reports to creditors. Liaising with the Company's sole creditor, HMRC in relation to the progress of the Liquidation and dividend prospects. Logging creditor information (POD) etc. onto bespoke insolvency accounting system - IPS. 	<p>CREDITORS Future work to be undertaken</p> <p><i>Other than claim adjudication to facilitate payment of a dividend, work which falls within this category generally will not add financial benefit to the Liquidation but, is either required by statute or necessary to ensure general compliance and fulfilment of the Liquidators' duties.</i></p> <ul style="list-style-type: none"> Completed/on-going. Continuing to liaise closely with the HMRC, regarding progress in the Liquidation and developments/settlement re the director's loan account and other areas of interest. Adjudicating unsecured creditor claim in the event of surplus monies becoming available to pay a dividend to that category of creditor. Issuing/advertising a Notice of Intended Dividend and paying the dividend to unsecured creditors. 	
	TOTAL ESTIMATED FEES		£20,000 fixed fee and percentage of Gross Realisation

Appendix D

Statement of expenses incurred in the Period



AGP Steel Structures Limited (In Liquidation)	
Statement of expenses for the period ended	
15 August 2018	
Expenses	Period to 15 August 2018 £
Official Receiver's Remuneration	5,000
Cheque Fee	1
Secretary of State Fees	8,190
Petitioning costs	7,500
Bonding	100
Previous Liquidators' Remuneration	10,000
Previous Liquidators' Legal Fees	4,050
Previous Liquidators' Legal Disbursements	190
Collection Agent Fees	4,165
Corporation Tax	6
Bank Charges	88
Statutory Advertising	150
Company Searches	2
Land Registry Searches	12
Travel	14
Parking	6
Mileage	89
	-
	-
Total	39,562

WU07

Notice of progress report in a winding-up by the court

 **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 **Louise OMullane**

Company name **FRP Advisory LLP**

Address **Jupiter House**
Warley Hill Business Park

Post town **The Drive**

County/Region **Brentwood**

Postcode

E	s	s	e	x		
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Country

DX

Telephone **01277 50 33 33**

 **Checklist**

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- The company name and number match the information held on the public Register.
- You have attached the required documents.
- You have signed the form.

 **Important information**

All information on this form will appear on the public record.

 **Where to send**

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

 **Further information**

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse