

# Liquidator's Progress Report

# S.192

Pursuant to Sections 92A and 104A and 192  
of the Insolvency Act 1986

To the Registrar of Companies

Company Number

03158032

Name of Company

Stochre Limited (formerly known as Rola-Trac Limited)

~~+/~~ We

Andrew McTear, Townshend House, Crown Road, Norwich, NR1 3DT

Chris Williams, Townshend House, Crown Road, Norwich, NR1 3DT

the liquidator(s) of the company attach a copy of ~~my~~ our Progress Report  
under section 192 of the Insolvency Act 1986

The Progress Report covers the period from 28/06/2015 to 27/06/2016

Signed



Date 15 AUGUST 2016

McTear Williams & Wood  
Townshend House  
Crown Road  
Norwich  
NR1 3DT

Ref STOC1333/AMCT/CKW/TG/EJP/TH/SP

TUESDAY



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A18

16/08/2016

#142

COMPANIES HOUSE

Contact Saskia Peck  
Direct dial 01603 877852  
Email saskiapeck@mw-w.com

Your ref  
My ref sp/sp/cred/stoc1333/pf-e

**Townshend House  
Crown Road  
Norwich  
NR1 3DT  
Office 01603 877540  
Fax 01603 877549**



**To all known creditors/members**

15 August 2016

Dear Sirs

**Stochre Limited (formerly known as Rola-Trac Limited)  
(in creditors' voluntary liquidation)**

I refer to my appointment as joint liquidator of the above company on 28 June 2013. Pursuant to Rule 4.49C of the Insolvency Rules 1986 this is my third progress report to creditors.

**1 Receipts and payments**

I enclose as Appendix 1 a copy of my receipts and payments for the period 28 June 2013 to 27 June 2016. These are net of VAT.

**2 Overview**

As detailed in Section 5 preferential creditors have been paid in full, the floating charge holder has received £50,000 and unsecured creditors have been paid a prescribed part dividend of 0.054 pence in the pound. The likelihood of further distributions to the floating charge holder and unsecured creditors remain uncertain but are considered unlikely at this stage.

**3 Action since previous report**

I have continued to investigate a possible misfeasance claim with the assistance of our solicitors Isadore Goldman and advice from Counsel. The misfeasance claim is formed of two parts. The first concerns the manner in which the intellectual property licence was terminated by the director. On legal advice this part has been abandoned and no further action will be taken.

The second part concerns the inter-company debts and is ongoing.

CAMBRIDGE IPSWICH LONDON NORWICH

Partners: Andrew McTear FCA, Chris Williams FCA,  
David Wood, Chris McKay FCA and Anthony Davidson.  
All our insolvency practitioners are licensed in the UK  
by The Institute of Chartered Accountants in England & Wales.

[www.mw-w.com](http://www.mw-w.com)

## **4 Assets**

### **4 1 Book debts**

As previously reported we have attempted to collect in the balances due from Terra-XS Limited and Rola-Trac GmbH who owed approximately £148,000 and £119,000 respectively in rental charges. It is extremely unlikely that the balances will be recoverable from either of the companies however we are continuing to review the circumstances which gave rise to these inter-company debts which may give rise to a claim against a third party.

### **4 2 Misfeasance claim**

The intellectual property used and licenced to the company was personally owned by the director Mr Ardern. The licence was terminated prior to the insolvency and it was thought the manner in which this was done may have given rise to a misfeasance claim. However having investigated this thoroughly and based on our legal advice it has been concluded that no further action should be taken.

As detailed above in section 4 1 we are continuing to investigate the circumstances surrounding the two inter-company debts and the resultant loss suffered by the company.

## **5 Creditors' claims**

### **5 1 Preferential creditors**

The position remains as previously reported.

### **5 2 Floating charge creditors**

The position remains as previously reported.

### **5 3 Unsecured creditors**

The position remains as previously reported.

At this stage I do not anticipate being in a position to pay any further dividends to unsecured creditors however if realisations are achieved from the misfeasance claim detailed in Section 4 2 above this will be re-assessed.

## **6 Investigation into the affairs of the company**

I undertook an initial investigation into the company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation and the costs involved. There were matters that justified further investigation as reported above.

## **7 Case control and strategy**

Following my appointment as liquidator I assign overall responsibility for the case to a case manager who is assisted by other staff as appropriate. At the commencement of

the case I agree a written case strategy with the case manager. Monthly case progression meetings are held between the case manager and myself and six weekly case progression meetings are held between senior managers and the case administrators. In addition formal strategy and statutory reviews are undertaken nine months following appointment and then annually (for more complex cases these are also done three months following appointment).

## 8 Statutory matters

In accordance with Rule 4.49C(5) of the Insolvency Rules 1986 we can confirm the following:

- Company name: Stochre Limited (formerly known as Rola-Trac Limited)
- Registered office: Townshend House, Crown Road, Norwich, NR1 3DT
- Registered number: 03158032
- Liquidators: Andrew McTear & Chris Williams
- Date of appointment: 28 June 2013

## 9 Remuneration disbursements and expenses

### 9.1 Remuneration and disbursements

At the creditors' meeting held on 28 August 2012, creditors resolved that my remuneration as liquidator be fixed by reference to time properly spent in attending to matters arising in the liquidation. In accordance with this, I have drawn the following remuneration:

**Figure 1: Summary of time costs for the period 28 June 2015 to 27 June 2016**

	£	Hours	Amount charged and drawn £
Time costs for the period 28 June 2015 to 27 June 2016	15,568	92	6,000
	<u>15,568</u>	<u>92</u>	<u>6,000</u>
<i>Source: Liquidator's records</i>			

Attached at Appendix 2 is a summary of my firm's time costs for the period 28 June 2015 to 27 June 2016, the period covered by this report. In addition to this, attached as Appendix 3 is a summary of my firm's total time costs to date. A schedule of routine work typically undertaken is attached as Appendix 4 and in the period covered by this report, I have dealt with the items that have been ticked.

I have spent additional time dealing with the following more complex or time-consuming matters as follows:

- Investigations Identifying possible causes of action which could lead to a return to creditors Considering and discussing merits of potential claims with solicitors and Counsel Interrogating the books and records to provide evidence Instructing solicitors and Counsel to advise on the merits of the claims Preparing documents for solicitors
- Unsecured creditors In addition to the statutory reporting, entering in to correspondence with creditors about their claims, prospects and paperwork required

I was appointed liquidator on 28 June 2013 and the relevant creditors' guide to liquidators' fees in a liquidation and this firm's practice fee and disbursement recovery policy can be found on our website [www.mw-w.com](http://www.mw-w.com) by clicking on creditor information and then fees and costs or can be requested from this office Disbursements are recovered at cost Our current charge out rates are partner £310, associate £235-£245, senior manager/manager £195-£235, assistant manager/senior professional £165-£195, administrator/assistant £120, trainee £45 Our charge out rates are reviewed annually and since 1 January 2003 have increased by approximately 5% per annum as detailed in our policy document Further information that I am required to disclose on ethics, complaints procedures and other statutory regulatory matters can also be found on our website by clicking on regulatory matters

## **9 2 Liquidation expenses**

The major areas of expenditure incurred in the period of this report and the reasons why these were incurred were

- Isadore Goldman Solicitors were instructed to provide legal advice and assistance on contentious issues which have arisen in respect of disputed rental charges and ownership of the assets and the investigation into a possible misfeasance claim in respect of the termination of the IP licence In the period covered by this report they have incurred time costs of £66 00 and in total since the commencement of the case they have incurred time costs of £21,999 plus VAT They are instructed on a CFA basis and to date no fees have been paid in respect of these costs

Attached at Appendix 5 is a statement of the expenses accrued in the liquidation during the period covered by this report

Our choice of advisors was based on our perception of their experience and ability to perform the necessary work, the complexity and nature of the assignment and the basis of our fee arrangement with them

## **9 3 Further information**

Within 21 days from receipt of this report creditors may request further information about the remuneration and expenses set out in the report The request must be made in writing and made either by a secured creditor or an unsecured creditor or creditors that total at least 5% in value of unsecured creditors or the permission of the Court Other than in specific circumstances, which if applicable we would explain, we will provide this within 14 days

In addition within 8 weeks of receipt of the report creditors may apply to Court to challenge the amount and/or basis of the liquidator's fees and the amount of any proposed expenses or expenses already incurred. The application may be made by a secured creditor, or by unsecured creditor(s) that total at least 10% in value of the creditors or with the permission of the Court.

## **10 Closure**

The following matters are outstanding

- Completion of the investigation into inter-company debts
- Possible payment of a second distribution to the floating charge holder and unsecured creditors depending on the outcome of the above

If you require any further information please do not hesitate to contact Saskia Peck at the above address

Yours faithfully



**Andrew McTear**  
*Joint Liquidator*

Enclosures

**Stochre Limited (formerly known as Rola-Trac Limited)**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £	From 28/06/2015 To 27/06/2016 £	From 28/06/2013 To 27/06/2016 £
<b>ASSET REALISATIONS</b>		
Miscellaneous Receipts	NIL	45 04
VAT refund	NIL	1,284 00
Surplus funds transferred from ADM a	NIL	13,245 92
VAT transferred from ADM account	NIL	8,864 19
	<u>NIL</u>	<u>23,439 15</u>
<b>COST OF REALISATIONS</b>		
BIS Cheque Fees	NIL	25 75
Appointment takers fees	6,000 00	12,369 00
Legal Fees (1)	NIL	408 00
Stationery & Postage	130 32	130 32
Storage/archiving costs	NIL	42 50
Statutory Advertising	NIL	148 50
Insurance of Assets	NIL	655 08
Bank Charges	75 10	237 83
DTI Unclaimed Dividends	NIL	91 36
	<u>(6,205 42)</u>	<u>(14,108 34)</u>
<b>PREFERENTIAL CREDITORS</b>		
Preferential creditor - PAYE/NIC	NIL	27 00
Pref creditor - RPO wages/hol pay	NIL	664 34
Pref cred - E'ees wages/hol pay	NIL	108 66
	<u>NIL</u>	<u>(800 00)</u>
<b>UNSECURED CREDITORS</b>		
Unsecured cred - Trade and expense	NIL	6,428 24
Unsecured cred - Employees	NIL	249 87
Unsecured cred - RPO	NIL	303 63
Unsecured cred - PAYE/NIC	NIL	737 84
	<u>NIL</u>	<u>(7,719 58)</u>
	<u><b>(6,205.42)</b></u>	<u><b>811.23</b></u>
<b>REPRESENTED BY</b>		
Vat Receivable		213 76
Non interest bearing account		597 47
		<u><b>811.23</b></u>

## Time Entry - Detailed SIP9 Time & Cost Summary

STOC1333 - Stochre Limited (formerly known as Rola-Trac Limit ed)  
From 28/06/2015 To 27/06/2016  
Project Code POST

Classification of Work Function	Partners	Associates & Managers	Assistant Mgrs & Snr Professionals	Administrators	Case Assistants & Trainees	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 Statutory filing and reporting	0.10	2.00	8.40	0.70	0.70	9.80	1,585.00	160.10
103 Cashiering	0.10	0.30	2.80	0.40	5.10	8.70	845.00	97.13
105 Secretarial	0.00	0.00	0.10	0.00	5.00	5.10	564.00	114.51
107 Travelling	0.00	0.80	0.00	0.00	0.00	0.80	196.00	245.00
108 VAT and tax	0.00	0.40	3.70	0.70	0.90	5.70	799.00	140.18
114 Prepare update & sign off checklist & IPS diary	0.10	3.90	2.60	0.00	0.00	6.60	1,205.00	182.58
115 Prepare update & sign off case strategy & reviews	1.50	2.70	1.60	0.00	0.30	6.10	1,311.50	215.00
116 Prioritising & agreeing next steps	0.00	0.70	0.00	0.00	0.00	0.70	136.50	195.00
117 Case progression meetings	1.40	2.90	0.10	0.00	0.50	4.90	1,118.00	228.16
118 Billing & providing analysis/justification of time	0.40	0.20	2.20	0.00	2.80	5.60	512.00	182.86
119 Statutory closing formalities	0.00	0.00	5.40	0.00	0.00	5.40	891.00	165.00
120 Arranging bonding & quarterly bond review	0.00	0.20	2.10	0.00	0.00	2.30	377.50	164.13
<b>Admin &amp; Planning</b>	<b>3.80</b>	<b>14.10</b>	<b>27.00</b>	<b>1.80</b>	<b>12.50</b>	<b>69.00</b>	<b>9,660.50</b>	<b>162.04</b>
500 Creditors unsecured - declare & pay dividends	0.00	0.00	0.20	0.00	0.00	0.20	31.00	155.00
504 Creditors - secured	0.00	0.00	0.00	0.00	0.20	0.20	9.00	45.00
506 Creditors unsecured - other	0.30	0.40	6.90	0.00	2.40	10.00	1,416.00	141.60
<b>Creditors</b>	<b>0.30</b>	<b>0.40</b>	<b>7.10</b>	<b>0.00</b>	<b>2.60</b>	<b>10.40</b>	<b>1,456.00</b>	<b>140.00</b>
200 Investigations	0.00	0.50	8.20	0.00	0.00	8.70	1,448.50	166.49
<b>Investigations</b>	<b>0.00</b>	<b>0.50</b>	<b>8.20</b>	<b>0.00</b>	<b>0.00</b>	<b>8.70</b>	<b>1,448.50</b>	<b>166.49</b>
302 Assets - other debts	0.00	1.10	0.20	0.00	0.00	1.30	291.50	224.23
306 Assets - insurance	0.00	0.00	0.30	0.00	0.00	0.30	49.50	165.00
308 Assets - property	0.00	0.10	0.00	0.00	0.00	0.10	23.00	230.00
310 Assets - civil recovery action & litigation	3.80	3.20	0.00	0.00	0.00	7.00	1,947.50	278.21
311 Assets - pre appointment bank account	0.00	0.10	4.60	0.00	0.00	4.70	752.00	160.00
316 Reviewing income & expenditure	0.00	0.20	0.00	0.00	0.00	0.20	39.00	195.00
<b>Realisation of Assets</b>	<b>3.80</b>	<b>4.70</b>	<b>5.10</b>	<b>0.00</b>	<b>0.00</b>	<b>13.60</b>	<b>3,102.50</b>	<b>228.13</b>
<b>Total Hours</b>	<b>7.70</b>	<b>19.70</b>	<b>47.40</b>	<b>1.80</b>	<b>16.10</b>	<b>91.70</b>	<b>16,667.50</b>	<b>189.77</b>
<b>Total Fees Claimed</b>							<b>12,369.00</b>	



# Time Entry - Detailed SIP9 Time & Cost Summary

STOC1333 - Stochre Limited (formerly known as Rola-Trac Limited)  
From 28/06/2013 To 27/06/2016  
Project Code POST

Classification of Work Function	Partners	Associates & Managers	Assistant Mgrs & Snr professionals	Administrators	Case	Assistants & Trainees	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 Statutory filing and reporting	4.40	4.40	14.50		9.20	0.83	33.30	5,371.00	161.29
102 Review and sign off	6.90	38.20	23.80		26.60	15.10	108.40	16,275.50	150.14
103 Cashiering	0.10	0.70	7.20		5.90	16.20	30.10	2,695.50	89.55
105 Secretarial	0.00	0.00	0.10		0.00	26.50	26.60	2,878.00	108.20
107 Travelling	0.00	0.80	0.00		0.00	0.00	0.80	196.00	245.00
108 VAT and tax	0.00	0.70	5.90		2.30	1.30	10.20	1,364.00	135.69
114 Prepare update & sign off checklists & JPS diary	0.10	4.40	3.10		0.00	0.00	7.60	1,360.00	181.58
115 Prepare update & sign off case strategy & reviews	1.50	2.70	1.60		0.00	0.30	6.10	1,311.50	215.00
116 Prototyping & agreeing next steps	0.00	0.70	0.00		0.00	0.00	0.70	138.50	195.00
117 Case progression meetings	1.80	3.10	0.20		0.00	0.60	5.70	1,305.00	228.95
118 Billing & providing analysis/justification of time	0.60	0.90	4.00		0.00	0.00	5.10	912.00	178.82
119 Statutory closing formalities	0.00	0.00	5.40		0.00	0.00	5.40	891.00	165.00
120 Arranging bonding & quarterly bond review	0.00	0.20	2.10		0.00	0.00	2.30	377.50	164.13
<b>Admin &amp; Planning</b>	<b>15.40</b>	<b>64.40</b>	<b>67.70</b>	<b>44.00</b>	<b>44.00</b>	<b>60.80</b>	<b>242.30</b>	<b>35,113.50</b>	<b>144.92</b>
500 Creditors unsecured - declare & pay dividends	0.40	0.70	5.40		2.20	0.00	8.70	1,351.50	155.34
501 Creditors - RPS claims	0.40	0.50	0.00		3.10	0.00	4.00	544.50	136.13
504 Creditors - secured	0.00	0.20	0.60		0.00	0.30	1.10	144.50	131.36
505 Creditors - preferential	0.00	0.00	0.00		1.60	0.00	1.60	168.00	105.00
506 Creditors unsecured - other	0.30	13.40	21.20		15.20	2.80	52.90	7,984.50	150.94
<b>Creditors</b>	<b>1.10</b>	<b>14.80</b>	<b>27.20</b>	<b>22.10</b>	<b>22.10</b>	<b>3.10</b>	<b>68.30</b>	<b>10,193.00</b>	<b>149.24</b>
200 Investigations	6.10	11.80	8.20		16.70	0.00	42.80	7,269.00	169.84
201 CDDA Reports	0.80	4.70	0.00		14.30	0.00	19.80	2,673.00	135.00
<b>Investigations</b>	<b>6.90</b>	<b>16.50</b>	<b>8.20</b>	<b>31.00</b>	<b>31.00</b>	<b>0.00</b>	<b>62.60</b>	<b>9,942.00</b>	<b>168.82</b>
301 Assets - trade debts	0.00	13.70	0.20		0.20	0.00	14.10	2,730.00	193.62
302 Assets - other debts	0.00	2.90	0.20		0.40	0.20	3.70	730.50	197.43
306 Assets - insurance	0.00	0.00	0.30		1.30	0.00	1.60	192.50	120.31
308 Assets - property	0.30	0.10	0.50		0.00	0.00	0.90	186.00	206.67
310 Assets - civil recovery action & litigation	16.20	41.40	29.90		5.60	0.00	93.10	18,680.00	200.64
311 Assets - pre appointment bank account	0.00	0.10	4.60		0.00	0.00	4.70	752.00	160.00
316 Reviewing income & expenditure	0.00	0.20	0.00		0.00	0.00	0.20	39.00	195.00
<b>Realisation of Assets</b>	<b>18.50</b>	<b>68.40</b>	<b>36.70</b>	<b>7.60</b>	<b>7.60</b>	<b>0.20</b>	<b>118.30</b>	<b>23,310.00</b>	<b>197.04</b>
<b>Total Hours</b>	<b>39.90</b>	<b>144.10</b>	<b>133.60</b>	<b>104.60</b>	<b>104.60</b>	<b>64.10</b>	<b>491.60</b>	<b>78,668.50</b>	<b>159.83</b>
<b>Total Fees Claimed</b>								<b>12,369.00</b>	

## Appendix 4

### Routine work undertaken

Time spent on casework is recorded in 6 minute units under the following categories

Statutory and compliance	Carried out in period of report
<ul style="list-style-type: none"><li>▪ Collating initial information to enable us to carry out our statutory duties including creditor information, details of assets and other information</li></ul>	┐
<ul style="list-style-type: none"><li>▪ Providing initial statutory notifications of our appointment to the Registrar of Companies, clients, creditors, other stakeholders and advertising our appointment</li></ul>	┐
<ul style="list-style-type: none"><li>▪ Issuing press releases and posting information on our website</li></ul>	┐
<ul style="list-style-type: none"><li>▪ Preparing statutory receipts and payment accounts</li></ul>	┐
<ul style="list-style-type: none"><li>▪ Arranging bonding</li></ul>	┐
<ul style="list-style-type: none"><li>▪ Ensuring compliance with all statutory obligations within the relevant timescales</li></ul>	┐
<b>Strategy documents, checklist and reviews</b>	
<ul style="list-style-type: none"><li>▪ Formulating, monitoring and reviewing case strategy and meetings with internal and external parties to agree the same</li></ul>	┐
<ul style="list-style-type: none"><li>▪ Briefing staff on the case strategy and matters in relation to various work streams</li></ul>	┐
<ul style="list-style-type: none"><li>▪ Regular reviews of progress and case management including team update meetings and calls</li></ul>	┐
<ul style="list-style-type: none"><li>▪ Reviews, correspondences and other work</li></ul>	┐
<ul style="list-style-type: none"><li>▪ Reviewing matters affecting the outcome</li></ul>	┐
<ul style="list-style-type: none"><li>▪ Allocating and managing staff/case resourcing and reviews</li></ul>	┐
<ul style="list-style-type: none"><li>▪ Agreeing content of engagement letters with other professionals and taking advice and liaising generally</li></ul>	┐
<ul style="list-style-type: none"><li>▪ Documenting strategy decisions</li></ul>	┐
<b>Cashiering</b>	
<ul style="list-style-type: none"><li>▪ Setting up bank accounts and dealing with the Company's pre-appointment accounts</li></ul>	┐
<ul style="list-style-type: none"><li>▪ Preparing and processing voucher for the payment of post appointment invoices</li></ul>	┐

▪ Creating remittances and sending payments to settle post appointment invoices	R
▪ Preparing payroll payments for retained staff, dealing with salary related queries and confirming payments with the employee's banks	L
▪ Reconciling post-appointment bank accounts	R
<b>Tax</b>	
▪ Gathering initial information from the Company's records in relation to taxation	L
▪ Submitting initial notifications to HM Revenue & Customs	L
▪ Reviewing the Company's pre-appointment corporation tax and VAT position	L
▪ Analysing and considering the tax effects of various sale options, tax planning for efficient use of tax assets and to maximise realisations	L
▪ Analysing VAT related transactions	L
▪ Dealing with post appointment tax returns and compliance	R
<b>Shareholders</b>	
▪ Providing notification of our appointment	L
▪ Responding to enquiries from shareholders	R
▪ Providing copies of statutory reports to the shareholders	R
<b>General</b>	
▪ Reviewing time costs data and producing analysis of time incurred which is compliant with Statement of Insolvency Practice 9	R
▪ Locating relevant Company books and records, arranging for their collection, listing records and dealing with ongoing storage	L
<b>Trading</b>	
▪ Preparing cash flow statements to monitor the cash position	L
▪ Attending to supplier and customer queries and correspondence	L
▪ Raising, approving and monitoring purchase orders and setting up control systems for trading	L

- Negotiating and making direct contact with various suppliers as necessary to provide additional information and undertakings, including agreeing terms and conditions in order to ensure continued support ┐
- Securing petty cash on site and monitoring spend ┐
- Dealing with issues in relation to stock and other assets required for trading ┐
- Communicating and negotiating with customers regarding ongoing supplies including agreeing terms and conditions ┐
- Monitoring stock and stock reconciliations ┐
- Dealing with hauliers to ensure ongoing services ┐
- Ensuring ongoing provision of emergency and other essential services to site ┐

#### **Asset realisations**

- Collating information from the Company's records regarding the assets ┐
- Liaising with agents regarding the sale of assets ┐
- Reviewing outstanding debtors and agreeing debt collection strategy ┐
- Liaising with Company credit control staff and communicating with debtors ┐
- Seeking legal advice in relation to book debt collections ┐
- Reviewing the inter-company debtor position between the Company and other group companies ┐

#### **Property matters**

- Reviewing the Company's leasehold properties including review of leases ┐
- Communicating with landlords regarding rent, property occupation and other issues ┐
- Performing land registry searches ┐

#### **Sale of business**

- Planning the strategy for the sale of the business and assets including instruction and liaison with professional advisers ┐
- Collating relevant information and drafting information memorandum in relation to the sale of the Company's business and assets and advertising the business for sale ┐

- Dealing with queries from interested parties and managing the information flow to potential purchasers ┐
- Managing site visits with interested parties, fielding due diligence queries and maintaining a record of interested parties ┐
- Carrying out sale negotiations with interested parties ┐

#### **Health and safety**

- Ensuring that legal and licensing obligations are complied with ┐
- Ongoing health and safety compliance ┐

#### **Open cover insurance**

- Arranging ongoing insurance cover for the Company's business and assets ┐
- Liaising with the post appointment insurance brokers to provide information, assess risks and ensure appropriate cover in place ┐
- Assessing the level of insurance premiums ┐

#### **Employees**

- Dealing with queries from employees regarding various matters relating to their employment ┐
- Dealing with statutory employment related matters including statutory notices to employees and making statutory submissions to the relevant government departments ┐
- Administering the Company's payroll including associated taxation and other deductions and preparing PAYE and NIC returns ┐
- Communicating and corresponding with HM Revenue & Customs ┐
- Dealing with issues arising from employee redundancies including statutory notifications and liaising with the Redundancy Payments Service ┐
- Managing claims from employees ┐

#### **Pensions**

- Collating information and reviewing the Company's pension schemes ┐
- Calculating employee pension contributions and review of pre-appointment unpaid contributions ┐
- Ensuring compliance with our duties to issue statutory notices ┐

- Communicating with employees' representatives concerning the effect of the administration on pensions and dealing with employee queries

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#### **Clients, creditors and claims**

- Drafting and circulating our proposals
- Convening and preparing for the meeting of clients and creditors
- Creating and updating the list of clients and unsecured creditors
- Responding to enquiries from clients and creditors regarding submission of their claims
- Reviewing completed forms submitted by clients and creditors, recording claim amounts and maintaining claim records
- Agreeing secured/preferential/client/unsecured claims
- Drafting our progress report

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#### **Investigations/directors**

- Reviewing Company and directorship searches and advising the directors of the effect of the insolvency
- Liaising with management to produce the Statement of Affairs and filing this document with the Registrar of Companies
- Arranging for the redirection of the Company's mail
- Reviewing the questionnaires submitted by the Directors of the Company
- Reviewing pre-appointment transactions
- Reporting on the director's conduct to the Insolvency Service

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## Appendix 5

### Stochre Limited (formerly known as Rola-Trac Limited (in creditors' voluntary liquidation)

#### Statement of expenses incurred and not paid for in the period 28 June 2015 to 27 June 2016

Nature of expense	Details	Amount of accrued expense £
<b>Professional fees</b>		
Legal fees	Isadore Goldman	66 00
		<hr/>
		66 00
		<hr/>