

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 6 6 6 7 6 8

Company name in full K Business Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Carl

Surname Jackson

3 Liquidator's address

Building name/number Office D

Street Beresford House

Post town Town Quay

County/Region Southampton

Postcode S O 1 4 2 A Q

Country

4 Liquidator's name ①

Full forename(s) Kelly

Surname Mitchell

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number Office D

Street Beresford House

Post town Town Quay

County/Region Southampton

Postcode S O 1 4 2 A Q

Country

② 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	^d 1	^d 0	^m 0	^m 8	^y 2	^y 0	^y 2	^y 2
To date	^d 0	^d 9	^m 0	^m 8	^y 2	^y 0	^y 2	^y 3

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d 0	^d 9	^m 1	^m 0	^y 2	^y 0	^y 2	^y 3
----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------

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 Sophie Chaldecott

Company name Quantuma Advisory Limited

Address Office D

Beresford House

Post town Town Quay

County/Region Southampton

Postcode S O 1 4 2 A Q

Country

DX info@quantuma.com

Telephone 02380336464



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

K Business Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Declaration of Solvency £		From 10/08/2022 To 09/08/2023 £	From 10/08/2020 To 09/08/2023 £
	ASSET REALISATIONS		
	Bank Interest Gross	62.48	62.48
41,267.00	Cash at Bank	34,611.35	67,571.35
		34,673.83	67,633.83
	COST OF REALISATIONS		
	Specific Bond	135.00	135.00
		(135.00)	(135.00)
	DISTRIBUTIONS		
(200.00)	Ordinary Shareholders	NIL	32,960.00
		NIL	(32,960.00)
41,067.00		34,538.83	34,538.83
	REPRESENTED BY		
	Bank 1 Current		34,511.83
	Vat Receivable		27.00
			34,538.83

K BUSINESS LIMITED
(IN LIQUIDATION)

THE JOINT LIQUIDATORS' PROGRESS REPORT

This report has been prepared for the sole purpose of updating the members for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by members for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

Carl Jackson and Michael Hall of Quantuma Advisory Limited, Office D, Beresford House, Town Quay, Southampton, SO14 2AQ were appointed Successor Joint Liquidators of K Business Limited by Order of the High Court of Justice on 30 September 2021 upon the application of the former Liquidator's **Regulator**.

An order was made in the High Court of Justice on 11 October 2022, removing Michael Hall from the office of Liquidator and appointing Kelly Mitchell of Quantuma Advisory Limited as Successor Joint Liquidator in his stead. Please note Carl Jackson remains a Joint Liquidator.

Carl Jackson is licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales and Kelly Mitchell is licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales

CONTENTS

- 1 INTRODUCTION
- 2 THE PROGRESS OF THE LIQUIDATION
- 3 CREDITORS: CLAIMS AND DISTRIBUTIONS
- 4 **SHAREHOLDERS' DISTRIBUTIONS**
- 5 ETHICS
- 6 THE FORMER LIQUIDATOR'S FEES AND EXPENSES AND THE JOINT LIQUIDATORS FEES AND EXPENSES

APPENDICES

- | | |
|------------|---|
| Appendix 1 | Statutory Information |
| Appendix 2 | Receipts and Payments Account drafted from the Former Liquidator's records incorporating the Joint Liquidators Receipts and Payments as at 9 August 2023 |
| Appendix 3 | Details of the former Liquidator's time costs for the periods 10 August 2020 to 29 September 2021 and 10 August 2021 to 29 September 2021 |
| Appendix 4 | Details of the Joint Liquidator's time costs for the period 10 August 2022 to 9 August 2023 |
| Appendix 5 | Details of the Joint Liquidators' time costs for the period 30 September 2021 to 9 August 2023 |
| Appendix 6 | Detailed narrative of work undertaken by the Joint Liquidators |

ABBREVIATIONS

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the former Liquidator"	Adrian Stewart Duncan of Savants Restructuring Limited
"the Joint Liquidators"	Carl Jackson and Kelly Mitchell of Quantuma Advisory Limited
"the Company"	K Business Limited (in Liquidation)
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 10 August 2022 to 9 August 2023

1. INTRODUCTION

Introduction

Adrian Stewart Duncan, formerly of Savants Restructuring Limited, was appointed as Liquidator of the Company on 10 August 2020.

Please be advised that upon the application of the Institute of Chartered Accountants in England and Wales, an Order was made in the High Court of Justice dated 30 September 2021, removing Adrian Stewart Duncan from the office of Liquidator and appointing Carl Jackson and Michael Hall of Quantuma Advisory Limited as Successor Joint Liquidators.

A further Order was made in the High Court of Justice dated 11 October 2022, removing Michael Hall from the office of Liquidator and appointing Kelly Mitchell of Quantuma Advisory Limited as Successor Joint Liquidator in his stead. Please note Carl Jackson remains a Joint Liquidator.

This report has been prepared to comply with the statutory obligation to provide a progress report to members and creditors and covers the Review Period 10 August 2022 to 9 August 2023.

Overall investigations into the previous incumbent continue but as evidenced by the loss of his insolvency licence, we are finding serious non-compliance issues with the former Liquidator's files and work which will take some time to deal with.

A schedule of statutory information in respect of the Company is attached at Appendix 1.

Details of the appointment of the Joint Liquidators

As referred to above, Carl Jackson and Kelly Mitchell are the Joint Liquidators of the company.

2. THE PROGRESS OF THE LIQUIDATION

The **Former Liquidator's** receipts and payments account

Attached at Appendix 2 is a receipts and payments account covering the Review Period which has been retrieved from estate bank records and Adrian Duncan's case files. Please note that the Joint Liquidators are not able to fully verify the accuracy of the account.

VAT Basis

It appears that the Company has been de-registered for VAT.

Realisation of assets

As per the Declaration of Solvency that was completed on 6 August 2020, the assets of the Company were listed as follows:

Cash at Bank

The Declaration of Solvency showed cash at bank in the sum of £41,267. It is understood that these funds were held in a person account operated by the former director. Following a review of the former Liquidator's case files, it appears that he authorised the transfer of £32,960 directly to shareholders by way of an initial distribution on 21 August 2020.

There is a balance of £8,308 owed to the Company held in an account operated by the shareholder. The Joint Liquidators intend to declare a distribution in specie for this amount shortly.

The Joint Liquidators have been in communication with the Company's bankers to request statements and identified that there were also funds being held in a HSBC account in the Company's name. During the Review Period, cash at bank in the sum of £34,611.35 has been received representing the final balance on the account.

Bank Interest

Bank interest of £62.48 has been received during the Review Period.

3. CREDITORS: CLAIMS AND DISTRIBUTIONS

Secured creditors

The Company had not granted a fixed or floating charge to any creditor and accordingly did not have any secured creditors.

Preferential creditors

There are no known preferential creditors.

Unsecured creditors

The Declaration of Solvency stated that there were no unsecured creditor claims and no claims have been received by the Joint Liquidators.

The Joint Liquidators have received tax clearances from HM Revenue & Customs and are therefore satisfied that there are no outstanding unsecured creditors.

4. SHAREHOLDERS' DISTRIBUTIONS

Based on the former Liquidator's records it appears distributions were made to shareholders as reflected in the table below.

Date	Rate (£ per Share)	Amount (£)
21 August 2020	164.80	32,960.00
Total		32,960.00

5. ETHICS

Please be advised that Joint Liquidator is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

General ethical considerations

Prior to the Joint Liquidators' appointment, a review of ethical issues was undertaken and no ethical threats were identified.

The Joint Liquidators, Carl Jackson and Michael Hall of Quantuma Advisory Limited, were subsequently appointed Joint Administrators over Savants Restructuring Limited and Savants Covenant Advisory Limited on 8 October 2021 by Order of the High Court of Justice. These appointments have assisted the Joint Liquidators in their investigations.

6. THE FORMER LIQUIDATOR'S REMUNERATION AND EXPENSES AND THE JOINT LIQUIDATOR'S REMUNERATION AND EXPENSES

Former Liquidator's Pre Appointment Costs

Prior to his appointment, the former Liquidator was paid £750 plus VAT for assisting the director in calling the relevant meetings and with preparing the Declaration of Solvency. In addition, it appears that the former Liquidator received £225 plus VAT in respect of advertising costs and £185 plus VAT in relation to the re-charge of system licence fees prior to his appointment.

Former Liquidator's Post Appointment Costs

At the general meeting of members held on 10 August 2020, the former Liquidator's fees were fixed on the following basis:

- The Liquidator shall be authorised to draw their remuneration based upon their time costs by reference to the time properly given by the Liquidator and their staff, in attending to matters arising in the liquidation at Savants Restructuring Limited's standard hourly rates, at the rates prevailing at the time the work is done, such remuneration to be paid out of the assets of the company and which may be drawn on account as and when funds permit without further recourse to members.

From a review of the former Liquidator's case files it does not appear that the former Liquidator drew any fees post appointment fees. Appendix 3 details for the former Liquidator's time costs, these have not been verified.

Our investigations show that there are issues which have been identified in the former Liquidator's case files and with compliance. This is unsurprising given the intervention leading to our appointment and therefore we have endeavoured to verify data from third party sources where possible.

Joint Liquidators' Post Appointment Costs

In summary, the Joint Liquidators' time costs for the Review Period total £4,313.00, representing 19.40 hours at an average hourly rate of £222.32. A breakdown of the time costs incurred during the Review Period are summarised at Appendix 4.

A breakdown of the total remuneration charged for the period of the Liquidation as a whole is provided at Appendix 5. Total time costs amount to £7,618.50 representing 34.65 hours at an average hourly rate of £219.87.

The Joint Liquidators do not propose to seek a resolution to fix their fees at this time but reserve the right to do so in the future.

For information purposes, Quantuma Advisory Limited's current and historic schedule of charge-out rates and chargeable expenses may be found at [HYPERLINK "https://www.quantuma.com/guide/creditors-guide-fees"](https://www.quantuma.com/guide/creditors-guide-fees).

A hard copy of Quantuma Advisory Limited's charge-out rate and expenses policy may be obtained on request at no cost.

Former Liquidators Expenses

From a review of the former Liquidator's case files it does not appear that any expenses were incurred.

Joint Liquidators Expenses

The Joint Liquidators' expenses that have been incurred and paid in the period are as follows:

Expenses	Incurred & Paid £	Comments
Indemnity Bond	135.00	
TOTAL	135.00	

Statement of Insolvency Practice 9 (SIP 9) "Payments to Insolvency Office Holders & their Associates", outlines various disclosures in relation to Liquidators' fees and expenses. SIP 9 does not apply to MVLs and therefore it is intended that while full information will be provided regarding timecosts and expenses further to the successor Joint Liquidators' appointment, the prescribed disclosure requirements will not be followed in full. Information in relation to timecosts and expenses will be available upon request throughout the course of the Liquidation. However those parties who are responsible for paying the fees in an MVL may require disclosures in accordance with SIP 9. Should you wish for these to be provided, please contact me.

Members' right to request information

A member may, with the permission of the Court or with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the Company, request further details of the Joint Liquidators' remuneration and expenses, within 21 days of receipt of this report.

Members' right to challenge remuneration and/or expenses

A member may, with the permission of the Court or with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the Company, apply to Court to challenge the amount and/or basis of the Joint Liquidators' fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report.

Future of the Liquidation

It is anticipated that the Joint Liquidators will be in a position to declare a final distribution to the shareholders and take steps to close the Liquidation shortly.

Further Information

Members should note that the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics> Additionally the Joint Liquidators are also bound by the regulations of their Licensing Bodies.

To comply with the Provision of Services Regulations, some general information about Quantuma Advisory Limited, including our complaints policy and Professional Indemnity Insurance, can be found at <https://www.quantuma.com/legal-information>.

In compliance with the General Data Protection Regulation, creditors, employees, shareholders, directors and any other stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link [HYPERLINK "http://www.quantuma.com/legal-notices"](http://www.quantuma.com/legal-notices).

Should you have any queries in regard to any of the above please do not hesitate to contact Sophie Chaldecott on 02380 336464 or by e-mail at Sophie.Chaldecott@quantuma.com.

A handwritten signature in black ink, appearing to read 'K Mitchell', with a stylized, cursive script.

Kelly Mitchell
Joint Liquidator

K Business Limited
(IN LIQUIDATION)

STATUTORY INFORMATION

Company Name	K Business Limited
Trading Address	69 Knowl Piece, Wilbury Way, Hitchin, SG4 0TY
Proceedings	In Liquidation
Date of Original Appointment	10 August 2020
Current Joint Liquidators	Carl Jackson Kelly Mitchell Quantuma Advisory Limited Office D, Beresford House, Town Quay, Southampton, SO14 2AQ
Change in Office Holder	Adrian Stewart Duncan removed from the office of Liquidator on 30 September 2021 and Carl Jackson and Michael Hall were appointed as Joint Liquidators Michael Hall was removed from the office of Liquidator on 11 October 2022 and Kelly Mitchell was appointed as Joint Liquidator in his stead.
Registered office Address	c/o Quantuma Advisory Limited Office D, Beresford House, Town Quay, Southampton, SO14 2AQ
Former Registered Office	Savants Restructuring Limited, 83 Victoria Street, London, SW1H 0HW 69 Knowl Piece, Wilbury Way, Hitchin, SG4 0TY
Company Number	03666768
Incorporation Date	12/11/1998

K Business Limited
(IN LIQUIDATION)

RECEIPTS AND PAYMENTS ACCOUNT DRAFTED FROM THE **FORMER LIQUIDATORS'**
RECORDS INCORPORATING THE JOINT LIQUIDATORS RECIEPTS AND PAYMENTS AS AT 9
AUGUST 2023

**K Business Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments**

Declaration of Solvency £		From 10/08/2022 To 09/08/2023 £	From 10/08/2020 To 09/08/2023 £
	ASSET REALISATIONS		
	Bank Interest Gross	62.48	62.48
41,267.00	Cash at Bank	34,611.35	67,571.35
		<u>34,673.83</u>	<u>67,633.83</u>
	COST OF REALISATIONS		
	Specific Bond	135.00	135.00
		<u>(135.00)</u>	<u>(135.00)</u>
	DISTRIBUTIONS		
(200.00)	Ordinary Shareholders	NIL	32,960.00
		<u>NIL</u>	<u>(32,960.00)</u>
41,067.00		<u>34,538.83</u>	<u>34,538.83</u>
	REPRESENTED BY		
	Bank 1 Current		34,511.83
	Vat Receivable		27.00
			<u>34,538.83</u>

K Business Limited
(IN LIQUIDATION)

Details of the former Liquidator's time costs for the periods 10 August 2020 to 29 September 2021 and 10 August 2021 to 29 September 2021

Time Entry - SIP9 Time & Cost Summary

K Business Limited

Project Code: POST

From 10 August 2020 to 29 September 2021

Classification of Work Function	Administrator	Manager	Total Hours	Time Cost (£)
Admin & Planning	8.40	0.00	8.40	2,166.00
Creditors	3.80	0.30	4.20	1,115.50
Realisation of Assets	0.80	0.00	0.80	214.00
Total Hours / Costs	13.10	0.30	13.40	3525.50

Total Fees Claimed **750.00**

Time Entry - SIP9 Time & Cost Summary

K Business Limited

Project Code: POST

From 10 August 2021 to 29 September 2021

Classification of Work Function	Administrator	Total Hours	Time Cost (£)
Creditors	0.30	0.30	72.00
Total Hours / Costs	0.30	0.30	72.00

K Business Limited
(IN LIQUIDATION)

Details of the Joint **Liquidator's time** costs for the period 10 August 2022 to 9 August 2023

Time Entry - Cumulative Detailed SIP9 Time & Cost Summary

S6009667 - K Business Limited
From: 10/08/2022 To: 09/08/2023
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Avg Hourly Rate (£)	Hours Cum (POST Only)	Time Costs Cum (POST Only)
-- 100 : Administration & Planning	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.10	13.50
100A : Initial Notifications & Filing	0.00	0.20	0.00	0.00	0.20	65.00	325.00	0.50	133.50
101A : Bonding	0.00	0.10	0.00	0.00	0.10	325.00	325.00	0.10	32.50
-- 103 : IPS Case / Files set up / Filing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.10	13.50
104 : General Administration	0.30	0.20	0.50	0.00	1.00	313.50	313.50	3.50	870.00
105 : Case strategy / Review	0.10	0.70	1.50	0.00	2.30	437.44	273.44	7.65	1,775.50
106 : VAT & CT matters and returns	0.00	0.20	0.50	0.00	0.70	165.00	235.71	1.30	278.50
Admin & Planning	0.40	1.40	1.80	0.00	3.60	1,013.50	281.53	13.25	3,117.00
£00 : Cashiering	0.00	0.00	1.50	2.20	3.80	562.00	147.89	4.00	586.50
Cashiering	0.00	0.00	1.50	2.20	3.80	562.00	147.89	4.00	586.50
£00 : Closing Procedures	0.20	0.00	5.30	0.00	5.50	1,350.00	207.69	6.50	1,350.00
Closing Procedures	0.20	0.00	5.30	0.00	5.50	1,350.00	207.69	6.50	1,350.00
211 : Annual / Progress report	0.80	0.00	1.30	0.00	2.10	620.00	295.24	7.10	1,717.50
-- 212 : Initial Appointment Notifications to Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.10	20.00
Creditors	0.80	0.00	1.30	0.00	2.10	620.00	295.24	7.10	1,717.50
300 : Investigations	0.00	0.00	0.30	0.00	0.30	60.00	200.00	0.30	60.00
Investigations	0.00	0.00	0.30	0.00	0.30	60.00	200.00	0.30	60.00
400 : Realisation of Assets	0.00	0.70	0.00	0.00	0.70	227.50	325.00	0.80	247.50
411 : Cash at Bank	0.00	0.00	2.40	0.00	2.40	480.00	200.00	2.70	540.00
Realisation of Assets	0.00	0.70	2.40	0.00	3.10	707.50	228.23	3.50	787.50
Total Hours	1.40	2.10	13.70	2.20	19.40	4,313.00	222.32	34.65	7,518.50
Total Fees Claimed						0.00			

-- Denotes codes included in cumulative data that are not present in the period.

K Business Limited
(IN LIQUIDATION)

Details of the Joint Liquidators' time costs for the period 30 September 2021 to 9 August 2023

Time Entry - Cumulative Detailed SIP9 Time & Cost Summary

S6005667 - K Business Limited
From: 30/09/2021 To: 09/08/2023
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Avg Hourly Rate (£)	Hours Cum (POST Only)	Time Costs Cum (POST Only)
100 : Administration & Planning	0.00	0.00	0.00	0.10	0.10	13.50	135.00	0.10	13.50
100A : Initial Notifications & Filing	0.00	0.20	0.20	0.10	0.50	133.50	267.00	0.50	133.50
101A : Bonding	0.00	0.10	0.00	0.00	0.10	32.50	325.00	0.10	32.50
103 : IPS Case - File set up/ Filing	0.00	0.00	0.00	0.10	0.10	13.50	135.00	0.10	13.50
104 : General Administration	0.30	0.30	2.80	0.10	3.50	870.00	248.57	3.50	870.00
105 : Case strategy / Review	0.65	0.70	0.30	0.00	7.65	1,775.50	232.09	7.65	1,775.50
106 : VAT & CIT matters and returns	0.00	0.20	1.00	0.10	1.30	278.50	214.23	1.30	278.50
Admin & Planning	0.95	1.50	10.30	0.50	13.25	3,117.00	235.25	13.25	3,117.00
£00 : Cashiering	0.00	0.00	1.50	2.40	4.00	582.50	145.63	4.00	582.50
Cashiering	0.00	0.00	1.50	2.40	4.00	586.50	146.63	4.00	586.50
£50 : Closing Procedures	0.20	0.00	0.30	0.00	0.50	1,350.00	207.49	0.50	1,350.00
Closing Procedures	0.20	0.00	0.30	0.00	0.50	1,350.00	207.49	0.50	1,350.00
211 : Annual / Progress report	1.10	0.00	5.90	0.00	7.00	1,697.50	242.50	7.00	1,697.50
212 : Initial Appointment Notifications to Creditors	0.00	0.00	0.10	0.00	0.10	20.00	200.00	0.10	20.00
Creditors	1.10	0.00	6.00	0.00	7.10	1,717.50	241.90	7.10	1,717.50
300 : Investigations	0.00	0.00	0.30	0.00	0.30	60.00	200.00	0.30	60.00
Investigations	0.00	0.00	0.30	0.00	0.30	60.00	200.00	0.30	60.00
400 : Realisation of Assets	0.00	0.70	0.10	0.00	0.80	247.50	309.38	0.80	247.50
411 : Cash at Bank	0.00	0.00	2.70	0.00	2.70	540.00	200.00	2.70	540.00
Realisation of Assets	0.00	0.70	2.80	0.00	3.50	787.50	225.00	3.50	787.50
Total Hours	2.25	2.20	27.30	2.90	34.65	7,618.50	219.87	34.65	7,618.50
Total Fees Claimed						0.00			

** - Denotes codes included in cumulative data that are not present in the period.

Appendix 6

K Business Limited (IN LIQUIDATION)

Detailed narrative of work undertaken by the Joint Liquidators

Description of work undertaken	Includes
<u>ADMINISTRATION & PLANNING</u>	
Administration & Planning	
Initial Statutory and General Notifications & Filing e.g. Advertising the appointment, undertaking statutory notifications to Companies House, HMRC, preparing the documentation and dealing with other notification of appointment	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Obtaining a specific penalty bond.	
Setting up electronic case files and electronic case details on IPS.	
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case 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
VAT & Corporation Tax matters and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
<u>CREDITORS</u>	
Creditors	
Dealing with HMRC claims	Reviewing whether tax clearances received.
Annual/Progress Reports	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties
<u>CASHIERING</u>	
Opening, maintaining and managing the Office Holders' cashbook and bank account.	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory receipts and payments accounts at Companies House

Description of work undertaken	Includes

Current Charge-out Rates of the staff working on the case

Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken

Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes.

Rates are likely to be subject to periodic increase.

Staff	Charge out rates £
Managing Director	545.00
Appointment Taking Director	495.00
Director	450.00
Senior Manager	400.00
Manager	360.00
Administrator	220.00
Cashier	120.00
Support Staff/Executive Assistant	120.00