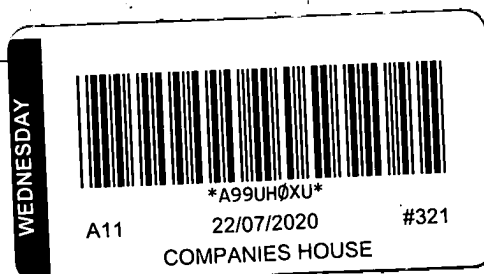


# LIQ03

## Notice of progress report in voluntary winding up



Companies House



### 1 Company details

Company number 0 4 7 8 4 0 2 2

Company name in full Freshfield Services (United Kingdom) Ltd

→ Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Chris

Surname Newell

### 3 Liquidator's address

Building name/number 81

Street Station Road

Post town Marlow

County/Region Bucks

Postcode S L 7 1 N S

Country

### 4 Liquidator's name

Full forename(s) Frank

Surname Wessely

Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address

Building name/number 81

Street Station Road

Post town Marlow

County/Region Bucks

Postcode S L 7 1 N S

Country

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	0	d	2	m	0	m	6	y	2	y	0	y	1	y	9
To date	d	0	d	1	m	0	m	6	y	2	y	0	y	2	y	0

**7** Progress report☒ The progress report is attached**8** Sign and date

Liquidator's signature

Signature

X  X

Signature date

d	2	d	1	m	0	m	7	y	2	y	0	y	2	y	0
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

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 **Maryam Khan**Company name **Quantuma LLP**Address **81 Station Road**Post town **Marlow**County/Region **Bucks**Postcode **S L 7 1 N S**

Country

DX

Telephone **01628 478100****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)

## **FRESHFIELD SERVICES (UNITED KINGDOM) LTD (IN LIQUIDATION)**

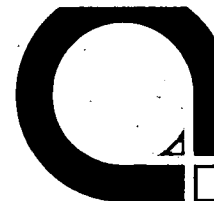
### **THE JOINT LIQUIDATORS' PROGRESS REPORT**

**14 July 2020**

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

**Chris Newell and Frank Wessely of Quantuma LLP, 81 Station Road, Marlow, Bucks, SL7 1NS, were appointed Joint Liquidators of Freshfield Services (United Kingdom) Ltd on 2 June 2017.**

**Chris Newell is licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association and Frank Wessely is licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales**



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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>
<b>5</b>	<b>THE JOINT LIQUIDATORS' FEES AND EXPENSES</b>

## **APPENDICES**

<b>Appendix 1</b>	<b>Statutory Information</b>
<b>Appendix 2</b>	<b>The Joint Liquidators' receipts and payments account as at 1 June 2019</b>
<b>Appendix 3</b>	<b>Schedule of Joint Liquidators' time costs</b>
<b>Appendix 4</b>	<b>Detailed narrative list of work undertaken by the Joint Liquidators during the Review Period</b>
<b>Appendix 5</b>	<b>Proof of Debt</b>

## **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"	Chris Newell and Frank Wessely of Quantuma LLP
"the Company"	Freshfield Services (United Kingdom) Ltd (in Liquidation)
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 2 June 2019 to 1 June 2020

## **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 our last report dated 22 July 2019.

Given the information previously provided to members and creditors in our earlier reports, we have not included detailed background information in respect of the Company and have focussed on the progress of the Liquidation subsequent to those reports.

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

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

Chris Newell and Frank Wessely of Quantuma LLP were appointed Joint Liquidators of the Company on 2 June 2017.

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 previous Review Periods.

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

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

### **VAT Basis**

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately. A small VAT reclaim is in progress.

### **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 Liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards.

During the Review Period, primarily these tasks have included:

- Drafting and issuing the progress report to creditors;
- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining electronic case files, which must include records to show and explain the Liquidation and any decisions made by the Joint Liquidators that materially affect the Liquidation;
- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure that the Liquidation is progressing efficiently, effectively and in line with the statutory requirements;



- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments; and
- Completing periodic tax returns.

#### **Realisation of assets**

Since the Review Period, the total of £51,840 attributed to Goodwill has been reallocated to Work In Progress to accurately reflect the nature of this realisation.

We would refer creditors to our previous reports with respect to asset realisations.

#### **Estimated future realisations**

There are no further assets to be realised.

#### **Payments**

The payments made are listed in the receipts and payments account attached at Appendix II and are self-explanatory.

#### **Costs incurred but remaining unpaid**

During the Review Period, the Joint Liquidators have incurred time costs and category 2 disbursements, not all of which have yet been discharged. Further details of these costs are set out below.

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

#### **Secured creditors**

As previously reported, The Company granted a first ranking fixed and floating charge to Barclays Bank PLC ("Barclays") on 21 July 2008.

The Company granted a second ranking fixed and floating charge to Barclays on 10 January 2013.

The directors have advised that there are no sums due in respect of the two charges.

#### **Preferential creditors**

The preferential creditors' claims as per the director's Statement of Affairs amounted to £2,644 and were in respect of 3 employees for wage arrears and holiday pay.

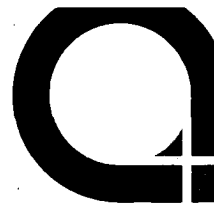
We have received preferential claims of £2,538 to date.

It is unlikely a dividend will be payable to preferential creditors.

#### **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.



As there are no sums due to Barclays under their floating charge the prescribed part provisions will not apply.

#### **Unsecured creditors**

Unsecured claims were estimated at £321,171 in the director's estimated Statement of Affairs and to date, 5 claims have been received totalling £276,357.

Based on current information, it is unlikely there will be sufficient asset realisations to make a dividend to unsecured creditors.

#### **Tax Matters**

The Company historically entered into an Employer Financial Retirement Benefits Scheme ("EFRBS"). As a result of this scheme and the historic tax planning undertaken by the Company, HMRC advised the Company that they have determined that the EFRBS was effectively a tax avoidance scheme, that contributions made into the scheme are employment income and subsequently issued an Accelerated Payments Notice ("APN"). The director has requested our assistance in seeking settlement with HMRC to settle under specific terms. During the Review Period, there was a pause in the settlement process following HMRC undertaking a loan charge review. This has subsequently been completed and settlement negotiations are now ongoing.

#### **Claims process**

Even though it is anticipated that no dividend will be available to unsecured creditors, should this position change you are requested to submit claims to the address on the front of this report, marked for the attention of Maryam Khan.

A Proof of Debt form is attached at Appendix 5

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

#### **EU Regulations (Whether Proceedings Are Main Proceedings or Territorial)**

The Company's centre of main interest was in the UK as their registered office and trading address Suite 2 19/21 Market House, Market Place, Wokingham, RG40 1PA and therefore it is considered that the EU Regulations apply. These proceedings are main proceedings as defined in the EU Regulation.

#### **Further Information**

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.

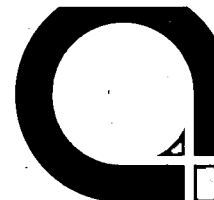
To comply with the Provision of Services Regulations, some general information about Quantuma LLP, including our complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information/>.

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 [www.quantuma.com/legal-notices/](http://www.quantuma.com/legal-notices/).





## **5. THE JOINT LIQUIDATORS' REMUNERATION AND EXPENSES**

A copy of 'A Creditors Guide to Liquidators' Fees' effective from 6 April 2017 together with the firm's current schedule of charge-out rates and chargeable disbursements may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>.

A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request at no cost.

### **Pre-Appointment Costs**

A fixed fee of £5,000 plus VAT was agreed and paid by the director prior to the winding-up resolution.

### **Joint Liquidators' Remuneration**

The basis of the Joint Liquidators' fees was fixed and approved by creditors on 20 July 2017 by the vote by correspondence process.

1. That the basis of the Joint Liquidators' fees be fixed by reference to the time properly given by the Joint Liquidators and their staff in attending to matters as set out in the fees estimate, such time to be charged at the prevailing standard hourly charge out rates used by Quantuma LLP at the time when the work is performed (plus VAT).

Further fees in excess of the fees estimate, in the sum of £24,165, were approved by reason of postal resolutions considered and approved by creditors 17 August 2018.

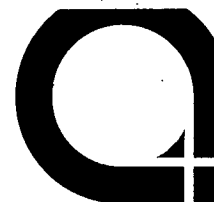
In accordance with this resolution, fees totalling £16,900 plus VAT have been drawn.

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

### **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 adjusted fees estimate and the actual time costs incurred to date.

For a detailed schedule of work undertaken by the Joint Liquidators during the Review Period and the whole period of the Liquidation, see Appendix 3. A detailed narrative list of the work undertaken during the Review Period is provided at Appendix 4.



	Adjusted fees estimate			Actual time costs incurred during the Review Period			Actual time costs incurred to date		
Work category	No. of hours	Blended hourly rate £ per hour	Total fees £	No. of hours	Average hourly rate £ per hour	Total time costs £	No. of hours	Average hourly rate £ per hour	Total time costs £
Administration and Planning	37.50	182.40	6,840.00	8.72	230.88	2,013.25	68.66	185.12	12,710.20
Creditors	43.50	225.92	9,827.50	9.66	219.31	2,118.55	45.51	165.88	7,549.05
Investigations	8.00	199.38	1,595.00	0.00	0.00	0.00	5.80	175.00	1,015.00
Realisation of Assets	16.00	197.58	3,161.25	0.00	0.00	0.00	10.25	227.20	2,328.75
Cashiering	10.00	156.88	1,568.75	4.30	144.59	621.75	15.05	132.92	2,000.50
Closing Procedures	7.00	167.50	1,172.50	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>122.00</b>	<b>198.07</b>	<b>24,165.00</b>	<b>22.68</b>	<b>209.59</b>	<b>4,753.55</b>	<b>145.27</b>	<b>176.25</b>	<b>25,603.50</b>

The expenses incurred to date are compared with the original expenses estimate as follows:

Expenses	Adjusted expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Category 1 expenses:				
Accountant Fees	0.00	0.00	300.00	Not anticipated in the outset
Agents' and valuers' costs	250.00	0.00	975.00	Higher than anticipated cost
General Expenses	35.00	0.00	0.00	
Postage	80.00	0.00	20.71	
Specific Bond	135.00	0.00	135.00	
Statutory Advertising	238.50	0.00	238.50	
Storage Costs	154.46	5.04	159.50	Higher than anticipated cost
<b>TOTAL</b>	<b>892.96</b>	<b>5.04</b>	<b>1,828.71</b>	

<b>Category 2 expenses</b>				
Stationery	60.00	0.00	18.50	
Photocopying	50.00	0.00	34.20	
<b>TOTAL</b>	<b>110.00</b>	<b>0.00</b>	<b>52.70</b>	



The bases on which the expenses defined as Category 2 disbursements are calculated are explained in Quantuma LLP's current schedule of charge-out rates and chargeable disbursements referred to above. Creditors approved the payment of Category 2 disbursements on these bases on 20 July 2017.

Having regard for the costs that have already been incurred, the Joint Liquidators determine that:

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

The main reason why the fees estimate has been exceeded is it that the administration and planning work on this case, dealing with the HM Revenue & Customs, and Company's affairs generally incurred a considerable amount of time that was not anticipated. Further time will also be incurred to close the liquidation.

However, given the limited realisations anticipated in this case, the Joint Liquidators do not propose to draw fees in excess of the fees estimate at present.

#### **Other professional costs**

##### **Pension Advisors**

Clumber Consulting Limited were instructed to deal with and finalise matters regarding the Company's pension scheme. Their costs have been agreed as a fixed fee of £725 plus VAT. This sum has been paid in full.

##### **Agents & Valuers**

Richard Birch & Company ("RBC") were instructed as agents and valuers in relation to value the Company's assets. Their costs have been agreed on a fixed basis of £750 and their standard sales commission rate of 10%, plus disbursements and VAT. RBC's costs have yet to be paid.

##### **Commission**

The commission payments in the sum of £38,880 represent the agreed commission at 75% to Eric Francis, the director of the Company, and Ms N Baker for collecting the work in progress as detailed in work in progress as detailed in section 2 of this report.

##### **Accountants**

Windsor Accountancy were instructed to deal with tax matters and to assist with the settlement with HMRC. Their costs have been agreed as a fixed fee of £300 plus VAT. Their costs were incurred during the previous Review Period but were paid in full during this Review Period.

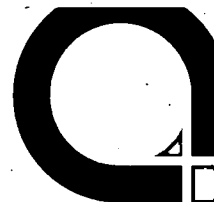
All professional costs are reviewed and analysed before payment is approved.

##### **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**

Once negotiations with HM Revenue & Customs to settle the liability due under the APN have been finalised, 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 Maryam Khan on 01628 478 100 or by e-mail at [Maryam.Khan@quantuma.com](mailto:Maryam.Khan@quantuma.com).

**Chris Newell**  
**Joint Liquidator**

**Freshfield Services (United Kingdom) Ltd  
(IN LIQUIDATION)****STATUTORY INFORMATION**

Company Name	Freshfield Services (United Kingdom) Ltd
Trading Address	Suite 2 149/21 Market House, Market Place, Wokingham, RG40 1PA
Proceedings	In Liquidation
Date of Appointment	2 June 2017
Joint Liquidators	Chris Newell Frank Wessely Quantuma LLP 81 Station Road, Marlow, Bucks, SL7 1NS
Registered office Address	c/o Quantuma LLP 81 Station Road, Marlow, Bucks, SL7 1NS
Company Number	04784022
Incorporation Date	2 June 2003

**Appendix 2**

**Freshfield Services (United Kingdom) Ltd  
(IN LIQUIDATION)**

**THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT  
AS AT 1 JUNE 2020**

**Freshfield Services (United Kingdom) Ltd**  
**(In Liquidation)**  
**JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT**

	Statement of affairs £	From 02/06/2019 To 01/06/2020 £	From 02/06/2017 To 01/06/2020 £
<b>RECEIPTS</b>			
Goodwill	Uncertain	0.00	51,840.00
Fixtures and Fittings	NIL	0.00	0.00
Office Furniture & Equipment	670.00	0.00	0.00
Book Debts	4,192.00	0.00	0.00
Shares & Investments	NIL	0.00	0.00
Cash At Bank		0.00	6,283.96
Directors' Loan Account	Uncertain	0.00	0.00
Bank Interest Gross		1.36	10.94
		1.36	58,134.90
<b>PAYMENTS</b>			
Specific Bond		0.00	135.00
Office Holders Fees		1,000.00	16,900.00
Commission		0.00	38,880.00
Professional Fees - Pension Advisors		0.00	975.00
Accountants fees		300.00	300.00
Photocopying		0.00	34.20
Stationery		0.00	18.50
Postage		0.00	20.71
Statutory Advertising		0.00	238.50
Courier Costs		0.00	35.00
Storage Costs		0.00	150.00
Pre App Copying		0.00	37.50
Pre App Stationery		0.00	15.00
Pre App Postage		0.00	16.50
Employee Arrears/Hol Pay	(2,644.83)	0.00	0.00
Trade & Expense Creditors	(10,482.00)	0.00	0.00
Employees	(8,198.39)	0.00	0.00
Directors Initial Investment	(30,000.00)	0.00	0.00
HM Revenue & Customs	(57,000.00)	0.00	0.00
HM Revenue & Customs: APN	(215,491.11)	0.00	0.00
Ordinary Shareholders	(2.00)	0.00	0.00
		1,300.00	57,755.91
Net Receipts/(Payments)		(1,298.64)	378.99
<b>MADE UP AS FOLLOWS</b>			
Bank 1 Current		(1,558.64)	118.99
VAT Receivable / (Payable)		260.00	260.00
		(1,298.64)	378.99

**Appendix 3**

**Freshfield Services (United Kingdom) Ltd  
(IN LIQUIDATION)**

**SCHEDULE OF THE JOINT LIQUIDATORS' TIMECOSTS DURING THE REVIEW PERIOD AND THE  
WHOLE PERIOD OF THE LIQUIDATION**



## Time Entry - SIP9 Time & Cost Summary

6001945 - Freshfield Services (United Kingdom) Ltd  
 Project Code: POST  
 From: 02/06/2019 To: 01/06/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	3.83	0.77	0.00	4.12	8.72	2,013.25	230.88
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.15	0.05	0.00	3.90	4.10	579.75	141.40
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	2.80	3.45	0.00	3.41	9.66	2,118.55	219.31
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.20	0.00	0.00	0.20	42.00	210.00
<b>Total Hours</b>	<b>6.78</b>	<b>4.47</b>	<b>0.00</b>	<b>11.43</b>	<b>22.68</b>	<b>4,753.55</b>	<b>209.59</b>
<b>Total Fees Claimed</b>						<b>1,000.00</b>	
<b>Total Disbursements Claimed</b>						<b>0.00</b>	

## Time Entry - SIP9 Time & Cost Summary

6001945 - Freshfield Services (United Kingdom) Ltd  
 Project Code: POST  
 From: 02/06/2017 To: 01/06/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	14.43	4.87	21.60	27.76	68.66	12,710.20	185.12
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.15	0.25	0.75	13.90	15.05	2,000.50	132.92
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	2.80	6.20	19.35	17.16	45.51	7,549.05	165.88
Investigations	0.40	0.60	4.80	0.00	5.80	1,015.00	175.00
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	3.10	0.20	6.95	0.00	10.25	2,328.75	227.20
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Hours</b>	<b>20.88</b>	<b>12.12</b>	<b>53.45</b>	<b>58.82</b>	<b>145.27</b>	<b>25,603.50</b>	<b>176.25</b>
<b>Total Fees Claimed</b>						<b>16,900.00</b>	
<b>Total Disbursements Claimed</b>						<b>481.91</b>	

**Freshfield Services (United Kingdom) Ltd  
(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>	
Administration & Planning -	
Maintaining specific penalty bond.	
Maintaining electronic case files and electronic case details on IPS.	
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews 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>	
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
Dealing with HMRC claims	
Annual/Progress Reports	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties
<b><u>CASHIERING</u></b>	
Opening, maintaining and managing the Office Holders' cashbook and bank account.	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory receipts and payments accounts at Companies House

**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.

<b>Staff</b>	<b>Charge out rates £</b>
Partners	<b>345.00 – 580.00</b>
Directors Appointment Takers	<b>315.00 – 500.00</b>
Senior Manager	<b>305.00 – 415.00</b>
Manager	<b>250.00 – 375.00</b>
Assistant Manager	<b>195.00 – 335.00</b>
Senior Administrator	<b>200.00 – 285.00</b>
Administrator	<b>175.00 – 240.00</b>
Assistant Administrator	<b>130.00 – 160.00</b>
Case Accountant	<b>135.00</b>
Junior Administrator	<b>100.00 – 115.00</b>
Support Staff/Executive Assistant	<b>100.00 – 135.00</b>

**Appendix 5**

**Freshfield Services (United Kingdom) Ltd  
(IN LIQUIDATION) PROOF OF DEBT**

PROOF OF DEBT - GENERAL FORM

**Freshfield Services (United Kingdom) Ltd**

Date of Resolution for voluntary winding up 2 June 2017

DETAILS OF CLAIM		
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:
AUTHENTICATION		
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