

WU07

Notice of progress report in a winding-up by the court



Companies House

FRIDAY



A18 *A7XV8VWH* 25/01/2019 #217
COMPANIES HOUSE

1 Company details

Company number 0 4 9 1 7 1 5 9

Company name in full JK Consultants Limited

→ Filling in this form
Please complete in typescript or in bold black capitals.

2 Liquidator's name

Full forename(s) Nedim

Surname Ailyan

3 Liquidator's address

Building name/number 142-148 Main Road

Street Sidcup

Post town Kent

County/Region

Postcode D A 1 4 6 N Z

Country

4 Liquidator's name

Full forename(s)

Surname

Other liquidator
Use this section to tell us about another liquidator.

5 Liquidator's address

Building name/number

Street

Post town

County/Region

Postcode

Country

Other liquidator
Use this section to tell us about another liquidator.

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Notice of progress report in a winding-up by the court

6 Period of progress report

| | | | | | | | | |
|-----------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| From date | ^d 2 | ^d 7 | ^m 1 | ^m 1 | ^y 2 | ^y 0 | ^y 1 | ^y 7 |
| To date | ^d 2 | ^d 6 | ^m 1 | ^m 1 | ^y 2 | ^y 0 | ^y 1 | ^y 8 |

7 Progress report

The progress report is attached

8 Sign and date

| | | | | | | | | |
|------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Liquidator's signature | Signature X | X | | | | | | |
| Signature date | ^d 1 | ^d 6 | ^m 1 | ^m 2 | ^y 2 | ^y 0 | ^y 1 | ^y 8 |

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 **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 **Carol Hooper**

Company name **Abbott Fielding Limited**

Address **142-148 Main Road**

Sidcup

Post town **Kent**

County/Region

Postcode

| | | | | | | |
|---|---|---|---|---|---|---|
| D | A | 1 | 4 | 6 | N | Z |
|---|---|---|---|---|---|---|

Country

DX

Telephone **020 8302 4344**

 **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

TO ALL KNOWN MEMBERS AND CREDITORS

23 January 2019

Our Ref. npa/chm/ch.jkco001.cvl.12
Your Ref:

Dear Sirs

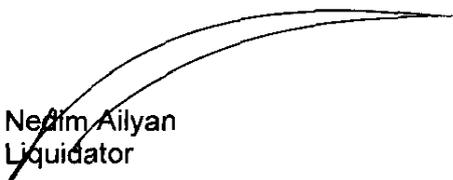
**JK CONSULTANTS LIMITED - IN LIQUIDATION
IN THE HIGH COURT OF JUSTICE NUMBER 5408 OF 2013**

I refer to my appointment as Liquidator on 27 November 2014. This is my report on the progress made in the liquidation for the period 27 November 2017 to 26 November 2018. It should be read in conjunction with my previous annual progress reports.

Abbott Fielding Limited's updated privacy policy is available at www.abbottfielding.co.uk.

If creditors have any queries relating to the conduct of the liquidation, or if they want hard copies of any of the documents, they should contact Carol Hooper by email at carol@abbottfielding.co.uk, or by phone on 020 8302 4344.

Yours faithfully



Nedim Ailyan
Liquidator

Nedim Ailyan is licensed in the United Kingdom to act as an insolvency practitioner by the The Insolvency Practitioners Association

:abbott:fielding:

142/148 Main Road · Sidcup · Kent · DA14 6NZ
Tel 020 8302 4344 · Fax 020 8309 9178
info@abbottfielding.co.uk · www.abbottfielding.co.uk

Insolvency Practitioners act as agents only and without personal liability

Abbott Fielding Limited registered in England No 05588036 Registered Office Lynwood House, Crofton Road, Orpington, BR6 8QE

Abbott Fielding Limited's privacy policy is available at www.abbottfielding.co.uk

JK CONSULTANTS LIMITED- IN LIQUIDATION
LIQUIDATOR'S PROGRESS REPORT TO MEMBERS AND CREDITORS
FOR THE YEAR ENDED 26 NOVEMBER 2018

I enclose for your information:

1. A receipts and payments account for the period from 27 November 2014 to 26 November 2018 and for the period from 27 November 2017 to 26 November 2018,
2. A summary of my firm's time costs from 27 November 2014 to 26 November 2018. A summary of my firm's time costs for the period from 27 November 2017 to 26 November 2018 is also shown,
3. Details of my firm's practice fee recovery policy,
4. A description of the routine work undertaken since my last progress report.

STATUTORY INFORMATION

| | |
|-----------------------------------|--|
| Company Name: | JK Consultants Limited |
| Company Number: | 04917159 |
| Current Registered Office: | 142/148 Main Road, Sidcup, Kent, DA14 6NZ |
| Former Registered Office: | 68 Turnpike Link, Croydon, Surrey, CR0 5NX |
| Trading Address: | 68 Turnpike Link, Croydon, Surrey, CR0 5NX |
| Office Holder(s) / Numbers: | Nedim Ailyan (9072) |
| Office Holders Address | 142-148 Main Road, Sidcup, Kent, DA14 6NZ |
| Liquidator's Date of Appointment: | 27 November 2014 |
| Court Name and Reference | County Court of Croydon 851 of 2013 Formerly at High Court of Justice 5408 of 2013 |

LIQUIDATOR'S ACTIONS SINCE LAST REPORT

Within the period covered by this report I have ensured that all my statutory requirements have been adhered to and all other duties in relation to the management of the case have been completed.

I have also continued to undertake investigations as detailed below.

There is certain work that I am required by the insolvency legislation to undertake in connection with the liquidation that provides no financial benefit for the creditors. A description of the routine work undertaken since my last progress report is attached.

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RECEIPTS AND PAYMENTS ACCOUNT

My receipts and payments account for the period from 27 November 2017 to 26 November 2018 is attached.

The balance of funds are held in a non-interest bearing estate bank account operated by the Insolvency Service.

ASSETS

Cash at Bank

As previously advised prior to my appointment the Official Receiver ("OR") recovered £84.28 from Cater Allen Limited in respect of funds held in the Company bank account.

There have been no further recoveries to date.

LIABILITIES

Secured Creditors

An examination of the Company's mortgage register held by the Registrar of Companies, showed that the Company has no current charges over assets.

The legislation requires that if the Company has created a floating charge after 15 September 2003, a prescribed part of the Company's net property (i.e. the money that would otherwise be available to the charge holder) should be ring-fenced for distribution to unsecured creditors. In this case there were no creditors secured by a floating charge such that the prescribed part provisions do not apply.

Non-Preferential Unsecured Creditors

Unsecured creditors' claims in the Official Receiver's ("OR") report totalled £67,557.82, of which £67,555.82 was due to HM Revenue & Customs ("HMRC") and was based on their petition. The difference being the share capital of the Company. To date, I have received a final claim of £46,355 from HMRC in respect of PAYE/NIC and Corporation tax. I have yet to receive a claim from HMRC in respect of VAT, which was included in the petition for £22,142.50.

DIVIDEND PROSPECTS

Non-preferential unsecured Creditors

Based on current information I do not anticipate that there will be a dividend to unsecured creditors.

INVESTIGATION INTO THE AFFAIRS OF THE COMPANY

I undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation and the costs involved.

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As previously advised concerns were raised by the petitioning creditor, HMRC, regarding funds drawn by the director however the director has not responded to correspondence to discuss these matters. HMRC have confirmed that that they will not pursue the Company's outstanding returns or the corporation tax liabilities therein. On the basis that I am without funds and it is uncertain whether any recoveries can be made I have concluded my investigations in this regard.

LIQUIDATOR'S REMUNERATION

As previously advised a meeting of creditors was convened for 7 January 2015 in order to propose a resolution that my remuneration to be drawn on a time cost basis in the event that a liquidation committee was not formed. I can advise that no one attended nor were any proxies received and as such a resolution has not been passed in this regard. I subsequently sought a resolution by correspondence however no creditor responded by the deadline of 25 February 2016.

My total costs to 26 November 2018, amount to £5,358.00 representing 21.10 hours at an average charge out rate of £253.93 per hour, of which £1,157.50, representing 4.10 hours work has been incurred in the period since 27 November 2017 at an average charge rate of £282.32 per hour.

I have not been able to draw any remuneration in this matter.

Schedules of my time costs incurred to date and in the period since 27 November 2017 are attached.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Liquidators' fees' also published by R3 can be obtained from our website at <http://www.abbottfielding.co.uk/information-for-creditors/> Please note that there are different versions of the guidance notes, and in this case you should refer to the November 2011 version. Alternatively a hard copy is available on request. A copy of my firm's practice fee recovery policy is enclosed.

LIQUIDATOR'S EXPENSES

I have incurred expenses to 26 November 2018, of £264.87, of which £2.55 was incurred in the period since 27 November 2017.

I have not been able to draw any expenses in this matter.

I have incurred the following expenses in the period since my last progress report:

| Type of expense | Amount Incurred/Accrued in reporting period |
|-----------------|---|
| Postage | 2.55 |
| | |
| Total | 2.55 |

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FURTHER INFORMATION

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

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

To comply with the Provision of Services Regulations, some general information about Abbott Fielding Limited can be found at <http://www.abbottfielding.co.uk/information-for-creditors/>

SUMMARY

The liquidation will remain open until closing procedures have been fully resolved. I estimate that this will take approximately 3-4 months and once resolved the liquidation will be finalised and my files closed.

If creditors have any queries relating to the conduct of the liquidation, or if they want hard copies of any of the documents, they should contact Carol Hooper by email at carol@abbottfielding.co.uk, or by phone on 020 8302 4344.

Yours faithfully



Nedim Ailyan
Liquidator

Nedim Ailyan is licensed in the United Kingdom to act as an insolvency practitioner by The Insolvency Practitioners Association

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**JK Consultants Limited
(In Liquidation)**

LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT

| | Statement of affairs £ | From 27/11/2017 To 26/11/2018 £ | From 27/11/2014 To 26/11/2018 £ |
|-------------------------------------|------------------------------|---------------------------------------|---------------------------------------|
| RECEIPTS | | | |
| Cash at Bank | | 0.00 | 84.28 |
| Deposit on Inland Revenue Petition | | 0.00 | 1,165.00 |
| | | 0.00 | 1,249.28 |
| PAYMENTS | | | |
| Bank Charges | | 88.00 | 352.00 |
| Company Liquidation Administration | | 0.00 | 2,235.00 |
| HM Revenue and Customs - PAYE & NIC | (45,415.32) | 0.00 | 0.00 |
| HM Revenue and Customs - VAT | (22,142 50) | 0.00 | 0.00 |
| Ordinary Shareholders | (2.00) | 0.00 | 0.00 |
| | | 88.00 | 2,587.00 |
| Net Receipts/(Payments) | | (88.00) | (1,337.72) |
| MADE UP AS FOLLOWS | | | |
| ISA Non Interest Bearing | | (88.00) | (1,337.72) |
| | | (88.00) | (1,337.72) |

SIP 9 - Time & Cost Summary

Period: 27/11/14..26/11/18

Time Summary

| Classification of work function | Hours | | | | Total Hours | Time Cost (£) | Average hourly rate (£) |
|---------------------------------|-------------|--------------|----------------------------|----------------------------|--------------|-----------------|-------------------------|
| | Partner | Manager | Other Senior Professionals | Assistants & Support Staff | | | |
| Administration & planning | 0 00 | 8 50 | 0 00 | 7 70 | 16 20 | 4,084 00 | 252 10 |
| Investigations | 1 00 | 1 80 | 0 00 | 2 10 | 4 90 | 1,274 00 | 260 00 |
| Realisations of assets | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 |
| Trading | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 |
| Creditors | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 |
| Case specific matters | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 |
| Total Hours | 1 00 | 10 30 | 0 00 | 9 80 | 21 10 | 5,358 00 | 253 93 |
| Total Fees Claimed | | | | | | 0 00 | |

SIP 9 - Time & Cost Summary

Period: 27/11/17..26/11/18

Time Summary

| Classification of work function | Hours | | | | | Time Cost (£) | Average hourly rate (£) |
|---------------------------------|-------------|-------------|----------------------------|----------------------------|-------------|-----------------|-------------------------|
| | Partner | Manager | Other Senior Professionals | Assistants & Support Staff | Total Hours | | |
| Administration & planning | 0 00 | 2 00 | 0 00 | 1 10 | 3 10 | 835 00 | 269 35 |
| Investigations | 0 50 | 0 50 | 0 00 | 0 00 | 1 00 | 322 50 | 322 50 |
| Realisations of assets | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 |
| Trading | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 |
| Creditors | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 |
| Case specific matters | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 |
| Total Hours | 0 50 | 2 50 | 0 00 | 1 10 | 4 10 | 1,157 50 | 282 32 |
| Total Fees Claimed | | | | | | 0 00 | |

A description of the routine work undertaken since my last progress report.

1. Administration

- Dealing with all routine correspondence and emails relating to the case.
- Maintaining and managing the office holder's cashbook.
- 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 creditors and members.
- Filing returns at Companies House.
- Preparing and filing Corporation Tax returns.

2. Creditors

- Dealing with creditor correspondence, emails and telephone conversations regarding their claims.
- Maintaining up to date creditor information on the case management system.

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PRACTICE FEE RECOVERY POLICY FOR ABBOTT FIELDING LIMITED

Introduction

The insolvency legislation was changed in October 2015, with one or two exceptions, for insolvency appointments made from that time. This sheet explains how we intend to apply the alternative fee bases allowed by the legislation when acting as office holder in insolvency appointments. The legislation allows different fee bases to be used for different tasks within the same appointment. The fee basis, or combination of bases, set for a particular appointment is/are subject to approval, generally by a committee if one is appointed by the creditors, failing which the creditors in general meeting, or the Court.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. Details about how an office holder's fees may be approved for each case type are available in a series of guides issued with Statement of Insolvency Practice 9 (SIP 9) and can be accessed at <http://www.abbottfielding.co.uk/information-for-creditors/>. Alternatively a hard copy is available on request. Please note that we have provided further details in this policy document.

Once the basis of the office holder's remuneration has been approved, a periodic report will be provided to any committee and also to each creditor. The report will provide a breakdown of the remuneration drawn. If approval has been obtained for remuneration on a time costs basis, i.e. by reference to time properly spent by members of staff of the practice at our standard charge out rates, the time incurred will also be disclosed, whether drawn or not, together with the average, or "blended" rates of such costs. Under the legislation, any such report must disclose how creditors can seek further information and challenge the basis on which the fees are calculated and the level of fees drawn in the period of the report. Once the time to challenge the office holder's remuneration for the period reported on has elapsed, then that remuneration cannot subsequently be challenged.

Under some old legislation, which still applies for insolvency appointments commenced before 6 April 2010, there is no equivalent mechanism for fees to be challenged.

Time cost basis

When charging fees on a time costs basis we use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform. This is combined with the amount of time that they work on each case, recorded in 6 minute units with supporting narrative to explain the work undertaken.

Chargeout Rates

| Grade of staff | Current charge-out rate per hour, effective from 1 February 2016 £ | Previous charge-out rate per hour, effective from 1 February 2015 £ |
|-----------------------------|---|--|
| Partner – appointment taker | 365-520 | 345-500 |
| Managers | 280-370 | 260-350 |
| Administrators | 250-280 | 230-260 |
| Support Staff | 190-220 | 170-200 |

These charge-out rates charged are reviewed on an annual basis and are adjusted to take account of inflation and the firm's overheads.

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time. The work is generally recorded under the following categories:

- Administration and Planning.
- Investigations
- Realisation of Assets.
- Creditors.
- Trading
- Case specific matters.

In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and on new appointments although we will generally continue to seek fees on a time cost basis in some circumstances we may seek time costs for the following categories:

- Investigations

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When we seek time costs approval we have to set out a fees estimate. That estimate acts as a cap on our time costs so that we cannot draw fees of more than the estimated time costs without further approval from those who approved our fees. When seeking approval for our fees, we will disclose the work that we intend to undertake, the hourly rates we intend to charge for each part of the work, and the time that we think each part of the work will take. We will summarise that information in an average or "blended" rate for all of the work being carried out within the estimate. We will also say whether we anticipate needing to seek approval to exceed the estimate and, if so, the reasons that we think that may be necessary.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If we subsequently need to seek authority to draw fees in excess of the estimate, we will say why we have exceeded, or are likely to exceed the estimate; any additional work undertaken, or proposed to be undertaken; the hourly rates proposed for each part of the work; and the time that the additional work is expected to take. As with the original estimate, we will say whether we anticipate needing further approval and, if so, why we think it may be necessary to seek further approval.

Percentage basis

The legislation allows fees to be charged on a percentage of the value of the property with which the office holder has to deal (realisations and/or distributions). Different percentages can be used for different assets or types of assets. In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and we now seek remuneration on a percentage basis more often. A report accompanying any fee request will set out the potential assets in the case, the remuneration percentage proposed for any realisations and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval, but must be disclosed to help put the remuneration request into context.

The percentage approved in respect of realisations will be charged against the assets realised, and where approval is obtained on a mixture of bases, any fixed fee and time costs will then be charged against the funds remaining in the liquidation after the realisation percentage has been deducted.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If the basis of remuneration has been approved on a percentage basis then an increase in the amount of the percentage applied can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the percentage applied. If there has not been a material and substantial change in the circumstances then an increase can only be approved by the Court.

Fixed fee

The legislation allows fees to be charged at a set amount. Different set amounts can be used for different tasks. In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and we now seek remuneration on a fixed fee basis more often. A report accompanying any fee request will set out the set fee that we proposed to charge and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval, but must be disclosed to help put the remuneration request into context.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If the basis of remuneration has been approved on a fixed fee basis then an increase in the amount of the fixed fee can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the fixed fee. If there has not been a material and substantial change in the circumstances then an increase can only be approved by the Court.

Members' voluntary liquidations and Voluntary Arrangements

The legislation changes that took effect from 1 October 2015 did not apply to members' voluntary liquidations (MVL), Company Voluntary Arrangements (CVA) or Individual Voluntary Arrangements (IVA). In MVLs, the company's members set the fee basis, often as a fixed fee. In CVAs and IVAs, the fee basis is set out in the proposals and creditors approve the fee basis when they approve the arrangement

All bases

With the exception of Individual Voluntary Arrangements and Company Voluntary Arrangements which are VAT exempt, the officeholder's remuneration invoiced to the insolvent estate will be subject to VAT at the prevailing rate.

Agent's Costs

Charged at cost based upon the charge made by the Agent instructed, the term Agent includes:

- Solicitors/Legal Advisors
- Auctioneers/Valuers
- Accountants
- Quantity Surveyors
- Estate Agents
- Other Specialist Advisors

In new appointments made after 1 October 2015, the office holder will provide details of expenses to be incurred, or likely to be incurred, when seeking fee approval. When reporting to the committee and creditors during the course of the insolvency appointment the actual expenses incurred will be compared with the original estimate provided.

Disbursements

In accordance with SIP 9 the basis of disbursement allocation in respect of disbursements incurred by the Office Holder in connection with the administration of the estate must be fully disclosed to creditors. Disbursements are categorised as either Category 1 or Category 2.

Category 1 expenses are directly referable to an invoice from a third party, which is either in the name of the estate or Abbott Fielding Limited, in the case of the latter, the invoice makes reference to, and therefore can be directly attributed to, the estate. These disbursements are recoverable in full from the estate without the prior approval of creditors either by a direct payment from the estate or, where the firm has made payment on behalf of the estate, by a recharge of the amount invoiced by the third party. Examples of category 1 disbursements are statutory advertising, external meeting room hire, external storage, specific bond insurance and Company search fees.

Category 2 expenses are incurred by the firm and recharged to the estate; they are not attributed to the estate by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full from the estate, subject to the basis of the disbursement charge being approved by creditors in advance. Examples of category 2 disbursements are photocopying, internal room hire, internal storage and mileage.

It is proposed that the following Category 2 disbursements are recovered

| | |
|--------------|---------------|
| Mileage | 50p per mile |
| Photocopying | 10p per sheet |

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