

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 4 7 4 8 2 2 4

Company name in full Visa Bureau Ltd

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Joseph Walter

Surname Colley

3 Liquidator's address

Building name/number 66 Prescott Street

Street

Post town London

County/Region

Postcode E 1 8 N N

Country

4 Liquidator's name ①

Full forename(s) John Anthony

Surname Dickinson

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 66 Prescott Street

Street

Post town London

County/Region

Postcode E 1 8 N N

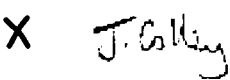
Country

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

**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 **Alice Guyatt**

Company name **Carter Backer Winter LLP**

Address **66 Prescot Street**

London

Post town **E1 8NN**

County/Region

Postcode

Country

DX

Telephone

020 7309 3800

**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

Visa Bureau Ltd
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Declaration of Solvency £		From 29/07/2020 To 28/07/2021 £	From 29/07/2020 To 28/07/2021 £
	ASSET REALISATIONS		
	Bank Interest Gross	6.86	6.86
1,088,079.27	Cash at Bank	1,038,150.59	1,038,150.59
48,000.00	Former Director's Loan	NIL	NIL
	Insurance Premium	982.41	982.41
	Rates Refund	229.92	229.92
	Tax Refund	176.34	176.34
2,680.00	VAT Refund	NIL	NIL
	Website Domains	5,000.00	5,000.00
		1,044,546.12	1,044,546.12
	COST OF REALISATIONS		
	Agents/Valuers Fees (1)	57.48	57.48
	Bank Charges	15.00	15.00
		(72.48)	(72.48)
	PREFERENTIAL CREDITORS		
(4,335.34)	Pension Schemes	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(35,035.00)	HM Revenue & Customs - CT	NIL	NIL
(1,127.73)	HM Revenue & Customs (PAYE/NI)	NIL	NIL
(12,204.50)	Other Creditors	NIL	NIL
(175.26)	Trade & Expense Creditors	9,056.58	9,056.58
		(9,056.58)	(9,056.58)
	DISTRIBUTIONS		
	Ordinary Shareholders	1,000,000.00	1,000,000.00
		(1,000,000.00)	(1,000,000.00)
1,085,881.44		35,417.06	35,417.06
	REPRESENTED BY		
	Bank 1 - Current		35,405.56
	VAT Receivable		11.50
			35,417.06



JOINT LIQUIDATORS' ANNUAL PROGRESS REPORT

For the year ending 28 July 2021

VISA BUREAU LTD- IN MEMBERS' VOLUNTARY LIQUIDATION

18 August 2021

Carter Backer Winter LLP
66 Prescott Street
London
E1 8NN

VISA BUREAU LTD - IN MEMBERS' VOLUNTARY LIQUIDATION

Joint Liquidators' Annual Progress Report

18 August 2021

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3. Details of the work undertaken during the course of the Liquidation
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VISA BUREAU LTD - IN MEMBERS' VOLUNTARY LIQUIDATION

Joint Liquidators' Annual Progress Report

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ABBREVIATIONS

The following abbreviations are used throughout this Report and are summarised below:

CAPA	CAPA Limited of Napier Pavillions, Cumbernauld, Glasgow, G68 0LL
CBW	Carter Backer Winter LLP, 66 Prescott Street, London E1 8NN
CBW Rates Policy	Summary of CBW's current charge out rates and time units used for this type of work
Company	Visa Bureau Ltd, registration number 04748224
Director	Henri Gerard Verdino
DOS	Declaration of Solvency
Former Director	Guy Hereward Bradley
HMRC	HM Revenue & Customs
Joint Liquidators	Joseph Walter Colley and John Anthony Dickinson of CBW
Prescribed Part	Provisions of the insolvency legislation that require a Liquidator to set aside a percentage of a Company's assets for the benefit of the unsecured creditors in cases where the Company gave a "floating charge" over its assets to a lender on or after 15 September 2003.
Property	1 st Floor, 15 Harwood Road, Fulham, SW64 4QP
Reporting Period	29 July 2020 to 28 July 2021
Shareholder	Henri Gerard Verdino
SIP 9	Statement of Insolvency Practice 9
SIP 9 Analysis	Summary of the time and costs incurred by the Joint Liquidators

VISA BUREAU LTD - IN MEMBERS' VOLUNTARY LIQUIDATION

Joint Liquidators' Annual Progress Report

18 August 2021

1. EXECUTIVE SUMMARY

- 1.1. Statutory information relation to the Company is attached at **Appendix 1**.
- 1.2. The Company was placed into Liquidation on 29 July 2020 and the Joint Liquidators were appointed on the same day.
- 1.3. Within two months of each anniversary of the Joint Liquidators' appointment, a progress report must be prepared and delivered to members and filed with the Registrar of Companies. This report covers the first year of the Liquidation and was deemed delivered on 19 August 2021; the date on which the report was emailed to all known members.
- 1.4. The Director's DOS included assets of £1,138,759 which consisted of VAT refund, cash at based, former Director's Loan, and book debts. Total asset realisations achieved during the Liquidation is £1,044,546. Further details are provided in **Section 4** within this report.
- 1.5. Assets to the estimated value of £5,560, comprising of a VAT refund have not yet been realised. Further details are provided in **Section 4** within this report.
- 1.6. Settlement of all known and proven non-preferential unsecured creditor claims in full, totalling £9,057 was made on 23 October 2020. Further details are provided in **Section 6** within this report.

2. RECEIPTS AND PAYMENTS ACCOUNT

- 2.1. My Receipts & Payments Account for the period from 29 July 2020 to 28 July 2021 ("the Reporting Period") is attached at **Appendix 2**.
- 2.2. The balance of funds is held in an interest-bearing estate bank account.

3. JOINT LIQUIDATORS' ACTIONS SINCE THEIR APPOINTMENT

- 3.1. The strategy of the Liquidation was to realise the assets of the Company in a cost-effective manner and to distribute said asset realisations to members and creditors. A summary of the assets realised and outstanding assets to realise are provided in **Section 4**.
- 3.2. A first interim distribution to members of £1,000,000 was declared and paid on 15 September 2020.
- 3.3. A first and final distribution to proven creditors of £9,056 including £167 of interest, was declared and paid on 21 October 2020.
- 3.4. There is certain work that I am required by the insolvency legislation to undertake work in connection with the liquidation that provides no financial benefit for the creditors. A description of the routine work undertaken since my appointment as Joint Liquidator is contained in **Appendix 3**.

VISA BUREAU LTD - IN MEMBERS' VOLUNTARY LIQUIDATION

Joint Liquidators' Annual Progress Report

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4. ASSETS

Assets Realised during the Reporting Period

Cash at Bank

- 4.1. A credit balance of £1,038,151 was held in the Company's bank account with Barclays Bank Plc and on 7 September 2020, the entirety of these funds was transferred into the designated liquidation estate account. No further balances are due to be received.

Rates Refund

- 4.2. CAPA was instructed to undertake a property audit on the Property. The amount recovered totalled £230, with CAPA receiving a fee of £69, being 25% of realisation.

Corporation Tax Refund

- 4.3. A corporation tax refund totalling £176 was received from HMRC on 22 June 2021.

Website Domain

- 4.4. The website domains owned by the Company were sold to Andy Harwood, former director, on 30 September 2020 totalling £5,000.

Insurance Premium

- 4.5. An insurance refund was received from Credential Insurance totalling £982.

Assets Not Yet Realised

VAT Refund

- 4.6. Steps have been taken to ascertain the exact quantum of VAT refunds due to the Company from HMRC. A pre-liquidation VAT Refund of £5,560 expected, has not yet been received.

Director's Loan Account

- 4.7. The Director's Loan Account valued at £48,000 in the DOS, is to be distributed in specie to the Director within the final distribution.

5. LIABILITIES

- 5.1. Full details of the Company's liabilities are provided in the Director's DOS.

Secured Creditors

- 5.2. An examination of the Company's mortgage register held by the Registrar of Companies showed that the Company has no current charges over its assets and accordingly, the Prescribed Part provisions do not apply.

VISA BUREAU LTD - IN MEMBERS' VOLUNTARY LIQUIDATION

Joint Liquidators' Annual Progress Report

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Preferential Creditors

- 5.3. The Director's DOS anticipated £4,335 in preferential creditors. Claims totaling £5,102 have been received and have been adjudicated for dividend purposes. Subsequently, a dividend of £5,198 comprising of the agreed claim of £5,102 and statutory interest of £96 was made on 21 October 2020.

Crown Creditors

- 5.4. The DOS included £36,164 owed to HMRC. HMRC's final claim of £3,566 has been received and relates to debts arising from unpaid Corporation Tax which has been adjudicated for dividend purposes. A dividend of £3,633 comprising of the agreed claim of £3,566 and statutory interest of £67 was made to HMRC on 21 October 2020.

Non-Preferential Unsecured Creditors

- 5.5. The DOS included two non-preferential unsecured creditors with an estimated total liability of £12,380. Claims from creditors totalling £221 have been received, though creditors with original estimated claims in the SOA of £12,380 have not been received in the Reporting Period.
- 5.6. The claims received totaling £221 has been adjudicated in full and a dividend of £225 comprising of the agreed claim of £221 and statutory interest of £4 was made on 21 October 2020.

Share Capital

- 5.7. As all creditors have been paid in full together with statutory interest during the Liquidation, the following distributions have been made to the Members;
- 5.8. Capital distributions

Ordinary shareholders

Date	Amount distribution	Rate of distribution per share
15 September 2020	£1,000,000	£1,231 per share

6. PRE-APPOINTMENT COSTS

- 6.1. On 29 June 2020, the Board authorised the payment of a fixed fee of £7,500 plus VAT for preparing the DOS, producing and circulating the notices for the meeting of the Board and the Members prior to my appointment and all pertinent matters relating to the Liquidation, once appointed Joint Liquidators. The fee was paid pre-appointment by the Company.

7. JOINT LIQUIDATORS' REMUNERATION

- 7.1. My remuneration was previously authorised by the Board on 29 June 2020 on a fixed fee basis of £7,500 plus VAT to cover the pre and post-liquidation periods. As stated in Section 6, payment was received prior to liquidation.
- 7.2. A schedule of my time costs incurred to date, together with details of CBW's fee policy is attached as **Appendix 2**.
- 7.3. A copy of 'A Members' Guide to Liquidators' Fees', published by R3, together with an explanatory note which shows CBW's fee policy are available at the link <http://www.cbw.co.uk/creditor-guides/>. Please note that there are different versions of the Guidance Notes and in this case you should refer to the post October 2015 version.

VISA BUREAU LTD - IN MEMBERS' VOLUNTARY LIQUIDATION

Joint Liquidators' Annual Progress Report

18 August 2021

8. JOINT LIQUIDATORS' EXPENSES

8.1. Expenses are any payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also includes disbursements. Disbursements are payments which are first met by the office holder and then reimbursed to the office holder from the estate. Expenses are split into:

- category 1 expenses, which are payments to persons providing the service to which the expense relates who are not an associate of the office holder; and
- category 2 expenses, which are payments to associates or which have an element of shared costs. Before being paid category 2 expenses require approval in the same manner as an office holder's remuneration.

8.2. I have incurred category 1 expenses in the period to 28 July 2021 of £368 and a summary is below. As reported in Section 6, the fixed fee was inclusive of disbursements.

Name	Type of Expense	Expenses accrued in the Reporting Period £
Marsh	Bonding	98
Courts Advertising	Advertising	270
Totals		£368

8.3. I do not anticipate incurring any further expenses during the subsequent reporting periods.

Professional Advisors

8.4. I have used the following agents or professional advisors in the reporting period:

Professional Advisor	Nature of Work	Basis of Fees
CAPA	Business Rates Audits	Percentage of realisations

8.5. The choice of professionals was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them. The fees charged have been reviewed and I am satisfied that they are reasonable in the circumstances of this case.

9. FURTHER INFORMATION

9.1. 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.

9.2. 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.

9.3. To comply with the *Provision of Services Regulations 2009*, some general information about CBW, including about our complaints policy and Professional Indemnity Insurance and the Insolvency Code of Ethics, can be found at <https://www.cbw.co.uk/wp-content/uploads/2021/07/Provisions-of-Services-Regulations-2009.pdf>

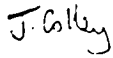
VISA BUREAU LTD - IN MEMBERS' VOLUNTARY LIQUIDATION

Joint Liquidators' Annual Progress Report

18 August 2021

10. SUMMARY

- 10.1. The Liquidation will remain open until the VAT refund has been fully resolved, declaration and payment of the final capital and in specie distributions to the Member.
- 10.2. HMRC are currently experiencing delays of approximately 6 months in respect of VAT refund matters, and therefore, I estimate recovery of the VAT refund, and thereafter, approved clearance to close the liquidation may take approximately 6 months. Once resolved the Liquidation will be finalised and our files will be closed.
- 10.3. If members have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, please do not hesitate to contact Alice Guyatt of this office on 020 7309 3824 or by email at Alice.Guyatt@cbw.co.uk.



Joseph Walter Colley
Joint Liquidator

VISA BUREAU LTD - IN MEMBERS' VOLUNTARY LIQUIDATION

Joint Liquidators' Annual Progress Report

18 August 2021

APPENDIX 1

Statutory Information

VISA BUREAU LTD - IN MEMBERS' VOLUNTARY LIQUIDATION

Joint Liquidators' Annual Progress Report

18 August 2021

Company name:	Visa Bureau Ltd
Registered number:	04748224
Registered office:	66 Prescott Street London E1 8NN
Former registered office:	Office 2 Tweed House Park Lane Swanley BR8 8DT
Former trading address:	Office 2 Tweed House Park Lane Swanley BR8 8DT
Principal trading activity:	Visa processing business
Joint Liquidators' names:	Joseph Walter Colley John Anthony Dickinson
Joint Liquidators' address:	66 Prescott Street London E1 8NN
Joint Liquidators' date of appointment:	29 July 2020
Actions of Joint Liquidators:	Any act required or authorised under any enactment to be done by a Liquidator may be done by either or both of the Joint Liquidators acting jointly or alone

VISA BUREAU LTD - IN MEMBERS' VOLUNTARY LIQUIDATION

Joint Liquidators' Annual Progress Report

18 August 2021

APPENDIX 2

Joint Liquidators' Receipts and Payments Account

Visa Bureau Ltd
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Declaration of Solvency £		From 29/07/2020 To 28/07/2021 £	From 29/07/2020 To 28/07/2021 £
	ASSET REALISATIONS		
	Bank Interest Gross	6.86	6.86
1,088,079.27	Cash at Bank	1,038,150.59	1,038,150.59
48,000.00	Former Director's Loan	NIL	NIL
	Insurance Premium	982.41	982.41
	Rates Refund	229.92	229.92
	Tax Refund	176.34	176.34
2,680.00	VAT Refund	NIL	NIL
	Website Domains	5,000.00	5,000.00
		1,044,546.12	1,044,546.12
	COST OF REALISATIONS		
	Agents/Valuers Fees (1)	57.48	57.48
	Bank Charges	15.00	15.00
		(72.48)	(72.48)
	PREFERENTIAL CREDITORS		
(4,335.34)	Pension Schemes	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(35,035.00)	HM Revenue & Customs - CT	NIL	NIL
(1,127.73)	HM Revenue & Customs (PAYE/NI)	NIL	NIL
(12,204.50)	Other Creditors	NIL	NIL
(175.26)	Trade & Expense Creditors	9,056.58	9,056.58
		(9,056.58)	(9,056.58)
	DISTRIBUTIONS		
	Ordinary Shareholders	1,000,000.00	1,000,000.00
		(1,000,000.00)	(1,000,000.00)
1,085,881.44		35,417.06	35,417.06
	REPRESENTED BY		
	Bank 1 - Current		35,405.56
	VAT Receivable		11.50
			35,417.06

VISA BUREAU LTD - IN MEMBERS' VOLUNTARY LIQUIDATION

Joint Liquidators' Annual Progress Report

18 August 2021

APPENDIX 3

Details of the work undertaken
during the course of the Reporting Period

VISA BUREAU LTD - IN MEMBERS' VOLUNTARY LIQUIDATION

Joint Liquidators' Annual Progress Report

18 August 2021

A description of the routine work undertaken in the liquidation to date is as follows

1. Administration and Planning

- Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.
- Setting up electronic case files.
- Setting up the case on the practice's electronic case management system and entering data.
- Issuing the statutory notifications to members and where applicable, creditors, and other parties required on appointment as Joint Liquidator including gazetting the Joint Liquidators' appointment.
- Obtaining a specific penalty bond.
- Supervising the work of sub-contractors instructed on the case to assist in dealing with potential business rates recoveries, obtaining reports and updates from them on the work done; and checking the adequacy of the work done.
- Dealing with all routine correspondence and emails relating to the case.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a quarterly basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Preparing, reviewing and issuing annual progress reports to members.
- Preparing and filing returns at Companies House.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.
- Seeking closure clearance from HMRC and other relevant parties.

2. Cashiering

- Opening, maintaining and managing the Joint Liquidators' estate bank account.
- Creating, maintaining and managing the Joint Liquidators' cashbook.

3. Members

- Dealing with creditor correspondence, emails and telephone conversations regarding their claims.
- Maintaining up to date creditor information on the case management system.
- Reviewing and lodging proofs of debt received from creditors on the case management system.
- Requesting additional information from creditors in support of their proofs of debt. (as appropriate)
- Reviewing and lodging proofs of debt received from creditors on the case management system and adjudicating on them and formally admitting them for the payment in settlement of the Company's liabilities.
- Making payment in settlement of the Company's liabilities.
- Reviewing Company records in respect of the Members' shareholders and entitlements to distributions.
- Finalising distributions of the Company's assets to Members in accordance with their shareholdings and rights

4. Realisation of Assets

- Regularly monitoring the suitability and appropriateness of the insurance cover in place
- Liaising with the bank regarding the closure of the account and the transfer of the balance held in the Company's account.
- Liaising with the Director regarding the recovery of the debt stated on the DOS.

VISA BUREAU LTD - IN MEMBERS' VOLUNTARY LIQUIDATION

Joint Liquidators' Annual Progress Report

18 August 2021

APPENDIX 4

Details of Time Incurred in accordance with
Statement of Insolvency Practice 9

CBW's Rates Policy

Visa Bureau Ltd - in Members' Voluntary Liquidation

Time and Charge Out Summary for the period from 29 July 2020 to 28 July 2021

Hours								
	Partner / Director	Manager	Assistant Manager	Administrator	Assistant & Support	Total Hours	Total Costs	Average Hourly Rate
Administration and Planning								
Case Administration and Planning	2.25	3.50	0.00	22.52	2.00	30.27	£8,190.17	£270.60
Cashiering	0.20	1.80	0.00	3.23	9.40	14.63	£0.00	£0.00
Closing	0.00	0.10	0.00	0.00	0.00	0.10	£44.00	£440.00
Compliance	1.60	0.00	0.00	0.00	0.00	1.60	£880.00	£550.00
Directors (General)	3.00	0.00	0.00	0.00	0.00	3.00	£1,650.00	£550.00
Report Preparation & Review	0.00	0.00	0.00	0.70	0.00	0.70	£175.00	£250.00
Review	0.25	0.80	0.00	10.60	0.00	11.65	£2,695.50	£231.37
Taxation	1.00	0.30	0.00	8.80	0.00	10.10	£2,378.00	£235.45
Creditors								
Creditors' Claims	0.00	0.00	0.00	3.20	0.00	3.20	£764.00	£238.75
Creditors' Correspondence	1.10	0.40	0.00	5.60	0.00	7.10	£2,157.00	£303.80
Dividends	2.00	0.90	0.00	3.90	0.00	6.80	£2,463.50	£362.28
Realisation of Assets								
General Realisation of Assets	4.80	1.20	0.00	7.50	0.00	13.50	£4,863.00	£360.22
	16.20	9.00	0.00	66.05	11.40	102.65	£26,260.17	£255.82
Cost Per Employee Category	£8,800.00	£3,168.00	£0.00	£14,292.17	£0.00		£26,260.17	

Disbursements for the Period	£
Advertising	269.86
Insolvency Bond	97.50
Total	367.36

CARTER BACKER WINTER LLP ("CBW")

CORPORATE RECOVERY AND INSOLVENCY DEPARTMENT INSOLVENCY APPOINTMENTS

TIME COST CHARGE-OUT RATES FROM 1 JULY 2020

	£ Per Hour
Partners	550
Directors	550
Managers	440
Assistant Managers	400
Senior Administrators	390
Administrators	260
Junior Administrators	130-250
Cashier	0
Support Staff	0-190

Work undertaken on cases is recorded in 6 minute units utilising time-recording software.

Time properly incurred on insolvency cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. CBW's charge-out rates change from time to time.

EXPENSES

Expenses are any payments from the insolvent estate that are neither an office holder's remuneration nor a distribution to a creditor, or a member. Expenses also include disbursements. Disbursements are payments that are first paid by the office holder and then reimbursed from the insolvent estate. Expenses are divided into those that do not need approval before they are charged to the estate (Category 1) and those that do (Category 2).

Category 1 expenses are payments to persons providing the service to which the expense relates who are not an associate of the office holder. They can be paid by the office holder without obtaining prior approval. . Examples of costs that may amount to Category 1 expenses are professional advisors (who are not associates), statutory advertising, external meeting room hire (where the room is only hired for that meeting), external storage, specific penalty bond insurance, insolvency case management software fees charged on a per case basis, and Company search fees.

Category 2 expenses are either payments to associates, or payments in respect of expenses that have an element of shared costs, such as photocopying and mileage. Category 2 expenses require approval in the same manner as an office holder's remuneration before they can be paid.'

The practice does not propose to recover any Category 2 expenses that include an element of shared costs.

PROFESSIONAL ADVISORS

Professional advisors may be instructed to assist the office holder on the case where they consider that such assistance is necessary to enable them to appropriately administer the case. The fees charged by any professional advisors used will be recharged at cost to the case. Where the professional advisor is not an associate of the office holder it will be for the office holder to agree the basis of their fees. Where the professional advisor is an associate of the office holder it will be for those responsible for fixing the basis of the office holder's remuneration to approve payments to them. The fees of any professional advisors are subject to the rights of creditors to seek further information about them or challenge them as summarised below. Professional advisors that may be instructed on a case include:

- Solicitors/Legal Advisors;
- Auctioneers/Valuers;
- Accountants;
- Quantity Surveyors;
- Estate Agents;
- Pension specialists;
- Employment Claims specialists; and
- GDPR/Cyber Security specialists.