

LIQ03

Notice of progress report in voluntary winding up



Companies House

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13/10/2017

#479

COMPANIES HOUSE

1 Company details

Company number 0 6 4 6 6 6 7 0

Company name in full Chemistree Homecare Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Henry Anthony

Surname Shinnars

3 Liquidator's address

Building name/number 25 Moorgate

Street London

Post town EC2R 6AY

County/Region

Postcode

Country

4 Liquidator's name ①

Full forename(s) Finbarr Thomas

Surname O'Connell

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 25 Moorgate

Street London

Post town EC2R 6AY

County/Region

Postcode

Country

② Other liquidator

Use this section to tell us about
another liquidator.

LIQ03

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6 Period of progress report

From date	^d 2	^d 4	^m 0	^m 8	^y 2	^y 0	^y 1	^y 6
To date	^d 2	^d 3	^m 0	^m 8	^y 2	^y 0	^y 1	^y 7

7 Progress report

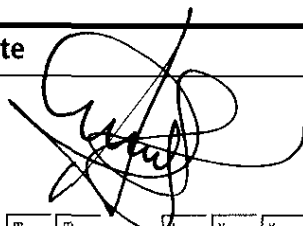
☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d 1	^d 1	^m 1	^m 0	^y 2	^y 0	^y 1	^y 7
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Chemistree Homecare Limited (in creditors' voluntary liquidation)

Joint liquidators' annual progress report for the period from 24
August 2016 to 23 August 2017

11 October 2017



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1. Glossary

Abbreviation	Description
the Company	Chemistree Homecare Limited
the liquidators/joint liquidators	Henry Anthony Shinnars and Finbarr Thomas O'Connell
SIP	Statement of Insolvency Practice (England & Wales)
IA86	Insolvency Act 1986 If preceded by S this denotes a section number
IR16	Insolvency (England and Wales) Rules 2016 If preceded by R this denotes a rule number
IR86	Insolvency Rules 1986, as revoked by IR16 If preceded by R, this denotes a rule number
SOA	Statement of Affairs
HMRC	HM Revenue & Customs
QFCH	Qualifying Floating Charge Holder - a secured creditor who has the power to appoint an administrator
RPS	Redundancy Payments Service
Gold Nuts	Gold Nuts Limited

2. Introduction and statutory information

This report provides an update on the progress in the liquidation of the Company for the year ended 23 August 2017. It should be read in-conjunction with any previous reports. By way of reminder, Henry Anthony Shinnars and Anthony Cliff Spicer, of Smith & Williamson LLP, 25 Moorgate, London, EC2R 6AY, were appointed administrators of the Company on 12 March 2015 and subsequently joint liquidators on 24 August 2015.

On 22 February 2016, Finbarr O'Connell replaced Anthony Spicer as joint liquidator, by an order made by District Judge Exton sitting in the Companies Court, Chancery Division in the High Court of Justice Bristol District Registry pursuant to an application for a block transfer of insolvency appointments.

The principal trading address of the Company was Symbio Serviced Offices, Whiteleaf Road, Hemel Hempstead, Hertfordshire, HP3 9PH. The business traded under the name "Chemistree".

The Company's registered office is 25 Moorgate, London, EC2R 6AY and its registered number is 06466670.

3. Realisation of assets

Attached at appendix I is our receipts & payments account for the period from 24 August 2016 to 23 August 2017. This account includes cumulative figures for the period from 24 August 2015 to 23 August 2017.

The receipts & payments account also includes a comparison with the directors' SOA values.

All assets have been realised and the only matter outstanding are the joint liquidators' investigations.

4. Investigations

Under the Company Directors Disqualification Act 1986 we have a duty to make a submission to the Secretary of State for Business, Energy & Industrial Strategy on the conduct of all those persons who were directors at the date of liquidation or who held office at any time during the three years immediately preceding insolvency.

We have complied with our duty in this regard. As all submissions are strictly confidential we are unable to disclose their content.

Shortly after appointment, we made an initial assessment of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate. This assessment took into account information provided by creditors.

The joint liquidators are liaising with the creditors' committee in relation to their investigations and further information will be provided to creditors in due course.

5. Creditors

5.1 Secured creditors

Gold Nuts holds a debenture containing fixed and floating charges over the Company's assets granted on 15 September 2014. The directors have advised that a sum of £338,357 was owed to Gold Nuts under its

debenture. Please note that no formal claim has been submitted by Gold Nuts. Gold Nuts is a connected party and the validity of these charges are being reviewed by the liquidators.

5.2 Prescribed part

Where a company has created a floating charge on or after 15 September 2003 S176A of the IA86 makes provision for a share of the company's net property to be set aside for distribution to unsecured creditors in priority to the floating charge holder. The company's net property is the amount of its property which remains after preferential creditors have been paid and which would then otherwise be available for satisfaction of the claims of any holder of a debenture secured by a floating charge.

The share of the company's net property to be set aside for unsecured creditors is known as the prescribed part. The amount of the prescribed part is calculated as follows:

- 50% of the net property up to £10,000, plus
- 20% of the net property over £10,000
- up to a maximum prescribed part of £600,000.

The Company granted a floating charge to Gold Nuts on 15 September 2014. Any funds payable under the prescribed part will be dependent on the outcome of the reviewed detailed above.

5.3 Preferential creditors

We set out below a summary of preferential claims received:

Preferential creditor	SOA claims £	Claims received £
Employee claims (1 claim)	Nil	Tbc
Department for Business Innovation & Skills	Nil	529.20
Total	Nil	529.20

We anticipate that preferential creditors will be paid in full.

5.4 Unsecured creditors

We have received claims totalling £5,942,824 from 55 creditors. Total claims as per the directors' SOA were £5.3 million.

A summary of unsecured claims received is set out below:

	SOA claims	Claims received	Claims agreed
Amount of claims (£)	5,368,613.97	5,943,824.62	Nil
Number of claims	63	55	Nil

In addition to the amounts in the SOA there are also potentially unquantified amounts due to various landlords relating to dilapidations and other costs associated with the terms of the leases although details of these have not been received.

We anticipate that realisations will be sufficient to pay a dividend to unsecured creditors subject to various recovery actions which are currently being assessed and advice received from our solicitors relating to the floating charge as detailed in section 5.2.

6. Liquidators' remuneration

At the first meeting of the creditors' committee held on 23 June 2015, the creditors' committee approved that the basis of the liquidators' remuneration be fixed by reference to the time properly spent by them and their staff in attending to matters arising in the liquidation.

The liquidators' time costs are:

Period	Total hours hrs	Total costs £	Average hourly rate £/hr	Fees drawn £
24 August 2015 to 23 August 2016	143.40	43,720.00	304.88	Nil
24 August 2016 to 23 August 2017	52.65	17,608.50	334.44	Nil
Total	196.05	61,328.50	312.82	Nil

Attached as appendix II, is a time analysis which provides details of the activity costs incurred by staff grade during the period of this report in respect of the costs fixed by reference to time properly spent by the liquidators and their staff in attending to matters arising in the liquidation. Details of work carried out in the period are also included in the body of this report.

Also attached as appendix III is a cumulative time analysis for the period from 24 August 2015 to 23 August 2017 which provides details of the liquidators' time costs since appointment. To date, the joint liquidators have not drawn any fees.

The joint liquidators' anticipate the future costs to be in the region of £50,000.

A detailed narrative explanation of these costs can be found in the "Outstanding matters" section of this report.

Please note that this estimate is based on present information and may change due to unforeseen circumstances arising.

On a general note, creditors should be aware that some of the work is required by statute and may not necessarily provide any financial benefit to creditors. Examples would include dealing with former employees' claims through the Redundancy Payments Service and investigating the former officers of the company as required by the Company Directors' Disqualification Act 1986.

A copy of "A Creditor's Guide to Liquidator's Fees" can be downloaded free of charge from the ICAEW's website at the following address:

<http://www.icaew.com/-/media/corporate/files/technical/insolvency/creditors-guides/2017/liquidations-creditor-fee-guide-6-april-2017.ashx?la=en>

Alternatively, a hard copy is available on request, free of charge.

It should be noted that, whilst this statement makes reference to the need to provide creditors with a fees and costs estimate in the event that fees are being drawn on a time costs basis, this requirement only applies to appointments on or after 1 October 2015. Prior to 1 October 2015, there was no statutory obligation to produce fees and costs estimates.

Details of Smith & Williamson LLP's charge out rates and policies in relation to the use of staff are provided at Appendix IV.

7. Liquidation expenses

7.1 Subcontractors

We have not utilised the services of any subcontractors in this case.

7.2 Professional advisers

On this assignment we have used the professional advisers listed below. We have also indicated alongside the basis of our fee arrangement with them, which is subject to review on a regular basis.

Name of professional adviser	Basis of fee arrangement	Costs incurred in current period £	Costs paid in current period £	Total costs outstanding at period end £
DAC Beachcroft LLP (legal advice)	Hourly rate and disbursements	24,887.50 and disbursements of 9,170.70	*Disbursements of 9,000	24,887.50 plus disbursements of 170.70

*Please note that the legal disbursements shown in the receipts & payments account is £9,600, however the joint liquidators have received a refund of £600. This cheque was received after the reporting date.

The legal fees and disbursements incurred are in relation to the joint liquidators' investigations. The joint liquidators and their legal advisors have spent a significant amount of time investigating the Company's affairs.

7.3 Liquidators' disbursements

We have paid and/or incurred the following disbursements in the current period:

Description	Incurred in current period £	Paid in current period £	Total costs outstanding at period end £
Land Registry searches	21.00	Nil	21.00
Total	21.00	Nil	21.00

Note: Total costs outstanding may include costs incurred in prior periods, but not yet paid.

7.4 Other expenses

The joint liquidators have paid corporation tax of £71.49 in relation to the year ending 23 August 2016.

7.5 Policies regarding use of third parties and disbursement recovery

Appendix IV provides details of Smith & Williamson LLP's policies in relation to the use of subcontractors and professional advisers, and the recovery of disbursements.

8. Outstanding matters

The remaining actions to be concluded in the liquidation are as follows:

- Concluding our investigations into the financial affairs of the Company
- Obtaining tax and VAT clearance
- Closure of the liquidation, including preparing and issuing draft final report, calling and holding final meetings, and preparing and issuing final report

As referred to in section six of this report the joint liquidators estimate their future costs to be in the region of £50,000, however this is dependent on the complexities of the joint liquidators' investigations.

The only issue that remains outstanding are the joint liquidators' investigations, unfortunately due to the sensitive nature of this matter, at present, I am unable to provide further details however, we continue to liaise with the creditors' committee regarding progress on this matter. The outcome for creditors is dependent on the outcome of our investigations.

9. Creditors' rights

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 or otherwise with the court's permission) may request in writing that the liquidators provide further information about their remuneration or expenses which have been itemised in this report.

Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors or otherwise with the court's permission) may within 8 weeks of receipt of this report make an application to court on the grounds that, in all the circumstances, the basis fixed for the liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred (including any paid) by the liquidators, as set out in this report, are excessive.

The above rights apply only to matters which have not been disclosed in previous reports.

On a general note, if you have any comments or concerns in connection with our conduct, please contact Henry Anthony Shinnars or Finbarr Thomas O'Connell in the first instance. If the matter is not resolved to your satisfaction, you may contact our Head of Legal by writing to 25 Moorgate, London EC2R 6AY or by telephone on 020 7131 4000.

Thereafter, if you wish to take the matter further you may contact the Insolvency Services directly via Insolvency Complaints Gateway. They can be contacted by email, telephone or letter as follows:

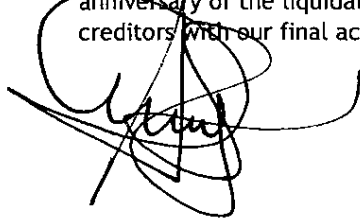
i) Email: insolvency.enquiryline@insolvency.gsi.gov.uk

ii) Telephone number: +44 300 678 0015

iii) Postal address: The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds LS11 9DA.

10. Next report

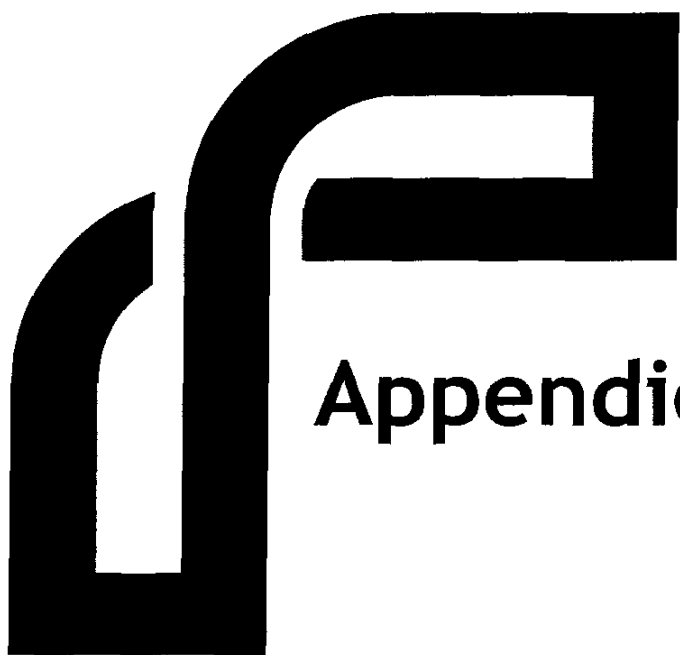
We are required to provide a further report on the progress of the liquidation within two months of the next anniversary of the liquidation unless we have concluded matters prior to this, in which case we will write to all creditors with our final account, prior to vacating office.

A handwritten signature in black ink, appearing to read 'H. Shinnars', is written over the text of the paragraph above.

Henry Anthony Shinnars

Joint Liquidator

Date: 11 October 2017



Appendices

I Receipts & payments account

Statement of Affairs £		From 24/08/2016 To 23/08/2017 £	From 24/08/2015 To 23/08/2017 £
	HIRE PURCHASE		
230,745.00	Motor Vehicles	NIL	NIL
(237,386.00)	HP Finance Companies	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
1,000.00	Furniture & Equipment	NIL	728.00
30,000.00	Stock	NIL	10,000.00
	WIP	NIL	1.00
225,000.00	Book Debts	NIL	43,122.94
	Cash Transfer from Administration	NIL	204,538.38
	Contracts	NIL	25,000.00
	VAT Transfer from Administration	NIL	5,218.34
	Insurance Refund	NIL	297.93
	Customer Database	NIL	12,996.00
75,000.00	Goodwill	NIL	1.00
	Bank Interest Gross	288.91	1,357.78
1,171.00	Cash at Bank	NIL	995.00
50,000.00	Rebate Receivables	NIL	NIL
900.00	Prepayments & Other Debtors	NIL	NIL
	Business Rates Refund	NIL	193.56
		288.91	304,449.93
	COST OF REALISATIONS		
	Corporation Tax (liquidation)	71.49	71.49
	Trading Expenses (administration)	NIL	25.31
	Rent (administration)	NIL	3,612.78
	Legal Fees	NIL	9,000.00
	Legal Expenses	9,600.00	10,200.00
	Corporation Tax (administration)	NIL	1.60
	Petitioners Costs (Administration Order)	NIL	10,047.67
	Statutory Advertising	NIL	75.00
	Insurance of Assets	NIL	4,134.00
	Bank Charges	NIL	15.25
		(9,671.49)	(37,183.10)
	UNSECURED CREDITORS		
(2,534,578.10)	Trade & Expense Creditors	NIL	NIL
(63,919.00)	HM Revenue & Customs - PAYE/NI	NIL	NIL
(19,205.00)	HM Revenue & Customs - CT	NIL	NIL
(922,147.00)	HM Revenue & Customs - VAT	NIL	NIL
		NIL	NIL
	SHAREHOLDERS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(3,163,519.10)		(9,382.58)	267,266.83
	REPRESENTED BY		
	Clients Deposit (Interest Bearing)		267,266.83
			<u>267,266.83</u>

Notes and further information required by SIP 7

- *The liquidators' remuneration has been approved.*
- *We have sought approval to draw any other costs that would require the same approval as our remuneration.*
- *No payments have been made to us from outside the estate.*
- *Details of significant expenses paid are provided in the body of our report.*
- *Information concerning the liquidators' remuneration and disbursements incurred is provided in the body of our report.*
- *Information concerning the ability to challenge the liquidators' remuneration and expenses of the liquidation is provided in our report.*
- *All bank accounts are interest bearing.*
- *There are no foreign currency holdings.*
- *All amounts in the receipts and payments account are shown exclusive of any attributable VAT. Where VAT is not recoverable it is an expense of the liquidation and shown as irrecoverable VAT.*

II Time analysis for the period

From 24 August 2016 to 23 August 2017

Classification of work function	Hours						Time cost	Average hourly rate
	Partner / Director	Associate director	Manager/ Assistant Manager	Other professional staff	Assistants & support staff	Total hours		
Administration and planning								
Statutory returns, reports & meetings	0.40	2.00	0.00	6.50	0.20	9.10	2,319.50	254.89
Initial post-appointment notification letters, including creditors	0.00	0.00	0.00	0.00	0.50	0.50	42.50	85.00
Cashiering general, including bonding	0.00	0.00	0.00	0.00	1.45	1.45	249.75	172.24
Job planning, reviews and progression (inc 6 month reviews and planning meetings, checklist & diary	0.50	1.10	0.00	1.50	0.00	3.10	950.50	306.61
Post-appointment taxation (VAT, PAYE/NIC, Corp Tax that are not trading related)	0.30	0.25	0.00	2.75	0.00	3.30	804.25	243.71
Filing - Administration and planning	0.00	0.00	0.00	0.50	0.00	0.50	80.00	160.00
Director/manager review, approval and signing	1.35	0.00	0.00	0.00	0.05	1.40	666.50	476.07
Other	0.00	0.00	0.00	0.75	0.00	0.75	120.00	160.00
Investigations								
Investigation of legal claims	5.10	5.50	0.00	0.00	0.00	10.60	4,526.00	426.98
Asset tracing (e.g. Land Registry and Company Searches)	0.00	1.00	0.00	0.00	0.00	1.00	380.00	380.00
Enquiries of advisers	0.00	1.45	0.00	0.00	0.00	1.45	551.00	380.00
Creditors								
Floating charge creditors	0.60	1.00	0.00	0.00	0.00	1.60	674.00	421.25
Crown (not RPO etc)	0.00	0.75	0.00	0.00	0.00	0.75	285.00	380.00
Unsecured creditors	1.60	1.25	0.00	2.65	0.00	5.50	1,744.25	317.14
Creditors' committee	2.65	5.75	0.00	3.00	0.00	11.40	4,085.25	358.36
Corporate Tax								
Corporate Tax	0.25	0.00	0.00	0.00	0.00	0.25	130.00	520.00
Total	12.75	20.05	0.00	17.65	2.20	52.65	£17,608.50	£334.44

Explanation of major work activities undertaken

The works performed under these sections are as follows:

Administration and Planning

This section of the analysis encompasses the cost of the administrators and their staff in complying with their statutory obligations and internal compliance requirements. This work includes the following:

- Preparing joint administrators' final report
- Statutory notifications and advertising of the liquidation
- Dealing with routine correspondence
- Maintaining physical case files and electronics case details on IPS (case management software)
- Case planning and administration
- Preparing final reports to members and creditors
- Maintaining and managing the liquidators' cash book and bank accounts

Investigations

At this stage, I am unable to disclose the full extent of the time spent on the investigations, as certain matters remain confidential. I would, however confirm that all matters in relation to the investigations have been discussed with the Creditors' Committee and their opinions have been sought.

Creditors

Work under this section includes correspondence and other contact with the creditors of the Company. The work includes the following:

- Dealing with creditor correspondence via email and telephone
- Maintaining creditors' information on IPS
- Liaising with the creditors' committee

III Cumulative time analysis

From 24 August 2015 to 23 August 2017

Classification of work function	Partner / Director	Associate director	Manager/ Assistant Manager	Other professional staff	Assistants & support staff	Total hours	Time cost	Average hourly rate
Administration and planning								
Statutory returns, reports & meetings	1.20	8.00	0.00	13.50	0.30	23.00	6,343.00	275.78
Initial post-appointment notification letters, including creditors	0.00	0.00	0.00	0.00	1.00	1.00	85.00	85.00
Cashiering general, including bonding	0.00	0.00	0.00	0.00	6.15	6.15	1,040.50	169.19
Job planning, reviews and progression (inc 6 month reviews and planning meetings, checklist & diary)	0.50	3.80	0.00	2.50	0.60	7.40	2,287.50	309.12
Post-appointment taxation (VAT, PAYE/NIC, Corp Tax that are not trading related)	0.45	0.25	0.00	3.60	0.00	4.30	1,046.25	243.31
Insurance & general asset protection	0.00	0.15	0.00	0.00	0.00	0.15	55.50	370.00
Filing, file and information management	0.00	0.00	0.00	0.00	0.25	0.25	21.25	85.00
Filing - Administration and planning	0.00	0.00	0.00	0.70	0.00	0.70	120.00	171.43
Director/manager review, approval and signing	2.75	0.00	0.00	0.00	0.45	3.20	1,430.50	447.03
Other	0.00	0.00	0.00	3.25	0.00	3.25	620.00	190.77
Investigations								
Directors' correspondence & conduct questionnaires	0.00	0.00	0.00	2.50	0.00	2.50	500.00	200.00
Statutory books and accounting records review	0.00	0.00	0.00	7.75	0.00	7.75	1,470.00	189.68
Investigation of legal claims	9.25	38.55	0.00	0.50	0.00	48.30	18,871.50	390.71
SIP2 and SIP4 obligations (inc CDDA86 forms)	3.25	0.00	0.00	0.00	0.00	3.25	1,560.00	480.00
Asset tracing (e.g. Land Registry and Company Searches)	0.00	2.55	0.00	0.25	0.00	2.80	1,003.50	358.39
Enquiries of advisers	0.25	8.30	0.00	0.00	0.00	8.55	3,208.00	375.20
Director/manager review, approval and signing	0.15	0.00	0.00	0.00	0.00	0.15	72.00	480.00
Other	0.00	0.00	0.00	5.75	0.00	5.75	1,150.00	200.00
Realisation of assets								
Fixed charge Property (land and buildings)	0.00	0.75	0.00	0.00	0.00	0.75	277.50	370.00
Debtors not financed (includes reassigned debtors)	0.30	0.75	0.00	4.20	0.00	5.25	1,261.50	240.29
Other chattel assets	0.00	0.10	0.00	0.60	0.00	0.70	157.00	224.29
Cash at Bank	0.00	0.00	0.00	0.45	0.00	0.45	90.00	200.00
Other	0.00	0.65	0.00	0.00	0.00	0.65	240.50	370.00
Trading								
Purchasing/suppliers (not landlord)	0.00	0.00	0.00	0.35	0.00	0.35	70.00	200.00
Staff and payroll (inc PAYE/NIC for trading period)	0.00	0.00	0.00	0.35	0.00	0.35	70.00	200.00
Director/manager review, approval and signing	0.25	0.00	0.00	0.00	0.00	0.25	120.00	480.00
Other	0.00	0.85	0.00	0.00	0.00	0.85	314.50	370.00
Creditors								
Floating charge creditors	0.60	1.00	0.00	0.00	0.00	1.60	674.00	421.25
RPO and ERA claims & tribunals	0.00	0.00	0.00	0.35	0.00	0.35	70.00	200.00
Employees & pension (other) (incl Jobcentre/CSA etc)	0.30	0.35	0.00	0.85	0.00	1.50	447.00	298.00
Crown (not RPO etc)	1.35	1.25	0.00	0.00	0.00	2.60	1,118.00	430.00
Unsecured creditors	3.25	2.75	0.00	3.95	0.10	10.05	3,378.25	336.14
Creditors' committee	5.05	8.80	0.00	7.35	0.00	21.20	7,235.75	341.31
Director/manager review, approval and signing	0.15	0.00	0.00	0.00	0.00	0.15	72.00	480.00
Case-Specific 3, AML/Compliance								
AML - if done post appointment	0.00	0.00	0.00	0.45	0.60	1.05	228.00	217.14
Corporate Tax								
Corporate Tax	3.50	0.00	8.00	8.00	0.00	19.50	4,620.00	236.92
Total	32.55	78.85	8.00	67.20	9.45	196.05	£61,328.50	£312.82

IV Staffing, charging, subcontractor and adviser policies and charge out rates

Introduction

Detailed below are:

- Smith & Williamson LLP's policy in relation to:
 - Staff allocation and the use of subcontractors
 - Professional advisers
 - Disbursement recovery
- Smith & Williamson LLP's current charge out rates

Staff allocation and the use of subcontractors

Our general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.

The constitution of the case team will usually consist of a partner and a partner or director or associate director as joint office holders, a manager, and an administrator or assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment. The charge out rate schedule below provides details of all grades of staff and their experience level.

We may use subcontractors to perform work which might ordinarily be carried out by us and our staff where it is cost effective to do so and/or where the specific expertise offered by the subcontractor is required.

Details of any subcontractors' services utilised in the period covered by this report are set out in the body of this report.

Use of professional advisers

We select professional advisers such as agents and solicitors on the basis of balancing a number of factors including:

- The industry and/or practice area expertise required to perform the required work.
- The complexity and nature of the assignment.
- The availability of resources to meet the critical deadlines in the case.
- The charge out rates or fee structures that would be applicable to the assignment.
- The extent to which we believe that the advisers in question can add value to the assignment.

Disbursements

Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case.

Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage.

Since 7 July 2012 Smith & Williamson LLP's policy is to recover only one type of Category 2 disbursement, namely business mileage at HMRC's approved mileage rates at the relevant time. Current mileage rates are 45p per mile plus 5p per passenger per mile. Prior to 7 July 2012 approval may have been obtained to recover other types of Category 2 disbursements.

No Category 2 disbursements have been incurred or recovered in the period covered by this report.

Charge out rates

The rates applicable to this appointment are set out below. Changes to the charge out rates during the period of this report were applied with effect from 1 July 2017.

Smith & Williamson LLP Restructuring & Recovery Services Charge out rates	London office £/hr		Regional offices £/hr	
	From 1/7/15	From 1/7/16	From 1/7/15	From 1/7/16
Partner / Director (from 1 January 2016)	425-480	435-485	350	350-375
Associate Director	370	370-380	295-300	295-305
Managers	235-310	235-315	190-290	190-290
Other professional staff	150-235	150-235	120-175	120-175
Support & secretarial staff	85	85-90	60-135	60-135

Smith & Williamson LLP Restructuring & Recovery Services Charge out rates as at 1 July 2017	London office £/hr	Regional offices £/hr
Partner / Director	435-500	350-375
Associate Director	390-410	295-310
Managers	250-350	190-310
Other professional staff	160-305	120-180
Support & secretarial staff	80-170	60-135

Notes

1. Time is recorded in units representing 3 minutes or multiples thereof.
2. It may be necessary to utilise staff from both regional and London offices, subject to the requirements of individual cases.
3. The firm's cashiering function is centralised and London rates apply. The cashiering function time is incorporated within "Other professional staff" rates.

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LIQ03

Notice of progress report in voluntary winding up



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	Anjna Kalia
Company name	Smith & Williamson LLP
Address	25 Moorgate
	London
Post town	EC2R 6AY
County/Region	
Postcode	
Country	
DX	
Telephone	0121 710 5200



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.



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