

LIQ03

Notice of progress report in voluntary
winding up



Companies House

SATURDAY



A71WYOS1

17/03/2018

#287

COMPANIES HOUSE

A07

1 Company details

Company number 0 5 7 6 4 2 1 8

Company name in full NC Services Limited

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

2 Liquidator's name

Full forename(s) Andrew Hawksworth

Surname

3 Liquidator's address

Building name/number The Clocktower

Street Clocktower Square

St George's Street

Post town Canterbury

County/Region Kent

Postcode C T 1 2 L E

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 2	d 0	m 0	m 1	y 2	y 0	y 1	y 7
To date	d 1	d 9	m 0	m 1	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 

X

Signature date

d 1	d 6	m 0	m 3	y 2	y 0	y 1	y 8
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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 **Andrew Hawksworth**

Company name **Augusta Kent Limited**

Address **The Clocktower**

Clocktower Square

St George's Street

Post town **Canterbury**

County/Region **Kent**

Postcode **C T 1 2 L E**

Country **United Kingdom**

DX

Telephone **01227 649000**



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

16 March 2018

Our Ref: AJH/SJSH/NCS001/218
Your Ref:

TO ALL KNOWN MEMBERS AND CREDITORS

When telephoning please ask for:
Philip Moore

Direct line:
01227 649000

Email:
philip.moore@augustakent.co.uk

Dear Sir/Madam

NC Services Limited – In Liquidation (“the Company”)

As you are aware, I was appointed Liquidator of the Company on 20 January 2015.

Please find attached a progress report in relation to the Company's Liquidation.

If you have not submitted a proof of debt form and/or supporting evidence previously, please forward them to my office as soon as possible. I have included a proof of debt form for your convenience.

I would like to also draw creditors' attention to the following notices attached to this report:

1. **Notice to Creditors of General Use of our Website** informing you that all future documents (other than listed on the Notice) will be delivered to members and creditors by making them available for viewing and downloading on our website.
2. **Notice to Creditors to Opt Out** from receiving future documents. The First Notice advises you that most future documents will not be sent to creditors by post. Nevertheless, I am required by law to inform creditors of their rights to opt out of receiving documents.

Should you have any queries, please contact my colleague Philip Moore.

Yours faithfully



Andrew Hawksworth
Liquidator

Enc

Augusta Kent Limited
The Clocktower, Clocktower Square, St George's Street, Canterbury CT1 2LE

T 01227 649 000 F 01227 479 783 W www.augustakent.co.uk

Registered Office The Clocktower, Clocktower Square, St George's Street, Canterbury CT2 2LE Registered in England 06369465 VAT No. 930 3138 57

Directors Andrew Hawksworth and Sarah Hawksworth are fully licensed to act as Insolvency Practitioners in the UK by the Institute of Chartered Accountants in England and Wales and are bound by the Insolvency Code of Ethics



Proof of Debt – General Form**NC Services Limited – In Liquidation**

Date of resolution for voluntary winding-up: 20 January 2015

1.	Name of creditor (If a company, please also give company number).	
2.	Address of creditor for correspondence.	
	Daytime telephone number	
	Email address	
3.	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into liquidation.	£
4.	Details of any documents by reference to which the debt can be substantiated. Please attach copies of all relevant documents in support of your claim.	
5.	If amount in 3 above includes outstanding uncapitalised interest, please state amount.	£
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given.	
8.	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates.	
9.	Signature of creditor or person authorised to act on his behalf	Date: _____
	Name in BLOCK LETTERS _____ _____	
	Position with or in relation to creditor _____ _____	
	Address of person signing (if different from 2 above) _____ _____	
Admitted to vote for		Admitted for dividend for
£		£
Date		Date
Liquidator		Liquidator

NOTICE OF GENERAL USE OF WEBSITE

NC Services Limited - In Liquidation ("the Company")
Company Number: 05764218

This Notice is given under Rule 1.50 of the Insolvency (England & Wales) Rules 2016 ("the Rules") by Andrew James Hawksworth of Augusta Kent Limited, The Clocktower, Clocktower Square, St George's Street, Canterbury, Kent CT1 2LE (telephone number 01227 649000) ("the Liquidator")

Accessing documents

The Liquidator has chosen to deliver all future documents (other than those listed below) to members and creditors by making them available for viewing and downloading on the website set out below:

Website: www.augustakent.co.uk
Username: NCServices
Password: 4218

Documents will be uploaded to this website without further notice to members and creditors and the Liquidator will not be obliged to deliver any such documents to any recipient of this notice unless it is requested.

Requesting hard copies

Recipients of this notice may at any time request a hard copy of any or all of the following:

- (i) documents currently available for viewing on the website; or
- (ii) future documents that may be made available there.

To request one or more hard copies, please contact my office as follows:

Telephone: 01227 649000
Email: creditors@augustakent.co.uk
By post: Augusta Kent Limited, The Clocktower, Clocktower Square, St George's Street, Canterbury, Kent CT1 2LE

Documents that will not be uploaded to the website

The following documents will not be uploaded to the website, but instead will be delivered by post or by email as required:

- (i) a document for which personal delivery is required;
- (ii) a notice under rule 14.29 of the Insolvency (England & Wales) Rules 2016 of intention to declare a dividend; and
- (iii) a document which is not delivered generally.

Documents that are likely to be uploaded to the website

In Liquidation, the following reports and notices are generally issued:

Document	Approximate timescale (from commencement of Liquidation)
Notice of Appointment (this document)	28 days (Already sent)
Annual Progress Report	14 months (then every 12 months thereafter)
Final Account	Unknown

NOTICE OF OPTING OUT OF RECEIVING DOCUMENTS

NC Services Limited - In Liquidation (“the Company”)
Company Number: 05764218

The consequences of opting-out

Most future documents will not be sent to creditors by post. Nevertheless, the Liquidator is required to inform creditors of their rights to opt out of receiving documents.

Creditors have the right to elect to opt out of receiving further documents about the Liquidation unless:

- (i) the Insolvency Act 1986 requires a document to be delivered to all creditors without expressly excluding opted-out creditors;
- (ii) it is a notice relating to a change in the office-holder or the office-holder’s contact details; or
- (iii) it is a notice of a dividend or proposed dividend or a notice which the court orders to be sent to all creditors or all creditors of a particular category to which the creditor belongs.

Opting-out will not affect the creditor’s entitlement to receive dividends should any be paid to creditors.

Unless the Insolvency (England & Wales) Rules 2016 provide to the contrary, opting-out will not affect any right the creditor may have to 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.

A creditor who opts out will be treated as having opted out in respect of any consecutive insolvency proceedings of a different kind in respect of the same company.

How to opt out

A creditor may at any time elect to be an opted-out creditor.

The creditor’s election to opt out must be by a notice in writing authenticated and dated by the creditor.

The creditor must deliver the notice to the Liquidator (details below).

How to opt back in

The creditor may at any time revoke the election to opt out by a further notice in writing, authenticated and dated by the creditor and delivered to the Liquidator (details below).

Contact details

The Liquidator’s contact details are as follows:

Names of Liquidator:	Andrew James Hawksworth
Address of Liquidator:	Augusta Kent Limited, The Clocktower, Clocktower Square, St George’s Street, Canterbury, Kent CT1 2LE
Email Address:	creditors@augustakent.co.uk
Telephone Number:	01227 649000

**Progress Report to Members and Creditors
Pursuant to the Insolvency Rules 2016**

NC Services Limited – In Liquidation

16 March 2018

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- 2 **Realisation of Assets**
- 3 **Investigations**
- 4 **Creditors**
- 5 **Liquidator's Renumeration**

APPENDICES

Receipts and Payments Account for the Period 20 January 2015 to 19 January 2018	Appendix A
Time Analysis for the Period 20 January 2015 to 19 January 2018	Appendix B
Additional Information Pursuant to Statement of Insolvency Practice 9	Appendix C

1 Introduction

- 1.1 This report provides an update on the progress of the liquidation of NC Services Limited (“the Company”).
- 1.2 At Appendix A is my Receipts and Payments Account for the last reporting period of the liquidation, the year from 20 January 2017 to 19 January 2018 and cumulatively for the period of the liquidation to 19 January 2018 together with a comparison of the Directors’ Statement of Affairs values showing a balance in hand of £11,839.
- 1.3 The Company’s registered number is 05764218.
- 1.4 The Company traded from two garages at Molash Garage, The Street, Molash, Canterbury, Kent CT4 8HE and Thannington Motors, 136 Cockering Road, Thannington, Canterbury, Kent CT1 3UA.
- 1.5 Its registered office was Bank Chambers, 156 Main Road, Biggin Hill, Westerham, Kent TN16 3BA but it has since been changed to my office.
- 1.6 I, Andrew James Hawksworth, of Augusta Kent Limited, The Clocktower, Clocktower Square, St George’s Street, Canterbury, Kent CT1 2LE was appointed Liquidator of the Company on 20 January 2015.
- 1.7 I am licensed to act as an insolvency practitioner in the UK by the Institute of Chartered Accountants in England and Wales and my license number is 9582.

2 Realisation of assets

- 2.1 The main asset detailed within the Company’s statement of affairs was its fleet of motor vehicles. The motor vehicles were valued by my agents Landwood Group at £35,100 with an estimated to realise value of £25,650. Some of the motor vehicles were purchased by the Company’s former directors as detailed below:
- 2.2 Andrew Freeland (director and shareholder of the Company) offered £3,300 plus VAT for three of the Company’s motor vehicles. These amounts compare to the valuation obtained prior to the meeting of creditors from Messrs Landwood Group, chartered surveyors and chattel agents, of between £2,750 & £4,650 for these motor vehicles. The sale was concluded upon Landwood Group’s recommendation once the costs of collection and sale by auction were considered on 23 January 2015.
- 2.3 Neil Coates (director and shareholder of the Company) made an offer for two vehicles for £890 plus VAT. These amounts compare to the valuation obtained prior to the meeting of creditors from Messrs Landwood Group, chartered surveyors and chattel agents, of between £950 & £1,550 for these motor vehicles. The sale was concluded on 30 January 2015 upon Landwood Group’s recommendation once the costs of collection and sale by auction were considered.

2.4 The remaining vehicles were sold at auction for £20,060. £2,000 had been held by my agents in the event of any future costs arising as a result of the sale of the motor vehicles which has been paid into the estate since my last report.

2.5 The directors also detailed a loan account of £9,500 and cash at bank totalled £8,086.

2.6 The final accounts have now been written up and are awaiting approval by the former directors. Once the accounts have been approved we will be able to take steps to conclude the liquidation.

3 Investigations

3.1 I can confirm that I have completed my duties under the Company Directors Disqualification Act 1986. The contents of this report are confidential and cannot be disclosed. However, I can confirm that the following matters have been investigated:

3.2 The misuse of company funds was alleged by both directors. Further investigations have taken place into these whilst preparing the final accounts.

3.3 Unfortunately Mr Coates failed to complete a questionnaire I sent him which was reported to The Insolvency Service.

4 Creditors

4.1 The directors estimated creditors' claims at £25,600 within the Statement of Affairs. Claims of £5,043 have been received to date.

4.2 As stated above the final accounts have been written up and are waiting to be agreed by the former directors. Once agreed we can submit the final returns to HM Revenue & Customs who will then provide an updated claim.

5 Liquidators remuneration

5.1 At a meeting of creditors held at 20 January 2015, creditors approved, as an expense of the liquidation, payments £4,000 plus disbursements and VAT to Augusta Kent Limited in respect of the preparation of the Statement of Affairs.

5.2 At the same meeting, creditors approved a resolution for the Liquidators remuneration to be fixed according to the time costs of him and his Staff. Attached at Appendix B is a Time Analysis in accordance with the provisions of Statement of Insolvency Practice 9, which provides details of the activity costs incurred by staff grade to date.

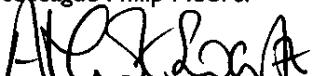
5.3 The Liquidator's post-appointment time costs as at 19 January 2018 total £18,329.00 representing 129.0 hours at an average rate of £142.09 per hour. Post-liquidation fees of £11,084.50 have been drawn and no further fees have been drawn in the reporting year.

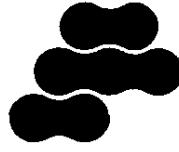
5.4 The following expenses have also been incurred by the Liquidator during the liquidation to date.

Expenses	20 January 2015 to 19 January 2017	20 January 2017 to 19 January 2018	Total to 19 January 2018
Insolv Computer Software	110.00	0.00	110.00
Bonding	216.00	0.00	216.00
Companies House Searches	14.00	0.00	14.00
Postage	40.00	11.00	51.00
Photocopying	46.50	35.20	81.70
Facsimile	12.00	0.00	12.00
Meeting Room Hire	100.00	0.00	100.00
Total	538.50	46.20	584.70

5.5 Attached as Appendix C is additional information in relation to Augusta Kent's policy on staffing, use of subcontractors, disbursements and details of our current charge-out rates by staff grade. Also included in section 2 are details on how to request further information and your rights on how to challenge the Liquidators' remuneration and expenses.

Should you have any queries in relation to the contents of this report, please do not hesitate to contact my colleague Philip Moore.

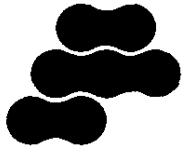

Andrew Hawksworth
Liquidator

**NC SERVICES LIMITED - IN LIQUIDATION****RECEIPTS AND PAYMENTS ACCOUNT FROM 20 JANUARY 2017 TO 19 JANUARY 2018**

RECEIPTS	£ From Statement of Affairs of 20 January 2015	£ Receipts and Payments from 20 January 2015 to 19 January 2017	£ Receipts and Payments from 20 January 2017 to 19 January 2018	£ Total Receipts and Payments from 20 January 2015 to 19 January 2018
Plant & Machinery	16,000	0	0	0
Motor Vehicles	25,650	26,250	0	26,250
Bank Interest Gross	0	59	5	64
Book Debts	0	492	0	492
Directors Loan Account	9,500	0	0	0
Cash at Bank	0	8,086	0	8,086
Total receipts	51,150	34,887	5	34,891
PAYMENTS				
Statement of Affairs Fee		(4,000)	0	(4,000)
Office Holders Fees		(11,085)	0	(11,085)
Office Holders Expenses		(539)	(46)	(585)
Agents/Valuers Fees		(3,417)	0	(3,417)
Corporation Tax		(7)	0	(7)
Storage Costs		(85)	(106)	(191)
Statutory Advertising		(338)	0	(338)
Accountancy Fees		0	(2,750)	(2,750)
Courier Charges		0	(28)	(28)
Insurance of assets		(571)	0	(571)
VAT Receivable		0	(80)	(80)
Total payments	(20,042)	(3,010)		(23,053)
Cash in hand	14,844	(3,006)		11,839

Notes

1. Minor rounding errors may occur
2. All funds are held in interest bearing accounts



Appendix B

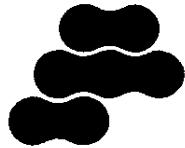
Liquidator's Remuneration Schedule NC Services Limited – In Liquidation Between 20 January 2015 and 19 January 2018

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	3.90	4.70	12.40	25.20	46.20	6,169.50	133.54
Investigations	0.10	0.30	5.40	16.80	22.60	3,156.00	139.65
Realisation of Assets	0.10	5.20	0.50	15.40	21.20	3,404.00	160.57
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	4.40	6.50	28.10	39.00	5,599.50	143.58
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total hours	4.10	14.60	24.80	85.50	129.00		
Time costs	1,276.00	3,716.50	2,943.50	10,393.00		18,329.00	
Average hourly rate	311.22	254.55	118.69	121.56			142.09

Summary of Fees

Time spent in administering the Assignment
Total value of time spent to 19 January 2018
Liquidator's fees charged to 19 January 2018

Hours	
£	129.00
£	18,329.00
£	11,084.50

**Additional Information in Relation to Liquidator's Fees Pursuant to Statement of Insolvency Practice 9****1 Policy**

Detailed below is our policy in relation to:

- staff allocation and the use of sub-contractors;
- professional advisors; and
- disbursements.

1.1 Staff Allocation and the use of Sub-contractors

Our general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.

The constitution of the case team will usually consist of the office-holder and one or more junior staff. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and on larger, more complex cases, several Administrators may be allocated to meet the demands of the case. With regard to support staff, we would advise that time spent by cashiers in relation to specific tasks on an assignment is charged. We have not utilised the services of any sub-contractors in this case.

1.2 Professional Advisors

On this assignment we have used the professional advisors listed below. Our choice was based on our perception of their experience and ability to perform this type of work, the nature of the assignment and the basis of our fee arrangement with them.

Name of Professional Advisor	Basis of Fee Arrangement
Landwood Group (chattel agents)	Time costs
Martin G Pullen Limited (accountant)	Time costs

1.3 Disbursements

Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case.

Category 2 disbursements do require approval from creditors. These disbursements can include costs incurred which relate to payments due to associated companies for the provision of services to the office-holder. Our policy for recharging is as follows:

Faxes	£1 for each incoming and outgoing page
Photocopying	10p per sheet
Storage	£6 per box per annum
Postage & Stationary	£1 per letter
Room hire	£50 per meeting
Mileage	40p per mile

Creditors' and members' requests for further information in administration, winding up and bankruptcy**Rule 18.9**

- (1) The following may make a written request to the office-holder for further information about remuneration or expenses (other than pre-administration costs in an administration) set out in a progress report under rule 18.4(1)(b), (c) or (d) or a final report under rule 18.14—
 - (a) a secured creditor;
 - (b) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question);
 - (c) members of the company in a members' voluntary winding up with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the company;
 - (d) any unsecured creditor with the permission of the court; or
 - (e) any member of the company in a members' voluntary winding up with the permission of the court.
- (2) A request, or an application to the court for permission, by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one member or creditor.
- (3) The office-holder must, within 14 days of receipt of such a request respond to the person or persons who requested the information by—
 - (a) providing all of the information requested;
 - (b) providing some of the information requested; or
 - (c) declining to provide the information requested.
- (4) The office-holder may respond by providing only some of the information requested or decline to provide the information if—
 - (a) the time or cost of preparation of the information would be excessive; or
 - (b) disclosure of the information would be prejudicial to the conduct of the proceedings;
 - (c) disclosure of the information might reasonably be expected to lead to violence against any person; or
 - (d) the office-holder is subject to an obligation of confidentiality in relation to the information.
- (5) An office-holder who does not provide all the information or declines to provide the information must inform the person or persons who requested the information of the reasons for so doing.
- (6) A creditor, and a member of the company in a members' voluntary winding up, who need not be the same as the creditor or members who requested the information, may apply to the court within 21 days of—
 - (a) the office-holder giving reasons for not providing all of the information requested; or
 - (b) the expiry of the 14 days within which an office-holder must respond to a request.
- (7) The court may make such order as it thinks just on an application under paragraph (6)



Remuneration and expenses: application to court by a creditor or member on grounds that remuneration or expenses are excessive

Rule 18.34

- (1) This rule applies to an application in an administration, a winding-up or a bankruptcy made by a person mentioned in paragraph (2) on the grounds that—
 - (a) the remuneration charged by the office-holder is in all the circumstances excessive;
 - (b) the basis fixed for the office-holder's remuneration under rules 18.16, 18.18, 18.19, 18.20 and 18.21 (as applicable) is inappropriate; or
 - (c) the expenses incurred by the office-holder are in all the circumstances excessive.
- (2) The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable—
 - (a) a secured creditor,
 - (b) an unsecured creditor with either—
 - (i) the concurrence of at least 10% in value of the unsecured creditors (including that creditor), or
 - (ii) the permission of the court, or
 - (c) in a members' voluntary winding up—
 - (i) members of the company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the company, or
 - (ii) a member of the company with the permission of the court.
- (3) The application by a creditor or member must be made no later than eight weeks after receipt by the applicant of the progress report under rule 18.3, or final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question ("the relevant report")