

Our ref: 23CVL055ABE

8 January 2024

Barbara Woods  
36 Parkfield Road  
Oakham  
LE15 9PE

Dear Sirs

**Aberdeen House Care Limited - proposed liquidation ('the Company')**

The Board of the Company, having regard to its financial position, have decided to commence liquidation proceedings. Business Helpline Group Limited and Opus Restructuring LLP, have been asked to assist in the convening of the virtual meeting of creditors, and the preparation of a statement of affairs for presentation at the meeting.

At the virtual meeting, resolutions will be sought for the nomination of Joint Liquidators, to invite creditors to appoint a Liquidation Committee and, in the absence of a Liquidation Committee, to fix the basis of the Joint Liquidators remuneration.

In order that creditors can carefully consider the basis and merits for the Joint Liquidators proposed remuneration, a separate report providing the background to the Company's financial difficulties and the Director's Statement of Affairs and Deficiency Account will be issued prior to the meeting. This will also provide details of the work to be carried out by the Joint Liquidators and their staff, and an estimate of the likely costs of performing same.

Access to the virtual meeting can be gained by telephoning Kerry Marsh on 01282 502832 and obtaining log in details for a pre-arranged conference call. As it is our experience that creditors rarely attend such meetings virtually, the call details are only provided on specific request.

Your vote at the meeting on the resolutions will not count unless you have lodged proof of your debt by no later than 4 p.m. on the business day before Wednesday, 17 January 2024 the Decision Date. Please complete the enclosed proof of debt form and return it to Business Helpline Group Limited, together with the relevant supporting documentation.

If you do not wish to attend the virtual meeting in person and wish to nominate a person as your proxy holder, or alternatively request that the Chair acts as your proxy holder, please complete and return the enclosed proxy form to Business Helpline Group Limited. To be valid, proxy forms must be submitted before the meeting.

The following documents are enclosed:

- Notice of resolutions for which approval is sought;

- Notice of invitation to form a Liquidation Committee;
- Proof of debt form;
- Proxy Form;
- Notice of use of website

The following documents will also be available for viewing and downloading on the website <https://ips-docs.com> prior to the decision date without further notice.

- Notice of resolutions for which approval is sought;
- Notice of invitation to form a Liquidation Committee;
- Proof of debt form;
- Proxy Form;
- Section 100 Report to Creditors

In accordance with Rule 6.14 of the Insolvency Rules (England & Wales) 2016, a copy of the Director's Statement of Affairs which is a schedule of assets and liabilities of the Company will be delivered prior to the Decision Date.

You will note that the statement of affairs includes personal data in the form of the names and addresses of individual creditors, together with the amounts owed to them. The directors are required to include this information in the statement of affairs, and send a copy to all known creditors, by virtue of section 99 and 100 of the Insolvency Act 1986 and rules 6.3, 6.4 and 6.14 of the Insolvency (England and Wales) Rules 2016. As a result, this is a valid use of the personal data of individual creditors, and it is not a breach of the General Data Protection Regulations (GDPR).

**Please note that I must receive at least one vote by the decision date or the decision will not be made. I would therefore urge you to respond promptly.**

Should you, or a group of creditors wish to request a physical meeting of creditors, you must do so not later than five business days after the date of delivery of this notice, and such requests must be supported by valid proof of your debt (if not already lodged). I will convene a physical meeting on behalf of the Board if creditors requesting a physical meeting represent a minimum of 10% in value or 10% in number of creditors or simply 10 creditors, where "creditors" means "all creditors."

I would advise you that when considering the decisions regarding approval of Joint Liquidators fees, if I only receive votes from creditors who I consider may be my associates under the provisions of Statement of Insolvency Practice 9, I will use their votes.

Please note that when carrying out all professional work relating to an insolvency appointment, Insolvency Practitioners are bound by the Insolvency Code of Ethics, as well as by the regulations of their professional body.

Business Helpline Group Limited and Opus Restructuring LLP uses personal information in order to fulfil the legal obligations of our Insolvency Practitioners under the Insolvency Act and other relevant legislation, and also to fulfil the legitimate interests of keeping creditors and others informed about the insolvency proceedings. You can find more information on how we use your personal information on our website at

Business Helpline Group Limited <https://businesshelpline.uk/privacy-policy/>.  
Opus Restructuring LLP [www.opusllp.com/privacy-policy](http://www.opusllp.com/privacy-policy).

Finally, to comply with the Provision of Services Regulations, some general information about Business Helpline Group Limited, including about our complaints policy and Professional Indemnity Insurance, can be found on our website <https://businesshelpline.uk/provision-of-service-regulations>. This general information also includes details of Business Helpline Group's anti-Bribery policy.

A Creditors' Guide to Liquidators' Fees" is available to download at:


Business Helpline Group Limited <https://businesshelpline.uk/renumeration-policy/>  
Opus Restructuring LLP <https://opusllp.com/restructuring-insolvency/creditor-fee-guide/>.

Should you require a paper copy, please send your request in writing and a copy will be provided at no cost.

Further information on the insolvency process may be found on the R3 Creditors website <http://www.creditorinsolvencyguide.co.uk/>.

If you have any queries regarding the meeting, please contact Kerry Marsh by email at [support@businesshelpline.uk](mailto:support@businesshelpline.uk), or by phone on 01282 502832.

Yours faithfully,



Laura Stewart  
Licensed Insolvency Practitioner

## **Notice of Virtual Meeting**

### **Aberdeen House Care Limited**

**Company Number: 07658860**

**NOTICE IS GIVEN** by the Board of Directors to the creditors of Aberdeen House Care Limited that a virtual meeting of creditors has been summoned under section 100 of The Insolvency Act 1986, for the purpose of seeking resolutions on the following:

- i) The appointment of Joint Liquidators of the Company.
- ii) In the event that Joint Liquidators are appointed, a resolution that they can act either jointly or separately.
- iii) That a Liquidation Committee be established

In the event that a Liquidation Committee is not appointed:-

- iv) That the fees and expenses of both Business Helpline Group Limited and Opus Restructuring LLP in respect of assisting the Board of Directors in preparing a Statement of Affairs and convening the virtual meeting amounting to £7,000.00 plus expenses plus VAT be paid from realisations as an expense of the liquidation.
- v) That the Liquidator be authorised to pay Clumber Consultancy Limited £2,800.80 plus VAT from realisations in respect of assisting the Board of Directors and Joint Liquidators with Pension and ERA Services.
- vi) That the Liquidator's fees will be charged by reference to the time properly spent by them and their staff in dealing with the matters relating to the Liquidation, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time the work is undertaken and subject to the fees estimate set out in the report prepared in connection with fee approval and issued with the notice of the meeting.
- vii) That the Liquidator be authorised to recover category 2 expenses as set out in the practice fee recovery policy.
- vi) That the Liquidator be permitted to destroy the Company's books and records six months after the dissolution date.

Creditors should note that:

1. Members will consider the winding up resolution on Wednesday, 17 January 2024 at 10:00am.
2. The Directors are required to make out a statement of affairs of the Company and provide a copy to all creditors before Wednesday, 17 January 2024, the Decision Date, and before the period of 7 days beginning with the day after the day on which the company passes a resolution for winding up.
3. The meeting will be held as follows:

Date                      Wednesday, 17 January 2024

Time                      10:30 AM

Access to the virtual meeting can be gained from 10:30am on Wednesday, 17 January 2024 via a pre-arranged conference call, the details for which can be obtained by telephoning Kerry Marsh on 01282 502832 and obtaining log in details.

4. Creditors entitled to attend and vote at the meeting may do so personally or by proxy. A creditor can attend the virtual meeting and vote, and are entitled to vote if they have submitted proof of their debt by no later than 4 pm on the business day before the meeting. Failure to do so may lead to their vote(s) being disregarded.
5. Any creditor unable to attend in person, but wishing to vote at the meeting can either nominate a person to attend on their behalf, or nominate the Chair of the meeting to vote on their behalf. Creditors must have delivered their proxy in advance of the meeting.
6. All proofs of debt and proxies must be delivered to Business Helpline Group Limited of Office 007, Northlight Parade, Nelson, BB9 5EG.
7. Creditors with small debts, that is claims of £1,000 or less, must have lodged proof of their debt for their vote to be valid.
8. Creditors may, not later than five business days after the date of delivery of this notice and prior to Wednesday, 17 January 2024, the Decision Date, request that a physical meeting of creditors be held to determine the outcome of the resolutions. Any request for a physical meeting must be delivered to Business Helpline Group Limited, of Office 007, Northlight Parade, Nelson, BB9 5EG and be accompanied by valid proof of their debt (if not already lodged). A meeting will be convened if creditors requesting a meeting represent a minimum of 10% in value or 10% in number of creditors or simply 10 creditors, where "creditors" means "all creditors."

9. Creditors have the right to appeal a decision of the convener or chair made under Chapter 8 of Part 15 of The Insolvency (England and Wales) Rules 2016 about Creditors' Voting Rights and Majorities, by applying to court under Rule 15.35 of The Insolvency (England and Wales) Rules 2016 within 21 days of Wednesday 17 January 2024 the Decision Date.
10. The Chair of the meeting may adjourn or suspend the meeting if necessary, and must do so if so resolved by creditors.
11. Any creditors excluded from the meeting, may complain to the chair during the meeting, or the convener of the meeting by no later than 4 pm the business day following the exclusion, in accordance with rule 15.38.
12. Laura Stewart, IP No 23590, of Business Helpline Group Limited and Gareth Wilcox, IP No 21052 of Opus Restructuring LLP are both qualified to act as Insolvency Practitioners in relation to the Company and will, during the period before the day of the meeting, furnish creditors free of charge with such information concerning the Company's affairs as they may reasonably require. Creditors can contact Business Helpline Group Limited (Kerry Marsh) on 01282 502832 or by email at support@businesshelpline.uk.
13. Creditors are informed that the Board of Aberdeen House Care Limited have nominated Laura Stewart, of Business Helpline Group Limited, Office 007, Northlight Parade, Nelson, BB9 5EG and Gareth Wilcox of Opus Restructuring LLP, Cornwall Buildings, 45 Newhall Street, Birmingham B3 3QR to act as Joint Liquidators of the Company.
14. **Please note that the meeting may be recorded for training and monitoring purposes.**

DATED THIS 05 JANUARY 2024

BY ORDER OF THE BOARD



..Rakesh Kotecha (Jan 5, 2024, 7:41pm).....

Rakesh Kotecha

Director – Convener of the Decision Procedure

## **Notice of invitation to form a Liquidation Committee**

### **Aberdeen House Care Limited - IN CREDITORS' VOLUNTARY LIQUIDATION**

**(Company Number: 07658860)**

**NOTICE IS GIVEN** by Laura Stewart and Gareth Wilcox to the creditors of Aberdeen House Care Limited of an invitation to establish a Liquidation Committee under rule 6.19 of The Insolvency (England and Wales) Rules 2016.

1. In addition to seeking a decision on the matters set out in the accompanying notice, creditors are also invited to determine at the same time at the virtual meeting whether a Liquidation Committee should be established.
2. A Committee may be formed if a minimum of 3 and a maximum of 5 creditors are willing to become members.
3. Nominations can only be accepted for a creditor to become a member of the Committee if they are an unsecured creditor and have lodged a proof of their debt that has not been disallowed for voting or dividend purposes.
4. The specified date for receipt of nominations for creditors to act as a member of the Committee under rule 6.19 of The Insolvency (England and Wales) Rules 2016 is Wednesday 17 January 2024, the Decision Date.
5. Please complete the form sent with this notice with the name and address of any person you wish to nominate to act as a member of the Committee, and return the completed form to Business Helpline Group of Office 007, Northlight Parade, Nelson, BB9 5EG. Ideally it should be received by Business Helpline Group before the start of the meeting due to be held at Wednesday 17 January 2024 and 10:30AM, the decision date, at which the decision to appoint a Committee will be considered. If you are not attending the meeting in person you must also complete and return the proxy form sent with the accompanying notice indicating your voting intentions.

Note: Further information on the rights, duties and the functions of a Committee is available in a booklet published by the Association of Business Recovery Professionals (R3). This booklet can be accessed at <https://www.r3.org.uk/technical-library/england-wales/technical-guidance/creditor-guides/more/29111/page/1/liquidation-creditors-committees/>. If you require a hard copy of the booklet please contact Kerry Marsh of Business Helpline Group by email at support@businesshelpline.uk, or by phone on 01282 502832.

1. The meeting will be held as follows;

Date                      Wednesday 17 January 2024 - The Decision Date

Time                      10:30 AM

Access to the virtual meeting can be gained by contacting Kerry Marsh in advance of the meeting to obtain log-in details.

2. Creditors entitled to attend and vote at the virtual meeting may do so personally or by proxy. A creditor can attend the meeting and vote, and is entitled to vote if they have submitted proof of their debt by no later than 4 p.m. on the business day before the meeting. Failure to do so will lead to their vote(s) being disregarded.
3. Any creditor unable to attend in person, but wishing to vote at the meeting, can either nominate a person to attend on their behalf, or nominate the chair of the meeting to vote on their behalf. Creditors must lodge their proxy in advance of the meeting.
4. All proofs of debt and proxies must be delivered to Business Helpline Group of Office 007, Northlight Parade, Nelson, BB9 5EG.
5. Creditors with small debts, that is claims of £1,000 or less must have lodged proof of their debt for their vote to be valid.
6. Any creditors who have previously opted out from receiving documents in respect of the insolvency proceedings are entitled to vote on the decision provided they have lodged proof of their debt.
7. Creditors may, within 5 business days of delivery of this notice to them, request a physical meeting of creditors be held to determine the outcome of the decision. Any request for a physical meeting must be accompanied by valid proof of their debt (if not already lodged). A meeting will be convened if creditors requesting a meeting represent a minimum of 10% in value or 10% in number of creditors or simply 10 creditors, where "creditors" means "all creditors."
8. Creditors have the right to appeal a decision of the convener or chair made under Chapter 8 of Part 15 of The Insolvency (England and Wales) Rules 2016 about Creditors' Voting Rights and Majorities, by applying to court under Rule 15.35 of The Insolvency (England and Wales) Rules 2016 within 21 days of Wednesday 17 January 2024 the Decision Date.
9. The chair of the meeting may adjourn or suspend the meeting if necessary, and must do so if so resolved by creditors.
10. Any creditors excluded from the meeting, may complain to the chair during the meeting, or the convener of the meeting by no later than 4 p.m. the business day following the exclusion, in accordance with rule 15.38. *(An excluded creditor is a person who has taken all necessary steps to attend a virtual meeting or, has been permitted by the convener to attend a physical meeting remotely, under arrangements which have been put in place by the convener but do not enable that person to attend the whole or part of the meeting.)*



**11. Please note that the meeting may be recorded for training and monitoring purposes.**

Creditors requiring further information regarding the above, should either contact me at Business Helpline Group of Office 007, Northlight Parade, Nelson, BB9 5EG, or contact Kerry Marsh by telephone on 01282 502832, or by email at [support@businesshelpline.uk](mailto:support@businesshelpline.uk).

DATED THIS 5 JANUARY 2024

BY ORDER OF THE BOARD



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Rakesh Kotecha (Jan 5, 2024, 7:41pm)

Rakesh Kotecha  
Director – Convenor of Decision Process

**Aberdeen House Care Limited - IN CREDITORS' VOLUNTARY LIQUIDATION**

**(Company Number : 07658860)**

**Please note that if creditors vote to establish a Committee, then unless at least 3 nominations for creditors to act as Committee members are received at the same time, it will be necessary to convene a further decision procedure to decide which creditors are to act as Committee members. That will involve incurring additional costs, so if you intend to vote to establish a Committee, please also nominate either yourself or another creditor to act as a Committee member.**

I wish to nominate the following creditor to act as a member of the Committee:

Name of nominated creditor \_\_\_\_\_

TO BE COMPLETED BY CREDITOR WHEN RETURNING FORM:

Name of creditor: \_\_\_\_\_

Signature of creditor: \_\_\_\_\_

(Complete the following if signing on behalf of creditor, e.g. director/solicitor)

Capacity in which signing document: \_\_\_\_\_

Dated: \_\_\_\_\_

Note: The completed form should be delivered to Business Helpline Group either by posting it to Office 007, Northlight Parade, Nelson, BB9 5EG, or by emailing it to support@businesshelpline.uk, so that it is received by no later than Wednesday 17 January 2024, and ideally before the start of the meeting due to be held at 10:30 AM on that date.

**PROOF OF DEBT**  
**Creditor's Voluntary Liquidation**

**Aberdeen House Care Limited**

1	Name of Creditor	
2	Address of Creditor	
3	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest	£
4	Details of any documentation by reference to which debt can be substantiated.	
5	If the total amount shown above includes Value Added Tax, please show:- (a) amount of Value Added Tax (b) amount of claim NET of Value Added Tax	£ £
6	If total amount above includes outstanding uncapitalised interest please state amount	£
7	If you have filled in both box 3 and box 5, please state whether you are claiming the amount shown in box 3 or the amount shown in box 5 (b)	
8	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under Section 386 and Schedule 6 of the Insolvency Act 1986	Category   Amount(s) claimed as preferential £
9	Particulars of how and when debt incurred	
10	Particulars of any security held, the value of the security and the date it was given	£
11	Signature of creditor or person authorised to act on his behalf  Name in BLOCK LETTERS  Position with or relation to creditor	

***Please complete the following information in order that any future dividends may be forwarded to you by BACS transfer:-***  
(If these details change throughout the course of the arrangement, it is the creditors responsibility to update the Supervisor accordingly)

Name of Bank:	
Sort Code:	
Account Number:	
Name of Account:	
Reference:	

Admitted to vote for preferentially/non-preferentially £

## Insolvency Act 1986

## Proxy (Liquidation)

Notes to help  
completion of the  
form

## Re: Aberdeen House Care Limited - In Creditors' Voluntary Liquidation

Please give full name of  
person (who must be  
18 or over) or the  
"Chair". If  
you wish to provide  
for alternative proxy-  
holders in the  
circumstances that  
your first choice is  
unable to attend  
please state the  
name(s) of the  
alternatives as well.

Name of creditor

Address

Name of proxy-holder

1.

2.

3.

Please delete words in  
brackets if the proxy-holder is  
only to vote as directed i.e. he  
has no discretion

I appoint the above person to be my/the creditor's proxy-holder at the meeting of creditors to be held on Wednesday 17 January 2024 at 10:30am or at any adjournment of that meeting. The proxy-holder is to propose or vote as instructed below (and in respect of any resolution for which no specific instruction is given, may vote or abstain at his/her discretion).

## Voting instructions for resolutions

Any other resolutions  
which the proxy-  
holder is to propose or vote in  
favour of.

1. The appointment of Joint Liquidators of the Company.

For / Against

2. In the event that Joint Liquidators are appointed, a resolution that they can act either jointly or separately.

For / Against

In the event that a Liquidation Committee is not established:

3. That a Liquidation Committee be established.

For / Against

4. That the fees and expenses of both Business Helpline Group Limited and Opus Restructuring LLP in respect of assisting the Board of Directors in preparing a Statement of Affairs and convening the virtual meeting amounting to £7,000.00 plus expenses plus VAT be paid from realisations as an expense of the liquidation.

For / Against

5. That the Liquidator be authorised to pay Clumber Consultancy Limited £2,800.80 plus VAT from realisations in respect of assisting the Board of Directors and Joint Liquidators with Pension and ERA Services.

For / Against

6. That the Liquidator's fees will be charged by reference to the time properly spent by them and their staff in dealing with the matters relating to the Liquidation, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time the work is undertaken and subject to the fees estimate set out in the report prepared in connection with fee approval and issued with the notice of the meeting.

For / Against

7. That the Liquidator be authorised to recover category 2 expenses as set out in the practice fee recovery policy.

For / Against

8. That the Liquidator be permitted to destroy the Company's books and records six months after the dissolution date.

For / Against

If more room is required  
please use the other side of  
this form.

This form must be  
signed

**Signature**

**Date**

**Name in CAPITAL LETTERS**

Only to be completed  
if the creditor  
has not  
signed in person

**Position with creditor or relationship or other authority for signature**

**Section 246B Insolvency Act 1986**  
**Rule 1.50 Insolvency (England and Wales) Rules 2016**

**Notice of general use of website to deliver documents**

Name of employee: Barbara Woods

Company number: 07658860

Contact Name: ABERDEEN HOUSE CARE LIMITED

This notice is given by Laura Stewart, of Business Helpline Group Limited, Office 007, Northlight Parade, Nelson, BB9 5EG and Gareth Wilcox of Opus Restructuring LLP, Cornwall Buildings, 45 Newhall Street, Birmingham B3 3QR and is to inform Members and Creditors that future documents in the proceedings, with the exception of those documents listed below, will be available for viewing and downloading on the website <https://ips-docs.com> without further notice.

The login details are as follows:

Case Code        23CVL055ABE  
Password        xvP^GYN45b

Following the issuing of this notice, I will not be obliged to deliver any such documents to the recipient of this notice unless I am requested to by that person.

Any recipient of this notice may, at any time, request a hard copy of any of the following:

- all documents currently available for viewing on the website; and
- all future documents which may be made available there.

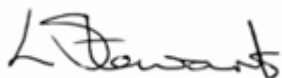
Requests for hard copies of any documents may be made by telephoning 01282 502832, emailing [support@businesshelpline.uk](mailto:support@businesshelpline.uk) or writing to the above address.

This notice does not apply to:

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

If creditors wish to contact the office holder, please contact Kerry Marsh on telephone 01282 502832 or email [support@businesshelpline.uk](mailto:support@businesshelpline.uk) in the first instance.

Signed



Laura Stewart  
Licenced Insolvency Practitioner

8 January 2024