

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 7 0 2 4 0 0

Company name in full Healthcare Learning Ltd

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Ian Michael

Surname Rose

3 Liquidator's address

Building name/number Cartergate House

Street 26 Chantry Lane

Post town Grimsby

County/Region North East Lincolnshire

Postcode D N 3 1 2 L J

Country

4 Liquidator's name ①

Full forename(s) Matthew

Surname Dix

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number Cartergate House

Street 26 Chantry Lane

Post town Grimsby

County/Region North East Lincolnshire

Postcode D N 3 1 2 L J


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	8	^m	0	^m	3	^y	2	^y	0	^y	2	^y	1
To date	^d	1	^d	7	^m	0	^m	3	^y	2	^y	0	^y	2	^y	2
7	Progress report															
	<input checked="" type="checkbox"/> The progress report is attached															
8	Sign and date															
Liquidator's signature	<div>Signature</div> <div>  </div>															
Signature date	^d	2	^d	9	^m	0	^m	3	^y	2	^y	0	^y	2	^y	2

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 **Sasha Williams**

Company name **Wilkin Chapman Business**

Solutions Limited

Address **Cartergate House**

26 Chantry Lane

Post town **Grimsby**

County/Region **North East Lincolnshire**

Postcode **D N 3 1 2 L J**

Country

DX

Telephone **01472 246666**



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

Healthcare Learning Ltd
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 18/03/2021 To 17/03/2022 £	From 18/03/2020 To 17/03/2022 £
	FIXED CHARGE ASSETS		
Uncertain	Research & Development (Intangible)	NIL	NIL
Uncertain	Database (Intangible)	NIL	NIL
		NIL	NIL
	FIXED CHARGE CREDITORS		
(341,496.00)	HSBC Bank Plc (Loan & Overdraft)	NIL	NIL
(410,542.58)	Innovate UK Loans Ltd (Loan)	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
Uncertain	Book Debts	NIL	NIL
	Cash at bank	3,595.14	4,543.26
250.00	Fixtures & Fittings (Incl. Office Equip)	NIL	NIL
	Funds from CVA	NIL	2,389.07
2,700.00	IT Equipment (incl. Computers & Softw	NIL	NIL
NIL	Leasehold Improvements	NIL	NIL
		3,595.14	6,932.33
	OTHER REALISATIONS		
	Bank interest, gross	NIL	2.58
	Contribution to costs	NIL	2,100.00
		NIL	2,102.58
	COST OF REALISATIONS		
	Agents'/Valuers' fees	NIL	150.00
(30,000.00)	Liquidator's fees	3,260.00	3,260.00
(5,000.00)	Preparation of Statement of affairs	595.00	5,000.00
		(3,855.00)	(8,410.00)
	PREFERENTIAL CREDITORS		
(9,600.00)	Employee Claims (Arrears of Pay)	NIL	NIL
(6,248.27)	Employee Claims (Holiday Pay)	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(2,531,659.00)	Associated Creditor (HLC Group Ltd)	NIL	NIL
(566,758.91)	Directors' Loan Accounts	NIL	NIL
(100,600.23)	Employee Claims (Notice & Redundan	NIL	NIL
(40,843.89)	Employee Claims (Unsec Arrears of P	NIL	NIL
(373,056.58)	HM Revenue & Customs	NIL	NIL
(1,552,906.16)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(954.00)	Ordinary Shareholders	NIL	NIL
(680,042.00)	Share Premium Account	NIL	NIL
		NIL	NIL
(6,646,757.62)		(259.86)	624.91
	REPRESENTED BY		
	Estate Account		624.91
			624.91

Healthcare Learning Ltd
(In Liquidation)
Supplementary Information

Registered Office / Home Address

Wilkin Chapman Business Solutions Limited Cartergate House
26 Chantry Lane
Grimsby
North East Lincolnshire
DN31 2LJ

Registered Number

03702400

Appointment Details

First Partner - Ian Michael Rose
Cartergate House, 26 Chantry Lane, Grimsby, North East Lincolnshire, DN31 2LJ
Appointment Date - 18/03/2020

Second Partner - Matthew Dix

Cartergate House, 26 Chantry Lane, Grimsby, North East Lincolnshire, DN31 2LJ
Appointment Date - 19/03/2021

Changes to Office Holders

Karen Tracy Potts ceased on 19/03/2021

Additional Information

Dividends / Distributions / Consigned Funds : E = Equalising

Dividend Type	Date	Admitted	Number	Paid	p in £
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No Dividends Paid

Unrealisable Assets

Leasehold improvements

Details of Basis of Remuneration

Time costs

Statement of Remuneration / Expenses

For period 18/03/2021 to 17/03/2022

Account	Incurred In Period	Accrued In Period For Last Period	Accrued In Period	Total In Period
Preparation of Statement of affairs	595.00	0.00	0.00	595.00
Liquidator's fees	3,260.00	0.00	0.00	3,260.00
	3,855.00	0.00	0.00	3,855.00

Statement on Fee / Expenses Estimates

ANNUAL PROGRESS REPORT

HEALTHCARE LEARNING LTD (IN LIQUIDATION)

wilkin chapman

Content

- Executive Summary
- Administration and Planning
- Enquiries and Investigations
- Realisation of Assets
- Creditors
- Ethics
- Fees and Expenses
- Creditors' Rights
- Conclusion

Appendices

- Appendix 1- Statutory Information
- Appendix 2– Receipts and Payments Account and trading account for the period 18 March 2021 to 17 March 2022
- Appendix 3 - Detailed list of work undertaken in the period
- Appendix 4 - Time Cost information for period 18 March 2021 to 17 March 2022 & cumulative for full period
- Appendix 5 - Time Costs summary for period, cumulative & comparison with estimate
- Appendix 6 - Expenses Summary for period, cumulative & comparison with estimate
- Appendix 7 – Full Charge Out and Expenses Summary

EXECUTIVE SUMMARY

This is the Joint Liquidators second annual report in relation to this matter, and it covers the reporting period from 18 March 2021 to 17 March 2022. This report should be read in conjunction with the Joint Liquidators' previous correspondence to Creditors, and previous progress report which covered the period from 18 March 2020 to 17 March 2021.

A summary of key information in this report is detailed below.

Assets

Asset	Estimated to realise per Statement of Affairs £	Realisations to date £	Anticipated future realisations £	Total anticipated realisations £
Research and Development (Intangible)	Uncertain	0.00	0.00	0.00
Database (Intangible)	Uncertain	0.00	0.00	0.00
Leasehold Improvements	Nil	0.00	0.00	0.00
It Equipment	2,700.00	0.00	0.00	0.00
Book Debts	250.00	0.00		
Cash at Bank	Uncertain	4,543.26	0.00	4,543.26
Funds from CVA	N/A	2,389.07	0.00	2,389.07
Contribution to Costs	N/A	2,100.00	2,100.00	4,200.00

Expenses

Expense	Amount per fees and expenses estimates £	Expense incurred to date £	Anticipated further expense to closure £	Total anticipated expense £
Joint Liquidator's fees	30,000.00	52,076.23	Uncertain	Uncertain
Agents' fees	150.00	150.00	0.00	150.00
Advertising	155.50	155.50	0.00	155.50
AML Company Searches	6.00	6.00	0.00	6.00
Postage	332.37	372.53	Uncertain	Uncertain
All other expenses	748.20	2,821.65	Uncertain	Uncertain

Closure

Due to the issues outstanding as listed above, it is difficult to estimate the timing of the closure of the liquidation.

ADMINISTRATION AND PLANNING

Statutory information

Statutory information may be found at Appendix 1.

The Joint Liquidators are required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found in Appendix 3.

The Joint Liquidators have met their statutory and regulatory duties to report to creditors, as listed below. In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors have provided useful details of the strategies pursued and the outcomes anticipated.

During the Review Period, the following key documents have been issued:

- The Joint Liquidators first annual progress report.

Other administration tasks

During the Review Period, the following material tasks in this category were carried out:

- Case reviews.

ENQUIRIES AND INVESTIGATIONS

We have now been able to review information from the Company's bankers and other parties which has resolved our previous queries and concluded this area of our investigations.

We have carried out a review of creditor debts which appear to have been incurred following the inception of the Company's CVA. This, based upon information presently available, has resulted in claims arising from a potential breach of fiduciary duty. These claims are disputed.

We have therefore instructed solicitors at Wilkin Chapman LLP (an associated business) to advise on the merits of the claim and, if they so advise, to pursue recovery for the benefit of creditors. Our enquiries continue and we have no further comments to make at this stage as, to do so, may jeopardise our on-going enquiries. A further update will be provided in the next reporting period, when the Joint Liquidators anticipate their investigations will be concluded.

REALISATION OF ASSETS

Intangible Assets

As previously reported, there were intangible assets listed in the Company's Statement of Affairs, which consisted of research and development and a database, which were extracted from the last set of accounts prepared by the Company and were depreciated in accordance with the Company's prevailing accounting policy. As a result following a review of Metis Partners, there was a no saleable value placed on the assets, which resulted in the Joint Liquidators writing off the intangible assets.

Leasehold Improvements

In addition, there were leasehold improvements which were written off by the Joint Liquidators as it was deemed that the only beneficiary to the improvements was the landlord.

IT Equipment and Fixtures and Fittings

As previously reported, the director, Mr Mashood Seriki, expressed an interest in purchasing the assets of the Company, following which a formal offer was received for the sum of £2,100.00 plus VAT, which was the amount that was

previously agreed to be paid as a contribution towards the costs of the liquidation; however, despite the Joint Liquidators requests, the monies outstanding was not received. The Joint Liquidators are currently In the process of reviewing the options available to them to retrieve the remaining funds due. A further update will be provided in due course.

Book debts

This matter has formed part of the Joint Liquidators investigations, which remain ongoing at this time. A further update will be reported further in due course.

Cash at Bank

The sum of £4,543.26 has been received from HSBC Bank Plc. £3,595.14 of the monies received, related to a refund that was due to the Company, with the sum of £948.12 being the cash at bank as at the date of liquidation.

Funds from CVA

As previously advised, the sum of £2,389.01 was transferred from the Voluntary Arrangement following its failure and in accordance with a variation put to creditors, which was approved on 24 August 2020.

Contribution to Costs

The sum of £2,100.00 has been received from the director, Mr Noam Tamir, as a contribution towards the costs of the liquidation.

CREDITORS

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Joint Liquidators have had to carry out key tasks which are detailed at Appendix 3. The following sections explain the anticipated outcomes to creditors and any distributions paid.

Secured creditors

The Company had granted the following security: -

Type of charge	Date created	Beneficiary
Fixed and Floating charge	22 March 2019	Innovate UK Loans Limited

The debt due to Innovate UK Loans Limited ("Innovate") at the date of appointment was made up of a loan, the total quantum of which was approximately £412,446.15, resulting in a claim being submitted in the liquidation by Innovate UK Loans Limited. It is currently uncertain if there will be sufficient funds available to repay Innovate in full.

Preferential creditors

Employee claims

13 employees were made redundant on 18 March 2020. The relevant information for employees to submit claims has been made to the Redundancy Payments Office and information and help has been given to employees to enable them to submit their claims online.

Employees were shown to be owed £15,848.27. Claims of £65,203.21 have been received to date.

Unsecured creditors

HMRC was shown to be owed £373,056.58. A claim of £433,054.46 has been received in respect of its unsecured liability.

The trade and expense creditors as per the Statement of Affairs totalled £1,552,906.16, and the total amount of unsecured creditors detailed in the Statement of Affairs was £5,165,824.77.

Total claims received from unsecured creditors to date amount to £1,824,695.79. Please be advised that proofs of debt are still being received and therefore the total value of all unsecured claims is not known at present.

Dividend prospects

At the present time the dividend prospects for any class of creditor are entirely dependent upon the outcome of the Joint Liquidators' claim against the director. As the claim is disputed, there is an element of risk that the claim will not ultimately be successful, such that at this stage, the Joint Liquidators are unable to confirm whether there will be a dividend to any class of creditor.

ETHICS

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

General ethical considerations

During the Review Period, no new threats to compliance with the Code of Ethics have been identified.

FEES AND EXPENSES

Pre-Appointment Costs

Fixed fee agreed with the Directors and ratified by creditors.

The creditors authorised the fee of £5,000.00 plus VAT for assisting the directors with placing the Company in Liquidation and with preparing the Statement of Affairs on 18 March 2020.

The fee was paid from first realisations on appointment and is shown in the enclosed receipts and payments account.

The Joint Liquidators' fees

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day to day administration on cases and a manager and insolvency practitioner then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a senior manager or insolvency practitioner.

The basis of the Joint Liquidators' fees was approved by creditors on 29 April 2020 in accordance with the following resolution:

'That the Joint Liquidators fees be fixed by reference to the time given by them and their staff in attending to matters arising in the Liquidation, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time it was undertaken. The estimated Joint Liquidators fees be capped at £30,000.00.'

The time costs for the period 18 March 2021 to 17 March 2022 total £15,256.25, representing 70.70 hours at an average hourly rate of £215.79.

The total time costs during the period of appointment amount to £52,076.25 representing 264.35 hours at an average hourly rate of £197.00 and a comparison between the original estimate and time costs to date is given at Appendix 5. The sum of £3,260.00 has been drawn on account of time costs incurred. The time costs for the period are detailed at Appendix 4.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators consider that:

- the original fees estimate has been exceeded; and
- the original expenses estimate has been exceeded.

The main reason why the fees estimate has been exceeded is due to the level of investigations which have been required throughout the duration of the liquidation.

Given the realisations in this case to date, the Joint Liquidators will review the position regarding fees when the prospects of realising the remaining assets become clearer.

Expenses

An amended Statement of Insolvency Practice (SIP), SIP 9, was issued on 1 April 2021. The amended SIP 9 has changed some of the terminology and introduced additional disclosure requirements. The information below may therefore not reflect the information previously provided.

The expenses, which include disbursements, that have been incurred and not yet paid during the period are detailed on Appendix 6. Also included in Appendix 6 is a comparison of the expenses likely to be incurred in the Liquidation as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

The category 1 expenses paid for in the period 18 March 2020 to 17 March 2022 total £684.03 are detailed at Appendix 6 and represent payments to parties not associated with the firm, who have provided services or goods for the administration of the assignment.

The category 2 expenses for the period 18 March 2020 to 17 March 2022 total £2,821.65. The basis of calculation of this category of expense was disclosed to creditors prior to their approval, which was given on 29 April 2020, and are also detailed at Appendix VII. Please note that some category 2 expenses that have previously been approved and their estimated costs or basis of their cost provided as part of the expenses estimate may not be discharged from the estate from 1 April 2021 and these are detailed at Appendix 6.

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' together with the firm's charge-out rate and expenses policy may be found at www.wilkinchapman.co.uk/business-solutions. A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.

Other professional costs

Solicitors

The Joint Liquidators have instructed solicitors from Wilkin Chapman LLP, to advise in relation to the claim against the director as previously described and this matter is ongoing as at the date of this report. Their costs have been agreed on the basis of their standard hourly charge out rates, capped at £5,000.00 and debt collection fees which are charged at a commission of 15% of realisations. The solicitors' total time costs from the date of appointment amount to £2,065.20 plus VAT, although no fees have been paid to solicitors as at the date of this report.

No legal disbursements have been incurred as at the date of this report.

As mentioned above, Wilkin Chapman LLP is an associate of the Joint Liquidators' firm, and Matthew Dix (one of the Joint Liquidators) is a partner in Wilkin Chapman LLP. On 29 April 2020 creditors passed a resolution authorising the Joint Liquidators to instruct Wilkin Chapman LLP.

Agents and valuers

R.G.H Associates were instructed as agents and valuers in relation to the valuation of the assets of the Company. Their costs have been agreed on the basis of their standard rate of £150.00, which has been paid in full.

CREDITORS' RIGHTS

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Joint Liquidators remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), 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. Any secured creditor may make a similar application to court within the same time limit.

CONCLUSION

The administration of the case will be continuing to finalise the following outstanding matters that are preventing this case from being closed:

Due to the Joint Liquidators' ongoing investigations and outstanding payments within the liquidation, it is not possible to confirm a timescale for the conclusion of the liquidation at present. A further update will be provided to creditors in due course.

For further information regarding this case please contact Sasha Williams on 01472 806699 or sasha.williams@wilkinchapman.co.uk.

Signed:



Ian Michael Rose
Joint Liquidator

Dated: 29 March 2022

Appendix 1

Statutory Information

Company Name	Healthcare Learning Ltd
Former Trading Name	Smile-on Limited – 25.02.2000 – 16.07.2015 Indental.com Limited – 30.11.1999 – 25.02.2000 PCO 208 Limited – 21.01.1999 – 30.11.1999
Company Number	03702400
Registered Office	Wilkin Chapman Business Solutions Limited , Cartergate House, 26 Chantry Lane, Grimsby, North East Lincolnshire, DN31 2LJ
Former Registered Office	4th Floor, Baird House, 15-17 St. Cross Street, London, EC1N 8UW
Office holders	Ian Michael Rose and Matthew Dix
Office holders' address	Wilkin Chapman Business Solutions Limited, Cartergate House, 26 Chantry Lane, Grimsby, North East Lincolnshire, DN31 2LJ
Date of appointment	18 March 2020
Change in office holder:	On 19 March 2021 Karen Tracy Potts was replaced by Matthew Dix of this firm, as Joint Liquidator, following an order of the High Court in proceedings entitled CR-2021-000463.

Healthcare Learning Ltd
(In Liquidation)
JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 18/03/2021 To 17/03/2022 £	From 18/03/2020 To 17/03/2022 £
RECEIPTS			
Research & Development (Intangible)	Uncertain	0.00	0.00
Database (Intangible)	Uncertain	0.00	0.00
Leasehold Improvements	NIL	0.00	0.00
IT Equipment (incl. Computers & Software)	2,700.00	0.00	0.00
Fixtures & Fittings (Incl. Office Equip)	250.00	0.00	0.00
Book Debts	Uncertain	0.00	0.00
Cash at bank		3,595.14	4,543.26
Funds from CVA		0.00	2,389.07
Bank interest, gross		0.00	2.58
Contribution to costs		0.00	2,100.00
		<u>3,595.14</u>	<u>9,034.91</u>
PAYMENTS			
HSBC Bank Plc (Loan & Overdraft)	(341,496.00)	0.00	0.00
Innovate UK Loans Ltd (Loan)	(410,542.58)	0.00	0.00
Preparation of Statement of affairs	(5,000.00)	595.00	5,000.00
Liquidator's fees	(30,000.00)	3,260.00	3,260.00
Agents'/Valuers' fees		0.00	150.00
Employee Claims (Arrears of Pay)	(9,600.00)	0.00	0.00
Employee Claims (Holiday Pay)	(6,248.27)	0.00	0.00
Trade & Expense Creditors	(1,552,906.16)	0.00	0.00
Employee Claims (Unsec Arrears of Pay)	(40,843.89)	0.00	0.00
Employee Claims (Notice & Redundancy)	(100,600.23)	0.00	0.00
Directors' Loan Accounts	(566,758.91)	0.00	0.00
Associated Creditor (HLC Group Ltd)	(2,531,659.00)	0.00	0.00
HM Revenue & Customs	(373,056.58)	0.00	0.00
Ordinary Shareholders	(954.00)	0.00	0.00
Share Premium Account	(680,042.00)	0.00	0.00
		<u>3,855.00</u>	<u>8,410.00</u>
Net Receipts/(Payments)		<u>(259.86)</u>	<u>624.91</u>
MADE UP AS FOLLOWS			
Estate Account		(2.86)	0.91
VAT Receivable / (Payable)		(257.00)	624.00
		<u>(259.86)</u>	<u>624.91</u>

Appendix 3

Detailed list of work undertaken for Healthcare Learning Ltd in Creditors' Voluntary Liquidation for the review period 18 March 2021 to 17 March 2022

Below is detailed information about the tasks undertaken by the Joint Liquidators.

General Description	Includes
Statutory and General Administration	
Statutory/advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Annual corporation tax returns Quarterly VAT returns Advertising in accordance with statutory requirements Bonding the case for the value of the assets
Document maintenance/file review/checklist	Filing of documents Periodic file reviews documenting strategy 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	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
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
Reports	Circulating initial report to creditors upon appointment Preparing annual progress report, investigation and general reports to creditors Disclosure of sales to connected parties
Investigations	
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 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 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 information 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
Litigation / Recoveries	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
Realisation of Assets	
Cash at Bank	Liaising with the bank in respect of refund due to the Company Collecting realisations
Plant and Equipment	Liaising with the director in respect of the funds due

General Description	Includes
Creditors and Distributions	
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 RPO Corresponding with the PPF and the Pensions Regulator
Dealing with proofs of debt ("POD")	Receipting and filing POD when not related to a dividend Corresponding with RPO 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

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/Partners	375
Manager	275
Assistant Manager	225
Senior Administrator	200
Administrator	175
Cashier	150
Assistants and Support Staff	100

Time Entry - Detailed SIP9 Time & Cost Summary

HK1KC - Healthcare Learning Ltd
From: 18/03/2021 To: 17/03/2022
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP-ADMIN : Administration & Planning	0.50	0.40	5.85	5.20	11.95	2,156.25	180.44
CR-CRED : Creditors & Distributions	0.00	0.00	5.00	0.30	5.30	986.25	186.08
IN-INV : Investigations	0.70	15.10	23.70	0.00	39.50	9,052.50	229.18
RA-FLTG : Asset Realisations / Contributions	2.00	0.00	1.75	0.00	3.75	1,062.50	283.33
S3-STAT : Statutory & Compliance	0.00	1.70	8.50	0.00	10.20	1,998.75	195.96
Productive Time	3.20	17.20	44.80	5.50	70.70	15,256.25	215.79
Total Hours	3.20	17.20	44.80	5.50	70.70	15,256.25	215.79
Total Fees Claimed						0.00	

Time Entry - Detailed SIP9 Time & Cost Summary

HK1KC - Healthcare Learning Ltd
To: 17/03/2022
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP-ADMIN : Administration & Planning	2.10	3.10	20.25	8.40	33.85	6,506.25	192.21
CR-CRED : Creditors & Distributions	1.10	0.00	51.35	6.10	58.55	10,092.50	172.37
IN-INV : Investigations	3.80	22.30	77.05	3.35	106.50	21,907.50	205.70
RA-FLTG : Asset Realisations / Contributions	4.85	1.00	8.50	0.40	14.75	3,641.25	246.86
S1-EMP : Employees	0.00	0.50	24.35	0.50	25.35	4,588.75	181.02
S3-STAT : Statutory & Compliance	2.70	3.70	18.85	0.10	25.35	5,340.00	210.65
Productive Time	14.55	30.60	200.35	18.85	264.35	52,076.25	197.00
Total Hours	14.55	30.60	200.35	18.85	264.35	52,076.25	197.00
Total Fees Claimed						0.00	

Appendix 5

Time costs summary for period, cumulative & comparison with estimate for Healthcare Learning Ltd IN CREDITORS VOLUNTARY LIQUIDATION

	Original fees estimate			Actual time costs incurred during the Review Period			Total time costs incurred to date		
Work category	Number of hours	Blended hourly rate £ per hour	Total fees £	Number of hours	Average hourly rate £ per hour	Total time costs £	Number of hours	Average hourly rate £ per hour	Total time costs £
Administration & Planning	20.00	222.50	4,450.00	11.95	180.44	2,156.25	33.85	192.21	6,506.25
Creditors & Distributions	17.00	197.06	3,350.00	5.30	186.08	986.25	58.55	172.37	10,092.50
Investigations	54.00	187.96	10,150.00	39.50	229.18	9,052.50	106.50	205.70	21,907.50
Asset Realisations / Contributions	23.00	197.35	4,125.00	3.75	283.33	1,062.50	14.75	246.86	3,641.25
Employees	12.00	191.67	2,300.00	0.00	0.00	0.00	25.35	181.02	4,588.75
Statutory & Compliance	26.00	216.35	5,625.00	10.20	195.96	1,998.75	25.35	210.65	5,340.00

Appendix 6**Expenses summary for period, cumulative & comparison with estimate
for Healthcare Learning Ltd Limited in Creditors' Voluntary Liquidation**

Below are details of the Joint Liquidators' expenses for the period under review and the total to date.

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess
Category 1 Expenses				
Agents' and Valuers' Costs	150.00	0.00	150.00	
Advertising	155.50	0.00	155.50	
AML Company Searches	6.00	0.00	6.00	Please be advised that, whilst it was originally envisaged that these expenses would be charged to the estate, this has been no longer allowed since 1 April 2021
Postage	332.37	0.00	372.53	
Total Category 1 Expenses	643.87	0.00	684.03	
Category 2 Expenses				
Telephone / Printing / Fax	748.20	1.05	756.45	
Legal Costs	5,000.00	2,065.20	2,065.20	
Total Category 2 Expenses	5,748.20	1.05	2,821.65	

Appendix 7

WILKIN CHAPMAN BUSINESS SOLUTIONS LIMITED EXPENSES AND CHARGEOUT RATES EFFECTIVE FROM 1 APRIL 2021

Expenses

Definitions

Category 1 - approval not required - specific expenditure that is directly related to a particular insolvency case, where the cost of the expense incurred is referable against an independent external supplier's invoice or published tariff of charges.

Category 2 - approval required - all other items of expenditure. Which cannot, or cannot easily, be directly related to a particular insolvency case because there is an element of shared or allocated cost, and/or where the cost of the expense incurred is an estimated, utilised cost with the estimate based on external costs or opportunity costs.

Charging Policy of Wilkin Chapman Business Solutions Limited

Category 1 expenses are recharged to the particular insolvency case at the rate incurred by Wilkin Chapman Business Solutions Limited and as they are incurred.

Category 2 expenses, the following items are recharged at the following rates:

- Where meeting rooms of Wilkin Chapman Business Solutions Limited are used for the purpose of statutory meetings of creditors the room hire is recharged to the individual insolvency case at £150 per meeting. (Not applicable from 1 April 2021)
- Car mileage is recharged to the individual insolvency case at the rate of 45p per mile.
- The storage of books and records (when not charged as a Category 1 expense) is recharged at the rate of £1.50 per box per month. (Not applicable from 1 April 2021)
- With effect from 1 April 2021 the Office Holder(s) reserve the right to recharge the costs incurred for offsite storage of books and records, currently 5p per box, per week. In addition, a recharge may occur for the collection and return of the books and records.
- The Office Holder(s) also reserve the right to recharge the costs incurred for the destruction of the books and records upon their release, currently £1.70 per box.
- Printing and photocopying is charged at 15p per sheet.
- Faxes are charged at 50p per sheet.
- IPS computer charge £6.25 per month, up to a maximum of £200 per case. (Not applicable from 1 October 2018).
- Stationery charged at £5.00 per file.

Chargeout Rates

The hourly rates for the different levels of staff are shown below:

Insolvency Practitioner	£375
Manager	£275
Assistant Manager	£225
Senior Administrator	£200
Administrator	£175
Cashier	£150
Assistants and Support Staff	£100

Time is charged to the individual insolvency case in 6 minute units.

Please note that the above expenses and chargeout rates are the same as they were for Silke & Co Limited and have not changed since 1 October 2013, with the exception of the rate of the Insolvency Practitioner which increased from £350 on 1 April 2020.