

TO ALL KNOWN CREDITORS

21 February 2020

Ref: R/SJW/RH/JG/NWM1306/PCF

Direct line: 0161 234 6455
Email: jgillie@uk.ey.com

Please ask for James Gillie

Dear Sirs,

JB Realisations Limited (formerly known as Jones Bootmaker Limited) (in Administration) ('the Company')

I write to provide you with our final progress report in the Administration, which includes details of the outcome. This report covers the period from 26 August 2019 to 21 February 2020 (**'the Period'**) and should be read in conjunction with our previous reports dated 21 September 2018, 21 March 2019, 18 September 2019, and the Joint Administrators' Statement of Proposals dated 5 March 2018 (**'the Proposals'**). Statutory information about the Company, the Administration and the office holders is given at Appendix A.

Summary of the Administrators' proposals

The Proposals were issued to the Company's creditors on 5 March 2018.

As detailed in the Proposals, we were of the opinion that the Company had insufficient property to enable a distribution to be made to unsecured creditors other than by virtue of the Prescribed Part. In accordance with the provisions of paragraph 52(1)(b) of Schedule B1 to the Insolvency Act 1986 (**'the Act'**), we were not required to seek a decision of the creditors on the approval of the Proposals.

As no request for a decision procedure was received from creditors, on 15 March 2018 the Proposals were deemed to be approved.

Summary of steps taken during the Administration

Sale of business and assets

As previously reported, shortly following our appointment we completed a sale of the majority of the Company's business and assets to Pavers Limited (**'Pavers'**) for total consideration of £4.17m, of which £0.95m was deferred and retained by Pavers subject to a number of post-transaction conditions.

At the date of our previous report, it had been agreed that Pavers was entitled to retain £0.70m of this deferred consideration, with a balance of £250k remaining withheld by Pavers pending the resolution of other post transaction conditions in relation to tax matters.

I am pleased to report that during the Period, £125k was received into the Administration estate in respect of the withheld amount, following negotiations with Pavers and their legal advisors. No further realisations will be made.

Retail stores

During the Period, £517.06 was paid to a Landlord in respect of insurance costs incurred during Pavers' occupation of the premises under the Licence to Occupy ('LTO') previously reported. Under the terms of the LTO, this amount was recoverable from Pavers and was received during the Period.

Also received was a refund in the sum of £598.88 which related to service charges paid by the Company prior to the appointment of the Joint Administrators. Of this amount, £352.09 related to Pavers' occupation of the store and has been refunded to Pavers.

Bank interest

As shown in the receipts and payment account at Appendix B, c.£2.7k of bank interest has been received during the Period.

Details of assets still to be realised

There are no further assets remaining to be realised.

Taxation

As previously noted, we instructed EY tax specialists to prepare corporation tax returns for the Company, on an ongoing basis, as required.

During the Period, corporation tax returns for the year ended 26 February 2019 and the period ended 8 January 2020 were submitted, with payments totalling c.£15.2k made to HM Revenue and Customs ('HMRC').

In addition, clearance to close the Administration was requested from HMRC, to which we did not receive an objection.

Investigations

Our investigations were concluded prior to the Period. We confirm that no third-party funding was received in relation to our investigations.

Distributions to creditors

Secured creditors

As at 26 February 2018, Endless LLP, the Company's only known secured creditor, was owed c.£20.0m (stated before associated interest and/or other charges). These amounts relate to the Revolving Credit Facility provided to the Company at the time of its acquisition.

During the Period distributions totalling c.£303k have been paid to Endless LLP, bringing total distributions to date to c.£4.1m. Of this amount, c.£3.3m has been paid from floating charge asset realisations, and c.£0.8m has been paid from fixed charge asset realisations.

Preferential creditors

As previously noted, preferential creditors were paid a distribution of c.£25.6k, representing a dividend rate of 100 pence in the pound. This was declared and paid on 14 May 2019.

During the Period, further payments totalling £964.62 were made in respect of preferential claims received after the initial distribution, resulting in total distributions to preferential creditors of £26.6k.

Unsecured creditors

As stated in the Proposals and our previous reports, we did not anticipate there to be sufficient surplus funds to enable a distribution to be made to the unsecured creditors of the Company, other than by virtue of the Prescribed Part (section 176A of the Act) (**‘the Prescribed Part’**).

The Prescribed Part

The Prescribed Part is a proportion of floating charge assets set aside for unsecured creditors pursuant to section 176A of the Insolvency Act 1986 (‘the Act’). The Prescribed Part applies to floating charges created on or after 15 September 2003.

As detailed in the Proposals, as the Company’s floating charge was created after 15 September 2003, the Prescribed Part applies to the Company.

We can now confirm that:

- ▶ the value of the Company’s net property was £3.9m; and
- ▶ the value of the Prescribed Part was £0.6m, this being the maximum amount available to be set aside under Section 176A of the Insolvency Act 1986 (stated before the associated costs of agreeing claims and distributing funds).

During the Period, we wrote to all creditors who were yet to prove their claim. Claims of c.£3.98m were received of which c.£2.62m were accepted.

Unsecured creditors were paid a first and final distribution of 20.2p in the pound. This distribution was declared and paid on 14 February 2020.

This distribution, and associated costs, can be seen in the receipts and payments account at Appendix B.

Notice of no further dividend

In accordance with Rule 14.37(2) of the Insolvency (England and Wales) Rules 2016 (**‘the Rules’**), I give notice that we are unable to declare any further dividends to preferential or non-preferential creditors because the funds realised have already been distributed or used or allocated for paying the expenses of the Administration.

Receipts and payments account

I enclose, at Appendix B, a receipts and payments account for the Period.

As shown in the receipts and payment account and as noted above, the sum of £541,217.19 has been paid to unsecured creditors by virtue of the Prescribed Part.

Joint Administrators' remuneration

The statutory provisions relating to remuneration are set out in Part 18 of the Rules. Further information is given in the Association of Business Recovery Professionals' publication 'A Creditors' Guide to Administrators' Fees' a copy of which may be accessed from the web site of the Institute of Chartered Accountants in England and Wales at <https://www.icaew.com/en/technical/insolvency/creditors-guides> or is available in hard copy upon written request to me.

In certain circumstances, creditors are entitled to request further information about our remuneration or expenses, or to apply to court if they consider the costs to be excessive (Rules 18.9 and 18.34 of the Rules). Further information can be found in 'A Creditors' Guide to Administrators' Fees' referred to above.

Our remuneration was fixed, on a time-cost basis by a resolution of the Company's secured and preferential creditors on 18 June 2018.

From 26 August 2019 to 14 February 2020, we have charged remuneration of £157,503. Since appointment, we have charged total time costs of £1,245,232. Of this amount, £827,734 has been paid to date.

An analysis of the time spent, and a comparison with the fee estimate dated 5 March 2018, is attached at Appendix C to this report.

As previously reported, we anticipated that our time spent would exceed the fee estimate. The main reason for this is that the fee estimate was based on an assumption that we would be in a position to close the Administration within twelve months of our appointment. However, it became apparent that additional time would be required to realise certain categories of assets, conclude the transfer of retail stores to Pavers and make further distributions to the various categories of creditors. As such, the secured and preferential creditors granted our request for an extension of the Administration for a period of twelve months to 25 February 2020. As a result of this extension, additional time costs have been incurred.

We will not draw remuneration in excess of the fee estimate, therefore no approval from the Company's secured and preferential creditors has been sought.

Joint Administrators' statement of expenses incurred

During the Period, we have incurred expenses totalling £39,150 (plus VAT). A breakdown of expenses incurred during the Period and to date is provided at Appendix D to this report.

We have detailed below the expenses which have exceeded our initial estimate, along with an explanation as to the reasons that this is the case:

- ▶ Rent (transferring stores) – whilst these costs have exceeded our estimate, they were fully recovered from Pavers under licence to occupy arrangements. The costs have exceeded the estimate as a result of extensions to the licence to occupy period granted to Pavers.
- ▶ Retention of Title – payment made to retain title of goods which was not anticipated.
- ▶ Legal fees – costs have exceeded our initial estimate due to higher volumes and complexities of legal work, particularly in respect of property lease assignments, retention of title claims and post transaction matters.
- ▶ Agents' fees – payments in connection with the sale of fixtures, fittings and IT equipment, on a commission basis. Realisations have exceeded expectations from this source, resulting in higher than expected agents' fees.
- ▶ Statutory costs – statutory costs have exceeded our initial estimate due to higher than anticipated mail redirection costs in connection with the Company's head office. The remaining statutory cost relates to an Insolvency Service charge that will be paid when any unclaimed dividends are paid to the Insolvency Service.
- ▶ Storage – storage costs in respect of the Company's books and records, in line with applicable retention policies, exceeded our initial estimate due to a higher than forecast volume of records.
- ▶ Bank charges – bank charges incurred in connection with the maintenance of the Company's bank accounts have exceeded our initial estimate due to further property payments being made as a result of the additional licences to occupy granted to Pavers.
- ▶ Retail store employee costs - payment of wage arrears to retail store employees. This represented a commercial payment to facilitate the sale of the business and assets. We estimate that this will have reduced preferential claims by c.£0.3m which would otherwise have been settled in full as preferential creditor distributions.
- ▶ Business rates – payment of non-domestic rates in connection with the five stores exited by the Company shortly following our appointment. The Company occupied the stores for a short period to allow for Company assets to be removed.
- ▶ Category 1 disbursements – due to retaining the head office site for a longer period than initially anticipated, travel costs were higher than our estimate. Furthermore, due to a greater number of creditors than initially estimated, print and postage costs were also higher.

Pre-Administration costs

As previously noted, on 18 June 2018 we received approval from the secured and preferential creditors to make payment of pre-Administration costs totalling £159,769, as an expense of the Administration.

During the Period £7,545 has been paid in respect of the Administrators' time costs. Payments to date total £159,769 (including pre-Administration legal costs of £96,239.50).

The outcome of the Administration

The purpose of the Administration, to achieve a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without first being in Administration) has been sufficiently achieved.

In accordance with the terms of the Proposals, as there are no further assets to be realised or distributions to be made, the Company will therefore move from administration to dissolution. The Administration will come to an end on the date on which the notice is registered by Companies House and the Company will be deemed to be dissolved three months later.

Should you have any remaining questions about the Administration, please do not hesitate to contact James Gillie of this office.

Yours faithfully



S J Woodward
Joint Administrator

- Appendix A Statutory information
- Appendix B Summary of receipts and payments
- Appendix C Joint Administrators' time costs
- Appendix D Summary of Joint Administrators' expenses incurred

Enclosed with this report – Copy of Form AM23

S J Woodward is licensed in the United Kingdom to act as an insolvency practitioner by The Institute of Chartered Accountants in England and Wales. C P Dempster is licensed in the United Kingdom to act as an insolvency practitioner by The Institute of Chartered Accountants of Scotland.

The affairs, business and property of the Company are being managed by the Joint Administrators, S J Woodward and C P Dempster, who act as agents of the Company only and without personal liability.

The Joint Administrators may act as data controllers of personal data as defined by the General Data Protection Regulation 2016/679, depending upon the specific processing activities undertaken. Ernst & Young LLP and/or the Company may act as a data processor on the instructions of the Joint Administrators. Personal data will be kept secure and processed only for matters relating to the Joint Administrators' appointment. The Office Holder Data Privacy Notice can be found at www.ey.com/uk/officeholderprivacy.

Appendix A

JB Realisations Limited (formerly known as Jones Bootmaker Limited) (in Administration)

Information about the proceedings, the company and the office holders, as required by Rule 18.3(1) of the Insolvency (England and Wales) Rules 2016

Name of court:	High Court of Justice, Business and Property Courts in Manchester – Company & Insolvency List (CHD)
Court reference:	2173 of 2018
Registered name of the Company:	JB Realisations Limited (formerly known as Jones Bootmaker Limited)
Registered office address of the Company:	c/o Ernst & Young LLP, 2 St Peter's Square, Manchester, M2 3EY
Registered number:	09953318
Country of incorporation (for a company incorporated outside the United Kingdom):	N/A
Date of appointment of the Joint Administrators:	26 February 2018
Details of any changes of Administrator:	None
Full names of the Administrators:	Samuel James Woodward and Colin Peter Dempster
Office holder numbers:	12030 and 8908
Administrators' addresses:	Ernst & Young LLP, 2 St Peter's Square, Manchester, M2 3EY, and Ernst & Young LLP, Atria One, 144 Morrison Street, Edinburgh, EH3 8EX
Name of alternative person to contact with enquiries about the case:	James Gillie
Telephone number:	0161 234 6455

**JB Realisations Limited (formerly known as Jones Bootmaker Limited)
(in Administration)**

**Joint Administrators' Abstract of Receipts and Payments from
26 August 2019 to 21 February 2020**

Statement of affairs estimated to realise	Notes	Period to 25 August 2019 (£)	Period from 26 August 2019 to 21 February 2020 (£)	Total to 21 February 2020 (£)
(£)	1,2			
Fixed charge receipts				
700,000.00	Intellectual property	700,000.00	-	700,000.00
102,528.00	Shares (Beghins Shoes Limited)	102,527.68	-	102,527.68
-	Bank interest	440.03	21.83	461.86
		<u>802,967.71</u>	<u>21.83</u>	<u>802,989.54</u>
Fixed charge payments				
-	Pre-Administration costs	(29,331.58)	(1,639.76)	(30,971.34)
-	Bank charges	(5.60)	(0.60)	(6.20)
		<u>(29,337.18)</u>	<u>(1,640.36)</u>	<u>(30,977.54)</u>
Distributions to creditors				
	Secured creditor	(760,000.00)	(12,016.93)	(772,016.93)
		<u>(760,000.00)</u>	<u>(12,016.93)</u>	<u>(772,016.93)</u>
Floating charge receipts				
2,638,436.00	Licence fee income	2,275,541.51	245.19	2,275,786.70
-	Stock	1,788,435.98	-	1,788,435.98
1,543,089.00	Cash at date of appointment	1,555,159.57	-	1,555,159.57
490,000.00	3 Prepayments	687,681.97	(29,322.40)	658,359.57
437,780.00	Cash in transit at date of appointment	397,580.29	-	397,580.29
-	Stock in transit	337,779.66	-	337,779.66
455,691.00	3 Rent deposits	306,991.70	30,059.57	337,051.27
250,000.00	Property leases	320,000.00	-	320,000.00
-	Deferred tax consideration	-	125,000.00	125,000.00
-	Transitional services income	74,511.07	-	74,511.07
-	Fixtures and fittings	51,303.34	-	51,303.34
1.00	Pavers' contribution (LTO)	20,250.00	-	20,250.00
-	Bank interest	8,321.11	2,700.33	11,021.44
-	ROT contribution	4,744.31	-	4,744.31
-	Books and records	1.00	-	1.00
1.00	Goodwill	1.00	-	1.00
1.00	Plant and machinery	1.00	-	1.00
		<u>7,828,303.51</u>	<u>128,682.69</u>	<u>7,956,986.20</u>
Floating charge payments				
	Property costs - retail stores	(2,270,811.51)	(245.20)	(2,271,056.71)
	Administrators' fees	(250,000.00)	(577,734.50)	(827,734.50)
	4 Retail store employee costs	(393,925.30)	-	(393,925.30)
	Retention of title	(160,000.00)	-	(160,000.00)
	Pre-Administration costs	(122,892.42)	(5,904.74)	(128,797.16)
	Legal fees	(109,785.81)	(6,287.76)	(116,073.57)
	Head office costs	(34,368.17)	-	(34,368.17)
	Business rates	(18,285.81)	-	(18,285.81)
	IT costs	(17,697.33)	-	(17,697.33)
	Property costs - head office	(15,443.42)	-	(15,443.42)
	Corporation tax	-	(15,167.70)	(15,167.70)
	Agents' fees - fixtures and fittings	(13,704.00)	-	(13,704.00)
	Administrators' disbursements	-	(12,209.99)	(12,209.99)
	Consultant costs	(11,058.65)	-	(11,058.65)
	Agents' fees - property	(9,460.00)	-	(9,460.00)
	Storage costs	(1,077.17)	(5,021.53)	(6,098.70)
	Insurance	(3,940.76)	-	(3,940.76)
	Bank charges	(1,570.00)	(132.90)	(1,702.90)
	Postage costs	(980.00)	-	(980.00)
	Public notices	(84.60)	(83.98)	(168.58)
		<u>(3,435,084.95)</u>	<u>(622,788.30)</u>	<u>(4,057,873.25)</u>
Distributions to creditors				
	Secured creditor	(3,040,000.00)	(291,283.73)	(3,331,283.73)
	Unsecured creditors	-	(541,217.19)	(541,217.19)
	Preferential creditors	(25,616.43)	(964.62)	(26,581.05)
		<u>(3,065,616.43)</u>	<u>(833,465.54)</u>	<u>(3,899,081.97)</u>
Balances in hand				
		<u>1,341,232.66</u>	<u>(1,341,206.61)</u>	<u>26.05</u>
Represented by:				
	5 Cash at bank			<u>26.05</u>
				<u>26.05</u>
Notes				
1 This receipts and payments account is shown net of VAT.				
2 This receipts and payments account has been prepared on a cash basis and does not reflect future estimated receipts and payments.				
3 The movement in the two captions represents an internal reallocation between rent deposits and general pre-payments.				
4 Payment of wage arrears to retail store employees. This represented a commercial payment to facilitate the sale of the business and assets. We estimate that this will reduce preferential claims by c.£0.3m which would otherwise have been settled in full as preferential creditor distributions.				
5 All funds were held in interest bearing accounts until December 2019. As explained in the report, the remaining cash balance relates to an Insolvency Service charge which will be incurred when the unclaimed dividends are paid to the Insolvency Service.				

**JB Realisations Limited (formerly known as Jones Bootmaker Limited)
(in Administration)**

**Joint Administrators' time costs for the period from 26 August 2019 to
21 February 2020 and a comparison with the fee estimate dated 5 March 2018**

	Per fee estimate dated 5 March 2018			Actual in this reporting period			Actual to 21 February 2020 (Cumulative)		
	Total hours	Time costs (£)	Average hourly rate (£)	Total hours	Time costs (£)	Average hourly rate (£)	Total hours	Time costs (£)	Average hourly rate (£)
Accounting and Administration	175.0	64,205	367	20.8	10,445.4	502	503.2	137,287.6	273
Bank & Statutory Reporting	215.0	80,476	374	30.3	9,550.0	315	247.9	79,590.5	321
Creditors	155.0	47,291	305	57.7	15,442.5	268	449.0	100,460.5	224
Employee Matters	230.0	89,859	391	5.5	1,485.0	270	334.9	130,038.1	388
Immediate Tasks	230.0	86,627	377	-	-	-	249.5	82,407.5	330
Investigation/CDDA	125.0	37,318	299	-	-	-	33.0	11,010.0	334
Job Acceptance & Strategy	55.0	33,333	606	-	-	-	63.0	35,430.0	562
Legal Issues	80.0	33,998	425	-	-	-	20.5	10,867.5	530
Other Assets	85.0	33,341	392	-	-	-	86.3	39,854.5	462
Other Matters	480.0	191,690	399	24.5	9,510.0	388	493.6	204,347.1	414
Prescribed Part Distribution	205.0	57,567	281	302.9	88,232.0	291	302.9	88,232.0	291
Property	325.0	93,141	287	9.0	2,430.0	270	434.9	141,389.5	325
Public Relations issues	15.0	9,011	601	-	-	-	9.5	5,025.0	529
Retention of Title	120.0	48,865	407	-	-	-	117.7	48,162.5	409
Statutory Duties	180.0	59,741	332	18.5	4,995.0	270	204.8	61,158.5	299
VAT & Taxation	229.0	82,981	362	37.0	15,413.5	417	204.4	69,971.2	342
Total	2,904.0	1,049,442	361.4	506.2	157,503	311.1	3,755.1	1,245,232	331.6

Category of work**Description of work to be completed**

Accounting & Administration	- Overall management of the case, treasury and accounting functions, statutory compliance diaries and time cost reporting.
Bank and Statutory Reporting	- Reporting to the Company's secured creditor. - Preparing the Joint Administrators' six-monthly progress reports.
Creditors	- Receipt and recording of creditor claims. - Correspondence with creditors.
Employee Matters	- Dealing with any employee enquiries. - Processing employee claims. - Distribution to preferential creditors
Other Matters	- Recovery and ongoing storage / use of the Company's physical books and records, and electronic records (including a back-up of company servers and systems).
Prescribed Part	- Calculating the Company's net property and Prescribed Part to be set aside, as appropriate. - Calculation and distribution of the Prescribed Part to the creditors.
Property	- Managing the transition of the final leasehold property to Pavers. - Dealing with landlord enquiries regarding the property interests.
Statutory Duties	- Completion of statutory requirements of the Administration, including notifications to creditors and members and filing documents at Companies House.
VAT & Taxation	- Preparing annual corporation tax and quarterly VAT returns, with input from EY VAT and tax specialists. - Assessment of the VAT and tax treatment of transactions and agreements entered into during the Administration.

**JB Realisations Limited (formerly known as Jones Bootmaker Limited)
(in Administration)**

Summary of Joint Administrators' expenses incurred

£ Type of expense	Per estimate dated 5 March 2018	Paid as at 25 August 2019	Paid during this reporting period	Total paid to date	Outstanding	Total
Payments made from the estate which are not disbursements^{1,2}						
Rent – transferring stores ^{3,4}	2,150,000	2,275,542	245	2,275,787	-	2,275,787
Retention of title	-	160,000	-	160,000	-	160,000
Expenses to be recovered under TSA ⁴	115,000	74,511	-	74,511	-	74,511
Head office costs ⁴	23,500	22,745	-	22,745	-	22,745
Legal fees	85,000	109,786	6,288	116,074	-	116,074
Agents' fees ⁴	15,000	18,434	-	18,434	-	18,434
Statutory costs ⁴	2,000	2,604	84	2,688	26	2,714
Insurance ⁴	2,000	1,096	-	1,096	-	1,096
Storage	1,000	1,077	5,022	6,099	-	6,099
Bank charges ⁴	500	1,576	134	1,710	-	1,710
Corporation tax	20,000	-	15,168	15,168	-	15,168
Retail store employee costs	-	393,925	-	393,925	-	393,925
Business rates ⁴	-	903	-	903	-	903
Category 1 disbursements²						
Accommodation and subsistence	12,000	-	7,124	7,124	-	7,124
Specific penalty bond	1,280	-	420	420	-	420
Travel costs	1,000	-	2,154	2,154	-	2,154
Postage and printing	1,000	-	1,532	1,532	-	1,532
Category 2 disbursements²						
Mileage	1,500	-	981	981	-	981
Totals	2,430,780	3,062,198	39,150	3,101,348	26	3,101,374

Notes

- 1) Statement of Insolvency Practice 9 ('SIP 9') defines expenses as amounts properly payable from the insolvency estate which are not otherwise categorised as office holders' remuneration or distributions to creditors.
- 2) SIP 9 defines disbursements as a type of expense which is met by, and reimbursed to, an office holder in connection with an insolvency appointment. Disbursements fall into two categories, Category 1 and Category 2:
 - i) Category 1 disbursements are payments to independent third parties where there is specific expenditure directly referable to the appointment
 - ii) Category 2 disbursements are expenses which are directly referable to the appointment but not a payment to an independent third party. They may include shared and allocated costs.
- 3) Rent – transferring stores: recoverable from Pavers under the licence to occupy granted by the Company.
- 4) Certain expense lines are represented by multiple entries in the receipts and payments account provided at Appendix B.
- 5) Payment of pre-Administration costs are subject to specific approval and are not included in the above analysis.

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Notice of move from administration to dissolution



For further information, please refer to our guidance at www.gov.uk/companieshouse

1 Company details

Company number	<input type="text"/>
Company name in full	<input type="text"/>

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

2 Court details

Court name	<input type="text"/>
Court number	<input type="text"/>

3 Administrator's name

Full forename(s)	<input type="text"/>
Surname	<input type="text"/>

4 Administrator's address

Building name/number	<input type="text"/>
Street	<input type="text"/>
Post town	<input type="text"/>
County/Region	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text"/>

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Notice of move from administration to dissolution

5 Administrator's name ①

Full forename(s)

Surname

① Other administrator

Use this section to tell us about another administrator.

6 Administrator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

② Other administrator

Use this section to tell us about another administrator.

7 Final progress report

I have attached a copy of the final progress report

8 Sign and date

Administrator's signature

Signature

X



X

Signature date

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Notice of move from administration to dissolution



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

Address

Post town

County/Region

Postcode

Country

DX

Telephone



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