

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 0 7 3 2 9 0 9 5

Company name in full Epayroll Services Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Gordon

Surname Johnston

3 Liquidator's address

Building name/number 12/14 Carlton Place

Street Southampton

Post town SO15 2EA

County/Region

Postcode

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

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6 Period of progress report

From date	^d 0	^d 2	^m 0	^m 8	^y 2	^y 0	^y 1	^y 9
To date	^d 0	^d 1	^m 0	^m 8	^y 2	^y 0	^y 2	^y 0

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d 0	^d 1	^m 0	^m 8	^y 2	^y 0	^y 2	^y 0
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**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 **Sam Jones**

Company name **HJS Recovery (UK) Ltd**

Address **12/14 Carlton Place**

Southampton

Post town **SO15 2EA**

County/Region

Postcode

Country

DX

Telephone **023 8023 4222**

**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

Liquidators' Annual Progress Report to Creditors & Members

Epayroll Services Limited
- In Liquidation

1 August 2020

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- 2** Receipts and Payments
- 3** Progress of the Liquidation
- 4** Creditors
- 5** Liquidators' Remuneration
- 6** Creditors' Rights
- 7** Next Report

APPENDICES

- A** Receipts and Payments Account for the Period from 2 August 2019 to 1 August 2020 together with a cumulative Receipts and Payments Account for the Period since the Liquidators' Appointment
- B** Time Analysis for the Period from the 2 August 2019 to 1 August 2020
- C** Cumulative Time Analysis for the Period since the Liquidators' Appointment
- D** Additional information in relation to Liquidators' Fees, Expenses & Disbursements
- E** Tasks undertaken by the Liquidators

1 Introduction and Statutory Information

- 1.1 I, Gordon Johnston of HJS Recovery (UK) Ltd, was appointed as Liquidator of Epayroll Services Limited (the Company) on 17 April 2019. My appointment replaced the previous liquidator; Mr. Robert James Thompson of Rendell Thompson who passed away on 25 March 2019. Mr. Thompson had originally been appointed on 2 August 2018.
- 1.2 This progress report covers the period from 2 August 2019 to 1 August 2020 (the Period) and should be read in conjunction with any previous progress reports which have been issued.
- 1.3 Information about the way that we will use, and store personal data on insolvency appointments can be found in the attached Privacy Notice.
- 1.4 The principal trading address of the Company was: Alba House, Mulberry Business Park, Fishponds Road, Wokingham, Berkshire, RG41 2GY. The business traded under the name: 'Epayme'.
- 1.5 The registered office of the Company has been changed to: 10b Fleet Business Park, Sandy Lane, Church Crookham, Fleet, Hampshire, GU52 8BF. The Company's registered number is 07329095.

2 Receipts and Payments

- 2.1 At Appendix A is my Receipts and Payments Account covering the Period of this report together with a cumulative Receipts and Payments Account for the period from the date of my appointment as Liquidator to the end of the Period covered by this report.
- 2.2 In Section 3 below, you will find an update on the progress made during the Period in realising the Company's assets and dealing with its affairs.

3 Progress of the Liquidation

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

Administration (including statutory compliance & reporting)

- 3.2 An office holder must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work we anticipated would need to be done in this area was outlined to creditors in our initial fees estimate/information.
- 3.3 Where the costs of statutory compliance work or reporting to creditors exceeds the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Liquidators.
- 3.4 As noted in our initial fees estimate/information, this work will not necessarily bring any financial benefit to creditors but is required on every case by statute.

Realisation of Assets

- 3.5 There have been no asset realisations, nor funds received, in the period of this report. If you require information regarding the assets of the company and their disposal, please consult my previous reports.

Plant & Machinery

- 3.6 Creditors will recall that the Plant and Machinery was sold to a connected party prior to the liquidation for the sum of £10,000. Investigations into this matter remain ongoing and creditors will be updated in my next report concerning it.

Rent Deposit

- 3.7 Investigations into the rent deposit of circa. £38,000, which was re-assigned/novated to a connected company just prior to the liquidation date, could constitute a preference payment. Investigations into this matter are ongoing and creditors will be updated in due course.
- 3.8 It is not considered that the work the Liquidators and their staff have undertaken to date will bring a financial benefit to creditors.

Creditors (claims and distributions)

- 3.9 Further information on the anticipated outcome for creditors in this case can be found at section 4 of this report. Liquidators are not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.
- 3.10 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal.
- 3.11 The above work will not necessarily bring any financial benefit to creditors generally, however Liquidators are required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Liquidators in dealing with those claims.

Investigations

- 3.12 Since the last progress report, I would advise that no further asset realisations have come to light that may be pursued by us for the benefit of creditors.

Matters still to be dealt with

- 3.13 The matters mentioned in the realisation of asset section above, still remain to be dealt with.

4 Creditors

Secured & Preferential Creditors

- 4.1 There are no secured or preferential creditors in this matter.

Unsecured Creditors

- 4.2 We have received claims totalling £762,663.20 from two creditors. I have yet to receive claims from two creditors whose debts total £9,500.00, as per the Company's statement of affairs.
- 4.3 We would confirm that it is anticipated there will be insufficient funds realised after defraying the expenses of the liquidation to pay a dividend to unsecured creditors.

5 Liquidators' Remuneration

- 5.1 The Creditors approved that the basis of the Liquidators' remuneration be fixed by reference to the time properly spent by him and his staff in managing the Liquidation. My fees estimate/information was originally provided to creditors when the basis of remuneration was approved and was based on information available at that time.
- 5.2 The time costs for the Period are £3,000. This represents 13.04 hours at an average rate of £230.06 per hour. Attached as Appendix B is a Time Analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by this firm in managing the liquidation. To date, no fees have been drawn on account.
- 5.3 Also attached as Appendix C is a cumulative Time Analysis for the period from 2 August 2018 to 1 August 2020 which provides details of the time costs since appointment. The cumulative time costs incurred to date are £15,099. This represents 71.54 hours at an average rate of £211.06 per hour.
- 5.4 At the date of this report, we would confirm that the fees estimate for the liquidation remains unchanged. This is because we consider our estimate to be sufficient.
- 5.5 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from <http://www.hjsrecovery.co.uk/publications/>
- 5.6 Attached as Appendix D is additional information in relation to the Liquidators' fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.

6 Creditors' Rights

- 6.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Liquidator provide further information about his remuneration or expenses which have been itemised in this progress report.
- 6.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidators, as set out in this progress report, are excessive.

7 Next Report

- 7.1 We are required to provide a further report on the progress of the liquidation within two months of the next anniversary of the liquidation, unless we have concluded matters prior to this, in which case I will write to all creditors with my final account.
- 7.2 If you have any queries in relation to the contents of this report, I can be contacted by telephone on 02380 234222 or by email at help@hjsrecovery.co.uk



Gordon Johnston ACA FABRP
Liquidator

Epayroll Services Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

APPENDIX A

Statement of Affairs £		From 02/08/2019 To 01/08/2020 £	From 02/08/2018 To 01/08/2020 £
	ASSET REALISATIONS		
	Bank Interest Net of Tax	NIL	1.06
	Cash at Bank	NIL	91.80
Uncertain	Computer Equipment	NIL	NIL
	DVLA Refunds	NIL	87.27
NIL	Fixtures & Fittings	NIL	NIL
NIL	Leasehold Improvements	NIL	NIL
NIL	Motor Vehicles	NIL	NIL
Uncertain	Plant & Machinery	NIL	NIL
Uncertain	Rent Deposit	NIL	NIL
		NIL	180.13
	COST OF REALISATIONS		
	Fleet Block Transfer Costs	NIL	150.25
		NIL	(150.25)
	UNSECURED CREDITORS		
(2,500.00)	Director	NIL	NIL
(9,500.00)	Shareholders' Combined Claim	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(12,100.00)		NIL	29.88
	REPRESENTED BY		
	Bank 2 Current		1.02
	Vat Receivable		28.86
			29.88

TIME AND CHARGE OUT SUMMARIES DATED 2 AUGUST 2019 TO 1 AUGUST 2020

Hours							
Classification of work function	Insolvency Practitioner / Partner	Office Manager	Senior Administrator	Junior Administrator	Total Hours	Time Cost	Average hourly rate
Administration, Planning & Statutory Duties	0.00	3.12	6.40	2.87	12.39	£2,805.00	£226.39
Investigations	0.00	0.00	0.20	0.00	0.20	£40.00	£200.00
Realisations of assets	0.20	0.25	0.00	0.00	0.45	£155.00	£344.44
<u>Total Hours</u>	<u>0.20</u>	<u>3.37</u>	<u>6.60</u>	<u>2.87</u>	<u>13.04</u>	-	-
<u>Total Costs</u>	<u>£90.00</u>	<u>£1,179.50</u>	<u>£1,213.90</u>	<u>£516.60</u>	-	<u>£3,000.00</u>	<u>£230.06</u>
Current Chargeout	£450	£240 - £350	£180 - £240	£120 - £180			
March 2018 - January 2020 Chargeout rates	£400	£240 - £300	£150 - £200	£120 - £150			
Rendell Thompson	£300	£200	£150	£100			

TIME AND CHARGE OUT SUMMARIES DATED 2 AUGUST 2018 TO 1 AUGUST 2020

Hours							
Classification of work function	Insolvency Practitioner / Partner	Office Manager	Senior Administrator	Junior Administrator	Total Hours	Time Cost	Average hourly rate

Administration, Planning & Statutory Duties	2.00	14.12	16.20	3.57	35.89	£7,534.00	£209.92
Investigations	3.40	26.30	0.20	0.00	29.90	£6,320.00	£211.37
Realisations of assets	0.70	4.45	0.00	0.00	5.15	£1,145.00	£222.33
Creditors	0.00	0.20	0.40	0.00	0.60	£100.00	£166.67
<u>Total Hours</u>	<u>6.10</u>	<u>45.07</u>	<u>16.80</u>	<u>3.57</u>	<u>71.54</u>	-	-
<u>Total Costs</u>	<u>£1,990.00</u>	<u>£9,559.50</u>	<u>£3,032.90</u>	<u>£516.60</u>	-	<u>£15,099.00</u>	<u>£211.06</u>
Current Chargeout	£450	£240 - £350	£180 - £240	£120 - £180			
March 2018 - January 2020 Chargeout rates	£400	£240 - £300	£150 - £200	£120 - £150			
Rendell Thompson	£300	£200	£150	£100			

Appendix D

Additional Information in Relation to the Liquidator's Fees, Expenses & Disbursements

1 Staff Allocation and the Use of Sub-Contractors

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

2 Professional Advisors

- 2.1 We are not proposing to utilise the services of any professional advisors in this case..

3 Liquidator's Expenses & Disbursements

- 3.1 The estimate of expenses (including disbursements) which were anticipated at the outset of the liquidation was provided to creditors when the basis of my fees were approved, a copy of which is set out below:

Expense	Estimated cost £
Statutory advertising	300.00
Specific penalty bond	138.00
External storage of company's books and records	660.00

Current position of Liquidators' expenses

- 3.2 An analysis of the expenses paid to the date of this report, together with those incurred but not paid at the date of this report is provided below:

	Paid in prior period £	Paid in the period covered by this report £	Incurred but not paid to date £	Total anticipated cost £
Statutory advertising	171.00	0.00	0.00	171.00
Specific penalty bond	84.00	0.00	0.00	84.00
External storage of books & records	50.00	0.00	100.00	150.00
Fleet block transfer costs	150.25	0.00	0.00	150.25

- 3.3 Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. These disbursements are included in the tables of expenses above.
- 3.4 Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Details of Category 2 disbursements charged by this firm (where appropriate) were provided at the time the Liquidator's fees were approved by creditors. Any Category 2 disbursements incurred are specifically highlighted in the tables of expenses above.

4 Charge-Out Rates

- 4.1 Rendell Thompson's Charge out rates for this appointment up to 25 March 2019 are detailed below;

	Effective from 7 June 2018 (Per hour) £
Insolvency Practitioners	300
Senior Managers & Managers	200
Supervisors	150
Administrators and Support Staff	100

- 4.2 HJS Recovery (UK) Limited's current charge-out rates effective from 19 March 2018 are detailed below. Please note this firm records its time in minimum units of 6 minutes.

	Effective between 31 May 2011 – 18 March 2018 (Per hour) £	Effective from 19 March 2018 (Per hour) £
Insolvency Practitioners	350	400
Senior Managers & Managers	200-275	240-300
Supervisors	150-175	150-200
Administrators and Support Staff	50-125	120-150
Specialist departments within HJS Solutions, such as Tax, VAT and Pensions, do sometimes charge a small number of hours to an assignment, should the Insolvency Directors require their expert advice. Their rates do vary however, the figures given below provide an indication of the rates charged per hour.		
Directors	110-175	110-220
Senior Managers & Managers	82-120	82-140
Supervisors	42-70	42-70
Administrators and Support Staff	20-40	20-40

Please note that we reserve the right to amend these rates from time to time during the course of the assignment, however any material amendments to these rates will be advised to creditors in the next statutory report.

Appendix E

An indication of the tasks undertaken by the Joint Liquidators and their staff are detailed below:

1.1 Administration and Planning

- Maintaining bank accounts;
- Progress reviews of the case;
- Statutory reporting to creditors;

Realisation of Assets

Please refer to section 2 of the report, but in summary the time spent includes

- Asset review

Investigations

- Corresponding with the former directors & management;

Tax Reviews

- Completion of post-appointment VAT returns and Corporation Tax returns;
- Review of post appointment tax matters;

Privacy Notice

Use of personal information

We process personal information to enable us to carry out our work as insolvency practitioners which includes processing data that was held by companies/individuals before our appointment together with data collected during an insolvency procedure or a fixed charge receivership. Our legal obligation to process personal data arises from work we are required to carry out under insolvency and other related legislation.

Insolvency practitioners are Data Controllers of personal data in so far as defined by data protection legislation. HJS Recovery (UK) Ltd will act as Data Processor on their instructions about personal data in relation to an insolvency procedure or fixed charge receivership.

Personal data will be kept secure and processed only for matters relating to the insolvency procedure being dealt with.

The data we may process

The personal data insolvency practitioners may process in most cases will be basic details that may identify an individual and will typically be sufficient to allow us to carry out our work as insolvency practitioners, for example, dealing with the claims of individuals who are owed monies by the companies/individuals over whom we have been appointed.

However, insolvency practitioners may be appointed over entities that process personal data that is considered more sensitive, for example health records and this sensitive data will usually have been created before our appointment. Although we will take appropriate steps to safeguard sensitive data (or to destroy it where it is appropriate to do so), subject to limited exceptions, for example, where we identify previous conduct and/or action that requires further investigation, we will not be processing sensitive data.

Sharing information

We may share personal data with third parties where we are under a legal or regulatory duty to do so, or it is necessary for the purposes of undertaking our work as insolvency practitioners. We may also share personal data to lawfully assist the police or other law enforcement agencies with the prevention and detection of crime, where disclosure is necessary to protect the safety or security of any persons and/or otherwise as permitted by the law.

How long will we hold it?

Personal data will be retained for as long as any legislative or regulatory requirement requires us to hold it. Typically, this may be up to 6 years after which it will be destroyed.

What are your rights?

You have the right to receive the information contained in this document about how your personal data may be processed by us.

You also have the right to know that we may be processing your personal data and, in most circumstances, to have information about the personal data of yours that we hold, and you can ask for certain other details such as what purpose we may process your data for and how long we will hold it.

Individuals have the right to request that incorrect or incomplete data is corrected and in certain circumstances, you may request that we erase any personal data on you which may be held or processed as part of our work as insolvency practitioners. If you have any complaints about how we handle your personal data, please contact Shane Biddlecombe at HJS Recovery (UK) Ltd, 12-14 Carlton Place, Southampton, SO15 2EA or via email at recovery@hjssolutions.co.uk so we can resolve the issue, where possible. You also have the right to lodge a complaint about any use of your information with the Information Commissioners Office (ICO), the UK data protection regulator.