

In accordance with  
Rule 6.28 of the  
Insolvency (England &  
Wales) Rules 2016 and  
Section 106(3) of the  
Insolvency Act 1986.

# LIQ14

## Notice of final account prior to dissolution in CVL



Companies House

SATURDAY



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A17

19/10/2019

#82

COMPANIES HOUSE

### 1 Company details

Company number 0 5 6 0 4 0 3 4

Company name in full Bounty Associates Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Timothy Frank

Surname Corfield

### 3 Liquidator's address

Building name/number 26/28 Goodall Street

Street Walsall

Post town West Midlands

County/Region

Postcode W S 1 1 Q L

Country

### 4 Liquidator's name ①

Full forename(s)

Surname

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ①

Building name/number

Street

Post town

County/Region

Postcode

Country

#### ① 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

d 1

d 7

m 1

m 0

y 2

y 0

y 1

y 9

# LIQ14

## Notice of final account prior to dissolution in CVL



### 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

Company name

Griffin & King Insolvency

Address

26/28 Goodall Street

Walsall

Post town

West Midlands

County/Region

Postcode

W S 1 1 Q L

Country

DX

Telephone

01922 722205



### Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.



### Important information

All information on this form will appear on the public record.



### Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.



### Further information

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

**Bounty Associates Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts and Payments**  
**To 15 August 2019**

*Appendix A*

RECEIPTS	Statement of Affairs (£)	Total (£)
Fixtures & Fittings	NIL	0.00
Unpaid Share Capital	1,000.00	1,000.00
Bank Interest Gross		0.14
Bank Interest Net of Tax		0.10
Other Debtors	15,000.00	15,000.00
Antecedent Transaction		10,000.00
		<hr/> 26,000.24 <hr/>
<b>PAYMENTS</b>		
Bank Charges		0.12
Statement of Affairs Fee		7,000.00
Liquidators Fees		19,000.12
Trade & Expense Creditors	(2,157.33)	0.00
Directors Loan Account	(11,518.52)	0.00
Barclays Bank Plc	(3,750.00)	0.00
HM Revenue & Customs - Corporation Tax	(37,811.00)	0.00
HM Revenue & Customs - VAT	(12,000.00)	0.00
Ordinary Shareholders	(1,000.00)	0.00
		<hr/> 26,000.24 <hr/>
Net Receipts/(Payments)		<hr/> 0.00 <hr/>

MADE UP AS FOLLOWS

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0.00

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~ Timothy Frank Corfield  
Liquidator

**Bounty Associates Limited**  
**In Creditors' Voluntary Liquidation**

**Liquidator's Final Account to the Company & Creditors'**  
**pursuant to Section 106 of the Insolvency Act 1986 and in accordance with Rules 6.28**  
**and 18.14 of the Insolvency (England and Wales) Rules 2016**

The Liquidator has completed his administration of the above liquidation and the affairs of the company are fully wound-up. Accordingly, we enclose the Liquidator's Final Account and Notice to Members and Creditors.

In accordance with rule 6.28(5) as the Liquidator is not required to prepare or deliver any Progress Report which may become due in the period between the date to which the Final Account is made up to, and the date the Final Account is delivered to the Registrar of Companies under section 106(3)(a).

The Final Account covers the period 29 August 2014 to 15 August 2019.

**Statutory Information**

Company Name	Bounty Associates Limited
Former Company Name(s)	None
Trading Name(s)	None
Company Number	05604034
Date of Incorporation	26 October 2005
Former Registered Office	1 Tan House Court, Much Cowarne, Bromyard, Herefordshire, HR7 4JE
Former Trading Address	1 Tan House Court, Much Cowarne, Bromyard, Herefordshire, HR7 4JE
Current Registered Office	26/28 Goodall Street, Walsall, West Midlands, WS1 1QL
Name of Liquidator	Timothy Frank Corfield
Address of Liquidator	Griffin & King, 26/28 Goodall Street, Walsall, West Midlands WS1 1QL
IP Number	8202
Date of Appointment of Liquidator	29 August 2014
Change(s) in Liquidator	None

**Liquidator's Final Receipts & Payments Account from 29 August 2014 to 15 August 2019**

An abstract showing receipts and payments during the period of this report is attached at Appendix A.

**Progress during the Period Covered by this Report**

**a) *Asset realisations***

1) Fixtures & Fittings – Estimated to Realise £NIL as per Directors' Statement of Affairs

These consisted of various pieces of computer equipment but due to their age and condition the directors believed they had little or no value and were subsequently scrapped.

2) Unpaid Shared Capital – Estimated to Realise £1,000 per Directors' Statement of Affairs

These were paid in full by the company Members

3) Bank Interest (Net and Gross)

Bank interest in the sum of £0.24 has accrued over the period of the liquidation. This is further divided to 14p of gross interest and 10p of net interest. Bank interest is usually subject to corporation tax however any tax liability arising (if any) on the interest, is below the level that which HM Revenue & Customs would propose to collect

4) Other Debtors – Estimated to Realise £15,000 as per Directors' Statement of Affairs

This related to a book debt prior to the Liquidator's appointment where the funds were received but not paid to the company by the directors. A figure of £15,000 was agreed upon with the directors which has now been paid in full.

5) Antecedent Transactions

Following an analysis of the company books and records the Liquidator considered a number of withdrawals from the company to be unlawful dividends. The sum agreed upon for repayment of these dividends was £10,000 which has now been paid in full.

**b) *Investigations***

1) Statutory Reporting

The Liquidator has a statutory obligation to consider the Directors' conduct. The Liquidator has submitted his report to the Insolvency Service, an Executive Agency of the Department for Business Innovation & Skills in accordance with the requirements of the Company Directors' Disqualification Act 1986.

**Transactions with Connected Parties**

There are no connected party transactions to disclose

**Prescribed Part for Unsecured Debts**

With effect from 15<sup>th</sup> September 2003, where a floating charge has been created after this date, an element of the company's net property is available for the satisfaction of unsecured debts ("the prescribed part") under section 176A of the Insolvency Act 1986 (as introduced by the Enterprise Act 2002). In this case there is no floating charge and therefore section 176A of the Insolvency Act 1986 does not apply.

**Dividend Prospects to Creditors**

Creditors should be aware that the Liquidator is obliged to deal with a number of matters in relation to creditors to comply with both the legislative and best practice requirements, and to ensure creditors are kept informed (unless they have opted-out). Creditors will only derive a financial benefit from this work on cases where a dividend has been or will be paid. A summary of the company creditor liabilities is detailed below:-

	<b>Statement of Affairs (£)</b>	<b>Claims Received to Date (£)</b>
<b>Preferential Creditors</b>	NIL	-
<b>Non-Preferential Unsecured Creditors</b>	67,236	124,097

In order to minimise the costs associated with an insolvency procedure, it is our policy to only agree the claims of creditors in the event that a distribution is declared, or it is anticipated that one will be declared.

In accordance with Part 11 of the Insolvency Rules 1986, the Liquidator gave formal notice to creditors on 17 September 2015 that no dividend will be declared to any class of creditor in this case.

Accordingly, the Liquidator confirms that creditor claims have not been verified or agreed.

### **Professional Advisers**

The Liquidator has not used professional advisers in this matter.

### **Creditors Liquidation Committee**

At the meeting of creditors on 29 August 2014 creditors resolved that the Liquidator's remuneration be fixed on the basis of the time properly incurred by the Liquidator and his staff in attending to matters arising in the insolvency under Rule 4 127(2) (b) of The Insolvency Rules 1986. A creditors committee was not formed.

### **Expenses of Statement of Affairs**

At the meeting of creditors on 29 August 2014 creditors resolved that the fee for convening the meeting and the production of the report & statement of affairs by this practice shall be fixed at £7,000 plus VAT, in accordance with Rule 4 38(1) and Rule 4.62 of the Insolvency Rules 1986 and that this fee shall be paid as an expense of the liquidation. The fee has been paid in full.

### **Basis of Remuneration and Quantum**

As previously mentioned, at the meeting of creditors on 29 August 2014 creditors resolved that the Liquidator's remuneration be fixed on the basis of the time properly incurred by the Liquidator and his staff in attending to matters arising in the insolvency under Rule 4 127(2)(b) of The Insolvency Rules 1986.

In common with other professional firms, these rates are subject to periodic review. An explanatory schedule detailing the scale rates charged for each grade of staff employed in the administration of an insolvency case is attached at Appendix B.

During the liquidation period the Liquidator has incurred time costs totalling £42,868.75 against which, remuneration totalling £19,000.12 plus VAT has been drawn from assets of the company by the Liquidator. Attached at Appendix C(1) is a detailed analysis of these time costs.

As there are minimal company assets with which to meet the Liquidator's time costs, these have been partly met from the payments made to the Liquidator other than out of the assets of the liquidation.

A Guide to Liquidator's fees is available at [www.icaew.com/en/technical/insolvency/creditors-guides](http://www.icaew.com/en/technical/insolvency/creditors-guides). If you do not have access to online services, a copy can be provided upon request.

### **Work Done During this Reporting Period**

As outlined in the asset section of this report, the Liquidator has realised all known assets of the company and work in relation to investigations and statutory reporting is also complete.

Certain aspects of the work that the Liquidator must undertake is derived from the underlying legal and regulatory framework for insolvency appointments of this nature. This work does not usually result in any direct financial benefit to creditors however, it is a necessary aspect of work in relation case management & control, best practice and compliance with other related legal obligations. It includes matters such as:-

- Preparation & filing of statutory documentation following appointment
- Preparation and issue of progress reports and associated documentation
- Periodic written internal case reviews

- On-going case planning and strategy with staff
- Maintaining & updating the case information on the practice insolvency software
- Maintenance of cashiering records, preparation of receipts & payments account
- On-going taxation returns & obligations
- On-going consideration of ethical matters and anti-money laundering regulations
- General administrative matters and routine correspondence
- Compliance with other associated legislation

In accordance with Insolvency Practitioners (Amendment) Regulations 2015 sufficient records are maintained to show and explain the administration of the case and the decisions materially affecting the liquidation, including time records.

Attached at Appendix C is a specific summary explanation of the work that has been undertaken in this reporting period and previously (by category) by the Liquidator.

### **Work Still to be Done**

Closing formalities, filing at Companies House, release of IP bond, admin and housekeeping tasks including final reviews and checklists. This work is necessary by statute or best practice and no financial benefit is derived for creditors.

The extent of the work still to be done is based on the assumption that:-

- The eight week prescribed period expires without any request for information under rule 18 9 or any application to Court under that rule or under rule 18 3.
- The Liquidator is released at the same time as vacating office, upon expiry of the prescribed period.

### **Statement of Expenses**

#### ***a) Category 1 Disbursements & Expenses***

Creditors' approval is not required for necessary external disbursements or expenses (category 1). The following category 1 disbursements have been incurred in the liquidation:

<b><u>To Whom Paid / Payable</u></b>	<b><u>Nature of Disbursement/Expense</u></b>	<b><u>Incurred/Paid in this Period</u></b> <b><u>£</u></b>	<b><u>Total Incurred/Paid</u></b> <b><u>£</u></b>
Courts Advertising Ltd.	Statutory and other advertising required under insolvency legislation	304.56	304.56
Marsh Limited	Premium for Insolvency Practitioners Specific Bond required under insolvency regulations	400.00	400.00
The Royal Bank of Scotland Plc	Account service charges for 60 months	120.00	120.00
<b>Total (plus VAT where appropriate)</b>		<b>824.56</b>	<b>824.56</b>

As there are limited company assets with which to discharge these disbursements & expenses, they have been met by the Liquidator's practice and not recovered from the company.



**b) Category 2 Disbursements & Expenses**

Creditors' approval is required for internal disbursements or expenses (category 2) where the cost (or an allocation of cost) is in respect of services provided by the Liquidator or his firm.

At the meeting of creditors held on 29 August 2014 creditors resolved to approve the Liquidator's expenses and disbursements, including an explanation of the basis of calculation for costs which, whilst being in the nature of expenses or disbursements, include elements of shared or allocated costs. An explanatory schedule detailing the basis of calculation for costs is attached at Appendix B.

The following category 2 disbursements have been incurred in the Liquidation:

<u>To Whom Paid / Payable</u>	<u>Nature of Disbursement/Expense</u>	<u>Incurred/Paid in this Period £</u>	<u>Total incurred/Paid £</u>
Griffin & King	Photocopying (charged per Appendix B)	14.28	15.96
Griffin & King	Postage (charged per Appendix B)	30.66	35.70
Griffin & King	Letterheads (charged per Appendix B)	1.28	1.49
Griffin & King	A4 window envelopes (charged per Appendix B)	3.05	3.56
Griffin & King	Record Storage boxes (charged per Appendix B)	9.10	9.10
Goodall Management Ltd (a company in which Mr Corfield is a Director & Shareholder)	On-site Record storage costs (charged per Appendix B)	50.00	50.00
<b>Total (plus VAT where appropriate)</b>		<b>108.37</b>	<b>115.81</b>

As there are limited assets with which to discharge these disbursements & expenses, they have been met by the Liquidator's practice and not recovered to date. The expenses incurred have not exceeded the details previously given to creditors.

**Liquidator's Release**

In the case of a creditors winding-up, where the Liquidator has produced an account of the winding-up under section 106 (final account), the Liquidator vacates office as soon as the Liquidator has complied with section 106(3) (requirement to send final account etc. to the Registrar of Companies).

In accordance with rule 6.28(2) creditors are given notice that:

- (a) The Liquidator confirms that the affairs of the company are fully wound-up.
- (b) Under rule 18.9 creditors have a right to request further information about the Liquidator's remuneration and expenses.
- (c) Under rule 18.34 creditors have the right to challenge the Liquidator's remuneration and expenses on the grounds that it is or are, in all the circumstances, excessive or inappropriate.
- (d) Creditors may object to the release of the Liquidator, by giving notice in writing to the Liquidator before the end of the prescribed period.
- (e) The prescribed period is the period ending at the later of –
  - i) Eight weeks after delivery of the Final Account and Notice, or
  - ii) If any request for information under rule 18.9 or any application to Court under that rule or rule 18.34 is made, when that request or application is fully determined.
- (f) The Liquidator will vacate office under section 171(7) on delivering to the Registrar of Companies the Final Account and Notice saying whether any creditor has objected to his release.

- (g) The Liquidator will be released under section 173(2)(e)(ii) at the same time as vacating office, unless any of the company's creditors objected to the Liquidator's release.

Further information is provided to creditors at Appendix D with regard to the relevant conditions and time limits in relation to rules 18.9 and 18.34.

**Other Relevant Information**

If any member or creditor requires further explanation on any aspect of the Report they should telephone Sukhdesh Mattu who will be able to deal with such enquiries.

Signed .....  
Timothy F Corfield - Liquidator

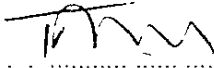
Dated: 15 August 2019

**Bounty Associates Limited ("the Company")**  
**In Creditors' Voluntary Liquidation**

**Liquidator's Notice to Creditors' in accordance with**  
**Rule 6.28(2) of the Insolvency (England & Wales) Rules 2016**

**NOTICE IS HEREBY GIVEN THAT:**

- (a) The Liquidator confirms that the affairs of the company are fully wound-up.
- (b) Under rule 18.9 creditors have a right to request further information about the Liquidator's remuneration and expenses.
- (c) Under rule 18.34 creditors have the right to challenge the Liquidator's remuneration and expenses on the grounds that it is or are, in all the circumstances, excessive or inappropriate.
- (d) Creditors may object to the release of the Liquidator, by giving notice in writing to the Liquidator before the end of the prescribed period.
- (e) The prescribed period is the period ending at the later of –
  - i) Eight weeks after delivery of the Notice, or
  - ii) If any request for information under rule 18.9 or any application to Court under that rule or rule 18.34 is made, when that request or application is fully determined.
- (f) The Liquidator will vacate office under section 171(7) on delivering to the Registrar of Companies the Final Account and Notice saying whether any creditor has objected to his release.
- (g) The Liquidator will be released under section 173(2)(e)(ii) at the same time as vacating office, unless any of the company's creditors objected to the Liquidator's release.

Signed: .....  .....  
Timothy Frank Corfield  
Liquidator

Dated: 15 August 2019

**Bounty Associates Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts and Payments**  
**To 15 August 2019**

*Appendix A*

RECEIPTS	Statement of Affairs (£)	Total (£)
Fixtures & Fittings	NIL	0.00
Unpaid Share Capital	1,000.00	1,000.00
Bank Interest Gross		0.14
Bank Interest Net of Tax		0.10
Other Debtors	15,000.00	15,000.00
Antecedent Transaction		10,000.00
		<hr/> 26,000.24 <hr/>
<b>PAYMENTS</b>		
Bank Charges		0.12
Statement of Affairs Fee		7,000.00
Liquidators Fees		19,000.12
Trade & Expense Creditors	(2,157.33)	0.00
Directors Loan Account	(11,518.52)	0.00
Barclays Bank Plc	(3,750.00)	0.00
HM Revenue & Customs - Corporation Tax	(37,811.00)	0.00
HM Revenue & Customs - VAT	(12,000.00)	0.00
Ordinary Shareholders	(1,000.00)	0.00
		<hr/> 26,000.24 <hr/>
Net Receipts/(Payments)		<hr/> 0.00 <hr/>

MADE UP AS FOLLOWS

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0.00

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~ Timothy Frank Corfield  
Liquidator

## GRIFFIN &amp; KING

CHARGE OUT RATES PER HOUR

Grade	£ 2014	£ 2015	£ 2016	£ 2017	£ 2018 - 2019
Insolvency Practitioner	365	375	385	395	395
Managers	250 to 315	260 to 325	265 to 335	275 to 345	285 to 345
Senior Case Administrators	135 to 235	150 to 245	160 to 250	155 to 260	175 to 260
Administrators & Junior Administrators	75 to 135	100 to 150	125 to 160	135 to 155	135 to 160
Junior Staff	35 to 75	50 to 100	75 to 115	85 to 135	85 to 135

Matters of particular complexity requiring responsibility of an exceptional kind will be dealt with by the Appointee personally or his senior staff. Where possible and in order to maximise cost effectiveness of the work performed the routine administration of the case is carried out by administrators and junior staff under the supervision of senior staff and/or the Appointee.

All charge-out rates are subject to periodic review. Any material amendments to charge-out rates shall be disclosed to Creditors at subsequent reporting obligations. Time is charged by individual staff to the category of work undertaken, in time units of 6 minutes (being one tenth of an hour).

Charges in relation to secretarial support are accounted for as an overhead cost of the firm and not charged separately to the case.

EXPENSES AND DISBURSEMENTS

Creditors' approval is not required for necessary external disbursements (Category 1) paid to independent third parties. Such disbursements shall be disclosed to Creditors' at subsequent reporting obligations.

Creditors' approval is required for internal disbursements (Category 2) where the cost (or an allocation of cost) is in respect of services provided by the Appointee or his firm. Additionally, where cost is paid to an outside party in which the Appointee or his firm (or any associate) has an interest disclosure and approval is required.

Detailed below are the disbursements that may be charged to the case from time to time, together with the cost and the basis of calculation to the cost.

<u>Disbursement</u>	<u>Cost</u>	<u>Basis of Calculation of Cost</u>
Photocopying for all circulars and general correspondence.	4.00 pence per copy.	This is the actual cost of a sheet of white copying paper at £0.04 pence and the actual cost per use of the copier at £0.035 pence
Postage for all circulars and general correspondence.	The cost is dependent on the class, size & weight.	This is the actual cost charged by the Royal Mail (or equivalent postal service) for the postage
Envelopes for all circulars and general correspondence.	7.25 pence per A4 window envelope	This is the actual cost an envelope used
Letterheads for all circulars and general correspondence.	3.05 pence per letterhead	This is the actual cost of a letterhead used
Companies House, Land Registry or other search information	The cost is dependent on the quantity & type of documents required or available.	This is the actual cost of the document download service provided by the agency.
Meeting Room Hire for all formally convened Creditor meetings.	£65 for each meeting	This is the actual cost of hiring the meeting room facilities or if held at our offices in Walsall, as levied by the managing agents of the building; Goodall Management Ltd (a company of which Mr Corfield is a director & shareholder). The amount charged is in line with the cost of alternative external provision
Archive storage boxes for all company books & records	£4.55 per archive record storage box required.	This is the actual cost of each archive storage box
Storage for all the archive storage boxes of books & records	£5 per annum per archive box	This is the actual invoice cost for storage per archive box at 26/28 Goodall Street, Walsall, West Midlands WS1 1QL (or other storage facilities), levied by Goodall Management Ltd (a company of which Mr Corfield is a director & shareholder). The amount charged is in line with the cost of alternative external provision
Issue - 1 Jan 2018		

# Time Entry - SIP9 Time & Cost Summary

Appendix C(1)

BOU503 - Bounty Associates Limited  
All Post Appointment Project Codes  
From 29/08/2014 To 15/08/2019

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Case Administrator	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration, Planning & Control	57.10	2.70	66.05	0.00	4.10	128.95	36,862.25	283.66
Asset Realisation	8.10	0.20	5.00	0.00	0.00	13.30	4,442.50	334.02
Creditor Administration	0.00	0.00	0.55	0.00	0.00	0.55	113.75	206.82
Distribution Administration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employee Administration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.90	0.20	4.20	0.00	0.00	5.30	1,296.50	244.62
Specific Case Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.75	0.00	0.00	0.75	153.75	205.00
Total Hours	68.10	3.10	76.55	0.00	4.10	148.85	42,868.75	288.08

## Appendix C

### A Summary of Work Undertaken or Still to be Undertaken (by category).

Classification (or category) of Work	Type of Activity
Administration, planning & control - Undertaken	Compliance related to Ethical, Money Laundering & Bribery Act legislation. Compliance with statutory & other legislative requirements or functions. Recovery of books & records. Administrative case set-up & maintenance, case strategy review, case reviews, maintenance of records. Statutory responsibilities to Companies House & relevant advertising. Drafting of Annual, Final and other reports. Reviewing communications sent & received. IP bonding arrangements, dealing with Crown departments & submission of relevant returns, financial control & bank reconciliations.
Administration, planning & control - Still to be Undertaken	Compliance related to Ethical, Money Laundering & Bribery Act legislation. Compliance with statutory & other legislative requirements or functions. Administrative case maintenance, case strategy review and maintenance of records. Statutory responsibilities to Companies House and other relevant bodies. Reviewing communications sent & received. IP bonding arrangements, dealing with Crown departments & submission of relevant final returns. Financial control & bank reconciliation. Seeking appropriate Crown clearances, final checklists and vacation of office.
Asset Realisation - Undertaken	Enquiry into all assets & valuations. Enquiry, recovery & monitoring of director's Antecedent Transactions.
Asset Realisation – Still to be Undertaken	None.
Creditor Administration - Undertaken	None.
Creditor Administration – Still to be Undertaken	None.
Creditor Distribution – Undertaken	None.
Creditor Distribution – Still to be Undertaken	None.
Employee Administration - Undertaken	Enquiry into possible company pension scheme.
Employee Administration – Still to be Undertaken	None.
Investigations - Undertaken	Review of directors' conduct, scrutiny of books & records and accounts, reporting obligations to the Insolvency Service, dealings with directors & other reporting parties, identification of antecedent transactions, breaches of the Insolvency Act, Companies Act or other legislative requirements.
Investigations – Still to be Undertaken	None
Trading	None.
Specific Case Matters	None

**Creditors' and members' requests for further information in administration, winding up and bankruptcy**

18.9.—(1) The following may make a written request to the office-holder for further information about remuneration or expenses (other than pre-administration costs in an administration) set out in a progress report under rule 18.4(1)(b), (c) or (d) or a final report under rule 18.14—

- (a) a secured creditor;
- (b) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question);
- (c) members of the company in a members' voluntary winding up with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the company;
- (d) any unsecured creditor with the permission of the court; or
- (e) any member of the company in a members' voluntary winding up with the permission of the court.

(2) A request, or an application to the court for permission, by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one member or creditor.

(3) The office-holder must, within 14 days of receipt of such a request respond to the person or persons who requested the information by—

- (a) providing all of the information requested;
- (b) providing some of the information requested; or
- (c) declining to provide the information requested

(4) The office-holder may respond by providing only some of the information requested or decline to provide the information if—

- (a) the time or cost of preparation of the information would be excessive; or
- (b) disclosure of the information would be prejudicial to the conduct of the proceedings;
- (c) disclosure of the information might reasonably be expected to lead to violence against any person; or
- (d) the office-holder is subject to an obligation of confidentiality in relation to the information.

(5) An office-holder who does not provide all the information or declines to provide the information must inform the person or persons who requested the information of the reasons for so doing.

(6) A creditor, and a member of the company in a members' voluntary winding up, who need not be the same as the creditor or members who requested the information, may apply to the court within 21 days of—

- (a) the office-holder giving reasons for not providing all of the information requested; or
- (b) the expiry of the 14 days within which an office-holder must respond to a request

(7) The court may make such order as it thinks just on an application under paragraph (6).



**Remuneration and expenses: application to court by a creditor or member on grounds that remuneration or expenses are excessive**

**18.34.—**(1) This rule applies to an application in an administration, a winding-up or a bankruptcy made by a person mentioned in paragraph (2) on the grounds that—

- (a) the remuneration charged by the office-holder is in all the circumstances excessive;
- (b) the basis fixed for the office-holder's remuneration under rules 18.16, 18.18, 18.19, 18.20 and 18.21 (as applicable) is inappropriate; or
- (c) *the expenses incurred by the office-holder are in all the circumstances excessive.*

(2) The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable—

- (a) a secured creditor,
- (b) an unsecured creditor with either—
  - (i) the concurrence of at least 10% in value of the unsecured creditors (including that creditor), or
  - (ii) the permission of the court, or
- (c) *in a members' voluntary winding up—*
  - (i) members of the company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the company, or
  - (ii) a member of the company with the permission of the court.

(3) The application by a creditor or member must be made no later than eight weeks after receipt by the applicant of the progress report under rule 18.3, or final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question ("the relevant report").