

LIQ03

Notice of progress report in voluntary winding up



Companies House

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

1 Company details

Company number

Company name in full

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s)

Surname

3 Liquidator's address

Building name/number

Street

Post town

County/Region

Postcode

Country

4 Liquidator's name ①

Full forename(s)

Surname

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

② Other liquidator

Use this section to tell us about
another liquidator.

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Period of progress report

From date

d

d

m

m

y

y

y

y

To date

d

d

m

m

y

y

y

y

7

Progress report

☐ The progress report is attached**8**

Sign and date

Liquidator's signature

Signature

X*C. King***X**

Signature date

d

d

m

m

y

y

y

y

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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

TO ALL MEMBERS AND ALL CREDITORS
WHO ARE NOT OPTED OUT

11 July 2025

Ref: SW/ CGJK/ BL/ AP
Email:
officeteamadministration@uk.ey.com

Dear Sir or Madam

OfficeTeam Limited (in Creditors' Voluntary Liquidation) ("the Company")

As you are aware, on 19 June 2023 the Company moved from Administration into Creditors' Voluntary Liquidation pursuant to paragraph 83 of Schedule B1 to the Insolvency Act 1986 and S J Woodward and C G J King were appointed as Joint Liquidators.

The Liquidators' appointment was advertised in the London Gazette on 23 June 2023.

I now write to provide you with our report on the progress of the Liquidation for the period from 19 June 2024 to 18 June 2025, which should be read in conjunction with the Joint Liquidators' progress report dated 8 August 2024.

At Appendix A of this report we provide information about the Company and the Liquidators. A copy of our receipts and payments account for the period from 19 June 2024 to 18 June 2025 is provided at Appendix B.

Progress during the period of the report

Debtor collections

During the preceding Administration, the Administrators of the Company collected book debts totalling c.£9.2m.

During the period of this report, we have collected debtor balances totalling £209,637. The majority of this balance (£202,609) related to amounts owing from a single debtor which was in liquidation.

We do not anticipate that there will be any further additional collections.

Creditor distribution

Since reaching a conclusion in respect of the Distribution Exercise, which is referred to in the progress report dated 8 July 2024, the Liquidators have sought to make preparations to formally invite the unsecured creditors of the Company to submit unsecured claims to the extent they have not already done so.

Accordingly, during the period of the report, we have progressed the adjudication of the creditor claims that which have been received by the Company.

Whilst the Liquidators had intended to finalise the initial adjudication process and to write to all known creditors of the Company regarding the creditor distribution during the period of this report, the

Liquidators took the decision to temporarily pause this action due to the linkage between the unsecured distribution which is to be paid by the Company and the unsecured distribution which is to be paid by Spicers Limited (in Liquidation) ("Spicers").

It had been necessary to temporarily pause the unsecured creditor distribution exercise of Spicers to enable the Liquidators or Spicers to make a future full and final unsecured creditor distribution, rather than undertaking to pay an initial interim unsecured distribution, followed by a second and final unsecured distribution.

The Liquidators of Spicers are now seeking to resume the unsecured creditor distribution exercise and as such the Liquidators of the company are now also in a position to resume and finalise the adjudication of the creditor claims which have been received by the Company.

Accordingly, we therefore expect in the coming months, to write to all known unsecured creditors of the Company to either:

- i) confirm that a claim has been accepted, as well as the quantum of the accepted claim;
- ii) request further information is provided in support of submitted claims which the liquidators have been unable to accept based on the evidence submitted to date; or
- iii) request that unsecured claims are formally submitted, along with the relevant supporting documents, in instances where no claim has been formally submitted.

Joint Administrators' and Liquidators' remuneration

During the preceding Administration, the Joint Administrators' remuneration was fixed on a time costs basis by a resolution of the creditors passed on 8 June 2020 and a further resolution regarding the Joint Administrators remuneration was also passed by a resolution of the creditors on 15 May 2023.

Accordingly, during the Administration, the Administrators drew fees of £1,388,861 in the Administration and had a remaining balance of £504,061 which was to be drawn in the Liquidation as noted in the Administrators final progress report dated 21 June 2023.

During the period of this report, £454,061 has been drawn in respect of the Administrators' remuneration bringing total remuneration drawn during the Liquidation to £504,061. Accordingly, no further Administrators' remuneration will be drawn.

As previously advised, the Joint Liquidators do not anticipate seeking to fix or draw any additional remuneration during the Liquidation over and above that already approved in the Administration and as such, no further remuneration is anticipated to be drawn.

Whilst we do not anticipate seeking to draw these costs, it is noted that during the period covered by this report, the Liquidators have incurred time costs of £126,197, bringing total time costs to £287,936.

At Appendix C to this report there is an analysis of the time spent and an explanation of the work done.

Joint Liquidators' statement of expenses incurred

During the period covered by this report, we have incurred expenses totalling £3,316 plus VAT. The expenses can be summarised as follows:

Type of expense	Paid in period 19 June 2023 to 18 June 2024 (£)	Paid in period 19 June 2024 to 18 June 2025 (£)	Total
Payments made from the estate which are not disbursements			
Legal fees	11,333	-	11,333
Storage charges	648	743	1,390
Public notices	91	-	91
Insurance	1,714	2,570	4,284
Bank charges	14	3	17
	13,798	3,316	17,115
Category 1 disbursements			
n/a	-	-	-
Category 2 disbursements			
n/a	-	-	-
Total	13,798	3,316	17,115

The Statement of Insolvency Practice No.9 defines expenses as any payments from the insolvency estate which are neither an office holder's remuneration or a distribution to a creditor or member.

Expenses are divided into those that do not need approval before they are charged to the estate (Category 1) and those that do require prior approval (Category 2):

- **Category 1** expenses are payments to persons providing the service to which the expense relates who are not an associate of the office holder
- **Category 2** expenses are payments to associates or which have an element of shared costs.

Expenses also include disbursements. Disbursements are payments which are first met by the office holder and then reimbursed to the office holder from the estate. Disbursements fall into either Category 1 or Category 2.

The Joint Liquidators do not anticipate seeking to fix or draw any Category 2 disbursements during the Liquidation.

Creditors' rights to further information about, and to challenge, remuneration and expenses

The statutory provisions relating to remuneration are set out in Chapter 4 of Part 18 of the Insolvency (England and Wales) Rules 2016. Further information is given in the Association of Business Recovery Professionals' publication 'A Creditors' Guide to Liquidators' 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 the Joint Liquidators.

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 Insolvency (England and Wales) Rules 2016). Further information is provided in 'A Creditors' Guide to Liquidators' Fees' referred to above.

Investigations

As previously advised, during the preceding Administration, the Administrators had undertaken an investigation into the Company's affairs prior to our appointment pursuant to Statement of Insolvency Practice Number 2 (Investigations by Office Holders) and the Company Directors Disqualification Act 1986, with the necessary confidential returns made to the Insolvency Service.

As no new matters have come to the Liquidators' attention since the Administration that would warrant further amendments to these previous CDDA report and SIP2 investigations, no further investigations have been carried out and not further returns have been submitted during the period of the Liquidation. No third-party funding has been provided.

Other matters

We expect to send our next report to creditors in 12 months or at the conclusion of the Liquidation, whichever is sooner.

Yours faithfully
for the Company



C G J King
Joint Liquidator

C G J King and S J Woodward are licensed in the United Kingdom to act as an insolvency practitioner by The Institute of Chartered Accountants in England and Wales. As Insolvency Practitioners, they are bound by the Insolvency Code of Ethics in carrying out all professional work relating to the appointment.

The Joint Liquidators may act as data controllers of personal data as defined by the UK General Data Protection Regulation (as incorporated in the Data Protection Act 2018), 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 Liquidators. Personal data will be kept secure and processed only for matters relating to the Joint Liquidator's appointment. The Office Holder Data Privacy Notice can be found at www.ey.com/uk/officeholderprivacy.

OfficeTeam Limited (in Creditors' Voluntary Liquidation) ("the Company")

Information about the Company and the Liquidators

Registered office address of the company:	c/o Ernst & Young LLP, 12 Wellington Place, Leeds, LS1 4AP
Registered number:	05095978
Date of appointment of the joint Liquidators:	19 June 2023
Details of any changes of liquidator:	None
Full names of the Liquidators:	Charles Graham John King and Samuel James Woodward
Office holder number(s):	8985 and 12030
Liquidators' address(es):	Ernst & Young LLP, 12 Wellington Place, Leeds, LS1 4AP
Telephone number:	0113 298 2224
Name of alternative person to contact with enquiries about the case:	Ben Leach

OfficeTeam Limited (in Creditors' Voluntary Liquidation) ("the Company")

Joint Liquidators' receipts and payments account for the period from 19 June 2024 to 18 June 2025

	Period from 19 June 2023 to 18 June 2024 (£)	Period from 19 June 2024 to 18 June 2025 (£)	Period from 19 June 2023 to 18 June 2025 (£)
Receipts			
Funds brought forwards from the preceding Administration	2,766,615	-	2,766,615
Receipt of funds from Spicers Limited in settlement of IDF debt balance	2,335,695	-	2,335,695
Book debts	-	209,637	209,637
Bank interest	66,890	201,951	268,842
Sundry income	435	701	1,137
Total Receipts	5,169,636	412,290	5,581,926
Payments			
Administrators' remuneration	50,000	454,061	504,061
Legal fees	11,333	-	11,333
Storage charges	648	743	1,390
Public notices	91	-	91
Insurance	1,714	2,570	4,284
Bank charges	14	3	17
Total Payments	63,798	457,377	521,176
Net realisations	5,105,837	(45,087)	5,060,750
Represented by:			
Bank account (Current)	2,644,105	(2,275,982)	368,122
Bank account (Deposit)	2,450,000	2,153,170	4,603,170
VAT Receivable	11,733	77,725	89,458
Total	5,105,837	(45,087)	5,060,750

Notes

1. Receipts and payments are stated net of VAT.
2. The receipts and payments account has been prepared on a cash basis and does not reflect future estimated receipts and payments
3. All funds are held in interest bearing bank accounts.
4. There have been no payments made to the Liquidators or EY other than from the insolvent estate as shown in the receipts and payments account provided above (i.e by a third party).
5. A balance of preferential creditor dividends remains unclaimed totalling £2,233. Should this balance remain unclaimed, these funds will be transferred to the insolvency service at the end of the Liquidation.

OfficeTeam Limited (in Creditors' Voluntary Liquidation) ("the Company")

Joint Liquidators' time costs for the period from 19 June 2024 to 18 June 2025

	Actual in this report period 19 June 2024 to 18 June 2025			Total actual to date 19 June 2023 to 18 June 2025		
	Total hours	Total costs (£)	Average rate (£)	Total hours	Total costs (£)	Average rate (£)
Administration & Planning	43.8	20,124	459	141.1	72,640	515
Creditors	80.5	74,297	923	210.4	169,941	808
Debtors	10.8	12,720	1,178	13.1	15,280	1,166
Employees	-	-	-	1.1	1,234	1,122
Immediate Tasks	-	-	-	1.0	315	315
Other Matters	3.5	3,500	1,000	3.9	3,880	995
Reporting	1.8	2,280	1,267	5.5	5,280	960
Statutory Duties	1.0	1,480	1,480	1.5	1,698	1,132
VAT & Taxation	18.1	11,797	652	25.4	17,670	696
Total	159.5	126,197	791	403.0	287,936	714

Summary of work

The Joint Liquidators have incurred time costs in dealing with, inter alia, the following matters:

- **Accounting and Administration** – includes general administrative duties and overall management of the case, including maintaining the Joint Liquidators treasury and accounting functions, statutory compliance diaries and time costs reporting.
- **Creditors** – Relates to time spent on creditor correspondence, answering specific creditor queries, and preparing for the unsecured creditors distribution. Additionally, time spent dealing with matters arising out of the Company's secured creditor debts, which was cross guaranteed by certain entities within the Company's group including the Company, as well as distributions which have been made by the Company and OfficeTeam Limited.

- ▶ **Debtors** – time spent liaising with the remaining collectable trade debtor balance.
- ▶ **Employees** – time spent answering queries, filing forms and liaising with the Redundancy Payments Service.
- ▶ **Immediate tasks** – relates to carrying out immediate tasks on appointment including internal firm processes and system set-up, as well as dealing with statutory duties.
- ▶ **Other Matters** – relates to time spent in relation to managing ad-hoc matters including dealing with the storage of the Company's physical books and records.
- ▶ **Reporting** – includes statutory and other reporting to all classes of creditors. Reports include notification of appointment, progress reports.
- ▶ **Statutory duties** – time spent in complying with statutory matters including statutory filing with Companies House and the Court, notification of the Joint Liquidators' appointment to creditors and members, advertising of the appointment.
- ▶ **VAT and taxation** - preparation of VAT and corporation tax returns for the post appointment period and communicating with HMRC in respect of these matters.