

# 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 3 9 4 9 2 9

Company name in full Kayboo Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Christopher

Surname Purkiss

### 3 Liquidator's address

Building name/number 6th Floor

Street 9 Appold Street

Post town London

County/Region

Postcode E C 2 A 2 A P

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

**6** Period of progress report

From date	<sup>d</sup> 0	<sup>d</sup> 3	<sup>m</sup> 0	<sup>m</sup> 4	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 1
To date	<sup>d</sup> 0	<sup>d</sup> 2	<sup>m</sup> 0	<sup>m</sup> 4	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 2

**7** Progress report

☒ The progress report is attached

**8** Sign and date

Liquidator's signature

Signature

X

*[Handwritten signature]*

X

Signature date

<sup>d</sup> 1	<sup>d</sup> 0	<sup>m</sup> 0	<sup>m</sup> 8	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 2
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# 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	Dino Burch-Humphrey
Company name	Moore Kingston Smith & Partners LLP
Address	6th Floor 9 Appold Street
Post town	London
County/Region	
Postcode	E C 2 A 2 A P
Country	
DX	
Telephone	020 7566 4020



### 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)

**Kayboo Limited**  
**- In Liquidation**

Liquidator's Annual Progress Report  
to Creditors & Members

10 August 2022

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- E** Wilson Field Limited's additional information in relation to Liquidators' Fees and Expenses

## 1 Summary and Statutory Information

Company Name:	Kayboo Limited				
Company Number:	07394929				
Registered office of Company:	6th Floor, 9 Appold Street, London, EC2A 2AP				
Principal trading address of Company:	Marsh Road, Laugharne, SA33 4RS				
Previous trading name of Company:	N/A				
Liquidator:	Christopher Purkiss of Moore Kingston Smith & Partners LLP				
Contact details:	Moore Kingston Smith & Partners LLP, 6th Floor, 9 Appold Street, London, EC2A 2AP DBurch-Humphrey@mks.co.uk 020 7566 4020				
Date of appointment:	2 March 2022				
Changes in Officeholder:	Christopher Purkiss of Moore Kingston Smith & Partners LLP replaced Robert Neil Dymond and Emma Dowd of Wilson Field Limited following a Decision Procedure on 2 March 2022				
Basis of Wilson Field Limited remuneration, as agreed (see section 3):	Officeholder fees: Time costs estimated at £100,000		Drawn to date:		Officeholder fees: £20,613.42 plus VAT
Dividend prospects for unsecured creditors:	Paid to date:	£ nil		Estimated future dividend:	£ uncertain
Matters preventing closure	To review investigations undertaken by the previous liquidators and decide if any further claims can be brought against the directors of the Company				

- 1.1 Further details on work undertaken in the period and costs incurred are provided in the body of the report.
- 1.2 Information about the way that we will use and store personal data on insolvency appointments can be found at [www.mks.co.uk/recovery-gdpr](http://www.mks.co.uk/recovery-gdpr). If you are unable to download this, please contact us and a hard copy will be provided to you free of charge.

## **2 Progress of the Liquidation**

- 2.1 Christopher Purkiss of Moore Kingston Smith & Partners LLP replaced Robert Neil Dymond and Emma Dowd of Wilson Field Limited as liquidator by a Decision Procedure on 2 March 2022.
- 2.2 This report provides an update on the work that has been undertaken, and the progress made, in the period from 3 April 2021 to 2 April 2022 ("the reporting period"). This report should be read in conjunction with any previous progress reports that have been issued by Wilson Field Limited.
- 2.3 A copy of my receipts and payments account for the reporting period, together with a cumulative total since the commencement of the liquidation, is attached at Appendix A.
- 2.4 I would comment on the work undertaken in the reporting period as follows:

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

- 2.5 This work will not necessarily bring any financial benefit to creditors but is required on every case by statute and contributes to the efficient running of the liquidation.
- 2.6 In the period under review I have maintained the required practice files, estate cashbook and bank account and completed my periodic statutory and regulatory duties as previously reported.
- 2.7 I would refer creditors to the final account provided by Wilson Field Limited on 14 January 2022, which would have provided creditors with a breakdown of their work carried out during the reporting period.

### **Investigations**

- 2.8 As Liquidator, I am required by legislation to undertake an initial investigation in all cases to determine whether there are any potential recovery actions for the benefit of creditors. This work may not necessarily bring any financial benefit to creditors unless these investigations reveal potential asset recoveries that I can pursue for the creditors' benefit.
- 2.9 Again, I would refer creditors to the final account provided by Wilson Field Limited on 14 January 2022 for an update on the investigations carried out by them up to my date of appointment.
- 2.10 Shortly after my appointment, I retrieved the Company's books and records from Wilson Field Limited and have begun reviewing the available information. My investigations remain ongoing and I will provide an update to the creditors with my next progress report.

### **Realisation of Assets**

- 2.11 Work undertaken to date to recover assets may bring a financial benefit to creditors through the distribution of funds available to creditors after settlement of properly authorised costs and expenses.
- 2.12 As advised by Wilson Field Limited, the Company has no further known assets than those realised previously. I can further confirm that no realisations have been made during the reporting period

### **Creditors (claims and distributions)**

- 2.13 As Liquidator, I am required to deal with correspondence and claims from all classes of creditors. This work will not necessarily bring any financial benefit to creditors unless a distribution is anticipated, however, this work is required by statute.

## **Outcome for Creditors**

### **Secured creditors**

- 2.14 As previously reported by Wilson Field Limited, Followset Limited held a debenture with a fixed and floating charge over the Company's assets. However, as per Companies House Followset Limited was dissolved on 23 August 2013. I have not received any notifications that there is any outstanding liability in respect of this charge. As such, the provisions to create a fund out of the Company's net floating charge property for unsecured creditors (known as the Prescribed Part) do not apply.

### **Preferential Creditors**

- 2.15 No preferential claims have been received to date in this matter

### **Unsecured Creditors**

- 2.16 I have received claims totalling £15,496,042.88 from 291 creditors. I have yet to receive claims from 147 creditors whose debts total £3,143,126.00 as per the Company's statement of affairs.
- 2.17 Based on current information, no funds are available after costs to enable a dividend to be paid to the unsecured creditors. A distribution to creditors will be dependent on my ongoing investigations into the Company's affairs.

### **Matters still to be dealt with**

- 2.18 To review the Company's books records and the previous liquidators working files.
- 2.19 Once reviewed, to determine if any further claims can be brought

## **3 Liquidator's Remuneration**

- 3.1 The Liquidation Committee approved that the basis of Wilson Field Limited's remuneration be fixed by time properly spent by them and their staff with an initial cap of £100,000. I can confirm that £20,613.42 plus expenses of £289.92 has been drawn by Wilson Field Limited.
- 3.2 The Liquidation Committee are yet to approve my remuneration and this will be sought at the first meeting of the committee to be held in due course.
- 3.3 Attached at Appendix B, Moore Kingston Smith & Partners LLP time costs for the period 2 March 2022 to 2 April 2022 are £4,707.51. this represent 14.58 hours at an average rate of £322.87.
- 3.4 Attached at Appendix C, Wilson Field Limited time costs for the period 3 April 2022 to 2 March 2022 are £34,353.94. This represents 91.73 hours at an average rate of £374.51 per hour.
- 3.5 Attached as Appendix C is a cumulative time analysis for the period from the date of Wilson Field Limited's appointment to 2 March 2022. The cumulative time costs incurred to date are £408,938.94. This represents 1,401.23 hours at an average rate of £291.84 per hour. To date, £25,945.82 has been drawn on account.
- 3.6 Wilson Field Limited has also incurred the following category 1 expenses during the reporting period:



	Incurred expenses during the reporting period £
<b>Category 1 Expenses</b>	
HM Land Registry	60.00

- 3.7 A copy of 'A Creditors' Guide to Liquidators' Fees' is available, free of charge, on request or can be downloaded from [www.mks.co.uk/creditors-guide-fees](http://www.mks.co.uk/creditors-guide-fees).

#### 4 Liquidator's Expenses

- 4.1 An estimate of the expenses (including disbursements) which were anticipated at the outset of the liquidation was provided to creditors when the basis of remuneration was approved. Attached as Appendix D is additional information in relation to the Liquidator's fees and expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.

#### 5 Creditors' Rights

- 5.1 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 provides further information about their remuneration or expenses which have been itemised in this progress report.
- 5.2 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 Liquidator's remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidator, as set out in this progress report, are excessive.

#### 6 Next Report

- 6.1 I am required to provide a further report on the progress of the liquidation within two months of the next anniversary of the liquidation, unless I have concluded matters prior to this, in which case I will write to all creditors with my final account.
- 6.2 If you have any queries in relation to the contents of this report, Dino Burch-Humphrey of this office can be contacted by telephone on 020 7566 4020 or by email at [DBurch-Humphrey@mks.co.uk](mailto:DBurch-Humphrey@mks.co.uk).

Yours faithfully



**Christopher Purkiss**  
**Liquidator**

**Appendix A Receipts and Payments Account for the Period from 3 April 2021 to 2 April 2022 together with a cumulative receipts and payments account for the period from Wilson Field Limited's appointment**

**Kayboo Limited  
(In Liquidation)  
LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT**

	Statement of affairs £	From 03/04/2021 To 02/04/2022 £	From 03/04/2017 To 02/04/2022 £
<b>RECEIPTS</b>			
Deposit for decision procedure		1,853 90	1,853 90
Bank Interest Gross		0 00	120 52
Bonding Refund		0 00	245 00
Funds from Administration Estate		0 00	27,329 54
		<u>1,853 90</u>	<u>29,548 96</u>
<b>PAYMENTS</b>			
Committee Expenses		0 00	276 19
Specific Bond		0 00	96 00
DVLA Costs		0 00	5 00
Liquidators Fees		5,679 39	26,292 81
Legal disbursements		0 00	648 80
Insolvency Software Fee		0 00	90 78
Room Hire		0 00	85 00
Travel Expenses		0 00	913 66
Storage of Records		0 00	254 00
Statutory Advertising		0 00	147 00
Travel and Subsistence		0 00	288 61
Land Registry Fees		60 00	123 00
Collection of Records		0 00	260 00
VC Document Management		0 00	22 51
		<u>5,739 39</u>	<u>29,503 36</u>
Net Receipts/(Payments)		<u>(3,885 49)</u>	<u>45 60</u>
<b>MADE UP AS FOLLOWS</b>			
Bank 1 Current - closed on BMAP		(4,947 89)	(1,135 88)
VAT Receivable / (Payable)		1,062 40	1,181 48
		<u>(3,885 49)</u>	<u>45 60</u>

## Appendix B Moore Kingston Smith & Partners LLP time analysis for the Period from the 2 March 2022 to 2 April 2022

### Kayboo Limited

#### Summary of Time Costs

From 02/03/2022 to 02/04/2022

#### Time Costs

The following is a summary of the time costs incurred by the Office Holder and their staff in the administration of this matter. It should be read in conjunction with the Office Holder's Report for the period referred to above.

Work Activity	Partner Hrs	Manager Hrs	Administrator Hrs	Total hrs	Time costs (£)	Average costs (£)
Administration & Planning	1.17	2.42	2.42	6.00	2,022.92	337.15
Investigations	1.33	2.00	0.67	4.00	1,550.00	387.50
Realisation of Assets			0.92	0.92	201.67	219.21
Creditors	0.42	0.25	3.00	3.67	932.92	254.20
Grand total:	2.92	4.67	7.00	14.58	4,707.51	

#### Notes

1. All costs are shown excluding VAT and include an element of undrawn work in progress. It should also be noted that the office holder's fees and other expenses included in their Abstract Receipts and Payments, will include irrecoverable VAT, where the insolvent was not formerly registered for VAT.

2. The number of hours shown have been rounded to two decimal places.

## Appendix C Wilson Field Limited's time analysis for the Period from 3 April 2021 to 2 March 2022 together with cumulative time analysis for the period since their appointment to 2 March 2022

### Time Entry - Detailed SIP9 Time & Cost Summary

KAYB01C - Kayboo Limited  
From: 03/04/2021 To: 02/03/2022  
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADCA - Cashiering	0.90	0.70	0.60	2.00	4.20	1,411.00	335.95
ADCR - Case Reviews	0.50	0.00	2.40	0.00	2.90	994.00	342.76
ADCA - File Maintenance	1.00	0.00	0.60	1.10	3.00	996.00	298.72
ADSC - Statutory and Compliance	12.60	6.10	14.20	1.20	34.10	12,736.00	373.49
ADSO - Strategic Overview	0.90	0.00	0.20	0.00	1.10	512.00	465.45
<b>Admin and Planning</b>	<b>15.90</b>	<b>6.80</b>	<b>18.33</b>	<b>4.30</b>	<b>45.33</b>	<b>16,552.94</b>	<b>365.14</b>
CRCL - Creditors' Claims	0.00	0.00	8.30	0.00	8.30	2,175.00	262.41
CRCO - Communications with Creditors	9.50	0.00	12.60	0.00	22.40	8,606.00	383.12
CRTV - Tax and VAT	0.10	0.00	0.70	0.00	0.80	264.00	330.00
<b>Creditors</b>	<b>9.60</b>	<b>0.00</b>	<b>21.60</b>	<b>0.00</b>	<b>31.50</b>	<b>11,248.00</b>	<b>357.08</b>
INAT - Antecedent Transactions	5.00	0.00	0.00	0.00	5.00	2,500.00	500.00
INDR - CDDA Report	0.70	0.00	0.00	0.70	0.70	350.00	500.00
INRE - Investigation and Review	0.30	4.50	1.70	0.00	6.50	2,403.00	369.69
<b>Investigations</b>	<b>6.00</b>	<b>4.50</b>	<b>1.70</b>	<b>0.00</b>	<b>12.20</b>	<b>5,253.00</b>	<b>430.57</b>
REIS - Identifying, Securing and Insuring	0.00	0.00	0.00	0.20	0.20	50.00	250.00
REPB - Property, Business and Asset Sales	2.50	0.00	0.00	0.00	2.50	1,500.00	600.00
<b>Realisation of Assets</b>	<b>2.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.20</b>	<b>2.70</b>	<b>1,500.00</b>	<b>481.48</b>
<b>Total Hours</b>	<b>34.30</b>	<b>11.30</b>	<b>41.63</b>	<b>4.50</b>	<b>91.73</b>	<b>34,353.94</b>	<b>374.59</b>

### Time Entry - Detailed SIP9 Time & Cost Summary

KAYB01C - Kayboo Limited  
From: 03/04/2017 To: 02/03/2022  
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADAP - Appointment	0.00	0.00	3.30	0.00	3.30	558.00	200.00
ADCA - Cashiering	3.00	7.30	2.30	19.30	31.90	8,705.00	272.88
ADCR - Case Reviews	2.10	19.50	40.00	0.40	53.40	14,974.50	280.44
ADDI - Directors' Client	0.10	3.50	2.30	0.00	5.90	1,745.00	295.76
ADCA - File Maintenance	12.50	0.10	51.83	22.70	87.13	21,607.44	248.67
ADSC - Statutory and Compliance	47.00	67.20	71.30	17.10	192.60	65,587.50	340.61
ADSO - Strategic Overview	11.60	1.00	3.80	4.10	20.50	7,627.00	370.24
<b>Admin and Planning</b>	<b>76.30</b>	<b>80.00</b>	<b>174.93</b>	<b>63.60</b>	<b>394.83</b>	<b>121,565.44</b>	<b>307.89</b>
ADSV - Site Visit	4.30	0.00	4.40	9.00	17.70	4,464.00	252.20
<b>Case Specific Matters</b>	<b>4.30</b>	<b>0.00</b>	<b>4.40</b>	<b>9.00</b>	<b>17.70</b>	<b>4,464.00</b>	<b>252.20</b>
CCAD - Calculation & Distribution	0.00	0.00	3.40	0.00	3.40	514.00	268.83
CRCL - Creditors' Claims	2.10	1.80	95.10	8.90	108.00	28,954.00	268.10
CRCO - Communications with Creditors	67.00	6.60	183.60	85.80	323.00	87,945.50	272.34
CREM - Employees	0.00	1.50	0.10	0.00	1.60	518.00	323.75
CRSVC - Creditor Service Proxy Support	0.10	0.00	0.00	3.50	3.60	505.00	140.28
CRTV - Tax and VAT	0.50	0.00	1.90	0.50	3.50	1,110.00	317.14
<b>Creditors</b>	<b>70.60</b>	<b>9.90</b>	<b>264.10</b>	<b>97.00</b>	<b>441.60</b>	<b>117,967.50</b>	<b>267.14</b>
INAT - Antecedent Transactions	11.70	0.60	7.00	3.00	22.30	8,533.00	382.87
INDR - CDDA Report	1.20	0.00	9.40	0.30	10.90	2,904.00	267.26
INRE - Investigation and Review	79.10	34.40	294.10	63.40	471.00	133,919.00	284.33
<b>Investigations</b>	<b>92.00</b>	<b>35.00</b>	<b>310.50</b>	<b>66.70</b>	<b>504.20</b>	<b>145,251.00</b>	<b>288.10</b>
REDC - Debt Collection	0.00	0.00	0.10	0.00	0.10	0.00	0.00
REIS - Identifying, Securing and Insuring	26.50	3.50	0.60	0.50	31.10	14,882.50	478.54
REPB - Property, Business and Asset Sales	4.00	7.20	0.50	0.00	11.70	4,795.00	410.13
<b>Realisation of Assets</b>	<b>30.50</b>	<b>10.70</b>	<b>1.20</b>	<b>0.50</b>	<b>42.90</b>	<b>19,681.00</b>	<b>458.76</b>
<b>Total Hours</b>	<b>273.70</b>	<b>135.60</b>	<b>755.13</b>	<b>236.80</b>	<b>1,401.23</b>	<b>408,938.94</b>	<b>291.84</b>

## **Appendix D    Moore Kingston Smith & Partners LLP additional information in relation to the Liquidator's fees and expenses**

### **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.

### **2        Professional Advisors**

- 2.1    On occasion it is necessary for the office holder to engage with specialist professional advisers. Professional advisers are selected with regard to the specific requirements of the case and based upon the office-holders professional judgement of their experience and ability to perform the necessary work, the complexity and nature of the assignment and the basis of the fee arrangement. The office-holder is obliged to ensure that such advice or work is warranted and that the advice or work reflects the best value and service for work undertaken.
- 2.2    Expenses incurred in respect of specialist advisers are subject to independent assessment prior to engagement and reported in accordance with current guidance. Unless a significant personal or professional relationship, that may give rise to a potential threat or conflict, has been identified with any Advisor their costs are regarded as category 1 expenses.
- 2.3    On this assignment I have used the professional advisors listed below. I have also indicated alongside, the basis of our fee arrangement with them.

<b>Name of Professional Advisor</b>	<b>Basis of Fee Arrangement</b>
Marsh Limited (Statutory bond)	Scale rate

### **3        The use of Subcontractors**

- 3.1    The office holder may sub-contract some of the work required to be undertaken to specialist providers where the Liquidator is satisfied that taking this approach ensures that the best value and service is provided to creditors and it is more cost effective for the estate. The rates charged are comparable with the market rate for such services and the work to be undertaken. The need for the work and the cost are reported to creditors. There is no duplication of costs with work undertaken by the Liquidator and his staff however it is still necessary for the work undertaken to be overseen and reviewed as part of the office holders' statutory duties.
- 3.2    No subcontractors have been used in this case Liquidator's Expenses
- 3.3    An expense is a directly attributable cost to the estate which is neither an office holder's remuneration nor a distribution to creditors or members. Expenses can include disbursements, payments met by the office holder and subsequently recovered from the estate, and are divided into those that do not need approval before they are charged to the estate (category 1) and those that do (category 2).

- 3.4 Category 1 expenses are payments to independent third parties and do not have to be approved prior to payment, but when reporting to the creditors committee and creditors during the course of the liquidation the actual expenses incurred will be compared with the original estimate provided with any material difference explained (e.g. where legal costs rise due to escalated recovery action).
- 3.5 Category 2 expenses are payments to associates, or parties with a professional or personal relationship, or payments which have an element of shared costs. These expenses require approval in the same manner as an office holder's remuneration. Where it is necessary for staff to travel from the office, business mileage may be charged at the HMRC rate of 45p per mile.
- 3.6 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.
- 3.7 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 £
<b>Category 1 expenses</b>				
Statutory advertising			82.00	82.00
Specific penalty bond			10.00	10.00
Postworks – postage and photocopying			1,289.36	1,289.36
Couriers			367.79	367.79
Case related travel & subsistence			7.50	7.50

#### 4 Charge-Out Rates

- 4.1 Moore Kingston Smith & Partners LLP's current charge-out rates are detailed below. Please note this firm records its time in minimum units of 5 minutes.

##### **General Practice Rates**

Position	Rates from 1 May 2022
Partner	485
Licensed Insolvency Practitioner (Non Partner)	440
<b>Managers</b>	
Senior Manager	415
Manager	380
Assistant Manager	345
<b>Administrators</b>	
Senior Administrator	305

**Kayboo Limited - In Creditors' Voluntary Liquidation  
Liquidator's Annual Progress Report to Members**

Junior Administrator/Administrator	185-255
<b>Support Staff</b>	
Cashier	255
Support	105-210

Rates are subject to periodical review. Rates from 1 May 2017, may be viewed at <https://mooreks.co.uk/chargeout-rate> Historical rates are available on request.

## Appendix E Wilson Field Limited additional information in relation to the Liquidator's fees and expenses

### WILSON FIELD LIMITED CHARGE OUT RATES AND EXPENSES POLICY

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

#### Remuneration

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

	Hourly charge out rate (£)			
Grade	01/11/2017 to 30/06/2018	01/07/2018 to 05/03/2020	06/03/2020 to 31/03/2021	01/04/2021 onwards
Director/Insolvency Practitioner	500	500	500	500
Manager	400	400	395	410
Assistant Manager	395	N/a	N/a	N/A
Team Leader	390	390	N/a	N/A
Senior Administrator	330	395	300	310
Administrator (dependent on experience)	230-300	230 - 300	240-270	180-280
Trainee Administrator	180	180	180	N/A
Assistant & Support staff	130	130	130 - 235	140-250

All time is recorded in 6 minute units.

#### Expenses

Expenses are payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or member. Expenses also includes disbursements. Disbursements are payments which are first met by the office holder, and then reimbursed to the office holder from the estate. Expenses are divided into those that do not need approval before they are charged to the estate (category 1) and those that do (category 2).

#### Category 1 expenses

These are payments to persons providing the service to which the expense relates who are not an associate of the office holder. These expenses can be paid without prior approval. Examples of these are advertising, insurance, legal fees etc.



## Category 2 expenses

These are payments to associates or payment which have an element of shared costs. Examples of a category 2 expenses that officeholders may seek creditor approval for would be for mileage costs or for hire of external rooms for physical meetings where the room is used for more than one insolvency, Any such approval will be outlined with documentation for the relevant decision procedure.

Category 2 expenses are charged in accordance with the liquidator's prevailing recovery policy at the time the expense is incurred. However, any Category 2 expenses incurred prior to the 1 April 2021 but for which payment has not been drawn, will not be charged after this date. The rates applicable from 1 April 2021 are detailed below:

Expense	Charge	Period charged
<b>Mileage</b>	<b>As per HMRC's approved mileage rates</b>	<b>On appointment (where appropriate)</b>

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