In accordance with Rule 18.7 of the Insolvency (England & Wales) Rules 2016 and Sections 92A, 104A and 192 of the Insolvency Act 1986.

LIQ03
Notice of progress report in voluntary winding up

Companies House

SATURDAY

A83C1FGH
A29 13/04/2019 #57
COMPANIES HOUSE

1 Company details

Company number	0 3 4 8 1 7 3 4
Company name in full	Belson & Sykes Limited

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

2 Liquidator's name

Full forename(s)	Philip James
Surname	Watkins

3 Liquidator's address

Building name/number	2nd Floor
Street	110 Cannon Street
Post town	London
County/Region	
Postcode	E C 4 N 6 E U
Country	

4 Liquidator's name ❶

Full forename(s)	Paul David
Surname	Allen

❶ **Other liquidator**
Use this section to tell us about another liquidator.

5 Liquidator's address ❷

Building name/number	2nd Floor
Street	110 Cannon Street
Post town	London
County/Region	
Postcode	E C 4 N 6 E U
Country	

❷ **Other liquidator**
Use this section to tell us about another liquidator.

LIQ03
Notice of progress report in voluntary winding up

6 Period of progress report

From date	d2 d7	m0 m2	y2 y0 y1 y8
To date	d2 d6	m0 m2	y2 y0 y1 y9

7 Progress report

☐ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X X

Signature date	d1 d2	m0 m4	y2 y0 y1 y9

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

Company name FRP Advisory LLP

Address 2nd Floor

110 Cannon Street

Post town London

County/Region

Postcode E C 4 N 6 E U

Country

DX

Telephone 020 3005 4000

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

FRP
Advisory

BELSON & SYKES LIMITED (IN LIQUIDATION) ("THE COMPANY")

The Liquidators' Progress Report

For the period 27/02/2018 – 26/02/2019

Pursuant to section 104A of the Insolvency Act 1986 and the Insolvency (England and Wales) Rules 2016

12 April 2019

Contents and abbreviations

FRP Advisory

The following abbreviations may be used in this report:

FRP Advisory	FRP Advisory LLP
The Company	Belson & Sykes Limited (In Liquidation)
The Liquidators	Philip James Watkins and Paul David Allen of FRP Advisory
The Former Administration	The Administration of the Company (from 22/02/2016 – 27/02/2018)
The Period	The reporting period 27/02/2018 - 26/02/2019
CVL	Creditors' Voluntary Liquidation
SIP	Statement of Insolvency Practice
QFCH	Qualifying floating charge holder
HMRC	HM Revenue & Customs
IR16	Insolvency (England and Wales) Rules 2016
IA86	Insolvency Act 1986
The Property	The House, the Small House and the Land
The House	A three-bedroom house in North Yorkshire
The Small House	A two-bedroom house in North Yorkshire
Claims	Legal claims in relation to the sale of and the granting of a legal charge over the Property
DLAs	Directors' Loan Accounts

1. Progress of the liquidation

FRP Advisory

Introduction

On 22 February 2016, the Company entered administration and Paul David Allen and I were appointed as the Administrators of the Company.

On 27 February 2018, the Former Administration concluded and the Company entered CVL. Paul David Allen and I were appointed as the Liquidators of the Company.

As detailed in reports submitted in the Former Administration, my investigations into the sale of the House and Small House, the loan and legal charge granted to an associate of the directors, into the Company's business and affairs have resulted in significant claims being identified and pursued ("the Claims").

In addition, my investigations into the Company's accounts identified that the Directors' Loan Accounts ("DLAs") were overdrawn at the date of the commencement of the Former Administration and significant sums remain due to the Company in this regard.

Work undertaken during the Period and work yet to be completed

I attach at Appendix C a Schedule of Work undertaken during the Period together with a summary of work still to be completed.

During the Period I focused on pursuing legal proceedings against the respondents and progressing my enquiries into the Company's affairs to further support the Claims. This has involved corresponding with my solicitors, Counsel and other parties including attending meetings with and providing information and documentation to my solicitors and Counsel in order to enable Counsel to prepare particulars of claim.

Following advice of my solicitors I have issued refreshed letters of claim against the respondents and have included additional claims in respect of the overdrawn DLAs. I have also issued a letter of claim against an additional respondent.

Receipts and payments account

Attached at Appendix B is a receipts and payments account detailing transactions during the Period.

Investigations

Part of my duties include carrying out proportionate investigations into what assets the Company has, including any potential claims that could be brought by the Company or by me in my capacity as Liquidator against any party which could result in a benefit to the estate.

Following my investigations in the Former Administration and the advice of my solicitors and Counsel regarding the Claims and the DLAs and as part of my preparation to issue proceedings against the respondents, I undertook a further targeted review of the Company's accounting records.

As my general investigations into the Company's affairs have concluded any further investigations are likely to specifically relate to the Claims, the DLAs and the response received to my refreshed letters of claim.

2. Estimated outcome for the creditors

The estimated outcome for creditors was included in correspondence circulated during the Former Administration.

In order to not prejudice any recoveries from the Claims and the DLAs I have not disclosed further details of the quantum of the anticipated recoveries.

Outcome for secured creditors

As at 19 January 2016, Barclays Bank was owed approximately £322k.

Dependent on the level of realisations in respect of the Claims and the DLAs discussed above and the associated costs of the Former Administration and the Liquidation it is anticipated that the Bank should be repaid in full.

Preferential Creditors

I have received preferential claims in the sum of £3,786.31. Subject to the quantum of the realisations achieved from the Claims and the DLAs and the associated costs of the Former Administration and the Liquidation it is anticipated that preferential creditors should be repaid in full.

Unsecured creditor

It is anticipated that the quantum of the Claims and the DLAs and assets of the Respondents are sufficient that the net realisations (after the associated costs of the Former Administration and the Liquidation) should enable unsecured creditors to receive a dividend (other than by way of a prescribed part). However, in order to not prejudice any recoveries and until these matters are concluded it is not appropriate to provide an estimate of the quantum of any dividend to unsecured creditors.

Prescribed Part

In accordance with the Insolvency Act 1986, the prescribed part is an element of net realisations due to the floating charge holder which is made available for unsecured creditors (subject to the floating charge post-dating 15 September 2003).

As it is anticipated that the Bank should be repaid in full the prescribed part will not apply.

3. Liquidators' remuneration, disbursements and expenses

Liquidators' remuneration

In accordance with rule 18.20 of IR16 my remuneration as Liquidator has been fixed on a time cost basis by the agreement of creditors to the Former Administrators' Proposals.

To date I have not drawn any remuneration as Liquidator.

A breakdown of my firm's time costs incurred during the Period and to date is attached at Appendix D.

The Liquidators are unable to draw fees based on time costs exceeding the total amount set out in the fees estimate previously provided without further approval of the creditors. Approval will be sought under separate cover if required.

Liquidators' disbursements

The Liquidators' disbursements are a recharge of actual costs incurred by them in dealing with this matter. Mileage payments made for expenses relating to the use of private vehicles for business travel, which is directly attributable to the insolvency estate, are paid by FRP Advisory at the HMRC approved mileage rate prevailing at the time the mileage was incurred. Details of disbursements incurred during the Period are set out in Appendix D.

Expenses of the liquidation

An estimate of the Liquidators' expenses was set out in the information previously circulated to creditors. We attach at Appendix E a statement of expenses that have been incurred during the Period. It is uncertain whether the expenses incurred or anticipated to be incurred will exceed the details provided to creditors. However, in the event that the Claims and DLAs are pursued in Court it is likely that the expenses will exceed the previous estimate.

Creditors have a right to request further information from the Liquidators and further have a right to challenge the Liquidators' remuneration and other expenses, which are first disclosed in this report, under the Insolvency (England and Wales) Rules. (For ease of reference these are the expenses incurred in the Period as set out in Appendix E only). Further details of these rights can be found in the Creditors' Guide to Fees which you can access using the following link https://creditors.frpadvisory.com/info.aspx and select the one for liquidation. Alternatively, a hard copy of the relevant guide will be sent to you on request. Please note there is a time limit for requesting information being 21 days following the receipt of this progress report. There is a time limit of 8 weeks following the receipt of this report for a Court application that the remuneration or expenses are excessive.

Appendix A

Statutory information about the Company and the liquidation

COMPANY INFORMATION:

Date of incorporation:	16 December 1997
Company number:	03481734
Registered office:	2nd Floor 110 Cannon Street London EC4N 6EU
Previous registered office:	C/o Westell Accountants 3 Bradfield Court Milton Road Drayton Abingdon OX14 4EF
Business address:	7th Floor 63-66 Hatton Garden London EC1N 8LE Weasel Green Barn Moorside Cononley Keighley BD20 8ED
Directors:	Timothy Euan Belson Eleanor Belson Nigel Ashley Sykes

LIQUIDATION DETAILS:

Liquidators:	Philip James Watkins Paul David Allen
Address of Liquidators:	FRP Advisory LLP 2nd Floor 110 Cannon Street London EC4N 6EU
Date of appointment of Liquidators:	27/02/2018
Liquidators' Appointment:	Made pursuant to Schedule B1 Para 83 Insolvency Act 1986

FORMER ADMINISTRATION:

Prior to the Liquidation, the Company was in administration, details of the former Administration are provided below.

Court reference number:	8053 of 2016
Date of Appointment of Former Administrators:	22 February 2019
Former Administrators:	Philip James Watkins Paul David Allen

Appendix B

Liquidators' Receipts & Payments Account for the Period

FRP Advisory

S of A £		£	£
	SECURED ASSETS		
	Bank Interest	1.93	
	Transfer from Administration	19,392.98	
			19,394.91
	ASSET REALISATIONS		
	Bank Interest Gross	4.82	
			4.82
	COST OF REALISATIONS		
	Statutory Advertising	69.93	
			(69.93)
			19,329.80
	REPRESENTED BY		
	Vat Recoverable Floating		13.99
	IB Current Fixed		19,315.81
			19,329.80

Appendix C

A Schedule of Work

ADMINISTRATION AND PLANNING **Work undertaken during the Period**	**ADMINISTRATION AND PLANNING** **Future work to be undertaken**
Regulatory Requirements	
Completion of money laundering risk assessment procedures and know your client checks in accordance with the Money Laundering Regulations. Completion of take on procedures which include consideration of professional and ethical matters and other legislation such as the Bribery Act and Data Protection Act.	Regularly reviewing the conduct of the case and the case strategy and updating as required by the insolvency practitioner's regulatory professional body to ensure all statutory matters are attended to, the case is progressing and the strategy remains appropriate.
Case Management Requirements	
Determine and document case strategy. Set up, maintain and manage the Liquidators' cashbook and estate bank account. Set up and maintain case specific physical and electronic files. Set up and maintain records of all time spent by the Liquidators and their staff in dealing with the conduct of the liquidation.	Continue to maintain and manage the Liquidators' cashbook and administer the estate bank account throughout the duration of the case. Ensure the account is regularly reconciled to produce accurate and timely reports when required. Continue to maintain physical and electronic files. Continue to maintain records of all time spent in dealing with the conduct of the case.
ASSET REALISATION **Work undertaken during the Period**	**ASSET REALISATION** **Future work to be undertaken**
No assets have been realised in the Period.	Continue to pursue the recoveries from the Claims and the DLAs. If any other Company assets are identified, appropriate action will be taken to secure and realise any such assets for the benefit of the estate. Where required, agents will be instructed to provide valuation and marketing advice and sell to the assets. Where applicable, disclaim onerous assets.

Appendix C

A Schedule of Work

CREDITORS **Work undertaken during the Period**		**CREDITORS** **Future work to be undertaken**
Dealing with creditors' correspondence and queries in a timely manner.		Continue to deal with creditors' correspondence and queries in a timely manner. If sufficient funds are available to make a distribution to the unsecured creditors the Liquidators will advertise the intention to make a distribution and will write to all known creditors to notify of the possibility of a distribution and requested submission of claims. The Liquidators will adjudicate the claims received, either agreeing or rejecting, in full or in part. Liaise with HMRC and seek tax advice to minimise claims and maximise returns to creditors where appropriate.

INVESTIGATIONS **Work undertaken during the Period**		**INVESTIGATIONS** **Future work to be undertaken**
Undertook a further targeted review of the Company's accounting records to assist Counsel in preparing particulars of claim and to assist my solicitors to prepare refreshed letters before action.		Complete further specific investigations into the Company's affairs in order to assist the legal proceedings regarding the Claims and the DLAs.

Appendix C

A Schedule of Work

FRP Advisory

STATUTORY COMPLIANCE AND REPORTING **Work undertaken during the Period**		STATUTORY COMPLIANCE AND REPORTING **Future work to be undertaken**
Conducted the case in accordance with IA86 and IR16. Adhered to all other statutory and compliance matters as they arise throughout the appointment. Protected the value of assets that are not subject to a charge by obtaining a bond to the correct level. Dealt with appointment formalities including the issue of a notification of appointment to all known creditors and advertising notice of the Liquidators' appointment as required by statute. Liaised with the Insolvency Service regarding the requirement to submit a report on the Directors' conduct.		Continue to conduct the case in accordance with IA86 and IR16. Adherence to all other statutory and compliance matters as they arise throughout the appointment. Provide a statutory report to creditors and Companies House at regular intervals and manage any queries arising therefrom. If appropriate, provide creditors with a report to obtain creditor approval for the quantum of the Liquidators' fees. Upon receipt of approval of the Liquidators' fees, process fees and disbursements from time to time as funds allow having given due consideration to all other costs of the process and order of priority as prescribed under the Insolvency Act 1986. To place legal advertisements as required by statute which may include formal meetings of creditors and notices to submit claims. Dealing with post appointment tax as required. Seek tax advice as required. To deal with the statutory requirements in order to bring the case to a close and for the office holders(s) to obtain their release from office. This will include preparing final reports for stakeholders, convening final meetings, statutory advertising and filing the relevant documentation with the Registrar of Companies.

Appendix C

A Schedule of Work

LEGAL AND LITIGATION **Work undertaken during the Period**	**LEGAL AND LITIGATION** **Future work to be undertaken**
Liaised with solicitors and Counsel regarding the progression of the legal proceedings in respect of the Claims and the DLAs. This has involved corresponding with solicitors, Counsel and other parties including attending meetings with and providing information and documentation to my solicitors and Counsel. Liaised with my solicitors and Counsel to prepare particulars of claim and to issue of refreshed letters of claim against the respondents including additional claims in respect of the DLAs and issuing a letter of claim against a new respondent.	Continue to liaise with solicitors and Counsel regarding the progression of the legal proceedings in respect of the Claims and the DLAs. The Liquidators will seek legal advice to assist the Liquidators in discharging their duties, as appropriate, concerning the insolvency estate, the discharge of the Liquidators' duties generally, and other matters arising as a consequence of the Liquidators' enquiries into the Company's affairs.

Appendix D

Details of the Liquidators' time costs and disbursements for the Period

Time charged for the period 27 February 2018 to 26 February 2019

	Appointment Takers / Partners	Managers / Directors	Other Professional	Junior Professional & Support	Total Hours	Total Cost £	Average Hrly Rate £
Administration and Planning		**4.80**	**11.50**	**1.00**	**17.30**	5,117.50	295.81
Case Accounting			1.90	1.00	2.90	677.50	233.62
Case Control and Review		2.00	5.50		7.50	2,262.50	301.67
General Administration			4.10		4.10	1,127.50	275.00
Strategy and Planning		2.80			2.80	1,050.00	375.00
Asset Realisation	**8.95**	**0.80**	**46.10**		**55.85**	17,765.25	318.09
Asset Realisation	1.00				1.00	545.00	545.00
Freehold/Leasehold Property		0.80	1.20		2.00	540.00	270.00
Legal-asset Realisation	7.95		44.90		52.85	16,680.25	315.61
Creditors		**0.50**	**7.30**		**7.80**	2,195.00	281.41
Unsecured Creditors		0.20	0.40		0.60	185.00	308.33
Secured Creditors		0.30	4.60		4.90	1,377.50	281.12
Landlord			2.30		2.30	632.50	275.00
Investigation		**22.60**	**8.35**		**30.95**	10,712.50	346.12
Investigatory Work		0.90	3.30		4.20	1,205.00	286.90
CDDA Enquiries		0.40			0.40	150.00	375.00
Legal - Investigations		21.30	4.30		25.60	9,170.00	358.20
IT – Investigations			0.75		0.75	187.50	250.00
Statutory Compliance		**1.90**	**10.20**		**12.10**	3,517.50	290.70
Post Appt TAX/VAT		0.20	0.40		0.60	185.00	308.33
Statutory Compliance - General		1.10	4.70		5.80	1,705.00	293.97
Statutory Reporting/ Meetings			3.90		3.90	1,072.50	275.00
Tax/VAT - Post appointment		0.60	1.20		1.80	555.00	308.33
Total Hours	8.95	30.60	83.45	1.00	124.00	39,307.75	317.00

FRP Charge out rates

Grade	From 1st July 2013	1st May 2016	1st May 2017
Appointment taker / Partner	395-495	450-495	450-545
Managers / Directors	320-455	340-465	340-465
Other Professional	175-275	200-295	200-295
Junior Professional & Support	100-150	125-175	125-175

Disbursements for the period
27 February 2018 to 26 February 2019

	Value £
Category 1	
Postage	27.20
Storage	30.87
Bonding	20.00
Property	12.00
Grand Total	**90.07**

Mileage is charged at the HMRC rate prevailing at the time the cost was incurred

Appendix E

Statement of expenses incurred in the Period

Expenses	Period to 26 February 2019 £
Office Holders' remuneration (Time costs)	39,308
Office Holders' disbursements	90
Legal Fees	3,213
Legal Disbursements (Counsel)	4,600
Legal Disbursements (general)	227
Statutory Advertising	70
Total	**47,507**

Notes

The above values exclude VAT as VAT is recoverable.

FRP Advisory

BELSON & SYKES LIMITED (IN LIQUIDATION) ("THE COMPANY")

The Liquidators' Progress Report

For the period 27/02/2018 – 26/02/2019

Pursuant to section 104A of the Insolvency Act 1986 and the Insolvency (England and Wales) Rules 2016

12 April 2019

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1. Progress of the liquidation

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FRP Advisory

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Outcome for secured creditors

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Dependent on the level of realisations in respect of the Claims and the DLAs discussed above and the associated costs of the Former Administration and the Liquidation it is anticipated that the Bank should be repaid in full.

Preferential Creditors

I have received preferential claims in the sum of £3,786.31. Subject to the quantum of the realisations achieved from the Claims and the DLAs and the associated costs of the Former Administration and the Liquidation it is anticipated that preferential creditors should be repaid in full.

Unsecured creditor

It is anticipated that the quantum of the Claims and the DLAs and assets of the Respondents are sufficient that the net realisations (after the associated costs of the Former Administration and the Liquidation) should enable unsecured creditors to receive a dividend (other than by way of a prescribed part). However, in order to not prejudice any recoveries and until these matters are concluded it is not appropriate to provide an estimate of the quantum of any dividend to unsecured creditors.

Prescribed Part

In accordance with the Insolvency Act 1986, the prescribed part is an element of net realisations due to the floating charge holder which is made available for unsecured creditors (subject to the floating charge post-dating 15 September 2003).

As it is anticipated that the Bank should be repaid in full the prescribed part will not apply.

3. Liquidators' remuneration, disbursements and expenses

Liquidators' remuneration

In accordance with rule 18.20 of IR16 my remuneration as Liquidator has been fixed on a time cost basis by the agreement of creditors to the Former Administrators' Proposals.

To date I have not drawn any remuneration as Liquidator.

A breakdown of my firm's time costs incurred during the Period and to date is attached at Appendix D.

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Expenses of the liquidation

An estimate of the Liquidators' expenses was set out in the information previously circulated to creditors. We attach at Appendix E a statement of expenses that have been incurred during the Period. It is uncertain whether the expenses incurred or anticipated to be incurred will exceed the details provided to creditors. However, in the event that the Claims and DLAs are pursued in Court it is likely that the expenses will exceed the previous estimate.

Creditors have a right to request further information from the Liquidators and further have a right to challenge the Liquidators' remuneration and other expenses, which are first disclosed in this report, under the Insolvency (England and Wales) Rules. (For ease of reference these are the expenses incurred in the Period as set out in Appendix E only). Further details of these rights can be found in the Creditors' Guide to Fees which you can access using the following link https://creditors.frpadvisory.com/info.aspx and select the one for liquidation. Alternatively, a hard copy of the relevant guide will be sent to you on request. Please note there is a time limit for requesting information being 21 days following the receipt of this progress report. There is a time limit of 8 weeks following the receipt of this report for a Court application that the remuneration or expenses are excessive.

Appendix A

Statutory information about the Company and the liquidation

COMPANY INFORMATION:

Date of incorporation:	16 December 1997
Company number:	03481734
Registered office:	2nd Floor 110 Cannon Street London EC4N 6EU
Previous registered office:	C/o Westell Accountants 3 Bradfield Court Milton Road Drayton Abingdon OX14 4EF
Business address:	7th Floor 63-66 Hatton Garden London EC1N 8LE Weasel Green Barn Moorside Cononley Keighley BD20 8ED
Directors:	Timothy Euan Belson Eleanor Belson Nigel Ashley Sykes

LIQUIDATION DETAILS:

Liquidators:	Philip James Watkins Paul David Allen
Address of Liquidators:	FRP Advisory LLP 2nd Floor 110 Cannon Street London EC4N 6EU
Date of appointment of Liquidators:	27/02/2018
Liquidators' Appointment:	Made pursuant to Schedule B1 Para 83 Insolvency Act 1986

FORMER ADMINISTRATION:

Prior to the Liquidation, the Company was in administration, details of the former Administration are provided below.

Court reference number:	8053 of 2016
Date of Appointment of Former Administrators:	22 February 2019
Former Administrators:	Philip James Watkins Paul David Allen

Appendix B

Liquidators' Receipts & Payments Account for the Period

S of A £		£	£
	SECURED ASSETS		
	Bank Interest	1.93	
	Transfer from Administration	19,392.98	
			19,394.91
	ASSET REALISATIONS		
	Bank Interest Gross	4.82	
			4.82
	COST OF REALISATIONS		
	Statutory Advertising	69.93	
			(69.93)
			19,329.80
	REPRESENTED BY		
	Vat Recoverable Floating		13.99
	IB Current Fixed		19,315.81
			19,329.80

Appendix C

A Schedule of Work

ADMINISTRATION AND PLANNING **Work undertaken during the Period**		**ADMINISTRATION AND PLANNING** **Future work to be undertaken**
Regulatory Requirements		
Completion of money laundering risk assessment procedures and know your client checks in accordance with the Money Laundering Regulations. Completion of take on procedures which include consideration of professional and ethical matters and other legislation such as the Bribery Act and Data Protection Act.		Regularly reviewing the conduct of the case and the case strategy and updating as required by the insolvency practitioner's regulatory professional body to ensure all statutory matters are attended to, the case is progressing and the strategy remains appropriate.
Case Management Requirements		
Determine and document case strategy. Set up, maintain and manage the Liquidators' cashbook and estate bank account. Set up and maintain case specific physical and electronic files. Set up and maintain records of all time spent by the Liquidators and their staff in dealing with the conduct of the liquidation.		Continue to maintain and manage the Liquidators' cashbook and administer the estate bank account throughout the duration of the case. Ensure the account is regularly reconciled to produce accurate and timely reports when required. Continue to maintain physical and electronic files. Continue to maintain records of all time spent in dealing with the conduct of the case.
ASSET REALISATION **Work undertaken during the Period**		**ASSET REALISATION** **Future work to be undertaken**
No assets have been realised in the Period.		Continue to pursue the recoveries from the Claims and the DLAs. If any other Company assets are identified, appropriate action will be taken to secure and realise any such assets for the benefit of the estate. Where required, agents will be instructed to provide valuation and marketing advice and sell to the assets. Where applicable, disclaim onerous assets.

Appendix C

A Schedule of Work

CREDITORS **Work undertaken during the Period**		**CREDITORS** **Future work to be undertaken**
Dealing with creditors' correspondence and queries in a timely manner.		Continue to deal with creditors' correspondence and queries in a timely manner. If sufficient funds are available to make a distribution to the unsecured creditors the Liquidators will advertise the intention to make a distribution and will write to all known creditors to notify of the possibility of a distribution and requested submission of claims. The Liquidators will adjudicate the claims received, either agreeing or rejecting, in full or in part. Liaise with HMRC and seek tax advice to minimise claims and maximise returns to creditors where appropriate.

INVESTIGATIONS **Work undertaken during the Period**		**INVESTIGATIONS** **Future work to be undertaken**
Undertook a further targeted review of the Company's accounting records to assist Counsel in preparing particulars of claim and to assist my solicitors to prepare refreshed letters before action.		Complete further specific investigations into the Company's affairs in order to assist the legal proceedings regarding the Claims and the DLAs.

Appendix C

A Schedule of Work

STATUTORY COMPLIANCE AND REPORTING Work undertaken during the Period		STATUTORY COMPLIANCE AND REPORTING Future work to be undertaken
Conducted the case in accordance with IA86 and IR16. Adhered to all other statutory and compliance matters as they arise throughout the appointment. Protected the value of assets that are not subject to a charge by obtaining a bond to the correct level. Dealt with appointment formalities including the issue of a notification of appointment to all known creditors and advertising notice of the Liquidators' appointment as required by statute. Liaised with the Insolvency Service regarding the requirement to submit a report on the Directors' conduct.		Continue to conduct the case in accordance with IA86 and IR16. Adherence to all other statutory and compliance matters as they arise throughout the appointment. Provide a statutory report to creditors and Companies House at regular intervals and manage any queries arising therefrom. If appropriate, provide creditors with a report to obtain creditor approval for the quantum of the Liquidators' fees. Upon receipt of approval of the Liquidators' fees, process fees and disbursements from time to time as funds allow having given due consideration to all other costs of the process and order of priority as prescribed under the Insolvency Act 1986. To place legal advertisements as required by statute which may include formal meetings of creditors and notices to submit claims. Dealing with post appointment tax as required. Seek tax advice as required. To deal with the statutory requirements in order to bring the case to a close and for the office holders(s) to obtain their release from office. This will include preparing final reports for stakeholders, convening final meetings, statutory advertising and filing the relevant documentation with the Registrar of Companies.

Appendix C

A Schedule of Work

LEGAL AND LITIGATION **Work undertaken during the Period**		**LEGAL AND LITIGATION** **Future work to be undertaken**
Liaised with solicitors and Counsel regarding the progression of the legal proceedings in respect of the Claims and the DLAs. This has involved corresponding with solicitors, Counsel and other parties including attending meetings with and providing information and documentation to my solicitors and Counsel. Liaised with my solicitors and Counsel to prepare particulars of claim and to issue of refreshed letters of claim against the respondents including additional claims in respect of the DLAs and issuing a letter of claim against a new respondent.		Continue to liaise with solicitors and Counsel regarding the progression of the legal proceedings in respect of the Claims and the DLAs. The Liquidators will seek legal advice to assist the Liquidators in discharging their duties, as appropriate, concerning the insolvency estate, the discharge of the Liquidators' duties generally, and other matters arising as a consequence of the Liquidators' enquiries into the Company's affairs.

Appendix D

Details of the Liquidators' time costs and disbursements for the Period

Time charged for the period 27 February 2018 to 26 February 2019

	Appointment Takers / Partners	Managers / Directors	Other Professional	Junior Professional & Support	Total Hours	Total Cost £	Average Hrly Rate £
Administration and Planning		**4.80**	**11.50**	**1.00**	**17.30**	**5,117.50**	295.81
Case Accounting			1.90	1.00	2.90	677.50	233.62
Case Control and Review		2.00	5.50		7.50	2,262.50	301.67
General Administration			4.10		4.10	1,127.50	275.00
Strategy and Planning		2.80			2.80	1,050.00	375.00
Asset Realisation	**8.95**	**0.80**	**46.10**		**55.85**	**17,765.25**	318.09
Asset Realisation	1.00				1.00	545.00	545.00
Freehold/Leasehold Property		0.80	1.20		2.00	540.00	270.00
Legal-asset Realisation	7.95		44.90		52.85	16,680.25	315.61
Creditors		**0.50**	**7.30**		**7.80**	**2,195.00**	281.41
Unsecured Creditors		0.20	0.40		0.60	185.00	308.33
Secured Creditors		0.30	4.60		4.90	1,377.50	281.12
Landlord			2.30		2.30	632.50	275.00
Investigation		**22.60**	**8.35**		**30.95**	**10,712.50**	346.12
Investigatory Work		0.90	3.30		4.20	1,205.00	286.90
CDDA Enquiries		0.40			0.40	150.00	375.00
Legal - Investigations		21.30	4.30		25.60	9,170.00	358.20
IT – Investigations			0.75		0.75	187.50	250.00
Statutory Compliance		**1.90**	**10.20**		**12.10**	**3,517.50**	290.70
Post Appt TAX/VAT		0.20	0.40		0.60	185.00	308.33
Statutory Compliance - General		1.10	4.70		5.80	1,705.00	293.97
Statutory Reporting/ Meetings			3.90		3.90	1,072.50	275.00
Tax/VAT - Post appointment		0.60	1.20		1.80	555.00	308.33
Total Hours	8.95	30.60	83.45	1.00	124.00	39,307.75	317.00

FRP Charge out rates

Grade	From 1st July 2013	1st May 2016	1st May 2017
Appointment taker / Partner	395-495	450-495	450-545
Managers / Directors	320-455	340-465	340-465
Other Professional	175-275	200-295	200-295
Junior Professional & Support	100-150	125-175	125-175

Disbursements for the period
27 February 2018 to 26 February 2019

	Value £
Category 1	
Postage	27.20
Storage	30.87
Bonding	20.00
Property	12.00
Grand Total	**90.07**

Mileage is charged at the HMRC rate prevailing at the time the cost was incurred

Appendix E

Statement of expenses incurred in the Period

Expenses	Period to 26 February 2019 £
Office Holders' remuneration (Time costs)	39,308
Office Holders' disbursements	90
Legal Fees	3,213
Legal Disbursements (Counsel)	4,600
Legal Disbursements (general)	227
Statutory Advertising	70
Total	**47,507**

Notes

The above values exclude VAT as VAT is recoverable.