

# 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 7 2 6 4 9 1 0

Company name in full COACHWORKS CONSULTING LIMITED

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Mark

Surname Tailby

### 3 Liquidator's address

Building name/number Business Innovation Centre

Street Harry Weston Road

Post town

County/Region Coventry

Postcode C V 3 2 T X

Country

### 4 Liquidator's name ①

Full forename(s)

Surname

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode


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>	8	<sup>m</sup>	0	<sup>m</sup>	6	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	2
To date	<sup>d</sup>	1	<sup>d</sup>	7	<sup>m</sup>	0	<sup>m</sup>	6	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	3
<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>	7	<sup>m</sup>	0	<sup>m</sup>	7	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	3

# LIQ03

## Notice of progress report in voluntary winding up



### Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name Pooja Patel

Company name Mercian Advisory Limited

Address Business Innovation Centre

Harry Weston Road

Post town Coventry

County/Region

Postcode C V 3 2 T X

Country

DX

Telephone 024 76430317



### 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)

**COACHWORKS CONSULTING LIMITED**  
**(In Liquidation)**  
**Joint Liquidator's Summary of Receipts & Payments**

Statement of Affairs £		From 18/06/2022 To 17/06/2023 £	From 18/06/2021 To 17/06/2023 £
	<b>ASSET REALISATIONS</b>		
	Bank Interest	NIL	0.08
	Cash at Bank	NIL	41.12
2,450.00	Cash in Hand	NIL	2,450.02
3,000.00	Goodwill	NIL	3,000.00
NIL	Land and Buildings	NIL	NIL
500.00	Plant & Machinery	NIL	500.00
		NIL	5,991.22
	<b>COST OF REALISATIONS</b>		
	Advertising	NIL	270.00
	Bordereau Premium	NIL	30.00
	Document Hosting	NIL	10.00
	Preparation of S. of A.	NIL	5,000.00
	Storage and destruction of records	NIL	217.00
	VAT - Irrecoverable	NIL	(700.00)
		NIL	(4,827.00)
	<b>PREFERENTIAL CREDITORS</b>		
(9,636.69)	HM Revenue & Customs	NIL	NIL
		NIL	NIL
	<b>FLOATING CHARGE CREDITORS</b>		
(49,000.00)	HSBC Bank	NIL	NIL
		NIL	NIL
	<b>UNSECURED CREDITORS</b>		
(6,102.02)	Director's Loan Account - K Davis	NIL	NIL
(4,458.89)	Employees	NIL	NIL
(25,617.65)	HM Revenue & Customs - CT	NIL	NIL
(8,125.88)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	<b>DISTRIBUTIONS</b>		
(101.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(97,092.13)</b>		<b>NIL</b>	<b>1,164.22</b>
	<b>REPRESENTED BY</b>		
	Bank 2 Current		1,164.22
			<b>1,164.22</b>

Joint Liquidator

COACHWORKS CONSULTING LIMITED  
(IN CREDITORS' VOLUNTARY LIQUIDATION)  
LIQUIDATOR'S ANNUAL REPORT TO MEMBERS AND CREDITORS  
FOR THE YEAR ENDING 17 JUNE 2023

CONTENTS

- 1 Statutory and general information
- 2 Liquidator's actions since the last report
- 3 Unrealised assets
- 4 Investigation into the affairs of the Company
- 5 Creditors and dividends
- 6 Liquidator's remuneration
- 7 Liquidator's expenses
- 8 Further information
- 9 Conclusion

APPENDICES

- 1 Liquidator's receipts and payments account
- 2 Summary of liquidator's time costs
- 3 EWS LLP fees and expenses information
- 4 Voscap Limited fees and expenses information
- 5 Mercian Advisory Limited fees and expenses information

COACHWORKS CONSULTING LIMITED  
(IN CREDITORS' VOLUNTARY LIQUIDATION)  
LIQUIDATOR'S ANNUAL REPORT TO MEMBERS AND CREDITORS  
FOR THE YEAR ENDING 17 JUNE 2023

1 Statutory and general information

Company number: 07264910

Liquidator: Mark Tailby of Mercian Advisory Limited, Business Innovation Centre,  
Harry Weston Road, Coventry, CV3 2TX.

Date of appointment: 18 June 2021

With effect from 19 December 2022, Mark Tailby is administering this case under Mercian Advisory Limited, rather than Voscap Limited.

Graham Wolloff resigned as liquidator of 15 February 2023.

Creditors wishing to contact the liquidator, should contact Pooja Patel on telephone number 024 76430317 in the first instance.

2 Liquidator's actions since the last report

2.1 This report should be read in conjunction with my previous progress report and my receipts and payments account which is attached as Appendix 1; please note that the figures are shown net of VAT.

2.2 My receipts and payments account confirms that realisations are not significantly different to the estimated statement of affairs amounts. Greater detail is provided below.

Assets

2.3 There have been no asset realisations in the period.

Other matters

2.4 In addition to my responsibility to realise the Company's assets, I am required to comply with various legislative and best practice obligations and deadlines. These obligations include filing of documents with the Registrar of Companies, ensuring that all receipts and payments are promptly dealt with and proper accounting records are maintained. In addition, I am required to undertake periodic case reviews to monitor progress, advise creditors of the liquidation and record all claims received. Furthermore, I am obliged to deal with any other day to day matters that may arise during the liquidation.

2.5 Periodical reviews confirm that no ethical issues have come to light during the period reported on.

3 Unrealised assets

3.1 All assets have now been realised.

4 Investigation into the affairs of the Company

4.1 One of the responsibilities the liquidator has is to review the Company's books and records together with any information provided by creditors to establish if there are any areas which may warrant further investigations. The purpose of these investigations is to establish whether there is the possibility of making further recoveries for the benefit of creditors.

4.2 Following my initial review, I identified what I believed could be potential preference payments to a related company. We have liaised with the director of the company as to the nature of these transactions and are currently reviewing whether there are any potential claims that could be made with a view to recovering funds for the benefit of creditors.

4.5 A further responsibility of the liquidator is to report to the Secretary of State on any matters that come to his attention that could lead him to conclude that any past or present director may be unfit to be involved with managing the affairs of a company in the future. This report is confidential and it is a legal requirement that I do not disclose the content of this report.

## 5 Creditors and dividend prospects

### Preferential creditors - ordinary

- 5.1 Claims in this category of preferential creditors, being claims from employees for outstanding wages and holiday pay and the Redundancy Payments Service.
- 5.2 No claims were anticipated in this respect and none have been received to date.

### Preferential creditors - secondary

- 5.3 Claims in this category of preferential creditors, being claims from HM Revenue & Customs in respect of deductions from employees' wages and outstanding VAT, have been recorded.
- 5.4 It was anticipated that HM Revenue & Customs were owed £9,636.69. However, no claim has been received to date.

### Floating charge creditor and the prescribed part

- 5.5 According to the records at Companies House, there is an outstanding debenture in favour of HSBC which was granted on 23 February 2017 and registered on 27 February 2017. This debenture gives HSBC a floating charge over the assets of the company.
- 5.6 We have been informed that there are no sums due to HSBC save for in respect of the outstanding bounce back loan and due to the nature of the liability, this would not be caught by their security.
- 5.7 Consequently, there are no known sums to be claimed under their floating charge security and in which case, the prescribed part provisions would not apply.

### Unsecured creditors

- 5.8 Whilst I have received a number of claims from unsecured creditors, I have not incurred the costs of adjudicating on these claims. Based on current information, regrettably, there is little likelihood of any funds being available to pay a distribution to unsecured creditors.

## 6 Liquidator's remuneration

- 6.1 Changes to charge out rates during the period of this report are detailed in appendix 3, 4 and 5.
- 6.2 My remuneration was approved by creditors at the creditors' decision procedure convened for the purpose of approving the appointment of a joint liquidator, which was held on 18 June 2021.
- 6.3 The liquidator's remuneration is to be paid on a time costs basis and is capped at £11,055.00 plus expenses and VAT, in accordance with the fee estimate circulated to creditors.
- 6.1 My total time costs to 17 June 2023 at EWS LLP amount to £5,182.00, which represents 39.1 hours at an average charge out rate of £143.55. No costs have been incurred in the period since my last report.
- 6.2 My total time costs to 17 June 2023 at Voscap Limited amount to £2,708.00, which represents 6.00 hours at an average charge out rate of £451.33; this includes £2,361.00 which represents 5.20 hours at an average charge out rate of £454.04 per hour incurred during the period since my last report and 17 June 2023.
- 6.3 My total time costs to 17 June 2023 at Mercian Advisory Limited amount to £670.00, which represents 2.90 hours at an average charge out rate of £231.03. This has been incurred since the last period.
- 6.5 I have, to date, been unable to draw any remuneration as there are insufficient funds to enable me to do so.
- 6.6 A schedule of my time costs incurred to date is attached as Appendix 2.
- 6.7 At present, I believe that the estimate of fees which has been provided to creditors will not be exceeded.
- 6.8 For the benefit of creditors, the Association of Business and Recovery Professionals publish 'A Creditors' Guide to Liquidators' Fees'. This document is available at the following website address, <https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/>. A hard copy of this document can be obtained on request from our office.

## 7 Liquidator's expenses

- 7.1 Details of the expenses that I have paid are shown on the attached receipts and payments account. These expenses are in line with the estimate already provided to creditors, and are not likely to exceed this amount.
- 7.2 The following expenses have been incurred but have not yet been paid:

Type of expense	Amount of expense incurred/accrued to date	Amount still to be paid
Postage	1.78	1.78
Agent / valuers Fees	350.00	350.00

7.3 The following category 2 expenses have been incurred but have not yet been paid:

Type of expense	Amount of expense incurred/accrued to date	Amount still to be paid
Mileage at 45p / Mile	39.60	39.60

7.4 My choice of professionals was based on my knowledge of their experience and ability to perform the type of work required. I have reviewed the fees charged and as they are in line with original estimates, I am satisfied that they are reasonable in the circumstances of this case.

## 8 Further information

8.1 Within 21 days of receipt of a progress report a creditor may request that the liquidator provide further information about the fees and expenses set out in this report. A request must be in writing, and may be made either by 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.

8.2 Any secured or unsecured creditor, if they consider that the liquidator's fees are excessive, or that the basis of those fees is inappropriate or that the expenses incurred are excessive, may make an application to the court if at least 10% in value of the unsecured creditors agree. An application must be made within 8 weeks of receipt of this report.

## 9 Conclusion

9.1 The liquidation will remain open to allow time to finalise our investigations as to whether there are any potential claims in relation to the sums paid pre-appointment to a related company, which would result in a net return being generated for the benefit of creditor.

Should you have any queries regarding this matter please contact Pooja Patel on 024 76430317.



Mark Tailby  
Liquidator

Dated: 27 July 2023



1. *Journal of the American Medical Association*, 1997; 277: 1039-1043.

Statement of Affairs	From 18/06/2022 To 17/06/2023	From 18/06/2021 To 17/06/2023
£	£	£
ASSET REALISATIONS		
Bank Interest	NIL	0.08
Cash at Bank	NIL	41.12
2,450.00 Cash in Hand	NIL	2,450.02
3,000.00 Goodwill	NIL	3,000.00
NIL Land and Buildings	NIL	NIL
500.00 Plant & Machinery	NIL	500.00
	<u>NIL</u>	<u>5,991.22</u>
COST OF REALISATIONS		
Advertising	NIL	270.00
Bordereau Premium	NIL	30.00
Document Hosting	NIL	10.00
Preparation of S. of A.	NIL	5,000.00
Storage and destruction of records	NIL	217.00
VAT - Irrecoverable	NIL	(700.00)
	<u>NIL</u>	<u>(4,827.00)</u>
PREFERENTIAL CREDITORS		
(9,636.69) HM Revenue & Customs	<u>NIL</u>	<u>NIL</u>
	NIL	NIL
FLOATING CHARGE CREDITORS		
(49,000.00) HSBC Bank	<u>NIL</u>	<u>NIL</u>
	NIL	NIL
UNSECURED CREDITORS		
(6,102.02) Director's Loan Account - K Davis	NIL	NIL
(4,458.89) Employees	NIL	NIL
(25,617.65) HM Revenue & Customs - CT	NIL	NIL
(8,125.88) Trade & Expense Creditors	<u>NIL</u>	<u>NIL</u>
	NIL	NIL
DISTRIBUTIONS		
(101.00) Ordinary Shareholders	<u>NIL</u>	<u>NIL</u>
	NIL	NIL
<b>(97,092.13)</b>	<b><u>NIL</u></b>	<b><u>1,164.22</u></b>
REPRESENTED BY		
Bank 2 Current		1,164.22
		<b><u>1,164.22</u></b>

### Time Entry - SIP9 Time & Cost Summary

COA03 - COACHWORKS CONSULTING LIMITED  
All Post Appointment Project Codes  
From: 18/06/2021 To: 28/02/2022

[illegible]

Time Entry - SIP9 Time & Cost Summary

COA03EW - COACHWORKS CONSULTING LIMITED  
Project Code: POST  
From: 18/06/2022 To: 17/06/2023

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Director / Senior Manager	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	2.40	0.00	0.00	1.50	0.00	3.90	1,732.50	444.23
Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.50	0.80	0.00	0.00	0.00	1.30	628.50	483.46
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Statutory Compliance	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
Total Hours	2.90	0.80	0.00	1.50	0.00	5.20	2,361.00	454.04
Total Fees Claimed							0.00	
Total Disbursements Claimed							0.00	

Time Entry - SIP9 Time & Cost Summary

COA03EW - COACHWORKS CONSULTING LIMITED  
Project Code: POST  
From: 18/06/2022 To: 17/06/2023

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Director / Senior Manager	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	0.20	0.70	1.60	0.00	0.00	2.50	500.00	200.00
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.40	0.00	0.00	0.00	0.00	0.40	170.00	425.00
Realisation of Assets	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
Total Hours	0.60	0.70	1.60	0.00	0.00	2.90	670.00	231.03
Total Fees Claimed							0.00	
Total Disbursements Claimed							0.00	

## EWS FEES AND EXPENSES INFORMATION

It is the firm's policy that all staff involved on an assignment will record all time spent on dealing with matters arising on that client and that the time will be categorised to show the type of activity carried out. The charge out rates of licensed insolvency practitioners, directors and managers do not therefore include provisions for time spent by secretaries, cashiers and support staff. From 1 October 2015, additional categories of staff activity have been introduced to facilitate more detailed reporting where it is appropriate to do so.

Irrespective of any basis of remuneration agreed, the legislation requires that time spent by all staff on a case is recorded. The recorded time cost is calculated by multiplying the time spent by the individual by their charge-out rate. Time is recorded in units of 6 minutes, with 10 units making up each hour of time spent. Charge-out rates are reviewed annually and are subject to change without prior notice. Full details of the rates applied to a specific case are available on application.

Although for most appointments, the legislation allows the office holder to seek to be remunerated on a combination of any or all of the following bases;

- a. A time cost basis
- a. A percentage of the value of the property dealt with by the office holder (realisations and / or distributions)
- b. A fixed fee

it is the Firm's current policy to seek remuneration on (a) a time cost basis for insolvent appointments.

The arrangements regarding office holder remuneration do not however apply to Members Voluntary Liquidations (MVL's), Company Voluntary Arrangements (CVA's) or Individual Voluntary Arrangements (IVA's). In MVL's, the company members agree the fee basis, usually as a fixed fee. In VA's, the fee basis is incorporated in the arrangement proposal which creditors agree when they approve the arrangement.

Office holders remuneration is subject to VAT with the exception of VA's which are VAT exempt.

The Firm has five grades of staff (including the office holder) as detailed below. The office holder ensures that case assignments have been carried out by appropriate grades of staff. The charge-out rates of the persons involved in this case from commencement to the current time are as follows:-

	Charge-out rate at commencement (up to £ per hour)
Licensed Insolvency Practitioner	225.00
Director / Senior Manager	175.00
Manager	150.00
Other professionals	135.00
Administrative staff	65.00

Each staff member involved in the case records actual time spent in a computerised time recording system together with a narrative describing the actual work undertaken. Work is analysed by prescribed task descriptors which are recorded under the following standardised categories;

- Administration (including statutory reporting)
- Investigations
- Realisation of assets
- Trading
- Creditors (claims and distribution)

In seeking approval to be remunerated on a time costs basis, the office holder must provide a fee estimate to the creditors which then acts as a cap to ensure that the fees subsequently drawn cannot exceed the fee estimate without the office holder seeking further approval. The office holder must also provide details of the work intended to be undertaken together with details of the hourly rates proposed to be charged and an estimate of the time envisaged being taken to complete the required work. The office holder will also state whether it is envisaged at this stage whether there may be a future need to seek approval to exceed the original estimate and any reasons for which this could become necessary. To simplify matters, the estimated charges may be presented using a 'blended' (an average time cost) rate for the work carried out detailed in the fee estimate.

Should the office holder subsequently need to seek authority to draw fees in excess of the original fees estimate, details will be provided which include reasons why the original estimate has been or is likely to be

exceeded, details of any additional work required to be undertaken, the hourly rates proposed and an estimate of the additional time envisaged being taken to complete the identified work. The office holder will again state whether it is envisaged at this stage whether there may be a future need to seek approval to exceed the estimate and any reasons for which this could become necessary.

Sufficient information will be provided about the appointment to demonstrate how the fee estimate reflects the requirements of the case. This will include any responsibility of an exceptional nature on the office holder, the effectiveness with which functions are carried out and the value and nature of the property dealt with by the office holder.

A guide to help creditors understand the law and their rights in relation to an insolvency process can be found at:-

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

Additional information regarding how the Insolvency Practitioner will be paid can be downloaded under "Fees" at:-

<https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/more/29114/page/1/guide-to-liquidators-fees/>

Alternatively, a creditor may obtain a printed copy by contacting this office directly.

#### Disbursements

Disbursements incurred by the office holder in connection with the case must be fully disclosed to creditors. Disbursements are categorised as either Category 1 or Category 2.

Category 1 - disbursements not requiring approval represent a re-charge to the estate for direct costs, payable to independent third parties, specifically incurred in the administration of the estate. In certain instances these costs were initially met from the firm's resources due to the lack of funds available at the time that payment was due.

Category 2 - These are payments to associates or which have an element of shared costs. Before being paid, category 2 expenses require approval in the same manner as an office holder's remuneration. The term associate is defined in the insolvency legislation. Additionally SIP 9 directs that where a reasonable and informed third party might consider there would be an association, payments should be treated as if they are being made to an associate, notwithstanding the nature of the association may not meet the definition in the legislation. It is not anticipated that any disbursements that fall into this category will be incurred or charged in connection with this matter.

#### Declaration regarding treatment of VAT and accruals

In accordance with Statement of Insolvency Practice 7, all entries are shown net of VAT, with VAT recorded on a separate line. The receipts and payments account discloses all receipts and payments in the reporting period. However, there may be additional accrued expenditure due in respect of storage of company records and postage, stationery, telephone, mileage and external disbursements. These charges will be drawn upon case closure in accordance with the resolution already approved by creditors.

## VOSCAP LIMITED FEES AND EXPENSES INFORMATION

The current legislation allows fees to be charged in an insolvency matter in several ways. Either by charging for time properly spent, a percentage of realisations, a fixed fee, or a combination.

The basis of any fee approval in an insolvency matter is to be agreed by either a creditors committee, the general body of creditors, or where the creditors reject the office holders' fees, by the Court.

### Time cost basis

When charging fees on a time cost basis we use staff with the appropriate skill level for the work to be performed.

### Charge-out rates

Grade	Charge-out rate up to 31 May 2022 (up to £ per hour)	Charge-out rate from 1 June 2022 (up to £ per hour)
Licensed Insolvency Practitioner	550	625
Director / Senior Manager	400	475
Manager	360	395-425
Other Professional Staff	240	225-295
Administrative Staff	78	120

The Firm's charge-out rates are reviewed periodically. With the exception of IVAs and CVAs which are VAT exempt, the office holder's remuneration and disbursements will be subject to VAT at the prevailing rate.

### Percentage basis

Where an office holder is expecting to realise specific assets, the fee charged may be a percentage of a specific asset or the assets as a whole.

Once agreed, the percentage basis can only be increased where there has been a material and substantial change in the circumstances in the case. If this is not the case, any request for an increase can only be approved by the Court.

### Fixed fee

An office holder may charge a fixed fee on either the case as a whole or for specific tasks to be undertaken.

Once agreed, the fixed fee can only be increased where there has been a material and substantial change in the circumstances in the case. If this is not the case, any request for an increase can only be approved by the Court.

### Agents' and professional advisors' remuneration

These are charged at cost based upon the charge(s) made by the agent instructed. The term 'agent' includes:

- Solicitors/legal fees
- Auctioneers/valuers
- Accountants
- Quantity surveyors
- Estate agents
- Other specialist advisors

## Expenses

Expenses are any payments from the estate which are neither office holder's remuneration nor a distribution to a creditor or member. Expenses also includes disbursements.

Disbursements are payments which are first paid by the office holder and then reimbursed to the office holder from the estate.

### Category 1 expenses:

These are payments to those providing the service to which the expense relates who are not an associate of the office holder.

Examples of category 1 expenses include agents costs as detailed above as well as items such as insurance, statutory advertising, external meeting room hire, external storage and specific bond.

### Category 2 expenses:

These are payments to associates\* or payments which have an element of shared costs.

\*Associates are defined as an entity with which the firm, office holder or staff member has a business or personal relationships with, perceived or actual.

The only category 2 expense that is routinely charged by Voscap Limited is mileage which is recharged to the estate at a rate of 45p / mile.

## Subcontractors

Subcontractors are considered to undertake work that can be completed by the office holder or their staff.

Payments to subcontractors do not require specific approval and are treated as an expense of the estate, however I am required to provide the information relating to the subcontractors engaged.

It is not currently known if any Subcontractors will be used, but they will only be required where a matter requires specialist knowledge or where it is more cost effective to the estate for this to be completed by a third party.

Last updated 1 June 2022



**MERCIAN ADVISORY LIMITED  
FEES AND EXPENSES INFORMATION**

The current legislation allows fees to be charged in an insolvency matter in several ways. Either by charging for time properly spent, a percentage of realisations, a fixed fee, or a combination.

The basis of any fee approval in an insolvency matter is to be agreed by either a creditors committee, the general body of creditors, or where the creditors reject the office holders' fees, by the Court.

Time cost basis

When charging fees on a time cost basis we use staff with the appropriate skill level for the work to be performed.

Charge-out rates

<b>Grade</b>	<b>Charge Out Rate - £ per hour</b>
Office Holder	425
Director	375
Senior Manager	325
Manager	250
Senior Administrator	200
Administrator	150
Secretary	100

The Firm's charge-out rates are reviewed periodically. With the exception of IVAs and CVAs which are VAT exempt, the office holder's remuneration and disbursements will be subject to VAT at the prevailing rate.

Percentage basis

Where an office holder is expecting to realise specific assets, the fee charged may be a percentage of a specific asset or the assets as a whole.

Once agreed, the percentage basis can only be increased where there has been a material and substantial change in the circumstances in the case. If this is not the case, any request for an increase can only be approved by the Court.

Fixed fee

An office holder may charge a fixed fee on either the case as a whole or for specific tasks to be undertaken.

Once agreed, the fixed fee can only be increased where there has been a material and substantial change in the circumstances in the case. If this is not the case, any request for an increase can only be approved by the Court.

Agents' and professional advisors' remuneration

These are charged at cost based upon the charge(s) made by the agent instructed. The term 'agent' includes:

- Solicitors/legal fees
- Auctioneers/valuers
- Accountants
- Quantity surveyors
- Estate agents
- Other specialist advisors

## Expenses

Expenses are any payments from the estate which are neither office holder's remuneration nor a distribution to a creditor or member. Expenses also includes disbursements.

Disbursements are payments which are first paid by the office holder and then reimbursed to the office holder from the estate.

### Category 1 expenses:

These are payments to those providing the service to which the expense relates who are not an associate of the office holder.

Examples of category 1 expenses include agents costs as detailed above as well as items such as insurance, statutory advertising, external meeting room hire, external storage and specific bond.

### Category 2 expenses:

These are payments to associates\* or payments which have an element of shared costs.

\*Associates are defined as an entity with which the firm, office holder or staff member has a business or personal relationships with, perceived or actual.

The only category 2 expense that is routinely charged by Mercian Advisory Limited is mileage which is recharged to the estate at a rate of 45p / mile.

## Subcontractors

Subcontractors are considered to undertake work that can be completed by the office holder or their staff.

Payments to subcontractors do not require specific approval and are treated as an expense of the estate, however I am required to provide the information relating to the subcontractors engaged.

It is not currently known if any Subcontractors will be used, but they will only be required where a matter requires specialist knowledge or where it is more cost effective to the estate for this to be completed by a third party.