

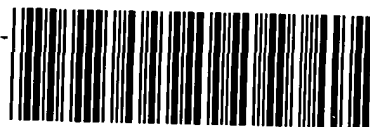
# LIQ03

## Notice of progress report in voluntary winding up



Companies House

SATURDAY



A14

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06/05/2023

#373

COMPANIES HOUSE

www.gov.uk

### 1 Company details

Company number 0 4 3 5 8 6 3 0

Company name in full B.B.I. Controls Limited

→ Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Andrew

Surname Watling

### 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) Richard

Surname Wragg

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

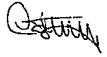
Country

② Other liquidator

Use this section to tell us about  
another liquidator.

# LIQ03

## Notice of progress report in voluntary winding up

<b>6</b>	<b>Period of progress report</b>											
From date	<sup>d</sup> 1	<sup>d</sup> 8	<sup>m</sup> 0	<sup>m</sup> 3	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 2				
To date	<sup>d</sup> 1	<sup>d</sup> 7	<sup>m</sup> 0	<sup>m</sup> 3	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 3				
<b>7</b>	<b>Progress report</b>											
<input checked="" type="checkbox"/> The progress report is attached												
<b>8</b>	<b>Sign and date</b>											
Liquidator's signature	Signature 								X			
Signature date	<sup>d</sup> 0	<sup>d</sup> 5	<sup>m</sup> 0	<sup>m</sup> 5	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 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	Stuart Ransley
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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.gov.uk/companieshouse)

# **B.B.I. Controls Limited**

**(In Creditors' Voluntary Liquidation)**

**("the Company")**

## **THE JOINT LIQUIDATORS' PROGRESS REPORT**

**05 May 2023**

**Andrew Watling and Richard Wragg of Quantuma Advisory Limited, Office D, Beresford House, Town Quay, Southampton, SO14 2AQ, were appointed Joint Liquidators of B.B.I. Controls Limited on 18 March 2021.**

**Andrew Watling and Richard Wragg are licensed to act as Insolvency Practitioners by the Institute of Chartered Accountants in England and Wales.**

**This report has been prepared for circulation solely to comply with the Joint Liquidators' statutory duty to report to Creditors under the provisions of The Insolvency (England and Wales) Rules 2016 and for no other purpose. This report is intended for the statutory recipients. The report cannot be used or relied upon by any party other than for its intended statutory purpose.**

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<b>3</b>	<b>CREDITORS: CLAIMS AND DISTRIBUTIONS</b>
<b>4</b>	<b>OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS</b>
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<b>6</b>	<b>THE JOINT LIQUIDATORS' FEES AND EXPENSES</b>

## **APPENDICES**

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<b>Appendix 2</b>	<b>The Joint Liquidators' Receipts and Payments Account as at 17 March 2023</b>
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## **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 Joint Liquidators"	Andrew Watling and Richard Wragg of Quantuma Advisory Limited
"the Company"	B.B.I. Controls Limited (in Liquidation)
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 18 March 2022 to 17 March 2023
"Whole Period"	Period covered by the report from 18 March 2021 to 17 March 2023

## **1. INTRODUCTION**

### **Introduction**

This report has been prepared to provide members and creditors with an update on the progress of the Liquidation of the Company since the last report dated 20 April 2022.

Given the information previously provided to members and creditors in the last report, detailed background information in respect of the Company has not been included and this report focusses on the progress of the CVL subsequent to that report.

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

### **Details of the appointment of the Joint Liquidators**

Andrew Watling and Richard Wragg of Quantuma Advisory Limited were appointed Joint Liquidators of the Company on 18 March 2021.

The Joint Liquidators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

## **2. THE PROGRESS OF THE LIQUIDATION**

### **The Joint Liquidators' Receipts and Payments Account**

Attached at **Appendix 2** is a Receipts and Payments account covering the Review Period together with a summary of the transactions in the Whole Period. In accordance with the requirements of SIP 7, the Joint Liquidators confirm that the account has been reconciled with that held at the bank.

The rest of this report describes the key developments in the Liquidation over the Review Period.

A summary is provided of the main asset realisations during the Review Period and an estimation of those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

### **Administrative, Statutory & Regulatory Tasks**

The Joint Liquidators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the Creditors' Voluntary Liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards. Details of the tasks carried out during the Review Period are included in **Appendix 4**.

### **Realisation of assets**

#### **Book Debts**

As per the Director's Statement of Affairs the Company had an outstanding debtor ledger of £6,599.95 for works carried out and invoiced. In order to assist the Joint Liquidators in collecting the outstanding book debts and maximise the potential realisations, the Joint Liquidators instructed Quantity Surveyor, Kinetica Consult Limited ("Kinetica"), who specialises in insolvency book debt collections. During the Review Period, no further realisations have been made, and amounts totalling £660 have been received during the Whole Period. These collections are still ongoing.

#### **Retention**

Outstanding retentions due to the Company totalled £232,717. Again, Kinetica have been instructed to assist the Joint Liquidators in collecting retentions in a bid to increase realisations in the Liquidation. During the Review Period £1,200 has been collected, and amounts totalling £9,791.27 have been received during the Whole Period. These collections are still ongoing.

Accrued gross bank interest for the Review Period is 75p and £1.43 for the Whole Period.

### **Estimated Future Realisations**

The Joint Liquidators will continue to work with Kinetica in regard to the collection of book debts and retentions however at present, it is uncertain what the level of realisations will be.

## **3. CREDITORS: CLAIMS AND DISTRIBUTIONS**

### **Secured Creditors**

There are no secured creditors.

### **Preferential Creditors**

The Joint Liquidators and their staff have incurred time costs in assisting employees to obtain payment from the Redundancy Payments Office.

Preferential claims relating to unpaid holiday pay and wage arrears were estimated at £8,995.44 in the Director's Estimated Statement of Affairs. Employees have submitted their claims to the Redundancy Payments Office ("RPO") and obtained payment. A formal claim from the RPO has not yet been received.

It is uncertain whether there will be sufficient realisations to pay a dividend to preferential creditors.

### **Secondary Preferential Creditors**

In any insolvency process started from 1 December 2020, HM Revenue and Customs ('HMRC') is a Secondary Preferential Creditor for the following liabilities:

- VAT
- PAYE Income Tax
- Employees' NIC
- CIS deductions
- Student loan deductions

This will mean that, if there are sufficient funds available, any of the above amounts owed by the Company will be paid after the Preferential Creditors have been paid in full.

HMRC's secondary preferential claims relating to VAT were estimated at £330,444.75 in the Director's Estimated Statement of Affairs. To date, HMRC have not submitted a claim.

It is uncertain whether there will be sufficient realisations to pay a dividend to HMRC in respect of their secondary preferential claim.

### **Prescribed Part**

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company must be made available purely for the Unsecured Creditors. This equates to:

- 50% of net property up to £10,000;
- Plus, 20% of net property in excess of £10,000.
- Subject to a maximum of £600,000.

The Company has not granted a floating charge to any Creditor after 15 September 2003 and consequently there will be no prescribed part in this Creditors Voluntary Liquidation.

## **Unsecured Creditors**

Unsecured claims were estimated at £628,445.87 in the Director's Estimated Statement of Affairs and, to date, 23 claims have been received totalling £403,419.15.

It is not anticipated that a dividend will be paid to unsecured creditors.

## **Claims Process**

Claims can be submitted using the proof of debt form attached at **Appendix 5**. You are requested to submit claims to the address on the front of this report, marked for the attention of Stuart Ransley.

## **4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS**

### **Investigations**

As stated in the Joint Liquidators' previous report, the initial assessment carried out revealed matters that the Joint Liquidators considered merited further investigation which were ongoing. These matters have now been reviewed and as such, following the receipt of legal advice, it was concluded that there was no recovery or realisations possible in respect of these matters and therefore no further investigative matters remain outstanding.

Although this work did not generate any financial benefit to Creditors, it was necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

### **Further Information**

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

Information about this insolvency process may be found on the R3 website here <http://www.creditorinsolvencyguide.co.uk>.

### **General Data Protection Regulation**

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 <http://www.quantuma.com/legal-notices>.

## **5. ETHICS**

Please 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.

### **General Ethical Considerations**

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



## Specialist Advice and Services

When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the Joint Liquidators are obligated to ensure that such advice or work is warranted and that the advice or work contracted reflects the best value and service for the work undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment.

## 6. THE JOINT LIQUIDATORS' FEES AND EXPENSES

A copy of 'A Creditors Guide to Liquidators' Fees' effective from 1 April 2021 together with Quantuma Advisory Limited's current schedule of charge-out rates and chargeable expenses, which includes historical charging information, may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>.

A hard copy of both the Creditors' Guide and Quantuma Advisory Limited's current and/or historic charge-out rate and expenses policies may be obtained on request at no cost.

### Joint Liquidators' Fees

The basis of the Joint Liquidators' fees was fixed on 29 April 2021 as follows:

1. By reference to the time properly given by the Joint Liquidators and their staff in attending to matters as set out in the original fees estimate circulated to creditors, such time to be charged at the prevailing standard hourly charge out rates used by Quantuma Advisory Limited at the time when the work is performed estimated to be £38,156.50 (plus VAT).

### Time Costs

As reflected on the Receipts & Payments Account, the fees drawn during the Review Period are £4,500 and during the Whole Period £34,223.

The Joint Liquidators believe this case generally to be of average complexity and no extraordinary responsibility has to date fallen upon them.

### Comparison of Estimates

The Joint Liquidators' time costs incurred to date (whether or not they have been charged to the Liquidation estate) are compared with the original fees estimate and the actual time costs incurred to the end of the Review Period. The fees estimate covered the life of the case.

A detailed narrative list of the work undertaken during the Review Period is provided at **Appendix 4**.

Work category	Original fees estimate			Actual time costs incurred during the Review Period			Actual time costs incurred for the Whole Period		
	No. of hours	Blended hourly rate £	Total fees £	No. of hours	Average hourly rate £	Total time costs £	No. of hours	Average hourly rate £	Total time costs £
Administration & Planning	49.90	246.36	12,734.50	15.40	231.36	3,563.00	61.30	225.08	13,797.50
Cashiering	10.10	176.58	1,783.50	2.70	147.41	398.00	17.40	166.24	2,892.50
Creditors	49.10	251.63	112,419.50	12.10	208.55	2,523.50	50.40	224.97	11,338.50
Investigations	31.80	260.37	8,410.00	7.20	247.57	1,782.50	58.20	250.18	14,560.50
Realisation of Assets	6.30	249.60	1,581.50	0.90	244.44	220.00	23.50	252.51	5,934.00
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.10	310.00	31.00

Work category	Original fees estimate			Actual time costs incurred during the Review Period			Actual time costs incurred for the Whole Period		
	No. of hours	Blended hourly rate £	Total fees £	No. of hours	Average hourly rate £	Total time costs £	No. of hours	Average hourly rate £	Total time costs £
Closing Procedures	5.00	245.40	1,227.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>152.50</b>	<b>250.21</b>	<b>38,156.50</b>	<b>38.30</b>	<b>221.59</b>	<b>8,487.00</b>	<b>210.90</b>	<b>230.22</b>	<b>48,554.00</b>

### Joint Liquidators' Expenses

An amended Statement of Insolvency Practice 9 (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 Review Period and the Whole Period are detailed below. This includes 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.

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred for the Whole Period £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
<b>Category 1 expenses</b>				
Accountants fees	0.00	0.00	136.80	Work not originally anticipated.
Legal fees	0.00	0.00	3,500.00	Work not originally anticipated.
Agents fees	1,500.00	180.00	3,155.76	
Statutory & other Advertising	176.00	0.00	176.00	
Insurance of assets	0.00	0.00	112.00	
Indemnity Bond	135.00	0.00	135.00	
Postage	65.00	0.00	61.92	Please be advised at the time of billing this expense would have been charged to the estate as Category 1. Since April 2021 this will no longer be allowed.
Storage Costs	585.00	198.45	1,194.87	Additional books and records and courier costs
<b>Category 2 expenses</b>				
Anti-Money Laundering Searches	3.00	0.00	0.00	Please be advised that, whilst it was originally envisaged that these expenses would be charged to the estate as Category 2 disbursements, this has no longer been allowed since 1 April 2021
<b>TOTAL</b>	<b>2,464.00</b>	<b>378.45</b>	<b>8,472.35</b>	

Details of the expenses paid in the Review Period and the Whole Period are shown in the Receipts and Payments account at **Appendix 2**.

Creditors agreed that Category 2 disbursements could be drawn on 29 April 2021. 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. These are indicated in the table above.

Since 1 April 2021, where expenses include shared, allocated or associate costs, they are classed as Category 2 expenses and require the approval of Creditors.

## **Cost to Closure**

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 for the reasons given above.

The main reasons why the original fees estimate has been exceeded is explained below:

## **Administration and Planning**

The Joint Liquidators have been required to complete extensive administrative and planning tasks in accordance with reviewing the investigations actions required and carrying out case reviews.

## **Cashiering**

In order to review the book debts and retention received into the Liquidation, additional bank reconciliations have been carried out which has increased the time spent by cashiers on the case.

## **Investigations**

The Joint Liquidators initial investigations revealed matters that required further investigation that were not originally anticipated.

## **Asset Realisations**

Additional work has been required to ensure maximum realisations are sought.

However, given the limited realisations in this case to date, the Joint Liquidators do not propose to request authority to draw fees in excess of the original fees estimate at present. The Joint Liquidators will review the position as regards fees when the prospects of realising the remaining assets become clearer.

## **Other Professional Costs**

### **Agents & Valuers**

Kinetica have been instructed to assist with the collection of retentions and book debts. Their fees have been agreed on a percentage fee basis at a rate of 20% of realisations. In the Review Period, no fees have been paid to Kinetica, and therefore to date Kinetica have been paid £2,875.76.

AADD Limited ("AADD") were also instructed as an agent to assist with accessing and administering the Company's financial software and preparing the Company's financial information ready for the Joint Liquidators review. During the Review Period AADD have been paid £180 in respect of subscription fees for Xero. AADD have been paid £280 for the Whole Period.

All professional costs are reviewed and analysed before payment is approved.

## **Creditors' right to request information**

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request in writing the Joint Liquidators to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

**Creditors' right to challenge remuneration and/or expenses**

Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of remuneration which the Joint Liquidators are entitled to charge or otherwise challenging some or all of the expenses incurred.

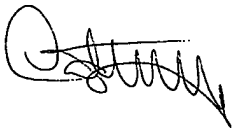
Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of.

Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

**Future of the Liquidation**

The Liquidation will remain open to allow the balance of the book debts and retentions to be collected. Once concluded, the Joint Liquidators will seek their release from office by issuing their final account to members and creditors.

Should you have any queries in regard to any of the above please do not hesitate to contact Stuart Ransley on 02380 336 464 or by e-mail at [stuart.ransley@quantuma.com](mailto:stuart.ransley@quantuma.com).



**Andrew Watling**  
Joint Liquidator

**B.B.I. CONTROLS LIMITED  
(IN LIQUIDATION)****STATUTORY INFORMATION**

Company Name	B.B.I. Controls Limited
Trading Address	BBI Controls Ltd, Suite 3B Oakmede House, Oakmede Place, Binfield, Berkshire, RG42 4JF
Proceedings	In Liquidation
Date of Appointment	18 March 2021
Joint Liquidators	Andrew Watling Richard Wragg Quantuma Advisory Limited Office D, Beresford House, Town Quay, Southampton, SO14 2AQ
Registered office Address	c/o Quantuma Advisory Limited Office D, Beresford House, Town Quay, Southampton, SO14 2AQ
Company Number	04358630
Incorporation Date	23 January 2002

## Appendix 2

### B.B.I. CONTROLS LIMITED (IN LIQUIDATION)

#### THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT AS AT 17 MARCH 2023

B.B.I. Controls Limited (In Liquidation) Joint Liquidators' Summary of Receipts & Payments			
Statement of Affairs £		From 18/03/2022 To 17/03/2023 £	From 18/03/2021 To 17/03/2023 £
	ASSET REALISATIONS		
	Bank Interest Gross	0.75	1.43
Uncertain	Book Debts	NIL	660.00
28,724.00	Cash at Bank and in hand	NIL	36,281.80
NIL	Fixtures & Fittings	NIL	NIL
NIL	Intangible assets	NIL	NIL
NIL	Plant & Machinery	NIL	NIL
Uncertain	Retentions	1,200.00	9,791.27
		1,200.75	46,734.50
	COST OF REALISATIONS		
	Accountant's fees	NIL	136.80
	Agents Fees	180.00	3,155.76
	Insurance of Assets	NIL	112.00
	Legal Fees (1)	NIL	3,500.00
	Office Holders' Disbursements	NIL	61.92
	Office Holders Fees	4,500.00	34,223.00
	Specific Bond	NIL	135.00
	Statutory Advertising	NIL	176.00
	Storage Costs	132.30	1,128.72
		(4,812.30)	(42,629.20)
	PREFERENTIAL CREDITORS		
(8,995.44)	Employee Arrears/Hol Pay	NIL	NIL
		NIL	NIL
	SECONDARY PREFERENTIAL CREDITORS		
(330,444.75)	HMRC - VAT	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(177,738.86)	Employees	NIL	NIL
(21,296.15)	HM Revenue and Customs - Corporati	NIL	NIL
(18,350.00)	Maintenance Creditors	NIL	NIL
(411,060.86)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(300.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(939,462.06)		(3,611.55)	4,105.30
	REPRESENTED BY		
	Bank 1 Current		1,799.64
	Vat Control Account		2,305.66
			4,105.30

#### VAT Basis

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately. A VAT refund of £2,305.66 is due and can be shown in the 'Vat Control Account' stated above.

**Appendix 3**

**B.B.I. CONTROLS LIMITED  
(IN LIQUIDATION)**

**SCHEDULE OF THE JOINT LIQUIDATORS' TIME COSTS DURING THE REVIEW PERIOD AND  
THE WHOLE PERIOD**

Time Entry - Detailed SIP9 Time & Cost Summary

6007772 - B.B.I. Controls Limited  
From: 18/03/2022 To: 17/03/2023  
Project Code: POST

Classification of Work Function						
Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
102A : Recover Schedules Books and Records	0.00	0.20	0.00	0.20	65.50	327.50
	0.40	0.30	0.30	1.00	590.50	256.74
	0.40	0.80	0.50	6.70	1,555.00	232.09
	0.00	0.60	0.00	0.60	207.00	345.00
	0.00	0.00	0.00	0.00	1,145.00	204.46
106 : VAT & CT matters and returns	0.00	0.00	0.00	0.00	5.60	204.46
	0.00	5.60	0.00	5.60	1,145.00	204.46
Admin & Planning						
600 : Cashiering	0.00	0.40	0.00	0.40	398.00	147.41
Cashiering	0.00	0.40	0.00	0.40	398.00	147.41
203A : Creditor correspondence / Call	0.00	0.10	0.00	0.10	234.50	213.18
	0.00	1.30	0.00	1.30	260.00	200.00
	0.20	0.30	0.00	0.50	2,029.00	209.18
	0.20	0.30	0.00	0.50	2,523.50	208.55
	300 : Investigations	0.00	1.30	0.00	1.30	1,406.50
301 : CDDA Reports	0.00	0.10	0.00	0.10	31.00	310.00
302 : Pursuing Antecedent Transactions	0.00	1.00	0.00	1.00	345.00	345.00
Investigations						
405 : Debtors	0.00	0.30	0.00	0.30	220.00	244.44
Realisation of Assets	0.00	0.30	0.00	0.30	220.00	244.44
Total Hours	1.00	6.40	26.30	2.60	38.30	8,487.00
Total Fees Claimed						
34,223.00						



## Time Entry - Detailed SIP9 Time & Cost Summary

6007772 - B.B.I. Controls Limited  
From: 18/03/2021 To: 17/03/2023  
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 : Administration & Planning	1.00	0.00	0.00	0.00	1.00	480.00	480.00
100A : Initial Notification(s) & Filing	0.40	1.60	2.00	0.00	4.00	1,088.00	272.00
101 : Insurance / Bonding	0.00	0.20	2.00	0.00	2.20	462.00	210.00
101A : Bonding	0.00	0.00	0.30	0.00	0.30	60.00	200.00
102A : Recover Schedules Books and Records	0.00	1.50	0.00	0.00	1.50	468.50	312.33
103 : IPS Case / File set up/ Filing	0.00	0.00	0.50	0.00	0.50	100.00	200.00
104 : General Administration	0.80	1.20	15.10	3.70	20.80	4,143.50	199.21
105 : Case strategy / Review	0.90	3.80	11.70	0.70	17.10	4,059.50	237.40
106 : VAT & CT matters and returns	0.00	1.00	0.00	0.00	1.00	331.00	331.00
506 : Tax / VAT	0.00	0.00	12.90	0.00	12.90	2,605.00	201.94
<b>Admin &amp; Planning</b>	<b>3.10</b>	<b>9.30</b>	<b>44.50</b>	<b>4.40</b>	<b>61.30</b>	<b>13,797.50</b>	<b>225.08</b>
600 : Cashiering	0.00	2.60	1.00	13.80	17.40	2,892.50	166.24
<b>Cashiering</b>	<b>0.00</b>	<b>2.60</b>	<b>1.00</b>	<b>13.80</b>	<b>17.40</b>	<b>2,892.50</b>	<b>166.24</b>
202A : Employees	0.00	0.70	5.30	0.00	6.00	1,277.00	212.83
203 : Creditor correspondence / Call	0.40	3.80	10.20	0.00	14.40	3,413.50	237.05
204 : Unsecured Creditors claims	0.00	0.50	1.90	0.00	2.40	535.00	222.92
204A : Dealing with Pension Schemes	0.60	1.60	5.10	0.00	7.30	1,804.00	247.12
211 : Annual / Progress report	0.20	0.30	9.20	0.00	9.70	2,029.00	209.18
212 : Initial Appointment Notifications to Creditors	0.00	1.20	2.70	0.00	3.90	912.00	233.85
213 : Interim Fee Report to Creditors	0.10	0.00	6.60	0.00	6.70	1,368.00	204.18
<b>Creditors</b>	<b>1.30</b>	<b>8.10</b>	<b>41.00</b>	<b>0.00</b>	<b>50.40</b>	<b>11,338.50</b>	<b>224.97</b>
300 : Investigations	1.90	9.80	30.00	0.00	41.70	9,993.50	239.65
300A : SIP 2 Review	0.20	0.80	0.00	0.00	1.00	344.00	344.00
301 : CODA Reports	0.60	1.20	7.60	0.00	9.40	2,180.00	231.91
302 : Pursuing Antecedent Transactions	1.40	3.60	1.00	0.00	6.00	2,023.00	337.17
304 : Forensic accounting analysis	0.00	0.00	0.10	0.00	0.10	20.00	200.00
<b>Investigations</b>	<b>4.10</b>	<b>15.40</b>	<b>38.70</b>	<b>0.00</b>	<b>58.20</b>	<b>14,560.50</b>	<b>250.18</b>
661CVL : Convening/Holding Dec Procedure/Deemed Consent	0.00	0.10	0.00	0.00	0.10	31.00	310.00
<b>Pre Appointment</b>	<b>0.00</b>	<b>0.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.10</b>	<b>31.00</b>	<b>310.00</b>
400 : Realisation of Assets	0.00	0.20	0.00	0.00	0.20	62.00	310.00
401 : Freehold / Leasehold Property	0.20	0.90	4.40	0.00	5.50	1,255.00	228.18
405 : Debtors	0.90	6.90	8.20	0.00	16.00	4,218.00	263.63
408 : Stock	0.10	0.00	0.00	0.00	0.10	48.00	480.00
411 : Cash at Bank	0.00	0.10	1.60	0.00	1.70	351.00	206.47
<b>Realisation of Assets</b>	<b>1.20</b>	<b>8.10</b>	<b>14.20</b>	<b>0.00</b>	<b>23.50</b>	<b>5,934.00</b>	<b>252.51</b>

Time Entry - Detailed SIP9 Time & Cost Summary

6007772 - B.B.I. Controls Limited  
From: 18/03/2021 To: 17/03/2023  
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Total Hours	9.70	43.60	139.40	18.20	210.90	48,554.00	230.22
Total Fees Claimed						34,223.00	

**B.B.I. CONTROLS LIMITED  
(IN LIQUIDATION)**

**DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT LIQUIDATORS DURING THE REVIEW PERIOD**

Description of work undertaken	Includes
<b><u>ADMINISTRATION &amp; PLANNING</u></b>	
Statutory and General Notifications & Filing e.g. undertaking statutory notifications to Companies House, HMRC , the Pension Protection Fund, preparing the documentation and dealing with other notification of appointment	Filing of documents to meet statutory requirements
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews at 1 month, 2 months & 6 months.	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
<b><u>CREDITORS</u></b>	
ERA - completing documentation for submission to the Redundancy Payments Office ("RPO") and liaising with the RPO regarding employee claims	
Employees - obtaining information from records about employee claims and dealing with employee correspondence/calls regarding their claims	Assisting employees to pursue claims via the RPO
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Annual/Progress Reports	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties
<b><u>INVESTIGATIONS</u></b>	
SIP 2 Review - Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc.	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
Investigating & Pursuing Antecedent Transactions	

Description of work undertaken	Includes
<b>REALISATION OF ASSETS</b>	
Debtors & Retentions	Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Receiving updates from factoring companies and arranging for 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
<b>CASHIERING</b>	
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

#### 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 £
CEO/Managing Directors	480.00-495.00
Appointment Taking Director	400.00-450.00
Senior Manager	345.00
Manager	310.00
Senior Administrator	250.00
Administrator	200.00
Case Accountant	110.00-135.00
Support Staff/Executive Assistant	140.00

**Appendix 5**

**B.B.I. CONTROLS LIMITED  
(IN LIQUIDATION)**

**PROOF OF DEBT**

**PROOF OF DEBT - GENERAL FORM**

**B.B.I. Controls Limited**

Date of Resolution for voluntary winding up 18 March 2021

<b>DETAILS OF CLAIM</b>		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> <li>For UK companies: its registered number</li> <li>For other companies: the country or territory in which it is incorporated and the number if any under which it is registered</li> <li>The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act</li> </ul>	
4.	Total amount of claim, including any Value Added Tax, as at the date of liquidation, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£ ) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [Note the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category  Amount(s) claimed as preferential £
11.	If you wish any dividend payment that may be made to be paid in to your bank account please provide BACS details. Please be aware that if you change accounts it will be your responsibility to provide new information	Account No.:  Account Name:  Sort code:
<b>AUTHENTICATION</b>		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO