

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 0 2 2 3 7 8 3 8

Company name in full Jem Trading Limited

→ Filling in this form  
Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Timothy Frank

Surname Corfield

### 3 Liquidator's address

Building name/number 26/28 Goodall Street

Street Walsall

Post town West Midlands

County/Region

Postcode W S 1 1 Q L

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.

# LIQ03

## Notice of progress report in voluntary winding up

<b>6</b>	<b>Period of progress report</b>									
From date	<sup>d</sup> 0	<sup>d</sup> 3	<sup>m</sup> 0	<sup>m</sup> 4	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9		
To date	<sup>d</sup> 0	<sup>d</sup> 2	<sup>m</sup> 0	<sup>m</sup> 4	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0		
<b>7</b>	<b>Progress report</b>									
<input checked="" type="checkbox"/> The progress report is attached										
<b>8</b>	<b>Sign and date</b>									
Liquidator's signature	Signature 									
Signature date	<sup>d</sup> 0	<sup>d</sup> 9	<sup>m</sup> 0	<sup>m</sup> 2	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 1		

LIQ03

## Notice of progress report in voluntary winding up

**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 **Timothy Frank Corfield**

Company name **Griffin & King Insolvency**

Address **26/28 Goodall Street**

**Walsall**

Post town **West Midlands**

County/Region

Postcode **W S 1 1 Q L**

Country

DX

Telephone **01922 722205**

**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.

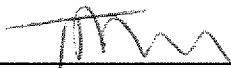
**Further information**

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.gov.uk/companieshouse)**

**Jem Trading Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

Declaration of Solvency £		From 03/04/2019 To 02/04/2020 £	From 03/04/2019 To 02/04/2020 £
	<b>ASSET REALISATIONS</b>		
	Bank Interest Gross	0.33	0.33
472,000.00	Director's Loan Account	472,000.00	472,000.00
100.00	Shares in PIL	100.00	100.00
	Third-Party Funds	1,364.76	1,364.76
1,648.00	VAT Refund	1,362.36	1,362.36
		<u>474,827.45</u>	<u>474,827.45</u>
	<b>COST OF REALISATIONS</b>		
	Liquidators Fees	1,137.30	1,137.30
		<u>(1,137.30)</u>	<u>(1,137.30)</u>
	<b>DISTRIBUTIONS</b>		
(115.00)	Ord. S/holders - £4,105.22 per share	472,100.00	472,100.00
		<u>(472,100.00)</u>	<u>(472,100.00)</u>
<b>473,633.00</b>		<b><u>1,590.15</u></b>	<b><u>1,590.15</u></b>
	<b>REPRESENTED BY</b>		
	Fixed Current A/c		1,590.15
			<b><u>1,590.15</u></b>

  
 Timothy Frank Corfield  
 Liquidator

**Jem Trading Limited**  
**In Members' Voluntary Liquidation**

**Liquidator's Annual Progress Report to the Company Members'**  
**Pursuant to Section 92A of the Insolvency Act 1986 and in accordance Rule 18.3 of the**  
**Insolvency (England and Wales) Rules 2016**

**Prescribed Period for Report**

I was appointed Liquidator of the above named company by the Member(s) on 3 April 2019, which is a solvent liquidation. This report is to provide details of the progress of the administration of the winding-up.

The prescribed period for which the Liquidator must produce a progress report is the period of 1 year commencing on date on which the Liquidator was appointed, and every subsequent period of 1 year. In this case the Liquidator's report covers the year from appointment on 3 April 2019 to 2 April 2020.

**Statutory Information**

Company Name	Jem Trading Limited
Former Company Name(s)	None
Trading Name(s)	Jem Trading Limited
Company Number	02237838
Date of Incorporation	30 March 1988
Former Registered Office	Unit 8, The Courtyard, Goldsmith Way, Eliot Business Park, Nuneaton, CV10 7RJ
Former Trading Address	Unit 8, The Courtyard, Goldsmith Way, Eliot Business Park, Nuneaton, CV10 7RJ
Current Registered Office	26/28 Goodall Street, Walsall, West Midlands, WS1 1QL
Name of Liquidator	Timothy Frank Corfield
Address of Liquidator	Griffin & King, 26/28 Goodall Street, Walsall, West Midlands WS1 1QL
IP Number	8202
Date of Appointment of Liquidator	3 April 2019
Appointed by	Company Members
Change(s) in Liquidator	None

**Liquidator's Abstract of Receipts & Payments Account**

An abstract of the Liquidator's receipts and payments account for the period 3 April 2019 to 2 April 2020 is attached at Appendix A.

**Progress During the Period Covered by this Report**

**Asset realisations**

Mr I Pattinson Director's Loan Account – Estimated to realise £472,000 as per the Director's Declaration of Solvency

The Liquidator has effectively realised the sum of £472,000.00 from Mr I Pattinson in two tranches, one of £400,000.00 which was realised on 5 April 2019 and the other of £72,000.00 which was realised on 5 March 2020. £400,000 was transferred by means of a distribution in specie to the shareholders, Mr I Pattinson, Mrs. K A Pattinson and Dr F E Pattinson on 3 April 2019, while a further £72,000.00 was transferred to the shareholders by means of a final distribution in specie on 5 March 2020.

Shares in PIL Limited – Estimated to realise £100.00 as per the Director's Declaration of Solvency

The Liquidator has effectively realised the sum of £100.00 which was transferred by means of a distribution in specie to the shareholder, Dr F E Pattinson on 5 March 2019.

**VAT Refund – Estimated to realise £1,648.00 as per the Director's Declaration of Solvency**

A pre-liquidation VAT refund of £1,362.36 was received from H M Revenue and Customs on 13 February 2020. Although this was £285.64 less than was shown on the Director's sworn Declaration of Solvency, this difference is not material and it does not affect the solvency of the company.

Third-party funds of £1,364.76 were provided by Mr I Pattinson's former firm Pattinson's Insolvency, to meet the costs of the liquidation

Gross bank interest of £0.33 has been received during this reporting period on funds held in the liquidation bank account.

These are all itemised within the Liquidator's abstract of receipts & payments attached at Appendix A.

There are no assets that remain to be realised and no other assets that have proven to be unrealisable.

**Compliance with the Declaration of Solvency**

As all proven creditors have been paid in full or reserved for, including statutory interest, within the period of 12 months as stated on the Director's sworn Declaration of Solvency (the Company is not insolvent), there is no requirement for the Liquidator to convene a meeting of creditors under Section 95 of the Insolvency Act 1986.

There are no funds payable to the Insolvency Services Account in respect of unclaimed dividends payable to creditors or other unclaimed dividends in the winding-up.

**Transactions with Connected Parties**

There are no connected party transactions to disclose.

**Prescribed Part for Unsecured Debts**

With effect from 15<sup>th</sup> September 2003, where a floating charge has been created after this date, an element of the company's net property is available for the satisfaction of unsecured debts ("the prescribed part") under Section 176A of the Insolvency Act 1986 (as introduced by the Enterprise Act 2002). In this case there is no floating charge and therefore Section 176A of the Insolvency Act 1986 does not apply.

A Legal Charge was created on 24 May 1990 over the property situated at 90 & 92 King Edward Road, Nuneaton, Warwickshire, CV11 4BB but this charge was satisfied on 9 April 2019.

**Creditors and Dividend Payments to Creditors**

The company had no known creditors as at the date of winding-up and during our administration of the winding-up, no creditors have been identified.

VAT and PAYE tax clearances were received from H M Revenue and Customs on 4 February 2020 and Corporation tax clearance was received on 30 March 2020.

An input VAT reclaim of £227.46 was submitted to H M Revenue and Customs on 31 October 2019 and this claim was paid on 10 February 2020.

The Liquidator has undertaken to finalise the pre-liquidation tax affairs of the company. This has not resulted in any residual amounts becoming payable to H M Revenue & Customs in respect of Corporation Tax.

The last date for creditors to prove their claims was advertised in the London Gazette as 7 June 2019 and no claims were received by this date and therefore no claims are pending or unresolved either actual or contingent.

A summary of the creditors of the company is shown below:-

	<b>Proven Creditor Claims</b>	<b>Paid to Creditors</b>
	£	£
<b>Preferential Creditors</b>	Nil	Nil
<b>Non-Preferential Unsecured Creditors</b>	Nil	Nil
<b>Statutory interest @ 8% pa</b>	Nil	Nil

### **Company Members and Distributions to Members**

The company has issued share capital of 115 ordinary shares of £1 each. All of the shares have rights to capital distributions under the company's constitution.

Two distributions to date totalling £472,100.00, which were solely distributions in specie, were made to the three shareholders on 5 April 2019 and 5 March 2020. This was a capital distribution per share of £4,015.22.

It will be noted that the majority of the capital distributions in specie was made up of Mr I F Pattinson's Director's loan account and that while he was the only Director of the company, distributions of part of his Director's loan account were made to the other two shareholders, Mrs K A Pattinson and Dr F E Pattinson who were not Directors of the company. Consent to receive these distributions was obtained in advance from Mrs K A Pattinson and Dr F E Pattinson. Mr I Pattinson and Mrs K A Pattinson also consented to the shares in PIL Limited being distributed to Dr F E Pattinson in their entirety.

A summary of the distributions made during the period of this report to the shareholders of the company is shown below:

	<b>Amount Distributed (£)</b>	<b>Date</b>	<b>Amount Per Class of Share (£)</b>
115 ordinary £1 shares	400,100.00	05.04.19	3,479.13
115 ordinary £1 shares	72,000.00	05.03.20	626.09
<b>Totals</b>	<b>472,100.00</b>		<b>4,105.22</b>

### **Professional Advisers**

The Liquidator has not used any professional advisers during this reporting period.

### **Other Costs**

All costs are itemised within the Liquidator's abstract of receipts & payments attached at Appendix A.

### **Payments made to the Liquidator other than out of the assets of the liquidation**

£1,364.76 was paid into the company's former bank account with Barclays Bank Plc by Mr Pattinson's former firm, Pattinsons Insolvency, on March 15 2019 prior to the liquidation to cover the costs of the liquidation. Liquidator's remuneration of £1,137.30 plus VAT was billed against these funds on 25 April 2019, although the total agreed fee is £2,500.00 plus VAT with agreed disbursements of £910.60 plus VAT. No disbursements have yet been billed. Funds of £1,590.15 were held in the liquidation account as at the end of this reporting period. However, these funds are insufficient to settle the balance which is due of the Liquidator's remuneration of £1,362.70 plus VAT and the Liquidator's outstanding disbursements of £910.60 plus VAT, and it is therefore anticipated that the Liquidator will have to call on the shareholders under the terms of their indemnities to provide sufficient funds in order to meet these outstanding costs.

**Basis of Remuneration**

At the meeting of shareholders held on 3 April 2019 a resolution was passed that the pre-liquidation costs and the Liquidator's remuneration for dealing with the matters arising in the liquidation will be based on a fixed fee in accordance with Rule 18.19 of the Insolvency (England & Wales) Rules 2016) in the sum of £2,500.00 plus VAT and estimated disbursements of £910.60 plus VAT.

**Statement of Remuneration**

During this reporting period the Liquidator has remuneration time costs totalling £10,255.50, against which no remuneration has been drawn from the assets of the company by the Liquidator.

At the meeting of members held on 3 April 2019 members resolved to approve the hourly charge-out rates of the Liquidator. In common with other professional firms, these rates are subject to periodic review. An explanatory schedule detailing the scale rates charged for each grade of staff employed in the administration of an insolvency case is attached at Appendix B.

A detailed analysis of the remuneration charged by the Liquidator during the period of this report is enclosed at Appendix C. In summary (as outlined in the table below), a total of 40.45 hours have been spent working on the Liquidation at a cost of £10,255.50, resulting in an average cost per hour of £253.54. Liquidator's remuneration of £1,137.30 plus VAT has been met from third-party funds in respect of these costs during this reporting period.

<b>Liquidator's Time Costs</b>	<b>Remuneration Drawn</b>	<b>Amount Outstanding</b>	<b>Total Hours</b>	<b>Average Rate Per Hour</b>
£	£	£		£
£10,255.50	£1,137.30	£9,118.20	40.45	253.54

As it is anticipated that a further £1,362.70 plus VAT will be billed in due course in respect of Liquidator's remuneration, outstanding Liquidator's time costs of £7,755.50 will be written off and not recovered.

A Guide to Liquidator's fees is available at [www.icaew.com/en/technical/insolvency/members-guides](http://www.icaew.com/en/technical/insolvency/members-guides). If you do not have access to online services, a copy can be provided upon request.

**Statement of Expenses*****a) Category 1 Disbursements & Expenses***

Members' approval is not required for necessary external disbursements or expenses (category 1). The following category 1 disbursements have been incurred in the liquidation.

<b>Period</b>	<b>To Whom Paid</b>	<b>Nature of Disbursement/Expense</b>	<b>£</b>
03/04/2019 to 02/04/2020	Total for period (plus VAT where appropriate)		870.60
03/04/2019 to 02/04/2020	Marsh Ltd	Premium for Insolvency Practitioners Specific Bond required under insolvency regulations	610.00
03/04/2019 to 02/04/2020	Courts Advertising Ltd.	Statutory advertising required under insolvency legislation (3 adverts in London Gazette)	240.60
03/04/2019 to 02/04/2020	RBS Plc	Bank charges	20.00
<b>TOTAL</b>			<b>870.60</b>

***b) Category 2 Disbursements & Expenses***

Members' approval is required for internal disbursements or expenses (category 2) where the cost (or an allocation of cost) is in respect of services provided by the Liquidator or his firm. An explanatory schedule detailing the basis of calculation for costs is attached at Appendix B.



At the meeting of members held on 3 April 2019 members resolved to approve the Liquidator's expenses and disbursements, including the schedule of the explanation of the basis of the calculation of costs.

The following category 2 disbursements have been incurred in the liquidation.

<b>Period</b>	<b>To Whom Paid</b>	<b>Nature of Disbursement/Expense</b>	<b>£</b>
03/04/2019 to 02/04/2020	Total for period (plus VAT where appropriate)		40.00
03/04/2019 to 02/04/2020	Griffin & King	Photocopying: As per Appendix B	17.00
03/04/2019 to 02/04/2020	Griffin & King	Postage: As per Appendix B	10.00
03/04/2019 to 02/04/2020	Griffin & King	Letterheads: As per Appendix B	1.13
03/04/2019 to 02/04/2020	Griffin & King	A4 window envelopes: As per Appendix B	2.32
03/04/2019 to 02/04/2020	Griffin & King	Record storage boxes (1 box @ £4.55 per box)	4.55
03/04/2019 to 02/04/2020	Goodall Management Limited (a company in which Mr Corfield is a director and shareholder).	First year storage charge (1 box @ £5.00 per box p.a.)	5.00
<b>TOTAL</b>			<b>40.00</b>

No Category 1 or Category 2 disbursements have yet been drawn.

#### **Members' Right to Request Further Information about the Liquidator's Remuneration and Expenses and to Challenge the Liquidator's Remuneration and Expenses**

Under Rule 18.9 of the Insolvency (England & Wales) 2016 Members have a right to request further information about the Liquidator's remuneration and expenses. Under Rule 18.34 of the Insolvency (England & Wales) Rules 2016 Members have the right to challenge said remuneration and expenses on the grounds that it is or are, in all the circumstances, excessive or inappropriate.

The relevant conditions and time limits are laid out within the Rules which are attached at Appendix D.

#### **Other Relevant Information**

It has been necessary to keep the case open because of the following reasons:

- Raise invoices to shareholders for balance of outstanding Liquidator's remuneration and disbursements or obtain sufficient funds from them into the liquidation under the terms of their indemnities in order to meet these costs
- Obtain sufficient further funds from the shareholders in order to meet Pattinsons Accountancy Limited's future costs
- Instruct Pattinsons Accountancy Limited to complete and file CT600 Corporation Tax returns with H M Revenue and Customs for the periods from 02.04.20 onwards
- Pay Pattinsons Accountancy Limited for work done on post-appointment CT600 return(s)
- Reconcile bank account
- Complete MVL final distribution checklist
- Prepare and issue Liquidator's proposed final report on 8 weeks' notice for Liquidator's release from office

Jem Trading Limited – Liquidator's Progress Report

If any member requires further explanation on any aspect of this report they should telephone Mr Paul Johns who will be able to deal with such enquiries.

A handwritten signature in black ink, appearing to read 'T F Corfield', with a horizontal line underneath.

T F Corfield - Liquidator

Dated: 9 February 2021

**Jem Trading Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

Declaration of Solvency £		From 03/04/2019 To 02/04/2020 £	From 03/04/2019 To 02/04/2020 £
	ASSET REALISATIONS		
	Bank Interest Gross	0.33	0.33
472,000.00	Director's Loan Account	472,000.00	472,000.00
100.00	Shares in PIL	100.00	100.00
	Third-Party Funds	1,364.76	1,364.76
1,648.00	VAT Refund	1,362.36	1,362.36
		<u>474,827.45</u>	<u>474,827.45</u>
	COST OF REALISATIONS		
	Liquidators Fees	1,137.30	1,137.30
		<u>(1,137.30)</u>	<u>(1,137.30)</u>
	DISTRIBUTIONS		
(115.00)	Ord. S/holders - £4,105.22 per share	472,100.00	472,100.00
		<u>(472,100.00)</u>	<u>(472,100.00)</u>
<u>473,633.00</u>		<u>1,590.15</u>	<u>1,590.15</u>
	REPRESENTED BY		
	Fixed Current A/c		1,590.15
			<u>1,590.15</u>



Timothy Frank Corfield  
Liquidator

**GRIFFIN & KING****CHARGE OUT RATES PER HOUR**

<b>Grade</b>	<b>£ 2019</b>	<b>£ 2020</b>
Insolvency Practitioner	395	395
Managers	285 to 345	285 to 345
Senior Case Administrators	175 to 260	175 to 260
Administrators & Junior Administrators	135 to 160	135 to 160
Junior Staff	85 to 135	85 to 135

Matters of particular complexity requiring responsibility of an exceptional kind will be dealt with by the Appointee personally or his senior staff. Where possible and in order to maximise cost effectiveness of the work performed the routine administration of the case is carried out by administrators and junior staff under the supervision of senior staff and/or the Appointee.

All charge-out rates are subject to periodic review. Any material amendments to charge-out rates shall be advised to Creditors (or the liquidation committee) in subsequent statutory reports. Time is charged by individual staff to the category of work undertaken, in units of 6 minutes (being 0.10 of an hour).

Charges in relation to secretarial support are accounted for as an overhead cost of the firm and not charged separately to the case.

**EXPENSES AND DISBURSEMENTS**

Creditors' approval is not required for necessary external disbursements (Category 1) paid to independent third parties. Such disbursements shall be disclosed to Creditors during the course of reporting in the administration.

Creditors' approval is required for internal disbursements (Category 2) where the cost (or an allocation of cost) is in respect of services provided by the Liquidator or his firm. Additionally, where cost is paid to an outside party in which the Liquidator or his firm (or any associate) has an interest.

Detailed below are the disbursements that may be charged to the case from time to time, together with the cost and the basis of calculation to the cost.

<b><u>Disbursement</u></b>	<b><u>Cost</u></b>	<b><u>Basis of Calculation of Cost</u></b>
Photocopying for all circulars to Creditors	4 pence per copy.	This is the actual cost of a sheet of white copying paper at 0.004 pence and the actual cost per use of the copier of 0.035 pence.
Postage for all circulars to Creditors	The cost is dependent on the weight of the circular.	This is the actual cost of the postage charged by the Royal Mail (or equivalent service) for 1 <sup>st</sup> or 2 <sup>nd</sup> class postage according to the size & weight of the circular.
Envelopes for all circulars to Creditors	7.25 pence per A4 window envelope.	This is the actual cost an envelope used.
Letterheads for all circulars to Creditors	3.05 pence per letterhead.	This is the actual cost of a letterhead used.
Companies House search information	The cost is dependent on the quantity of documents required or available.	This is the actual cost of the document download service provided by Companies House.
Meeting Room Hire for all formally convened Creditor meetings.	£65 for each meeting.	This is the actual cost of hiring the meeting room facilities or if held at our offices in Walsall, as levied by the managing agents of the building; Goodall Management Limited (a company in which Mr Corfield is a director and shareholder). The amount charged is in line with the cost of alternative external provision.
Mileage	40 pence per mile	This is the cost reimbursed to staff of Griffin & King for the cost of petrol and the use of their own vehicle for business purposes.
Archive storage boxes for all company books & records.	£4.55 per archive record storage box required.	This is the actual cost of each archive storage box.
Storage for all the archive storage boxes of books & records.	£5 per annum per archive box.	This is the actual invoice cost for storage per archive box at 26/28 Goodall Street, Walsall, West Midlands WS1 1QL (or other storage facilities), levied by Goodall Management Limited (a company in which Mr Corfield is a director and shareholder). The amount charged is in line with the cost of alternative external provision.

# Time Entry - SIP9 Time & Cost Summary

JEM501 - Jem Trading Limited

Project Code: POST

From: 03/04/2019 To: 02/04/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Case Administrator	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration, Planning & Control	0.00	1.60	31.95	0.00	0.00	33.55	8,530.50	254.26
Asset Realisation	0.00	0.00	0.30	0.00	0.00	0.30	75.00	250.00
Creditor Administration	0.00	0.00	1.00	0.00	0.00	1.00	250.00	250.00
Distribution Administration	0.00	0.00	5.60	0.00	0.00	5.60	1,400.00	250.00
Employee Administration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Specific Case Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Hours</b>	<b>0.00</b>	<b>1.60</b>	<b>38.85</b>	<b>0.00</b>	<b>0.00</b>	<b>40.45</b>	<b>10,255.50</b>	<b>253.54</b>
<b>Total Fees Claimed</b>							<b>2,500.00</b>	
<b>Total Disbursements Claimed</b>							<b>0.00</b>	

## Appendix C (1)

### A brief explanation of the type of activity undertaken in each category or classification of work

Classification of Work	Type of Activity
Administration, planning & control	Administrative set-up, case strategy review, case reviews, maintenance of records, statutory responsibilities, annual and other reporting obligations, reviewing post received & sent, IP bonding arrangements, solvency reviews, dealing with directors & shareholders, dealing with Crown departments & submission of relevant returns, financial control & bank reconciliations, seeking legal or other advice as appropriate, authority clearances, final reporting & vacation of office.
Asset Realisation	Recovery of book debts, dealings with, director, accountant, bank & factors, enquiry into all assets & valuations, insurance & security arrangements, deal with lease/HP assets, auction, sale, retention of title on goods, dealings with landlord & lease, enquiry & recovery of directors loan account, goodwill, shares & other intangible assets. Recovery of antecedent transactions.
Creditor Administration	Scheduling & agreement of claims, correspondence with creditors, retention of title adjustments, dealings & reports to the creditors committee & dividend review.
Distribution Administration	Review & declaration of dividend to creditors and shareholders, circulation & reporting.
Employee Administration	Dealing with, and assisting employee's, relevant returns, P45's, pension matters, submission of claims to the National Insurance Fund (RPO), review RPO claim & employee residual claim.
Investigations	Review of directors' conduct, scrutiny of books & records and accounts, reporting obligations to the Insolvency Service, dealings with directors & other reporting parties, identification of antecedent transactions, breaches of the Insolvency Act, Companies Act or other legislative requirements.
Specific Case Matters	Work of an exceptional or detailed nature requiring specific allocation of time for reporting purposes.
Trading	Management of trading operation, accounting for trading & on-going employee issues.

**Creditors' and members' requests for further information in administration, winding up and bankruptcy**

**18.9.—**(1) The following may make a written request to the office-holder for further information about remuneration or expenses (other than pre-administration costs in an administration) set out in a progress report under rule 18.4(1)(b), (c) or (d) or a final report under rule 18.14—

- (a) a secured creditor;
- (b) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question);
- (c) members of the company in a members' voluntary winding up with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the company;
- (d) any unsecured creditor with the permission of the court; or

(e) any member of the company in a members' voluntary winding up with the permission of the court.

(2) A request, or an application to the court for permission, by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one member or creditor.

(3) The office-holder must, within 14 days of receipt of such a request respond to the person or persons who requested the information by—

- (a) providing all of the information requested;
- (b) providing some of the information requested; or
- (c) declining to provide the information requested.

(4) The office-holder may respond by providing only some of the information requested or decline to provide the information if—

- (a) the time or cost of preparation of the information would be excessive; or
- (b) disclosure of the information would be prejudicial to the conduct of the proceedings;
- (c) disclosure of the information might reasonably be expected to lead to violence against any person; or
- (d) the office-holder is subject to an obligation of confidentiality in relation to the information.

(5) An office-holder who does not provide all the information or declines to provide the information must inform the person or persons who requested the information of the reasons for so doing.

(6) A creditor, and a member of the company in a members' voluntary winding up, who need not be the same as the creditor or members who requested the information, may apply to the court within 21 days of—

- (a) the office-holder giving reasons for not providing all of the information requested; or
- (b) the expiry of the 14 days within which an office-holder must respond to a request.

(7) The court may make such order as it thinks just on an application under paragraph (6).

**Remuneration and expenses: application to court by a creditor or member on grounds that remuneration or expenses are excessive**

**18.34.**—(1) This rule applies to an application in an administration, a winding-up or a bankruptcy made by a person mentioned in paragraph (2) on the grounds that—

- (a) the remuneration charged by the office-holder is in all the circumstances excessive;
- (b) the basis fixed for the office-holder's remuneration under rules 18.16, 18.18, 18.19, 18.20 and 18.21 (as applicable) is inappropriate; or
- (c) the expenses incurred by the office-holder are in all the circumstances excessive.

(2) The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable—

- (a) a secured creditor,
- (b) an unsecured creditor with either—
  - (i) the concurrence of at least 10% in value of the unsecured creditors (including that creditor), or
  - (ii) the permission of the court, or
- (c) in a members' voluntary winding up—
  - (i) members of the company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the company, or
  - (ii) a member of the company with the permission of the court.

(3) The application by a creditor or member must be made no later than eight weeks after receipt by the applicant of the progress report under rule 18.3, or final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question ("the relevant report").