

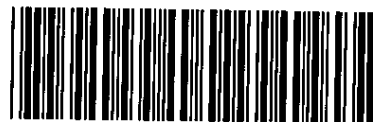
LIQ03

Notice of progress report in voluntary winding up



Companies House

TUESDAY



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A26

13/06/2017

#127

COMPANIES HOUSE

1 Company details

Company number 0 2 8 0 6 1 9 0

Company name in full Underwood Construction Limited

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

2 Liquidator's name

Full forename(s) Stephen

Surname Powell

3 Liquidator's address

Building name/number HJS Recovery (UK) Ltd

Street 12-14 Carlton Place

Post town Southampton

County/Region

Postcode S O 1 5 2 E A

Country England

4 Liquidator's name ①

Full forename(s) Gordon

Surname Johnston

① Other liquidator
Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number HJS Recovery (UK) Ltd

Street 12-14 Carlton Place

Post town Southampton

County/Region

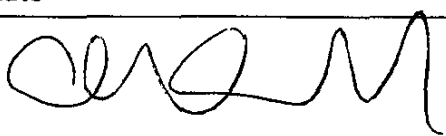
Postcode S O 1 5 2 E A

Country England

② Other liquidator
Use this section to tell us about
another liquidator.

LIQ03

Notice of progress report in voluntary winding up

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

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

Michael Hall

Company name

HJS Recovery (UK) Ltd

Address

12-14 Carlton Place

Post town

Southampton

County/Region

Postcode

S O 1 5 2 E A

Country

England

DX

Telephone

02380 234222



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

Underwood Construction Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

| Statement of Affairs £ | | From 10/04/2014 To 09/04/2017 £ | From 10/04/2014 To 09/04/2017 £ |
|------------------------------|--------------------------------------|---------------------------------------|---------------------------------------|
| | ASSET REALISATIONS | | |
| Uncertain | Book Debts | 37,069.37 | 37,069.37 |
| 509.50 | VAT Refund from Admin | 509.50 | 509.50 |
| 151,150.36 | Transfer of balance from Admin | 151,150.36 | 151,150.36 |
| | Bank Interest Gross | 81.25 | 81.25 |
| | | <u>188,810.48</u> | <u>188,810.48</u> |
| | COST OF REALISATIONS | | |
| | Administrators Fees | 576.75 | 576.75 |
| | Office Holders Fees | 62,350.25 | 62,350.25 |
| | Office Holders Expenses | 105.87 | 105.87 |
| | Agents Fees | 18,495.74 | 18,495.74 |
| | Legal Fees (1) | 1,000.00 | 1,000.00 |
| | Corporation Tax | 36.63 | 36.63 |
| | Accountants Fees | 100.00 | 100.00 |
| | Storage costs | 1,246.00 | 1,246.00 |
| | Statutory Advertising | 216.00 | 216.00 |
| | PAYE & NI | 7.79 | 7.79 |
| | Bank Charges | 59.08 | 59.08 |
| | Insolvency Service Unclaimed Dividen | 265.82 | 265.82 |
| | | <u>(84,459.93)</u> | <u>(84,459.93)</u> |
| | UNSECURED CREDITORS | | |
| | Trade & Expense Creditors | 90,447.24 | 90,447.24 |
| | Employees | 4,373.89 | 4,373.89 |
| | DE | 8,992.37 | 8,992.37 |
| | | <u>(103,813.50)</u> | <u>(103,813.50)</u> |
| 151,659.86 | | 537.05 | 537.05 |
| | REPRESENTED BY | | |
| | Bank 1 Current | | 27.05 |
| | Vat Control Account | | 510.00 |
| | | | 537.05 |

Liquidator's Annual Progress Report to Creditors & Members

**Underwood Construction Limited
- In Liquidation**

9 June 2017

UNDERWOOD CONSTRUCTION LIMITED - IN LIQUIDATION

CONTENTS

- 1** Introduction and Statutory Information
- 2** Progress of the Liquidation
- 3** Creditors
- 4** Liquidators' Remuneration
- 5** Creditors' Rights
- 6** Next Report

APPENDICES

- A** Receipts and Payments Account for the Period from 10 April 2016 to 9 April 2017 and a Cumulative Receipts and Payments Account for the Period 10 April 2014 to 9 April 2017
- B** Time Analysis for the Period from the 10 April 2016 to 9 April 2017
- C** Cumulative Time Analysis for the Period 10 April 2014 to 9 April 2017
- D** *Additional information in relation to Liquidator's Fees, Expenses & Disbursements*
- E** Details of the type of work conducted in the Liquidation

UNDERWOOD CONSTRUCTION LIMITED - IN LIQUIDATION

1 Introduction and Statutory Information

- 1.1 I, Stephen Powell of HJS Recovery (UK) Ltd, was appointed as Joint Liquidator of Underwood Construction Limited (the Company), together with my colleague Gordon Johnston, on 10 April 2014. This progress report covers the period from 10 April 2016 to 9 April 2017 (the Period) and should be read in conjunction with any previous progress reports which have been issued.
- 1.2 The principal trading address of the Company was West Barn, Old Dairy Lane, Norton, Chichester, West Sussex, PO20 3AF.
- 1.3 The registered office of the Company has been changed to 12/14 Carlton Place, Southampton, SO15 2EA and its registered number is 02806190.

2 Progress of the Liquidation

- 2.1 This section of the report provides creditors with an update on the progress made in the liquidation during the Period and previous Periods.
- 2.2 At Appendix A is a Receipts and Payments Account for the Period together with a cumulative Receipts and Payments Account for the period from the date of appointment to the end of the Period.
- 2.3 Attached at Appendix B is a time analysis outlining the time spent by the Liquidators and their staff during the period of this report together with a cumulative time analysis covering the period since appointment at Appendix C.
- 2.4 Further information about the basis of remuneration agreed in this case and the Liquidators' fees can be found in section 4 of this report.

Realisation of Assets

Book Debts and Retentions

- 2.5 As previously reported, Creditors will recall that Book debts and retentions in the Administration were estimated to realise £204,671 by the directors.
- 2.6 The Administrators instructed Leslie Keats, a firm of specialist quantity surveyors, to review and assist with the collection of books debts. Having reviewed the files Leslie Keats advised that the likely combined realisable value would be in the region of £40,000 and £105,000 depending on the level of counterclaims, disputes and defects.
- 2.7 As expected a number of the debts and retentions have proved irrecoverable.
- 2.8 Debts totalling £77,815 were recovered in the Administration and as per Appendix A, debts in the sum of £37,069 have been received in the Liquidation and no further recoveries are expected.

VAT Refund from Administration

- 2.9 Funds totalling £509.50 was received in the previous year representing a VAT refund in the Administration.

Transfer of balance from Administration

- 2.10 As previously reported, the sum of £151,150 was received representing funds held in the Administration bank account.

UNDERWOOD CONSTRUCTION LIMITED - IN LIQUIDATION

Bank Interest Gross

- 2.11 The sum of £81 has been received in respect of gross interest earned on the Liquidation bank account.

Creditors (claims and distributions)

- 2.12 Further information on the anticipated outcome for creditors in this case can be found at section 3 of this report. A Liquidator is not only required to deal with correspondence and claims from *unsecured creditors (which may include retention of title claims)*, but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.
- 2.13 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal.
- 2.14 The above work will not necessarily bring any financial benefit to creditors generally, however a Liquidator is required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Liquidator in dealing with those claims.
- 2.15 I have made two dividends to unsecured creditors in the course of the liquidation. There are a number of uncashed cheques which have been contacted in the year and a query which has now been resolved. The final uncashed cheques have been allocated to the Insolvency Service.

Investigations

- 2.16 You may recall from my first progress report to creditors that some of the work the Liquidator is required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 (CDDA 1986) and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidator can pursue for the benefit of creditors.
- 2.17 Our report on the conduct of the Directors of the Company to the Department for Business Innovation & Skills under the CDDA 1986 was submitted during the first year of the liquidation and is confidential.
- 2.18 Since our last progress report we would advise that no further asset realisations have come to light that may be pursued by us for the benefit of creditors.

3 Creditors

Secured Creditors & Preferential Creditors

- 3.1 There are no secured creditors in this matter. Creditors will recall that preferential claims in the sum of £15,138 and £8,807 from the Department for Business Innovation and Skills was agreed and paid in the Administration.

Unsecured Creditors

- 3.2 We have received claims totalling £1,395,428 from 210 creditors. We have yet to receive claims from 62 creditors whose debts total £231,504 as per the Company's statement of affairs.

UNDERWOOD CONSTRUCTION LIMITED - IN LIQUIDATION

3.3 Unsecured claims totalling £1,170,812 were approved and paid dividends of 8.14p in £ and 1p in £ respectively.

3.4 We would confirm that no further dividend to creditors will be made.

4 Liquidators' Remuneration

4.1 The Creditors approved that the basis of the Joint Liquidators' remuneration be fixed by reference to the time properly spent by them and their staff in managing the Liquidation. This approval was gained in the Administration and automatically transfers to the Liquidation. Outstanding time costs totalling £576.75 were drawn in respect of the Administration.

4.2 The time costs for the Period are £2,827.75. This represents 19.35 hours at an average rate of £146.14 per hour. Attached as Appendix B is a Time Analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by this firm in managing the liquidation. To date, fees of £62,350.25 have been drawn on account. Disbursements totalling £360.24 have been incurred, £216 and £105.87 have been drawn on account in respect of Statutory advertising and Liquidators' travel and subsistence.

4.3 Also attached as Appendix C is a cumulative Time Analysis for the period from 10 April 2014 to 9 April 2017. which provides details of my time costs since my appointment. The cumulative time costs incurred to date are £62,652 This represents 321.48 hours at an average rate of £194.89 per hour.

4.4 In considering the remaining work to be done in this liquidation, we currently anticipate that the time costs to complete the liquidation will be approximately £1,000. We will update creditors on this in our next progress report.

4.5 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from <http://www.hjsolutions.co.uk/recovery/publications/>

4.6 Attached as Appendix D is additional information in relation to the Liquidators' fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.

4.7 Appendix E lists the tasks undertaken by the Liquidators and their staff.

5 Creditors' Rights

5.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Liquidators provide further information about his remuneration or expenses which have been itemised in this progress report.

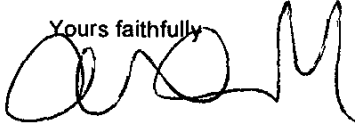
5.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidators, as set out in this progress report, are excessive.

UNDERWOOD CONSTRUCTION LIMITED - IN LIQUIDATION

6 Next Report

- 6.1 We are required to provide a further report on the progress of the liquidation within two months of the next anniversary of the liquidation, unless we have concluded matters prior to this, in which case we will write to all creditors with our final progress report ahead of convening the final meeting of creditors.

Yours faithfully

A handwritten signature in black ink, appearing to be 'SP', written over the typed name.

Stephen Powell FCCA MABRP
Joint Liquidator

**Underwood Construction Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments**

| Statement of Affairs £ | From 10/04/2016 To 09/04/2017 £ | From 10/04/2014 To 09/04/2017 £ |
|--------------------------------------|---------------------------------------|---------------------------------------|
| ASSET REALISATIONS | | |
| Uncertain | NIL | 37,069.37 |
| 509.50 | NIL | 509.50 |
| 151,150.36 | NIL | 151,150.36 |
| Bank Interest Gross | 0.65 | 81.25 |
| | 0.65 | 188,810.48 |
| COST OF REALISATIONS | | |
| Administrators Fees | NIL | 576.75 |
| Office Holders Fees | 2,550.00 | 62,350.25 |
| Office Holders Expenses | NIL | 105.87 |
| Agents Fees | NIL | 18,495.74 |
| Legal Fees (1) | NIL | 1,000.00 |
| Corporation Tax | NIL | 36.63 |
| Accountants Fees | NIL | 100.00 |
| Storage costs | NIL | 1,246.00 |
| Statutory Advertising | NIL | 216.00 |
| PAYE & NI | NIL | 7.79 |
| Bank Charges | 25.75 | 59.08 |
| Insolvency Service Unclaimed Dividen | 265.82 | 265.82 |
| | (2,841.57) | (84,459.93) |
| UNSECURED CREDITORS | | |
| Trade & Expense Creditors | (241.80) | 90,447.24 |
| Employees | (24.02) | 4,373.89 |
| DE | NIL | 8,992.37 |
| | 265.82 | (103,813.50) |
| 151,659.86 | (2,575.10) | 537.05 |
| REPRESENTED BY | | |
| Bank 1 Current | | 27.05 |
| Vat Control Account | | 510.00 |
| | | 537.05 |

TIME AND CHARGE OUT SUMMARIES DATED 10 APRIL 2016 TO 9 APRIL 2017

| Classification of work function | Hours | | | | | Time Cost | Average hourly rate |
|---|-------------------------|-------------------------|------------------|----------------------------|--------------|------------------|---------------------|
| | Insolvency Practitioner | Manager/ Senior Manager | Supervisor | Assistants & Support Staff | Total Hours | | |
| Administration, Planning & Statutory Duties | 0.75 | 0.20 | 4.80 | 4.35 | 10.10 | £1,493.50 | £147.87 |
| Realisations of assets | 0.00 | 0.00 | 0.25 | 2.50 | 2.75 | £231.25 | £84.09 |
| Creditors | 0.00 | 2.00 | 0.00 | 0.00 | 2.00 | £400.00 | £200.00 |
| Distributions | 0.00 | 1.00 | 1.50 | 1.25 | 3.75 | £571.25 | £152.33 |
| Tax reviews | 0.20 | 0.00 | 0.00 | 0.55 | 0.75 | £131.75 | £175.67 |
| Total Hours | 0.95 | 3.20 | 6.55 | 8.65 | 19.35 | - | - |
| Total Costs | £332.50 | £640.00 | £1,146.25 | £709.00 | - | £2,827.75 | £146.14 |
| Current Chargeout rates | £350 | £200 - £275 | £150 - £175 | £50 - £125 | | | |
| Previous Chargeout rates | £275 - £500 | £150 - £200 | £125 | £50 - £105 | | | |

TIME AND CHARGE OUT SUMMARIES DATED 10 APRIL 2014 TO 9 APRIL 2017

| Hours | | | | | | | |
|---------------------------------|-------------------------|-------------------------|------------|----------------------------|-------------|-----------|---------------------|
| Classification of work function | Insolvency Practitioner | Manager/ Senior Manager | Supervisor | Assistants & Support Staff | Total Hours | Time Cost | Average hourly rate |

| | | | | | | | |
|--|------------------|---------------|------------------|------------------|--------------|-------------------|----------------|
| Case strategy | 0.50 | 0.00 | 2.50 | 0.00 | 3.00 | £612.50 | 204.17 |
| Administrative set-up | 0.00 | 0.00 | 1.00 | 0.50 | 1.50 | £220.00 | 146.67 |
| Appointment notifications | 0.50 | 0.00 | 5.20 | 0.00 | 5.70 | £1,085.00 | 190.35 |
| Maintenance of records | 2.00 | 0.20 | 4.10 | 8.11 | 14.41 | £2,048.75 | 142.18 |
| Case review | 1.75 | 0.00 | 6.50 | 0.00 | 8.25 | £1,750.00 | 212.12 |
| Statutory reporting | 0.5 | 0.00 | 11.80 | 6.40 | 18.70 | £2,720.00 | 145.45 |
| Bordereau | 0.00 | 0.00 | 0.00 | 0.08 | 0.08 | £7.50 | 93.75 |
| Cashiering duties | 0.00 | 0.00 | 0.00 | 15.30 | 15.30 | £1,378.50 | 90.10 |
| Meetings and discussions with Directors | 2.50 | 0.00 | 0.40 | 0.00 | 2.90 | £945.00 | 325.86 |
| Administration, Planning & Statutory Duties Total Time | 7.75 | 0.20 | 31.50 | 30.39 | 69.84 | - | - |
| Administration, Planning & Statutory Duties Total Costs | £2,712.50 | £40.00 | £5,482.50 | £2,532.25 | - | £10,767.25 | £154.17 |
| SIP2 review | 0.00 | 0.00 | 2.30 | 0.00 | 2.30 | £402.50 | 175.00 |
| CDDA reports | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | £0.00 | 0.00 |
| Investigating anecdotal transactions | 4.75 | 0.00 | 0.80 | 0.00 | 5.55 | £1,802.50 | 324.77 |
| Investigations Total Time | 4.75 | 0.00 | 3.10 | 0.00 | 7.85 | - | - |
| Investigations Total Costs | £1,662.50 | £0.00 | £542.50 | £0.00 | - | £2,205.00 | 280.89 |
| Identifying, securing, insuring assets | 0.00 | 0.00 | 1.10 | 0.00 | 1.10 | £192.50 | 175.00 |
| Retention of title | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | £0.00 | 0.00 |
| Debt collection | 22.40 | 0.00 | 2.45 | 2.50 | 27.35 | £8,456.25 | 309.19 |

| | | | | | | | |
|--|--------------------------|-----------------------|--------------------------|-------------------------|----------------------|--------------------------|-----------------------|
| Property, business and asset sales | 3.00 | 0.00 | 3.60 | 0.00 | 6.60 | £1,680.00 | 254.55 |
| Realisations of assets Total Time | 25.40 | 0.00 | 7.15 | 2.50 | 35.05 | - | - |
| Realisations of assets Total Costs | £8,890.00 | £0.00 | £1,251.25 | £187.50 | - | £10,328.75 | £294.69 |
| Trading Total Costs | £0.00 | £0.00 | £0.00 | £0.00 | - | £0.00 | £0.00 |
| Communications with creditors | 9.00 | 0.00 | 19.00 | 2.50 | 30.50 | £6,600.00 | 216.39 |
| Creditors claims (employee & other pref creditors) | 0.00 | 0.00 | 0.20 | 0.50 | 0.70 | £75.00 | 107.14 |
| Creditors claims (unsecured) | 21.25 | 2.00 | 15.60 | 5.25 | 44.10 | £10,917.50 | 247.56 |
| Creditors Total Time | 30.25 | 2.00 | 34.80 | 8.25 | 75.30 | - | - |
| Creditors Total Costs | £10,587.50 | £400.00 | £5,937.50 | £667.50 | - | £17,592.50 | £233.63 |
| Dividend calculations (pref & unsecured) | 10.50 | 0.00 | 45.50 | 4.33 | 60.33 | £11,977.50 | 198.53 |
| Distributions (pref & unsecured) | 2.00 | 1.00 | 20.60 | 41.81 | 65.41 | £7,861.75 | 120.19 |
| Distributions Total Time | 12.50 | 1.00 | 66.10 | 46.14 | 125.74 | - | - |
| Distributions Total Costs | £4,375.00 | £200.00 | £11,517.50 | £3,746.75 | - | £19,839.25 | £157.78 |
| Tax reviews | 4.40 | 0.00 | 0.00 | 3.30 | 7.70 | £1,919.25 | 249.25 |
| Final tax clearance (pre-closure) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | £0.00 | 0.00 |
| Tax reviews Total Time | 4.40 | 0.00 | 0.00 | 3.30 | 7.70 | - | - |
| Tax reviews Total Cost | £1,540.00 | £0.00 | £0.00 | £379.25 | - | £1,919.25 | £249.25 |
| Total Hours | <u>85.05</u> | <u>3.20</u> | <u>142.65</u> | <u>90.58</u> | <u>321.48</u> | - | - |
| Total Costs | <u>£29,767.50</u> | <u>£640.00</u> | <u>£24,731.25</u> | <u>£7,513.25</u> | - | <u>£62,652.00</u> | <u>£194.89</u> |
| Current Chargeout rates | £350 | £200 - £275 | £150 - £175 | £50 - £125 | | | |
| Previous Chargeout rates | £275 - £500 | £150 - £200 | £125 | £50 - £105 | | | |

Additional Information in Relation to the Liquidators' Fees, Expenses & Disbursements

7 Staff Allocation and the Use of Sub-Contractors

- 7.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 7.2 The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.
- 7.3 We are not proposing to utilise the services of any sub-contractors in this case.

8 Professional Advisors

- 8.1 On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

| Name of Professional Advisor | Basis of Fee Arrangement |
|---|--------------------------|
| Treasury Accounting (tax advice re set off) | Agreed Fee |
| Leslie Keats (Debtor advice and recovery) | % realisations |
| Beeton Edwards Solicitors (legal advice) | Agreed Fee |

- 8.2 Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

9 Liquidators' Expenses & Disbursements

- 9.1 An analysis of the expenses paid to the date of this report, together with those incurred but not paid at the date of this report is provided below:

| | Paid in prior period £ | Paid in the period covered by this report £ | Incurred but not paid to date £ | Total anticipated cost £ |
|--|------------------------|---|---------------------------------|--------------------------|
| Agents' costs | 18,495.74 | Nil | Nil | 18,495.74 |
| Solicitors' costs | 1,000 | Nil | Nil | 1,000 |
| Accounts' Fees | 100 | Nil | Nil | 100 |
| Statutory advertising | 216 | Nil | Nil | 216 |
| External storage of books & records | 1,246 | Nil | Nil | 1,246 |
| Case related travel & subsistence (226 miles @ 45p plus parking) | 105.87 | Nil | Nil | 105.87 |

- 9.2 Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. These disbursements are included in the tables of expenses above.
- 9.3 Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage

UNDERWOOD CONSTRUCTION LIMITED - IN LIQUIDATION

or business mileage. Details of Category 2 disbursements charged by this firm (where appropriate) were provided at the time the Liquidator's fees were approved by creditors. Any Category 2 disbursements incurred are specifically highlighted in the tables of expenses above.

10 Charge-Out Rates

10.1 HJS Recovery's current charge-out rates effective from 31 May 2011 are detailed below. Please note this firm records its time in minimum units of 6 minutes.

10.2

| | (Per hour) £ |
|---|-----------------|
| Insolvency Practitioners | 350 |
| Senior Managers & Managers | 200-275 |
| Senior Managers & Managers | 150-175 |
| Administrators and Support Staff | 50-125 |
| Specialist departments within HJS accountants, such as Tax, VAT and Pensions, do sometimes charge a small number of hours to an assignment, should the Insolvency Partners require their expert advice. Their rates do vary however, the figures given below provide an indication of the rates charged per hour. | |
| Directors | 110-175 |
| Senior Managers & Managers | 82-120 |
| Supervisors | 42-70 |
| Administrators and Support Staff | 20-40 |

Please note that we reserve the right to amend these rates from time to time during the course of the assignment, however any material amendments to these rates will be advised to creditors in the next statutory report.

An indication of the tasks undertaken by the Joint Liquidators and their staff are detailed below:

Administration and Planning

- Statutory duties associated with the appointment including the filing of relevant notices;
- Notification of appointment to creditors and members
- Reviewing available information to determine appropriate strategy;
- Setting up case files;
- Setting up and maintaining bank accounts
- Progress reviews of the case
- Statutory reporting to creditors

Realisation of Assets

Please refer to section 2 of the report, but in summary the time spent includes

- Liaising with agents & solicitors
- Monitoring and chasing of deposits and deferred sale consideration
- Identifying, securing & insuring of assets
- Debt collection

Creditors

- Recording and maintaining the list of creditors;
- Meetings with creditors
- Recording creditor claims;
- Dealing with creditor queries;
- Reviewing and evaluating creditor claims and providing responses.

Investigations

- Corresponding with the former directors & management

UNDERWOOD CONSTRUCTION LIMITED - IN LIQUIDATION

- Recovery and schedule of the company's books and statutory records
- Conduct an analytical review of company records
- Review of questionnaires and comments provide by interested parties
- Questioning of directors and other key personnel;
- Completion of statutory report to the Department for Business, Innovation and Skills

Tax Reviews

- Completion of post-appointment VAT returns and Corporation Tax returns
- Review of post appointment tax matters

Distributions

- Calculate dividends due to preferential and unsecured creditors.
- Communications with creditors on queried claims
- Payment of dividends