**ABERDEEN HOUSE CARE LIMITED (LIQUIDATION)**

**SPLIT OF DUTIES**

IP1 Name: Gareth Wilcox Office: Opus Restructuring – Birmingham

IP2 Name: Laura Stewart Office: Business Helpline – Pendle

|  |  |  |  |
| --- | --- | --- | --- |
|  | IP1 (OR) |  | IP2  (BHG) |
|  |  |  |  |
| Cash book | X |  |  |
|  |  |  |  |
| Distributions | X |  |  |
|  |  |  |  |
| Corporation tax | X |  |  |
|  |  |  |  |
| VAT returns | X |  |  |
|  |  |  |  |
| Report to creditors committee (if appointed) |  |  | X |
|  |  |  |  |
| Investigations and submissions to Insolvency Service |  |  | X |
|  |  |  |  |
| Secured creditor | X |  |  |
|  |  |  |  |
| HP/Leasing companies |  |  | X |
|  |  |  |  |
| Preferential creditors |  |  | X |
|  |  |  |  |
| Unsecured creditors |  |  | X |
|  |  |  |  |
| Employees – EXTERNAL (Clumber) |  |  |  |
|  |  |  |  |
| Freehold property N/A |  |  |  |
|  |  |  |  |
| Leasehold property / licence fee collection N/A |  |  |  |
|  |  |  |  |
| Book debt collections | X |  |  |
|  |  |  |  |
| Goodwill and intangible assets | X |  |  |
|  |  |  |  |
| Stock and WIP | X |  |  |
|  |  |  |  |
| Chattel assets | X |  |  |
|  |  |  |  |
| Antecedent Claims |  |  | X |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | IP1 |  | IP2 |
| Undertakings | |  |  | X |
|  | |  |  |  |
| Insurance: | |  |  |  |
|  | |  |  |  |
| - Assets | | X |  |  |
|  | |  |  |  |
| - Bond | | X |  | X |
|  | |  |  |  |
| Statutory | |  |  |  |
|  | |  |  |  |
| - Reports to creditors | |  |  | X |
|  | |  |  |  |
| - Notifications | |  |  | X |
|  | |  |  |  |
| - Advertising | |  |  | X |
|  | |  |  |  |
| Storage of company records | | X |  | X |
|  | |  |  |  |
| Miscellaneous (Define) | |  |  |  |
| - Pre-appointment administration | |  |  | X |
|  | |  |  |  |
| - | |  |  |  |
|  | |  |  |  |
| - | |  |  |  |
|  | |  |  |  |
| Split of remuneration | Proposed 50/50 split after costs. | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IP1

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IP2