

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 6 9 7 4 5 3 4

Company name in full Jacobs & Field Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Conrad

Surname Beighton

3 Liquidator's address

Building name/number Leonard Curtis

Street Cavendish House

39-41 Waterloo Street

Post town Birmingham

County/Region

Postcode B 2 5 P P

Country

4 Liquidator's name ①

Full forename(s) Paul

Surname Masters

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number Leonard Curtis

Street Cavendish House

39-41 Waterloo Street

Post town Birmingham

County/Region

Postcode B 2 5 P P

Country

② Other liquidator

Use this section to tell us about
another liquidator.

LIQ14

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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

Chignton

X

Signature date

^d2^d4

^m0^m6

^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	Katie Wells
Company name	Leonard Curtis
Address	Cavendish House
	39-41 Waterloo Street
	Birmingham
Post town	
County/Region	
Postcode	B 2 5 P P
Country	
DX	
Telephone	0121 200 2111

**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



LEONARD CURTIS
BUSINESS RESCUE & RECOVERY

**Jacobs & Field Limited
(In Creditors' Voluntary Liquidation)**

Company Number: 06974534

Former Registered Office: 20-22 Wenlock Road, London N1 7GU

Former Trading Address: 15 Old High Street, Headington, Oxford OX3 9HP

**Joint Liquidators' Final Account
pursuant to Section 106(1) of the Insolvency Act 1986 (as amended)
and Rule 18.14 of the Insolvency (England and Wales) Rules 2016**

29 April 2021

**Leonard Curtis
3rd Floor, Cavendish House, 39-41 Waterloo Street,
Birmingham B2 5PP
Tel: 0121 200 2111 Fax: 0121 200 2122
recovery@leonardcurtis.co.uk
Ref: B/37/KW/J745C/1010**

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TO ALL MEMBERS, CREDITORS AND THE REGISTRAR OF COMPANIES

1 INTRODUCTION

- 1.1 Conrad Beighton and Paul Masters were appointed Joint Liquidators of Jacobs & Field Limited (“the Company”) on 10 September 2018.
- 1.2 Conrad Beighton and Paul Masters are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales.
- 1.3 There has been no change in office holder since the date of liquidation.
- 1.4 Pursuant to Section 106(1) of the Insolvency Act 1986 (as amended) (“the Act”) and Rule 18.14 of the Insolvency (England and Wales) Rules 2016 (as amended) (the Rules”), as the Company’s affairs have been fully wound up, the Joint Liquidators now present an account of the winding up, showing how the liquidation has been conducted and the Company’s property disposed of, the outcome for creditors and other information that the Joint Liquidators are required to disclose.
- 1.5 All figures are stated net of VAT.

2 CONDUCT OF THE LIQUIDATION

- 2.1 The Company’s registered office was changed to Bamfords Trust House, 85-89 Colmore Row, Birmingham B3 2BB on 21 September 2018. On 14 April 2021, this was changed to 3rd Floor, Cavendish House, 39-41 Waterloo Street, Birmingham B2 5PP as the Birmingham office has moved.

Assets realised

Furniture, equipment, stock and goodwill

- 2.2 Prior to the appointment of the Joint Liquidators, an offer totalling £13,000 plus VAT for the Company’s furniture, equipment, stock and goodwill was received from director, Mr Johnny Pugsley, on 6 September 2018. On the advice of independent agents, MGR Appraisals Limited (“MGR”), this offer was accepted on 10 September 2018.
- 2.3 Whilst the offer was agreed, the total sale consideration was to be paid under the following payment terms:
- 1st payment of £5,000 plus VAT due on 10 September 2018
 - 2nd payment of £2,666.67 plus VAT due 10 October 2018
 - 3rd payment of £2,666.67 plus VAT due 10 November 2018
 - 4th payment of £2,666.66 plus VAT due 10 December 2018
- 2.4 Despite various requests, the purchaser failed to meet the agreed payment dates above. In this regard, with the assistance of MGR, the Joint Liquidators continued to pursue the purchaser for payment and confirmed that in the absence of payment MGR would be instructed to attend and uplift the assets.
- 2.5 As a result of the above, the purchaser agreed to a revised payment plan and the final payment in respect of which was received on 20 May 2019. The full sale consideration was received by MGR and subsequently transferred into the liquidation bank account. The sale consideration of £13,000 plus VAT is apportioned as follows:

	£
Goodwill	5,000
Furniture, equipment & stock	8,000
	<u>13,000</u>

Balance at bank

- 2.6 Following their appointment, the Joint Liquidators received £3 from Santander UK Plc in respect of a credit balance held in the Company’s bank account at the date of liquidation.

Rent deposit

- 2.7 As stated in the director’s statement of affairs, the landlord of the Company’s former trading premises held a rent deposit totalling £8,813. It is understood that this amount would be utilised to offset against the amounts owing to the landlord under the lease.
- 2.8 Immediately upon their appointment, the Joint Liquidators formally disclaimed their interest in the lease pursuant to section 178 of the Act. Furthermore, the director stated that the total amount due to the landlord would outweigh the rent deposit held.
- 2.9 The landlord has not yet submitted a claim in the liquidation, however, based on the director’s statement of affairs, it is understood that the landlord’s claim in the liquidation would exceed £29,000.
- 2.10 Accordingly, it was not anticipated that any realisation will be achieved and no realisation has been achieved in this regard.

Deposit interest

- 2.11 All funds received into the liquidation are deposited into an interest bearing bank account. During the liquidation a total of £35 has been received.

3 RECEIPTS AND PAYMENTS ACCOUNT

- 3.1 A summary of the Joint Liquidators’ final receipts and payments for the entire liquidation, including details of all receipts and payments for the period from 10 September 2020 to 29 April 2021, is attached at Appendix A.

4 OUTCOME FOR CREDITORS

Secured Creditors

Alfandari Private Equities Limited (“Alfandari”)

- 4.1 Alfandari holds a debenture which was created on 13 September 2017 and registered at Companies House on 15 September 2017.
- 4.2 It is understood that no amount is owing to Alfandari as the debenture does not relate to the Company and has been incorrectly registered at Companies House.
- 4.3 Accordingly, no claim has been, or is expected to be, received in this regard.

Saccary Real Estate Limited (“Saccary”)

- 4.4 Saccary holds a rent deposit deed which was created on 19 March 2010 and registered at Companies House on 24 March 2010.

4.5 As outlined above, the landlord of the Company’s former trading premises held a rent deposit totalling £8,813. Given the estimated amount owing to the landlord, it is understood that Saccary retained the rent deposit and offset this against the amount(s) owing to it under the lease.

4.6 Accordingly, it is likely that the charge has been satisfied on the basis it is estimated that the rent deposit has been used to offset against the amount(s) owing to the landlord.

Preferential Creditors

4.7 As at the date of liquidation, no preferential claims were anticipated.

4.8 No claims have been received.

Prescribed Part

4.9 As the only floating charge registered against the Company was done so in error, and given that the debenture holder has no claim against the Company, it is not expected that the prescribed part will apply in this case.

Ordinary Unsecured Creditors

4.10 As at the date of liquidation, there were 11 ordinary unsecured creditors, with estimated claims totalling £700,563.

4.11 The funds realised have already been distributed or used or allocated for paying the expenses of the liquidation. As a result, there will be no dividend to the ordinary unsecured creditors.

4.12 The Joint Liquidators have collated and acknowledged (where requested) the claims of the ordinary unsecured creditors, although, in view of the fact that there will be no distribution to this class of creditor, unsecured claims have not been formally agreed.

5 INVESTIGATIONS

5.1 As previously reported, the Joint Liquidators identified a number of matters which require further information/documentation from the directors to satisfy the Joint Liquidators’ investigations.

5.2 The Joint Liquidators engaged with the director for the information/documentation to bring the investigations to a conclusion, but this was not forthcoming. Accordingly, the Joint Liquidators engaged Leonard Curtis Legal Limited in order to advise on the matters in question and conclude this matter, subject to the response received from the director. After correspondence issued to the director by Leonard Curtis Legal Limited, the information/documentation was received. Accordingly, on review of the response received from the director and his advisors, all matters were satisfied and resulted in no funds being due to the liquidation estate.

5.3 Notwithstanding the above, the Joint Liquidators have complied with their statutory obligations under the Company Directors Disqualification Act 1986 and the appropriate report has been submitted to the relevant authority.

6 JOINT LIQUIDATORS’ REMUNERATION, EXPENSES AND DISBURSEMENTS, AND CREDITORS’ RIGHTS

Remuneration

6.1 Leonard Curtis’ fee of £5,000 plus VAT in respect of the preparation of the statement of affairs was approved by creditors on 21 November 2019. This has been paid in full.

- 6.2 On 21 November 2019, creditors resolved by way of business by correspondence, that the Joint Liquidators’ remuneration be payable by reference to time properly given by them and their staff in attending to matters arising in the liquidation as set out in the fees estimate dated 1 November 2019 (for an amount totalling £30,070).
- 6.3 As set out in Appendix B, the Joint Liquidators’ time costs from 10 September 2020 to 29 April 2021 are £5,895.00, which represents 17 hours at an average hourly rate of £346.79. Total time costs from the commencement of the liquidation amount to £29,663.00.
- 6.4 At Appendix C is a detailed description of work undertaken in the period, attributable to each category of time costs and an explanation of why it was necessary for that work to be performed.
- 6.5 At Appendix D is a comparison of categorised time costs incurred from the commencement of the liquidation to 29 April 2021, and the estimated time costs as per the original fees estimate. You will note that the categories of time costs incurred do not generally exceed those as set out in the fees estimate. The areas where a significant adverse variance (>£1,000) has occurred are in respect of the following.

Statutory & Review – the increased time costs then anticipated is due to the case being open longer than originally anticipated and accordingly, more reviews and statutory matters needing to be dealt.

Liabilities – time costs have increased in this section due to the case being open longer than anticipated due to further reports needing to be sent to creditors.

Legal Services – these time costs were not anticipated but have been incurred by Leonard Curtis Legal Limited in order assist the Joint Liquidators in concluding the investigation matters.

- 6.6 Fees totalling £6,200.66 have been drawn, £200.66 of which has been drawn during the period of this report (10 September 2020 to 29 April 2021). No further fees will be drawn in this matter and any time costs outstanding will be written off.

Expenses and Disbursements

- 6.7 A comparison of the Joint Liquidators’ expenses 10 September 2018 to 29 April 2021 and the Joint Liquidators’ statement of likely expenses is attached at Appendix E. To assist creditors’ understanding of this information, it has been separated into the following two categories:
- *Standard Expenses*: this category includes expenses payable by virtue of the nature of the liquidation process and / or payable in order to comply with legal or regulatory requirements.
 - *Case Specific Expenses*: this category includes expenses likely to be payable by the Joint Liquidators in carrying out their duties in dealing with issues arising in this particular liquidation. Included within this category are costs that are directly referable to the liquidation but are not paid to an independent third party (and which may include an element of allocated costs). These are known as ‘category 2 disbursements’ and they may not be drawn without creditor approval.
- 6.8 On 21 November 2019, creditors resolved that the Joint Liquidators be authorised to draw category 2 disbursements.
- 6.9 You will note that, in general, the nature and value of expenses incurred to date fall within those anticipated within the original statement of expenses
- 6.10 Attached at Appendix F is additional information in relation to Leonard Curtis’ policy on staffing, the use of subcontractors, disbursements and details of current charge-out rates by staff grade.

- 6.11 Since our last report, the following professional advisors (“PA”) and / or subcontractors (“S”) have been instructed:

Name of Professional Advisor	PA / S	Service Provided	Basis of Fees
Evolve IS Limited	S	Reviewing the pension scheme and closure	Fixed fees

- 6.12 Evolve IS Limited (“Evolve”) have been engaged to deal with the pension requirements of the Joint Liquidators. A fixed fee of £150 plus VAT was agreed. Evolve have considerable expertise in dealing with employee and pension matters and their fixed fee of £150 plus VAT is not considered to be in excess of the comparative costs of the Joint Liquidators’ own staff undertaking the work following appointment.

Creditors’ Rights

- 6.13 Under Rule 18.9 of the Rules, within 21 days of receipt of this report, a secured creditor, or an unsecured creditor with either the concurrence of at least five per cent in value of the unsecured creditors (including the creditor in question), or with the permission of the court, may request in writing that the Joint Liquidators provide further information about their remuneration or expenses which have been itemised in this report.
- 6.14 Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10 per cent in value of the unsecured creditors (including that creditor) or the permission of the court, may within eight weeks of receipt of the progress report that first reports the fee basis, the charging of the remuneration or the incurring of the expenses in question, make an application to court on the grounds that, in all the circumstances, the basis fixed for the Joint Liquidators’ remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Joint Liquidators, as set out in the progress report, are excessive.
- 6.15 Unless the court orders otherwise, the costs of the application shall be paid by the applicant and are not payable as an expense of the liquidation.

7 OTHER MATTERS

Release from Office

- 7.1 The Joint Liquidators will have their release from office when they have sent to the Registrar of Companies a copy of the final account and a statement of whether any of the Company’s creditors objected to the Joint Liquidators’ release. Such an objection to the Joint Liquidators’ release must be received within eight weeks from the date of receipt of the notice attached at Appendix G. Please note, all objections should be made in writing and sent to Katie Wells at Leonard Curtis, 3rd Floor, Cavendish House, 39-41 Waterloo Street, Birmingham B2 5PP.
- 7.2 In the event that such an objection is received, the Joint Liquidators will apply to the Secretary of State for their release and their release date will be as determined by the Secretary of State.
- 7.3 For your information, a guide to liquidators’ fees, (Version 4 – April 2017) which sets out the rights of creditors and other interested parties under the insolvency legislation, may be accessed via the following link:

<https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/>

- 7.4 If you would prefer this to be sent to you in hard copy form, please contact Katie Wells of this office on 0121 200 2111.

- 7.5 Creditors are also encouraged to visit the following website, which provides a step by step guide designed to help creditors navigate through an insolvency process:

<http://www.creditorinsolvencyguide.co.uk>

7.6 The Joint Liquidators are bound by the Insolvency Code of Ethics, which can be found at:

<https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>

Data Protection

7.7 When submitting details of your claim in the liquidation, you may disclose personal data to the Joint Liquidators. The processing of personal data is regulated in the UK by the General Data Protection Regulation EU 2016/679 as supplemented by the Data Protection Act 2018, together with other laws which relate to privacy and electronic communications. The Joint Liquidators act as Data Controllers in respect of personal data they obtain in relation to this liquidation and are therefore responsible for complying with Data Protection Law in respect of any personal data they process. The Joint Liquidators’ privacy notice, which is attached to this report at Appendix H, explains how they process your personal data. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law.

If you wish to discuss the issues raised in this report or require any additional information please contact this office.

Yours faithfully
for and on behalf of
JACOBS & FIELDS LIMITED



CONRAD BEIGHTON
JOINT LIQUIDATOR

Conrad Beighton and Paul Masters are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 9556 and 8262, respectively

APPENDIX A

SUMMARY OF JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS FROM 10 SEPTEMBER 2018 TO 9 SEPTEMBER 2019, 10 SEPTEMBER 2019 TO 9 SEPTEMBER 2020, 10 SEPTEMBER 2020 TO 29 APRIL 2021 AND CUMULATIVE TO 29 APRIL 2021

	Statement of affairs	10 September 2018 to 9 September 2019	10 September 2019 to 9 September 2020	10 September 2020 to 29 April 2021	Cumulative to 29 April 2021
	£	£	£	£	£
RECEIPTS					
Rent deposit	8,814.00	-	-	-	-
Trading name	-	5,000.00	-	-	5,000.00
Stock	-	1,000.00	-	-	1,000.00
Furniture & equipment	-	7,000.00	-	-	7,000.00
Balance at bank	-	2.97	-	-	2.97
Interest	-	3.54	31.33	-	34.87
	<u>8,814.00</u>	<u>13,006.51</u>	<u>31.33</u>	<u>-</u>	<u>13,037.84</u>
PAYMENTS					
Joint Liquidators' remuneration		-	6,000.00	200.66	6,200.66
Agents' fees and expenses		1,300.00	-	-	1,300.00
Professional fees		-	-	150.00	150.00
Category 1 disbursements		-	317.05	-	317.05
Irrecoverable VAT		-	-	70.13	70.13
Statement of affairs fees		-	5,000.00	-	5,000.00
		<u>1,300.00</u>	<u>11,317.05</u>	<u>420.79</u>	<u>13,037.84</u>
Net in flow / (out flow)		11,706.51	(11,285.72)	(420.79)	-
Balance brought forward		-	11,706.51	420.79	-
Balance carried forward		<u>11,706.51</u>	<u>420.79</u>	<u>-</u>	<u>-</u>

SUMMARY OF JOINT LIQUIDATORS' TIME COSTS FROM 10 SEPTEMBER 2020 TO 29 APRIL 2021

	Director		Manager 1		Administrator 1		Total	Average	
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Hourly Rate £
Statutory and Review	-	-	5	207.50	22	626.50	27	834.00	308.89
Receipts and Payments	-	-	1	39.50	3	84.00	4	123.50	308.75
Insurance	-	-	1	41.50	1	29.50	2	71.00	355.00
Assets	-	-	4	166.00	20	560.00	24	726.00	302.50
Liabilities	13	682.50	2	79.00	61	1,742.50	76	2,504.00	329.47
General Administration	-	-	9	355.50	2	56.00	11	411.50	374.09
Investigations	-	-	-	-	6	175.50	6	175.50	292.50
Legal Services	20	1,050.00	-	-	-	-	20	1,050.00	525.00
Total	33	1,732.50	22	889.00	115	3,274.00	170	5,895.50	
Average Hourly Rate (£)		<u>525.00</u>		<u>404.09</u>		<u>284.70</u>		<u>346.79</u>	

All Units are 6 minutes

APPENDIX C

DETAILED NARRATIVE OF WORK PERFORMED BY THE JOINT LIQUIDATORS AND THEIR STAFF IN THE PERIOD

This should be read in conjunction with the main body of this report.

Statutory and Review

This category of activity encompasses work undertaken for both statutory and case-management purposes. Whilst this work has not directly result in any monetary value for creditors, it has ensured that the case was managed efficiently and resourced appropriately, which has been of benefit to all creditors. The work to be carried out under this category has comprised the following:

- Case-management reviews. These have been carried out periodically throughout the life of the case. As the case progressed, a further six monthly review was undertaken to ensure that the case was progressing as planned. Also monthly management meetings have been conducted.
- Allocation of staff, management of staff, case resourcing and budgeting.
- Review of time costs data to ensure accurate posting of time and to ensure compliance with Statement of Insolvency Practice 9.
- Review of work carried out by more junior members of staff to ensure quality of work and adherence to standards, legislation and best practice.
- Completion of closing procedures at the end of the case.

Receipts and Payments

This category of work has not resulted in a direct financial benefit for creditors; however, close monitoring of case bank accounts was essential to ensure that bank interest was maximised where possible, estate expenses are properly managed and kept to a minimum and amounts payable to creditors are identified and distributed promptly.

- Management of case bank account to ensure compliance with relevant risk management procedures.
- Regular review of the accounts by senior member of staff to ensure that fixed and floating charge assets have been properly identified.
- Preparation of periodic receipts and payments accounts for inclusion in statutory reports. Which includes the Joint Liquidators' second progress report and this Final Account.
- Timely completion of all post-appointment tax returns.
- Managing estate expenses.

Assets

- Liaising with the director and Leonard Curtis Legal Limited in regards to the investigation matters as detailed in section 5.

Liabilities

This category of time includes both statutory and non-statutory matters.

Statutory

- Processing of claims from the Company's creditors – All claims received from the Company's 11 creditors will be logged. In this instance, it was not anticipated that there would be sufficient funds available to enable a distribution to be made to the unsecured creditors of the Company and therefore claims are not being formally agreed at this stage.

Jacobs & Field Limited – In Creditors' Voluntary Liquidation

- Preparation and submission of periodic progress reports to creditors. This includes the Joint Liquidators' Second Progress Report and this Final Account.

Non statutory

- Dealing with enquiries from the Company's creditors – This will include dealing with creditors general queries by post, telephone and email.

General Administration

- General planning matters.
- Maintaining the Joint Liquidators' records.
- Dealing with general correspondence and communicating with directors and shareholders.

Investigations

- Further review, investigation and finalising the matters identified and correspondence with relevant parties.

Legal Services

Time costs here are in relation to the assistance Leonard Curtis Legal Limited gave the Joint Liquidators in relation to the conclusion of the investigation matters, as discussed in section 5.

COMPARISON OF CATEGORISED TIME COSTS FROM 10 SEPTEMBER 2018 TO 29 APRIL 2021 WITH ORIGINAL FEES ESTIMATE

	FEES ESTIMATE			INCURRED TO 29 APRIL 2021			VARIANCE
	Total			Total			
	Units	Cost	Average hourly rate	Units	Cost	Average hourly rate	Cost
	No	£	£	No	£	£	£
Statutory and Review	125	3,945.00	315.60	172	5,457.50	317.30	1,512.50
Receipts and Payments	60	1,960.00	326.67	36	1,224.50	340.14	(735.50)
Insurance	55	1,830.00	332.73	33	1,002.00	303.64	(828.00)
Assets	90	3,175.00	352.78	89	2,791.50	313.65	(383.50)
Liabilities	150	4,847.50	323.17	187	6,406.00	342.57	1,558.50
Landlords	29	1,002.00	345.52	20	650.50	325.25	(351.50)
General Administration	55	1,830.00	332.73	65	2,149.00	330.62	319.00
Appointment	57	2,013.50	353.25	57	1,684.00	295.44	(329.50)
Planning & Strategy	27	845.00	312.96	13	568.00	436.92	(277.00)
Post Appointment Creditors Meeting	14	392.00	280.36	17	629.50	370.29	237.50
Investigations	260	8,230.00	316.54	218	6,050.50	277.55	(2,179.50)
Legal Services	-	-	-	20	1,050.00	525.00	1,050.00
	922	30,070.00	326.14	927	29,663.00	319.99	(407.00)

APPENDIX E

COMPARISON OF JOINT LIQUIDATORS' EXPENSES FROM 10 SEPTEMBER 2018 TO 29 APRIL 2021 WITH
STATEMENT OF LIKELY EXPENSES

Standard Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in the period £	Amount Paid £	Amount Unpaid £
AML Checks	Business Tax Centre Limited	Electronic client verification	20.00	10.00	-	10.00	-
Bond Fee	AUA Insolvency Risk Services Limited	Insurance bond	40.00	40.00	-	40.00	-
Document Hosting	Pelstar Limited	Hosting of documents for creditors	21.00	21.00	7.00	21.00	-
Software Licence Fee	Pelstar Limited	Case management system licence fee	87.00	87.00	-	87.00	-
Statutory Advertising	Courts Advertising Limited	Advertising	166.05	166.05	-	166.05	-
Storage costs	Auctus Limited	Storage of books and records	150.00	-	-	-	-
		Total standard expenses	484.05	324.05	7.00	324.05	-

Case Specific Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in the period £	Amount Paid £	Amount Unpaid £
Agents' Fees	MGR Appraisals Limited	Costs of valuing and realising assets	1,300.00	1,300.00	-	1,300.00	-
Professional Fees	Evolve IS Limited	Reviewing the pension scheme and closure	-	150.00	150.00	150.00	-
		Total case specific expenses	1,300.00	1,450.00	150.00	1,450.00	-

LEONARD CURTIS POLICY REGARDING FEES, EXPENSES AND DISBURSEMENTS

The following Leonard Curtis policy information is considered to be relevant to creditors:

Staff Allocation and Charge Out Rates

We take an objective and practical approach to each assignment which includes active director involvement from the outset. Other members of staff will be assigned on the basis of experience and specific skills to match the needs of the case. Time spent by secretarial and other support staff on specific case related matters, e.g. report despatching, is not charged.

Where it has been agreed by the appropriate body of creditors that the office holders’ remuneration will be calculated by reference to the time properly given by the office holders and their staff in attending to matters as set out in a fees estimate, then such remuneration will be calculated in units of 6 minutes at the standard hourly rates given below. In cases of exceptional complexity or risk, the insolvency practitioner reserves the right to obtain authority from the appropriate body of creditors that their remuneration on such time shall be charged at the higher complex rates given below.

The following hourly charge out rates apply to all assignments undertaken by Leonard Curtis:

	6 Jan 2014 onwards		1 Aug 2019 onwards		1 March 2021 onwards	
	Standard	Complex	Standard	Complex	Standard	Complex
	£	£	£	£	£	£
Director	450	562	525	656	550	688
Senior Manager	410	512	445	556	465	581
Manager 1	365	456	395	494	415	518
Manager 2	320	400	345	431	365	456
Administrator 1	260	325	280	350	295	369
Administrator 2	230	287	250	313	265	331
Administrator 3	210	262	230	288	245	306
Administrator 4	150	187	165	206	175	219
Support	0	0	0	0	0	0

Office holders’ remuneration may include costs incurred by the firm’s in-house legal team, which may be used for non-contentious matters pertaining to the insolvency appointment.

Subcontractors

Where we subcontract out work that could otherwise be carried out by the office holder or his/her staff, this will be drawn to the attention of creditors in any report which incorporates a request for approval of the basis upon which remuneration may be charged. An explanation of why the work has been subcontracted out will also be provided.

Professional Advisors

Details of any professional advisor(s) used will be given in reports to creditors. Unless otherwise indicated the fee arrangement for each is based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery of relevant disbursements.

The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

Expenses

We are required to provide creditors with an estimate of the expenses we expect to be incurred in respect of an assignment and report back to them on actual expenses incurred and paid in our periodic progress reports. There are two broad categories of expenses: standard expenses and case specific expenses. These are explained in more detail below:

- a) Standard Expenses – this category includes expenses which are payable in order to comply with legal or regulatory requirements and therefore will generally be incurred on every case. They will include:

Type	Description	Amount
AML checks	Electronic client verification in compliance with the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017	£5.00 plus VAT per search

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Bond / Bordereau fee	Insurance bond to protect the insolvent entity against any losses suffered as a result of the fraud or dishonesty of the IP	£10.00 to £1,200.00 dependent on value of assets within case																								
Company searches	Extraction of company information from Companies House	£1.00 per document unless document can be accessed via the free service																								
Document hosting	Hosting of documents for creditors/shareholders. Cost per upload, plus VAT.	<table> <tr> <th>Type</th><th>First 100</th><th>Every addtl 10</th></tr> <tr> <td>ADM</td><td>£14.00</td><td>£1.40</td></tr> <tr> <td>CVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>MVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CPL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CVA</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>BKY</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>IVA</td><td>£10 p.a. or £25 for life of case</td><td></td></tr> </table>	Type	First 100	Every addtl 10	ADM	£14.00	£1.40	CVL	£7.00	£0.70	MVL	£7.00	£0.70	CPL	£7.00	£0.70	CVA	£10.00	£1.00	BKY	£10.00	£1.00	IVA	£10 p.a. or £25 for life of case	
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Postage	Cost of posting documents in connection with a case to external recipients	Calculated in accordance with applicable supplier rates and dependent on the number of pages and whether the document is sent by international, first or second class post.																								
Post re-direction	Redirection of post from Company's premises to office-holders' address	0-3 months £216.00 3-6 months £321.00 6-12 months £519.00																								
Software Licence fee	Payable to software provider for use of case management system	£87.00 plus VAT per case																								
Statutory advertising	Advertising of appointment, notice of meetings etc. - London Gazette - Other	£91.80 - £102.00 plus VAT per advert Dependent upon advert and publication																								
Storage costs	Costs of storage of case books and records	£5.07 plus VAT per box per annum plus handling charges																								

- b) Case-specific expenses – this category includes expenses (other than office-holders' fees) which are likely to be payable on every case but which will vary depending upon the nature and complexity of the case and the assets to be realised. They will include:

Type	Description	Amount
Agents' fees	Costs of appointed agents in valuing and realising assets	Time costs plus disbursements plus VAT
Debt Collection fees	Costs of appointed debt collectors in realising debts	Generally agreed as a % of realisations plus disbursements plus VAT
Legal fees	Costs of externally appointed solicitors. Will generally comprise advice on validity of appointment, drafting of sale contracts, advice on retention of title issues and advice on any reviewable transactions.	Time costs plus disbursements plus VAT
Other disbursements	See disbursements section below	See disbursements section below

Disbursements

Included within both of the above categories of expenses are disbursements, being amounts paid firstly by Leonard Curtis on behalf of the insolvent entity and then recovered from the entity at a later stage. These are described as Category 1 and Category 2 disbursements.

- a) Category 1 disbursements: These 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, for example, advertising, external room hire, storage, postage, telephone charges, travel expenses (excl. mileage), and equivalent costs reimbursed to the office holder or his or her staff. Category 1 disbursements may be drawn without prior approval.
- b) Category 2 disbursements: These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage. In the event of charging for category 2 disbursements the following items of expenditure are recharged on this basis and are believed to be in line with the cost of external provision:

Storage of office files (6 years)	£30 per box
Business mileage	45p per mile

Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration.

NOTICE OF FINAL ACCOUNT PRIOR TO DISSOLUTION

106(1) INSOLVENCY ACT 1986

R6.28 INSOLVENCY (ENGLAND AND WALES) RULES 2016

JACOBS & FIELD LIMITED - IN CREDITORS’ VOLUNTARY LIQUIDATION (“THE COMPANY”)

COMPANY NUMBER: 06974534

NOTICE IS HEREBY GIVEN THAT

It appears to Conrad Beighton (IP Number 9556) and Paul Masters (IP Number 8262) of Leonard Curtis, 3rd Floor, Cavendish House, 39-41 Waterloo Street, Birmingham B2 5PP (“the Joint Liquidators”) that the Company’s affairs are fully wound up.

Prescribed Period:	Is the period ending at the later of eight weeks after delivery of this notice or, if any request for information is made by the creditors or any application to the court is made with regard to remuneration and expenses, when that request or application is finally determined.
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Any creditor may object to the release of the Joint Liquidators by giving notice, in writing, to the Joint Liquidators before the end of the Prescribed Period as detailed above. In the event that such an objection is received, the Joint Liquidators will apply to the Secretary of State for their release and their release date will be as determined by the Secretary of State.

Under Rule 18.9 of the Insolvency (England and Wales) Rules 2016 (“the Rules”), within 21 days of receipt of the Joint Liquidators’ Final Account, a secured creditor, or an unsecured creditor with either the concurrence of at least five per cent in value of the unsecured creditors (including the creditor in question), or with the permission of the court, may request, in writing, that the Joint Liquidators provide further information about their remuneration or expenses which have been itemised in their report.

Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10 per cent in value of the unsecured creditors (including that creditor) or the permission of the court, may within eight weeks of receipt of the progress report that first reports the fee basis, the charging of the remuneration or the incurring of the expenses in question, make an application to court on the grounds that, in all the circumstances, the basis fixed for the Joint Liquidators’ remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Joint Liquidators, as set out in the progress report, are excessive

The Joint Liquidators will vacate office and be released under Sections 171(7) and 173(2)(e) of the Insolvency Act 1986 (as amended) respectively on delivering a copy of the final account to the Registrar of Companies unless any of the Company’s creditors object to their release.

Signed:  _____

Dated: 29 April 2021

CONRAD BEIGHTON
JOINT LIQUIDATOR

Leonard Curtis, 3rd Floor, Cavendish House, 39-41 Waterloo Street, Birmingham B2 5PP
0121 200 2111

PRIVACY NOTICE

Information we collect and hold about you

By requesting details of your claim in this insolvency, we may collect Personal Data from you, particularly if you are a consumer creditor, a sole trader or are lodging a claim in your personal capacity.

Personal Data is information relating to a living individual. Whenever Personal Data is processed, collected, recorded, stored or disposed of it must be done within the terms of the General Data Protection Regulation ("the GDPR"). Examples of Personal Data include but may not be limited to your name, address, telephone number and email contact details.

If you do not provide us with the information we require, this may adversely affect our ability to deal with your claim, but we would ask you not to submit more Personal Data than we request from you.

Legal justification for processing your Personal Data

The processing of your Personal Data by us is necessary to enable us to comply with legal obligations under the Insolvency Act 1986 and associated legislation which we are subject to as Insolvency Practitioners.

How we use your information

All information you supply to us is required to enable us to comply with our duties under the Insolvency Act 1986 and associated legislation. It will be used to enable us to assess the extent of the insolvent entity's liabilities, to allow you to vote on any decision procedures, to enable us to communicate with you, to process your claim and to pay any dividends which may be due to you from the insolvent estate.

Who we share your information with

We may be required to share some of your Personal Data with other creditors. The data which will be shared with other creditors will be limited to that specifically required to be disclosed under insolvency legislation.

We may share some of your information with our Data Processors. Data Processors include solicitors, accountants and employment law specialists who assist us with our duties where required. We will only share your information with our Data Processors if we require their specialist advice. All of our Data Processors are subject to written contracts with us to ensure that your Personal Data is processed only in accordance with the GDPR.

How long will we hold your Personal Data for?

We will need to hold your Personal Data for a period of time after the insolvency has been concluded. This is to enable us to deal with any queries which might arise. Our Records Management Policy requires us to destroy our physical files 6 years after closure of the case. Electronic data files will be removed from our Case Management System 6 years after conclusion of the case but may be held on our server for a longer period of time but with restricted access.

Your rights in respect of your Personal Data

You have the right to request access to your Personal Data and to require it to be corrected or erased. You also have the right to request a restriction in the way we process your Personal Data or to object to its processing. You should be aware however that we may not be able to comply with your request if this would affect our ability to comply with our legal obligations.

You have the right to Data Portability. This is a right to have the Personal Data we hold about you to be provided to you in a commonly used and machine-readable format so that you can transfer that Data to another organisation in a way that is not too onerous to upload the Data.

Your right to complain

You have the right to be confident that we are handling your Personal Data responsibly and in line with good practice. If you have a concern about the way we are handling your Personal Data you should contact our Privacy Manager in the first instance.

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If you are unable to resolve your concerns with us, you have the right to complain to the Information Commissioners' Office. The Information Commissioner can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire SK6 5AF or on 0303 123 1113.

Contacting us

If you have any questions relating to the processing of your Personal Data, please write to our Privacy Manager at Leonard Curtis, 5th Floor, Grove House, 248A Marylebone Road, London NW1 6BB Alternatively our Privacy Manager can be contacted by telephone on 0207 535 7000 or by email: privacy@leonardcurtis.co.uk.

Data Controller: LEONARD CURTIS