

LIQ14

Notice of final account prior to dissolution in CVL



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 0 5 4 1 2 7 3 2

Company name in full St Martin's Gate Management Company Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Craig James

Surname Povey

3 Liquidator's address

Building name/number 8th Floor

Street One Temple Row

Post town Birmingham

County/Region

Postcode B 2 5 L G

Country

4 Liquidator's name ①

Full forename(s) Lee

Surname De'ath

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 31st Floor

Street 40 Bank Street

Post town London

County/Region

Postcode E 1 4 5 N R

Country

② Other liquidator

Use this section to tell us about
another liquidator.

LIQ14

Notice of final account prior to dissolution in CVL

6 Liquidator's release

☐ Tick if one or more creditors objected to liquidator's release.

:

7 Final account

☒ I attach a copy of the final account.

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d1^d2

^m1^m1

^y2^y0^y2^y1

**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 **Christine Hopkins**

Company name **Begbies Traynor (Central) LLP**

Address **2/3 Pavilion Buildings**

Post town **Brighton**

County/Region **East Sussex**

Postcode **B N 1 1 E E**

Country

DX

Telephone **01273 322960**

**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

St Martin's Gate Management Company Limited
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments
From 25 September 2014 To 12 November 2021

Statement of Affairs £		£	£
	ASSET REALISATIONS		
	Bank Interest Gross	0.22	
	Contribution from RBS	4,500.00	
			4,500.22
	COST OF REALISATIONS		
	Preparation of S. of A.	3,750.00	
	Irrecoverable VAT	750.00	
	Bank Charges	0.22	
			(4,500.22)
	UNSECURED CREDITORS		
(6,354.81)	Trade & Expense Creditors	NIL	
(492.50)	Intercompany Balances	NIL	
			NIL
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	
			NIL
(6,848.31)			0.00
	REPRESENTED BY		
			NIL

Note:



Craig Povey
Joint Liquidator

St Martin's Gate Management Company
Limited **(In Creditors' Voluntary
Liquidation)**

Final report and account of the liquidation

Period: 25 September 2014 to 15 September 2021

Important Notice

This report has been produced solely to comply with our statutory duty to report to creditors and members of the Company pursuant to Section 106 of the Insolvency Act 1986. This 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 since our last report
- ❑ Outcome for creditors
- ❑ Remuneration and expenses
- ❑ Liquidators' expenses
- ❑ Unrealisable assets
- ❑ Other relevant information
- ❑ Creditors' rights
- ❑ Conclusion
- ❑ Appendices
 - 1. Liquidators' account of receipts and payments
 - 2. Liquidators' time costs and expenses
 - 3. Statement of Liquidators' expenses

1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	St Martin's Gate Management Company Limited (In Creditors' Voluntary Liquidation)
"the liquidation"	The appointment of liquidators on 25 September 2014.
"the liquidators", "we", "our" and "us"	Craig Povey of Begbies Traynor (Central) LLP, 2/3 Pavilion Buildings, Brighton, East Sussex, BN1 1EE and Lee De'ath of Begbies Traynor (Central) LLP, 31st Floor, 40 Bank Street, London, E14 5NR
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England & 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"	<ul style="list-style-type: none">(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):	-
Company registered number:	05412732
Company registered office:	8th Floor, One Temple Row, Birmingham, B2 5LG
Former trading address:	The Chamberlain Building, 36 Frederick Street, Birmingham, B1 3HN

3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	25 September 2014
Date of liquidators' appointment:	25 September 2014
Changes in liquidator (if any):	Matthew Fox, Craig Povey and Lee De'Ath were appointed as Joint Liquidators on 25 September 2014. Matthew Fox resigned as Joint Liquidator on 24 July 2018.

4. PROGRESS SINCE OUR LAST REPORT

This is our final report and account of the liquidation and should be read in conjunction with our previous progress reports.

Since our last report, we have dealt with post-liquidation tax returns and sought to obtain tax clearance from HM Revenue & Customs ("HMRC"). We have also concluded our investigation into the Company's affairs and are satisfied that there are no further asset recoveries or matters that justify further investigation.

Please note that with effect from 16 January 2021, CVR Global LLP, became part of Begbies Traynor's corporate recovery and insolvency practice. Further information in relation to Begbies Traynor and the Begbies Traynor Group can be accessed at: <http://www.begbies-traynorgroup.com>. CVR Global LLP will trade as 'Begbies Traynor' with immediate effect and becoming part of Begbies Traynor will not affect the ongoing administration of the above-mentioned case.

Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 25 September 2014 to 15 September 2021.

According to the directors' Statement of Affairs ("SoA"), the Company had no realisable assets. Despite this, the following assets have been realised:

Receipts

Contribution to Costs

Creditors will recall that the Company sat within a wider group of development companies ("MCD Group"), which were supported by funding from Royal Bank of Scotland plc ("RBS").

On 2 September 2014, RBS served formal demands on the group for immediate repayment of all loans and, on 5 September 2014, BNP Paribas were appointed as Fixed Charge Receivers over all of RBS' secured assets, being various properties developed and managed, by the MCD group. These events left the directors with no alternative but to conclude that the Company could no longer continue to trade and that, accordingly, it should be placed into voluntary liquidation.

Prior to the commencement of the liquidation process, the directors and the proposed Liquidators entered into an agreement with RBS in which a fixed contribution, subject to asset recoveries, towards the costs of placing the Company into liquidation would be made. Accordingly, a payment of £4,500 was received into the estate from RBS.

Other Matters - Trust Account and Leasehold Premises

Creditors will recall that I was engaged in discussion with RBS in respect of a trust bank account, operated by the Company, for the benefit of the tenants at the St Martin's Gate development in Birmingham.

I can confirm that the landlord's interest was sold out of receivership to the Crown estate and funds were received from the new management company to the Company's shareholder (MCD (Attwood) Limited) which is also in liquidation. These funds were utilised towards the Liquidators' outstanding costs and those of solicitors instructed. Consequently, no funds are anticipated in the liquidation of St Martin's Gate Management Company Limited.

Bank Interest Gross

I have also received 22p of bank interest from the bank account into which liquidation funds were held. However, this receipt was returned to the bank (in bank charges) so that the account could be closed.

No further asset realisations are anticipated.

Payments

Preparation of Statement of Affairs ("SoA") Fee

On 25 September 2014, the creditors authorised the fixed fee of £3,750 plus VAT for assisting with the calling of the pre-appointment meetings and with preparing the SoA. This fee has been paid in full from funds available in the liquidation estate. Further details can be found in part 6 of this report.

Irrecoverable VAT

VAT of £750 expended in the liquidation estate is not recoverable as the Company was not registered for VAT.

Bank Charges

As detailed earlier, 22p was taken in bank charges in order for the liquidation account to be closed.

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 since our appointment as liquidators.

General case administration and planning

The work undertaken in respect of general case administration and planning has mainly consisted of the following:

- Discussions between the case administrator and the lead partner in respect of ongoing case strategy.
- Detailed case reviews.
- Filing of documents to meet statutory requirements.
- Ensuring that the Case Record is up to date.
- Review the case file to ensure compliance.
- 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

Investigations, Compliance with the Insolvency Act, Rules and best practice

Compliance with the Insolvency Act, Rules and best practice will mainly consist of the following:

- Preparing annual/final reports and sending to creditors

- Filing relevant documents with Companies House
- Dealing with any payments and general banking
- Bank account reconciliations
- Maintenance of estate cash book
- Banking remittances and issuing cheques/BACS payments
- Reviewing the level of bonding
- Submission of report on the directors with the Insolvency Service
- All external non-creditor correspondence

Realisation of assets

This has mainly consisted of the following:

- Collecting supporting documentation
- Correspondence with RBS and solicitors in respect of contribution to costs
- Review Company's financial affairs and pre-liquidation transactions

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

This has mainly consisted of the following:

- Reviewing and replying to creditor correspondence, updating records accordingly
- Receive and follow up creditor enquiries via telephone
- Review and prepare correspondence to creditors and their representatives via email and post
- Receipting and filing POD when not related to a dividend
- Reviewing creditor claim position and proofs submitted in respect of Company debts.
- Liaising with creditors in relation to fee decision procedure

Other case specific matters

This has mainly consisted of the following:

- Filing relevant VAT & Tax returns
- Seeking clearance from HMRC to close the liquidation

Our investigations are complete and no further asset realisations are anticipated. We have reviewed the Company's financial affairs and no material claims were identified from our investigations. Although the work we have carried out did not generate any financial benefit to creditors, it was necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

5. OUTCOME FOR CREDITORS

The sums owed to creditors at the date of appointment based upon the information detailed in the directors' SOA and the work we have undertaken in the course of the liquidation, are as follows:

Secured creditors

The ultimate parent company of St Martin's Gate Management Company Limited is MCD Regeneration (CVR) Limited which was incorporated as a Special Purpose Vehicle ('SPV'), with secured funding from RBS. It is our understanding that the SPV acted as a holding company for a number of RBS joint venture property projects, including the Company.

St Martin's Gate Management Company Limited did not grant any charges over its assets and, therefore, had no secured creditors.

Preferential creditors

There are no known preferential claims.

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

Section 176A of the Act provides that, where the company has created a floating charge on or after 15 September 2003, the liquidator must make a prescribed part of the Company's net property available for the unsecured creditors and not distribute it to the floating charge holder except in so far as it exceeds the amount required for the satisfaction of unsecured debts. Net property means the amount which would, were it not for this provision, be available to floating charge holders out of floating charge assets (i.e. after accounting for preferential debts and the costs of realising the floating charge assets).

The prescribed part of the Company's net property is calculated by reference to a sliding scale as follows:

- ☐ 50% of the first £10,000 of net property;
- ☐ 20% of net property thereafter;
- ☐ Up to a maximum amount to be made available of £600,000

To the best of our knowledge and belief, there are no unsatisfied floating charges created or registered on or after 15 September 2003 and, consequently, the Prescribed Part does not apply in this matter.

Unsecured creditors

Unsecured creditors were estimated at £6,847.31, none of which was due to HMRC.

To date, we have received unsecured claims totalling £349,663.79, of which £339,841.03 is from HMRC.

We confirm that no dividend is available for unsecured creditors as the funds realised have already been used for defraying the expenses of the liquidation. Consequently, we have not taken steps to formally agree the claims of creditors.

6. REMUNERATION & EXPENSES

Remuneration

Our remuneration has been fixed by a resolution of creditors at a meeting held on 25 September 2014. The following resolution was passed:

- 1) That the Joint Liquidators' remuneration be fixed by reference to the time properly given by them and their staff in attending to matters arising in the liquidation and that they also be authorised to pay Category 2 disbursements as defined in the Statement of Insolvency Practice 9, at the rates chargeable from time to time as set out in Chantrey Vellacott DFK LLP's charging and disbursements policy, to be paid from the assets of the Company without requiring further authority from Creditors.

Time Cost Analysis

Our time costs for the period from 25 September 2020 to 15 September 2021 amount to £2,397 which represents 8.4 hours at an average rate of £285 per hour.

In addition to the Time Costs Analysis for the period covered by this report, a cumulative Time Costs Analysis for the period from 25 September 2014 to 15 September 2021, as well as details of the firm's charging policy, is also attached at Appendix 2.

The information provided in section 4 above relates to the work undertaken since our appointment as liquidators.

Due to insufficient asset realisations, no post-appointment fees have been or will be drawn during our appointment as liquidators. Our outstanding time costs will be written off as irrecoverable. However, we reserve the right to recover our unbilled time costs in the event that circumstances subsequently permit us to do so.

A copy of 'A Creditors' Guide to Liquidators Fees (E&W)' 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.

Work undertaken prior to appointment

In addition to the post appointment time costs detailed in the Time Costs Analysis, the costs relating to work undertaken prior to our appointment in summoning, advertising and holding the creditors' meeting and assisting the directors in preparing the SoA were approved by the creditors on 25 September 2014.

The creditors authorised a SoA fee of £3,750 plus VAT and disbursements and this has been paid in full from funds available in the liquidation estate.

Category 1 Expenses

To 15 September 2021, we have incurred category 1 expenses of £270.79. No additional expenses were incurred after our last progress report to creditors.

Category 2 Expenses

Approval for payment of category 2 expenses was obtained from creditors on 25 September 2014. The following Category 2 expenses have been charged to the case since the date of our appointment. No additional expenses were incurred after our last progress report to creditors.

Other amounts paid or payable to the office holder's firm	
Type and purpose	Amount £
Printing, photocopying & postage	90.53
Company Search	15.00
Meeting expenses (room hire)	100.00

7. LIQUIDATORS' EXPENSES

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

To date, only 22p of category 1 expenses have been paid from the liquidation estate. Due to insufficient funds available in the liquidation estate, the outstanding expenses will be borne by the firm.

8. UNREALISABLE ASSETS

There are no assets that have proved to be unrealisable.

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.

Connected party transactions

We have not been made aware of any sales of the Company's assets to connected parties.

Use of personal information

Please note that although it is our intention to conclude the liquidation, in the course of us continuing to discharge our statutory duties as liquidators, we may need to access and use personal data, being information from which a living person can be identified. Where this is necessary, we are required to comply with data protection legislation. If you are an individual and you would like further information about your rights in relation to our use of your personal data, you can access the same at <https://www.begbies-traynorgroup.com/privacy-notice>. If you require a hard copy of the information, please do not hesitate to contact us.

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 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

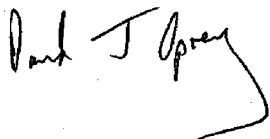
Pursuant to Rule 18.34 of the Rules, any secured creditor or any unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors including that creditor, (or any unsecured creditors with less than 10% in value of the unsecured creditors, but with the permission of the court) 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

This report and account of receipts and payments is our final account of the winding-up, showing how the liquidation has been conducted and details of how the Company's property has been disposed of.

Unless creditors object, by giving notice in writing within 8 weeks of the delivery of the notice of our final account, we will have our release from liability at the same time as vacating office. We will vacate office upon our delivering to the Registrar of Companies our final account.

Should you require further explanation of any matters contained within this report, you should contact our office and speak to the case manager, Christine Hopkins in the first instance, who will be pleased to assist.



pp. C J POVEY
Joint Liquidator

Dated: 15 September 2021

ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 25 September 2014 to 15 September 2021

St Martin's Gate Management Company Limited
(In Liquidation)

Summary of Receipts & Payments

RECEIPTS	Statement of Affairs (£)	From 25/09/2014 To 24/09/2020 (£)	From 25/09/2020 To 15/09/2021 (£)	Total (£)
Bank Interest Gross		0.22	0.00	0.22
Contribution from RBS		4,500.00	0.00	4,500.00
		4,500.22	0.00	4,500.22
PAYMENTS				
Preparation of S. of A.		3,750.00	0.00	3,750.00
Irrecoverable VAT		750.00	0.00	750.00
Bank Charges		0.22	0.00	0.22
		4,500.22	0.00	4,500.22
Net Receipts/(Payments)		0.00	0.00	0.00

Note: The Company was not registered for VAT.

COSTS AND EXPENSES

Time Costs Analysis From 25/09/2014 To 24/09/2020

Staff Grade		Consultant/ Partner	Director	Snr Mngr	Asst Mngr	Snr Admin	Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning	2.3	0.7	0.1	8.6	32.6	3.0	0.8	48.1	11,244.00	233.76
	Administration										0.00
	Total for General Case Administration and Planning:	2.3	0.7	0.1	8.6	32.6	3.0	0.8	48.1	11,244.00	233.76
Compliance with the Insolvency Act, Rules and best practice	Appointment						1.5	0.1	1.6	134.50	84.06
	Banking and Bonding		0.2		1.0	0.1	0.1	8.2	9.6	1,554.00	161.88
	Statutory reporting and statement of affairs		0.7		3.0	7.2	2.7	3.2	16.8	3,467.50	206.40
	Total for Compliance with the Insolvency Act, Rules and best practice:		0.9		4.0	7.3	4.3	11.5	28.0	5,156.00	184.14
Investigations	CDDA and investigations				0.5	0.8	0.1		1.4	333.50	238.21
	Total for Investigations:				0.5	0.8	0.1		1.4	333.50	238.21
Realisation of assets	Debt collection										0.00
	Property, business and asset sales	13.5		0.2	2.9	6.2			22.8	6,884.00	301.93
	Total for Realisation of assets:	13.5		0.2	2.9	6.2			22.8	6,884.00	301.93
Dealing with all creditors claims (including employees), correspondence and distributions	Secured					0.3			0.3	54.00	180.00
	Others					0.2			0.2	46.00	230.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions:					0.5			0.5	100.00	200.00
Other matters which includes meetings, tax, litigation, pensions and travel	Seeking decisions of creditors										0.00
	Other						0.6		0.6	60.00	100.00
	Litigation					1.6			1.6	379.00	236.88
	Total for Other matters:					1.6	0.6		2.2	439.00	199.55
	Total hours by staff grade:	15.8	1.6	0.3	16.0	49.0	8.0	12.3	103.0		
	Total time cost by staff grade £:	5,598.00	544.00	97.50	4,289.00	11,151.00	820.50	1,656.50		24,156.50	
	Average hourly rate £:	354.30	340.00	325.00	268.06	227.57	102.56	134.67			234.53

Time Costs Analysis From 25/09/2020 To 15/09/2021

Staff Grade		Consultant/Partner	Mngr	Asst Mngr	Jnr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning	0.6	0.6	3.5	0.1	0.5	5.3	1,498.00	282.64
	Administration			0.1			0.1	29.00	290.00
	Total for General Case Administration and Planning:	0.6	0.6	3.6	0.1	0.5	5.4	1,527.00	282.78
Compliance with the Insolvency Act, Rules and best practice	Appointment								0.00
	Statutory reporting and statement of affairs			3.0			3.0	870.00	290.00
	Total for Compliance with the Insolvency Act, Rules and best practice:			3.0			3.0	870.00	290.00
	Total hours by staff grade:	0.6	0.6	6.6	0.1	0.5	8.4		
	Total time cost by staff grade £:	234.00	180.00	1,914.00	9.00	60.00		2,397.00	
	Average hourly rate £:	390.00	300.00	290.00	90.00	120.00			285.36

Time Costs Analysis From 25/09/2014 To 15/09/2021

Staff Grade		Consultant/ Partner	Director	Snr Mngr	Mngr	Asst Mngr	Snr Admin	Admin	Jnr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning	2.9	0.7	0.1	0.6	12.1	32.6	3.0	0.1	1.3	53.4	12,742.00	238.61
	Administration					0.1					0.1	29.00	290.00
	Total for General Case Administration and Planning:	2.9	0.7	0.1	0.6	12.2	32.6	3.0	0.1	1.3	53.5	12,771.00	238.71
Compliance with the Insolvency Act, Rules and best practice	Appointment							1.5		0.1	1.6	134.50	84.06
	Banking and Bonding		0.2			1.0	0.1	0.1		8.2	9.6	1,554.00	161.88
	Statutory reporting and statement of affairs		0.7			6.0	7.2	2.7		3.2	19.8	4,337.50	219.07
	Total for Compliance with the Insolvency Act, Rules and best practice:		0.9			7.0	7.3	4.3		11.5	31.0	6,026.00	194.39
Investigations	CDDA and investigations					0.5	0.8	0.1			1.4	333.50	238.21
	Total for Investigations:					0.5	0.8	0.1			1.4	333.50	238.21
Realisation of assets	Debt collection												0.00
	Property, business & asset sales	13.5		0.2		2.9	6.2				22.8	6,884.00	301.93
	Total for Realisation of assets:	13.5		0.2		2.9	6.2				22.8	6,884.00	301.93
Dealing with all creditors claims (including	Secured						0.3				0.3	54.00	180.00
	Others						0.2				0.2	46.00	230.00

employees), correspondence and distributions	Total for Dealing with all creditors claims (including employees), correspondence & distributions:						0.5				0.5	100.00	200.00
Other matters which includes meetings, tax, litigation, pensions and travel	Seeking decisions of creditors												0.00
	Other							0.6			0.6	60.00	100.00
	Litigation						1.6				1.6	379.00	236.88
	Total for Other matters:						1.6	0.6			2.2	439.00	199.55
	Total hours by staff grade:	16.4	1.6	0.3	0.6	22.6	49.0	8.0	0.1	12.8	111.4		
	Total time cost by staff grade £:	5,832.00	544.00	97.50	180.00	6,203.00	11,151.00	820.50	9.00	1,716.50		26,553.50	
	Average hourly rate £:	355.61	340.00	325.00	300.00	274.47	227.57	102.56	90.00	134.10			238.36

CVR GLOBAL LLP CHARGE OUT RATES

Current Charge-out Rates for the firm

Time charging policy

Charge-out rates are normally reviewed annually when rates are adjusted to reflect such matters as inflation; increases in direct wage costs; and changes to indirect costs such as Professional Indemnity Insurance. It is the firm's policy for the cashier's time spent on an assignment to be charged to the case. However, secretarial and office admin support time is charged only in respect of identifiable blocks of time devoted to the case where we consider it to be viable to do so. All time is recorded in 6 minute units.

Staff	Charge out rates £
Insolvency Practitioner/Partners	390-495
Consultants	390-495
Directors	360-390
Associate Directors	330-360
Managers	300-330
Assistant Manager	290-310
Senior Executive	240-275
Executive	155-190
Cashier	135-185
Secretarial/Admin/Analyst	90-125

Direct expenses (“Category 1 Expenses/Disbursements”)

Category 1 expenses as defined by SIP 9, which can be specifically identified as relating to the administration of the case, will be charged to the estate at cost, with no uplift. These include but are not limited to such items as advertising our appointment, meetings and requesting claims from creditors, storage in relation to the books and records of the company or individuals and the assignment records, online reporting facilities in relation to the uploading of documents and reports for creditors, bonding and other insurance premiums to protect the estate and its assets, and properly reimbursed expenses incurred by personnel in connection with the case.

Indirect expenses (“Category 2 Expenses/Disbursements”)

It is our normal practice to also charge the following indirect expenses (“Category 2 Expenses as defined by SIP 9) to the case, where appropriate:

Circulars to creditors:

Plain/headed paper including photocopying	12p per side
Envelopes	12p each
Postage	Actual costs

Room Hire

For the convenience of creditors and to save the cost of booking an outside hotel room, meetings of creditors are occasionally held internally at our offices. Where meetings of creditors are held in one of our internal meeting rooms, a charge of £100 plus VAT may be levied to cover the cost of booking the room.

Travel

Mileage incurred as a result of any necessary travelling is charged to the estate at the H M Revenue & Customs approved rate, currently 45p per mile.

All of the above costs are subject to amendment by the firm at any time and if amended will be notified to creditors with the next circular sent to all creditors.

Company Searches & Electronic Verification of Identity

Included in expense and/or disbursements, Company Searches and electronic Verification of Identity include an element of shared costs. Such expenses are of an incidental nature but are generally incurred on each case. In line with the cost of the external provision of such services, a charge of £15 plus VAT is levied to cover the cost of these searches.

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

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

² Ibid 1

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 will delegate tasks to members of staff. Such delegation assists the office holder as it allows him 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.

(A) 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) is charged on the basis that the number of standard archive boxes held in storage for a particular case bears to the total of all archive boxes for all cases in respect of the period for which the storage charge relates
- Statutory advertising
- Insurance / bonding charges
- Agents/Valuers/Legal fees
- Land Registry /Companies House search fees

(B) 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 office as at the date of this report are as follows:

Grade of staff	Charge-out rate (£ per hour) 1 December 2018 – until further notice
Partner	495
Director	445
Senior Manager	395
Manager	345
Assistant Manager	250
Senior Administrator	225
Administrators	175
Junior Administrators	140
Support	140

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.

CUMULATIVE STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £
Electronic filing fee	Insolvency Point	12.00
Statutory advertising	Courts Advertising Ltd	90.63
Insurance / bond	JLT Speciality Ltd / Marsh Limited	110.00
Meeting Expenses /Room Hire	CVR Global LLP	100.00
Companies search fee	Companies House	15.00
Printing, photocopying & postage	Misc office suppliers / Royal Mail plc	90.53
Legal Disbursements	Birkerts LLP	57.94
Bank Charges	NatWest Bank plc	0.22
Total		476.32