

Section 106

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

To the Registrar of Companies

S.106

Company Number

03407624

Name of Company

ETEC Development Trust

I/We Gordon Smythe Goldie
Bulman House
Regent Centre, Gosforth
Newcastle upon Tyne
NE3 3LSAllan David Kelly
Bulman House
Regent Centre
Gosforth
Newcastle upon Tyne
NE3 3LSNote The copy account must be
authenticated by the written
signature(s) of the Liquidator(s)

1 give notice that a general meeting of the company was duly held on ~~summoned for~~ 08 May 2013 pursuant to section 106 of the Insolvency Act 1986, for the purpose of having an account (of which a copy is attached) laid before it showing how the winding up of the company has been disposed of, and that the same was done accordingly / ~~no quorum was present at the meeting~~;

2 give notice that a meeting of the creditors of the company was duly held on ~~summoned for~~ 08 May 2013 pursuant to Section 106 of the Insolvency Act 1986, for the purpose of having the said account laid before it showing how the winding up the company has been conducted and the property of the company has been disposed of and that the same was done accordingly / ~~no quorum was present at the meeting~~

The meeting was held at Tait Walker, Bulman House, Regent Centre, Gosforth, Newcastle upon Tyne, NE3 3LS

The winding up covers the period from 19 March 2012 (opening of winding up) to the final meeting (close of winding up)

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

*That the Joint Liquidators
be granted their release.*

Signed



Date 07 May 2013

Tait Walker
Bulman House
Regent Centre, Gosforth
Newcastle upon Tyne
NE3 3LS

Ref 11171/GSG/ADK/KP/AG/CH

TUESDAY



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14/05/2013

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COMPANIES HOUSE

ETEC Development Trust
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments
From 19 March 2012 To 8 May 2013

S of A £		£	£
	SECURED ASSETS		
Uncertain	Ellison House, Sunderland	173,000 00	173,000 00
	SECURED CREDITORS		
(326,000 00)	Royal Bank of Scotland	223,172 00	
(120,650 00)	Key Fund (South Yorkshire) Limited	NIL	(223,172 00)
	HIRE PURCHASE		
	HP/Lease Settlement	8,029 37	(8,029 37)
	ASSET REALISATIONS		
	ETEC House, Sunderland	81,000 00	
8,810 00	Plant, Machinery & Equipment	5,347 20	
	Furniture & Equipment	10,000 00	
1,000 00	Motor Vehicle	1,212 50	
NIL	Book Debts	15 00	
	Cash in Hand/Petty Cash	82 67	
NIL	Cash at Bank	NIL	
	VAT	331 00	97,888 37
	COST OF REALISATIONS		
	Security Fees	126 33	
	Utilities	815 06	
	Office Holders Remuneration - Fixed a	19,462 83	
	Office Holder Remuneration	4,258 19	
	Plant Valuers Fees & Disbursements	1,538 25	
	Legal Fees & Disbursements	2,549 00	
	Postage	27 20	
	Property Valuer Fees & Disbursements	3,366 55	
	Insurance	1,239 67	
	VAT	6403 92	(39 787 00)
	PREFERENTIAL CREDITORS		
(10,721 04)	RPO Arrears & Holiday Pay	NIL	
(1,765 58)	Employee Arrears/Hol Pay	NIL	NIL
	UNSECURED CREDITORS		
(61,349 00)	Unsecured Creditors	NIL	
(91,473 79)	RPO - PILON & Redundancy	NIL	
(2,419 88)	Employee - PILON & Redundancy	NIL	
(150,000 00)	HM Revenue & Customs	NIL	NIL
(754,569.29)			NIL

Summary

Company	ETEC Development Trust
Type of Insolvency	Creditors Voluntary Liquidation
Liquidators Appointed	Gordon Smythe Goldie and Allan David Kelly
Date of Appointment	19 March 2012
Registered Office	Bulman House, Regent Centre, Gosforth, Newcastle Upon Tyne, NE3 3LS
Trading Address	90 Coronation Street, Hendon, Sunderland, Tyne and Wear, SR1 2HE
Principal Activity	Learning/education providers

Dividend Prospects

	Current Estimate p in £	Previous Estimate p in £
Preferential	nil	n/a
Unsecured	nil	n/a

Please note that estimated outcomes are illustrative only and are dependent upon asset realisations and creditor claims, and should not be relied upon as guidance to the final outcome for creditors. You should seek your own guidance in respect of any bad debt provision.

Liquidator's Final Report
for the period from 19 March 2012 to 8 May 2013

**ETEC Development Trust ("the Company") – In
Liquidation**

Issued on: 8 May 2013

ETEC Development Trust In Liquidation

Contents

1	Introduction
2	Statutory and Liquidator's Information
3	Actions Since Appointment
4	Assets and Realisations
5	Expenses and Payments
6	Liquidators Remuneration
7	Investigations and Reports on Directors
8	Dividend Prospects and Prescribed Part
9	Conclusion

Appendix A	-	Joint Liquidators' receipts and payments account
Appendix B	-	A summary of the time expended on the Liquidation for the period from 19 March 2012 to 8 May 2013
Appendix C	-	Tait Walker – Statement on Remuneration and Expenses

1. INTRODUCTION

We, Gordon Smythe Goldie and Allan David Kelly, of Tait Walker Advisory Services LLP were appointed Joint Liquidators of ETEC Development Trust on 19 March 2012

We are both partners in Tait Walker Advisory Services LLP and licensed to act as insolvency practitioners in the United Kingdom by The Institute of Chartered Accountants in England & Wales

We confirm that no material conflict or relationship existed or exists which would have prejudiced us in taking this appointment and no subsequent ethical issues have arisen to date which would impact on our duties as office holders

In accordance with statutory requirements, we provide our final report on the Liquidation

We enclose at Appendix A our receipts and payments account from 19 March 2012 to 8 May 2013, at Appendix B a summary of our time costs, and at Appendix C Tait Walker Advisory Services LLP – Statement on Remuneration and Expenses

This report has been prepared for the purposes of complying with our statutory duties as Joint Liquidators under the Insolvency Act and Rules, as amended. It should not be relied upon by any person for any other purpose and in any other context, and any person doing so does at their own risk.

Any estimated outcomes or dividend prospect for creditors incorporated within this report are illustrative and subject to change depending on the ultimate proceeds of realisation, costs of the Liquidation, and levels of creditor claims. As such, estimates or dividend prospects cannot be relied upon as guidance as to the actual outcome

2. STATUTORY AND LIQUIDATOR'S INFORMATION

Company Information

Company Name	ETEC Development Trust
Registered Number	03407624
Previous Name	n/a
Trading Name	n/a
Nature of Business	Learning/education providers
Registered Office	Bulman House, Regent Centre, Gosforth, Newcastle Upon Tyne
Former Trading Address	90 Coronation Street, Hendon, Sunderland, SR1 1HE

Liquidators Information

Names of Joint Liquidators	Gordon Smythe Goldie Licensed Insolvency Practitioner (number 5799) Allan David Kelly Licensed Insolvency Practitioner (number 9156)
Authorising Body	The Institute of Chartered Accountants in England & Wales

Joint Liquidators' Address	Bulman House, Regent Centre, Gosforth, Newcastle upon Tyne NE3 3LS
Date of Liquidator's appointment	19 March 2012
Appointment by	Members & Creditors
Changes in office holders	None
Basis of Remuneration	That the Liquidators' fees be based on time costs, including those incurred in matters falling outside their statutory duties undertaken at the request of creditors and that the Liquidators be at liberty to draw fees on account in accordance with the foregoing resolution without further reference to creditors Approved by the creditors at a meeting held on 19 March 2012.

3. ACTIONS SINCE APPOINTMENT

Our investigations into the affairs of the company and the conduct of the directors have been concluded and the required reports filed

The properties owned by the Trust have both been sold with the net proceeds being paid to the chargeholder, The Royal Bank of Scotland

Creditor claims have been received No class of creditor will receive a dividend after costs and expenses of the liquidation.

Further details regarding the asset realisations are provided below

Professional Advisers

The following professional advisors have been used to assist us in discharging our duties during the Liquidation

<u><i>Name of Professional Advisor</i></u>	<u><i>Nature of Work</i></u>	<u><i>Basis of Fee Agreement</i></u>
James Sutherland (Auctioneers) Limited	Plant Valuer / Auctioneer	Fixed fee valuation and percentage of realisations
Storeys Edward Symmons	Property Valuer	Fixed fee valuation
Ward Hadaway	Legal Advice	Time cost subject to asset realisations

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

4. ASSETS AND REALISATIONS

Our receipts & payments account for the period from 19 March 2012 to 8 May 2013 is attached at Appendix B

Estate funds were banked in a designated clients' account at a UK clearing bank and accordingly there is no account held by the Secretary of State to reconcile the receipts and payments to

Freehold / Leasehold Property

The Trust owned two properties, Ellison House, Lawrence Street and ETEC House, Coronation Street. These were extensively marketed prior to our appointment. We continued to market them and received offers of £173,000 and £81,000 respectively.

Although these were below the valuations, after discussions with the chargeholder these offers were accepted.

The sale of Ellison House was completed in August 2012 and ETEC House in September 2012. All proceeds have been received.

The Trust also leased two properties on Lombard Street, Sunderland. These have been vacated and any interest in them has been disclaimed.

Furniture and Equipment

The furniture and equipment was valued by our independent agents, James Sutherland & Co (Auctioneers) Limited for £8,810.00.

These were sold at auction and by private treaty realising £3,347.20.

In addition the items of furniture and equipment which were in Ellison House and ETEC House were sold to the purchasers of the properties for £10,000 and £2,000 respectively. However some of these items were subject to a finance agreement with Lombard North Central Plc, the amount outstanding being £8,029.37. This has been paid to them.

Motor Vehicles

The Trust leased two motor vehicles from Capital Bank Plc. They were valued in the statement of affairs at £1,000. They were sold for £1,800 and £587.50 was paid across to Capital Bank Plc to transfer title.

Other Items

Sundry receipts include book debts of £15; and cash in hand of £82.67.

Assets Still to be Realised

Other than the assets outlined above, no assets remain unrealised or have proven to be unrealisable.

5. EXPENSES AND PAYMENTS

Our comments on the payments and expenses incurred and/or paid during the period from 19 March 2012 to 8 May 2013 are provided below. Additional details are provided within Appendix A.

Liquidators Remuneration

Further details on remuneration and expenses are provided in Section 6.

Postage

This expense listed above is a category 1 expense (approval not required) and relates to third party recharges required to administer the case. Further details on the expenses recharge policy of Tait Walker is detailed in Appendix C - Tait Walker – Statement on Remuneration and Expenses

Statement of Affairs and Pre Appointment Expenses

The directors approved a statement of affairs fee of £5,000 at the meetings of members and creditors, however it was decided that as insufficient assets were available at the time, this fee would not be raised. All time in respect of the work done pre-appointment has been written off.

Legal Fees & Disbursements

We have incurred legal fees of £2,500 (paid £2,500) to Ward Hadaway in respect of the sale of the two properties and general legal issues concerning the Liquidation.

Legal disbursements of £49.00 (paid £49.00) were also incurred over the period.

Auctioneers Fees & Disbursements

We have incurred valuation fees and auctioneers fees of £700 and £838.25 respectively (paid £1,538.25) to James Sutherland (Auctioneers) Limited in respect of the valuation and sale of the assets of the Company by auction. The auctioneers fees charged are based on a percentage of realisations.

Property Valuers Fees & Disbursements

We have incurred property valuers fees of £1,500 (paid £1,500) to Storeys Edward Symmons in respect of the marketing of the Trust's properties.

Disbursements of £48.20 (paid £48.20) were also incurred in the period.

Insurance

Upon our appointment, we obtained insurance cover over the assets of the Company, and general insurances required by law. All assets have now been realised and the insurance cover has been ceased. No further amounts are anticipated to be paid.

Charge Holder

An amount of £223,172 was paid to The Royal Bank of Scotland as a distribution under their fixed charge. Further details are provided in Section 8.

Other Items

We have made payments of £126.33 in security charges and £815.06 for utility charges prior to the sale of the properties.

6. LIQUIDATORS REMUNERATION

Our remuneration was approved on a time charged basis at our normal hourly rates at the initial meeting of creditors held on 19 March 2012

Information concerning Liquidators Remuneration is detailed in Statement of Insolvency Practice 9 - A Guide to Liquidators Fees. This can be downloaded from <http://insolvency.taitwalker.co.uk/fee-guidance> or upon written request from Tait Walker Advisory Services LLP, Bulman House, Regent Centre, Gosforth, Newcastle upon Tyne NE3 3LS (email: recovery@taitwalker.co.uk)

A copy of Tait Walker – Statement on Remuneration and Expenses is attached at Appendix C which provides further information on the charge out rates and expenses recovery policy of Tait Walker, and outlines general tasks undertaken by the Liquidators

Our time charged for the period covered by this report (the period from 19 March 2012 to 8 May 2013) is 290 hours and 48 minutes at a cost of £46,344.40, an average hourly rate of £159.37. We have invoiced £23,721.02 and drawn £23,721.02 over this period. Of this, £17,500.00 relates to amounts concerning the sale of the company's properties and has been authorised by The Royal Bank of Scotland

Given the current and anticipated future realisations, it is likely that at present some £22,623.38 of our costs will be irrecoverable together with future time expended on the Liquidation to closure

Details of expenses incurred and charged are shown in section 5. All expenses listed in Section 5 are Category 1 (approval not required) and are case specific. No Category 2 expenses (approval required) have been charged to the case.

A summary of the time expended during the liquidation is included within Appendix B.

7. INVESTIGATIONS AND REPORTS ON DIRECTORS

Investigations

Our investigations have not raised any items which we consider require further investigations.

Reports on Directors

We have a duty to consider the conduct of those who have been directors of the Company at any time in the three years preceding the Liquidation. We are also required to investigate the affairs of the Company in general in order to consider whether any civil proceedings should be taken on its behalf

As required under The Company Directors Disqualification Act 1986 we can confirm that we have submitted our return therein. The contents of this return are privileged and we are unable to disclose any further details.

8. DIVIDEND PROSPECTS AND PRESCRIBED PART

Secured Creditors

The Royal Bank of Scotland held fixed and floating charges dated 6 December 1999 over the assets of

the Company The validity of the charges has been confirmed by our lawyers Distributions totalling £223,172 has been made in respect of the fixed charge The charge holder will face a short fall.

Key Fund (South Yorkshire) also held a legal charge over the assets of the company, however due to The Royal Bank of Scotland facing a shortfall in respect of their charge, no distributions have been made to them

Preferential Creditors

The only known preferential creditors are former employees of the Company for unpaid wages, holiday pay and pay in lieu of notice Their claims are subject to a maximum limit set by the insolvency legislation

One preferential claim has been received to date totaling £8,613 17 This has not been formally agreed as there have been insufficient funds with which to pay a dividend to preferential creditors

Unsecured creditors

A number of unsecured claims have been received to date. These have not been formally agreed as it is currently anticipated that there will be insufficient funds to enable any distribution to be made.

Please note that we shall not acknowledge or unsecured agree claims unless it becomes apparent that a dividend will become payable

There are provisions of the insolvency legislation that require an Liquidator to set aside a percentage of a Company's assets for the benefit of the unsecured creditors in cases where the Company gave 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, but before paying the lender who holds a floating charge. A Liquidator has to set aside:

- 50% of the first £10,000 of the net property, and
- 20% of the remaining net property up to a maximum of £600,000.

The Company gave a floating charge to The Royal Bank of Scotland on 6 December 1999 Since this charge was given before 15 September 2003 the prescribed part provisions will not apply

9. CONCLUSION

The Liquidation is now complete and this is our final report

Should you require any additional information, please contact Kerry Pearson or Allan D Kelly at Tait Walker Advisory Services LLP, Bulman House, Regent Centre, Gosforth, Newcastle upon Tyne NE3 3LS (tel 0191 285 0321) quoting reference: 11171.


Gordon Smythe Goldie & Allan David Kelly
Joint Liquidators

Licensed as Insolvency Practitioners in the United Kingdom by The Institute of Chartered Accountants in England & Wales

Date: 8 May 2013

<u>Asset or Reahsation</u>	<u>Statement of Affairs</u>	<u>Realised in</u>	<u>Realised in</u>	<u>Total realised</u>
		<u>period 19 March</u>	<u>period 19 March</u>	
		<u>2012 to 8 May</u>	<u>2012 to 8 May</u>	
		<u>2013</u>	<u>2013</u>	
		<u>Fixed</u>	<u>Floating</u>	
	£	£		£
Ellison House, Sunderland	0 00	173,000 00	0 00	173,000 00
ETEC House, Sunderland	0 00	81,000 00	0.00	81,000 00
Plant & Machinery	0 00	0 00	5,347 20	5,347 20
Furniture & Equipment	8,810 00	10,000 00	0 00	10,000.00
Motor Vehicles	1,000 00	0 00	1,212 50	1,212 50
Book Debts	0 00	0 00	15 00	15 00
Cash at Bank	0 00	0 00	82 67	82 67
VAT Output	0 00	0 00	331 00	331 00
TOTAL	9,810 00	264,000 00	6,988 37	270,988 37

<u>Payment or Incurred Expense</u>	<u>Paid in period 19</u>	<u>Paid in period 19</u>	<u>Total paid</u>
	<u>March 2012 to 8</u>	<u>March 2012 to 8</u>	
	<u>May 2013</u>	<u>May 2013</u>	
	<u>Fixed</u>	<u>Floating</u>	
	£		£
Pre Appointment Expenses	0 00	0 00	0 00
Royal Bank of Scotland	223,172 00	0 00	223,172 00
Lombard North Central Plc	8,029 37	0 00	8,029 37
Security Fees	126 33	0 00	126 33
Utilities	815 06	0 00	815 06
Liquidators Remuneration	19,462 83	4,258 19	23,721 02
Plant Valuers Fees & Disb	0 00	1,538 25	1,538 25
Legal Fees & Disb	2,549 00	0 00	2,549 00
Property Valuers Fees & Disb	3,366 55	0 00	3,366 55
Postage	0 00	27 20	27 20
Insurance	1,239 67	0 00	1,239 67
VAT Input	5,239 19	1,164 73	6,403 92
TOTAL	264,000 00	6,988 37	270,988 37

Balance	0.00
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Detailed below is the time expended on the Liquidation for the report period:-

TOTAL TIME SPENT AND VALUE FOR THE PERIOD FROM 19 March 2012 TO 8 May 2013

Work Function	Partner	Associate	Manager	Other Professional Staff	Support Staff	Total Hours	Total Cost (£)	Average Hourly Rate (£)
	Hours							
Administration & Planning	1.4	1.8	16.3	26.3	21.2	67.00	8,966.50	133.83
Correspondence	0	0.2	0	17.2	0	17.40	1,688.50	97.04
Creditors	0.8	1.4	1	14.2	6.4	23.80	2,763.20	116.10
Debtors	0	0	0	6.2	0	6.20	569.50	91.85
Employees	0	0.8	0	9.8	0	10.60	1,114.20	105.11
Investigation	0	0.5	0	10	0	10.50	1,075.00	102.38
Other Matters	0	7.7	0	20.3	0	28.00	3,906.00	139.50
Realisation of Assets	10.5	44.5	22.4	17.5	0	94.90	21,429.00	225.81
Statutory Matters	0	2.4	2.8	18	0	23.20	3,256.50	140.37
ROT	0	4.4	0	4.8	0	9.20	1,576.00	171.30
TOTAL	12.7	63.7	42.5	144.3	27.6	290.80	46,344.40	159.37

A copy of Statement of Insolvency Practice 9 - A Guide to Liquidators Fees can be downloaded from <http://insolvency.taitwalker.co.uk/fee-guidance> or provided upon written request from this office.

A copy of Tait Walker - Statement on Remuneration and Expenses in Insolvency Proceedings which details the charging and expenses recovery policy of Tait Walker, and also details the matters typically dealt with in the categories above can also be obtained.

TAIT WALKER CORPORATE RECOVERY - STATEMENT ON REMUNERATION AND EXPENSES IN INSOLVENCY PROCEEDINGS

INTRODUCTION

The insolvency legislation was changed in April 2010 for insolvency appointments commenced from that time in order to allow more flexibility on how an office holder's fees are charged to a case. This sheet explains how we may apply the alternative fee bases. The new legislation allows different fee bases to be used for different tasks within the same appointment. The basis or combination of bases set for a particular appointment 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 detail about how an office holder's fees are approved for each case type are available in a series of guides issued with Statement of Insolvency Practice 9 (SIP 9). A copy of these guides can be accessed and downloaded from <http://insolvency.taitwalker.co.uk/fee-guidance>. Alternatively a hard copy may be requested from Tait Walker Corporate Recovery (A division of Tait Walker Advisory Services LLP), Bulman House, Regent Centre, Gosforth, Newcastle upon Tyne NE3 3LS or recovery@taitwalker.co.uk

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 and time costs incurred and will also enable the recipients to see the average rates of such costs. Under the new 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 the old legislation, which still applies for insolvency appointments commenced before 6 April 2010, there is no equivalent mechanism for fees to be challenged.

POLICY

In order to maximise the cost effectiveness of the work performed it is Tait Walker Corporate Recovery's normal policy to delegate certain tasks within the case to members of their staff subject to their experience and specialist skills with the provision of supervision as appropriate. Matters deemed to be complex or of significance will be dealt with by senior members of staff or the license holder.

Time Cost Basis

This is the basis that we use in the majority of cases and 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. All staff who work on this assignment, including case support (such as cashiers and secretarial staff etc) charge time directly to the assignment and are included within any analysis of time. The costs of any central Tait Walker administration or general Tait Walker overhead costs are not charged directly to the assignment but are reflected in the general level of charge out rates.

The rates vary between individuals of each grade reflecting experience and qualification. Charge out rates may be revised periodically to cover and are adjusted to take account of inflation and the firm's overheads. In cases deemed to be particularly complex revised rates will be presented to creditors. The maximum current charge out rates per grade are currently

<u>Grade</u>	<u>Rate (£) per hour</u> <u>(effective from 1 June 11)</u>	<u>Rate (£) per hour</u> <u>(Previous rate (£) from 1 April 09)</u>
Partner	280	280
Associate / Director	260	250
Manager	240	240
Case Handler / Administrator	156	150
Case support staff	98	96

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. Each unit of time is 6 minutes. The work is recorded under the following categories including Administration and Planning, Investigations, Realisation of assets, Debtors, Creditors, Employee matters, and Trading.

Percentage Basis

The new legislation allows fees to be charged on a percentage of the value of the property with which the office holder has to deal. Different percentages can be used for different assets or types of assets. Where we would like to realise any asset or type of assets on a percentage basis we will provide further information explaining why we think that this basis is appropriate and ask creditors to approve the basis.

Fixed Fee Basis

The new legislation allows fees to be charged at a set amount. Different set amounts can be used for different tasks. Where we would like to charge a set amount for a task or different set amounts for different tasks we will provide further information explaining why we think that this basis is appropriate and ask creditors to approve the basis.

All Bases

The officeholder'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

DISBURSEMENTS

As part of our disclosure requirements 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 Tait Walker Advisory Services LLP (or a partner / employee of the same), 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. These expenses may include, but are not limited to case advertising, money laundering fees, company search fees, specific penalty bond, identifiable telephone calls, postage at cost, external document storage, external room hire, external printing, invoiced travel, and properly reimbursed expenses incurred by Tait Walker and its employees in connection with the case. Obtaining a specific penalty bond and advertising are disbursements that are required in each case as a result of statutory obligations imposed on the Insolvency Practitioner.

Category 2 expenses - are incurred by Tait Walker Advisory Services LLP 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, mileage at approved Inland Revenue scale rates, and internal storage. With the exception of photocopying, Tait Walker Advisory Services LLP do not typically recharge expenses and disbursements which include an element of shared or allocated costs of internal facilities such as stationery, room hire, communication facilities, printing, internal document storage etc. Tait Walker may recharge photocopying at up to 3p per sheet.

TYPICAL TASKS UNDERTAKEN

Matters typically dealt with in the respective time breakdown categories during an insolvency procedure may include, but are not limited to, the following. It should be noted that every insolvency case is different, and certain items may not be applicable to this case.

Administration & Planning

Cash strategy and planning, cashing, banking, bank reconciliations, obtaining specific bond and ongoing bond maintenance, any general insurance, uplift and ongoing maintenance of company books and records, filing, internal case progression reviews, case updates, and internal case meetings.

Correspondence

All general correspondence excluding specific correspondence relating to other categories.

Investigations

Collation and review of directors questionnaires, review of any matters raised by the creditors concerning the conduct of the directors, review of all recent bank transactions undertaken by the company, review of any transactions between the company and associated parties, review of the assets listed in the statement of affairs with the last available statutory accounts, collation of information and submission of a report on all directors in the 3 years prior to liquidation under the Company Directors Disqualification Act 1986.

Additional investigations may also be undertaken in specific items at the request of the creditors committee (if any), and antecedent transactions including preferences, transaction at undervalue, misfeasance, breach of fiduciary duties etc.

Debtors

Transfer of debtors ledger onto our software, reconciliation of debtors ledger and identification of any refunds, claims, collection of supporting evidence including invoices, proof of delivery, orders etc, corresponding with debtors to collect debts, review and assessment of any responses and/or counterclaims / disputes, general contact with debtors, instruction, liaison and correspondence with solicitors or debt collection agents, liaison with any invoice discounter or factor, and negotiation of any settlement

Realisation of Assets

All other assets excluding debtors including property (freehold and leasehold), intangible assets (intellectual property, patents, goodwill, copyrights etc) and chattel assets (e.g. furniture & equipment, stock, cash at bank, plant & machinery, work in progress, vehicles, computer equipment etc). Our work includes the preservation of such assets (arranging insurance, security etc), site visits, complying with fire brigade and insurer requirements (e.g. draining of heating system), arranging collection, preparation of sales particulars, liaising with valuers and agents, assessing and negotiating potential offers, and instructing and liaising with solicitors and reviewing any sale contract,

Reservation of Title

Dealing with all third party assets (including reservation of title, hire purchase, consignment stock, leased assets etc). Our work includes identification of third party assets, reviewing any agreement associated with the assets, corresponding with the claimant, stock taking, arranging and managing uplift of the assets, surrender or disclaiming onerous leases / assets, submission of returns to Registrar of Companies and third parties following disclaimer, and, instructing and liaising with solicitors re challenged claims

Statutory Matters

Undertaking and dealing with statutory matters required to comply with the various legislation concerning an insolvency including preparation and holding of creditors meeting, preparation of report/letters to creditors following appointment, submission of returns to Registrar of Companies and/or Court, preparation of adverts for insert in Gazette / newspaper, preparation of proposals, preparation of progress reports for creditors including receipts and payments, preparation of final reports including receipts and payments, together with the holding of final meetings, preparation of reports and updates for the Creditors Committee, together with any meetings required therein

Creditors

Dealing with all classes of creditors

Secured confirming validity of security, reporting to secured creditor, ongoing communication with secured creditor, review of any claim and distribution thereunder, and instructing and dealing with solicitors

Preferential identifying and notifying potential preferential creditors of ability to claim, review of calculation of preferential claim, ongoing communication with preferential creditors, review and adjudication of preferential claims, and, calculation and payment of dividend (if applicable)

Unsecured identifying and notifying unsecured creditors of ability to claim, submission of pre appointment VAT returns, ongoing communication with unsecured and potential unsecured creditors, dealing with potential pension creditor, recording of unsecured claims, review and adjudication of unsecured claims, and, calculation and payment of unsecured dividend (if applicable)

Employees

Notifying of appointment, issuing redundancy notices, and making employees redundant, assistance in completion of relevant forms to make claim from National Insurance Fund, calculation of outstanding entitlement, collation of claim forms and submission to National Insurance Fund, and ongoing employee correspondence

Trading

Assessment of suitability to trade including preparation of profit and cash flow forecasts, company resources, risk analysis etc, assessing ongoing terms of trade with customers and suppliers, ongoing site presence to monitor and supervise trading, dealing with employees, customers and suppliers, internal reviews to assess ongoing trading, dealing with duress creditors, dealing with health & safety and legislative issues, liaising with insurers, instructing and liaising with solicitors, preparation of trading reports, reporting to funders / secured creditors, and dealing with trading compliance such as VAT, PAYE etc

Other Matters

Items which would not normally fall into any of the above categories including travel, taxation (including processing of any post appointment returns to HMRC in respect of VAT, Corporation Tax etc), director correspondence (to the extent it is not within the other categories), general government returns, and miscellaneous items