

Aberdeen House Care Limited – Proposed Liquidation

Division of duties between the Joint Liquidators - Laura Stewart of Business Helpline Group Limited and Gareth Wilcox of Opus Restructuring LLP

	Business Helpline Group Limited	Opus Restructuring LLP
A Duties upon Appointment		
1. Circulation of report on S100 decision etc. to creditors / members.	X	
2. Filing of the directors' Statement of Affairs, Notice of Appointment and the resolution to wind up with the Registrar of Companies.	X	
3. Advertisement of the Notice of Appointment.	X	
4. Submission of VAT769.		X
5. Control and custody of the company seal and statutory books.	X	X
6. Dealing with the recovery and storage of the company's trading records.		X
7. Change of the registered office of the company.	X	
8. Arrangements for the redirection of mail of the company.	X	
9. Calculation of bond level (each liquidator to be responsible for arranging their own bond).	X	X
B. General Administrative / Statutory Matters		
1. Opening of Liquidation bank accounts.		X
2. Maintenance of cash book.		X
3. Submission of post-liquidation VAT and Corporation Tax returns.		X

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4. Dealing with all matters relating to any pension schemes. – External Service – Clumber Consultancy	N/A	N/A
5. Production and circulation of annual progress reports.	X	
6. All liaison with and statutory filing for the Liquidation Committee.		X
7. Dealing with fee approval and any related creditor queries.	X	
8. Production and circulation of final account.	X	
9. Statutory filing on conclusion of liquidation.	X	
C. Assets		
1. Arrangement for control and realisation of all assets.		X
2. Dealing with post-appointment trading.	N/A	N/A
3. Dealing with retention of title of claims and other creditors claiming title to assets / company property.	X	
4. Collection of book debts.		X
5. Dealing with property matters (including surrender / disclaimer issues).		X
6. Notification to company's bankers.	X	
7. Notification to insurance brokers to arrange cover for all insurable assets and insurance matters generally (including claims / refunds).	X	X
8. Notification to bailiffs and sheriffs.	X	
9. Instruction to valuers and any specialist agents to deal with assets.		X
10. Instruction to solicitors to deal with all asset-related matters in the liquidation, excluding		X

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potential recoveries arising from investigations.		
11. Review of potential tax refunds pre-liquidation and pursuit of refunds.		X
D. Claims and Investigations		
1. General responsibility for dealing with creditors.	X	
2. Liaison with secured creditors.		X
3. Processing and agreement of ERA claims. – External dealings with Clumber Consultancy	N/A	N/A
4. Agreement of claims of unsecured creditors.	X	
5. Issuing Notice of Intended Dividend, declaring and paying dividends to creditors.		X
6. Settlement of a list of contributions and calls upon members of partly paid shares.		X
7. Instruction to solicitors to deal with all claims-related matters in the liquidation.		X
8. Investigations into the company's affairs generally and as directed by the Liquidation Committee specifically.	X	
9. Consideration of whether the directors are guilty of any criminal offences under the Insolvency Act or Companies Act.	X	X
10. Consideration of whether the directors are guilty of any civil offences under the Insolvency Act or Companies Act.	X	X
11. Submission of D-report and of any new information coming light thereafter.	X	
12. Investigation into the validity of any fixed or floating charges.		X
13. Liaison with any Receivers appointed over the company's assets.		X

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14. Instruction to solicitors to deal with all investigation-related matters in the liquidation.		X
E. Other Specific Matters		
1.		
2.		