

In accordance with Rule 18.7 of the Insolvency (England & Wales) Rules 2016 and Sections 97A, 104A and 192 of the Insolvency Act 1986.

LIQ03

Notice of progress report in voluntary winding up



Companies House

SATURDAY



A34 *A788XKQY* 16/06/2018 #74
COMPANIES HOUSE

1 Company details

Company number 0 3 0 0 0 7 2 3

Company name in full Business Support Kent Community Interest Company

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

2 Liquidator's name

Full forename(s) Mark

Surname Newman

3 Liquidator's address

Building name/number 4 Mount Ephraim Road

Street Tunbridge Wells

Post town Kent

County/Region

Postcode T N 1 1 E E

Country

4 Liquidator's name

Full forename(s) Vincent John

Surname Green

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

5 Liquidator's address

Building name/number 4 Mount Ephraim Road

Street Tunbridge Wells

Post town Kent

County/Region

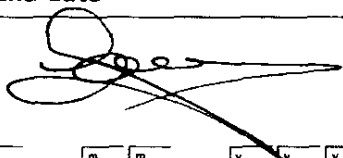
Postcode T N 1 1 E E

Country

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

CCW Recovery Solutions

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Tunbridge Wells
Kent TN1 1EE, UK
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Fax: +44 (0)1892 615142
www.croweclarkwhitehill.co.uk

Business Support Kent Community Interest Company (In Liquidation) ("the Company")

Joint Liquidators' Annual Progress Report to Members and Creditors for the year ending 18 April 2018

Statutory Information

Company Name: Business Support Kent Community Interest Company
Registered Number: 03000723
Registered Office: 4 Mount Ephraim Road, Tunbridge Wells, Kent, TN1 1EE
Former Registered Office(s): Innovation Centre Medway, Maidstone Road, Chatham,
Kent, ME5 9FD
Joint Liquidators: Mark Newman and Vincent John Green
Liquidators' Address: 4 Mount Ephraim Road, Tunbridge Wells, Kent, TN1 1EE
Date of Appointment: 19 April 2016

Period of the Report

This report covers the period from 19 April 2017, the date on which the Liquidation of the Company commenced to 18 April 2018.

Joint Liquidators' Actions since our last Progress Report

In the period since our last report the adjudication of creditor claims received in the period of the Company's Administration and subsequent Liquidation has continued, including an unsecured claim which was not shown in the Company's records in the sum of €1,556,453.71. The review of claims received is in anticipation of a dividend to unsecured creditors. It should be noted that claims submitted to date will require detailed consideration as a result of their complexity and quantum. Accordingly, significant time is expected to be spent adjudicating these claims.

We expect to circulate to creditors formal notice of our intention to declare an unsecured distribution in due course. We would encourage those creditors who have yet to submit their claims to do so at their earliest convenience.

There is certain work that we are required by the insolvency legislation to undertake work in connection with the liquidation that provides no financial benefit for the creditors. These are tasks that are required by statute or regulatory guidance, or are necessary for the orderly conduct of the proceedings, and whilst they do not produce any direct benefit for creditors, they still have to be carried out. A description of the routine work undertaken since appointment is contained in **Appendix I**.

Receipts and Payments Account

Our receipts and payments account for the period 19 April 2017 to 18 April 2018 is attached to this report. We would provide additional comments as follows.

Receipts

There have been no receipts in the period from 19 April 2017 to 18 April 2018.

Payments

Joint Liquidators' Fees

On 9 January 2017 we wrote to creditors seeking written resolutions to fix the basis of the Joint Liquidators' remuneration and to authorise us to draw certain disbursements. Approval of the resolutions was sought by correspondence in order to save costs.

The following resolution was passed on 27 January 2017:

'That the Joint Liquidators' fees will be charged by reference to the time properly spent by them and their staff in dealing with the matters relating to the Liquidation, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time the work is undertaken and subject to the fees estimate set out in the report dated 9 January 2017 prepared in connection with fee approval and issued with this notice of resolutions by correspondence.'

Accordingly, our remuneration was approved on a time costs basis, based on a fees estimate of £42,767. That estimate acts as a cap and we cannot draw remuneration in excess of that estimate without first seeking approval from creditors.

Our total time costs for the period 19 April 2017 to 18 April 2018 amount to £5,106.80, representing 32.38 hours of work at an average hourly charge out rate of £157.71 per hour. We have drawn fees totalling £5,400.50 plus VAT in the current reporting period.

Our total time costs to 18 April 2018 amount to £20,707.15, representing 128.83 hours at a blended charge out rate of £160.73 per hour. The actual blended charge out rate incurred compares with the estimated blended charge out rate of £178.23 in the fees estimate. This lower blended rate is as a result of work to date being undertaken by less senior grades of staff.

In the period 19 April 2017 to 18 April 2018 we have drawn fees of £5,400.50. In the period from 19 April 2018 to the date of circulating no further fees have been drawn.

A detailed schedule of time costs incurred to date compared with my original fees estimate is enclosed.

As at the date of writing this report we do not anticipate that the total time costs we will incur in this matter will exceed the total estimated remuneration set out in the fees estimate when our remuneration was approved.

Some of the hourly charge-out rates of CCW Recovery Solutions' staff have changed over the course of this matter, as set out below:

	From 19/04/2016 to 31 March 2018	From 01/04/2018 to date
Partner (office holder)	£300	£375
Director	£250	£290
Senior Manager	£210	£250
Manager	£180	£210
Assistant Manager	£165	£180
Senior Administrator	£150	£165
Administrator	£110	£125
Trainee/Support staff	£60	£65

A sheet setting out charge-out rates and disbursements applicable at the date of this report is attached, together with details of how to obtain guides to insolvency practitioners' fees and best practice, as well as our complaints procedure.

Should you require hard copies of any of the electronic documents referred to, please contact this office.

Joint Liquidators' Expenses

My expenses incurred to the date of this report amount to £323.07 and comprise the following:

Type of expense	Amount Incurred to date	Amount paid in the period	Amount still to be paid
Postage	£306.07	£76.36	£0.00
Upload of creditors reports to The Creditor Gateway	£17.00	£17.00	£0.00
Total	£323.07	£93.36	£0.00

No category 2 disbursements have been incurred or paid during the Liquidation period to date.

Corporation Tax

The sum of £5.10 has been paid to HMRC in the period of this report, discharging Corporation Tax due on Gross Bank Interest received in the period 19 April 2016 to 18 April 2017 of £25.50.

Storage Costs

In the period to which this report relates, we have paid the sum of £172.80 plus VAT to Information Protection Solutions Limited for collection and storage of records.

Furthermore, the Company retained a large number of records/boxes, c366, held externally by Box-it South East Ltd ("Box-it"). In the period to which this report relates, the sum of £339.84 plus VAT has been paid to Box-it.

Accordingly, we have paid the sum of £512.64 plus VAT for storage of records in the period of this report.

The total sum of box storage incurred to date amounts to £2,736.02, £28.80 of which currently remains unpaid. The estimated disbursements of £2,580.00 provided in the fees estimate includes storage. The estimate has been exceeded in the Liquidation due to the sum of invoices being paid that relate to the Administration period.

Liabilities

Secured Liabilities

As previously reported, an examination of the Company's mortgage register showed that the Company granted a debenture and a charge of deposit to the National Westminster Bank Plc ("the Bank") and a rent deposit deed to Glenmore Commercial Estates Limited; all three were shown as outstanding.

The Company granted a charge of deposit to the Bank on 29 March 2004 and a fixed and floating charge debenture on 15 October 2012 giving fixed and floating charges over the undertaking and all property and assets present and future including goodwill, uncalled capital, buildings, fixtures and fixed plant and machinery.

During the Administration period, the amounts outstanding to the Bank under both its fixed and floating charges were paid in full.

Preferential Liabilities – Employees

A first and final dividend of 100 pence in the pound was declared and paid to the Redundancy Payments Service ("RPS") and preferential creditors during the Administration period, totalling £3,833.47.

No further preferential creditor claims have been received nor are they anticipated in the Liquidation.

Unsecured Creditors

According to the Director's Statement of Affairs ("S of A"), unsecured creditors totalled £755,596.00. This was made up as follows:

Trade & Expense Creditors

The aged creditor information held by the Company showed that the total level of trade and expense creditors (including coaches and clients but excluding employees, the Department for Communities and Local Government ("DCLG"), Oxford Innovation Services Limited ("OIS"), RPS or HMRC) to be approximately £226,847.00. To date claims from 17 unsecured creditors have been received totalling £39,926.70.

In the period following the appointment of Administrators, OIS took an assignment of various claims made against the Company by coaches. Accordingly, OIS assumed the rights to the coaches' claims and the benefit of any unsecured distribution that may be paid in the Liquidation.

In addition to the above and as previously advised, a Deed of Assignment was executed in the Administration period between the Company, acting by its Administrators, and OIS, being in respect of partly performed or unperformed client contracts. As a result of the Deed, we are not expecting claims to be made by clients for refunds on termination of contracts.

In light of the above, there are fewer unsecured creditors in number than were shown in the S of A in the Administration.

Employees

As reported previously, the employees had no claim for arrears of wages. The only employee non-preferential claims relate to pay in lieu of notice and redundancy pay.

The S of A estimated claims for notice pay and redundancy pay of £7,618.99 and £46,583.33 respectively.

The RPS has submitted an unsecured claim for notice pay and redundancy pay of £6,045.20 and £46,578.53 respectively. A further claim for unpaid unsecured pension contributions of £86.70 has also been received.

The Department for Communities and Local Government

According to the S of A, DCLG was expected to have a claim against the Company of approximately £255,000. On 5 June 2015, DCLG submitted a claim of £277,455.85. The Joint Liquidators are in the process of reviewing claims received to date in preparation for the anticipated dividend to unsecured creditors.

Oxford Innovation Services Limited

According to the Director's S of A, OIS was expected to have a claim against the Company of £174,216.00.

On 27 May 2015, OIS submitted a claim in the sum of £693,373.37 including VAT. OIS have since submitted a revised claim in the Liquidation of £530,836.06 excluding VAT which includes the coaches' claims over which they have taken an assignment.

In respect of the claim made, we understand that the reduction has arisen upon the completion of client contracts. The Joint Liquidators are in the process of reviewing the claim made by OIS in preparation for the anticipated dividend to unsecured creditors, which will include a review of reductions following the completion of client contracts.

HMRC – Corporation Tax/PAYE & NI

HMRC's liability in respect of Corporation Tax was estimated to be £13,800.00 and relates to Capital Gains Tax arising on the sale of the Company's goodwill on 22 April 2015.

The Company's former accountants were previously instructed to complete the Company's accounts to 26 April 2015 and submit a return to HMRC for the pre-Administration period. Consideration was also to be given to the possibility of off-setting any tax payable against losses in the periods leading up to the Administrators' appointment. However, the Accountants' ability to complete this work was dependent upon them receiving assistance and information from a former employee. As this assistance was not forthcoming this exercise has not been completed. The Joint Liquidators will continue to liaise with the accountants, to establish whether there is likely to be a benefit to the Liquidation from the work being completed, from the available information.

On 15 June 2015, a claim was received from HMRC in respect of PAYE and interest in the sum of £11,278.82.

HMRC – VAT

The liability to HMRC in respect of VAT was estimated to be £31,531.00.

On 15 June 2015, a claim was received from HMRC in respect of VAT in the sum of £28,132.03.

Executive Agency for Small and Medium-sized Enterprises ("EASME")

Following a report from the European Antifraud Office, EASME have made a claim against the Company in the sum of €1,556,453.71, being a recovery of monies previously paid to the Company pertaining to four specific grants. Considering the quantum and complexity of the claim, the Joint Liquidators are in the process of reviewing the claim and continue to gather information to enable a final adjudication of EASME's claim to be made.

Dividend Prospects

As stated above, the Company granted fixed and floating charges to the Bank on 5 October 2012. The liability to the Bank was satisfied in full in the period of the Company's Administration. Accordingly, no further distributions are payable to the Bank under its fixed and floating charges.

Preferential Creditors

As previously reported, a first and final dividend of 100 pence in the pound was declared and paid to the RPS and preferential employees during the Administration period, totalling £3,833.47.

For this reason no further preferential distributions will be made in the Liquidation.

Unsecured Creditors

There are sufficient funds available to declare a dividend to unsecured creditors. The quantum of any distribution payable will be dependent upon the level of final asset realisations, the total claims submitted and the costs of Liquidation.

If creditors have not already done so, please complete the enclosed proof of debt form and return the completed form to this office, together with documentation in support of the claim.

Prescribed Part

There are provisions in the insolvency legislation that require Liquidators to set aside a percentage of a company's assets for the benefit of the unsecured creditors in cases where the company granted a "floating charge" over its assets to a lender on or after 15 September 2003.

This is known as the "prescribed part of the net property." A company's net property is that left after paying the preferential creditors and costs and expenses of the Administration, but before paying the lender who holds a floating charge. An Administrator has to set aside:

- > 50% of the first £10,000 of the net property plus
- > 20% of the remaining net property up to a maximum prescribed part of £600,000

As stated above, the Company granted fixed and floating charges to the Bank on 15 October 2012, which have now been satisfied in full. Accordingly, the Prescribed Part does not apply in this case.

Investigation

We undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved.

At the date of this report we have not identified any other potential asset recoveries that can be made.

Within three months of our appointment, we are required to submit a conduct report to the Secretary of State to include any matters which have come to our attention during the course of our work which may indicate that the conduct of any past or present director would make him unfit to be concerned with the management of the company. We confirm this obligation has been complied with.

Further Information

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Joint Liquidators' remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Joint Liquidators' fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.


To comply with the Provision of Services Regulations, some general information about CCW Recovery Solutions is set out in the attached sheet.

CCW Recovery Solutions

Summary

The Liquidation is to remain open to adjudicate creditor claims, for a distribution to be made to the unsecured creditors and for tax and VAT matters to be finalised.

Assuming these matters can be finalised within the next twelve months, we will circulate our draft final progress report and bring the Liquidation to a close.



Vincent Green
Joint Liquidator

Dated: 14 June 2018

Mark Newman and Vincent John Green are licensed to act as Insolvency Practitioners in the UK by the Insolvency Practitioners Association

Work to be undertaken on a time costs basis:

Administration:

- Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.
- Setting up physical case files.
- Setting up the case on the practice's electronic case management system and entering data.
- Issuing the statutory notifications to creditors and others required on appointment as office holder, including gazetting the office holders' appointment.
- Obtaining a specific penalty bond (this is insurance required by statute that every insolvency office holder has to obtain for the protection of each estate).
- Dealing with all routine correspondence and emails relating to the case.
- Opening, maintaining and managing the office holder's estate bank account.
- Creating, maintaining and managing the office holder's cashbook.
- Undertaking regular reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a regular basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Preparing, reviewing and issuing annual progress reports to creditors and members.
- Filing returns at Companies House.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.

Realisation of assets:

- Liaising with RIFT to recover referral income and raising invoices for payment.
- Reviewing a potential litigation claim.

Creditors:

- Dealing with creditor correspondence, emails and telephone conversations regarding their claims.
- Maintaining up to date creditor information on the case management system.
- Adjudication of creditor claims received in the period of the Company's Administration and subsequent Liquidation.

Investigations:

- Recovering the books and records for the case.
- Listing the books and records recovered.
- Submitting an online return on the conduct of the directors as required by the Company Directors Disqualification Act.
- Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc.
- Reviewing books and records to identify any transactions or actions the office holder may take against a third party in order to recover funds for the benefit of creditors

**Business Support Kent Community Interest Company
(In Liquidation)**

Joint Liquidators' Summary of Receipts and Payments

RECEIPTS	Statement of Affairs (£)	From 19/04/2016 To 18/04/2017 (£)	From 19/04/2017 To 18/04/2018 (£)	Total (£)
Grant Income	18,072.49	18,072.49	0.00	18,072.49
RIFT Referral Income	2,213.82	0.00	0.00	0.00
Balance from Administration	115,575.99	115,575.99	0.00	115,575.99
Net VAT Receivable from Administration	1,435.84	1,435.44	0.00	1,435.44
Bank Interest Gross		25.50	0.00	25.50
		135,109.42	0.00	135,109.42
PAYMENTS				
Joint Administrators' Fees		5,481.00	0.00	5,481.00
Administrators' Category 1 Disbursements		127.68	0.00	127.68
Joint Liquidators' Fees		15,148.15	5,400.50	20,548.65
Liquidators' Category 1 Disbursements		229.71	93.36	323.07
Administration Corporation Tax		319.48	0.00	319.48
Liquidation Corporation Tax		0.00	5.10	5.10
Storage Costs		2,194.58	512.64	2,707.22
Statutory Advertising		144.00	0.00	144.00
		23,644.60	6,011.60	29,656.20
Net Receipts/(Payments)		111,464.82	(6,011.60)	105,453.22
MADE UP AS FOLLOWS				
Current Account		106,799.80	(2,547.87)	104,251.93
VAT Receivable / (Payable)		4,665.02	(3,463.73)	1,201.29
		111,464.82	(6,011.60)	105,453.22

Business Support Kent Community Interest Company**Time Cost Summary for the period from 19 April 2016 to 18 April 2018**

	Partner	Manager	Case Administrator	Total Hours	Time Cost £	Average Hourly Rate £
Administration and Planning						
Case General Administration	0.50	2.05	27.95	30.50	4,068.00	133.38
Tax & VAT	0.20	1.30	8.30	9.80	1,410.00	143.88
Legal/Litigation	0.50	2.50		3.00	675.00	225.00
Statutory Matters	1.50	12.40	9.00	22.90	4,979.35	217.44
Case Accounting		1.85	7.53	9.38	1,281.80	136.65
Strategy / Case Review	0.50	6.85	9.40	16.75	2,824.50	168.63
Investigations						
SIP2/CDDA	0.25	3.00	5.20	8.45	1,277.00	151.12
Realisation of Assets						
Book Debts			3.25	3.25	379.50	116.77
Other		2.70		2.70	567.00	210.00
Creditors						
Unsecured Creditors	0.25	2.70	18.95	21.90	3,203.00	146.26
Distributions		0.20		0.20	42.00	210.00
Total Hours	3.70	35.55	89.58	128.83		
Total Cost					20,707.15	
Average Hourly Rate						160.73

Time Cost Summary for the period from 19 April 2017 to 18 April 2018

	Partner	Manager	Case Administrator	Total Hours	Time Cost £	Average Hourly Rate £
Administration and Planning						
Case General Administration		0.10	3.60	3.70	435.00	117.57
Tax & VAT	0.10		2.05	2.15	337.50	156.98
Statutory Matters		4.30	8.55	12.85	2,205.50	171.63
Case Accounting		0.55	2.73	3.28	447.30	136.37
Strategy / Case Review		0.95	0.90	1.85	334.50	180.81
Realisation of Assets						
Book Debts			0.55	0.55	82.50	150.00
Other		0.30		0.30	63.00	210.00
Creditors						
Unsecured Creditors		0.50	7.00	7.50	1,159.50	154.60
Distributions		0.20		0.20	42.00	210.00
Total Hours	0.10	6.90	25.38	32.38		
Total Cost					5,106.80	
Average Hourly Rate						157.71

Recovery Solutions

FEES ESTIMATE SUMMARY COMPARISON TO 18 APRIL 2018

Appendix II

Business Support Kent Community Interest Company (in Liquidation)

The office holder is seeking to be remunerated on a time cost basis. This firm uses charge out rates appropriate to the skills and experience of a member of staff and the work that they perform, recording time spent in 6 minute jobs. Narrative is recorded to explain the work undertaken and the time spent is analysed into different categories of work. This document provides an estimate as to how much time the office holder and his staff will spend undertaking specific tasks within broad categories of work, and the time costs of undertaking such work, which will depend upon the grade, or grades, of staff undertaking the work and the number of hours spent undertaking the work by each grade of staff. The estimated time that will be spent undertaking the work in each category of work has been multiplied by the applicable charge out rate for each member of staff that it is anticipated will undertake work in that category to arrive at the estimated total time costs attributable to that category of work on the case. We have then divided that estimated total by the estimated number of hours to arrive at what is known as a blended hourly charge out rate for that category of work. The sum of all the estimates for the different categories of work is the total estimated time costs to undertake all the necessary work on the case. Again, we have then divided that estimated total by the estimated number of hours to arrive at a blended hourly charge out rate for the case as a whole.

The hourly charge-out rates that will be used on this case are:	From 19/04/2016 to 31 March 2018	From 1 April 2018 to Date
Partner - Office Holder	300.00	375.00
Director	250.00	250.00
Senior Manager	210.00	250.00
Manager	180.00	210.00
Assistant Manager	165.00	180.00
Senior Administrator	150.00	165.00
Administrator/Cashier	110.00	125.00
Trainee Administrator/Support Staff	60.00	65.00

ADMINISTRATION AND PLANNING (Note 1)

Description of the tasks to be undertaken in this category of work	Estimated time to be taken to undertake the work	Current time taken to undertake the work	Estimated value of the time costs to undertake the work £	Current value of the time costs £	Blended charge out rate to undertake the work £	Blended current charge out rate £
Case accounting	19.00	8.30	2,870.00	1,281.80		
Case general administration	12.50	30.80	2,055.00	4,058.00		
Statutory matters	30.00	22.50	6,140.00	4,972.50		
Strategy/case review	17.00	16.75	3,050.00	2,824.80		
Tax and VAT	14.00	8.50	2,285.00	1,410.00		
Legal Litigation	50.00	3.00	10,200.00	675.00		
Total:	142.50	82.30	£28,600.00	£15,238.80	£186.87	£186.05

The average blended charge-out rate for all categories of work is £178.23. The majority of work in this category will be carried out by the case administrator and the Joint Liquidators and case manager will be required to review and comment on work completed by the case administrator. There will however be more senior staff involvement in the category of legal litigation.

INVESTIGATIONS (Note 2)

Description of the tasks to be undertaken in this category of work	Estimated time to be taken to undertake the work	Current time taken to undertake the work	Estimated value of the time costs to undertake the work £	Current value of the time costs £	Blended charge out rate to undertake the work £	Blended current charge out rate £
SIP2/CDDA	8.45	8.45	1,277.00	1,277.00		
Total:	8.45	8.45	£1,277.00	£1,277.00	£151.12	£151.12

The rate for this category is marginally lower than the overall blended rate to account for time spent by the case administrator reviewing records and writing a report/return for submission to the Secretary of State. This work has been completed.

REALISATION OF ASSETS (Note 3)

Description of the tasks to be undertaken in this category of work	Estimated time to be taken to undertake the work	Current time taken to undertake the work	Estimated value of the time costs to undertake the work £	Current value of the time costs £	Blended charge out rate to undertake the work £	Blended current charge out rate £
Books Debits:						
RIFT Referral Income	5.10	3.25	781.00	379.50		
Other:						
Potential recovery	2.40	2.70	504.00	567.00		
Total:	7.50	5.95	£1,285.00	£946.50	£171.33	£169.08

The majority of work required under this category will be undertaken by the case administrator, with senior manager involvement in the potential recovery.

CREDITORS (Note 4)

Description of the tasks to be undertaken in this category of work	Estimated time to be taken to undertake the work	Current time taken to undertake the work	Estimated value of the time costs to undertake the work £	Current value of the time costs £	Blended charge out rate to undertake the work £	Blended current charge out rate £
Employees:						
Unsecured creditors	1.00		180.00			
	32.50	21.00	4,675.00	3,203.00		
Distributions:						
	48.00	0.20	8,550.00	42.00		
Total:	81.50	22.10	£13,605.00	£3,245.00	£166.93	£148.63

The majority of time dealing with creditors will be spent by the case administrator, with the Joint Liquidators and case managers reviewing correspondence with the creditors, and agreeing the final quantum of claims, which is the reason for the rate being marginally lower in this category than the overall average.

GRAND TOTAL FOR ALL CATEGORIES OF WORK

	239.95	128.83	£42,767.00	£20,767.15	£178.23	£186.79
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**PROVISION OF SERVICES REGULATIONS SUMMARY SHEET FOR
CCW RECOVERY SOLUTIONS
(A trading style of Crowe Clark Whitehill LLP)**

The following information is designed to draw the attention of interested parties to the information required to be disclosed by the Provision of Services Regulations 2009.

Licensing Body

Mark Newman and Vincent John Green are licensed to act as Insolvency Practitioners (IPs) in the United Kingdom by the Insolvency Practitioners Association.

Mark Newman is a Fellow of the Insolvency Practitioners Association and Vincent Green is a Member of the Insolvency Practitioners Association.

CCW Recovery Solutions is a firm member of the Insolvency Practitioners Association. Crowe Clark Whitehill LLP is authorised and regulated by the Financial Conduct Authority.

Rules Governing Actions

All IPs are bound by the rules of their professional body, including any that relate specifically to insolvency. The rules of the Insolvency Practitioners Association can be found at www.insolvency-practitioners.org.uk. In addition, IPs are bound by Statements of Insolvency Practice (SIPs), details of which can be found at <https://www.r3.org.uk/what-we-do/publications/professional/statements-of-insolvency-practice>.

Ethics

All IPs are required to comply with the Insolvency Code of Ethics and a copy of the Code can be found at www.insolvency-practitioners.org.uk/regulation-and-guidance/ethics-code.

Complaints

At CCW Recovery Solutions we always strive to provide a professional and efficient service. However, we recognise that it is in the nature of insolvency proceedings for disputes to arise from time to time. As such, should you have any comments or complaints regarding the administration of a particular case then in the first instance you should contact the IP acting as office holder.

If you consider that the IP has not dealt with your comments or complaint appropriately you should then put details of your concerns in writing to our complaints officer, Mark Newman at CCW Recovery Solutions, 4 Mount Ephraim Road, Tunbridge Wells, Kent TN1 1EE. This will then formally invoke our complaints procedure and we will endeavour to deal with your complaint under the supervision of a senior partner unconnected with the appointment.

Most disputes can be resolved amicably either through the provision of further information or following negotiations. However, in the event that you have exhausted our complaints procedure and you are not satisfied that your complaint has been resolved or dealt with appropriately, you may complain to the regulatory body that licences the insolvency practitioner concerned. Any such complaints should be addressed to The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds, LS11 9DA, and you can make a submission using an on-line form available at www.gov.uk/complain-about-insolvency-practitioner; or you can email insolvency.enquiryline@insolvency.gsi.gov.uk; or you may phone 0300 678 0015 - calls are charged at up to 10p per minute from a land line, or for mobiles, between 3p and 55p per minute if you're calling from the UK.

Professional Indemnity Insurance

Crowe Clark Whitehill LLP's professional indemnity insurer is Markel International Insurance Co Limited of The International Underwriting Association, London Underwriting Centre, 3 Minster Court, Mincing Lane, London EC3R 7DD. The territorial coverage of the insurance is worldwide with certain restrictions on a claim brought in respect of professional business in the United States of America or Canada.

VAT

Crowe Clark Whitehill LLP is registered for VAT under registration no. GB/974 8680 58.

CCW RECOVERY SOLUTIONS

CHARGE-OUT RATES AND DISBURSEMENTS

The table below sets out the charge-out rates utilised by CCW Recovery Solutions for charging staff time:-

Partner	£375 per hour
Director	£290 per hour
Senior Manager	£250 per hour
Manager	£210 per hour
Assistant Manager	£180 per hour
Senior Administrator	£165 per hour
Administrator	£125 per hour
Trainee/support staff	£65 per hour

It should be noted that the above rates may increase from time to time over the period of the administration of each insolvency case, but this information will be included in periodic statutory reports to creditors. The above rates are effective from 1 April 2018. Time is charged in six minute units.

Category 1 disbursements will be charged at the actual cost at which they are incurred, for example statutory advertising and records storage.

Category 2 disbursements, that is those which are paid to CCW Recovery Solutions, will be on the following basis, once the appropriate approval has been obtained:-

Photocopying	Re-charged at 10p per sheet
Internal room hire	Charged at £50 per meeting held in house
Company searches	£15 per corporate case
Mileage	Charged at 45 pence per mile

GUIDES TO FEES AND BEST PRACTICE

Further information relating to insolvency practitioners' fees and their required practice published by the Association of Business Recovery Professionals can be found on the Insolvency Practitioners Association website: www.insolvency-practitioners.org.uk.

Hover over Regulation and Guidance located to the right of the option ribbon on the home page and select "Creditors Guides to Fees". This information is also relevant to members of companies in both solvent liquidations and insolvency procedures.

The option of Regulation and Guidance will display the following information, and the relevant guide in this case is **Liquidators Fees (October 2015)** under **Guides for England & Wales**.

The Guides form appendices to Statement of Insolvency Practice 9, which sets out required practice for insolvency practitioners. The full text of SIP9 can be found in the Regulation and Guidance area of the Insolvency Practitioners Association website by clicking onto the link to SIPs on the left hand side of the ribbon then select England and Wales and SIP9.

General

All partners acting as insolvency practitioners are licensed to do so in the UK by the Insolvency Practitioners Association. CCW Recovery Solutions is a trading style of Crowe Clark Whitehill LLP, a Limited Liability Partnership registered in England and Wales with registered number OC 307043, and whose VAT registration number is GB/974 8680 58. The registered office is at St. Bride's House, 10 Salisbury Square, London EC4Y 8EH.

1 April 2018

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 **Vincent John Green**

Company name **CCW Recovery Solutions**

Address **4 Mount Ephraim Road**

Tunbridge Wells

Post town **Kent**

County/Region

Postcode **T N 1 1 E E**

Country

DX

Telephone **01892 700200**



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