

LIQ03

Notice of progress report in voluntary winding up



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 0 3 5 5 6 3 0 4

Company name in full A P L E WORLDWIDE LIMITED

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

2 Liquidator's name

Full forename(s) Sajid

Surname Sattar

3 Liquidator's address

Building name/number Trinity House

Street 28-30 Blucher Street

Post town Birmingham

County/Region

Postcode B 1 1 Q H

Country

4 Liquidator's name ①

Full forename(s) Simon

Surname Gwinnutt

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

5 Liquidator's address ②

Building name/number Trinity House

Street 28-30 Blucher Street

Post town Birmingham

County/Region

Postcode B 1 1 Q H

Country

② Other liquidator
Use this section to tell us about
another liquidator.

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6	Period of progress report							
From date	^d 2	ⁿ 8	^m 0	^m 1	^y 2	^y 0	^y 2	^y 0
To date	^d 2	^d 7	^m 0	^m 1	^y 2	^y 0	^y 2	^y 1
7	Progress report							
		<input checked="" type="checkbox"/> The progress report is attached						
8	Sign and date							
Liquidator's signature	<div>Signature</div> <div> <div>X</div> <div><i>J. B. Jatta</i></div> <div>X</div> </div>							
Signature date	^d 2	^d 3	^m 0	^m 3	^y 2	^y 0	^y 2	^y 1

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 **Hanna Dzialova**

Company name **Greenfield Recovery Limited**

Address
Trinity House
28-30 Blucher Street

Post town
Birmingham

County/Region

Postcode **B 1 1 Q H**

Country

DX

Telephone
0121 201 1720

**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

A P L E WORLDWIDE LIMITED
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 28/01/2020 To 27/01/2021 £	From 28/01/2019 To 27/01/2021 £
	ASSET REALISATIONS		
1,230.00	Furniture & Equipment	NIL	350.00
28,818.13	Book Debts	NIL	NIL
	Rates Refund	NIL	59.91
28,516.41	Cash at Bank	NIL	60,043.73
6,000.00	Third Party Funds	NIL	6,000.00
		NIL	66,453.64
	COST OF REALISATIONS		
	Petitioners Costs	NIL	2,455.30
	Specific Bond	NIL	364.00
	Preparation of S. of A.	NIL	10,000.00
	Office Holders Fees	770.17	47,273.00
	Agents/Valuers Fees (1)	NIL	300.00
	Postage	NIL	154.91
	Photocopying	NIL	180.60
	Storage Costs	91.07	91.07
	Courier Charges	NIL	110.00
	Statutory Advertising	NIL	225.00
	Stationery	NIL	7.04
		(861.24)	(61,160.92)
	UNSECURED CREDITORS		
(1,511,792.43)	Trade & Expense Creditors	NIL	NIL
(24,633.53)	Employees	NIL	NIL
(35,000.00)	HM Revenue and Customs	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(200.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(1,507,061.42)		(861.24)	5,292.72
	REPRESENTED BY		
	Vat Receivable		15,888.12
	Bank 1 Current		4,186.55
	Vat Payable		(6,217.00)
	Vat Control Account		(11,620.95)
	Greenfield Recovery Limited		3,056.00
			5,292.72

S. B. Vatta

Sajid Sattar
Joint Liquidator



**A P L E WORLDWIDE LIMITED - in Liquidation
("the Company")**

Registered Number: 03556304

**Registered Office: c/o Greenfield Recovery Limited
Trinity House, 28-30 Blucher Street, Birmingham, B1 1QH**

**Joint Liquidators' annual progress report
prepared in accordance with s104A of the Insolvency Act 1986
and Rule 18 of the Insolvency Rules 2016**

23 March 2021

CONTENTS

- 1 Introduction
- 2 Receipts and Payments Account
- 3 Outcome for Creditors
- 4 Investigations
- 5 Joint Liquidators' Remuneration and Disbursements and Creditors' Rights
- 6 Outstanding Matters and End of Liquidation

APPENDICES

- A Account of Joint Liquidators' Receipts and Payments for the period from 28 January 2020 to 27 January 2021 and for the cumulative period of the liquidation
- B Summary of Joint Liquidators' Time Costs for the period from 28 January 2020 to 27 January 2021 and for the cumulative period of the liquidation
- C Original Fees and Disbursements Estimates
- D Extract of Rules 18.9 and 18.34

1 INTRODUCTION

The Company was placed into liquidation on 28 January 2019.

Simon Gwinnutt and myself are the present Joint Liquidators. We are licensed to act as Insolvency Practitioners in the UK by the Institute of Chartered Accountants in England and Wales and are bound by the Insolvency Code of Ethics.

This is the Joint Liquidators' second annual progress report as required by section 104A of the Insolvency Act 1986 and Rule 18 of the Insolvency Rules 2016. It shows how the liquidation has been conducted and the Company's property disposed of, the anticipated outcome for creditors and other information that the Joint Liquidators' are required to disclose.

This report covers the 12 month period since the date of our last report and should be read in conjunction with previous reports issued in this matter.

2 RECEIPTS AND PAYMENTS ACCOUNT

Receipts and Payments Account

Attached at Appendix A, is a summary of the Joint Liquidators' receipts and payments for the period of 28 January 2020 to 27 January 2021 and for the cumulative period of the liquidation.

Asset realisations

There have been no asset realisations during this period.

Unrealised Assets

There are no unrealised assets. Our investigation have highlighted matters which may result in further realisations. See section 4 of this report for further details.

Payments

The payments reflected on the receipts and payments account at Appendix, A show the payments made during made in the period covered by this report and the cumulative period of the liquidation.

Creditors should be given details of the following payments made net of VAT:

Office Holders' Fees - £770.17 plus VAT has been paid to this firm pursuant to the decision procedure agreed by the creditors, determining on how the Joint Liquidators' should be remunerated.

Storage Costs - £91.07 has been paid to Citistore Limited in respect of the storage of the Company's books and records.

3 OUTCOME FOR CREDITORS

Secured Creditors

There are two fixed charges registered at Companies House in favour of Macfarlane Merchanting Limited ("MML") and Poeticgem Logistics Limited ("PGL"), the director has advised that no funds are due to either company. No correspondence has been received from either MML or PGL in respect of any outstanding indebtedness.

Preferential Creditors

The Director's Estimated Statement of Affairs did not indicate that there would be any preferential creditors of the Company, however, we have since been made aware of a number of employee having claims against the Company. This has resulted in either the employees, or the Redundancy Payments Office having preferential claims against the Company, depending on statute limits. We are yet to receive a final Proof of Debt from the Redundancy Payments Office.

Prescribed Part

Where there is a floating charge created after 15 September 2003, a percentage of the assets realised subject to the charge is ring fenced for unsecured creditors. This is called the prescribed part of the company's net property available for the satisfaction of unsecured debts.

Net property means the amount available to floating charge holders out of the floating charge assets after accounting for the preferential debts of the Company and the costs of realising the floating charge assets.

The prescribed part of the Company's net property is calculated by reference to a sliding scale:

- 50% of the first £10,000 of net property;
- 20% of net property thereafter;
- Up to a maximum amount to be made available of £600,000

The director has advised that no monies are due to the secured creditors, and nor have we received correspondence to say otherwise, it is not believed that any funds will be set aside in this regard.

Unsecured Creditors

In accordance with the Statement of Affairs, unsecured creditors totalled £1,571,425.96. Claims totalling £1,599,297.02 have been received from the unsecured creditors.

As discussed in further detail below, we are currently reviewing a number of matters which have been highlighted by creditors, which may result in sufficient funds becoming available to enable a dividend to unsecured creditors. However, the prospect of a dividend will be wholly reliant upon the outcome of these investigations.

4 INVESTIGATIONS

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

As stated in our previous report, we have highlighted areas of concern and reviewing the merit of pursuing a potential claim, with our solicitors, Shakespeare Martineau LLP of 1 Colmore Square, Birmingham, B4 6AA. This matter is ongoing and further update will be available within my next report.

We confirm that we have complied with our statutory duties, including investigating and reporting to the Department of Business Innovation & Skills, in respect of the conduct of the Company's director. Our report and disclosures are necessarily confidential and are not available to creditors.

5 JOINT LIQUIDATORS'S REMUNERATION AND DISBURSEMENTS AND CREDITORS' RIGHTS

Statement of Affairs fee

A resolution was passed at the meeting of creditors, in relation to our pre-appointment costs, as follows:

"That Greenfield Recovery Limited's fees in connection with preparing the Statement of Affairs and convening the meetings of members and creditors be approved in the sum of £10,000.00 plus VAT and disbursements and may be paid as an expense of the liquidation."

This fee has been recovered in full as outlined on the attached schedule.

It is considered that this fee is fair and reasonable as, in our experience, the time costs spent carrying out the work required prior to the liquidation of a company, typically totals circa £10,000.00.

Remuneration

The statutory provisions relating to remuneration, are contained in Rules 18.16 and 18.20 of the Insolvency Rules 2016. A Creditors' Guide to Joint Liquidators' fees is available at <https://www.greenfieldrecovery.co.uk/media/591328/liquidations-creditor-fee-guide-april-2017.pdf> on the 'Costs and Fees' page or upon request to our office. Should a hardcopy of any document be required, this will be provided free of charge.

Our remuneration was approved by creditors on 15 February 2019, on a time-cost basis, based on a fees estimate of £48,525.00. The fees estimate acts as a cap and we cannot draw remuneration in excess of the estimate, without first seeking approval and obtaining from creditors.

Within the letter that encloses this notice of this progress report, we would like to advise that our fee cap has been reached and we convening a decision procedure in order for creditors to increase the fees indicated above

As previously advised, we have also entered into a funding agreement in relation to work carried out outside the scope of the Liquidation. We have incurred time costs of £225 during this period and £17,150 since the commencement of the liquidation. The fee is being met separately under the terms of the funding agreement. The terms of the agreement must remain confidential.

We have incurred for the period from 28 January 2020 to 27 January 2021 of £9,250.00; representing a total of 27.50 hours having been spent on the administration of this case. Therefore, the average hourly rate equates to £336.36. Joint Liquidators' fees of £770.17 have been drawn during the period of this report.

For the entire period of the liquidation, we have incurred time of £47,273 representing a total of 165.75 hours having been spent on the administration of this case. Therefore the average hourly rate equates to £285.20 as compared with the estimated average charge out rate from the original fees estimate of £336.98. Joint Liquidators' fees of £47,273.00 have been drawn since the commencement of the liquidation.

The work has been categorised into the following task headings and sub-categories:

Administration and Planning

This category of work includes case planning and set-up, appointment notification, statutory reporting, compliance, cashiering, accounting and administrative functions.

In this case, the time costs incurred in this category totals £18,398.00. In addition to the above matters, the time costs incurred for administration and planning relates to significant amount of time in cashiering activities, reviewing the Company records to identify any pension scheme and chasing information with regard to bank statements and accounting information from third parties.

The work undertaken in this category is required as part of our statutory and regulatory requirements and is unlikely to directly produce a financial benefit to creditors.

Investigations

The work recorded in this category will relate to our initial assessment of the Company's affairs, as required by Statement of Insolvency Practice 2. This includes an analysis of the Company's bank statement, consideration of the Company's financial statements and a review of the Company's books and records, where available. In addition, the work undertaken includes reporting on the Director's conduct, as required by the Company Directors Disqualification Act 1986 (as amended).

In this case, the time costs incurred in this category totals £13,320.00. In addition to the above matters, the time costs incurred in investigations relates to asset reconciliations from the filed accounts from 2014 onwards, review of the dividend ledgers, determining how the Company's demerger effected its ability to pay creditors, and extensively reviewing the company bank statements and the Company's records.

The investigation work undertaken, is required as part of our statutory duties outlined above. Further investigations may be undertaken, with a view to increasing funds available to creditors. As such, investigative work may have a financial benefit to creditors.

Realisation of Assets

This category of work includes any action undertaken in order to protect or realise any assets of the Company. Work may be undertaken in order to put insurance in place or assess whether there are assets which may result in a realisation and time costs may be incurred in this category, even if there have been no asset realisations.

The Statement of Affairs indicates that the assets of the Company were furniture and equipment, book debts, cash at bank and third party contributions.

In this case, the time costs incurred in this category totals £2,827.50, which includes liaising with all interest parties regarding the sale of Company assets, referring to our agents. Liaising with the Bank regarding funds held in the company bank account and pursuing the Company's outstanding book debt.

Creditors

This category includes entering of creditors' information on IPS, communications with creditors, preparing reports to creditors, creditors' meetings, processing proofs of debt and progressing employee related claims.

In this case, the time costs incurred in this category totals £12,727.50 which includes dealing with queries from creditors both verbally and in writing.

The work required in this category is required as part of our statutory and regulatory duties and is necessary, but it is unlikely to provide any direct financial benefit to creditors.

In order that creditors may review the time spent on the administration of this case, we enclose herewith a detailed schedule at Appendix B; and for the purposes of comparison, a copy of the original fees estimate at Appendix C. The table below also provides a comparison between the initial fees estimate and the time spent on the case to date.

Category of Work	Estimated No. of Hours	Actual Hours Spent	Estimated Hourly Rate (£)	Actual Hourly Rate (£)	Estimated Total Time (£)	Actual Total Time Costs (£)
Admin and Planning	65.50	66.70	321.76	275.83	21,075.00	18,398.00
Investigations	56.00	45.30	334.82	294.04	18,750.00	13,320.00
Realisation of Assets	15.00	9.10	355.00	310.71	5,325.00	2,827.50
Creditors	7.50	44.65	450.00	285.05	3,375.00	12,727.50
Trading	0.00	0.00	0.00	0.00	0.00	0.00
Total	144.00	165.75	336.98	285.20	48,525.00	47,273.00

Time costs incurred has reached the sum set out in our fees estimate. As detailed above a fee increase will be required due to time costs have reached the original fee estimate as further works are required before bringing the liquidation to a closure.

Joint Liquidators' fees of £47,273.00 have been drawn since our appointment in this matter.

In common with other professional firms, our firm's charge-out rates increase from time to time over the period of the administration of a case. Specific details of the current charge-out rates applicable to those staff who worked on this case, are also available at www.greenfieldrecovery.co.uk on the 'Costs and Fees' page or upon request to our office.

Category 2 disbursements

These are costs that are directly attributable to the appointment, but not a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example business mileage.

Payment of these disbursements was approved by creditors on 15 February 2019, with an estimated total of £262.20. A copy of the original estimate is included at Appendix C.

No category 2 disbursements have been recharged in relation to this matter, during the period of this report. However, stationery costs of £2.72, photocopying costs of £5.10 and postage costs of £21.38, have been incurred and will be recharged to the liquidation estate in due course.

Expenses Incurred

As stated in my previous report, MGR Appraisals at 50-54 St. Pauls Square, Birmingham, B3 1QS have been instructed to assist in relation in providing a valuation of the with the sale of the Company's assets.

MGR Appraisals Limited were engaged on a fixed basis of £300.00 plus VAT. They have been paid in full and the previous report period.

As alluded above, Shakespeare Martineau LLP of 1 Colmore Square, Birmingham, B4 6AA, have been instructed to assist with an ongoing investigation into the Company's affairs.

Shakespeare Martineau LLP are engaged on a times costs basis. During the report period, no payment has been made to Shakespeare Martineau LLP in relation to the liquidation.

Creditors' Rights

Pursuant to Rules 18.9 and 18.34 of the Rules, enclosed is guidance to both the members and creditors of how to request further information regarding the conduct of the liquidation and what steps a creditor can take, if they do not agree with the quantum of the remuneration and expenses that have been drawn.

6 OUTSTANDING MATTERS AND END OF LIQUIDATION

As set out above in more detail above, we are not yet in a position to conclude the liquidation as our investigations into the Company's affairs remain ongoing.

Once all matters have been finalised, we will take steps to complete the liquidation.

If you wish to discuss the issues raised in this report or require any additional information, please contact Hanna Dzialova of this office.

Yours faithfully
for and on behalf of
A P L E WORLDWIDE LIMITED



Sajid Sattar
Joint Liquidator

Sajid Sattar and Simon Gwinnett are authorised to act as insolvency practitioners in the UK by Institute of Chartered Accountants in England and Wales and are bound by the Insolvency Code of Ethics. When acting as Administrator(s), the affairs, business and property of the Company are being managed by the Administrator(s) who act as agents of the Company and contract without personal liability.

APPENDIX A

**ACCOUNT OF JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS FOR THE PERIOD
FROM 28 JANUARY 2020 TO 27 JANUARY 2021
AND FOR THE CUMULATIVE PERIOD OF THE LIQUIDATION**

See attached

A P L E WORLDWIDE LIMITED
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 28/01/2020 To 27/01/2021 £	From 28/01/2019 To 27/01/2021 £
	ASSET REALISATIONS		
1,230.00	Furniture & Equipment	NIL	350.00
28,818.13	Book Debts	NIL	NIL
	Rates Refund	NIL	59.91
28,516.41	Cash at Bank	NIL	60,043.73
6,000.00	Third Party Funds	NIL	6,000.00
		NIL	66,453.64
	COST OF REALISATIONS		
	Petitioners Costs	NIL	2,455.30
	Specific Bond	NIL	364.00
	Preparation of S. of A	NIL	10,000.00
	Office Holders Fees	770.17	47,273.00
	Agents/Valuers Fees (1)	NIL	300.00
	Postage	NIL	154.91
	Photocopying	NIL	180.60
	Storage Costs	91.07	91.07
	Courier Charges	NIL	110.00
	Statutory Advertising	NIL	225.00
	Stationery	NIL	7.04
		(861.24)	(61,160.92)
	UNSECURED CREDITORS		
(1,511,792.43)	Trade & Expense Creditors	NIL	NIL
(24,633.53)	Employees	NIL	NIL
(35,000.00)	HM Revenue and Customs	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(200.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(1,507,061.42)		(861.24)	5,292.72
	REPRESENTED BY		
	Vat Receivable		15,888.12
	Bank 1 Current		4,186.55
	Vat Payable		(6,217.00)
	Vat Control Account		(11,620.95)
	Greenfield Recovery Limited		3,056.00
			5,292.72



Sajid Sattar
Joint Liquidator

APPENDIX B

**SUMMARY OF JOINT LIQUIDATORS' TIME COSTS FOR THE PERIOD
FROM 28 JANUARY 2020 TO 27 JANUARY 2021
AND FOR THE CUMULATIVE PERIOD OF THE LIQUIDATION**

See attached

Time Entry - SIP9 Time & Cost Summary

APL001 - A P L E WORLDWIDE LIMITED
All Post Appointment Project Codes
From: 28/01/2020 To: 27/01/2021

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	2.50	1.50	9.10	0.00	13.10	4,200.00	317.61
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	4.80	0.30	3.60	0.00	9.60	3,420.00	356.25
Investigations	0.30	0.00	1.60	0.00	1.90	670.00	351.05
Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non Chargeable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.60	0.60	4.70	0.00	2.90	1,000.00	351.72
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	8.20	2.40	16.00	0.00	27.60	9,250.00	336.36
Total Fees Claimed						770.17	
Total Disbursements Claimed						0.00	

Time Entry - SIP9 Time & Cost Summary

Category 2 Disbursements

APL001 - A P L E WORLDWIDE LIMITED

From: 28/01/2020 To: 27/01/2021

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Disbursement Category	Amount
04/02/2020	Stationery Costs Stationery	Category 2	0.42
04/02/2020	Photocopying Photocopying	Category 2	5.12
04/02/2020	Postage Costs Postage costs	Category 2	21.38
Total			26.92

Time Entry - SIP9 Time & Cost Summary

APL001 - A P L E WORLDWIDE LIMITED
All Post Appointment Project Codes
From: 28/01/2019 To: 27/01/2021

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	10.70	11.35	35.95	11.70	59.70	18,384.00	275.85
Case Specific Matters	5.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	7.50	7.65	24.40	5.10	44.65	12,727.50	285.05
Investigations	5.20	16.00	12.00	11.00	45.20	13,920.00	264.04
Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non-Chargeable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	4.50	2.70	5.90	0.00	9.10	2,927.50	310.71
Trading	5.00	0.00	0.00	0.00	5.00	0.00	0.00
Total Hours	24.50	37.70	75.25	28.30	165.75	47,273.00	285.20
Total Fees Claimed						47,273.00	
Total Disbursements Claimed						269.64	

Time Entry - SIP9 Time & Cost Summary

Category 2 Disbursements

APL001 - A P L E WORLDWIDE LIMITED

From: 28/01/2019 To: 27/01/2021

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Disbursement Category	Amount
29/01/2019	Postage Costs: Postage Costs	Category 2	40.20
29/01/2019	Photocopying: Photocopying	Category 2	84.00
04/02/2020	Stationery Costs: Stationery	Category 2	2.72
04/02/2020	Photocopying: Photocopying	Category 2	9.10
04/02/2020	Postage Costs: Postage costs	Category 2	27.38
Total			153.40

APPENDIX C

ORIGINAL FEES AND DISBURSEMENTS ESTIMATES

See attached

Appendix 1

Fees Estimate for A P L E WORLDWIDE LIMITED - In Liquidation as at 29 January 2019.

Below is the fee estimate in respect of the above case for the purpose of obtaining a time-costs resolution. The total amount being sought is £48,525 for 144 hours at an average hourly rate of £336.98.

My current charge-out rates are detailed below.

Approval for the future remuneration sought is based on an estimate of the work necessary to the completion of the administration of the case. I do not anticipate that it will be necessary to seek approval for fees in excess of this estimate. However, should additional work be necessary beyond what is contemplated, further approval may be sought from creditors.

It is anticipated that time costs of £48,525 will be incurred in dealing with this matter, however, remuneration will only be drawn if and when funds become available in the liquidation estate.

The table below also sets out whether the category of work is anticipated to result in a financial benefit to creditors or if that work is required as a result of the Liquidator's statutory or regulatory obligations.

General Description	Includes	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of total
Administration and Planning		65.5	£321.76	£21,075
Statutory/advertising	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements			
Document maintenance/file review/checklist	Filing of documents Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists			
Bank account administration / cashiering	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments VAT Returns			
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case			
Books and records / storage	Dealing with records in storage Sending job files to storage			
Investigations		56	£334.82	£18,750
SIP 2 Review	Collection, and making an inventory, of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Correspondence and communications with the company's bank Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions			

General Description	Includes	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of total
	Liaising with the committee/creditors or major creditors about further action to be taken			
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations			
Examinations	Preparing brief to solicitor Liaising with solicitor(s) regarding examinations Attendance at examination Reviewing examination transcripts Liaising with solicitor(s) regarding outcome of examinations and further actions available			
Realisation of Assets		15	£355.00	£5,325
Pursuing Antecedent Transactions	Negotiating to attempt settlement with relevant parties Strategy meeting regarding litigation Seeking funding from creditors Reviewing terms of solicitors' conditional fee agreements Preparing brief to solicitors/Counsel Liaising with solicitors regarding recovery actions Dealing with ATE insurers Attending to negotiations Attending to settlement matters			
Sale of Business as a Going Concern	Instructing and liaising with agents Preparing an information memorandum Liaising with potential purchasers Agreeing licences to trade/occupy Assessment and review of offers received Negotiating with intended purchaser Liaising with secured creditors and seeking releases Exchanges with solicitors to agree sale and purchase agreement Surrender of lease (where appropriate) Pursuing deferred sale consideration			
Plant and Equipment	Liaising with valuers, auctioneers and interested parties Reviewing asset listings Liaising with secured creditors and landlords			
Freehold/Leasehold Property	Liaising with valuers and agents on marketing strategy and offers received Dealing with tenant issues (if any) Liaising with secured creditors and landlords Agreeing assignment, surrender or disclaiming property			
Debtors	Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Receiving updates from factoring companies and liaising reassignment of ledger Liaising with debt collectors and solicitors Agreeing debt collection agency agreements Dealing with disputes, including communicating with directors/former staff Pursuing credit insurance claims Submitting VAT bad debt relief claims			
Leasing	Reviewing leasing documents Liaising with owners/lessors Tasks associated with disclaiming leases if appropriate			
Stock	Conducting stock takes Reviewing stock values Liaising with agents and potential purchasers Analysing the value in WIP			

General Description	Includes	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of total
	Contracting with service providers/suppliers to complete WIP			
Retention of Title Claims	Receive initial notification of creditor's intention to claim Provision of retention of title claim form to creditor Meeting claimant on site to identify goods Adjudicate retention of title claim Forward correspondence to claimant notifying outcome of adjudication Preparation of payment vouchers and correspondence to claimant to accompany payment of claim (if valid) Exchanges with solicitors in deciding claims and dealing with disputes			
Other assets: motor vehicles, intangibles, intellectual property, VAT/corporation tax refunds, Insurance claims	Liaising with agents to agree disposal strategy Dealing with potential purchasers/Negotiating sales Liaising with solicitors to agree sales Collecting sales consideration Liaising with insurance companies and directors to pursue claims Examining company records to support tax refunds Exchanges with government departments			
Insurance	Identification of potential issues requiring attention of insurance specialists Correspondence with insurer regarding initial and ongoing insurance requirements Reviewing insurance policies Correspondence with previous brokers			
Trading		0	£0.00	£0.00
Creditors		7.5	£450.00	£3,375
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPD Corresponding with the PPF and the Pensions Regulator			
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend Corresponding with RPD regarding POD when not related to a dividend			
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication Seeking solicitors' advice on the validity of secured creditors' claims and other complex claims			
Dividend procedures	Agreeing allocation of realisations and costs between fixed and floating charges Paying distribution to secured creditors and seeking confirmation of discharged claims Preparation of correspondence to creditors advising of intention to declare distribution Advertisement of notice of proposed distribution Preparation of distribution calculation Preparation of correspondence to creditors announcing declaration of distribution Preparation of cheques/BACS to pay distribution			

General Description	Includes	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of total
	Preparation of correspondence to creditors enclosing payment of distribution Seeking unique tax reference from HMRC, submitting information on PAYE/NI deductions from employee distributions and paying over to HMRC Dealing with unclaimed dividends			
Creditor reports	Preparing annual progress report, investigation, meeting and general reports to creditors Disclosure of sales to connected parties			
Meeting of Creditors	Preparation of meeting notices, proxies/voting forms and advertisements notice of meeting to all known creditors Collate and examine proofs and proxies/votes to decide on resolutions Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting. Responding to queries and questions following meeting Issuing notice of result of meeting.			
Creditors Committee	Holding an initial meeting of the Committee Reporting to committee members Seeking the committees approval on case strategy Calling and holding meetings of the committee as required and the circumstances of the case dictate			
Total		144	£336.98	£48,525

Current Charge-out Rates for the firm

Time charging policy

Support staff do charge their time to each case.

Support staff include cashier, secretarial and administration support.

The minimum unit of time recorded is 6 minutes.

Staff	Charge out rates £
Insolvency Practitioner/ Directors	400-500
Manager	300-400
Other Senior Professionals/ Senior Administrator	200-300
Secretarial/Administration support staff	90-200

Appendix II

A P L E Worldwide Limited as at 29 January 2019.

Below are the expenses estimates in respect of category 1 direct expenses and category 2 expenses which will have an element of shared or allocated costs.

My estimate for my category 1 expenses for the period of the case is **£559.00 plus VAT**

My estimate for my category 2 expenses for the period of the case is **£262.20 plus VAT** and I am seeking a resolution for approval of these expenses.

Expenses Category 1	Basis	Estimate of Costs £
Legal costs	N/A	
Agents and Valuers	N/A	150.00
Debt Collection Agency	N/A	
ERA Specialists	N/A	
Accounting fees	N/A	
Advertising	Direct Cost as Invoiced to Case	225.00
Anti Money Laundering Check	Direct Cost as Invoiced to Case	
Bank charges	Direct Cost as Invoiced to Case	
Bonding	Direct Cost as Invoiced to Case	184.00
Document Storage	Direct Cost as Invoiced to Case	
HM Land Registry	Direct Cost as Invoiced to Case	
Insurance	Direct Cost as Invoiced to Case	
Meeting Room	Direct Cost as Invoiced to Case	
Total		£559.00

Expenses Category 2	Basis	Estimate of Costs £
Photocopying	£0.10 per copy irrespective of size	£178.10
Postage	£0.57 per letter, £1.25 per large letter	£84.10
Total		£262.20

APPENDIX D

EXTRACT OF RULES 18.9 AND 18.34

See attached

Rule 18.9 - Creditors' and members' requests for further information in administration, winding up and bankruptcy

- 18.9(1) [Who may make written request] The following may make a written request to the office-holder for further information about remuneration or expenses (other than pre-administration costs in an administration) set out in a progress report under rule 18.4(1)(b), (c) or (d) or a final report under rule 18.14 -
- (a) a secured creditor;
 - (b) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question);
 - (c) members of the company in a members' voluntary winding up with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the company;
 - (d) any unsecured creditor with the permission of the court; or
 - (e) any member of the company in a members' voluntary winding up with the permission of the court.
- 18.9(2) [Request or application court for permission filed in court] A request, or an application to the court for permission, by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one member or creditor.
- 18.9(3) [Duty of office-holder to respond to request] The office-holder must, within 14 days of receipt of such a request respond to the person or persons who requested the information by -
- (a) providing all of the information requested;
 - (b) providing some of the information requested; or
 - (c) declining to provide the information requested.
- 18.9(4) [Office-holder may provide partial information or decline request] The office-holder may respond by providing only some of the information requested or decline to provide the information if -
- (a) the time or cost of preparation of the information would be excessive; or
 - (b) disclosure of the information would be prejudicial to the conduct of the proceedings;
 - (c) disclosure of the information might reasonably be expected to lead to violence against any person; or
 - (d) the office-holder is subject to an obligation of confidentiality in relation to the information.
- 18.9(5) [Reasons in r.18.9(4)] An office-holder who does not provide all the information or declines to provide the information must inform the person or persons who requested the information of the reasons for so doing.
- 18.9(6) [Application to court] A creditor, and a member of the company in a members' voluntary winding up, who need not be the same as the creditor or members who requested the information, may apply to the court within 21 days of -
- (a) the office-holder giving reasons for not providing all of the information requested; or
 - (b) the expiry of the 14 days within which an office-holder must respond to a request.
- 18.9(7) [Court order] The court may make such order as it thinks just on an application under paragraph (6).

Rule 18.34 - Remuneration and expenses: application to court by a creditor or member on grounds that remuneration or expenses are excessive

18.34(1) [Application of rule] This rule applies to an application in an administration, a winding-up or a bankruptcy made by a person mentioned in paragraph (2) on the grounds that -

- (a) the remuneration charged by the office-holder is in all the circumstances excessive;
- (b) the basis fixed for the office-holder's remuneration under rules 18.16, 18.18, 18.19, 18.20 and 18.21 (as applicable) is inappropriate; or
- (c) the expenses incurred by the office-holder are in all the circumstances excessive.

18.34(2) [Who may make application] The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable -

- (a) a secured creditor,
- (b) an unsecured creditor with either -
 - (i) the concurrence of at least 10% in value of the unsecured creditors (including that creditor), or
 - (ii) the permission of the court, or
- (c) in a members' voluntary winding up -
 - (i) members of the company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the company, or
 - (ii) a member of the company with the permission of the court.

18.34(3) [Time limit for application] The application by a creditor or member must be made no later than eight weeks after receipt by the applicant of the progress report under rule 18.3, or final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question ("the relevant report").