

## Section 106

Return of Final Meeting in a  
Creditors' Voluntary Winding UpPursuant to Section 106 of the  
Insolvency Act 1986

To the Registrar of Companies

**S.106**

Company Number

02809793

Name of Company

L F H Brand Identity Consultants Ltd t/a Illuminating Brands

I/ We

Steven Leslie Smith, 72 London Road, St Albans, Hertfordshire, AL1 1NS

Peter John Godfrey-Evans, 72 London Road, St Albans, Hertfordshire, AL1 1NS

Note The copy account must be  
authenticated by the written  
signature(s) of the Liquidator(s)

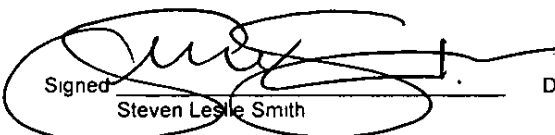
1 give notice that a general meeting of the company was duly ~~held on~~/summoned for 24 May 2016 pursuant to section 106 of the Insolvency Act 1986, for the purpose of having an account (of which a copy is attached) laid before it showing how the winding up of the company has been conducted, and the property of the company has been disposed of, and that ~~the same was done accordingly~~ / no quorum was present at the meeting,

2 give notice that a meeting of the creditors of the company was duly ~~held on~~/summoned for 24 May 2016 pursuant to Section 106 of the Insolvency Act 1986, for the purpose of having the said account laid before it showing how the winding up the company has been conducted and the property of the company has been disposed of and that ~~the same was done accordingly~~/no quorum was present at the meeting

The meeting was held at Fleet Place House, 2 Fleet Place, London, EC4M 7RF

The winding up covers the period from 20 April 2015 (opening of winding up) to the final meeting (close of winding up)

The outcome of any meeting (including any resolutions passed) was as follows

Signed   
Steven Leslie Smith

Date 24 May 2016

Mercer & Hole  
Fleet Place House  
2 Fleet Place  
London  
EC4M 7RF

Ref LFH50/SLS/PGE/TA/JB

SATURDAY



\*A57XEZ0G\*

A21

28/05/2016

#193

COMPANIES HOUSE

**L F H Brand Identity Consultants Ltd t/a Illuminating Brands**  
**(In Liquidation)**  
**Joint Liquidators' Abstract of Receipts & Payments**  
**From 20 April 2015 To 24 May 2016**

S of A £		£	£
	<b>SECURED ASSETS</b>		
NIL	Rent Deposit	NIL	
NIL	Intellectual Property - patent	NIL	NIL
	<b>ASSET REALISATIONS</b>		
Uncertain	s455 tax due on directors' loan a/c	9,773 16	
23,142 00	Fixtures, fittings and equipment	15,233 06	
71,608 00	Book Debts	65,758 45	
71,366 51	Surplus debtor collections held by RBS	71,366 51	
4,482 60	Cash held in M&H client account	4,482 60	
42,606 88	Cash at Bank	42,001 52	
	Bank Interest Gross	222 08	
			208,837 38
	<b>COST OF REALISATIONS</b>		
	Joint Liquidators' Fees	61,470 00	
	Joint Liquidators' Expenses	90 17	
	Companies House Searches	5 00	
	S98 fee	15,000 00	
	Agents/Valuers Fees (1)	3,239 50	
	Agents Commission	2,264 96	
	Legal Fees (1)	500 00	
	Specific Bonding	312 00	
	Storage Costs	227 46	
	Re-Direction of Mail	320 00	
	Statutory Advertising	423 00	
	Travel Costs	11 20	
	Insurance of Assets	174 90	
	Bank Charges	309 80	
			(84,347 99)
	<b>PREFERENTIAL CREDITORS</b>		
	HM Revenue & Customs	7,523 51	
(46,036 74)	Employee Arrears/Hol Pay	29,757 77	
			(37,281 28)
	<b>FLOATING CHARGE CREDITORS</b>		
(28,521 93)	Floating Charge Creditor	27,879 79	
			(27,879 79)
	<b>UNSECURED CREDITORS</b>		
(102,697 11)	Trade & Expense Creditors	20,453 76	
(210,568 86)	Employees	1,963 35	
(19,972 00)	HMRC - PAYE/NIC	5,078 75	
(23,488 00)	HMRC - VAT	586 25	
(24,950 78)	Landlord	31,217 41	
	HMRC - Tax on employee claims	28 80	
			(59,328 32)
	<b>DISTRIBUTIONS</b>		
(120 00)	Ordinary Shareholders	NIL	NIL

**L F H Brand Identity Consultants Ltd t/a Illuminating Brands  
(In Liquidation)  
Joint Liquidators' Abstract of Receipts & Payments  
From 20 April 2015 To 24 May 2016**


<b>S of A £</b>	<b>£</b>	<b>£</b>
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(243,149.43)

(0.00)

REPRESENTED BY

NIL



Steven Leslie Smith  
Joint Liquidator

**LFH BRAND IDENTITY CONSULTANTS LIMITED  
IN CREDITORS' VOLUNTARY LIQUIDATION**

**JOINT LIQUIDATORS' FINAL REPORT**

**20 APRIL 2015 TO 24 MAY 2016**

**STEVEN LESLIE SMITH AND PETER GODFREY-EVANS  
JOINT LIQUIDATORS**

**APPOINTED 20 APRIL 2015**

**merc**er&hole  
chartered accountants

**MERCER & HOLE  
FLEET PLACE HOUSE  
2 FLEET PLACE  
LONDON  
EC4M 7RF  
TEL: 020 7236 2601  
FAX: 020 7236 2629**

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## **1 Statutory Information**

Name	LFH Brand Identity Consultants Limited ("the Company")
Company Registered No	02809793
Registered Office	c/o Mercer & Hole, 72 London Road, St Albans, AL1 1NS
Trading address	1 <sup>st</sup> Floor, 203 Eversholt Street, London, NW1 1BU
Date of Appointment	20 April 2015
Joint Liquidators	Steven Leslie Smith and Peter Godfrey-Evans
Address	Mercer & Hole, 72 London Road, St Albans, Hertfordshire, AL1 1NS
Appointer	Members & Creditors

## **2 Account of the liquidation from 20 April 2015 to 24 May 2016**

- 2 1 This is the final report. The purpose of this report is to provide the creditors with an account of the progress of the liquidation for the period 20 April 2015 (date of appointment) to 24 May 2016.

## **3 Joint Liquidators' Receipts and Payments Account**

- 3 1 A summary of the Joint Liquidators' receipts and payments covering the period 20 April 2015 to 24 May 2016 is attached at Appendix A.

## **4 Assets**

### *Rent Deposit*

- 4 1 A rent deposit was held by the Company's landlord, which was secured by a rent deposit deed, dated 20 December 2007 and registered at Companies House on 22 December 2007. The original rent deposit paid by the Company was £156,300. This however had been diluted over the years through rent arrears and at the date of liquidation £38,457 was held by the landlord and included on the director's estimated statement of affairs. The landlord has a significant claim in the liquidation for arrears of rent and has deducted the rent deposit held from his claim.

### *Intellectual Property*

- 4 2 The Company's accounts included a figure of £76,161 in respect of intellectual property. This related to a patent that had been held by the Company but had been challenged by two very large organisations, resulting in the Company losing the appeal and the patent. As such, there was no realisation made.

- S455 tax due on directors' loan account*
- 4 3 An amount of £7,613 was included on the estimated statement of affairs in respect of s455 tax that was due to be refunded by HM Revenue & Customs ("HMRC") on tax paid on an outstanding directors' loan account. An amount of £9,773 was received.
- Fixtures, fittings and equipment*
- 4 4 The estimated statement of affairs included fixtures, fittings and equipment with a book value of £23,059. This related to items including computer equipment, specialist printing and copying machines, televisions and office and miscellaneous furniture.
- 4 5 We instructed Langley King, auctioneers and valuers, to seek purchasers for the Company's fixtures, fittings and equipment. The initial valuation received from Langley King suggested that these assets would achieve in the region of £23,142 in a forced sale situation. This included digital print equipment, being a Kodak Colour Approval & Laminator (the "Laminator"), which had been valued at £12,000. This piece of equipment was extremely large and when it was initially installed into the property it was necessary to remove a window and use a crane. As such, it was not going to be possible to remove this without the landlord's consent to removing the window and also getting permission of the Local Authority to use a crane. In addition, due to the specialist nature of the Laminator it was uncertain what, if any, interest would be received.
- 4 6 Enquiries were made with the landlord as to whether permission would be granted to take out a window to remove the Laminator and Langley King made enquiries with potential interested parties as to whether they wished to make an offer for the Laminator. However, due to the lack of interest and the landlord potentially looking to charge the Liquidators rent whilst the kit remained in the property, it was considered that it was going to cost the liquidation estate money without the prospect that a purchaser would be found. The decision was therefore made to formally disclaim the Laminator, which was served on the landlord on 11 May 2015.
- 4 7 In respect of the furniture, equipment and miscellaneous items the advice from Langley King was that they were likely to realise more if they remained in situ. As such, Langley King made enquiries with their contacts and also placed many of the items on to online auctions in an attempt to seek purchasers for the goods. In addition, some of the former employees made offers for the computer equipment they had used. This led to total realisations of £15,233.
- 4 8 In addition to the Laminator, it was not possible to obtain a purchaser for certain items that were held on hire purchase with Lombard. It was decided therefore to return the equipment to Lombard.
- Book Debts and surplus debtor collections held by RBSIF*
- 4 9 The Company had entered into an invoice discounting agreement with RBS Invoice Finance Limited ("RBSIF") on 1 August 2007. This was supported by fixed and floating charges dated 1 August 2007 and registered at Companies House on 3 August 2007. When the Company ceased to trade on 27 March 2015, there were outstanding book debts of £238,701 and an amount due to RBSIF of £151,973, leaving a balance of £86,728 available for the Company.

- 4 10 Following the Company ceasing to trade, and with the assistance of Mercer & Hole, the director arranged for all un-invoiced work to be invoiced to customers. This resulted in further invoices of £57,940 being raised, which were not assigned to RBSIF.
- 4 11 Arrangements were also made for settlement agreements to be entered into between the Company and customers, confirming that on receipt of full payment from the customers, title of the un-invoiced work would transfer to them. Steps were also taken to collect in as much of the debtor balance prior to liquidation.
- 4 12 A reconciliation of the debtor position was completed following liquidation, which showed that the total amount outstanding was £144,668, of which £71,367 had been paid and was held by RBSIF. We contacted RBSIF to make arrangements for the funds to be transferred to the liquidation bank account and to ascertain whether they would be deducting any termination costs that they would be entitled to under the invoice discounting agreement. We highlighted to RBSIF the work that had been carried out by us and the director to ensure that their exposure was covered as quickly as possible following the Company ceasing to trade. This was acknowledged by RBSIF and they agreed not to deduct any termination costs in the circumstances.
- 4 13 We continued to review the Company's online account with RBSIF to monitor the receipt of funds being paid by debtors, who continued to make payment into the RBSIF account. Further arrangements were made with RBSIF for these residual funds to be paid into the liquidation bank account.
- 4 14 On monitoring the online account, it became apparent that one debtor, for £37,896, had not paid in the ordinary course of business and in accordance with the settlement agreement they had signed. We contacted this debtor to chase for payment of the outstanding amount, who advised that they had sent a cheque to RBSIF. We made enquiries with RBSIF who confirmed that the cheque had not been received. This was advised to the debtor, who arranged for the initial cheque to be cancelled and a second cheque to be forwarded directly to us. This cheque was duly received.
- 4 15 There remains a balance due from one debtor, which we have been unable to realise. Unfortunately, we did not have the required documentation to be able to pursue this debt. Therefore, the remaining balance of £7,543 will be uncollectable.

*Cash at Bank*

- 4 16 The statement of affairs listed cash at bank of £42,607. Following liquidation, we wrote to the Company's bankers, Royal Bank of Scotland ("RBS"), to request that the funds held in the Company's bank account be transferred to the liquidation bank account. We were advised by RBS that the actual amount held was £42,001.52.
- 4 17 The Company had granted fixed and floating charges in favour of RBS, created on 10 July 2007 and registered at Companies House on 17 July 2007. At the date of liquidation there were two amounts due to RBS for two loans. Before accounting to us for the funds held, RBS deducted the amounts it was owed totalling £27,879.79.



- 4 18 Following appointment, we instructed Machins Solicitors LLP to complete a review of the RBS charges to check the validity of the same. The advice received was that the charges were valid and, as such, we did not dispute RBS making these deductions.

*Cash held in M&H Client account*

- 4 19 Prior to liquidation, the Company had transferred funds into Mercer & Hole's client account. These funds were duly transferred to the liquidation bank account following appointment.

*Domain name*

- 4 20 We were advised that the Company had a domain name of LFH.co.uk, which was due to expire on 14 October 2015. As some interest had been received for this domain name, steps were taken to extend this to ensure that the domain name did not expire, which incurred a small cost of £34.

- 4 21 Enquiries were made with agents to ascertain whether there was any interest in the domain name and we were advised that it could potentially realise in the region of £1,500. The decision was made to seek to obtain a purchaser, which was done via an online domain name auction. The domain name was originally listed on a bidding option. Whilst there was some expression of interest no bids were received. We then listed the domain name as a fixed price and again, whilst there appeared to be interest in this, no offers were received.

- 4 22 Despite the interest that had been shown and the consideration from agents that the domain name had some value to the right person no offers were received. The decision was made not to take this any further.

*Landlord*

- 4 23 The Company occupied its trading premises under a ten year and seven month lease, entered into in July 2007. A view on whether the lease had any value was obtained, and it was concluded that there was no value in the lease. We therefore formally disclaimed the lease on 10 May 2015, which was served on the landlord and the local authorities.

*Employees*

- 4 24 The majority of the Company's employees were made redundant on 27 March 2015 when the business ceased to trade. Four members of staff were retained to assist with the billing of the un-invoiced work and in the collection of the outstanding book debts. These four employees were made redundant on 19 April 2015.

- 4 25 With the exception of the four retained employees, there were no claims for arrears of wages as employees had been paid up to 31 March 2015. All employees had a claim for pay in lieu of notice and those who had been employed for over two years had redundancy claims, both of which were unsecured claims. Employees also had preferential claims for accrued holiday pay.

- 4 26 Following liquidation, we completed the relevant forms required by the Redundancy Payments Service ("RPS") to enable them to process the employees' claims. We also dealt with queries received from employees by both email and telephone call, to assist them in making their claim to the RPS. We have also corresponded with the RPS as required to allow them to

make payment to employees, as well as reviewing the sums paid by the RPS to employees and agreeing the claim of the RPS and the residual claims of employees

*Unrealised Assets*

- 4 27 With the exception of those unrealised assets mentioned above, all assets have been realised

**5 Investigations**

- 5 1 The Joint Liquidators have a statutory obligation to carry out an investigation into the affairs of the Company and the conduct of the directors. We confirm that they we have submitted our findings to the Department for Business, Innovation and Skills in accordance with the Company Directors Disqualification Act 1986

- 5 2 During our investigations, we did not identify any potential rights of action against any party that required any additional investigation

**6 Prescribed Part**

- 6 1 In accordance with Section 176A of the Insolvency Act 1986, a proportion of the Company's net assets are to be set aside for the benefit of the Company's unsecured creditors where the Company has granted a floating charge after 15 September 2003

- 6 2 A fixed and floating charge was registered in favour of RBS on 10 July 2007. As the floating charge was dated after 15 September 2003, the provisions of Section 176A of the Insolvency Act 1986 relating to the prescribed part applied. The net property available to the floating charge holder after costs and preferential creditors amounted to £87,208 and therefore the value of the prescribed part was calculated at £20,441.62

**7 Joint Liquidators' Remuneration and Expenses**

- 7 1 At the first meeting of the creditors on 20 April 2015, a resolution was passed that the Joint Liquidators' remuneration should be fixed by reference to the time properly given by them and their staff in attending to matters arising in the liquidation. The schedule attached at Appendix B details costs for the period 20 April 2015 to 18 March 2016 of £61,470, which have been incurred in dealing with the administration of this case by the Joint Liquidators and their staff, together with estimated closing costs of £3,140. This represents 397.10 hours at an average cost of £154.83 per hour. As per the receipts and payments account as Appendix A, the Joint Liquidators' remuneration of £61,470 have been paid in the period

- 7 2 A breakdown of the costs detailed in Appendix B is as follows

- 7 3 *Administration & Planning* £11,207.86 - includes time the opening and maintaining of a liquidation bank account and the ongoing cashing requirements, completion of post appointment tax returns (including reviewing corporation tax payable and liaising with HM Revenue & Customs regarding tax liabilities) and strategic discussions with respect to ongoing matters in the liquidation

- 7 4 *Creditors* £26,900 33 – includes time dealing with ongoing creditor queries, liaising with creditors that had goods on site, dealing with queries of employees, agreeing the claims of employees and making a preferential distribution, issuing the notice of intended dividend to unsecured creditors, adjudicating claims received, making the distribution to the unsecured creditors and drafting the final report to creditors. We have also dealt with the secured creditor and ensuring the validity of their claim
- 7 5 A copy of a Creditors' Guide to Liquidators' Fees may be downloaded from <http://www.mercerhole.co.uk/creditor-insolvency-guidance>. Should you require a hard copy, please telephone Louis Byrne at this office and one will be forwarded to you
- 7 6 Creditors have rights to request information about remuneration and expenses in accordance with Rule 4 49E of the Insolvency Rules 1986 and to challenge the Joint Liquidators' remuneration and expenses if they believe they are excessive in accordance with Rule 4 131 of the Insolvency Rules 1986. Further information can be found within the creditors' guide to liquidators' fees referred to above
- 7 7 Expenses incurred and paid during the period are as detailed in the receipts and payments account attached at Appendix A, and includes the following items shown under Joint Liquidators' expenses

Expense	Amount paid (£)
Domain name renewal	33 77
Auction fees	50 40
Land Registry Search	6 00
	90 17

- 7 8 Mercer & Hole's Statement of Policy of Fees and Disbursements is attached at Appendix C

## 8 Creditors and Distributions

### *Secured Creditor*

- 8 1 As detailed above, RBS deducted £27,879 79 from the cash at bank before accounting to us for the balance and have therefore been paid in full for the sums due to them under their floating charge

### *Preferential Creditors*

- 8 2 According to the statement of affairs, preferential creditor claims in respect of arrears of wages and holiday pay were estimated to be £46,036 74. We received claims totalling £37,281 28. A first and final distribution of 100p was declared and paid to preferential creditors on 16 December 2015

### *Unsecured Creditors*

- 8 3 The estimated statement of affairs detailed claims from unsecured creditors totalling £381,677. On 18 December 2015 we issued a Notice of Intended Dividend to those creditors yet to prove their claims, requesting that they submit their proof of debt by 18 January 2016

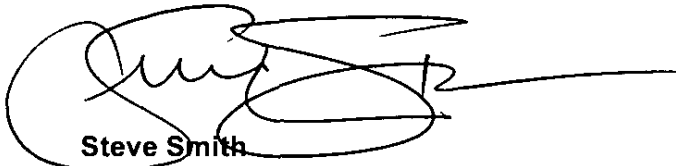
8 4 In total, claims totalling £863,745 29 were received from unsecured creditors. Following a formal adjudication process claims totalling £791,859 92 have been admitted and £72,155 37 rejected.

8 5 As advised in paragraph 6 2 above, £20,441 62 was set aside for the benefit of the Company's unsecured creditors. In addition, there was a surplus of funds after discharging the costs of the liquidation, the floating charge creditor and preferential creditors. The total amount available for unsecured creditors therefore totals £59,328 32. A first and final dividend of 7 49p in the £ totalling £59,328 32 was declared to unsecured creditors on 17 March 2016.

**9 General**

9 1 The final meetings of members and creditors were convened for 24 May 2016 and no quorum was present at either meeting.

9 2 If you require any further information please contact Louis Byrne of this office.



Steve Smith  
Joint Liquidator  
24 May 2016

## **APPENDIX A**

### **JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT**

**20 APRIL 2015 TO 24 MAY 2016**

**L F H Brand Identity Consultants Ltd t/a Illuminating Brands**  
**(In Liquidation)**  
**Joint Liquidators' Abstract of Receipts & Payments**  
**To 24/05/2016**

<b>S of A £</b>		<b>£</b>	<b>£</b>
	<b>SECURED ASSETS</b>		
NIL	Rent Deposit	NIL	
NIL	Intellectual Property - patent	NIL	
			NIL
	<b>ASSET REALISATIONS</b>		
Uncertain	s455 tax due on directors' loan a/c	9,773 16	
23,142 00	Fixtures, fittings and equipment	15,233 06	
71,608 00	Book Debts	65,758 45	
71,366 51	Surplus debtor collections held by RBS	71,366 51	
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42,606 88	Cash at Bank	42,001 52	
	Bank Interest Gross	222 08	
			208,837 38
	<b>COST OF REALISATIONS</b>		
	Joint Liquidators' Fees	61,470 00	
	Joint Liquidators' Expenses	90 17	
	Companies House Searches	5 00	
	S98 fee	15,000 00	
	Agents/Valuers Fees (1)	3,239 50	
	Agents Commission	2,264 96	
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	Specific Bonding	312 00	
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(46,036 74)	Employee Arrears/Hol Pay	29,757 77	
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	<b>FLOATING CHARGE CREDITORS</b>		
(28,521 93)	Floating Charge Creditor	27,879 79	
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(19,972 00)	HMRC - PAYE/NIC	5,078 75	
(23,488 00)	HMRC - VAT	586 25	
(24,950 78)	Landlord	31,217 41	
	HMRC - Tax on employee claims	28 80	
			(59,328 32)
	<b>DISTRIBUTIONS</b>		
(120 00)	Ordinary Shareholders	NIL	
			NIL

**L F H Brand Identity Consultants Ltd t/a Illuminating Brands  
(In Liquidation)  
Joint Liquidators' Abstract of Receipts & Payments  
To 24/05/2016**

<b>S of A £</b>	<b>£</b>	<b>£</b>
<b>(243,149 43)</b>		<b>(0.00)</b>
<b>REPRESENTED BY</b>		<b>NIL</b>

## **APPENDIX B**

### **SUMMARY OF TIME COSTS FOR THE PERIOD 20 APRIL 2015 TO 18 MARCH 2016**



Name LFH Brand Identity Consultants Limited - in liquidation

Summary of Office Holders' Fees

From 19 April 2015  
To 18 March 2016

Time Costs

The following is a summary of the time costs incurred by the Office Holders and their staff in the administration of this matter in the period referred to above. It should be read in conjunction with the Office Holders' report for the period.

Work undertaken	Partner Hrs	Manager Hrs	Other Senior Professional Hrs	Assistant and Support Staff Hrs	Total Time Hrs	Time Costs £	Average Hourly Rate £
<b>Administration &amp; Planning</b>							
Strategy and Planning	4 00	11 60	-	5 00	20 60	4,302 00	208 83
Compliance & Statutory	4 10	5 45	1 35	25 40	36 30	4,807 27	132 43
Proposals to Creditors	-	-	-	-	-	-	-
Statement of Affairs	-	-	-	-	-	-	-
Director/Debtor Communication	0 20	4 00	-	4 50	8 70	1,331 00	152 99
Post Appointment Tax & VAT	0 20	1 70	1 45	0 70	4 05	676 50	167 04
Closing	0 10	-	-	0 88	0 78	91 09	118 78
	8 60	22 75	2 80	36 28	70 43	11 207 86	
<b>Investigations</b>							
Directors D Reports	0 80	-	-	-	0 80	300 00	375 00
SIP2 Investigations	0 80	1 30	0 40	11 50	14 00	1 432 00	102 29
Other Investigations	0 10	9 40	0 40	14 30	24 20	3,070 00	126 86
	1 70	10 70	0 80	25 80	39 00	4,802 00	
<b>Realisation of Assets</b>							
Cash & Pension Policies	-	-	0 20	2 60	2 80	223 00	79 84
Debtors	1 40	17 25	0 50	7 20	26 35	4,760 00	180 85
Property Assets	0 20	2 50	-	1 60	4 30	713 50	165 93
Chattel Assets	4 80	10 80	2 40	37 60	55 60	7,174 31	129 03
Stock and WIP (Inc ROT)	0 60	-	-	0 40	1 00	251 00	251 00
Intangible Assets	1 10	0 90	-	22 20	24 20	2,298 00	94 96
IPAs/IPOs and VA contributions	-	-	-	-	-	-	-
Claims Litigation	-	-	-	-	-	-	-
Sale of Business	-	-	-	-	-	-	-
	8 10	31 45	3 10	71 60	114 25	15,419 81	
<b>Trading</b>							
Trading Management	-	-	-	-	-	-	-
Trading Purchases	-	-	-	-	-	-	-
Trading - Sales	-	-	-	-	-	-	-
Trading Employees	-	-	-	-	-	-	-
Trading Landlord	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
<b>Creditors</b>							
Secured Creditor	2 00	1 90	-	0 70	4 60	1,198 00	260 43
Creditors	7 40	17 40	1 50	43 53	69 83	8,688 83	124 40
Pre Appointment Tax & VAT	0 70	-	0 40	1 30	2 40	408 00	170 00
Employees	0 50	12 60	6 40	27 60	47 10	5,919 50	125 68
Creditors'/Shareholders' Meetings	7 50	14 50	-	1 00	23 00	7,845 00	341 09
Landlord	2 90	7 50	-	0 10	10 50	2 869 50	254 24
Pension Schemes	-	0 30	-	1 60	1 90	173 50	91 32
Creditors Committees	-	-	-	-	-	-	-
Shareholders	-	-	-	-	-	-	-
	21 00	54 20	8 30	75 83	159 33	26,900 33	
<b>Estimated Further Costs to Close</b>	1 50	11 50	-	1 00	14 00	3 140 00	224 29
<b>Totals</b>	40 90	130 60	15 00	210 51	397 01	£ 61,470 00	£ 154 83

Notes

All costs are shown excluding VAT and include an element of undrawn work in progress. It should also be noted that the Office Holders' Fees and other expenses included in their Abstract of Receipts & Payments, may include irrecoverable VAT where the insolvent was not formerly registered for VAT.

During the period covered by this report, the maximum hourly charge out rates have been

	To September 2015 £	From October 2015 £
Partner	375	390
Manager	260	280
Other Senior Professional	140	145
Assistant and Support Staff	120	120

## **APPENDIX C**

### **MERCER & HOLE'S STATEMENT OF POLICY ON FEES AND DISBURSEMENTS**

# STATEMENT OF POLICY ON FEES AND DISBURSEMENTS IN INSOLVENCY PROCEEDINGS

## 1 Introduction

This statement has been prepared in accordance with the guidelines set out in Statement of Insolvency Practice 9 issued by the Association of Business Recovery Professionals (R3) as at 1 December 2015

The following information applies to all appointments of partners or staff of Mercer & Hole Chartered Accountants to act as any of the following

Liquidator Receiver, Administrator or Administrative Receiver of a Limited Company  
Trustee in Bankruptcy  
Supervisor of an Individual, Company or Partnership Voluntary Arrangement

When acting as a Nominee, the provisions of the Insolvency Act require that the amount of the fees payable to the office holder be specified within the Debtor's Proposal Such fees will nevertheless be fixed to take account of the office holder's expected time costs arising as referred to below

## 2 Policy on fees

The Insolvency Act and Rules 1986 set out the basis on which office holders' fees may be fixed For detailed information on the basis on which fees can be charged and creditors rights to information please refer to the relevant creditors guides to insolvency practitioners' fees on the Restructuring and Insolvency section of our website at [www.mercerhole.co.uk/creditor/insolvency-guidance](http://www.mercerhole.co.uk/creditor/insolvency-guidance) Unless otherwise agreed we will charge our fees by reference to time costs as incurred and will be paid monthly Where required our fees will be subject to estimates agreed appropriately with creditors before the fees are paid Partners and staff book their time to each assignment using units of six minutes charged at the firm's usual rates applicable at the time the work is carried out Rates are generally reviewed annually and may be varied from time to time Any changes will be notified in the next report to members and creditors as appropriate

From 28 September 2015 the maximum standard rates\* applicable are -

Grade	£
Partner	390
Director	320
Manager	280
Other Senior Professional	145
Assistant and Support Staff	120

Rates vary between individuals, reflecting experience and qualification For certain more complex tasks Mercer & Hole may seek to apply a higher rate in respect of work to be undertaken but subject to prior authorisation in accordance with the Act Charge out rates incorporate a charge for the firm's overheads but these do not incorporate the costs of secretarial, administrative and cashless services which are charged separately All rates are subject to the rate of VAT ruling at the date of invoicing

## 3 Disbursements

Sundry disbursements are split into two categories category 1 are charges directly attributable to this case and are in respect of payment to a third party Category 2 disbursements although they are also directly attributable to this case will not be directly payable to a third party since they represent shared or allocated costs Disbursements will be charged in the accordance with the following standard provisions which maybe revised with changes notified to creditors on the same basis as set out above for fees All disbursements are subject to the rate of VAT ruling at the date of invoicing

### Category 1 Disbursements

Ordinary Correspondence	No charge is levied for stationery or postage
Circulars & Reports	A charge for UK postage of each copy as follows based upon estimated average costs
	As Nominee in a Voluntary Arrangement £ 1.48
	Administrators Proposals £ 1.48
	Progress and Final reports £ 1.12
	Post Section 98 Meeting information pack £ 0.81
	International postage is recharged at cost
Travel & Subsistence	Any properly reimbursed expenses are rechargeable

### Category 2 Disbursements

Ordinary Correspondence	No charge is levied for stationery or postage
Circulars & Reports	A charge for production of each copy of a circular or report may be made as follows based on estimated average costs
	As Nominee in a Voluntary Arrangement £ 6.40
	Administrators Proposals £ 6.40
	Progress and Final reports £ 2.00
	Post Section 98 Meeting information pack £ 1.10

For storage	£ 8.58 per box per annum, being calculated at an estimated average cost including 15% for storage and handling cost
For box destruction	£ 4.80 per box which includes contractors charges and an estimate in respect of the firm's handling costs
Travel	The firm currently charges £0.45 per mile where staff use their own cars in connection with travel on an assignment This rate changes from time to time but will not exceed the approved mileage rate set down by HM Revenue and Customs

## 4 Authorising Bodies

Peter Godfrey-Evans, Chris Laughton, Steve Smith and Henry Page are licensed to act as Insolvency Practitioners in the UK under the authority of the Institute of Chartered Accountants in England & Wales and each holds an enabling bond for the purpose of receiving appointments under their licences

## **APPENDIX D**

### **NOTICES OF FINAL MEETINGS OF MEMBERS AND CREDITORS**

**NOTICE TO CREDITORS OF FINAL MEETING OF CREDITORS  
UNDER SECTION 106 OF THE INSOLVENCY ACT 1986**

**IN THE MATTER OF L F H BRAND IDENTITY CONSULTANTS LTD T/A ILLUMINATING  
BRANDS- IN CREDITORS VOLUNTARY LIQUIDATION**

**AND**

**IN THE MATTER OF THE INSOLVENCY ACT 1986**

A final meeting of Creditors of the above named company has been summoned by the Joint Liquidators for the purposes of

- (1) Having an account laid before the creditors and receiving the report of the Joint Liquidators showing how the winding up of the company has been conducted and its property disposed of and hearing any explanations that may be given by the Joint Liquidators
- (2) To approve the release of the Joint Liquidators from office

The meeting will be held as follows

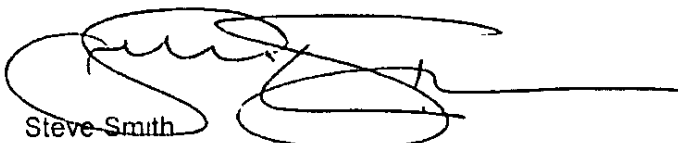
Date Tuesday 24 May 2016

Time 10 30am

Place Mercer & Hole, Fleet Place House, 2 Fleet Place, London, EC4M 7RF

A proxy form is enclosed which must be lodged with me not later than 12 00 hours on the business day prior to the meeting, 23 May 2016, to entitle you to vote by proxy at the meeting

Dated 18 March 2016

  
Steve Smith  
Joint Liquidator

**NOTICE TO MEMBERS OF FINAL MEETING OF MEMBERS  
UNDER SECTION 106 OF THE INSOLVENCY ACT 1986**

**IN THE MATTER OF L F H BRAND IDENTITY CONSULTANTS LTD T/A ILLUMINATING  
BRANDS- IN CREDITORS VOLUNTARY LIQUIDATION**

**AND**

**IN THE MATTER OF THE INSOLVENCY ACT 1986**

A final meeting of Members of the above named company has been summoned by the Joint Liquidators for the purposes of

- (1) Having an account laid before the members and receiving the report of the Joint Liquidators showing how the winding up of the company has been conducted and its property disposed of and hearing any explanations that may be given by the Joint Liquidators
- (2) To approve the release of the Joint Liquidators from office

The meeting will be held as follows

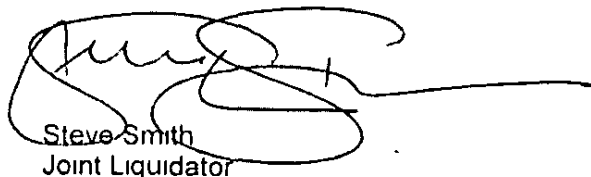
Date Tuesday 24 May 2016

Time 10 15am

Place Mercer & Hole, Fleet Place House, 2 Fleet Place, London, EC4M 7RF

A proxy form is enclosed which must be lodged with me not later than 12 00 hours on the business day prior to the meeting, 23 May 2016, to entitle you to vote by proxy at the meeting

Dated 18 March 2016

  
Steve Smith  
Joint Liquidator

**APPENDIX E**  
**PROXY FORMS**

**Rule 8.1**

**Insolvency Act 1986**

**Proxy (Creditors' Voluntary Liquidation)**

**Form  
8.5**

**L F H BRAND IDENTITY CONSULTANTS LTD - IN  
CREDITORS' VOLUNTARY LIQUIDATION**

Name of member \_\_\_\_\_

Address \_\_\_\_\_

Name of Proxy Holder

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

Please insert name of person (who must be 18 or over) or the chairman of the meeting (see note below) if you wish to provide for alternative proxy holders in the circumstances that your first choice is unable to attend please state the name(s) of the alternatives as well

Please delete words in brackets if the proxy holder is only to vote as directed i.e. he has no discretion

I appoint the above person to be my/the member's proxy holder at the final meeting of members to be held on 24 May 2016 or at any adjournment of that meeting. The proxy holder is to propose or vote as instructed below (and in respect of any resolution for which no specific instruction is given, may vote or abstain at his/her discretion)

**Voting Instructions for resolutions**

**\*Delete as applicable**

1 That the Joint Liquidators' be released from office,

**\*For/Against**

Any other resolutions which the proxy-holder is to propose or vote in favour of or against should be set out in numbered paragraphs in the space provided below paragraph 1. If more room is required please use the other side of this form

**This form must be signed**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name in CAPITAL LETTERS** \_\_\_\_\_

**Position with member or relationship to member or other authority for signature**

\_\_\_\_\_

Only to be completed if the member has not signed in person. Remember there may be resolutions on the other side of the form

**Please note that if you nominate the chairman of the meeting to be your proxy-holder he will either be the current liquidator or his representative.**



## Rule 8.1

## Insolvency Act 1986

Form  
8.5

### Proxy (Creditors' Voluntary Liquidation)

#### L F H BRAND IDENTITY CONSULTANTS LTD T/A ILLUMINATING BRANDS-IN CREDITORS' VOLUNTARY LIQUIDATION

Name of Creditor \_\_\_\_\_

Address \_\_\_\_\_

Name of Proxy Holder

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

Please insert name of person (who must be 18 or over) or the chairman of the meeting (see note below) if you wish to provide for alternative proxy holders in the circumstances that your first choice is unable to attend please state the name(s) of the alternatives as well

Please delete words in brackets if the proxy holder is only to vote as directed i.e. he has no discretion

I appoint the above person to be my/the creditor's proxy holder at the meeting of creditors to be held on 24 May 2016 or at any adjournment of that meeting. The proxy holder is to propose or vote as instructed below (and in respect of any resolution for which no specific instruction is given, may vote or abstain at his/her discretion)

#### Voting Instructions for resolutions

\*Delete as applicable

1 That the Joint Liquidators' be released from office,

\*For/Against

Any other resolutions which the proxy-holder is to propose or vote in favour of or against should be set out in numbered paragraphs in the space provided below paragraph 1. If more room is required please use the other side of this form

**This form must be signed**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name in CAPITAL LETTERS \_\_\_\_\_

Only to be completed if the member has not signed in person

Remember there may be resolutions on the other side of the form

Position with member or relationship to creditor or other authority for signature \_\_\_\_\_

**Please note that if you nominate the chairman of the meeting to be your proxy-holder he will either be the current liquidator or his representative**