In accordance with Rule 18 7 of the Insolvency (England & Wales) Rules 2016 and Sections 92A, 104A and 192 of the Insolvency Act 1986

LIQ03 Notice of progress report in voluntary winding up



. In the same and the



22/12/2017 COMPANIES HOUSE

1	Company details	
Company number	0 4 8 4 0 5 0 0	→ Filling in this form Please complete in typescript or in
Company name in full	Cubik Solutions Limited	bold black capitals.
2	Liquidator's name	
Full forename(s)	Sajid	
Surname	Sattar	
3	Liquidator's address	
Building name/number	Trinity House	
Street	28-30 Blucher Street	
Post town	Birmingham	
County/Region		
Postcode	B 1 1 Q H	
Country		
4	Liquidator's name •	
Full forename(s)		Other liquidator Use this section to tell us about
Surname		another liquidator.
5	Liquidator's address @	
Building name/number		② Other liquidator
Street		Use this section to tell us about another liquidator.
Post town		
County/Region		
Postcode		
Country		

LIQ03 Notice of progress report in voluntary winding up

6	Period of progress report
From date	0 8 T 0 Y 1 6
To date	
7	Progress report
	☑ The progress report is attached
8	Sign and date
Liquidator's signature	X OB/cst
Signature date	1

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	Andrew Rule
Company name	Greenfield Recovery Limited
,	<u> </u>
Address	Trinity House
	28-30 Blucher Street
Post town	Birmingham
County/Region	
Postcode	B 1 1 Q H
Country	
DX	
Telephone	0121 201 1720

✓ 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.

i 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

Cubik Solutions Limited (In Liquidation) Liquidator's Summary of Receipts & Payments

tement Affairs £		From 28/10/2016 To 27/10/2017 £	From 28/10/2015 To 27/10/2017 £
	ASSET REALISATIONS		
244.00	Book Debts	NIL	1,878.24
	Rates Refund	NIL	550.57
247.00	Cash at Bank	NIL	17,873.28
800.00	Book Debt (Sale of Chattel Assets)	NIL	1,800 00
	Bank Interest Gross	NIL	0.21
		NIL	22,102 30
	COST OF REALISATIONS		
	Preparation of S. of A.	NIL	10,000.00
	Office Holders Fees	3,581.49	10,246.17
	Agents/Valuers Fees (1)	NIL	1,500.00
	Irrecoverable VAT	12 33	12.33
	Statutory Advertising	NIL	253.80
		(3,593.82)	(22,012 30)
	PREFERENTIAL CREDITORS		
434.00)	Employee Arrears/Hol Pay	<u>NIL</u>	NiL
		NIL	NIL
	UNSECURED CREDITORS		
326 00)	Trade & Expense Creditors	NIL	NIL
069.00)	Prepayment Creditors	NIL	NIL
938.00)	Employees (Redundancy / NOIP)	NIL	NIL
400.00)	HM Revenue & Customs (PAYE/NIC)	NIL	NIL
300.00)	HM Revenue & Customs (VAT)	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
000.00)	Ordinary Shareholders	NIL	NIL
00.00)	Ordinary 'A' Shareholders	NIL	NIL
		NIL	NIL
976.00)		(3,593.82)	90.00
•	REPRESENTED BY		
	TELLED DI		
			NIL

Sajid Sattar Liquidator



Cubik Solutions Limited (In Liquidation)

Registered Number: 04840500

Registered Office: c/o Greenfield Recovery Limited Trinity House, 28-30 Blucher Street, Birmingham, B1 1QH

Liquidator's annual progress report prepared in accordance with s104A of the Insolvency Act 1986 and Rule 18 of the Insolvency Rules 2016

21 December 2017

CONTENTS

- 1 Introduction
- 2 Receipts and Payments Account
- 3 Outcome for Creditors
- 4 Investigations
- 5 Liquidator's Remuneration and Disbursements and Creditors' Rights
- 6 Outstanding Matters and End of Liquidation

APPENDICES

- A Account of Liquidator's Receipts and Payments for the period from 28 October 2016 to 27 October 2017 and for the cumulative period of the liquidation.
- B Summary of Liquidator's Time Costs for the period from 28 October 2016 to 27 October 2017 and for the cumulative period of the liquidation.
- C Original Fees and Disbursements Estimates
- D Court Order dated 24 October 2017

1 INTRODUCTION

Rachel Ballinger was appointed as Liquidator of the Company at meetings of members and creditors held on 28 October 2015. Rachel Ballinger was licensed to act as an Insolvency Practitioner in the UK by the Insolvency Practitiners Association and is bound by the Insolvency Code of Ethics.

Rachel Ballinger left the firm and on 24 October 2017 a court order was granted pursuant to which I replaced Ms Ballinger as Liquidator. I am authorised to act as an Insolvency Practitioner in the UK by the ICAEW and am bound by the Insolvency Code of Ethics. A copy of the court order appointing me as the Liquidator is attached, at Appendix D, to this report.

This is the Liquidator's second annual progress report as required by Section 104A of the Insolvency Act 1986 and Rule 18 of the Insolvency Rules 2016. It shows how the liquidation has been conducted and the Company's property disposed of, the outcome for creditors and other information that the Liquidator is required to disclose.

This report covers the 12 month period since the date of my last report and should be read in conjunction with previous reports issued in this matter.

2 RECEIPTS AND PAYMENTS ACCOUNT

Receipts and Payments Account

a summary of the Liquidator's receipts and payments for the period from 28 October 2016 to 27 October 2017 and for the cumulative period of the liquidation is attached at Appendix A.

Asset realisations

There have been no asset realisations during the period of this report.

Unrealised Assets

Book Debts

The Liquidator has continued to pursue the company's outstanding debtors and is currently taking a view on the merits of taking further action against one remaining debtor.

Payments

The payments reflected on the receipts and payments account at Appendix A show the payments made during made in the period covered by this report and the cumulative period of the liquidation.

Creditors should be given details of the following payments made net of VAT:

Irrecoverable VAT - VAT of £12.33 has been written of as irrecoverable during the period of this report.

In addition to the above expenses totalling £89.06 have been incurred which have yet to be drawn. This comprises:

Expense	Provider	Amount
Photocopying	Greenfield Recovery Ltd	7.30
Postage	Greenfield Recovery Ltd	81.76

3 OUTCOME FOR CREDITORS

Secured Creditors

There are no secured creditors in this matter.

Preferential Creditors

According to the company's Statement of Affairs it was anticipated that the Company's preferential creditors were owed £5,434 which comprised wage arrears and outstanding holiday pay.

We have received a claim from the Redundancy Payments Service confirming that the company's preferential creditors have been paid £6,026.28.

The funds realised in the Liquidation to date have been utilised for defraying the expenses of the Liquidation and as a result there will be no distribution to preferential creditors.

Prescribed Part

Where there is a floating charge created after 25 September 2003, a percentage of the assets realised subject to the charge is ring fenced for unsecured creditors. This is called the prescribed part of the company's net property available for the satisfaction of unsecured debts.

As there are no unsatisfied post-Enterprise Act charges, there will be no requirement to set aside a prescribed part in this matter.

Unsecured Creditors

In accordance with the Statement of Affairs, unsecured creditors totalled £129,833. Claims totalling £163,508 have been received from the unsecured creditors.

Trade creditor claims received are in line with the director's Statement of Affairs.

HM Revenue & Customs have submitted an integrated claim for PAYE/NIC and VAT in the sum of £73,192.96. The increase in their claim relates to higher arrears for PAYE/NIC and VAT for the period prior to cessation of trade.

Employee claims were estimated at £35,938 which comprise of PILON and redundancy pay. The proof of debt received from the Redundancy Payment's Office totals £24,888. The reason for the variance relates to an employee having their claim for redundancy pay rejected as they did not meet the statutory threshold to qualify for redundancy payments.

The funds realised in the Liquidation to date have been utilised for defraying the expenses of the Liquidation and as a result there will be no distribution to unsecured creditors, nor will any monies be paid to unsecured creditors by virtue of the application of Section 176(A) of the Insolvency Act 1986 (prescribed part).

4 INVESTIGATIONS

As set out in my previous report, my assessment of the Company's affairs has not indicated that any detailed investigations are required which are likely to result in further realisations for the benefit of creditors.

I confirm that we have complied with my statutory duties, including investigating and reporting to the Department of Business Innovation & Skills in respect of the conduct of the Company's director. Our report and disclosures are confidential and are not available to creditors.

LIQUIDATOR'S REMUNERATION AND DISBURSEMENTS AND CREDITORS' RIGHTS

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Statement of Affairs fee

5

A resolution was passed at the Meeting of Creditors, in relation to my pre-appointment costs, as follows:-

"That Greenfield Recovery Limited's fees in connection with preparing the Statement of Affairs and convening the meetings of members and creditors be approved in the sum of £10,000 plus VAT and disbursements and may be paid as an expense of the liquidation."

This fee has been recovered in full as outlined on the attached schedule.

It is considered that this fee is fair and reasonable as, in my experience, the average time costs spent carrying out the work required prior to the liquidation of the Company totals £10,000.

Remuneration

The statutory provisions relating to remuneration are contained in Rules 18.16 and 18.20 of The Insolvency Rules 2016. A Creditors' Guide to Liquidator's fees is available at www.greenfieldrecovery.co.uk on the 'Insolvency Fees' page or upon request to our office. Should a hardcopy of any document be required, this will be provided free of charge.

My remuneration was approved by creditors on 10 December 2015, on a time cost basis based on a fees estimate of £26,550. The fees estimate acts as a cap and I cannot draw remuneration in excess of the estimate without first seeking approval from creditors.

I have incurred time charges for the period from 28 October 2016 to 27 October 2017 of £4,663 representing a total of 15.50 hours having been spent on the administration of this case. Therefore, the average hourly rate equates to £302.13.

For the entire period of the liquidation, I have incurred time of £26,390.50 representing a total of 69.95 hours having been spent on the administration of this case. Therefore the average hourly rate equates to £377.28 as compared with the estimated average charge out rate from the original fees estimate of £368.75.

The work has been categorised into the following task headings and sub-categories.

Administration and Planning

This category of work includes case planning and set-up, appointment notification, statutory reporting, compliance, cashiering, accounting and administrative functions.

The work undertaken in this category is required as part of my statutory and regulatory requirements and is unlikely to directly produce a financial benefit to creditors.

Investigations

The work recorded in this category will relate to my initial assessment of the Company's affairs as required by Statement of Insolvency Practice 2. This includes an analysis of the Company's bank statement, consideration of the Company's financial statements and a review of the Company's books and records, where available. In addition, the work undertaken includes reporting on the Director's conduct as required by the Company Directors Disqualification Act 1986 (as amended).

The investigation work undertaken is required as part of my statutory duties outlined above. Further investigations may be undertaken with a view to increasing funds available to creditors. As such, investigative work may have a financial benefit to creditors.

Realisation of Assets

This category of work includes any action undertaken in order to protect or realise any assets of the Company. Work may be undertaken in order to put insurance in place or assess whether there are assets which may result in a realisation and time costs may be incurred in this category even if there have been no asset realisations.

In this case, the Statement of Affairs indicated that the assets of the Company were book debts, cash and bank and the proceeds of the company's assets which were sold prior to appointment.

In addition a refund totalling £550.57 relating to business rates prepaid to the local authority has been received.

Creditors

This category includes entering of creditors information on IPS, communications with creditors, preparing reports to creditors, creditors' meetings, processing proofs of debt and progressing employee related claims.

The work required in this category is required as part of my statutory and regulatory duties and is necessary but it is unlikely to provide any direct financial benefit to creditors.

In order that creditors may properly review the time spent on the administration of this case, I enclose herewith a detailed schedule at Appendix B and for the purposes of comparison a copy of the original fees estimate at Appendix C. The table below also provides a comparison between the initial fees estimate and the time spent on the case to date.

Category of Work	Estimated No. of Hours	Actual Hours Spent	Estimated Hourly Rate	Actual Hourly Rate	Estimated Total Time	Actual Total Time Costs
		-			-	
Admin and Planning	30.00	31.95	£348.33	£354.48	£10,450.00	£11,325.50
Investigations	10.00	11.00	£410.00	£408.64	£ 4,100.00	£ 4,495.00
Realisation of Assets	10.00	11.10	£375.00	£397.30	£ 3,750.00	£ 4,410.00
Creditors	22.00	15.90	£375.00	£387.42	£ 8,250.00	£ 6,160.00
Total	72.00	69.95	£368.75	£377.28	£26,550.00	£26,390.50

The overall time incurred to date is within the initial estimate issued to creditors within the period of this report. It is likely that my costs will exceed my estimate through the course of the next reporting period. This increase will include the costs of pursuing the company's remaining debtor, reporting requirements and closure formalities.

Liquidator's fees of £10,246.17 have been drawn since my appointment in this matter. Any further remuneration drawn will be wholly dependent on realisations arising from the Company's remaining debtor.

In common with other professional firms, our firm's charge-out rates increase from time to time over the period of the administration of a case. Specific details of the current charge-out rates applicable to those staff who worked on this case are also available at www.greenfieldrecovery.co.uk on the 'Insolvency Fees' page or upon request to our office.

Category 2 disbursements

These are costs that are directly referable to the appointment, but not a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage.

Payment of these disbursements was approved by creditors on 10 December 2015, with an estimated total of £500.60. A copy of the original estimate is included at Appendix C.

No category 2 disbursements have been recharged in relation to this matter during the period of this report, however, photocopying costs of £7.30 and postage costs of £81.76 have been incurred. The recharging of these expenses to the estate will be wholly dependent on further realisations being achieved.

Expenses Incurred

MGR Appraisals Management Limited were previously instructed to assist in relation to valuing and advising on the sale of the company's assets.

They were engaged on a fixed fee basis and have been paid £1,500 plus VAT in connection with their advice.

Creditors' Rights

Any secured creditor, unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) or any unsecured creditor with the permission of the Court, may within 21 days of the receipt of this report make a request in writing to the Liquidator for further information about the remuneration or expenses incurred in the period since my appointment.

In addition to the above, any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) or any unsecured creditor with the permission of the Court, may within 8 weeks of receipt of this report make an application to Court on the grounds that the basis fixed for the Liquidator's remuneration is inappropriate, or the remuneration charged or the expenses incurred by the Liquidator since the date of my appointment are excessive.

6 OUTSTANDING MATTERS AND END OF LIQUIDATION

As set out above in more detail above, I am not yet in a position to conclude the liquidation as I am still pursuing an outstanding debtor of the company.

Once all matters have been finalised I will take steps to complete the liquidation.

If you wish to discuss the issues raised in this report or require any additional information, please contact Andrew Rule of this office.

Yours faithfully for and on behalf of Cubik Solutions Limited

O.B.J.k

Sajid Sattar Liquidator

Sajid Sattar is authorised to act as an insolvency practitioner in the UK by the Institute of Chartered Accountants in England and Wales and is bound by the Insolvency Code of Ethics. When acting as Administrator(s), the affairs, business and property of the Company are being managed by the Administrator(s) who act as agents of the Company and contract without personal liability.

APPENDIX A

ACCOUNT OF LIQUIDATOR'S RECEIPTS AND PAYMENTS FOR THE PERIOD FROM 28 OCTOBER 2016 TO 27 OCTOBER 2017 AND FOR THE CUMULATIVE PERIOD OF THE LIQUIDATION

See Attached

Cubik Solutions Limited (In Liquidation) Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 28/10/2016 To 27/10/2017 £	From 28/10/2019 To 27/10/201
	T REALISATIONS		
	k Debts	NIL	1,878.2
	es Refund	NIL	550.5
	h at Bank	NIL	17,873.2
	k Debt (Sale of Chattel Assets)	NIL	1,800.0
	k Interest Gross	NIL	0.2
Ban	i increst cross	NIL	22,102.3
COS	Γ OF REALISATIONS		
	paration of S. of A.	NIL	10,000.0
	ce Holders Fees	3,581.49	10,246.1
	nts/Valuers Fees (1)	NIL	1,500.0
	coverable VAT	12.33	12.3
	utory Advertising	NIL	253.8
4 .	, , , , , , , , , , , , , , , , , , ,	(3,593.82)	(22,012.30
PREF	FERENTIAL CREDITORS		
(5,434.00) Emp	oloyee Arrears/Hol Pay	NIL	N
, , ,	, , , , , , , , , , , , , , , , , , , ,	NIL	NI
UNSE	ECURED CREDITORS		
(28,826.00) Trac	de & Expense Creditors	NIL	Ni
(29,069.00) Pre	payment Creditors	NIL	N
(35,938.00) Emp	oloyees (Redundancy / NOIP)	NIL	N
(5,400.00) HM	Revenue & Customs (PAYE/NIC)	NIL	N
(30,600.00) HM	Revenue & Customs (VAT)	NIL_	N
		NIL	N!
	RIBUTIONS		
	inary Shareholders	NIL	NI
(5,000.00) Ord	inary 'A' Shareholders	NIL	N
		NIL	N
(122,976.00)		(3,593.82)	90.0
•	RESENTED BY		
neri	ILOCIVIED DI		
			N

APPENDIX B

And the second

SUMMARY OF LIQUIDATOR'S TIME COSTS FOR THE PERIOD FROM 28 OCTOBER 2016 TO 27 OCTOBER 2017 AND FOR THE CUMULATIVE PERIOD OF THE LIQUIDATION

See attached

Time Entry - SIP9 Time & Cost Summary + Cumulative

CS002 - Cubik Solutions Limited All Post Appointment Project Codes From: 28/10/2016 To. 27/10/2017

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistents & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)	Total Hours Cum T	Total Hours Cum Total Time Casts Cum (POST Only)
			i :						
Admin & Planning	2 10	090	2 40	3 60	8 70	2,348 00	269 89	31 95	11,325 50
Case Specific Matters	00 0	000	00 0	00 0	00 0	00 0	00 0	00 0	00 0
Creditors	080	000	3 20	00 0	4 00	1,315 00	328 75	15 90	6,160 00
Investigations	00 0	000	00 0	00 0	00 0	00 0	00 0	11 00	4,495 00
Marketing	000	000	00 0	00 0	00 0	00 0	00 0	00 0	00 0
Non Chargeable	00 0	000	00 0	00 0	00 0	00 0	00 0	00 0	00 0
Realisation of Assets	1 20	000	1 60	00 0	2 80	1,020 00	364 29	11 10	4,410 00
Trading	00 0	00 0	000	00 0	0000	00 0	00 0	00 0	00 0
Total Hours / Costs	4 10	090	7 20	3 60	15.50	4,683.00	302 13	69.95	26,390 50
Total Fees Claimed						10,246 17			
Total Disbursements Claimed						0.00			

Time Entry - SIP9 Time & Cost Summary Category 2 Disbursements

CS002 - Cubik Solutions Limited All Post Appointment Project Codes From: 28/10/2016 To. 27/10/2017 Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date		rmount
15/12/2016		/ 30
15/12/2016	Postage Costs Postage - Annual Progress Report to Members & Creditors	8176
	Total	90 68

Time Entry - SIP9 Time & Cost Summary + Cumulative

CS002 - Cubik Solutions Limited All Post Appointment Project Codes From: 28/10/2015

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)	Total Hours Cum (POST Only)	Total Hours Cum Total Time Costs Cum (POST Only)
							ļ		
Admin & Planning	7 95	12 40	8 00	3 60	31 95	11,325 50	354 48	31 95	11,325 50
Case Specific Matters	000	0 00	00 0	00 0	00 0	00 0	00 0	00 0	000
Creditors	2 50	10 20	3 20	00 0	15 90	6,160 00	387 42	15 90	6,160 00
Investigations	2 90	2 60	0.50	00 0	11 00	4,495 00	408 64	11 00	4 495 00
Marketing	0.00	00 0	00 0	00 0	00 0	00 0	00 0	00 0	000
Non Chargeable	00 0	0000	00 0	000	00 0	0000	00 0	00 0	00 0
Realisation of Assets	2 60	6 90	1 60	00 0	11 10	4,410.00	397 30	11 10	4,410 00
Trading	0000	00 0	000	000	00 0	000	000	00 0	000
Total Hours / Costs	15.95	37.10	13.30	3.60	69.95	26,390.50	377.28	56 69	26,390.50
Total Fees Claimed						10,246 17			
Total Disbursements Claimed						00 0			

Page 1 of 2

Time Entry - SIP9 Time & Cost Summary Category 2 Disbursements

CS002 - Cubik Solutions Limited All Post Appointment Project Codes From: 28/10/2015 To: 27/10/2017 Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Amount	7 30 81 76	89.06
Type and Purpose	Photocopying Photocopying - Annual Progress Report to Members & Creditors Postage Costs Postage - Annual Progress Report to Members & Creditors	Total
Transaction Date	15/12/2016 15/12/2016	

APPENDIX C

ORIGINAL FEES AND DISBURSEMENTS ESTIMATES

See attached

Fees Estimate for Cubik Solutions Limited in Creditors' Voluntary Liquidation as at 28 October 2015

Below is the fee estimate in respect of the above case for the purpose of obtaining a time-costs resolution. The total amount being sought is £26,550 for 72 hours at an average hourly rate of £368.75.

A link to my current charge-out rates are detailed below.

Approval for the future remuneration sought is based on an estimate of the work necessary to the completion of the administration of the case. I do not anticipate that it will be necessary to seek approval for fees in excess of this estimate. However, should additional work be necessary beyond what is contemplated, further approval may be sought from creditors.

General Description	Includes	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of
			J 78 97 5 E	
Administration and Planning		30	£348.33	£10,450
Statutory/advertising	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements			
Döcument maintenance/file review/checklist	Filing of documents 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			
Bank account administration / cashiering	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers			
	Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments VAT Returns			
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case			
Books and records / storage	Dealing with records in storage Sending job files to storage			
Investigations		10	£410	€4,100
SIP 2 Review	Collection, and making an inventory, of company books and records Correspondence to request information on the company's			
	dealings, making further enquiries of third parties Correspondence and communications with the company's bank Reviewing questionnaires submitted by creditors and			- - - - - - -
	directors Reconstruction of financial affairs of the company			l
	Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors	j 1		
	regarding certain transactions Liaising with the committee/creditors or major creditors about further action to be taken			
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service			
	Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations			
Examinations	Preparing brief to solicitor Liaising with solicitor(s) regarding examinations Attendance at examination Reviewing examination transcripts			
· 经净有的金属	Liaising with solicitor(s) regarding outcome of examinations and further actions available			

General Description	Includes	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of total
Realisation of Assets		10	£375	£3,750
Pursuing Antecedent Transactions	Negotiating to attempt settlement with relevant parties Strategy meeting regarding litigation Seeking funding from creditors Reviewing terms of solicitors' conditional fee agreements Preparing brief to solicitors/Counsel Liaising with solicitors regarding recovery actions			
	Dealing with ATE insurers Attending to negotiations Attending to settlement matters			
Sale of Business as a Going Concern	Instructing and liaising with agents Preparing an information memorandum Liaising with potential purchasers Agreeing licences to trade/occupy Assessment and review of offers received Negotiating with intended purchaser Liaising with secured creditors and seeking releases Exchanges with solicitors to agree sale and purchase agreement Surrender of lease (where appropriate) Pursuing deferred sale consideration			
Plant and Equipment	Liaising with valuers, auctioneers and interested parties Reviewing asset listings			
Freehold/Leasehold Property	Liaising with secured creditors and landlords Liaising with valuers and agents on marketing strategy and offers received Dealing with tenant issues (if any) Liaising with secured creditors and landlords	4		
Debtors	Agreeing assignment, surrender or disclaiming property Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Receiving updates from factoring companies and liaising 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			
Leasing	Submitting VAT bad debt relief claims Reviewing leasing documents Liaising with owners/lessors			
Stock	Tasks associated with disclaiming leases if appropriate Conducting stock takes Reviewing stock values Liaising with agents and potential purchasers Analysing the value in WIP Contracting with service-providers/suppliers to complete WIP			
Retention of Title Claims	Receive initial notification of creditor's intention to claim Provision of retention of title claim form to creditor Meeting claimant on site to identify goods Adjudicate retention of title claim Forward correspondence to claimant notifying outcome of adjudication Preparation of payment vouchers and correspondence to			
	claimant to accompany payment of claim (if valid) Exchanges with solicitors in deciding claims and dealing with disputes			
Other assets: motor vehicles, intangibles intellectual property, VAT/corporation tax refunds,	Liaising with agents to agree disposal strategy Dealing with potential purchasers, Negotiating sales Liaising with solicitors to agree sales Collecting sales consideration Liaising with insurance companies and directors to pursue claims			
Insurance claims	Examining company records to support tax refunds Exchanges with government departments			

General Description	Includes	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of total	
Insurance	Identification of potential issues requiring attention of insurance specialists		1.1.1.1.1		
	Correspondence with insurer regarding initial and ongoing insurance requirements Reviewing insurance policies				
Trading	Correspondence with previous brokers	N/A	N/A	20.00	
Creditors		22	£375	£8,250	
Créditor Constitution	Receive and follow up creditor enquiries via telephone				
Communication	Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO				
Dealing with proofs of debt	Corresponding with the PPF and the Pensions Regulator Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related				
Processing proofs of	to a dividend Preparation of correspondence to potential creditors				
debt	inviting submission of POD Receipt of POD		*		
	Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication		į		
	Seeking solicitors' advice on the validity of secured creditors' claims and other complex claims				
Dividend procedures	Agreeing allocation of realisations and costs between fixed and floating charges				
	Paying distribution to secured creditors and seeking confirmation of discharged claims Preparation of correspondence to creditors advising of	<u>.</u>			
	Intention to declare distribution Advertisement of notice of proposed distribution Preparation of distribution calculation				
	Preparation of correspondence to creditors announcing declaration of distribution Preparation of cheques/BACS to pay distribution				
	Preparation of correspondence to creditors enclosing payment of distribution Seeking unique tax reference from HMRC, submitting				
	information on PAYE/NI deductions from employee distributions and paying over to HMRC Dealing with unclaimed dividends				
Creditor reports	Preparing annual progress report, investigation, meeting and general reports to creditors Disclosure of sales to connected parties				
Meeting of Creditors	Preparation of meeting notices, proxies/voting forms and advertisements				
	notice of meeting to all known creditors Collate and examine proofs and proxies/votes to decide on resolutions				
	Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting.				
	Responding to queries and questions following meeting Issuing notice of result of meeting.				
Creditors Committee	Holding an initial meeting of the Committee Reporting to committee members Seeking the committees approval on case strategy Calling and holding meetings of the committee as required				
	and the circumstances of the case dictate				
Insert description of services undertaken	[insert details of included tasks eg tax, general accounting etc]				

General Description	Includes	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of total
Total		72	£368.75	£26,550

Current Charge-out Rates for the firm

Time charging policy

Support staff do charge their time to each case. Support staff include cashier, secretarial and administration support. The minimum unit of time recorded is 6 minutes.

Staff	Charge out rates
Insolvency Practitioner/ Directors	400-500
Manager	300-400
Other Senior Professionals/ Senior Administrator	200-300
Secretarial/Administration support staff	90-200

Expenses Estimate for Cubik Solutions Limited in Creditors' Voluntary Liquidation as at 28 October 2015

Below are the expenses estimates in respect of category 1 direct expenses and category 2 expenses which will have an element of shared or allocated costs.

My estimate for my category 1 expenses for the period of the case is £1,024.08

My estimate for my category 2 expenses for the period of the case is £500.60 and I am seeking a resolution for approval of these expenses.

Expenses Category 1	Basis	Estimate of Costs £
Legal costs	N/A	
Agents and Valuers	Time Costs	500.00
Debt Collection Agency	N/A	
ERA Specialists	N/A	
Accounting fees	N/A	
Advertising	Direct Cost as Invoiced to Case	406.08
Anti Money Laundering Check	Direct Cost as Invoiced to Case	
Bank charges	Direct Cost as Invoiced to Case	
Bonding	Direct Cost as Invoiced to Case	120.00
Document Storage	Direct Cost as Invoiced to Case	
HM Land Registry	Direct Cost as Invoiced to Case	
Insurance	Direct Cost as Invoiced to Case	
Meeting Room	Direct Cost as Invoiced to Case	
Total		£1,024.08

Expenses Category 2	Basis	Estimate of Costs £
Stationery	Initial File Set Up based on the average costs involved in the purchase of files and associated stationery	20.00
Stationery – Annual Maintenance Charge	Annual fee charged after the first year and based on the average costs involved in the purchase of files and associated stationery	10.00
Photocopying	£0.08 per copy irrespective of size	211.20
Postage	£0.52 per letter, £1.12 per large letter	134.40
IPS – Case Management Software	Based on the average cost per appointment	125.00
Total		£ 500.60

APPENDIX D

COURT ORDER DATED 24 OCTOBER 2017

See Attached

CASE NO: 0f 2017

IN THE HIGH COURT OF JUSTICE BUSINESS AND PROPERTY COURT IN MANCHESTER **INSOLVENCY AND COMPANIES LIST (CHD) BEFORE: DISTRICT JUDGE RICHMOND DATED: 24 OCTOBER 2017** IN THE MATTER OF A. LEWIS TRANSPORT LIMITED (IN CREDITORS VOLUNTARY **LIQUIDATION) AND OTHERS** AND IN THE MATTER OF B. TILL RECOVERY (A PARTNERSHIP) (IN LIQUIDATION) AND OTHERS AND IN THE MATTER OF ACTIVE CARE HOMES LIMITED (SUBJECT TO A COMPANY **VOLUNTARY ARRANGEMENT) AND OTHERS** AND IN THE MATTER OF GAIL PYATT (A BANKRUPT) AND OTHERS AND IN THE MATTER OF THE INSOLVENCY ACT 1986 BETWEEN (1) **SAJID SATTAR**

Applicants

AND

(2)

(1)	RACHEL	BAL	INGFR

AMIE JOHNSON

- (2) SAJID SATTAR
- (3) RICHARD PAUL JAMES GOODWIN
- (4) DAVID ANTONY RUBIN

	Respondents

ORDER	
######################################	

UPON the application of Sajid Sattar dated 29 September 2017

AND UPON reading the First Witness Statement of Sajid Sattar with Exhibit SS1 dated 27 September 2017

IT IS ORDERED THAT:

- Each of the County Court cases listed in Schedule 1 (attached to this order) be transferred to the High Court of Justice, Chancery Division, Manchester District Registry for the purpose only of making this order.
- 2 Immediately upon this order taking effect, the County Court cases listed in Schedule 1 (attached to this order) be transferred back to the County Court.
- Rachel Ballinger ("Outgoing Officeholder") be removed from office in respect of each of the cases listed in Schedule 2 (attached to this order) ("Block Transfer Cases") from the date of this order.
- 4 Amie Johnson and Sajid Sattar be appointed as joint replacement officeholders in respect of each of the Block Transfer Cases listed in Part 1 of Schedule 2
- Amie Johnson be appointed as joint replacement officeholder in respect of each of the Block Transfer Cases listed in Part 2 of Schedule 2.
- Sajid Sattar be appointed as sole replacement officeholder in respect of each of the Block Transfer Cases listed in Part 3 of Schedule 2 from the date of this order.
- Sajid Sattar be appointed as joint replacement officeholder in respect of each of the Block Transfer Cases listed in Part 4 of Schedule 2 from the date of this order.
- The creditors in each of the Block Transfer Cases listed in Schedule 2 be notified of this order by advertisement in the London Gazette within 14 days of the date of the order and at the time of the next statutory reporting requirement for each case.
- Any creditor in respect of any of the companies or persons listed in Schedule 2 who has an objection to this order shall have 28 days from the date of the advertisement in accordance with the preceding paragraph to apply to court to set aside or vary the terms of this order. Such application shall not affect the transfer of the Block Transfer Cases listed in Schedule 2 until further or other order by the court.
- Amie Johnson and Sajid Sattar shall give notice to the Secretary of State in respect of the liquidations and bankruptcies listed in Part 1 of Schedule 2, and to the Secretary of State and the Registrar of Companies in respect of the liquidations listed in Part 1 of Schedule 2, of the terms of this order as soon as reasonably practicable.

- Amie Johnson shall give notice to the Secretary of State and the Registrar of Companies in respect of the liquidations listed in Part 2 of Schedule 2 of the terms of this order as soon as reasonably practicable.
- Sajid Sattar shall give notice to the Secretary of State and the Registrar of Companies in respect of the liquidations and company voluntary arrangements listed in Part 3 of Schedule 2 and the liquidations listed in Part 4 of Schedule 2 of the terms of this order as soon as reasonably practicable.
- The Applicants shall file a copy of this order with each of the courts listed in Schedule 1.
- The Outgoing Officeholder shall receive her release as liquidator, trustee in bankruptcy and company voluntary arrangement supervisor respectively 28 days after the giving of notice to creditors in accordance with this order, save that such release may be subject to further order in the event of an application by any creditor under paragraph 7 of this order for the specific case subject to that application.
- 15 No order as to costs.
- 16 Such further order or other relief or direction as the court shall deem fit.

SCHEDULE 1

Name of Case	Appointment Date	Court	Number	Capacity Outgoing Officeholder Appointed	Proposed Appointee(s)
Gail Pyatt	14/07/2016	Warwick	31 of 2016	Trustee	Amie Johnson Sajid Sattar
Keith Pyatt	14/07/2016	Warwick	31 of 2016	Trustee	Amie Johnson Sajid Sattar
Keith Pyatt and Gail Pyatt (a partnership)	14/07/2016	Warwick	31 of 2016	Trustee	Amie Johnson Sajid Sattar
Karen Lesley Till	23/01/2015	Dudley	23 of 2015	Trustee	Amie Johnson Sajid Sattar
Sean Clancy	10/03/2016	Liverpool	719 of 2015	Trustee	Amie Johnson Sajid Sattar
Swindells Livestock Limited CRN 01297175	11/07/2016	Lincoln	16 of 2016	Liquidator	Amie Johnson

SCHEDULE 2

Name of Case	Appointment Date	Court	Number	Capacity Outgoing Officeholder Appointed	Proposed Appointee(s)
Part 1					
B.Till Recovery (a partnership)	23/01/2015	High Court	8035 of 2014	Liquidator	Amie Johnson Sajid Sattar
Gail Pyatt	14/07/2016	Warwick	31 of 2016	Trustee	Amie Johnson Sajid Sattar
Keith Pyatt	14/07/2016	Warwick	31 of 2016	Trustee	Amie Johnson Sajid Sattar
Keith Pyatt and Gail Pyatt (a partnership)	14/07/2016	Warwick	31 of 2016	Trustee	Amie Johnson Sajid Sattar
Karen Lesley Till	23/01/2015	Dudley	23 of 2015	Trustee	Amie Johnson Sajid Sattar
Sean Clancy	10/03/2016	Liverpool	719 of 2015	Trustee	Amie Johnson Sajid Sattar
Part 2		·			
Corby Trades and Labour Club and Institute Limited CRN 15552R	27/02/2017	N/A	N/A	Liquidator	Amie Johnson
Key Lime Tree Limited formerly Swindells Livestock Limited CRN 01297175	11/07/2016	Lincoln	16 of 2016	Liquidator	Amie Johnson
XYZ321 Ltd Formerly Balfor Recruitment Group Ltd CRN 4218187	30/07/2014	N/A	N/A	Liquidator	Amie Johnson
Part 3	I		•		
A. Lewis Transport Limited	07/05/2014	N/A	N/A	Liquidator	Sajid Sattar

CRN 07152425					
Aberdeen House Limited CRN 04580707	05/03/2015	N/A	N/A	Liquidator	Sajid Sattar
Able Business Services Cleaning Solutions Limited CRN 05699752	01/12/2016	N/A	N/A	Liquidator	Sajid Sattar
Accsource Limited CRN 07327770	17/11/2015	N/A	N/A	Liquidator	Sajid Sattar
ACJ Construction Limited CRN 07987042	08/05/2015	N/A	N/A	Liquidator	Sajid Sattar
Active Care Homes Limited CRN 05660543	18/09/2014	High Court	8340 of 2014	CVA Supervisor	Sajid Sattar
Advanced Polymer Limited t/as LED Lights Zone CRN 06849940	16/11/2016	N/A	N/A	Liquidator	Sajid Sattar
Affordability Solutions Limited CRN 06688515	12/10/2016	N/A	N/A	Liquidator	Sajid Sattar
Arc Stone Restoration Limited T/a Arc Restoration CRN 07135783	19/08/2014	N/A	N/A	Liquidator	Sajid Sattar
Armstrong Security (UK) Limited CRN 05131558	30/04/2014	N/A	N/A	Liquidator	Sajid Sattar
Atlas Express Limited CRN 02933967	24/09/2014	N/A	N/A	Liquidator	Sajid Sattar
Aughton Land Limited CRN 07317468	20/03/2015	N/A	N/A	Liquidator	Sajid Sattar

Authentic Cleaning Services Limited CRN 07790127	11/09/2015	N/A	N/A	Liquidator	Sajid Sattar
Automec Motor Garages Ltd CRN 07612635	29/09/2016	N/A	N/A	Liquidator	Sajid Sattar
Blacksmith Arms (Everton) Limited CRN 07319543	12/11/2015	N/A	N/A	Liquidator	Sajid Sattar
Blue Ivy Hotel Ltd CRN 08564697	04/02/2016	N/A	N/A	Liquidator	Sajid Sattar
C.S. Property Services (N.E.) Limited CRN 06748132	29/10/2015	N/A	N/A	Liquidator	Sajid Sattar
CMC Building Construction Ltd CRN 06712889	05/02/2015	N/A	N/A	Liquidator	Sajid Sattar
Commercial Garage Equipment (Midlands) Limited CRN 07860420	22/12/2015	N/A	N/A	Liquidator	Sajid Sattar
Complete Glass & Glazing Limited CRN 04175625	09/09/2014	N/A	N/A	Liquidator	Sajid Sattar
Conbea Engineering Co. Limited CRN 00881815	24/02/2016	N/A	N/A	Liquidator	Sajid Sattar
Condor Interiors (UK) Limited CRN 05720462	13/01/2015	N/A	N/A	Liquidator	Sajid Sattar
Consult It All Limited CRN 07789520	30/05/2014	N/A	N/A	Liquidator	Sajid Sattar
Crown Hotel (Longton) Limited CRN 04118291	14/07/2015	N/A	N/A	Liquidator	Sajid Sattar
CSG Electrical	14/10/2015	N/A	N/A	Liquidator	Sajid Sattar

Contractors Ltd CRN 07945393			:		
Cubik Solutions Limited CRN 04840500	28/10/2015	N/A	N/A	Liquidator	Sajid Sattar
Darkness Visible Ltd t/a Orbital Technology CRN 07273286	04/09/2015	N/A	N/A	Liquidator	Sajid Sattar
DAServices UK Limited CRN 05754619	30/10/2015	N/A	N/A	Liquidator	Sajid Sattar
Domains (Lettings) Limited CRN 04509238	29/04/2014	N/A	N/A	Liquidator	Sajid Sattar
Drake Hamilton Limited CRN 07696341	15/02/2016	N/A	N/A	Liquidator	Sajid Sattar
DTP (Europe) Limited CRN 06407787	18/12/2015	N/A	N/A	Liquidator	Sajid Sattar
E. C. Ceilings Limited CRN 03664881	21/03/2014	N/A	N/A	Liquidator	Sajid Sattar
European Multimedia Limited CRN 07248304	22/07/2015	N/A	N/A	Liquidator	Sajid Sattar
Fibrecheck Limited CRN 04494133	05/08/2014	N/A	N/A	Liquidator	Sajid Sattar
Figurehead Accounts Ltd CRN 07202392	17/12/2015	N/A	N/A	Liquidator	Sajid Sattar
Flintlock Saab Ltd CRN 7605021	12/02/2015	N/A	N/A	Liquidator	Sajid Sattar
Frontier (Airconditioning) Ltd CRN 3511848	22/10/2014	N/A	N/A	Liquidator	Sajid Sattar
G A Maslin H & S Management Ltd	06/02/2015	N/A	N/A	Liquidator	Sajid Sattar

CRN 06818586					
Genius Energy Ltd CRN 07473308	04/05/2016	N/A	N/A	Liquidator	Sajid Sattar
Global Business Events Ltd CRN 05090065	14/12/2015	N/A	N/A	Liquidator	Sajid Sattar
H C Wright Limited CRN 04470718	17/09/2015	High Court	8330 of 2015	CVA Supervisor	Sajid Sattar
Hare & Hounds Wardle Ltd CRN 08196381	02/06/2015	N/A	N/A	Liquidator	Sajid Sattar
Hungarian Food Shop Ltd CRN 07987290	14/05/2015	N/A	N/A	Liquidator	Sajid Sattar
HWWMCN Limited CRN 08754631	08/10/2015	N/A	N/A	Liquidator	Sajid Sattar
Irvin Nutt South West Limited CRN 03986819	04/03/2016	N/A	N/A	Liquidator	Sajid Sattar
JEM Contractors Ltd CRN 07568964	05/02/2016	N/A	N/A	Liquidator	Sajid Sattar
Jenissi Limited CRN 06395536	11/08/2016	N/A	N/A	Liquidator	Sajid Sattar
JNC Utilities Limited CRN 05078224	15/01/2016	N/A	N/A	Liquidator	Sajid Sattar
Keltic Leisure Limited CRN 06466752	03/02/2015	N/A	N/A	Liquidator	Sajid Sattar
Keys view Limited CRN 08387608	09/09/2016	N/A	N/A	Liquidator	Sajid Sattar
Larner Pallets (Recycling) Limited CRN 03671298	08/11/2013	N/A	N/A	Liquidator	Sajid Sattar

Lawrence Renewables Ltd CRN 08556012	10/12/2015	N/A	N/A	Liquidator	Sajid Sattar
LDS Construction Limited CRN 07182092	30/01/2015	N/A	N/A	Liquidator	Sajid Sattar
Llupo Romeo Ltd CRN 08894806	24/11/2015	N/A	N/A	Liquidator	Sajid Sattar
Marlin Catering Solutions Ltd CRN 08633242	10/03/2016	N/A	N/A	Liquidator	Sajid Sattar
Miltech (M&E) Limited CRN 07876092	22/01/2015	N/A	N/A	Liquidator	Sajid Sattar
Moor Interiors Limited CRN 08931104	19/01/2015	N/A	N/A	Liquidator	Sajid Sattar
Nayla Moss Healthcare Limited CRN 06605239	15/12/2015	N/A	N/A	Liquidator	Sajid Sattar
Neil Jones Decorating Specialists Limited CRN 07017755	13/11/2014	N/A	N/A	Liquidator	Sajid Sattar
Nicholl Ramsay Limited CRN 01802601	02/10/2014	N/A	N/A	Liquidator	Sajid Sattar
Nuworld Energy Limited CRN 08775662	21/10/2015	N/A	N/A	Liquidator	Sajid Sattar
On Time Logistics Ltd CRN 08882581	11/11/2016	N/A	N/A	Liquidator	Sajid Sattar
Philip Pope (Joiner) Limited CRN 04477180	17/02/2016	N/A	N/A	Liquidator	Sajid Sattar
Phillips Site Services Limited CRN 06617098	04/06/2015	N/A	N/A	Liquidator	Sajid Sattar

Pig on the Wall (Droylsden) Limited CRN 07208691	16/09/2015	N/A	N/A	Liquidator	Sajid Sattar
Pimo Estates Limited CRN 08378839	18/03/2016	N/A	N/A	Liquidator	Sajid Sattar
Prism Drainage Solutions Limited CRN 08919493	28/05/2015	N/A	N/A	Liquidator	Sajid Sattar
Project ABM Joinery Ltd CRN 09745926	17/03/2016	N/A	N/A	Liquidator	Sajid Sattar
Purely Computing Limited CRN 02917553	21/12/2015	N/A	N/A	Liquidator	Sajid Sattar
Racket Sports Europe Limited CRN 08095469	14/10/2015	N/A	N/A	Liquidator	Sajid Sattar
RAD Machinery Limited CRN 04138613	12/11/2013	N/A	N/A	Liquidator	Sajid Sattar
Redwood Giftware Limited CRN 07121070	05/11/2015	N/A	N/A	Liquidator	Sajid Sattar
Rishana Homes Limited CRN 04685889	24/09/2015	N/A	N/A	Liquidator	Sajid Sattar
Riverside Recruitment (London) Ltd CRN 05165657	03/02/2016	N/A	N/A	Liquidator	Sajid Sattar
Roberts & Williams Limited CRN 00775614	17/03/2015	N/A	N/A	Liquidator	Sajid Sattar
Rowcom Limited CRN 07496938	13/01/2016	N/A	N/A	Liquidator	Sajid Sattar
S T C Northwich Limited CRN 08249157	02/06/2015	N/A	N/A	Liquidator	Sajid Sattar
S Young & Son	12/02/2016	N/A	N/A	Liquidator	Sajid Sattar