

LIQ03

Notice of progress report in voluntary winding up



Companies House

WEDNESDAY



A70PK5J7
A31 28/02/2018 #41
COMPANIES HOUSE

1 Company details

Company number 0 5 1 8 6 4 6 4

Company name in full HPEMS Limited

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

2 Liquidator's name

Full forename(s) Jamie

Surname Taylor

3 Liquidator's address

Building name/number The Old Exchange

Street 234 Southchurch Road

Post town Southend on Sea

County/Region

Postcode S S 1 2 E G

Country

4 Liquidator's name

Full forename(s) Dominik Thiel

Surname Czerwinke

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

5 Liquidator's address

Building name/number The Old Exchange

Street 234 Southchurch Road

Post town Southend on Sea

County/Region

Postcode S S 1 2 E G

Country

❷ Other liquidator
Use this section to tell us about
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6 Period of progress report

From date	^d 0	^d 6	^m 0	^m 1	^y 2	^y 0	^y 1	^y 7	
To date	^d 0	^d 5	^m 0	^m 1	^y 2	^y 0	^y 1	^y 8	

7 Progress report

<input checked="" type="checkbox"/> The progress report is attached	
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8 Sign and date

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

LIQ03

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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	Dominik Thiel Czerwinke
Company name	Begbies Traynor (Central) LLP
Address	The Old Exchange
	234 Southchurch Road
Post town	Southend on Sea
County/Region	
Postcode	S S 1 2 E G
Country	
DX	
Telephone	01702 467255

**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

HPEMS Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £	From 06/01/2017 To 05/01/2018 £	From 06/01/2015 To 05/01/2018 £
ASSET REALISATIONS		
Book Debts	NIL	16,570.83
Funds transferred from ADM	NIL	62,318.80
Bank Interest Gross	6.97	90.08
	<u>6.97</u>	<u>78,979.71</u>
COST OF REALISATIONS		
Administrator's time costs	NIL	25,000.00
Administrators outstanding disburseme	NIL	984.74
Liquidators' Expenses	NIL	406.84
Leslie Keats QS-report fixed fee	NIL	1,000.00
Leslie Keats QS- 20% commission on	NIL	965.07
Legal Fees (1)	NIL	500.00
Corporation Tax	NIL	6.40
Storage Costs	220.00	1,115.75
Bank Charges	NIL	3.94
	<u>(220.00)</u>	<u>(29,982.74)</u>
FLOATING CHARGE CREDITORS		
Distribution to Floating Charge Creditor	NIL	24,465.00
	<u>NIL</u>	<u>(24,465.00)</u>
	<u>(213.03)</u>	<u>24,531.97</u>
REPRESENTED BY		
Vat Receivable		66.00
Bank 1 Current		1,743.96
Bank 1 Interest Bearing Current		22,600.01
Vat Control Account		122.00
		<u>24,531.97</u>


 Dominik Thiel Czerwiñke
 Joint Liquidator

HPEMS Limited (In Creditors' Voluntary Liquidation)

Progress report

Period: 06 January 2017 to 05 January 2018

Important Notice

This progress report has been produced solely to comply with our statutory duty to report to creditors and members of the Company on the progress of the liquidation. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors and members for any purpose other than this report to them, or by any other person for any purpose whatsoever.

Contents

- ❑ Interpretation
- ❑ Company information
- ❑ Details of appointment of liquidators
- ❑ Progress during the period
- ❑ Estimated outcome for creditors
- ❑ Remuneration and disbursements
- ❑ Liquidators' expenses
- ❑ Assets that remain to be realised and work that remains to be done
- ❑ Other relevant information
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 - 2. Liquidators' time costs and disbursements
 - 3. Statement of Liquidators' expenses

1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	HPEMS Limited (In Creditors' Voluntary Liquidation)
"the liquidation"	The appointment of liquidators on 6 January 2015.
"the liquidators", "we", "our" and "us"	Jamie Taylor of Begbies Traynor (Central) LLP, The Old Exchange, 234 Southchurch Road, Southend on Sea, SS1 2EG and Dominik Thiel Czerwinke of Begbies Traynor (Central) LLP, The Old Exchange, 234 Southchurch Road, Southend on Sea, SS1 2EG
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England and Wales) Rules 2016
"secured creditor" and "unsecured creditor"	Secured creditor, in relation to a company, means a creditor of the company who holds in respect of his debt a security over property of the company, and "unsecured creditor" is to be read accordingly (Section 248(1)(a) of the Act)
"security"	(i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act); and (ii) In relation to Scotland, any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off) (Section 248(1)(b)(ii) of the Act)
"preferential creditor"	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Act

2. COMPANY INFORMATION

Trading name(s):	HPEMS
Company registered number:	05186464
Company registered office:	The Old Exchange, 234 Southchurch Road, Southend on Sea, SS1 2EG
Former trading address:	Paddon House, Stortford Road, Dunmow, Essex, CM6 1DA

3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	6 January 2015
Date of liquidators' appointment:	6 January 2015
Changes in liquidator (if any):	None

4. PROGRESS DURING THE PERIOD

This liquidation has remained open to allow the director to continue to attempt to collect in the Company's debtors following agreement in a prior period. No realisations have been achieved from this source and otherwise we have undertaken our statutory obligations for the year.

Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 06 January 2017 to 05 January 2018.

Bank interest (gross) has been received in the sum of £6.97.

Storage costs have been paid in the sum of £220.00.

No further recoveries are anticipated in this liquidation.

What work has been done in the period of this report, why was that work necessary and what has been the financial benefit (if any) to creditors?

Details of the types of work that generally fall into the headings mentioned below are available on our firm's website - <http://www.begbies-traynorgroup.com/work-details> Under the following headings we have explained the specific work that has been undertaken on this case. Not every piece of work has been described, but we have sought to give a proportionate overview which provides sufficient detail to allow creditors to understand what has been done, why it was necessary and what financial benefit (if any) the work has provided to creditors.

The costs incurred in relation to each heading are set out in the Time Costs Analysis which is attached at Appendix 2. There is an analysis for the period of the report and also an analysis of time spent on the case since the date of our appointment. The details below relate to the work undertaken in the period of the report only. Our previous reports contain details of the work undertaken since our appointment.

General case administration and planning

- Bond reviews;
- Case reviews;
- Updating electronic records;
- General filing and printing of incoming communications;
- Completion of six monthly compliance and progression checklists;
- Ensure time recording data is compliant with Statement of Insolvency Practice 9.

On this engagement, the work identified above does not hold a direct commercial benefit to creditors. Creditors benefit from this work as it ensures this particular engagement is dealt with to the standards expected and also in a timely fashion. Elements of this work are required to comply with best practice and statute

Compliance with the Insolvency Act, Rules and best practice

- Annual report;
- Submission of form and report to Companies House
- Ongoing consideration to ethical practice;
- Ongoing consideration to money laundering regulations;
- Updating case checklists and statutory diaries where necessary.

Banking:

- maintaining and managing the insolvent estate bank account;
- maintaining and managing the officer holders' cash book on this assignment;
- Undertaking regular bank reconciliations of the insolvent estate bank account;
- Complying with risk management procedures;
- Accounting for accruing interest on the cash book;
- Preparing and processing cheque requisition forms for the payment of post-appointment invoices.

On this engagement, the work identified above does not hold a direct commercial benefit to creditors. It is the duty of the appointed office holder to comply with the Insolvency Act and Rules and creditors benefit from this being done to a standard expected of this firm.

Dealing with all creditors' claims (including employees), correspondence and distributions

Creditors:

- updating schedules of creditor records;
- Receipt of creditor claims and input on internal case management software;
- Review of creditor claim;
- Receipt of, consideration of and response to creditor correspondence.

On this engagement, the work detailed above will have a direct financial benefit to creditors. Claim agreement is required to be undertaken in accordance with the Insolvency Act and Rules together with best practice to ensure that all creditor claims have been correctly lodged and fairly adjudicated on prior to the payment of any dividend.

Other matters which includes seeking decisions from creditors (via Deemed Consent Procedure and/or Decision Procedures, tax, litigation, pensions and travel

Tax / VAT

- Post appointment tax compliance – submission of corporation tax return;

On this assignment, the previous submission of VAT returns has enabled a reconciliation of the input and output VAT leading to a repayment of VAT charged on professional fees for the estate and constitutes a further realisation of assets. In this matter, one or more categories of creditors have directly benefitted from all asset realisations. Office holders are required to comply with VAT and Tax legislation in relation to the insolvent entity.

5. ESTIMATED OUTCOME FOR CREDITORS

Details of the sums owed to each class of the Company's creditors were provided in the director's statement of affairs included in the statement of proposals of the former administrators.

Secured creditors

Lloyds TSB Bank PLC

In the prior Administration, a notice was received indicating that the sum of £482,116 is owed to the bank.

The sum of £54,355 was held by Lloyds TSB Bank PLC during the Administration and a floating charge distribution was made on 16 September 2015 in the sum of £24,465.00. No further distributions are expected.

Mr & Mrs Murphy

The sum of £170,000 is estimated to be owed to Mr & Mrs Murphy who acted as security providers in respect of the loan from Rowanmoor Group to the Company.

No return is expected.

Preferential creditors

A dividend is to be paid to the preferential creditors. We can advise that the Redundancy Payments Office have made payments to the employees in respect of Redundancy, Notice Pay, Holiday pay and Arrears of Wages and have submitted their claim to us. The RPO have resubmitted their claim in the sum of £6,012.

Prescribed Part for unsecured creditors pursuant to Section 176A of the Act

Details of how the prescribed part for unsecured creditors is calculated were provided by the former administrators in their statement of proposals and the administrators final progress report.

Within the Administrators' proposals we estimated, to the best of our knowledge and belief, that the Company's net property, as defined in Section 176A of the Act, would be £676,351 and the prescribed part of the Company's net property to be £138,270.20.

The total sum of £78,820 has been distributed to Lloyds TSB Bank PLC. The prescribed part set aside is £23,455.

Unsecured creditors

We will be shortly paying a dividend to unsecured creditors from the prescribed part mentioned above which currently totals £23,455. Total creditor claims received to date amount to £1,136,173.69. It is not anticipated that any further dividend will be paid.

6. REMUNERATION & DISBURSEMENTS

Our remuneration is treated as having been fixed on the same basis as the former administrators namely, by reference to the time properly given by us (as liquidators) and the various grades of our staff calculated at the prevailing hourly charge out rates of Begbies Traynor (Central) LLP in attending to matters arising in the winding up.

Pursuant to Statement of Insolvency Practice 9, we are also authorised to draw disbursements, including disbursements for services provided by our firm (defined as Category 2 disbursements in Statement of Insolvency Practice 9).

Our time costs for the period from 06 January 2017 to 05 January 2018 amount to £3,998.00 which represents 18.60 hours at an average rate of £214.95 per hour.

The following further information in relation to our time costs and disbursements is set out at Appendix 2:

- ☐ Time Costs Analysis for the period 06 January 2017 to 05 January 2018
- ☐ Begbies Traynor (Central) LLP's charging policy

To 05 January 2018, we have not drawn any sums on account of remuneration of the liquidators.

Time Costs Analysis

The Time Costs Analysis for the period of this report attached at Appendix 2 shows the time spent by each grade of staff on the different types of work involved in the case, and gives the total costs and average hourly rate charged for each work type. An additional analysis is also attached which details the time costs for the entire period for which we have administered the liquidation.

Please note that each analysis provides details of the work undertaken by us and our staff following our appointment only.

Disbursements

To 05 January 2018, we have drawn disbursements in the sum of £406.84.

Category 2 Disbursements

In accordance with the resolution obtained in relation to disbursements, the following Category 2 disbursements and disbursements which should be treated as Category 2 disbursements have been charged to the case since our last report to creditors:

Photocopying	Begbies Traynor (Central) LLP	25.60
Storage Costs	Archive Facilities (Southend) Limited	220.00

Archive Facilities (Southend) Limited are associated to partners of Begbies Traynor (Central) LLP and therefore deemed as a category 2 disbursement which requires creditors approval.

A copy of 'A Creditors' Guide to Liquidators Fees (E&W) 2011' which provides guidance on creditors' rights on how to approve and monitor a Liquidator's remuneration and on how the remuneration is set can be obtained online at www.begbies-traynor.com/creditorsguides Alternatively, if you require a hard copy of the Guide, please contact our office and we will arrange to send you a copy.

7. LIQUIDATORS' EXPENSES

A statement of the expenses incurred during the period of this progress report is attached at Appendix 3.

A cumulative statement showing the total expenses incurred since the date of our appointment also appears at Appendix 3.

8. ASSETS THAT REMAIN TO BE REALISED AND WORK THAT REMAINS TO BE DONE

What work remains to be done, why is this necessary and what financial benefit (if any) will it provide to creditors?

General case administration and planning

- The preparation, drafting and issue of this and future reports to creditors and members to include all necessary information;
- Update of case compliance checklists;
- Dealing with correspondence (physical and electronic) that is considered routine in the context of the engagement and otherwise does not directly fall into other categories;;
- Ongoing maintenance of up to date information on the electronic case information;
- Periodic reviews of the case generally;
- Overseeing and controlling the work undertaken on this engagement by junior staff;
- Completion of six monthly compliance and progression checklists;
- Ensure time recording data is compliant with Statement of Insolvency Practice 9.

On this engagement, the work identified above does not hold direct commercial benefit to creditors. Creditors benefit from this work as it ensures this particular engagement is dealt with to the standards expected and also in a timely fashion. Elements of this work are required to comply with best practice and statute.

Compliance with the Insolvency Act, Rules and best practice

- Reviewing the adequacy of the specific penalty bond periodically;
- Ongoing consideration to ethical practice;
- Ongoing consideration to money laundering regulations;
- Updating case checklists and statutory diaries where necessary;
- Submission of forms to Companies House;
- Maintain accurate account of receipts and payments.
-
- Banking:
 - Maintaining and managing the insolvent estate bank account.
 - Maintaining and managing the officer holders' cash book on this assignment.
 - Undertaking regular bank reconciliations of the estate bank account.
 - Complying with risk management procedures;
 - Accounting for accruing interest on the cash book;
 - Preparing and processing cheque requisition forms for the payment of post-appointment invoices;
 - Preparing and processing remittance advises for incoming funds;
 - Payment of prescribed part dividend;
 - Processing of BACS/electronic payments where applicable.
- Closure
 - Preparing, reviewing and issuing final report to members and creditors;
 - Filing of final return at Companies House;
 - Update physical and electronic case records following closure.

On this engagement, the work identified above holds a direct commercial benefit to creditors. It is the duty of the appointed office holder to comply with the Insolvency Act and Rules and creditors benefit from this being done to a standard expected of this firm.

Investigations

- None

Realisation of assets

- None

Trading

- None

Dealing with all creditors' claims (including employees), correspondence and distributions

Creditors:

- The issue of this and future reports and associated required documents;
- Updating schedules of preferential and unsecured creditor claims;
- Receipt of creditor claims and input on internal case management software;
- Review of creditor claim supporting information;
- Taking and dealing with phone calls from creditors;
- Acknowledgment of creditor claims correspondence and/or dealing with further queries on claims;

- Receipt of, consideration of and response to creditor correspondence;
- Where necessary, consideration of issues to reject claims and issue of appropriate letter to creditor(s) affected in accordance with statutory requirements concerning rejection of all or part claims;
- Review of and adjudication on held and un-agreed claims preceding dividend;
- Calculation and subsequent payment of dividend.

On this engagement, the work detailed above will have a direct financial benefit to creditors. Claim agreement has been undertaken in accordance with the Insolvency Act and Rules together with best practice to ensure that all creditor claims have been correctly lodged and fairly adjudicated on preceding payment of a dividend.

Employees:

- Ongoing liaison with the Redundancy Payments Office ("RPO") in relation to the claims of the employees;
- Agreeing preferential and unsecured claims from employees and RPO;
- Payment of a dividend.

On this engagement, the work detailed above is of a direct financial benefit to the preferential creditors. The work is required to be done in order for the claims lodged by former employees of the business to be met by the redundancy payments office in the first instance, irrespective of the value of assets in the insolvent estate. The work is required to be done under Employment legislation and claim agreement in accordance with the Insolvency Act and Rules.

Other matters which includes seeking decisions from creditors (via Deemed Consent Procedure and/or Decision Procedure, tax, litigation, pensions and travel

- The completion of VAT forms in order to reclaim outstanding VAT;
- The Completion of Corporation Tax returns;
- Applications for new PAYE and UTR references if a dividend becomes payable;
- Attending meetings that may arise along with travel to and from those meetings;
- Filing of final Corporation Tax return;
- Seeking closure clearance from HMRC;

Some of the above have no direct financial benefit to creditors but have to be done in order to comply with the Insolvency Rules such as creditors and members meetings, as well as a legal requirement, such as completion of corporation tax returns. Others do have a direct financial benefit to creditors. These include the provision of VAT returns after the liquidation as the majority of VAT will be recoverable and therefore an asset of the insolvent estate.

How much will this further work cost?

We expect to incur a further £4,000 - £6,000 in completing the above tasks.

Expenses

Details of the expenses that we expect to incur in connection with the work that remains to be done referred to above are as follows:

Photocopying charges	£100 +VAT
Postage	£100 +VAT
Storage	£55 +VAT per quarter

9. OTHER RELEVANT INFORMATION

Investigations and reporting on directors conduct

You may be aware that a liquidator has a duty to enquire into the affairs of an insolvent company to determine its property and liabilities and to identify any actions which could lead to the recovery of funds. In addition, a liquidator is also required to consider the conduct of the Company's directors and to make an appropriate submission to the Department for Business Energy and Industrial Strategy. We can confirm that we have discharged our duties in these respects.

10. CREDITORS' RIGHTS

Right to request further information

Pursuant to Rule 18.9 of the Rules, within 21 days of the receipt of this report a secured creditor, or an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors, including that creditor, (or an unsecured creditor with less than 5% in value of the unsecured creditors, but with the permission of the court) may request in writing that the we provide further information about our remuneration or expenses which have been incurred during the period of this progress report.

Right to make an application to court

Pursuant to Rule 18.34 of the Rules, any secured creditor or any unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors including that creditor, (or any unsecured creditors with less than 10% in value of the unsecured creditors, but with the permission of the court) may, within 8 weeks of receipt of this progress report, make an application to court on the grounds that the remuneration charged or the expenses incurred during the period of this progress report are excessive or, the basis fixed for our remuneration is inappropriate.

11. CONCLUSION

We will report again shortly, at the conclusion of the liquidation.



Dominik Thiel-Czerwinke
Joint Liquidator

Dated: 26 February 2018

ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 06 January 2017 to 05 January 2018

HPEMS Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

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Bank 1 Interest Bearing Current		22,600.01
Vat Control Account		122.00
		<u>24,531.97</u>



Dominik Thiel Czerwinke
Joint Liquidator

TIME COSTS AND DISBURSEMENTS

- a. Begbies Traynor (Central) LLP's charging policy;
- b. Time Costs Analysis for the period from 06 January 2017 to 05 January 2018;
- c. Cumulative Time Costs Analysis for the period from 6 January 2015 to 05 January 2018.

BEGBIES TRAYNOR CHARGING POLICY

INTRODUCTION

This note applies where a licensed insolvency practitioner in the firm is acting as an office holder of an insolvent estate and seeks creditor approval to draw remuneration on the basis of the time properly spent in dealing with the case. It also applies where further information is to be provided to creditors regarding the office holder's fees following the passing of a resolution for the office holder to be remunerated on a time cost basis. Best practice guidance¹ requires that such information should be disclosed to those who are responsible for approving remuneration.

In addition, this note applies where creditor approval is sought to make a separate charge by way of expenses or disbursements to recover the cost of facilities provided by the firm. It also applies where payments are to be made to parties other than the firm, but in relation to which the office holder, the firm or any associate has an interest. Best practice guidance² indicates that such charges should be disclosed to those who are responsible for approving the office holder's remuneration, together with an explanation of how those charges are calculated.

OFFICE HOLDER'S FEES IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

The office holder has overall responsibility for the administration of the estate. He/she will delegate tasks to members of staff. Such delegation assists the office holder as it allows him/her to deal with the more complex aspects of the case and ensures that work is being carried out at the appropriate level. There are various levels of staff that are employed by the office holder and these appear below.

The firm operates a time recording system which allows staff working on the case along with the office holder to allocate their time to the case. The time is recorded at the individual's hourly rate in force at that time which is detailed below.

EXPENSES INCURRED BY OFFICE HOLDERS IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

Best practice guidance classifies expenses into two broad categories:

- ☐ *Category 1 disbursements (approval not required)* - specific expenditure that is directly related to the case and referable to an independent external supplier's invoice. All such items are charged to the case as they are incurred.
- ☐ *Category 2 disbursements (approval required)* - items of expenditure that are directly related to the case which include an element of shared or allocated cost and are based on a reasonable method of calculation, but which are not payable to an independent third party.

The following items of expenditure are charged to the case (subject to approval):

Internal meeting room usage for the purpose of statutory meetings of creditors is charged at the rate of £100 (London £150) per meeting.
Car mileage is charged at the rate of 45 pence per mile;
Storage of books and records (when not chargeable as a *Category 1 disbursement*).

In addition to the two categories referred to above, best practice guidance indicates that where payments are to be made to outside parties in which the office holder or his firm or any associate has an interest, these should be treated as *Category 2 disbursements*. The following items of expenditure which relate to services provided by entities within the Begbies Traynor Group are to be charged to the case (subject to approval).

Services provided by other entities within the Begbies Traynor group

The following items of expenditure which relate to services provided by entities within the Begbies Traynor group, of which the office holder's firm is a member, are also to be charged to the case (subject to approval):

Instruction of Eddisons Commercial Limited to provide assistance with the sale of assets. Their charges will be based on a percentage of realisations plus disbursements.

Instruction of Eddisons Commercial Limited to provide a valuation of the Company's physical assets. Their charges will be based on a fixed fee to be agreed plus disbursements.

In addition to the services detailed above, it may become necessary to instruct Eddisons Commercial Limited to provide additional services, not currently anticipated, during the course of the case. In such circumstances and to avoid the costs associated with seeking further approval, the charges for such services will be calculated on a time costs basis at the prevailing hourly rates for their various grades of staff which are currently as follows:

Grade of staff	Charge-out rate (£ per hour)
Director	£275
Associate	£180
Surveyor	£120
Graduate	£100
Administration	£80
Porters	£35

Instruction of Eddisons Insurance Services Limited to provide insurance broking services and specifically open cover insurance for the insurable risks relating to the

case. The cost of open cover insurance will vary during the course of the case depending upon the value of the assets and liability risks. The costs of insurance cover for subsequent quarter periods will be dependent upon prevailing insurance market conditions and the ongoing insurable risks on the case. Eddisons Insurance Services Limited is not paid from the assets of the estate for the services it provides. In accordance with standard insurance industry practice, Eddisons Insurance Services Limited will receive payment of commission for the services it provides directly from the open cover insurer. The commission is calculated as a percentage of the insurance premiums payable and such percentage will depend upon the class or classes of assets being insured.

Services provided by an entity in which an Office Holder has an interest

The following items of expenditure which relate to services provided by an entity that a licensed insolvency practitioner within the firm has an interest in, are also to be charged to the case (subject to approval):

Storage of books and records (when not rechargeable as a *Category 1 expense*) is charged by Archive Facilities (Southend) Limited, an associated company. The rates applying as at the date of this report are: Minimum charge of £40 per quarter for up to three boxes; Four to Two Hundred Boxes charged at £11 per quarter per box; over two hundred boxes are charged at half the aforementioned price, (£5.50 per box per quarter). Mileage for collection of books and records is charged at 55p per mile. Provision of cardboard box charged at £2.75 per box. Where Archive Facilities (Southend) Limited are required to physically pack the books and records, there is a minimum charge of 2 hours at £15 per hour per person required, and at £15 per hour for each hour thereafter. All figures stated are net.

The following items of expenditure will normally be treated as general office overheads and will not be charged to the case although a charge may be made where the precise cost to the case can be determined because the item satisfies the test of a *Category 1 disbursement*:

Telephone and facsimile, Printing and photocopying, Stationery

BEGBIES TRAYNOR CHARGE-OUT RATES

Begbies Traynor is a national firm. The rates charged by the various grades of staff that may work on a case are set nationally, but vary to suit local market conditions. The rates applying to the Southend-on-Sea as at the date of this report are as follows:

Grade of staff	Charge-out rate (£ per hour)	Charge-out rate (£ per hour)
	1 May 2011 – 30-Apr-16	1 May 2016 – until further notice
Partner	495	495-550
Director	395	395
Senior Manager	365	365
Manager	315	315
Assistant Manager	270	285
Senior Administrator	235	250
Administrator	185	220
Trainee Administrator	160	n/a
Junior Administrator	n/a	160
Support	160	n/a
cashier	n/a	160
secretarial	n/a	160

Time spent by support staff such as secretarial, administrative and cashiering staff is charged directly to cases. It is not carried as an overhead.

Time is recorded in 6 minute units.

The office holder may use the services of BTG Contentious Insolvency Division during the course of the case. BTG Contentious Insolvency Division is a specialist department of the office holder's firm which provides forensic investigating services. The current charge-out rates applying to work carried out by BTG Contentious Insolvency Division are as follows:

Grade of staff	Charge-out rate (£ per hour)	Charge-out rate (£ per hour)
	1 May 2011 – 30-Apr-16	1 May 2016 – until further notice
Director	395	395
Senior Manager	365	365
Assistant Manager	270	285

¹ Statement of Insolvency Practice 9 (SIP 9) – Remuneration of insolvency office holders in England & Wales

² Ibid 1

SIP9 HPEMS - Creditors Voluntary Liquidation - 03HP006 CVL : Time Costs Analysis From 06/01/2017 To 05/01/2018

Staff rate	Conciliation/Support	Dir. Mgr	Asst. Mgr	Sen Admin	Admin	Jr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning						5.6		5.6	896.00	160.00
	Case planning									
	Administrative				0.1	0.3		0.4	68.50	168.25
	Total for General Case Administration and Planning:				0.1	0.3		0.4	68.50	168.25
Compliance with the Insolvency Act, Rules and best practice										
	Appointment									
	Binding and Bonding				6.0		1.3	7.3	1,319.00	180.55
	Case Closure									0.00
	Statutory reporting and statement of affairs	3.6				0.6		4.2	1,510.00	361.43
	Total for Compliance with the Insolvency Act, Rules and best practice:	3.6			6.0	0.6	1.3	11.5	2,889.00	248.61
Investigations	CCDA and investigations									0.00
	Total for Investigations:									0.00
Realisation of assets										
	Debt collection									0.00
	Property, business and asset sales									0.00
	Retention of Title/Third party assets									0.00
	Total for Realisation of assets:									0.00
Trading										
	Trading									0.00
	Total for Trading:									0.00
Dealing with all creditors claims (including employees), correspondence and distributions										
	Secured									0.00
	Others	0.1				0.8		0.9	167.50	186.11
	Creditors committee									0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions:	0.1				0.8		0.9	167.50	186.11
Other matters which includes meetings, tax, litigation, pensions and travel										
	Seeking decisions of creditors including meetings									0.00
	Other									0.00
	Tax					0.2		0.2	32.00	160.00
	Litigation									0.00
	Total for Other matters:					0.2		0.2	32.00	160.00
	Total hours by staff grade:	3.7			6.1	7.6	1.3	18.6		
	Total time cost by staff grade:	1,461.50			1,128.50	1,200.00	268.00		3,998.00	
	Average hourly rate £:	394.00		0.00	185.00	160.00	160.00			214.95
	Total fees drawn to date £:								0.00	

SIP9 HIPEMS - Creditors Voluntary Liquidation - 03HP006 CVL : Time Costs Analysis From 06/01/2015 To 05/01/2018

Staff Grade	Case/Handwritten	Director	Supr	Asst/Supr	Admin	Im Admin	Support	Total Hours	Total Cost £	Average hourly rate £
General Case Administration and Planning	Case planning							9.8	1,909.00	194.50
	Administration				0.1	33.8		34.0	5,488.00	161.44
	Total for General Case Administration and Planning				0.1	41.2		43.3	7,398.00	169.90
Compliance with the Insolvency Act, Rules and best practice	Appointment									0.00
	Bailing and Bonding	0.4			24.8	0.4	2.2	27.8	5,184.00	186.47
	Case Closure									0.00
	Statutory reporting and statement of affairs		2.2			0.5		7.0	2,448.00	349.71
	Total for Compliance with the Insolvency Act, Rules and best practice	0.4	2.2		24.8	1.0	2.2	34.8	7,632.00	219.31
Investigations	CCDA and investigations					1.2		1.2	192.00	160.00
	Total for investigations:					1.2		1.2	192.00	160.00
Realisation of assets	Debt collection		0.3					3.2	1,240.00	387.50
	Property, business and asset sales	0.6						0.8	316.00	395.00
	Retention of Title/Third party assets									0.00
	Total for Realisation of assets:	3.7	0.3					4.0	1,556.00	389.00
Trading	Trading									0.00
	Total for Trading:									0.00
Dealing with all creditors claims (including employees), correspondence and distributions	Secured	0.4						0.4	158.00	395.00
	Others	0.1	0.6			5.3		6.0	1,076.50	179.42
	Creditors committee					0.8		0.8	128.00	160.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions:	0.6	0.6			6.1		7.2	1,362.50	189.24
Other matters which includes meetings, tax, litigation, pensions and travel	Seeking decisions of creditors including meetings	1.0				2.0		3.0	770.00	256.67
	Other	0.4						0.4	158.00	395.00
	Tax		1.3			9.2		10.5	1,891.50	179.19
	Litigation									0.00
	Total for Other matters:	1.0	1.3			11.2		13.5	2,809.50	202.12
	Total hours by staff grade:	1.4	6.9		24.9	60.7	2.2	104.9		
	Total time cost by staff grade:	530.00	2,173.50		4,008.50	9,712.00	332.00		20,080.00	
	Average hourly rate £:	460.00	315.00	0.00	165.00	160.00	160.00			194.71
	Total fees drawn to date £:			0.00					0.00	

STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
Expenses incurred with entities not within the Begbies Traynor Group				
Postage	Royal Mail	81.92	0.00	81.92
Expenses incurred with entities within the Begbies Traynor Group <i>(for further details see Begbies Traynor Charging Policy)</i>				
Storage costs	Archive Facilities (Southend) Limited	220.00	220.00	0.00
Photocopying	Begbies Traynor	25.60	0.00	25.60

CUMULATIVE STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
Expenses incurred with entities not within the Begbies Traynor Group				
Postage	The Post Office	230.64	230.64	0
Advertising	The Stationery Office Ltd	77.00	77.00	0
Agents Fees (book debt collection)	Leslie Keats	1,965.07	1,965.07	0
Legal Fees	Fenwick Elliott LLP	500.00	500.00	0
Photocopying	Begbies Traynor (Central) LLP	99.20	99.20	0
Storage Costs	Archive Facilities (Southend) Limited	1115.75	1115.75	0