

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 0 0 4 9 7 5 1 5

Company name in full Duff-Miller and Company (London Tutors) Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Simon

Surname Jagger

3 Liquidator's address

Building name/number 22 York Buildings

Street

Post town London

County/Region

Postcode W C 2 N 6 J U

Country

4 Liquidator's name ①

Full forename(s) Ben

Surname Woodthorpe

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 22 York Buildings

Street

Post town London

County/Region

Postcode W C 2 N 6 J U

Country

② Other liquidator

Use this section to tell us about
another liquidator.

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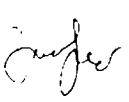
6 Period of progress report

From date	^d 2	^d 7	^m 0	^m 7	^y 2	^y 0	^y 2	^y 2	
To date	^d 2	^d 6	^m 0	^m 7	^y 2	^y 0	^y 2	^y 3	

7 Progress report

<input checked="" type="checkbox"/> The progress report is attached	
---	--

8 Sign and date

Liquidator's signature	Signature X 	X							
Signature date	^d 1	^d 2	^m 0	^m 9	^y 2	^y 0	^y 2	^y 3	

**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 **Fergus Gordon**

Company name **ReSolve Advisory Limited**

Address **22 York Buildings**

Post town **London**

County/Region

Postcode **W C 2 N 6 J U**

Country

DX

Telephone **020 7702 9775**

**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

Duff-Miller and Company (London Tutors) Limited
In Creditors' Voluntary Liquidation

Liquidators' Annual Progress Report
For the period 27 July 2022 to 26 July 2023

CONTENTS

1. Introduction
2. Liquidators' actions since appointment
3. Receipts and payments account
4. Assets and future realisations
5. Outcome to creditors
6. Investigations
7. Pre-appointment remuneration
8. Liquidators' Remuneration
9. Liquidators' expenses
10. Further information
11. Summary

APPENDICES

- I. Statutory information
- II. Receipts and payments account
- III. Remuneration and expense policies, charge out rates and narrative of time incurred
- IV. Joint Liquidators' time cost summary

1. INTRODUCTION

I refer to the appointment of Ben Woodthorpe and I as Joint Liquidators of Duff-Miller and Company (London Tutors Limited ("the Company")) on 27 July 2022.

This report is the first report on the progress of the Liquidation covering the period from 27 July 2022 to 26 July 2023 ("the Reporting Period") and should be read in conjunction with the Directors' report and Statement of Affairs ("SOA") circulated to creditors on 20 July 2022, and the Liquidators' Letter to Creditors dated 10 August 2022.

Statutory information relating to the Company is included at Appendix I.

2. LIQUIDATORS' ACTIONS SINCE APPOINTMENT

During the Reporting Period, the following actions have been taken:

- Addressed our statutory advertisements, bonding, banking and tax notifications together with Companies House filing obligations and dealt with the formalities of our appointment;
- Notified the Company's pre-appointment bankers, Lloyds Bank, of our appointment;
- Notified the Company's creditors and former employees of our appointment and dealt with ad-hoc queries in relation to their claims and process of the Liquidation generally;
- Informed our insurance providers, Aon, of our appointment and discussed the specifications of cover required;
- Ensured that adequate bonding (statutory insurance required of an insolvency practitioner) was in place to protect all known assets of the Company;
- Dealt with a chain of correspondence regarding an outstanding unfair dismissal claim;
- Prepared and issued a report to creditors dated 10 August 2022, convening a decision procedure to seek a decision from creditors to approve the officeholders' remuneration;
- Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case;
- Dealing with all routine correspondence and emails relating to the case;
- Liaised with the directors in relation to the submission of the director questionnaires;
- Attempted to recover the records of the Company and liaised with numerous parties to gain access to the Company's electronic records;
- Instructed and liaised with CAPA to determine any rates recoveries of the Company;
- Instructed and liaised with Hilco regarding valuation of the leases;
- Carried out initial investigations into the affairs of the Company as required by Statement of Insolvency Practice 2 and considered the conduct of its office holders' affairs and submitted a report to the Secretary of State;
- Following the initial investigations, certain areas were selected for further investigation;
- Liaised with landlords in relation to the novation of the leased properties,
- Dealt with ad-hoc creditor queries and maintained up to date records and contact details;
- Held regular meetings to discuss the progress of the Liquidation;
- Carried out cashiering duties, such as regularly reconciling the estate account, dealing with receipts and processing payments as necessary; and
- Addressed our statutory duties as required in the Liquidation.

3. RECEIPTS AND PAYMENTS ACCOUNT

Attached at Appendix II is the receipts and payments account for the Reporting Period.

4. ASSETS AND FUTURE REALISATIONS

Cash at bank

The SOA stated that there was no realisable cash at bank for the Company. Upon appointment, we wrote to Lloyds, the Company's pre-appointment bankers and confirmed that this was the case. Accordingly, no realisations are anticipated from this source.

Leasehold Property

Within the SOA, the lease at 59 Queen's Gate, South Kensington, SW7 5JP (the Lease) was listed as the Company's sole asset. Prior to our appointment, a related entity of the Company, Kensington Park School Limited (KPS), had been occupying the Premises and continuing to satisfy the rental obligations under the Lease.

During Liquidation, the landlord's solicitor asserted that there had been no agreed assignment of the Lease from the Company to KPS and accordingly, there was unlawful occupation under the Lease.

Accordingly, we engaged Hilco to value this leasehold interest and subsequently agreed to an assignment of the Lease to KPS for a sum of £5,000.

No further realisations are expected in this regard.

Bank Interest

During the Liquidation, bank interest of £6 has been earned on the assets realisations of the Company.

The SOA indicated that there were no further assets available to creditors.

5. OUTCOME TO CREDITORS

Secured creditors

There are no known secured creditors.

The SOA included one secured creditor, Lloyds Bank. Per the SOA, the Company does not owe any funds, but it is understood that any outstanding amounts are cross-guaranteed by the charges held over the remainder of the group.

The Liquidators shall seek to confirm the validity of any security before making any distributions to the secured creditor however, it is anticipated that there will be insufficient asset realisations to allow distributions to any class of creditor.

Preferential creditors

There are no known preferential creditors.

Unsecured creditors

The SOA included two unsecured creditors totalling £839,000. Since my appointment I have received one claim totalling £550,000. I have not received a claim from one creditor with an original estimated claim in the SOA of £289,000.

At present, there are insufficient funds for the Liquidators to pay a dividend to the unsecured creditors.

Prescribed Part

Where the Company grants a qualifying floating charge, created after 15 September 2003, a Prescribed Part of the Company's net property, the amount that would otherwise be available to the secured creditor, shall be made available to unsecured creditors.

The Prescribed Part is calculated at 50 per cent of net property up to £10,000, and 20 per cent of the net property that exceeds this amount up to a Prescribed Part limit of £800,000.

The Company has not granted a qualifying floating charge to any creditor after 15 September 2003 that remains outstanding and consequently there will be no Prescribed Part in this Liquidation.

6. INVESTIGATIONS

I undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved. I took the following action where I considered that further investigation was justified.

Further enquiries were carried out in relation to a number of pre-appointment transactions. A particular area of focus has been to understand the nature and rational of key pre-appointment intercompany transactions. This is currently under review, and I will relay my conclusions to creditors in a subsequent report.

Within three months of my appointment as Liquidator, I am required to submit a confidential report to the Secretary of State to include any matters which have come to my attention during the course of my work which may indicate that the conduct of any past or present director would make him unfit to be concerned with the management of the Company. I confirm that my report was submitted on 26 October 2023.

7. PRE-APPOINTMENT REMUNERATION

The Board of the Company previously authorised the payment of a fee of £10,000 plus VAT for my assistance with preparing the SOA and convening the decision procedure of creditors at a procedure held on 27 July 2022.

The fee for preparing the SOA and convening and holding the decision procedure of creditors was paid by the Company prior to Liquidation.

8. LIQUIDATORS' REMUNERATION

My remuneration to be drawn on a time cost basis subject to a fee estimate capped at £46,174 was previously rejected by creditors via a decision procedure by correspondence on 23 September 2022. My time costs to 27 July 2023 amount to £36,682, representing 100 hours work at an average charge out rate of £368 per hour.

I have not been able to draw any remuneration in this matter.

A schedule of my charge out rates, expense policy and a narrative description of the work undertaken in the Liquidation to date, together with the time costs incurred to date is attached as Appendices III and IV.

Further work remains to be done and I estimate that it will cost an additional £9,000 to complete it.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>.

The relevant creditor's guide to Liquidators' Fees can be found under the heading Creditor Guides on my website at <http://www.resolvegroupuk.com/resources/>. Please note there are different versions of the

guides, and in this case you should refer to the latest version. A hard copy can be obtained on request, free of charge, from this office.

9. LIQUIDATORS' EXPENSES

My expenses to 27 July 2023 amount to £209. Of the total, no expenses were incurred in respect to category 2 expenses. The basis of charging category 2 expenses has not been approved by creditors. Accordingly, I have not drawn any expenses to date.

The following expenses were incurred:

Type of expense	Category 1	Category 2	Total	Incurred in period	Paid to date	Estimated future
			£			
Company searches and research	184	-	184	184	-	-
My Insolvency Report	25	-	25	25	-	-
Total	209	-	209	209	-	Uncertain

*the above costs exclude VAT.

Narrative of expenses:

- Company searches and research – this is expenditure relating to searches undertaken into the Company's management, shareholding and ultimate beneficial owner as part of our AML/KYC checks.
- My Insolvency Report – An online platform used to host reports and other pertinent correspondence to members and creditors.
- Postage – postage and packaging of statutory documents to the various creditors.

Subcontractors:

- Postworks – For sending hard copy correspondence to Creditors and Members, as required in the Liquidation.

The following professional advisors have been utilised in this matter:

Professional Advisor	Fee Arrangement	Fees incurred to date (£)	Paid (£)	Estimated future fees (£)
CAPA	25% plus VAT on all agreed recoveries where the Company receives cash benefit	-	-	Nil
Hilco	Fixed Fee	300	300	Nil
Keystone Law	Time Costs	4,066	4,066	Nil
Total		4,366	4,366	Nil

*the above costs exclude VAT.

Narrative of professional advisors:

CAPA is a specialist debtor recovery firm, instructed to collect any outstanding sums on our behalf. Their review has been concluded with no recovery. Accordingly, no fees will be paid to CAPA and their engagement has now ceased.

Hilco Appraisal Limited are a specialist valuation firm, instructed to conduct desktop lease reviews of the company's premises. This engagement has now ceased.

Keystone Law are a London based law firm instructed to carry out assignment of the Company's lease. This engagement has now ceased.

The choice of professionals was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them. The fees charged have been reviewed and I am satisfied that they are reasonable in the circumstances of this case.

10. FURTHER INFORMATION

An unsecured creditor may, with the permission of the court or with the concurrence of five per cent in value of the unsecured creditors (including the creditor in question) request further details of the Liquidators' remuneration and disbursements, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the court or with the concurrence of ten per cent in value of the unsecured creditors (including the creditor in question), 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, within eight weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

At ReSolve we always strive to provide a professional and efficient service. However, we recognise that it is in the nature of insolvency proceedings for disputes to arise from time to time. As such, should you have any comments or complaints regarding the administration of this case then in the first instance you should contact one of the Joint Liquidators at the address given in this letter.

If you consider that your comments or complaint have not been dealt with appropriately you should then put details of your concerns in writing to our complaints officer at complaints@resolvegroupuk.com who will then formally invoke our complaints procedure and we will endeavour to deal with your complaint under the supervision of a partner unconnected with the appointment.

If you still feel that you have not received a satisfactory response, then you may be able to make a complaint to the Complaints Gateway operated by the Insolvency Service. Any such complaints should be completed online using the form here: www.gov.uk/complain-about-insolvency-practitioner. If you have difficulty accessing the online complaints form, you can also make your complaint through the Insolvency Service Enquiry Line at insolvency.enquiryline@insolvency.gov.uk or telephone: 0300 678 0015.

The Complaints Gateway will in turn determine if such complaint should be addressed by Mr Jagger's and Mr Woodthorpe's regulatory body.

Further details of the relevant policies applicable to you can be found here <http://www.resolvegroupuk.com/policies2/>.

11. SUMMARY

The Liquidation will remain open until the following outstanding matters have been completed:

- Finalisation of our further investigations;
- Completion of our statutory duties and taxation obligations; and
- Finalisation of the Liquidation, including issuing the final report to creditors.

I estimate this will take six months to conclude and once resolved the Liquidation will be brought to an end and the final receipts and payments account filed at Companies House.

Should you have any queries regarding the conduct of the Liquidation or any other queries, please do not hesitate to contact Fergus Gordon of this office.

Yours faithfully



Simon Jagger
Joint Liquidator

For enquiries regarding this correspondence please contact:

Contact name: Fergus Gordon
Phone number: 020 7702 9775
Email: Fergus.Gordon@resolvegroupuk.com

Cameron Gunn, Mark Supperstone, Lee Manning, Chris Farrington, Ben Woodthorpe, Russell Payne and Simon Jagger are licensed to act as Insolvency Practitioners in the United Kingdom by the Institute of Chartered Accountants in England and Wales and act without personal liability at all times.
Please refer to the firm's privacy notice setting out your rights and explaining how your data will be used. The notice can be found on our website here www.resolvegroupuk.com/policies2/.

APPENDIX I

STATUTORY INFORMATION

Company name:	Duff-Miller and Company (London Tutors) Limited (the Company or AEG)
Registered number:	00497515
Date of incorporation:	12 July 1951
Trading Address	59 Queen's Gate, South Kensington, London, SW7 5JP
Registered office:	C/o ReSolve Advisory Limited 22 York Buildings John Adam Street London WC2N 6JU
Date of Liquidators' appointment:	27 July 2022
Appointed by:	Creditors of the Company pursuant to section 100 of the Insolvency Act 1986
Joint Liquidators:	Simon Jagger and Ben Woodthorpe both of ReSolve Advisory Limited 22 York Buildings John Adam Street London WC2N 6JU
EC Regulations of Insolvency Practitioners:	The EC Regulations apply to the proceedings, which are categorised as main proceedings with the meaning of the Regulation.
Director:	Li Chen Hao Wu Zhuping Wu
Company secretary:	Foot Anstey Secretarial Limited
Shareholder:	Astrum Education Limited
Current charges:	Lloyds Bank PLC (0049 7515 0004)

APPENDIX II

RECEIPTS AND PAYMENTS ACCOUNT

SUMMARY OF LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT
FOR THE PERIOD 27 JULY 2022 TO 26 JULY 2023

	Statement of Affairs 20 July 2022	27 July 2022 to 26 July 2023	Total Receipts/ Payments to date
RECEIPTS	£	£	£
Leasehold Property - Assignment	-	5,000	5,000
Bank Interest Gross	-	6	6
Total Receipts	<u>-</u>	<u>5,006</u>	<u>5,006</u>
PAYMENTS			
Agents Fees		300	300
Legal Fees / Disbs		<u>4,066</u>	<u>4,066</u>
Total Payments		<u>4,366</u>	<u>4,366</u>
Balance (receipts less payments)		<u>639</u>	<u>639</u>

Represented by	
Bank 1 Current	768
VAT Receivable / (Payable)	<u>(129)</u>
TOTAL CASH IN HAND	<u>639</u>

APPENDIX III

LIQUIDATORS' REMUNERATION POLICY, EXPENSE POLICY, CHARGE OUT RATES AND NARRATIVE

Joint Liquidators' charge out rates

The Joint Liquidators are remunerated on a time cost basis. Charge out rates used are appropriate to the skills and experience of a member of staff and the work that they perform. Time is recorded in six-minute units. Narrative is recorded to explain the work undertaken and the time spent is analysed into different categories of work. The hourly charge out rates to be used on this case are as follows:

Staff grade	Rate per hour from 1 August 2022 (£)	Rate per hour from 1 May 2021 (£)
Partner	705 - 795	625 - 755
Director	615	515 - 535
Senior Manager	500	435
Manager	420	375
Assistant Manager	375	305
Senior Associate	300	255
Associate	245	220
Junior Associate	175	175

Secretarial and support staff are not charged to the cases concerned, being accounted for as an overhead of ReSolve Advisory Limited. Our cashier is charged at the Senior Associate rate. The charge out rate for Simon Jagger, the lead office holder in this case, is £705 per hour.

Expense policy

In accordance with Statement of Insolvency Practice 9, the basis of expense allocation must be fully disclosed to creditors. Expenses are categorised as either Category 1 or Category 2 expenses:

Category 1

These are payments to persons providing the service to which the expense relates who are not an associate of the office holder. Category 1 expenses can be paid without creditor approval. Examples of Category 1 expenses are statutory advertising, external meeting room hire, external storage, specific bond insurance, external information hosting charges, and Company search fees.

Category 2

These are payments to associates or which have an element of shared costs. Before being paid, Category 2 expenses require approval in the same manner as an office holder's remuneration. Category 2 expenses require approval whether paid directly from the estate or as a disbursement. Category 2 expenses that are likely to be incurred, and require specific approval include:

Mileage	45 pence per mile paid to staff working on the insolvency appointment
Photocopying	20 pence per sheet of paper for reporting purposes (correspondence will be digital where at all possible to minimise this expense)

Category 1 and Category 2 expenses are subject to the rights of creditors to seek further information about them or challenge them.

Professional advisors may be instructed to assist the office holder on the case where they consider that such assistance is necessary to enable them to appropriately administer the case. The fees charged by any professional advisors used will be recharged at cost to the case. Where the professional advisor is not an associate of the office holder it will be for the office holder to agree the basis of their fees. Where the professional advisor is an associate of the office holder it will be for those responsible for fixing the basis of the office holder's remuneration to approve payments to them. The fees of any professional advisors are subject to the rights of creditors to seek further information about them or challenge them. Professional advisors that may be instructed on a case include:

- Solicitors/Legal Advisors,
- Auctioneers/Valuers,
- Accountants,
- Quantity Surveyors,
- Estate Agents,
- Pension specialists,
- Employment Claims specialists, and
- GDPR/Cyber Security specialists.

Narrative of work carried out:

Administration and Planning

This represents the routine administrative work that is required of the office holders and their staff, together with the control and supervision of the work done on the case by the office holders and their staff. It does not give direct financial benefit to the creditors, but has to be undertaken by the office holders to meet their requirements under the insolvency legislation and the SIP, which set out required practices that office holders must follow:

Case planning

- Preparing the documentation and dealing with the formalities of appointment.
- Review and storage of Company records.
- Case planning and administration.

Cashiering

- Dealing with the day-to-day management of the internal cash book.
- Making payments and dealing with receipts.
- Reconciling the Company's bank account.

General administration

- Statutory notifications and advertising.
- Case bordereau.
- Preparing the documentation required.
- Dealing with all routine correspondence.
- Liaising with insurers regarding initial cover.
- Maintaining physical case files and electronic case details.
- Liaising with the Company's directors regarding provision of information.

Creditors

Work involved in dealing with all classes of creditors.

The office holders need maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the creditors. The office holders will also have to deal with correspondence and

queries received from creditors regarding their claims and dividend prospects as they are received. The office holders are required to undertake this work as part of their statutory obligations.

Unsecured

- Dealing with creditor correspondence, emails and telephone conversations.
- Maintaining up to date creditor information on the case management system.

Investigations

Insolvency legislation gives the office holders powers to take recovery action in respect of what are known as antecedent transactions, where assets have been disposed of prior to the commencement of the insolvency procedure and also in respect of matters such as misfeasance and wrongful trading. The office holders are required by the SIP to undertake an initial investigation to determine whether there are potential recovery actions for the benefit of creditors and any time costs recorded represent the costs of undertaking such an initial investigation. If potential recoveries or matters for further investigation are identified then the office holders will need to incur additional time costs to investigate them in detail and to bring recovery actions where necessary, and further information will be provided to creditors. Any approval for an increase in fees will be sought as necessary. Such recovery actions will be for the benefit of the creditors and the office holders will provide an estimate of that benefit if an increase in fees is necessary.

The office holders are also required by legislation to report to the BEIS on the conduct of the directors and the work to enable them to comply with this statutory obligation is of no direct benefit to the creditors, although it may identify potential recovery actions.

- General investigation into the Company's affairs.
- Statutory investigation into the directors' conduct, including preparation and submission of required reports.

Realisation of Assets

This is the work that needs to be undertaken to protect and then realise the known assets, which should directly benefit creditors.

Realisation of assets

- Liaising with CAPA regarding the recovering of any outstanding rates refunds owed to the Company.
- Internal correspondence and meetings regarding assets.

Leasehold property

- Liaising with the landlords in respect of the surrender of the lease.
- Liaising with landlords regarding return of rental deposits.
- Liaising with Hilco regarding valuation of the leases.

Statutory

These activities involve complying with legislation including but not limited to; The IA86, The IR16, The Companies Act 2006, The Bribery Act 2010, the Money Laundering Regulations 2017, SIPs and Pension Regulations. These activities do not add any direct benefit to creditors, and they form part of the statutory obligations of the Liquidation.

- Preparation and delivery of all statutory documentation.
- Informing Companies House of the Liquidation.
- Liaising with solicitors regarding appointment documentation.
- Internal discussions in relation to the timings of the appointment and preparing for the appointment.
- Dealing with statutory issues required under IA86, IR 2016 and the Statements of Insolvency Practice.

APPENDIX IV

JOINT LIQUIDATORS' TIME COSTS SUMMARY

A total of 100 hours were spent for the Reporting Period, at an average charge out rate of £368 bringing the total cost to £36,682.

A summary table is shown below:

	PARTNER / DIRECTOR		MANAGER		OTHER SENIOR PROFESSIONAL		TOTAL		AVERAGE RATE
	Hours	Cost (£)	Hours	Cost (£)	Hours	Cost (£)	Hours	Cost (£)	
Administration & Planning									
Case planning / monitoring	3.30	2,326.50	1.50	678.00	9.90	2,973.00	14.70	5,977.50	406.63
Cashiering	0.20	141.00	0.50	226.00	3.10	864.00	3.80	1,231.00	323.95
General administration	0.10	70.50	0.70	321.50	2.40	692.00	3.20	1,084.00	338.75
	3.60	2,538.00	2.70	1,225.50	15.40	4,529.00	21.70	8,292.50	382.14
Creditors									
Unsecured	2.10	1,480.50	2.00	856.00	7.75	1,807.75	11.85	4,144.25	349.73
	2.10	1,480.50	2.00	856.00	7.75	1,807.75	11.85	4,144.25	349.73
Investigations									
General investigation	-	-	0.80	336.00	7.60	1,889.50	8.40	2,225.50	264.94
D returns	0.80	564.00	3.50	1,470.00	7.00	1,715.00	11.30	3,749.00	331.77
Other investigation	1.80	1,269.00	1.10	502.00	4.10	1,365.75	7.00	3,136.75	448.11
	2.60	1,833.00	5.40	2,308.00	18.70	4,970.25	26.70	9,111.25	341.25
Realisation of Assets									
Sale of business / assets	-	-	0.40	184.00	0.50	122.50	0.90	306.50	340.56
Property - freehold and leasehold	-	-	-	-	0.90	220.50	0.90	220.50	245.00
Other assets	1.90	1,339.50	7.50	3,174.00	0.70	171.50	10.10	4,685.00	463.86
	1.90	1,339.50	7.90	3,358.00	2.10	514.50	11.90	5,212.00	437.98
Statutory									
Statutory paperwork / form completion	0.90	634.50	2.40	967.50	12.75	4,070.00	16.05	5,672.00	353.40
Filing documents with CH / Court	-	-	-	-	1.20	294.00	1.20	294.00	245.00
Reporting to creditors	0.20	141.00	1.10	462.00	6.00	1,852.50	7.30	2,455.50	336.37
	1.10	775.50	3.50	1,429.50	19.95	6,216.50	24.55	8,421.50	343.03
Trading									
Ongoing trading administration	-	-	-	-	3.00	1,500.00	3.00	1,500.00	500.00
	-	-	-	-	3.00	1,500.00	3.00	1,500.00	500.00
Total hours and cost	11.30	7,966.50	21.50	9,177.00	66.90	19,538.00	99.70	36,681.50	367.92

The above costs exclude VAT.