

WU07

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



Companies House

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

1 Company details

Company number 1 3 5 6 3 7 9 1

Company name in full CJS Engagement 2 Ltd

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Anthony

Surname Davidson

3 Liquidator's address

Building name/number Prospect House

Street Rouen Road

Post town Norwich

County/Region

Postcode N R 1 1 R E

Country

4 Liquidator's name ①

Full forename(s) Andrew

Surname McTear

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number Prospect House

Street Rouen Road

Post town Norwich

County/Region

Postcode N R 1 1 R E

Country

② Other liquidator

Use this section to tell us about
another liquidator.

WU07

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

6 Period of progress report

From date	^d <div>0</div>	^d <div>8</div>	^m <div>0</div>	^m <div>9</div>	^y <div>2</div>	^y <div>0</div>	^y <div>2</div>	^y <div>3</div>
To date	^d <div>0</div>	^d <div>7</div>	^m <div>0</div>	^m <div>9</div>	^y <div>2</div>	^y <div>0</div>	^y <div>2</div>	^y <div>4</div>

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d <div>2</div>	^d <div>3</div>	^m <div>1</div>	^m <div>0</div>	^y <div>2</div>	^y <div>0</div>	^y <div>2</div>	^y <div>4</div>
---------------------------	---------------------------	---------------------------	---------------------------	---------------------------	---------------------------	---------------------------	---------------------------

**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 **Chloe Ward**

Company name **McTear Williams & Wood Limited**

Address **Prospect House**

Rouen Road

Post town **Norwich**

County/Region

Postcode

N	R	1		1	R	E
---	---	---	--	---	---	---

Country

DX

Telephone **01603 877540**

**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**

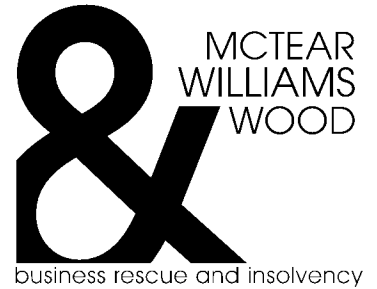
For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

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

Contact Chloe Ward
Direct dial 01603 877850
Email chloeward@mw-w.com

Your ref
My ref cjse2842/514

Prospect House
Rouen Road
Norwich
NR1 1RE
Office 01603 877540
Fax 01603 877549



To all known creditors/members

23 October 2024

Dear Sirs

CJS Engagement 2 Ltd (in compulsory liquidation) ("**the Company**")
In the High Court of Justice No 000188 of 2023

Further to our appointment as joint liquidators of the Company on 8 September 2023 this is our first annual progress report to creditors and covers the work done during the 12 months to 7 September 2024.

1 Receipts and payments

Attached as Appendix 1 is a copy of our receipts and payments for the period 8 September 2023 to 7 September 2024 which has been reconciled to the account held by the Secretary of State. These are shown net of VAT.

2 Overview

The Official Receiver's report to creditors, which was drawn up without making an allowance for the cost of the liquidation, showed that there would be no funds available for creditors.

As detailed in Section 4 below, we are currently unable to advise on whether there will be funds available for unsecured creditors as this will be dependent on any asset realisations achieved and the costs and expenses of the liquidation.

3 Assets

3.1 Investigations

We are currently investigating various transactions which the Company entered into prior to our appointment. Creditors will appreciate that such enquiries have to be dealt with using a degree of sensitivity and it is inappropriate to disclose further information at this time as to do so would prejudice future realisations.

4 Creditors' claims

There are no funds available for preferential or unsecured creditors and therefore no formal adjudication of claims has taken place.

There are provisions of the insolvency legislation that require a liquidator to set aside a percentage of a company's assets for the benefit of the unsecured creditors in cases where the company gave a "floating charge" over its assets. This is known as the "prescribed part of the net property" ("prescribed part"). If the charge is dated on or after 15 September 2003 the prescribed part is calculated as 50% of the first £10,000 of the net property and 20% of the remaining net property up to a maximum of £600,000 unless dated on or after 6 April 2020 in which case it is subject to a maximum of £800,000. As there are no charges registered over the assets of the Company, the prescribed part provisions will not apply.

5 Director's conduct

The Official Receiver will investigate the conduct of the director and file their report with the Department for Business Energy & Industrial Strategy. The content of that report is confidential.

6 Statutory matters

In accordance with Rule 18.3 of the Insolvency (England and Wales) Rules 2016 I confirm the following:

- Court name and reference: High Court of Justice No 000188 of 2023
- Company name: CJS Engagement 2 Ltd
- Registered office: Prospect House, Rouen Road, Norwich, NR1 1RE
- Registered number: 13563791
- Liquidators: Anthony Davidson and Andrew McTear
- Liquidators' address: Prospect House, Rouen Road, Norwich, NR1 1RE
- Liquidators' contact number: 01603 877540
- Date of appointment: 8 September 2023

7 Remuneration and expenses

7.1 Remuneration and expenses

We have not yet sought approval from creditors for our remuneration however when we do it is likely to be either on a time costs basis or a percentage of realisations. For your information and as detailed in the summary attached as Appendix 2, our time costs from the date of our appointment to 7 September 2024 amount to £243,470 representing 511 hours of work at a blended rate of £477 per hour.

7.2 Future work

A schedule of routine work typically undertaken is attached as Appendix 3. In the period covered by the report we have dealt with the ticked items. Future work still required is as follows:

Admin and planning – the future routine administrative work required to be carried out includes dealing with general correspondence and queries, case management and case progression reviews, compliance with regulatory requirements and dealing with closure matters. All of this work is required by statute or best practice.

Creditors – the future work required will include statutory reporting, general correspondence with creditors and members, potentially agreeing creditors' claims and paying dividends should realisations allow. Most of this work is required by statute and any dividends paid will be of financial benefit to creditors.

Investigations – the future work required will be to continue with our investigations as detailed in Section 3.1. This work is required by statute and any asset realisations achieved may be of financial benefit to creditors after taking into account the costs and expenses of the liquidation.

Realisation of assets – the future work required will be to realise any assets uncovered as a result of our investigations. Any asset realisations achieved may be of financial benefit to creditors after taking into account the costs and expenses of the liquidation.

The relevant creditors' guide to liquidators' fees in a liquidation which came into force in April 2021 and a copy of our trade body R3s 'Insolvency fees and the costs of regulation' guide together with this firm's charging and expenses recovery policy can be found on our website www.mw-w.com by clicking on information hub and then fees and costs or copies can be requested from this office. Our current charge out rates are director £740, associate director/licensed insolvency practitioner £690, associate £630, senior manager/manager £540-£560, assistant manager/senior professional £440-£490, administrator £340, assistant £190, assistant administrator £180 and trainee £90. Our charge out rates are reviewed annually and since 1 January 2003 have increased as detailed in our policy document.

7.3 Liquidation expenses

Details of the liquidation expenses incurred in the period of this report are attached as Appendix 4.

7.4 Further information

Within 21 days from receipt of this report creditors may request further information about the remuneration and expenses set out in the report. The request must be made in writing and made either by a secured creditor or an unsecured creditor or creditors that total at least 5% in value of unsecured creditors or the permission of the Court. Other than in specific circumstances, which if applicable we would explain, we will provide this within 14 days.

In addition, within eight weeks of receipt of the report creditors may apply to Court to challenge the amount and/or basis of the liquidators' fees and the amount of any proposed expenses or expenses already incurred. The application may be made by a secured creditor, or by unsecured creditor(s) that total at least 10% in value of the creditors or with the permission of the Court.

We are required to inform you that we are bound by the Insolvency Code of Ethics and further information on this, complaints procedures, our data protection/privacy statement, provision of services regulations and other statutory regulatory information can also be found on our website by clicking on information hub and then key information for creditors.

8 Closure

The following matters are outstanding:

- Completing our investigations into the Company's affairs.
- Pursue any possible claims and realise funds.
- If sufficient funds are realised, declare and pay dividend to creditors.

If you require any further information please do not hesitate to contact Chloe Ward at the above address.

Yours faithfully

Two handwritten signatures in black ink. The first signature on the left is a stylized, cursive 'A' followed by a long horizontal stroke. The second signature on the right is a more complex, cursive signature with multiple loops and a long horizontal stroke extending to the right.

Anthony Davidson and Andrew McTear
Joint Liquidators

Enclosures

CJS Engagement 2 Ltd
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments
To 07/09/2024

S of A £	£	£
COST OF REALISATIONS		
BIS Fees	88.00	
OR handover	8,400.00	
		(8,488.00)
		(8,488.00)
REPRESENTED BY		
ISA - interest bearing		(8,488.00)
		(8,488.00)

Time Entry - Detailed SIP9 Time & Cost Summary

CJSE2842 - CJS Engagement 2 Ltd
From: 08/09/2023 To: 07/09/2024
Project Code: POST

Classification of Work Function	Directors	Associates & Managers	Assistant Mgrs & Snr professionals	Case Administrators	Assistants & Trainees	Total Hours	Time Cost (£)	Average Hourly Rate (£)
103 : Post appointment bank account	0.30	0.90	0.20	0.00	1.60	3.00	932.50	310.83
113 : Appointment formalities	0.90	0.50	3.50	0.00	1.00	5.90	2,500.50	423.81
114 : Checklists & IPS diary	0.00	2.60	2.30	0.00	4.90	9.80	3,211.00	327.65
115 : Case strategy & reviews	8.80	10.60	1.20	0.00	2.00	22.60	13,029.50	576.53
117 : Case progression meetings	0.00	5.70	1.80	0.00	2.60	10.10	4,474.50	443.02
118 : Fees & billing	0.30	0.50	0.50	0.00	1.10	2.40	885.00	368.75
120 : Bonding and pre appt insurance	0.00	0.40	0.20	0.30	0.30	1.20	402.50	335.42
Admin & Planning	10.30	21.20	9.70	0.30	13.50	55.00	25,435.50	462.46
503 : Shareholders	0.00	0.00	0.10	0.00	0.00	0.10	44.00	440.00
505 : Preferential - adjudicate, declare & pay	0.00	0.00	0.40	0.00	0.00	0.40	196.00	490.00
506 : Unsecured - general correspondence	0.00	0.20	0.00	0.00	0.60	0.90	159.38	199.38
508 : Employees & RPS	0.00	0.00	0.00	0.10	0.70	1.00	188.50	188.50
513 : Pension	0.00	0.10	0.10	0.50	1.10	1.80	341.50	189.72
514 : Reporting to creditors	0.00	0.65	0.00	0.10	1.30	2.05	500.00	243.90
515 : VAT / Tax	0.00	0.00	1.20	0.00	0.00	1.20	588.00	490.00
Creditors	0.00	1.15	1.80	0.70	3.70	7.35	2,017.50	274.49
202 : SIP2 / CDDA	1.10	0.10	0.50	0.00	20.30	22.00	2,870.50	130.48
204 : Books and records	0.00	1.20	0.00	0.00	2.10	3.30	776.00	235.15
205 : Investigating potential claims	38.30	86.20	214.60	0.00	21.65	360.75	180,643.00	500.74
Investigations	39.40	87.50	215.10	0.00	44.05	386.05	184,289.50	477.37
301 : Debtors	0.00	0.00	0.30	0.00	0.00	0.30	147.00	490.00
308 : Property	0.00	1.10	0.50	0.30	2.70	4.60	1,137.00	247.17
310 : Civil recovery action & litigation	21.10	8.00	3.40	0.00	0.60	33.10	22,703.00	685.89
311 : Pre appointment bank account	0.00	3.60	5.90	0.00	6.00	15.50	5,115.50	330.03
320 : VAT / Tax	0.00	2.40	1.40	0.00	4.90	8.70	2,625.00	301.72
Realisation of Assets	21.10	15.10	11.50	0.30	14.20	62.20	31,727.50	510.09
Total Hours	70.80	124.95	238.10	1.30	75.45	510.80	243,470.00	476.83
Total Fees Claimed							0.00	

Time Entry - SIP9 Time & Cost Summary

Category 2 Disbursements

CJSE2842 - CJS Engagement 2 Ltd
Project Code: POST
From: 08/09/2023 To: 07/09/2024

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Amount
25/09/2023	Photocopying	0.50
Total		0.50

Routine work undertaken

Time spent on casework is recorded in 6 minute units under the following categories:

Admin and planning

Appointment formalities

Carried out in
period of report

- Collating initial information to enable us to carry out our statutory duties including creditor information, details of assets and other information. ☒
- Providing initial statutory notifications of our appointment to the Registrar of Companies, clients, creditors, other stakeholders and advertising our appointment. ☒
- Submitting initial notifications to HM Revenue & Customs. ☒
- Ensuring compliance with statutory obligations arising from the Insolvency Act 1986 within the relevant timescales. ☒
- Arranging for the redirection of the Company's mail. ☐

Post appointment bank account

- Preparing and processing vouchers for the receipt of funds received. ☐
- Preparing and processing vouchers for the payment of post appointment invoices. ☐
- Requesting remittances from the Insolvency Services Account and sending payments to settle post appointment invoices. ☐
- Reconciling Insolvency Services Account. ☒

Checklists & IPS diary

- Use of multiple checklists and standard and modified diaries on our case management software. ☒

Case strategy & reviews

- Use of case review templates and internal review meetings. ☒

Case progression meetings

- Formulating, monitoring and reviewing case strategy and meetings with internal and external parties to agree the same. ☒
- Briefing staff on the case strategy and matters in relation to various work streams. ☒
- Regular reviews of progress and case management including team update meetings and calls. ☒
- Reviews, routine correspondence and other work. ☒
- Allocating and managing staff/case resourcing and reviews. ☒
- Documenting strategy decisions. ☒

Fees & Billing

- Seeking a decision from creditors to fix the basis of remuneration. ☐
- Reviewing time costs data and producing analysis of time incurred which is compliant with Statement of Insolvency Practice 9. ☐

Bonding

- Arranging bonding and, if necessary, reviewing the adequacy of the bond on a quarterly basis. ☒

Note: Insolvency practitioners when appointed to act must have in place a bond which contains provisions whereby a surety or cautioner undertakes to be jointly or severally liable for losses in relation to the insolvent.

Closing formalities

- Obtaining closure clearance from Government departments. ☐
- Preparing and issuing a final account to members and creditors. ☐
- Preparing and sending final account to Companies House/the Court/Official Receiver. ☐

Creditors

Shareholders

- Providing notification of appointment and reports to shareholders. ☐
- Responding to enquiries from shareholders. ☐

Secured

- Agreeing secured creditors claims including checking the validity of security ☐

Preferential – adjudicate, declare & pay

- Agreeing preferential creditors' claims ☐
- Issuing notice of intended dividend, declaring dividend and making payment. ☐

Unsecured – general correspondence

- Seeking to pass resolutions by correspondence and convening and preparing for meetings of creditors if requested. ☐
- Creating and updating the list of unsecured creditors. ☒
- Responding to enquiries from creditors regarding submission of their claims. ☐
- Reviewing completed forms submitted by creditors, recording claim amounts and maintaining claim records. ☐

Committee

- Forming a creditors' committee, reporting and liaising as necessary ☐

Employees & RPS

- Establishing if the Company employed any employees. ☒
- Dealing with queries from employees regarding various matters relating to their employment if applicable. ☐
- Dealing with statutory employment related matters including obtaining information from Company records, statutory notices to employees and making statutory submissions to the relevant government departments if applicable. ☐
- Administering the Company's payroll including associated taxation and other deductions and preparing PAYE and NIC returns where applicable. ☐
- Preparing payroll payments for retained staff, dealing with salary related queries and confirming payments with the employee's banks. ☐
- Communicating and corresponding with HM Revenue & Customs. ☐
- Dealing with issues arising from employee redundancies including statutory notifications and liaising with the Redundancy Payments Service if applicable. ☐
- Managing claims from employees if applicable. ☐
- Processing and agreeing Redundancy Payments Service claims ☐

Landlords

- Dealing with landlord's claims for arrears of rent, loss of future rent and dilapidations.



Unsecured – adjudicate, declare & pay

- Requesting additional information from creditors in support of their proofs of debt in order to adjudicate on their claims.
- Agreeing unsecured claims.
- Issuing a notice of intended dividend and placing an appropriate gazette notice.
- Calculating, declaring and paying a dividend to creditors.



Pension

- Establishing if the Company operated a pension scheme.
- Collating information and reviewing the Company's pension schemes where applicable.
- Calculating employee pension contributions and review of pre-appointment unpaid contributions if applicable.
- Communicating with employees' representatives concerning the effect of the insolvency on pensions



Reporting to creditors

- Preparing statutory receipts and payment accounts.
- Preparing progress reports to members and creditors and filing with Court/Registrar as appropriate.



Investigations

Books & records

- Locating relevant Company books and records, arranging for their collection, listing records and dealing with ongoing storage.
- Collating information from the Company's records regarding assets and /or investigations.



Investigating potential claims

- Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties such as banks, accountants, solicitors etc.
- Reviewing the questionnaire and statements submitted by the director to the Official Receiver.



Realisation of assets

Debtors

- Reviewing outstanding debtors and agreeing debt collection strategy.
- Considering the debtor recoveries position reached and appropriateness of debt collection strategy.
- Liaising with Company credit control staff.
- Communicating with debtors.
- Seeking legal advice in relation to book debt collections if applicable.
- Reviewing the inter-company debtor position between the Company and other group companies if applicable.
- Identifying and realising debts that are not trade debts or director loan accounts, if shown on the statement of affairs/Official Receiver's report to creditors.



Business sale

- Planning the strategy for the sale of the business and assets including instruction and liaison with professional advisers. ☐
- Collating relevant information and drafting information memorandum in relation to the sale of the Company's business and assets and advertising the business for sale if applicable. ☐
- Dealing with queries from interested parties and managing the information flow to potential purchasers if applicable. ☐
- Managing site visits with interested parties, fielding due diligence queries and maintaining a record of interested parties if applicable. ☐
- Carrying out sale negotiations with interested parties if applicable. ☐
- Issuing press releases and posting information on our website as appropriate. ☐

Insurance

- Arranging ongoing insurance for the Company's business and assets. ☐
- Liaising with post appointment insurance brokers to provide information, assess risks and ensure appropriate cover in place. ☐
- Reviewing whether any insurance premiums due. ☐
- Assessing the level of insurance premiums. ☐

Chattel

- Liaising with agents regarding the sale of assets. ☐

Property

- Reviewing the Company's leasehold properties including review of leases if applicable. ☐
- Communicating with landlords regarding rent, property occupation and other issues if applicable. ☐
- Performing land registry searches if applicable. ☒

ROT claims

- Receiving and responding to claims from creditors that claim to have retained title to goods supplied. ☐

Pre appointment bank account

- Liaising with the bank regarding transfer of funds and the closure of pre appointment bank accounts. ☐
- Dealing with the Company's pre appointment account. ☒

Directors' loan account

- Quantifying, agreeing and collecting monies owed by directors, if shown on the directors' statement of affairs/ Official Receivers' report to creditors. ☐

Assets not on statement of affairs

- Dealing with assets identified following appointment which were not detailed on the Statement of affairs. ☐

VAT & tax

- Calculating and claiming VAT bad debt relief. ☐
- Calculating and claiming corporation tax terminal loss relief. ☐
- Reviewing the Company's pre-appointment corporation tax and VAT position. ☒
- Analysing and considering the tax effects of various sale options, tax planning for efficient use of tax assets and to maximise realisations. ☐

- Analysing post appointment VAT related transactions. ┐
- Dealing with post appointment tax returns and compliance. ┐

Trading

Strategy and management

- Monitoring and controlling the day to day trading of the business. ┐
- Preparing cash flow statements to monitor the cash position. ┐
- Securing petty cash on site and monitoring spend. ┐
- Dealing with issues in relation to stock and other assets required for trading. ┐
- Monitoring ongoing trading including attending site. ┐
- Dealing with hauliers to ensure ongoing services. ┐
- Ensuring ongoing provision of emergency and other essential services to site. ┐
- Dealing with landlord and property issues. ┐
- General management and supervision of trading carried out by our staff based on site. ┐
- Compliance with legal and licensing obligations and ongoing monitoring. ┐
- To do all such other things as may be necessary for dealing with the winding up of the Company's affairs. ┐

Employees

- Liaising with staff and trade unions. ┐
- Setting up a new RTI registration for the business with HMRC and submitting relevant information in respect of wages and salaries paid. ┐

Utilities/purchases

- Attending to supplier and customer queries and correspondence. ┐
- Raising, approving and monitoring purchase orders and setting up control systems for trading. ┐
- Negotiating and making direct contact with various suppliers as necessary to provide additional information and undertakings, including agreeing terms and conditions in order to ensure continued support. ┐

Sales/contracts

- Communicating and negotiating with customers regarding ongoing supplies including agreeing terms and conditions. ┐

CJS Engagement 2 Ltd (in compulsory liquidation)

Liquidation expenses

There have been no major areas of expenditure incurred to date.

Detailed below is a schedule of the expenses incurred from the commencement of the liquidation to 7 September 2024.

Schedule of expenses incurred from the period 8 September 2023 to 7 September 2024

Nature of expense	Details	Expenses incurred in period	Expenses paid in period	Expenses carried forward
		£	£	£
Sundry expenses				
Statutory advertising	McTear Williams & Wood Limited	100	nil	100
Bordereau insurance	McTear Williams & Wood Limited	20	nil	20
Company searches:				
- Land Registry	McTear Williams & Wood Limited	32	nil	32
Stationery and postage	McTear Williams & Wood Limited	1	nil	1
Storage and archiving	McTear Williams & Wood Limited	65	nil	65
		<u>218</u>	<u>nil</u>	<u>218</u>
Category 2 expenses				
Photocopying	McTear Williams & Wood Limited	1	nil	1
		<u>1</u>	<u>nil</u>	<u>1</u>
		<u>219</u>	<u>nil</u>	<u>219</u>