

LIQ03

Notice of progress report in voluntary winding up



Companies House

TUESDAY



A26 *A7Z56HEA*
12/02/2019 #123
COMPANIES HOUSE

1	Company details	
Company number	0 3 1 8 8 6 7 0	→ Filling in this form Please complete in typescript or in bold black capitals.
Company name in full	Autoworld (Netherton) Limited	
2	Liquidator's name	
Full forename(s)	Adam Peter	
Surname	Jordan	
3	Liquidator's address	
Building name/number	3 The Courtyard Harris Business Park	
Street	Hanbury Road	
Post town	Stoke Prior	
County/Region	Bromsgrove	
Postcode	B 6 0 4 D J	
Country		
4	Liquidator's name ①	
Full forename(s)	Nickolas Garth	① Other liquidator Use this section to tell us about another liquidator.
Surname	Rimes	
5	Liquidator's address ②	
Building name/number	3 The Courtyard Harris Business Park	② Other liquidator Use this section to tell us about another liquidator.
Street	Hanbury Road	
Post town	Stoke Prior	
County/Region	Bromsgrove	
Postcode	B 6 0 4 D J	
Country		

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6 Period of progress report

From date	^d 0	^d 9	^m 1	^m 2	^y 2	^y 0	^y 1	^y 7
To date	^d 0	^d 8	^m 1	^m 2	^y 2	^y 0	^y 1	^y 8

7 Progress report

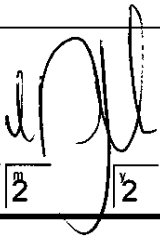
☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d 0	^d 5	^m 0	^m 2	^y 2	^y 0	^y 1	^y 9
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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 **Adam Jordan**

Company name **Rimes & Co**

Address **3 The Courtyard, Harris Business Park
Hanbury Road**

Post town **Stoke Prior**

County/Region **Bromsgrove**

Postcode **B 6 0 4 D J**

Country

DX

Telephone **01527 558 410**



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

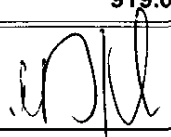
For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

Autoworld (Netherton) Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 09/12/2017 To 08/12/2018 £	From 09/12/2016 To 08/12/2018 £
	ASSET REALISATIONS		
Uncertain	Book Debts	NIL	NIL
1,000.00	Funds Held On Trust	NIL	1,000.00
	Bank Interest Gross	NIL	0.13
	Assignment of Book Debts	NIL	3,875.00
	Refund of Bank Charges	884.53	884.53
		<u>884.53</u>	<u>5,759.66</u>
	COST OF REALISATIONS		
	Petitioners Costs	NIL	920.00
	Pre Liquidation Costs	3,000.00	3,000.00
	Pre Liquidation Disbursements	11.68	11.68
	Joint Liquidator's Disbursements	77.93	77.93
	Legal Fees	NIL	500.00
	Legal Disbursements	NIL	100.00
	Statutory Advertising	NIL	231.00
		<u>(3,089.61)</u>	<u>(4,840.61)</u>
	PREFERENTIAL CREDITORS		
(428.00)	Employee Claim - Holiday Pay	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	UNSECURED CREDITORS		
(20,960.00)	Trade & Expense Creditors	NIL	NIL
(8,640.00)	Employee Claim - Notice & Redundanc	NIL	NIL
(15,050.00)	HM Revenue & Customs - PAYE/NIC	NIL	NIL
(1,400.00)	HM Revenue & Customs - Corporation	NIL	NIL
(77,820.00)	HM Revenue & Customs - VAT	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
(123,299.00)		<u>(2,205.08)</u>	<u>919.05</u>
	REPRESENTED BY		
	Vat Receivable		784.12
	Bank 1 Current		134.93

919.05


Adam Peter Jordan
Joint Liquidator

AUTOWORLD (NETHERTON) LIMITED – IN CREDITORS' VOLUNTARY LIQUIDATION

JOINT LIQUIDATORS' PROGRESS REPORT TO CREDITORS AND MEMBERS

For the year ending 8 December 2018

STATUTORY INFORMATION

Company name:	Autoworld (Netherton) Limited
Registered office:	3 The Courtyard, Harris Business Park, Hanbury Road Stoke Prior, Bromsgrove, B60 4DJ
Former registered office:	Unit 1, Imex Auto Centre, Dudley Port Tipton, West Midlands, DY4 7RQ
Registered number:	03188670
Joint Liquidators' names:	Adam Peter Jordan and Nickolas Garth Rimes
Joint Liquidators' address:	3 The Courtyard, Harris Business Park, Hanbury Road, Stoke Prior, Bromsgrove, B60 4DJ
Joint Liquidators' date of appointment:	9 December 2016
Actions of Joint Liquidators'	Any act required or authorised under any enactment to be done by a Liquidator may be done by either or both of the Liquidators acting jointly or alone.

JOINT LIQUIDATORS' ACTIONS SINCE LAST REPORT

There is certain work that we are required by the insolvency legislation to undertake in connection with the Liquidation that provides no financial benefit for the creditors. A description of the routine work undertaken since our last progress report is contained in Appendix 1.

RECEIPTS AND PAYMENTS

A Receipts & Payments Account for the period from 9 December 2017 to 8 December 2018, and for the Liquidation as a whole, is attached at Appendix 2.

The balance of funds are held in a non-interest bearing estate bank account.

ASSETS

Refund of Bank Charges

During the reporting period, we received the sum of £884.53 from the Company's former bankers in respect of a refund of bank charges applied to the Company's account.

LIABILITIES

Secured Creditors

An examination of the Company's mortgage register held by the Registrar of Companies, showed that the Company granted a Debenture to Barclays Bank PLC ("Barclays"), that was created on 7 March 2012 and delivered to Companies House on 15 March 2012, and confers upon the holder fixed and floating charges over the undertaking and all property and assets of the Company.

It was understood this Debenture has been satisfied, however, the relevant documentation to reflect the status at Companies House has yet to be lodged.

The legislation requires that if the Company has created a floating charge after 15 September 2003, a prescribed part of the Company's net property (i.e. the money that would otherwise be available to the charge holder) should be ring-fenced for distribution to unsecured creditors. In this case there was no liability to Barclays and, as a result, the prescribed part provisions do not apply.

Preferential Creditors

The Statement of Affairs anticipated £428.00 in preferential creditors. Claims totaling £458.51 have been received.

Crown Creditors

The Statement of Affairs included £94,270 owed to HMRC. HMRC's claim of £185,565.63 has been received.

Non-preferential unsecured Creditors

The Statement of Affairs included 4 non-preferential unsecured creditors with an estimated total liability of £29,600. We have received claims from 4 creditors at a total of £37,413.67. No further claims are anticipated.

DIVIDEND PROSPECTS

Non-preferential unsecured creditors

Based on current known information about assets and liabilities, there is no prospect of a dividend being paid to any class of creditor.

INVESTIGATION INTO THE AFFAIRS OF THE COMPANY

As previously reported, we have complied with our reporting obligations under the Company Director Disqualification Act 1986.

PRE-APPOINTMENT REMUNERATION

The creditors previously authorised the payment of a fee of £3,000 for our assistance with preparing the Statement of Affairs and convening and holding the meeting of creditors at a meeting held on 26 October 2016.

This fee has been paid in the period covered by this report and is shown on the enclosed Receipts and Payments Account.

JOINT LIQUIDATORS' REMUNERATION

Since our appointment as Joint Liquidators we have taken the appropriate steps in order to realise the Company assets in as timely and effective a manner as possible.

In addition, we have undertaken routine statutory and compliance work, such as circulating the details of our appointment to all the Company shareholders and creditors as well as ensuring our appointment was advertised in the appropriate manner in compliance with current insolvency legislation and also provided the appropriate notification to the Registrar of Companies at Companies House. 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.

We had to undertake this work either as part of our routine administrative functions, or in order to protect and realise the assets of the Company.

In addition, we have undertaken routine statutory and compliance work, such as circulating the details of our appointment to all the Company shareholders and creditors as well as ensuring our appointment was advertised in the appropriate manner in compliance with current insolvency legislation and also provided the appropriate notification to the Registrar of Companies at Companies House. 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.

We have not used any agents or professional advisors in the period covered by this report.

We enclose a copy of our Practice Fee Recovery Policy. In this case we are seeking to fix the basis of our remuneration as a fixed fee, as detailed below.

There are certain tasks that we must carry out on nearly every Liquidation, namely Administration and Creditors. Although these tasks are required by statute or regulatory guidance, or are necessary for the orderly conduct of the proceedings, they do not produce any direct benefit for creditors but therefore still must be carried out.

Administration - This represents the work that is involved in the routine administrative functions of the case by the office holder and their staff, together with the control and supervision of the work done on the case by the office holder and their managers. It does not give direct financial benefit to the creditors, but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow.

Creditors (Employees) - The office holder needs to deal with the former employees to ensure that their claims are processed appropriately by the Redundancy Payments Office (RPO). That work will include dealing with queries received from both the ex-employees and the RPO to facilitate the processing of the claims. The office holder is required to undertake this work as part of his statutory functions.

Creditors (Other than employees) - The office holder needs maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the creditors.

The office holder will also have to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holder is required to undertake this work as part of his statutory functions.

In addition, we have undertaken the following work for which we are seeking to be remunerated as part of the fixed fee.

Investigations - The insolvency legislation gives the office holder powers to take recovery action in respect of what are known as antecedent transactions, where assets have been disposed of prior to the commencement of the insolvency procedure and also in respect of matters such as misfeasance and wrongful trading. The office holder is required by the Statements of Insolvency Practice to undertake an initial investigation in all cases to determine whether there are potential recovery actions for the benefit of creditors. If potential recoveries or matters for further investigation are identified then the office holder will need to incur additional time to investigate them in detail and to bring recovery actions where necessary, and further information will be provided to creditors and approval for an increase in fees will be made as necessary. Such recovery actions will be for the benefit of the creditors and the office holder will provide an estimate of that benefit if an increase in fees is necessary

After taking into account the nature and value of the assets involved, we have concluded that a fixed fee of £1,000 plus VAT is necessary to cover the work discussed.

We have also compared the proposed fee with our past time records for undertaking the work in respect of cases of a similar size and complexity and taken that into account when determining the level of the fixed fee sought, and as a result we believe that this demonstrates why the fixed fee is expected to produce a fair and reasonable reflection of the work that we anticipate will be necessarily and properly undertaken. Full information about the work that we have undertaken in the reporting period is contained in Appendix 2.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors Guide to Liquidators' Fees' also published by R3, together with an explanatory note which shows Rimes & Co's fee policy are available at the link www.rimesandco.co.uk/resources.html. Please note that there are different versions of the Guidance Notes and in this case you should refer to the October 2015 version.

JOINT LIQUIDATORS' EXPENSES

We have incurred expenses to 8 December 2017 of £1,828.93, of which £11.50 has been incurred in the period covered by this report.

We have drawn and paid £1,828.93 to date, of which £77.93 has been drawn in the reporting period.

We have incurred the following expenses in the period since our last progress report:

Type of expense	Amount incurred/ accrued in the reporting period
Postage	£5.50
Storage Costs	£6.00

I have not used any agents or professional advisors in the reporting period.

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 their receipt of this report. Any secured creditor may request the same details in the same time limit.

RIMES & CO

Licensed Insolvency Practitioners

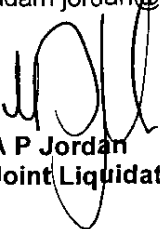
An unsecured creditor may, with the permission of the Court, or with the concurrence of 10% in value of the unsecured creditors (including the creditor in question), apply to Court to challenge the amount of remuneration charged by the Joint Liquidators as being excessive, and/or the basis of the Joint Liquidators' remuneration, and/or the amount of the expenses incurred as being excessive, within 8 weeks of their 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 Rimes & Co can be found at www.rimesandco.co.uk/resources.html.

SUMMARY

The Liquidation will remain open until we have obtained approval for the basis on which our remuneration is to be charged and once resolved the Liquidation will be finalised and our files will be closed.

If creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact me on 01527 558 410, or by email at adam.jordan@rimesandco.co.uk.



A P Jordan
Joint Liquidator

Appendix 1

1. Administration

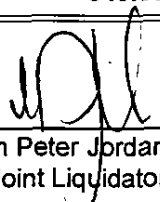
- Dealing with all routine correspondence and emails relating to the case.
- Maintaining and managing the office holder's estate bank account.
- Maintaining and managing the office holder's cashbook.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a quarterly 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.

2. Creditors

- Dealing with creditor correspondence, emails and telephone conversations regarding their claims.
- Maintaining up to date creditor information on the case management system.

Autoworld (Netherton) Limited
(In Liquidation)
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	ASSET REALISATIONS		
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1,000.00	Funds Held On Trust	NIL	1,000.00
	Bank Interest Gross	NIL	0.13
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	Refund of Bank Charges	884.53	884.53
		<u>884.53</u>	<u>5,759.66</u>
	COST OF REALISATIONS		
	Petitioners Costs	NIL	920.00
	Pre Liquidation Costs	3,000.00	3,000.00
	Pre Liquidation Disbursements	11.68	11.68
	Joint Liquidator's Disbursements	77.93	77.93
	Legal Fees	NIL	500.00
	Legal Disbursements	NIL	100.00
	Statutory Advertising	NIL	231.00
		<u>(3,089.61)</u>	<u>(4,840.61)</u>
	PREFERENTIAL CREDITORS		
(428.00)	Employee Claim - Holiday Pay	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	UNSECURED CREDITORS		
(20,960.00)	Trade & Expense Creditors	NIL	NIL
(8,640.00)	Employee Claim - Notice & Redundanc	NIL	NIL
(15,050.00)	HM Revenue & Customs - PAYE/NIC	NIL	NIL
(1,400.00)	HM Revenue & Customs - Corporation	NIL	NIL
(77,820.00)	HM Revenue & Customs - VAT	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
(123,299.00)		(2,205.08)	919.05
	REPRESENTED BY		
	Vat Receivable		784.12
	Bank 1 Current		134.93
			<u>919.05</u>


Adam Peter Jordan
Joint Liquidator

Notice of decisions by correspondence

AUTOWORLD (NETHERTON) LIMITED - IN CREDITORS VOLUNTARY LIQUIDATION

(Company Number 03188670)

NOTICE IS GIVEN by Adam Peter Jordan and Nickolas Garth Rimes to the creditors of Autoworld (Netherton) Limited that set out below is a resolution for your consideration under rule 18.16 of The Insolvency (England and Wales) Rules 2016. Please complete the voting section below indicating whether you are in favour or against the following decision(s):


i). That the Joint Liquidators' fees be approved as a fixed fee of £1,000 for different categories of work, the details of which are set out in the report prepared in connection with fee approval and issued with the notice of this decision procedure.

The final date for votes is 28 February 2019, the decision date.

1. In order for their votes to be counted creditors must submit to me their completed voting form so that it is received at Rimes & Co, 3 The Courtyard, Harris Business Park, Hanbury Road, Stoke Prior, Bromsgrove, B60 4DJ by no later than 23.59 hours on 28 February 2019. It must be accompanied by proof of their debt, (if not already lodged). Failure to do so will lead to their vote(s) being disregarded.
2. Creditors must lodge proof of their debt (if not already lodged) at the offices of Rimes & Co, 3 The Courtyard, Harris Business Park, Hanbury Road, Stoke Prior, Bromsgrove, B60 4DJ by no later than 23.59 on 28 February 2019, without which their vote will be invalid.
3. Creditors with claims of £1,000 or less must have lodged proof of their debt for their vote to be valid.
4. Any creditors who have previously opted out from receiving documents in respect of the insolvency proceedings are entitled to vote on the decision(s) provided they have lodged proof of their debt.
5. Creditors may, within 5 business days of delivery of this notice to them, request a physical meeting of creditors be held to determine the outcome of the decision(s) above. Any request for a physical meeting must be accompanied by valid proof of their debt (if not already lodged). A meeting will be convened if creditors requesting a meeting represent a minimum of 10% in value or 10% in number of creditors or simply 10 creditors, where "creditors" means "all creditors."
6. Creditors have the right to appeal the decision made by applying to Court under Rule 15.35 within 21 days of 28 February 2019, the decision date.

Creditors requiring further information regarding the above, should either contact me in writing at Rimes & Co, 3 The Courtyard, Harris Business Park, Hanbury Road, Stoke Prior, Bromsgrove, B60 4DJ, by email at info@rimesandco.co.uk or by telephone on 01527 558 410..

DATED THIS 6TH DAY OF FEBRUARY 2019


A P Jordan
Joint Liquidator

AUTOWORLD (NETHERTON) LIMITED - IN CREDITORS VOLUNTARY LIQUIDATION

(Company Number 03188670)

Voting on Decision

i). That the Joint Liquidators' fees be approved as a fixed fee of £1,000 for different categories of work, the details of which are set out in the report prepared in connection with fee approval and issued with the notice of this decision procedure.

For / Against

TO BE COMPLETED BY CREDITOR WHEN RETURNING FORM:

Name of creditor: _____

Signature of creditor: _____

(Complete the following if signing on behalf of creditor, e.g. director/solicitor)

Capacity in which
signing document: _____

Date: _____

Notice of invitation to form a Liquidation Committee

AUTOWORLD (NETHERTON) LIMITED - IN CREDITORS VOLUNTARY LIQUIDATION

(Company Number 03188670)

NOTICE IS GIVEN by Adam Peter Jordan and Nickolas Garth Rimes to the creditors of Autoworld (Netherton) Limited of an invitation to form a Liquidation Committee under rule 6.19 of The Insolvency (England and Wales) Rules 2016.

1. In addition to seeking a decision on the matters set out in the accompanying notice, creditors are also invited to determine, at the same time, whether a Liquidation Committee should be established.
2. A Committee may be formed if a minimum of 3 and a maximum of 5 creditors are willing to become members.
3. Nominations can only be accepted for a creditor to become a member of the Committee if they are an unsecured creditor and have lodged a proof of their debt that has not been disallowed for voting or dividend purposes.
4. The specified date for receipt of nominations for creditors to act as a member of the Committee under rule 6.19 of The Insolvency (England and Wales) Rules 2016 is 28 February 2019, the decision date.
5. Please complete the form sent with this notice, and include the name and address of any person you wish to nominate to act as a member of the Committee. The completed document should be returned to Rimes & Co, 3 The Courtyard, Harris Business Park, Hanbury Road, Stoke Prior, Bromsgrove, B60 4DJ so that it is received by no later than 23.59 hours on 28 February 2019, the decision date.

Note: Further information on the rights, duties and the functions of a Committee is available in a booklet published by the Association of Business Recovery Professionals (R3). This booklet can be accessed at www.rimesandco.co.uk/resources.html. If you require a hard copy of the booklet please contact me in writing at Rimes & Co, 3 The Courtyard, Harris Business Park, Hanbury Road, Stoke Prior, Bromsgrove, B60 4DJ, by email at info@rimesandco.co.uk, or by telephone on 01527 558 410.

DATED THIS 6TH DAY OF FEBRUARY 2019



A P Jordan
Joint Liquidator

AUTOWORLD (NETHERTON) LIMITED - IN CREDITORS VOLUNTARY LIQUIDATION

(Company Number 03188670)

Decision

1. That a Liquidation Committee should be established.

For/Against

I wish to nominate the following creditor to act as a member of the committee:

Name of nominated creditor _____

TO BE COMPLETED BY CREDITOR WHEN RETURNING FORM:

Name of creditor: _____

Signature of creditor: _____

(Complete the following if signing on behalf of creditor, e.g. director/solicitor)

Capacity in which signing document: _____

Dated: _____

Note: The completed form should be delivered to Rimes & Co, 3 The Courtyard, Harris Business Park, Hanbury Road, Stoke Prior, Bromsgrove, B60 4DJ.

Rule 14.4 The Insolvency (England and Wales) Rules 2016
Proof of Debt – General Form

Name of Company in Liquidation:

Autoworld (Netherton) Limited

Company Registration Number:

03188670

Date of Liquidation:

9 December 2016

1 Name of creditor

(If a company, please also provide the company registration number).

2 Correspondence address of creditor (including any email address)

3 Total amount of claim (£)
(include any Value Added Tax)

4 If amount in 3 above includes (£)
outstanding uncapitalised interest, state amount.

5 Details of how and when the debt was incurred.
(If you need more space, attach a continuation sheet to this form)

6 Details of any security held, the value of the security and the date it was given.

7 Details of any reservation of title claimed in respect of goods supplied to which the debt relates.

8 Details of any document by reference to which the debt can be substantiated

9 Signature of creditor
(or person authorised to act on the creditor's
behalf)

10 Address of person signing if different from 2
above

11 Name in BLOCK LETTERS:

12 Position with, or relation to, creditor

13 Date of signature

Admitted to vote for

Admitted for dividend for

Amount (£)

Amount (£)

Date

Date

Adam Peter Jordan
JOINT LIQUIDATOR

Adam Peter Jordan
JOINT LIQUIDATOR

Notes:

1. There is no need to attach them now but the office holder may ask you to produce any document or other evidence which is considered necessary to substantiate the whole or any part of the claim, as may the chairman or convenor of any qualifying decision procedure.

2. This form can be authenticated for submission by email by entering your name in block capitals and sending the form as an attachment from an email address which clearly identifies you or has been previously notified to the office holder. If completing on behalf of a company, please state your relationship to the company.

PRACTICE FEE RECOVERY POLICY FOR RIMES & CO

Introduction

The insolvency legislation was changed in October 2015, with one or two exceptions, for insolvency appointments made from that time. This sheet explains how we intend to apply the alternative fee bases allowed by the legislation when acting as Office Holder in insolvency appointments. The legislation allows different fee bases to be used for different tasks within the same appointment. The fee basis, or combination of bases, set for a particular appointment is/are subject to approval, generally by a committee if one is appointed by the creditors, failing which the creditors in general meeting, or the Court.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at www.creditorinsolvencyguide.co.uk. Details about how an Office Holder's fees may be approved for each case type are available in a series of guides issued with Statement of Insolvency Practice 9 (SIP 9) and can be accessed through 'Resources' at www.rimesandco.co.uk.

Alternatively a hard copy may be requested from Rimes & Co. Please note that we have provided further details in this policy document.

Once the basis of the Office Holder's remuneration has been approved, a periodic report will be provided to any committee and also to each creditor. The report will provide a breakdown of the remuneration drawn. If approval has been obtained for remuneration on a time costs basis, i.e. by reference to time properly spent by members of staff of the practice at our standard charge out rates, the time incurred will also be disclosed, whether drawn or not, together with the average, or "blended" rates of such costs. Under the legislation, any such report must disclose how creditors can seek further information and challenge the basis on which the fees are calculated and the level of fees drawn in the period of the report. Once the time to challenge the Office Holder's remuneration for the period reported on has elapsed, then that remuneration cannot subsequently be challenged.

Under some old legislation, which still applies for insolvency appointments commenced before 6 April 2010, there is no equivalent mechanism for fees to be challenged.

Time cost basis

When charging fees on a time costs basis we use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform. This is combined with the amount of time that they work on each case, recorded in 6 minute units with supporting narrative to explain the work undertaken.

Chargeout Rates

Grade of staff	Current charge-out rate per hour, effective from 1 October 2015 £
Partner – appointment taker	325
Manager	250
Case Administrator	150
Support Staff	50-125

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time. The work is generally recorded under the following categories:

- Administration and Planning.
- Investigations.
- Realisation of Assets.
- Creditors.
- Trading
- Case specific matters.

In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and on new appointments we now only seek time costs for the following categories:

- Investigations

When we seek time costs approval we have to set out a fees estimate. That estimate acts as a cap on our time costs so that we cannot draw fees of more than the estimated time costs without further approval from those who approved our fees. When seeking approval for our fees, we will disclose the work that we intend to undertake, the hourly rates we intend to charge for each part of the work, and the time that we think each part of the work will take. We will summarise that information in an average or "blended" rate for all of the work being carried out within the estimate. We will also say whether we anticipate needing to seek approval to exceed the estimate and, if so, the reasons that we think that may be necessary.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the Office Holder, the effectiveness with which the Office Holder has carried out their functions, and the value and nature of the property with which the Office Holder has to deal.

If we subsequently need to seek authority to draw fees in excess of the estimate, we will say why we have exceeded, or are likely to exceed the estimate; any additional work undertaken, or proposed to be undertaken; the hourly rates proposed for each part of the work; and the time that the additional work is expected to take. As with the original estimate, we will say whether we anticipate needing further approval and, if so, why we think it may be necessary to seek further approval.

Percentage basis

The legislation allows fees to be charged on a percentage of the value of the property with which the Office Holder has to deal (realisations and/or distributions). Different percentages can be used for different assets or types of assets. In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and we now seek remuneration on a percentage basis more often. A report accompanying any fee request will set out the potential assets in the case, the remuneration percentage proposed for any realisations and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval, but must be disclosed to help put the remuneration request into context.

The percentage approved in respect of realisations will be charged against the assets realised, and where approval is obtained on a mixture of bases, any fixed fee and time costs will then be charged against the funds remaining in the liquidation after the realisation percentage has been deducted.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the Office Holder, the effectiveness with which the Office Holder has carried out their functions, and the value and nature of the property with which the Office Holder has to deal.

If the basis of remuneration has been approved on a percentage basis then an increase in the amount of the percentage applied can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the percentage applied. If there has not been a material and substantial change in the circumstances then an increase can only be approved by the Court.

Fixed fee

The legislation allows fees to be charged at a set amount. Different set amounts can be used for different tasks. In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and we now seek remuneration on a fixed fee basis more often. A report accompanying any fee request will set out the set fee that we proposed to charge and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval, but must be disclosed to help put the remuneration request into context.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the Office Holder, the effectiveness with which the Office Holder has carried out their functions, and the value and nature of the property with which the Office Holder has to deal.

If the basis of remuneration has been approved on a fixed fee basis then an increase in the amount of the fixed fee can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the fixed fee. If there has not been a material and substantial change in the circumstances then an increase can only be approved by the Court.

Members' Voluntary Liquidations and Voluntary Arrangements

The legislation changes that took effect from 1 October 2015 did not apply to Members' Voluntary Liquidations (MVL), Company Voluntary Arrangements (CVA) or Individual Voluntary Arrangements (IVA). In MVLs, the company's members set the fee basis, often as a fixed fee. In CVAs and IVAs, the fee basis is set out in the proposals and creditors approve the fee basis when they approve the arrangement.

All bases

With the exception of Individual Voluntary Arrangements and Company Voluntary Arrangements which are VAT exempt, the Office Holder's remuneration invoiced to the insolvent estate will be subject to VAT at the prevailing rate.

Agent's Costs

Charged at cost based upon the charge made by the Agent instructed, the term Agent includes:

- Solicitors/Legal Advisors
- Auctioneers/Valuers
- Accountants
- Quantity Surveyors
- Estate Agents
- Other Specialist Advisors

In new appointments made after 1 October 2015, the Office Holder will provide details of expenses to be incurred, or likely to be incurred, when seeking fee approval. When reporting to the committee and creditors during the course of the insolvency appointment the actual expenses incurred will be compared with the original estimate provided.

Disbursements

In accordance with SIP 9 the basis of disbursement allocation in respect of disbursements incurred by the Office Holder in connection with the administration of the estate must be fully disclosed to creditors. Disbursements are categorised as either Category 1 or Category 2.

Category 1 expenses are directly referable to an invoice from a third party, which is either in the name of the estate or Rimes & Co; in the case of the latter, the invoice makes reference to, and therefore can be directly attributed to, the estate. These disbursements are recoverable in full from the estate without the prior approval of creditors either by a direct payment from the estate or, where the firm has made payment on behalf of the estate, by a recharge of the amount invoiced by the third party. Examples of category 1 disbursements are statutory advertising, external meeting room hire, external storage, specific bond insurance and Company search fees.

Category 2 expenses are incurred by the firm and recharged to the estate; they are not attributed to the estate by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full from the estate, subject to the basis of the disbursement charge being approved by creditors in advance. Examples of category 2 disbursements are photocopying, internal room hire, internal storage and mileage.

It is proposed that the following Category 2 disbursements are recovered:

Room Hire	£60.00
Mileage	45p per mile
Photocopying	15p per sheet
Envelopes	20p per envelope