

LIQ03

Notice of progress report in voluntary winding up



Companies House

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

1 Company details

Company number 07065070

Company name in full JTJ Workplace Solutions Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Richard

Surname Hunt

3 Liquidator's address

Building name/number 9 Ensign House

Street Admirals Way

Post town Marsh Wall

County/Region London

Postcode E14 9XQ

Country

4 Liquidator's name ①

Full forename(s) David

Surname Kemp

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 9 Ensign House

Street Admirals Way

Post town Marsh Wall

County/Region London

Postcode E14 9XQ


Country

② Other liquidator

Use this section to tell us about
another liquidator.

LIQ03

Notice of progress report in voluntary winding up

6	Period of progress report															
From date	d	1	d	7	m	1	m	1	y	2	y	0	y	2	y	0
To date	d	1	d	6	m	1	m	1	y	2	y	0	y	2	y	1
7	Progress report															
<input checked="" type="checkbox"/> The progress report is attached																
8	Sign and date															
Liquidator's signature	<div>Signature</div> <div>  </div>															
Signature date	d	0	d	9	m	1	m	2	y	2	y	0	y	2	y	1

**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 **Richard Hunt**

Company name **S F P**

Address **9 Ensign House**

Admirals Way

Post town **Marsh Wall**

County/Region **London**

Postcode **E 1 4 9 X Q**

Country

DX

Telephone **020 7538 2222**

**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

Date: 15 December 2021
Contact: Max Edmonds
Telephone: 020 7538 2222

Our Ref: JTJ0002/MXE/151221.P6

Dear Sirs,

JTJ Workplace Solutions Limited (in Liquidation) (“the Company”)

I refer the commencement of the Liquidation on 17 November 2020, and to the subsequent appointment of David Kemp and I as Joint Liquidators on 29 October 2021. I confirm that I am bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

I write to confirm that my progress report has been issued and is available on this firm's website. The enclosed notice explains how you may access this item and all other correspondence issued to creditors generally as well as your right to request hard copies.

As the notice explains, almost all communications to creditors in general are being uploaded to the website without further notice to creditors. However, should I need to communicate with you about your specific circumstances or requests, I will do this directly and not via the website.

Should you want to know more about the insolvency process in general, including a step-by-step guide for businesses who have lost money in an insolvency and information on how you might become more involved, I recommend that you visit www.creditorinsolvencyguide.co.uk.

Yours faithfully,



Richard Hunt
Joint Liquidator

Enc. Notice of general use of website
Opting Out Information

NOTICE OF GENERAL USE OF WEBSITE

Company Name: JTJ Workplace Solutions Limited (In Liquidation) ("the Company")

Company Number: 07065070

This Notice is given under Rule 1.50 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Joint Liquidator of the Company, Richard Hunt, of SFP, 9 Ensign House, Admirals Way, Marsh Wall, London, E14 9XQ (telephone number 020 7538 2222), who was appointed by the members and creditors.

Accessing documents

The Joint Liquidator has chosen to deliver all future documents (other than those listed below) to members and creditors by making them available for viewing and downloading on the website set out below:

Website: <http://panel.sfpgroup.com>
Username: jtjcreditor
Password: cDRu-js.GC

Documents will be uploaded to this website without further notice to members and creditors and the Joint Liquidator will not be obliged to deliver any such documents to any recipient of this notice unless it is requested.

Requesting hard copies

Recipients of this notice may at any time request a hard copy of any or all of the following:

- (i) documents currently available for viewing on the website; or
- (ii) future documents that may be made available there.

To request one or more hard copies, contact Max Edmonds by one of the following methods:

Telephone: 020 7538 2222
Email: enquiries@sfpgroup.com
By post: SFP, 9 Ensign House, Admirals Way, Marsh Wall, London, E14 9XQ

Documents that will not be uploaded to the website

The following documents will not be uploaded to the website, but instead will be delivered by post or by email as required:

- (i) a document for which personal delivery is required;
- (ii) a notice under rule 14.29 of the Insolvency (England & Wales) Rules 2016 of intention to declare a dividend; and
- (iii) a document which is not delivered generally.

Documents that are likely to be uploaded to the website

The table below lists reports and notices that are generally issued in Liquidations. However, other documents may be uploaded to the website at any time. Therefore, it is recommended that you check the website from time to time if you wish to keep informed of developments and engaged in the process.

Document	Approximate timescale (from commencement of Liquidation)
Progress Reports	13 months and 12 monthly thereafter
Final Account (issued at least 8 weeks before the Joint Liquidator intends to vacate office)	Once the company's affairs are fully wound up

Dated: 15 December 2021

OPTING OUT OF RECEIVING DOCUMENTS

The consequences of opting-out

As previously advised, most future documents will not be sent to creditors by post. Nevertheless, the Joint Liquidator is required to inform creditors of their rights to opt out of receiving documents.

Creditors have the right to elect to opt out of receiving further documents about the Liquidation unless:

- (i) the Insolvency Act 1986 requires a document to be delivered to all creditors without expressly excluding opted-out creditors;
- (ii) it is a notice relating to a change in the office-holder or the office-holder's contact details; or
- (iii) it is a notice of a dividend or proposed dividend or a notice which the court orders to be sent to all creditors or all creditors of a particular category to which the creditor belongs.

Opting-out will not affect the creditor's entitlement to receive dividends should any be paid to creditors.

Unless the Insolvency (England & Wales) Rules 2016 provide to the contrary, opting-out will not affect any right the creditor may have to vote in a decision procedure or a participate in a deemed consent procedure in the proceedings although the creditor will not receive notice of it.

A creditor who opts out will be treated as having opted out in respect of any consecutive insolvency proceedings of a different kind in respect of the same company.

How to opt out

A creditor may at any time elect to be an opted-out creditor.

The creditor's election to opt out must be by a notice in writing authenticated and dated by the creditor.

The creditor must deliver the notice to the Joint Liquidator (details below).

How to opt back in

The creditor may at any time revoke the election to opt out by a further notice in writing, authenticated and dated by the creditor and delivered to the Joint Liquidator (details below).

Contact details

The Joint Liquidator's contact details are as follows:

Richard Hunt
020 7538 2222
enquiries@sfpgroup.com
SFP, 9 Ensign House, Admirals Way, Marsh Wall, London, E14 9XQ

Strictly Private and Confidential

JTJ Workplace Solutions Limited (In Liquidation)

Progress Report to Members and Creditors

Richard Hunt
FCA MIPA MABRP

David Kemp
MIPA MABRP

SFP
9 Ensign House
Admirals Way
Marsh Wall
London
E14 9XQ

Tel: +44 (207) 5382222

Fax: +44 (207) 5383322

This report has been written and presented for the sole purpose of complying with the relevant provisions of the Insolvency Act 1986. It may not be disclosed, disseminated or copied without our prior written permission, other than to those entitled under statute or otherwise as ordered by the Court, and no liability will be accepted to any other person or party who acts or refrains from acting on its contents.

Contents

1. Introduction
2. Action to Date - Asset Realisations
3. Statutory and General Administration
4. Investigation
5. The Joint Liquidators' Remuneration
6. The Joint Liquidators' Expenses
7. Creditors
8. Conclusion

Appendices

- I. Definitions
- II. Statutory Information
- III. Joint Liquidators' Receipts and Payments Account
- IV. Breakdown of Time Costs for SFP
- V. Proof of Debt form

1. Introduction

- 1.1 Pursuant to Paragraph 83 of Schedule B1 of the Act, the Company was moved from Administration to the Liquidation on 17 November 2020 and on this date Simon Plant and Daniel Plant were appointed Joint Liquidators. Subsequently, Richard Hunt and David Kemp replaced Daniel Plant & Simon Plant as Joint Liquidators of the Company on 29 October 2021 by order of the High Court of Justice.
- 1.2 Definitions of terms used in this report are provided in **Appendix I** and further statutory information regarding the winding up is provided in **Appendix II**.
- 1.3 This report is prepared pursuant to Section 104A of the Act in relation to the Company. It details the progress of the administration of the Company's estate in the Review Period, i.e. the twelve month period since the date that the Company moved from Administration to CVL. This report also describes matters that occurred after the Joint Administrators' Final Report but before the Joint Liquidators' appointment. It should be read in conjunction with the Joint Administrators' Final Report dated 30 October 2020.

2. Action to Date – Asset Realisations

- 2.1 Attached at **Appendix III** is the Joint Liquidators' Receipts and Payments Account for the Review Period. The contents are in the main self explanatory.
- 2.2 The sum of £92,858.47 which was the balance remaining on the account in the control of the Joint Administrators at the end of the Administration, has been transferred to the liquidation account. This differs from the balance of £77,143, as reported in the Joint Administrators' Final Report, by reason of the amount of £15,715 being received in relation to the overdrawn director loan account in between the sending of the report and the company moving from Administration to Liquidation. Also, 79p worth of bank interest has been received. Finally, the VAT reclaim from the Administration of £8,610.24 has transferred across to the Liquidation.
- 2.3 As reported in the Joint Administrators' Final Report, the assets that were handed over to the Joint Liquidators' control were:
 - 2.3.1 a potential recovery identified from the Joint Administrators' investigations, which is explained further in **Section 4**;

3. Statutory and General Administration

- 3.1 Prior to the Joint Liquidators' appointment, the following threats to compliance with the Code of Ethics had been identified: Simon Plant and Daniel Plant had been the Joint Administrators and this gives rise to threats to their objectivity if the need arose for them, as Joint Liquidators, to review their actions as Joint Administrators. The safeguards put in place to mitigate these threats were that creditors were informed at an early stage of the Joint Administrators' intention to become the Joint Liquidators and creditors were invited to nominate an alternative Liquidator, but no nominations were received. The Joint Administrators also received no expressions of dissatisfaction about their actions and, as both the Joint Administrators' and the Joint Liquidators' roles are to act in creditors' best interests as officers of the court, the Joint Administrators considered that the self-review threat was not material to their appointment as Joint Liquidators. The safeguards have been reviewed and they are effectively managing the threats previously identified. No other threats to compliance with the Code of Ethics has arisen to date. The Joint

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Liquidators have since been replaced by Richard Hunt and David Kemp after a transfer order as mentioned in above in **Section 1**.

3.2 Throughout the Review Period, the Joint Liquidators have carried out the following material tasks in this category:

- 3.2.1** statutory filing and advertising in relation to the Joint Liquidators' appointment;
- 3.2.2** seeking creditors' decisions on the revised fees estimate;
- 3.2.3** consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
- 3.2.4** consulting with staff, SFP Property and external agents to receive updates on their progress and to agree strategies;
- 3.2.5** maintaining case files, which must include records to show and explain the administration of this liquidation and any decisions made by the Joint Liquidators that materially affect the administration;
- 3.2.6** conducting periodic case and bond reviews to ensure that the liquidation is progressing efficiently, effectively and in line with the statutory requirements;
- 3.2.7** maintaining and updating the estate cash book and bank account, including regular bank reconciliations and processing receipts and payments; and
- 3.2.8** completing periodic tax returns and settling any associated liabilities.

4. Investigation

- 4.1** During the Administration, an investigation into the Company's affairs was commenced to examine whether there were any potential claims arising from transactions made by the Company prior to Administration that might give rise to an action for recovery.
- 4.2** Investigations are being carried out into the Company's affairs prior to it being placed into Administration to examine whether there were any potential claims arising from transactions made by the Company prior to Administration that might give rise to an action for recovery.
- 4.3** In accordance with the Joint Administrators' duties, the requisite report has been submitted to the Insolvency Service. All information contained in the report is strictly confidential and the Joint Liquidators are not permitted to divulge details of this report to the Insolvency Service.
- 4.4** Initial assessment of the Company's records suggested that there could be a matter that might lead to recoveries for the insolvent estate and thus further investigations were considered necessary.
- 4.5** Further investigations supported the conclusion of this initial assessment that claims in relation to two overdrawn director's loan accounts existed. With the assistance of solicitors, a recovery has been achieved in respect of one of these loan accounts and active pursuit of the other is being led by our solicitors.
- 4.6** These investigations are ongoing.
- 4.7** Given the complexity of the case, it has proven necessary to draw upon the expertise of a senior forensic specialist, who is also a licensed insolvency practitioner, in addition to the accountancy.
- 4.8** To minimise the risk of compromising attempts to pursue a recovery, the Joint Liquidators are unable to provide further explanation, but they hope to be in a position to report more fully in future reports.

4.9 As explained later in this report, significant costs have been incurred in pursuing this matter. The Joint Liquidators considered that undertaking this work was justified in view of the value of the claims being pursued. In addition, it was necessary to incur some of the costs in carrying out this work in order for the Joint Liquidators to meet their statutory and regulatory requirements. When the matter reaches a conclusion, notwithstanding that the bases of the fees and Category 2 expenses of the Joint Liquidators have been approved by creditors, the Joint Liquidators will review the financial benefit generated for creditors and will form a view as regards what costs are fair and reasonable to discharge from the estate. It should be noted, however, that all independent third party costs will need to be paid from the estate funds. In view of the risks that the estate funds may be used in pursuing the claims, creditors are invited to contact the Joint Liquidators should they object to the action being continued in anticipation of a successful recovery.

4.10 Although creditors were invited to provide any relevant information to the Joint Administrators, they are invited similarly to provide to the Joint Liquidators information on any concerns regarding the way in which the Company's business has been conducted and on potential recoveries for the estate.

5. The Joint Liquidators' Remuneration

5.1 In accordance with the Rules, the basis of remuneration as agreed in the Administration applies in the liquidation. As reported in their Final Report, the Joint Administrators' fees had been fixed by reference to the time properly given by the Joint Administrators and their staff. Consequently, this basis applies similarly to the Joint Liquidators' remuneration and the Joint Liquidators' fees estimate as approved on 9 June 2021 applies.

5.2 A breakdown of the time costs between the grades of staff allocated to the administration of this matter is detailed in **Appendix IV**. The charge out rates of the Joint Liquidators and their staff are detailed in **Appendix V**. During the Review Period, time costs totalling £26,138 have been incurred.

5.3 The attached breakdown shows that a significant proportion of the time costs incurred relate to the statutory and general administration of the liquidation. Whilst these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards.

5.4 The remuneration anticipated to be charged by the Joint Liquidators (i.e. the total time costs anticipated to be incurred by the Joint Liquidators and their staff to conclusion of the liquidation) is unlikely to exceed the fees estimate.

5.5 Creditors may access a Guide to Liquidators' Fees at <http://panel.sfpgroup.com> or a hard copy will be provided on request.

6. The Joint Liquidators' Expenses

6.1 As advised in the Joint Administrators' Final Report, any remuneration and expenses of the Joint Administrators, including those payable to third parties, that remained unpaid were charged on and payable out of the funds and assets transferred to the Joint Liquidators' control. As detailed in the Joint Liquidators' Receipts and Payments Account attached at **Appendix III**, payments on

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account of these fees and expenses have been made and the remaining sums payable, totalling £4,524.36, will be discharged from future realisations.

- 6.2** Creditors may recall that the Joint Administrators' Final Report provided a breakdown of their time costs up to the date of the Final Report. That breakdown had excluded the time costs incurred in issuing the Final Report and in carrying out other minor tasks to close the Administration files. These time costs amounted to nil.
- 6.3** Creditors will note that details of expenses paid and incurred during the Review Period are provided in the Joint Liquidators' Receipts and Payments Account attached at **Appendix III**.
- 6.4** The Joint Administrators had been authorised to draw, from the funds held in the insolvent estate, their firm's expenses calculated on the bases described in **Appendix V**. During the Administration, creditors also resolved that the fees and costs of SFP Property, as described also in **Appendix V**, may be paid from the funds held in the insolvent estate. In accordance with SIP9, these authorisations apply similarly to the Joint Liquidators.
- 6.5** When instructing third parties to provide specialist advice and services, the Joint Liquidators must ensure that such advice or work is warranted and that the advice or work contracted reflects the best value and service for the work undertaken. SFP maintains an approved supplier list and reviews these annually to ensure best value. Before instructing specialists on an assignment, the Joint Liquidator assesses whether the instruction is warranted and which approved supplier is appropriate. If the Joint Liquidator prefers to use a specialist that is not on the approved supplier list, that specialist undergoes an assessment process to ensure that best value and service is anticipated. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to the insolvency appointment. Periodically throughout the liquidation, the performance and fees of the specialists are reviewed to assess the value and service provided. The processes were formalised after the current Insolvency Code of Ethics came into force on 1 May 2020.
- 6.6** The following expenses are likely to exceed the details given to creditors along with the Joint Liquidators' fee proposal dated 11 May 2021:

Party / description	Current estimate (total to conclusion of liquidation)	Explanation
Other Professional Fees	£3,106.25	This expense relate to costs incurred during the Administration in relation to the recovery of the director loan account and that they were incurred in order to realise funds of £39,290 from the director.

7. Creditors

7.1 During the Review Period, the following main tasks in this category have been carried out:

- 7.1.1** responding to creditors' queries and logging their claims and supporting information; and
- 7.1.2** maintaining the database as regards creditors' contact details and claims.

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- 7.2 No ordinary preferential claims have been received and none are anticipated.
- 7.3 On present information, it looks to be the case that there will be sufficient funds for a dividend to be paid to non-preferential unsecured creditors. The timing and quantum of the dividend will be dependent upon further work undertaken and the associated costs incurred. An update regarding this will be provided in the Joint Liquidators' next report. In the meantime, to enable a dividend to be declared promptly, if they have not already done so, creditors are urged to complete and return the enclosed proof of debt form, attached at **Appendix VII**, as soon as possible.

8. Conclusion

- 8.1 At present, the main activities remaining to be done are:
- 8.1.1 progression of claims against third parties, as explained in this report;
 - 8.1.2 conclusion of investigations into the affairs of the Company and of any claims identified as worthy of pursuit;
 - 8.1.3 adjudication of non-preferential unsecured claims and declaration of a dividend;
 - 8.1.4 payment to the Insolvency Service of any uncleared dividend cheques after six months;
 - 8.1.5 pursuit of clearance from the relevant government departments and the submission of a final account to members, creditors and the Registrar of Companies.
- 8.2 The Joint Liquidators will issue a further progress report, which will provide an update on all matters described above that are yet to be concluded, shortly after the next anniversary of the appointment, or when they are in a position to conclude the winding up, if that is sooner.
- 8.3 Should you have any questions or queries regarding this report, please contact the Administrator dealing with this matter, Max Edmonds, on 020 7538 2222 or by email on enquiries@sfpgroup.com.

Dated 15 December 2021



Richard Hunt
Joint Liquidator

JTJ Workplace Solutions Limited (In Liquidation)

Progress Report to Members and Creditors

APPENDIX I

- **Definitions**

DEFINITIONS

Parties instructed to assist with the Liquidation

SFP Property	SFP Property Limited
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Other Parties

The Company	JTJ Workplace Solutions Limited
The Joint Liquidators	Richard Hunt and David Kemp
The Trading Premises	Number 3 Siskin Drive, Middlemarch Business Park, Coventry, CV3 4FJ
RPO	Redundancy Payments Office
HMRC	HM Revenue & Customs

References to Statutory and other Regulatory Provisions

The Act	The Insolvency Act 1986
The Rules	The Insolvency Rules 1986 or the Insolvency (England & Wales) Rules 2016 (dependent on the date of the event)
TUPE	The Transfer of Undertakings (Protection of Employment) Regulations
CDDA	Company Directors Disqualification Act 1986
SIP	Statement of Insolvency Practice
CVL	Creditors' Voluntary Liquidation
The Final Report	The Joint Administrators' final progress report issued when the Company moved from Administration to CVL
The Last Report	The Joint Liquidators' last progress report
Review Period	Period covered by the Joint Liquidators' progress report

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Progress Report to Members and Creditors

APPENDIX II

- **Statutory Information**

STATUTORY INFORMATION

JTJ Workplace Solutions Limited (In Liquidation)

Company Number: 07065070

Registered Office: 9 Ensign House
Admirals Way
Marsh Wall
Docklands
London
E14 9XQ

Date Liquidation commenced: 17 November 2020

Date of Joint Liquidators' Appointment: 29 October 2021

Joint Liquidators: Richard Hunt and David Kemp
SFP
9 Ensign House
Admirals Way
Marsh Wall
London
E14 9XQ

Creditors' Rights to Further Information and Challenge:

Rule 18.9 of the Insolvency (England & Wales) Rules 2016: Within 21 days of receipt of a progress report, a creditor may request the Liquidator to provide further information about the remuneration and expenses set out in the report. A request must be in writing and may be made by either a secured creditor, or by an unsecured creditor with the concurrence of at least 5% in value of unsecured creditors or the permission of the court.

Rule 18.34 of the Insolvency (England & Wales) Rules 2016: Any secured creditor, or any unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors, or with the permission of the Court, may apply to the Court on the grounds that the remuneration or other expenses are excessive. Any such application must be made no later than 8 weeks after receipt of the relevant report.

JTJ Workplace Solutions Limited (In Liquidation)

Progress Report to Members and Creditors

APPENDIX III

- **Joint Liquidators' Receipts and Payments Account**

JTJ Workplace Solutions Limited
(In Liquidation)

JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT
FOR THE PERIOD FROM 17/11/2020 TO 16/11/2021

	Notes	Estimated outcome statement	From 17/11/2020 to 16/11/2021
		£	£
RECEIPTS			
Supplus VAT from Administration		8,610.00	8,610.24
Balance Transferred from Administration		77,143.00	92,858.47
Bank Interest Gross			6.86
TOTAL RECEIPTS		<u>85,753.00</u>	<u>101,475.57</u>
		Joint Liquidators' Fees and Expenses Estimates	Expenses incurred (whether or not paid)
			From 17/11/2020 to 16/11/2021
			Payments made
			From 17/11/2020 to 16/11/2021
PAYMENTS / EXPENSES		£	£
Surplus Joint Administrators' Fees	1	3,737.00	-
Surplus Joint Administrators' Expenses	1	787.36	-
Joint Liquidators' Fees		42,000.00	26,138.00
Joint Liquidators' Other Category 1 Expenses		1,075.00	-
SFP Property Expenses		77.00	-
Other Professional Fees		3,106.25	3,106.25
Statutory Advertising		284.00	94.50
Storage & Destruction costs		200.00	-

TOTAL PAYMENTS / EXPENSES		<u>43,559.00</u>	<u>33,845.61</u>
BALANCE IN HAND			<u>98,274.82</u>
REPRESENTED BY			
VAT Receivable			621.25
Floating Current A/c			89,024.43
VAT Control Account			8,629.14
BALANCE IN HAND			<u>98,274.82</u>

Notes

- On appointment, the Joint Liquidators acquired the obligation to discharge the unpaid Joint Administrators' fees and expenses from the realisations of the insolvent estate. It should be noted that some of these expenses were originally incurred by parties other than the Joint Administrators. For further information, see the Joint Administrators' Final Report.

JTJ Workplace Solutions Limited (In Liquidation)

Progress Report to Members and Creditors

APPENDIX IV

- **Breakdown of SFP's Time Costs**

SFP
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JTJ WORKPLACE SOLUTIONS LIMITED (IN LIQUIDATION)

SUMMARY OF TIME INCURRED FOR THE PERIOD 17 NOVEMBER 2020 TO 16 NOVEMBER 2021

	Time spent over the period under review 17 NOVEMBER 2020 TO 16 NOVEMBER 2021						Total Time spent 17 NOVEMBER 2020 TO 16 NOVEMBER 2021			
CLASSIFICATION OF WORK FUNCTION	Directors (all)	Managers (all)	Administrators (all)	Assistant	Total Hours incurred	Total Costs £	Total hours incurred	Average rate £/hour	Total Costs £	Total per fees estimate £
Statutory and General Administration	1.30	1.00	38.10	0.80	41.20	10,319.50	41.20	250.47	10,319.50	16000.00
Investigations	17.60	17.60	0.20	0.00	35.40	14,572.00	35.40	411.64	14,572.00	18000.00
Realisation of assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors and Members	1.00	0.00	3.60	0.00	4.60	1,246.50	4.60	270.98	1,246.50	8000.00
Total	19.90	18.60	41.90	0.80	81.20	26,138.00	81.20	321.90	26,138.00	42,000.00
Average rate per fees estimate (£/hour)										289.66

Fees drawn on account 0.00

See Appendix for Summary Charge Out Rates for staff

JTJ Workplace Solutions Limited (In Liquidation)

Progress Report to Members and Creditors

APPENDIX V

- **SFP's Charge-out Rates and Bases of Expenses**

Charge-out rates for office holders and their staff and bases of calculation of associated expenses

Time costs of office holders and their staff are recorded in 6-minute units at the charge-out rates shown. Office holders may be assisted by self-employed individuals engaged to fill temporary or infrequent gaps in the firm's permanent staff resources. Such individuals operate in a manner similar to other members of staff and their time spent on case administration is recorded at whichever rate shown here is appropriate to the role they perform.

These rates are reviewed periodically and are subject to inflationary or other adjustments. Up-to-date schedules of charge-out rates will be provided in all future reports.

For further information regarding fees, please download the relevant Guide at <http://panel.sfpgroup.com/> or a hard copy will be provided on request.

Further information regarding insolvency processes in general is available at www.creditorinsolvencyguide.co.uk

<u>Grade</u>	<u>Rate £/hr</u>
Director 2	550
Director 1	500
Associate Director	450
Senior Manager 2	375
Senior Manager 1	350
Manager 2	325
Manager 1	300
Assistant Manager	275
Senior Administrator 2	260
Senior Administrator 1	240
Administrator 2	200
Administrator 1	175
Assistant	125
Data Administrator	20

SIP9 provides definitions of Category 1 and 2 expenses. They are always directly attributable to the estate to which they are charged. In general terms, office holders may discharge Category 1 expenses from the funds held in the insolvent estate, whereas the relevant authorising body must approve the basis of any Category 2 expenses before they may be charged to the estate. The relevant authorising body is whoever has the statutory right to approve the basis of the office holders' fees. This is usually the general body of creditors or a class of them. Please note that reports or fee-related documents issued by the office holder before 1 April 2021 may have described the office holders' expenses in a different manner to reflect the version of SIP9 that was effective at the time. If you require information on the policies applicable to earlier periods, please contact this office.

Category 1 Expenses

Category 1 expenses are payments to persons providing the service to which the expense relates who are not an associate of the office holder.

Category 2 Expenses

Category 2 expenses are payments to associates or which have an element of shared costs. Set out below are the bases of the office holders' expenses in this category. The report accompanying this appendix may detail other Category 2 expenses specific to the appointment in question.

SFP Property Limited

SFP Property is a surveying practice, which provides property valuation and sales services. SFP Property has shareholders in common with SFP. Although the office holders and their staff could undertake some of the work carried out by SFP Property, e.g. liaising with landlords, tenants and interested parties, it is considered more effective and efficient to arrange for SFP Property to deal with all matters relating to properties. In addition, in view of SFP Property's proximity to SFP, including the sharing of resources such as office space and finance staff, it is considered that SFP Property provides better value than any outside agencies. Although, of course, this arrangement benefits the common shareholders, it should be remembered that in the event that realisations are limited, SFP Property will not receive full payment for its time costs incurred.

SFP Property's fees are charged on the basis of the time costs incurred at the following rates:

<u>Grade</u>	<u>Rate £/hr</u>	<u>Grade</u>	<u>Rate £/hr</u>
Director	350	Senior Administrator 2	175
Senior Manager 1	275	Senior Administrator 1	155
Senior Manager 2	250	Administrator 2	135
Manager 2	225	Administrator 1	115
Manager 1	200	Assistant	100

SFP Property may also incur direct expenses, such as Land Registry fees, which will be charged to the insolvent estate at cost.

Category 2 Expenses (continued)	
<p align="center">Charges for mileage</p> <p>SFP pays its employees (including directors) for using their own vehicles in travelling to/from locations (other than SFP's offices) as required for the administration of cases. At present, employees are paid at the following rates and consequently the charge made to the estate will be at these rates, although these may change in future especially to reflect any changes to HMRC's approved mileage rates.</p>	
Use of personal car: 45p per mile	Additional cost for each passenger: 5p per mile

Sub-contractors
<p>Office holders may sub-contract other work that could otherwise be carried out by them or their staff. The following explains what typically is sub-contracted out and why. Please refer to the accompanying documents for information on the specific circumstances of the case and on how much this work will, or has, cost.</p>
<p><u>Pension Specialists</u></p> <p>Where a pension scheme exists, pension specialists are instructed to conclude all pension scheme matters, which can involve winding up schemes and applying to the Redundancy Payment Service for payment of pension contribution arrears. Although these matters could be carried out by the office holders or their staff, it is appropriate to draw on the substantial knowledge and expertise of the pension specialists, who are also able to operate in a cost-effective manner.</p>
<p><u>Debt Collection Agents</u></p> <p>In some cases, office holders will engage other parties to pursue payment of outstanding sales invoices. Sometimes specialist debt collection agents, who have knowledge and experience in collecting the debts of a particular industry will be instructed. In other cases, the office holders may engage individuals (whether in their personal capacity or by engaging with the individuals' new employer or company) who were previously employed by the insolvent entity to do this work. In both these circumstances, because of the debt collectors' specialist knowledge and often their relationships with the debtors, they are likely to be able to achieve better results than the office holders or their staff. In some cases, office holders may decide to instruct a debt collection agent on the basis that it will be cheaper than the staff to carry out the work at their standard charge-out rates.</p>
<p><u>Storage Agents</u></p> <p>On older appointments (i.e. before c.May 2021), the office holders usually instructed independent agents to box up the insolvent entity's relevant books and records, create an inventory of those records, transport them to their storage facilities and store the records until such time as they can be destroyed. In most new appointments, the office holders now instruct independent storage agents to transport the insolvent entity's relevant books and records to the office holders' offices so that they can be scanned for electronic filing purposes and then the storage agents destroy the hard copy records. Holding the records in electronic form is far more useful to the office holders for their investigation purposes and it saves on the ongoing expense of storing the hard copy records with independent agents often for several years.</p>
<p><u>Advertising Agents</u></p> <p>In all cases, legislation requires office holders to have statutory notices published in the London or Edinburgh Gazette. Although it is possible for the office holder to submit such requests directly to the Gazette, they use specialist advertising agents. For a small additional fee, the advertising agents check the submissions for obvious errors and omissions and can ensure that notices requiring urgent attention are dealt with swiftly.</p>
<p><u>Press Agents</u></p> <p>In a few cases, it is valuable to the administration of the case for press agents to be engaged to assist in publicising the insolvency. For example, publicising may assist in bringing the insolvency event to the attention of unknown creditors or parties who may be interested in purchasing the business or assets. Press agents have the knowledge and expertise to determine how best to publicise matters and are more effective than the office holders or their staff would be.</p>

JTJ Workplace Solutions Limited (In Liquidation)

Progress Report to Members and Creditors

APPENDIX VI

- **Proof of Debt form**

PROOF OF DEBT - GENERAL FORM

JTJ Workplace Solutions Limited (in Liquidation)

Date of Liquidation: 17 November 2020

DETAILS OF CLAIM		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none">• For UK companies: its registered number• For other companies: the country or territory in which it is incorporated and the number if any under which it is registered• The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act	
4.	Total amount of claim, including any Value Added Tax, as at the date of liquidation, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [Note the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category Amount(s) claimed as preferential £
AUTHENTICATION		
	Signature of Creditor or person authorised to act on his behalf	
	Name in BLOCK LETTERS	
	Date	
	If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor	
	Are you the sole member of the Creditor?	YES / NO