

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 0 6 9 3 4 7 1 4

Company name in full 181010 Limited FKA Excel Interiors & Refurbishment UK  
Ltd

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Lisa Jane

Surname Hogg

### 3 Liquidator's address

Building name/number The Manor House

Street 260 Ecclesall Road South

Post town Sheffield

County/Region

Postcode S 1 1 9 P S

Country

### 4 Liquidator's name ①

Full forename(s) Robert Neil

Surname Dymond

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number The Manor House

Street 260 Ecclesall Road South

Post town Sheffield

County/Region

Postcode S 1 1 9 P S

Country

#### ② Other liquidator


Use this section to tell us about  
another liquidator.

# LIQ03

## Notice of progress report in voluntary winding up

<b>6</b>	<b>Period of progress report</b>													
From date	<sup>d</sup>	1	<sup>d</sup>	3	<sup>m</sup>	0	<sup>m</sup>	2	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	0
To date	<sup>d</sup>	1	<sup>d</sup>	2	<sup>m</sup>	0	<sup>m</sup>	2	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	1

<b>7</b>	<b>Progress report</b>											
	<input checked="" type="checkbox"/> The progress report is attached											

<b>8</b>	<b>Sign and date</b>													
Liquidator's signature	<div>Signature</div> <div>  </div>													
Signature date	<sup>d</sup>	2	<sup>d</sup>	9	<sup>m</sup>	0	<sup>m</sup>	3	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2

**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 **Shelley Mallett**

Company name **Wilson Field Limited**

Address  
**The Manor House**  
**260 Ecclesall Road South**

Post town  
**Sheffield**

County/Region

Postcode **S 1 1 9 P S**

Country

DX

Telephone  
**01142356780**

**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)**

**181010 Limited FKA Excel Interiors & Refurbishment UK Ltd  
(In Liquidation)  
Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs		From 13/02/2020 To 12/02/2021	From 13/02/2019 To 12/02/2021
£		£	£
	ASSET REALISATIONS		
	Bank Interest Gross	NIL	7.36
3,426.00	Cash Held by Liquidator	NIL	3,426.00
	Investigation Matters	<u>13,500.00</u>	<u>13,500.00</u>
		13,500.00	16,933.36
	COST OF REALISATIONS		
	Document Upload Fees	NIL	150.00
	Land Registry Fees	6.00	6.00
	Legal Fees	4,000.00	4,000.00
	Liquidators Fees	6,959.75	9,771.32
	Postage, stationery, photocopying	15.30	63.04
	Room Hire	NIL	100.00
	Specific Bond	30.00	30.00
	Statutory Advertising	NIL	228.60
	Storage of Records	<u>240.00</u>	<u>240.00</u>
		(11,251.05)	(14,588.96)
	UNSECURED CREDITORS		
(12,571.39)	Commercial Credit Card	NIL	NIL
(10,108.12)	HM Revenue and Customs - Corporati	NIL	NIL
(2,617.78)	HM Revenue and Customs - PAYE	NIL	NIL
(36,960.74)	HM Revenue and Customs - VAT	NIL	NIL
(502.26)	HSBC Bank Plc	NIL	NIL
(32,730.42)	Trade & Expense Creditors	<u>NIL</u>	<u>NIL</u>
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	<u>NIL</u>	<u>NIL</u>
		NIL	NIL
<b>(92,164.71)</b>		<b><u>2,248.95</u></b>	<b><u>2,344.40</u></b>
	REPRESENTED BY		
	Vat Control Account		895.39
	Vat Receivable		<u>1,449.01</u>
			<b>2,344.40</b>

*Archie*

Lisa Jane Hogg  
Joint Liquidator

# Joint Liquidators' Annual Progress Report to Creditors & Members

181010 Limited FKA Excel Interiors & Refurbishment UK  
Ltd (**“the Company”**) - In Liquidation

6 April 2021

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- 3** Progress of the Liquidation
- 4** Creditors
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- 6** Creditors' rights
- 7** Next report

## APPENDICES

- A** Receipts and Payments Account ("R&P") for the period 13 February 2020 to 12 February 2021 ("the Period"), including a cumulative R&P for the period from the date of the Joint Liquidators' appointment to the end of the Period
- B** Time analysis for the Period
- C** Cumulative time analysis for the period from the date of the Joint Liquidators' appointment to the end of the Period
- D** Additional information in relation to Joint Liquidators' fees, expenses & disbursements

## **1 Introduction and statutory information**

- 1.1 I, Lisa Jane Hogg, together with my colleague, Robert Neil Dymond of Wilson Field Limited ("Wilson Field"), The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS, was appointed as Joint Liquidator of the Company on 13 February 2019. This progress report covers the Period and should be read in conjunction with my progress reports covering the first two years of the Liquidation.
- 1.2 Information about the way that we will use and store personal data on insolvency appointments can be found at <https://www.wilsonfield.co.uk/not-so-small-print>. If you are unable to download this, please contact my office and a hard copy will be provided to you.
- 1.3 The principal trading address of the Company was Unit 2 Pigeon House Farm, Common Road, Dorney, Slough, Berkshire, SL4 6QB. The Company previously traded upon the name of Excel Interiors & Refurbishment UK Limited and changed its name to its current style following cessation of trade taking on 10 October 2018.
- 1.4 Following the Joint Liquidators' appointment, the registered office of the Company was changed from Unit 2 Pigeon House Farm, Common Road, Dorney, Slough, Berkshire, SL4 6QB to Wilson Field, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS. Its registered number is 06934714.

## **2 R&P**

- 2.1 At Appendix A is my R&P Account covering the Period. Also attached at Appendix A, is a cumulative R&P Account for the period from the date of my appointment as Joint Liquidator to the end of the Period.
- 2.2 In Section 3 below, you will find an update on the progress made during the Period in realising the Company's assets and dealing with its affairs.

## **3 Progress of the Liquidation**

- 3.1 This section of the report provides creditors with an update on the progress made in the Liquidation during the Period and an explanation of the work done by the Liquidators and their staff.

### **Administration (including statutory compliance & reporting)**

- 3.2 An office holder must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work I anticipated would need to be done in this area was outlined to creditors in my initial fees estimate/information.
- 3.3 Where the costs of statutory compliance work or reporting to creditors exceeds the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Liquidators.
- 3.4 As noted in my initial fees estimate/information, this work will not necessarily bring any financial benefit to creditors, but is required on every case by statute.
- 3.5 During the Period, time costs of £12,146, representing 68 hours of work, have been incurred in the Administration work category. This relates to time spent in dealing with the statutory duties of the Liquidation including preparing and issuing an annual progress report, completing periodic case reviews, cashiering and maintaining electronic case files.

## Realisation of Assets

- 3.6 The work undertaken by the Liquidators and their staff to date in realising the Company's assets has been necessary in order to maximise the likelihood of a return to creditors being made. Where assets remain to be realised, these will be dealt with as the Liquidation progresses and further updates will be provided to creditors in my progress reports.

## Investigation Matters

- 3.7 As detailed in my previous progress report dated 3 April 2020, my investigations remained ongoing in relation an overdrawn directors' loan account ("ODLA") and drawings paid after the Company's last financial statements.
- 3.8 Freeths LLP ("Freeths") were instructed to assist the Liquidators in pursuing these claims and led to letters before action being issued to both directors, requesting repayment of the sum of £87,411. Correspondence ensued between Freeths and accountants, Stiles & Co ("Stiles"), acting for the directors.
- 3.9 Correspondence between Freeths and Stiles revealed potential weaknesses in the claims against the directors, taking this into consideration, Freeths liaised with Stiles with a view to agreeing a commercial settlement, initially proposing a settlement of £15,000. Stiles responded with a counter offer that was subsequently negotiated upwards to £13,500. This offer was accepted, and the settlement funds were received in full during the Period.

## 4 Creditors (including claims and distributions)

- 4.1 Further information on the anticipated outcome for creditors in this case can be found at section 4 of this report. The Liquidators are not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.
- 4.2 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service ("RPS") following dismissal.
- 4.3 The above work will not necessarily bring any financial benefit to creditors generally, however the Liquidators are required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Liquidators in dealing with those claims.
- 4.4 I consider the following matters worth noting in my report to creditors at this stage:
- There are approximately 20 unsecured creditor claims in this case with a value per the directors' statement of affairs ("SoA") of £95,491

## Investigations

- 4.5 You may recall from my first progress report to creditors that some of the work the Liquidators are required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 ("CDDA 1986") and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidators can pursue for the benefit of creditors.
- 4.6 My report on the conduct of the directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986 was submitted during the first year of the Liquidation and is confidential.



- 4.7 In this case, my investigations centred on an overdrawn directors' loan account and drawings paid after the date of the Company's last accounts. As detailed above, I can confirm that investigations are now complete following the settlement with the directors.

Matters still to be dealt with

- 4.8 I can confirm that I am now in a position to take steps to close the Liquidation and draft a final report. This will be made available to creditors and members in due course.

## 5 Creditors

Secured creditors

- 5.1 The Company did not extend security to any of its creditors.

Preferential creditors

- 5.2 On 1 November 2018, the Company's three employees including the two directors were transferred to Excel Interiors & Refurbishment UK Limited under the Transfer of Undertakings (Protection of Employment) Regulations ("TUPE"). As a result, there are no funds owed to former employees of the Company that would constitute a preferential claim in the Liquidation.

Unsecured creditors

- 5.3 I have received claims totalling £94,010 from 11 creditors. I have yet to receive claims from 9 creditors whose debts total £23,208 as per the Company's SoA.
- 5.4 The Company did not grant any floating charges to a secured creditor. Accordingly, there is no requirement to create a fund out of the Company's net floating charge property for unsecured creditors (known as the Prescribed Part).
- 5.5 I would confirm that it is anticipated there will be insufficient funds realised after defraying the expenses of the Liquidation to pay a dividend to unsecured creditors.

## 6 Joint Liquidators' remuneration

- 6.1 The creditors approved that the basis of the Liquidators' remuneration be fixed by reference to the time properly spent by them and their staff in managing the Liquidation. My fees estimate/information was originally provided to creditors when the basis of my remuneration was approved and was based on information available to me at that time.

- 6.2 On 1 May 2020, creditors approved the basis of my revised fee estimate as reproduced below:

Category of work	Estimated Number of Hours	Average blended charge out rate £	Estimated cost £
Administration (inc statutory compliance & reporting)	77.50	327.42	25,375.00
Case specific matters (where applicable)	-	-	-
Creditors (claims & distributions)	25.50	273.04	6,962.50
Investigations	155.00	268.23	41,575.00
Realisation of assets	19.50	319.23	6,225.00
Trading (where applicable)	-	-	-
Total	277.50	288.78	80,137.50

- 6.3 My time costs for the Period are £25,274. This represents 68 hours at an average rate of £370 per hour. Attached as Appendix B is a time analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by me in managing the Liquidation.

6.4 Also attached as Appendix C is a cumulative time analysis for the period from 13 February 2019 to 12 February 2021 which provides details of my time costs since my appointment. The cumulative time costs incurred to date are £67,720. This represents 202 hours at an average rate of £336 per hour. To date, £9,771 plus disbursements of £589 has been drawn on account.

6.5 At the date of this report, I would confirm that my fees estimate for the Liquidation remains unchanged. This is because I consider my estimate to be sufficient.

Joint Liquidators' revised fee estimate

6.6 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from <https://www.icaew.com/en/technical/insolvency/understanding-business-restructuring-and-insolvency/creditors-guides>

6.7 Attached as Appendix D is additional information in relation to the Liquidators' fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.

## **7 Creditors' rights**

7.1 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) may request in writing that the Liquidators provide further information about their remuneration or expenses which have been itemised in this progress report.

7.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress 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 by the Liquidators, as set out in this progress report, are excessive.

## **8 Next report**

8.1 As detailed above, I am now in a position to conclude the Liquidation and issue a final report to creditors and members.

8.2 If you have any queries in relation to the contents of this report, I can be contacted by telephone on 0114 235 6780 or by email at [s.mallett@wilsonfield.co.uk](mailto:s.mallett@wilsonfield.co.uk)

Yours faithfully



L J Hogg  
Joint Liquidator

## Appendix A

R&P for the Period including a cumulative R&P for the period from the date of the Joint Liquidators' appointment to the end of the Period

181010 Limited FKA Excel Interiors & Refurbishment UK Ltd  
(In Liquidation)  
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 13/02/2020 To 12/02/2021 £	From 13/02/2019 To 12/02/2021 £
	ASSET REALISATIONS		
	Bank Interest Gross	NIL	7.36
3,426.00	Cash Held by Liquidator	NIL	3,426.00
	Investigation Matters	13,500.00	13,500.00
		<u>13,500.00</u>	<u>16,933.36</u>
	COST OF REALISATIONS		
	Document Upload Fees	NIL	150.00
	Land Registry Fees	6.00	6.00
	Legal Fees	4,000.00	4,000.00
	Liquidators Fees	6,959.75	9,771.32
	Postage, stationery, photocopying	15.30	63.04
	Room Hire	NIL	100.00
	Specific Bond	30.00	30.00
	Statutory Advertising	NIL	228.60
	Storage of Records	240.00	240.00
		<u>(11,251.05)</u>	<u>(14,588.96)</u>
	UNSECURED CREDITORS		
(12,571.39)	Commercial Credit Card	NIL	NIL
(10,108.12)	HM Revenue and Customs - Corporati	NIL	NIL
(2,617.78)	HM Revenue and Customs - PAYE	NIL	NIL
(36,960.74)	HM Revenue and Customs - VAT	NIL	NIL
(502.26)	HSBC Bank Plc	NIL	NIL
(32,730.42)	Trade & Expense Creditors	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
(92,164.71)		<u>2,248.95</u>	<u>2,344.40</u>
	REPRESENTED BY		
	Vat Control Account		895.39
	Vat Receivable		1,449.01
			<u>2,344.40</u>



Lisa Jane Hogg  
Joint Liquidator

## Appendix B

Time analysis for the Period

# Time Entry - Detailed SIP9 Time & Cost Summary

181001C - 181010 Limited FKA Excel Interiors & Refurbishment UK Ltd  
From: 13/02/2020 To: 12/02/2021  
Project Code: POST

Classification of Work Function	Directors & IP's	Managers	Administrators	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADAP : Appointment	0.00	0.30	0.00	0.00	0.30	118.50	395.00
ADCA : Cashiering	0.00	0.70	0.10	1.10	1.90	565.00	297.37
ADCR : Case Reviews	0.90	1.00	5.00	0.00	6.90	2,094.00	303.48
ADGA : File Maintenance	0.10	0.00	0.00	0.10	0.20	63.00	315.00
ADSC : Statutory and Compliance	1.40	15.00	9.60	0.40	26.40	9,305.00	352.46
Admin and Planning	2.40	17.00	14.70	1.60	35.70	12,145.50	340.21
CRTV : Tax and VAT	0.30	0.00	0.50	0.00	0.80	249.00	311.25
Creditors	0.30	0.00	0.50	0.00	0.80	249.00	311.25
INAT : Antecedent Transactions	4.70	0.00	0.00	0.00	4.70	2,350.00	500.00
INRE : Investigation and Review	0.00	24.30	1.70	0.00	26.00	10,095.00	388.27
Investigations	4.70	24.30	1.70	0.00	30.70	12,445.00	405.37
REPB : Property, Business and Asset Sales	0.00	1.10	0.00	0.00	1.10	434.50	395.00
Realisation of Assets	0.00	1.10	0.00	0.00	1.10	434.50	395.00
Total Hours	7.40	42.40	16.90	1.60	68.30	25,274.00	370.04

## Appendix C

Cumulative time analysis for the period from the date of the Joint Liquidators' appointment to the end of the Period

# Time Entry - Detailed SIP9 Time & Cost Summary

181001C - 181010 Limited FKA Excel Interiors & Refurbishment UK Ltd  
From: 13/02/2019 To: 12/02/2021  
Project Code: POST

Classification of Work Function	Directors & IP's	Managers	Administrators	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADAP : Appointment	0.00	0.30	0.00	0.00	0.30	118.50	395.00
ADCA : Cashiering	0.10	2.00	1.10	2.90	6.10	1,940.50	318.11
ADCR : Case Reviews	1.40	1.00	10.80	0.00	13.20	4,160.00	315.15
ADDI : Directors/Client	0.00	0.00	2.40	0.00	2.40	685.50	285.63
ADGA : File Maintenance	1.90	0.00	0.30	1.40	3.60	1,213.00	336.94
ADSC : Statutory and Compliance	2.90	15.00	22.50	2.80	43.20	14,051.00	325.25
Admin and Planning	6.30	18.30	37.10	7.10	68.80	22,168.50	322.22
CRCL : Creditors Claims	0.00	0.00	0.80	0.00	0.80	216.00	270.00
CRCO : Communications with Creditors	0.20	0.00	1.90	2.80	4.90	989.50	201.94
CRTV : Tax and VAT	1.00	0.00	2.40	0.60	4.00	1,378.00	344.50
Creditors	1.20	0.00	5.10	3.40	9.70	2,583.50	266.34
INAT : Antecedent Transactions	8.50	0.00	0.00	0.00	8.50	4,250.00	500.00
INDR : CDDA Report	0.30	0.00	8.80	0.00	9.10	3,176.00	349.01
INRE : Investigation and Review	1.20	24.30	70.50	6.60	102.60	34,516.50	336.42
Investigations	10.00	24.30	79.30	6.60	120.20	41,942.50	348.94
REIS : Identifying,Securing and Insuring	0.40	0.00	0.20	0.40	1.00	348.00	348.00
REPB : Property, Business and Asset Sales	0.00	1.10	0.90	0.00	2.00	677.50	338.75
Realisation of Assets	0.40	1.10	1.10	0.40	3.00	1,025.50	341.83
Total Hours	17.90	43.70	122.60	17.50	201.70	67,720.00	335.75



## Appendix D

### Additional information in relation to the Joint Liquidators' fees, expenses & disbursements

#### 1 Staff allocation and the use of sub-contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of an IP/Director, Assistant Manager, Senior Administrator and/or Administrator and Secretarial and/or Support staff. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and additional staff may be allocated to meet the demands of the case.
- 1.3 We are not proposing to utilise the services of any sub-contractors in this case.

#### 2 Professional advisors

- 2.1 On this assignment we have used the professional advisors 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 Advisor	Basis of Fee Arrangement
Freeths LLP (legal advice)	Fee will be the higher of time costs or 30% of the total recovery from any action or any other appropriate percentage agreed

- 2.2 Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

#### 3 Joint Liquidators' expenses & disbursements

- 3.1 The estimate of expenses (including disbursements) which were anticipated at the outset of the Liquidation was provided to creditors when the basis of my fees were approved, is included in the table below, together with an analysis of the expenses paid prior to the end of the Period, and those incurred but not yet paid is provided below. Any material differences from the original estimate are commented on below.

	Estimated cost £	Paid in prior period £	Paid in the period covered by this report £	Incurred but not paid to date £	Total £
<b>Expenses &amp; Category 1 disbursements</b>					
Pre-appointment advertisement	73.50	76.20	-	-	76.20
Bond	12.00	-	30.00	-	30.00
Post-appointment advertisements	147.00	152.40	-	-	152.40
Collection of books & records	200.00	-	-	-	-
Postage, stationery, photocopying etc	43.40	47.74	15.30	-	63.04
Valuers Fees	500.00	-	-	-	-
Legal Fees	-	-	4,000.00	-	4,000.00
Land Registry Fees	6.00	-	6.00	-	6.00
<b>Category 2 disbursements:</b>					
Travel Expenses/Mileage	50.00	-	-	-	-
Document Upload Centre	150.00	150.00	-	-	150.00
Room Hire	100.00	100.00	-	-	100.00
Storage of books & records	240.00	-	240.00	-	240.00
<b>Total</b>	<b>1,521.90</b>	<b>526.34</b>	<b>4,291.30</b>	<b>Nil</b>	<b>4,817.64</b>

- 3.2 At the time of the initial expenses table being produced, it was not envisaged that any matters would require further investigation and as such, no disbursement costs were associated towards legal fees. However, from carrying out my statutory investigations it transpired that matters needs to be pursued relating to the repayment of the ODLA and unlawful dividends which led to Freeths LLP being instructed in this regard.
- 3.3 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 of 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. These disbursements are included in the tables of expenses above.
- 3.4 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. Details of Category 2 disbursements charged by this firm (where appropriate) were provided at the time the Liquidators' fees were approved by creditors. Any Category 2 disbursements incurred are specifically highlighted in the tables of expenses above.
- 3.5 Wilson Field have reviewed their disbursement policy as a firm and from 1 September 2017 will no longer charge postage, stationery and photocopying, an insolvency software fee, a document management fee, and search fees as a Category 2 disbursement and will only seek to recover the actual cost incurred.

#### 4 Charge-out rates

- 4.1 A schedule of Wilson Field Limited's current charge-out rates is attached.

## WILSON FIELD LIMITED CHARGE OUT RATES AND DISBURSEMENT POLICY

In accordance with Statement of Insolvency Practice 9 ("SIP 9") covering fees and disbursements, we are required to disclose to you our policy for recovering non-specific disbursements, and the charge out rates for the various grades of staff who may be involved in this case.

### Remuneration

The office holder(s) will seek approval from creditors to draw remuneration on a time cost basis, in accordance with the rates detailed below.

	Hourly charge out rate (£)		
Grade	01/11/2017 – 30/06/2018	01/07/2018 – 05/03/2020	06/03/2020 onwards
Director/Insolvency Practitioner	500	500	500
Manager	400	400	395
Assistant Manager	395	N/a	N/a
Team Leader	390	390	N/a
Senior Administrator	330	395	300
Administrator (1-5 years experience)	230-300	230 - 300	240-270
Trainee Administrator	180	180	180
Assistant & Support staff	130	130	130 - 235

All time is recorded in 6 minute units.

### Category 1 Disbursements

In accordance with SIP 9, these do not require the approval of creditors and are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include advertising, insurance, travel expenses etc.

### Category 2 Disbursements

In accordance with SIP 9, these require the prior approval of creditors.

Category 2 disbursements are charged in accordance with the liquidator's prevailing recovery policy at the time the disbursement is incurred. The rates applicable from 1 July 2018 are detailed below:

Disbursement	Charge	Period charged
Document Upload Centre charge	£150 for life of case	On appointment
Room Hire where held at a Wilson Field office	£100 per meeting	On appointment
Mileage	45p per mile	On appointment (where appropriate)
Storage of books and records	£80 per box per year	Once records are logged and then annually

In common with all professional firms, our charge out and disbursements rates increase from time to time. We reserve the right to change the rates without prior notice to you. Any change will be reported in the next statutory report to creditors.