

In accordance with Rule 18.7 of the Insolvency (England & Wales) Rules 2016 and Sections 92A, 104A and 192 of the Insolvency Act 1986.

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	5	2	3	2	2	0
Company name in full	Abbotts Manufacturing Limited							

→ **Filling in this form**
Please complete in typescript or in bold black capitals.

2 Liquidator's name

Full forename(s)	Brett Lee
Surname	Barton

3 Liquidator's address

Building name/number	1110 Elliott Court, Coventry Business Park
Street	Herald Avenue
Post town	Coventry
County/Region	
Postcode	C V 5 6 U B
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	

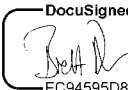
② **Other liquidator**
Use this section to tell us about another liquidator.

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6	Period of progress report											
From date	<div>d</div> <div>2</div>	<div>d</div> <div>7</div>	<div>m</div> <div>0</div>	<div>m</div> <div>6</div>	<div>y</div> <div>2</div>	<div>y</div> <div>0</div>	<div>y</div> <div>2</div>	<div>y</div> <div>2</div>				
To date	<div>d</div> <div>2</div>	<div>d</div> <div>6</div>	<div>m</div> <div>0</div>	<div>m</div> <div>6</div>	<div>y</div> <div>2</div>	<div>y</div> <div>0</div>	<div>y</div> <div>2</div>	<div>y</div> <div>3</div>				

7	Progress report											
<input checked="" type="checkbox"/> The progress report is attached												

8	Sign and date											
Liquidator's signature	<div>Signature</div> <div>X</div> <div><div>DocuSigned by:</div><div></div><div>FC94595D8F8941B...</div></div> <div>X</div>											
Signature date	<div>d</div> <div>3</div>	<div>d</div> <div>1</div>	<div>m</div> <div>0</div>	<div>m</div> <div>7</div>	<div>y</div> <div>2</div>	<div>y</div> <div>0</div>	<div>y</div> <div>2</div>	<div>y</div> <div>3</div>				

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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 **Adam Paxton**Company name **BLB Advisory Limited**Address **1110 Elliott Court, Coventry Business Park,****Herald Avenue**Post town **Coventry**

County/Region

Postcode **C V 5 6 U B**

Country

DX

Telephone **02475 097627****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



**ABBOTTS MANUFACTURING LIMITED
IN CREDITORS' VOLUNTARY LIQUIDATION**

**PROGRESS REPORT OF THE LIQUIDATOR FOR THE PERIOD
27 JUNE 2022 TO 26 JUNE 2023**

31 JULY 2023

Important Notice

This report has been produced solely to comply with our statutory duty to report to members and creditors of the Company pursuant to Section 104A of the Insolvency Act 1986. This report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by members and creditors for any purpose other than this report to them, or by any other person for any purpose whatsoever.

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1 INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
“the Company”	Abbotts Manufacturing Limited (In Creditors’ Voluntary Liquidation)
“the Liquidation”	The appointment of the Liquidator on 27 June 2022
“the Liquidator”, “me”, “my” and “I”	Brett Lee Barton (IP Number 9493) of BLB Advisory Limited, 1110 Elliott Court, Coventry Business Park, Herald Avenue, Coventry CV5 6UB
“the Period”	From 27 June 2022 to 26 June 2023
“the Act”	The Insolvency Act 1986 (as amended)
“the Rules”	The Insolvency (England and Wales) Rules 2016 (as amended)
“secured creditor”	In relation to a company, means a creditor of the Company who holds in respect of his debt a form security over property of the company
“security”	Any mortgage, charge, lien or other security (Section 248(1) of the Act)
“preferential creditor”	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Act
“unsecured creditor”	Is to be read in accordance with Section 248(1)(a) of the Act (a creditor without security or preferential status)

2 COMPANY INFORMATION

Trading names:	Abbotts Manufacturing Limited
Company registered number:	07523220
Company registered office:	BLB Advisory Limited, 1110 Elliott Court, Coventry Business Park, Herald Avenue, Coventry CV5 6UB
Former trading addresses:	108/122 Brearley Street, Birmingham B19 3XJ

3 DETAILS OF APPOINTMENT OF LIQUIDATOR

Date winding up commenced:	27 June 2022
Date of Liquidator’s appointment:	27 June 2022
Changes in liquidator (if any):	None
Liquidator Name / Details:	Brett Lee Barton (IP Number 9493) of BLB Advisory Limited, 1110 Elliott Court, Coventry Business Park, Herald Avenue, Coventry CV5 6UB
Contact Information:	Telephone: 02475 097627 Email: adam@blbadvisory.co.uk

4 PROGRESS SINCE APPOINTMENT / DURING THE PERIOD

Receipts and Payments

Attached at Appendix A is the receipts and payments account for the Period. In order to assist you in reviewing this document, I provide the following notes:

Receipts

Tangible Assets

In the period leading up to my appointment as Liquidator, Ian Bacon of Hilco Valuation Services Limited, who are RICS accredited valuers, auctioneers and agents based in Birmingham ("Hilco"), attended at the Company's premises to appraise the tangible assets. Following my appointment as Liquidator, instructions were given to Hilco to provide a formal valuation and to provide me with their advice on the most appropriate method of their disposal. The assets were sold by private treaty and the following realisations were achieved:

Asset	Amount Realised (£):
Plant & Machinery	4,250.00
Motor Vehicles	500.00
Stock	250.00
Total	5,000.00

Book Debts

Creditors will recall the Company had outstanding book debts totalling £11,145, with an estimated realisable value of £8,916, after taking into account a general provision of 20%. However, despite my team and I corresponding with the debtors, no realisations have been achieved in this regard. This has primarily been as a result of the debtors having corresponding claims eligible to be offset or the invoices having been paid prior to my appointment.

However, my team have issued a final round of correspondence to the final few debtors to determine whether any further realisations will be achieved.

VAT Refund

Following my appointment, the finance director provided me with a pre-appointment VAT refund in the amount of £14,473.74 that had been received. I wrote to HMRC confirming whether they had any objections to the cheque being banked. No response was received, and the cheque was banked.

As such, I formed the opinion that the monies were due to the Company and it would have ordinarily received the benefit of the refund, had the cheque been banked prior to my appointment.

Cash at Bank

Following my appointment, I wrote to the Company's bankers, HSBC Bank Plc, requesting that the credit balance held on the account be transferred to a designated Liquidation bank account. On 9 September 2022, I received a cheque in the sum of £1,250.69 representing the credit balance on the account and the account was subsequently closed.

Settlement Contributions

Further to my investigative works outlined in more detail below, the sum of £2,800 was received from the parent company, Original B.T.C. Limited ("Original").

Business Rates Refund

Based on the Company occupying a property, a review of the rates payable was undertaken and my team identified that a refund may be due. In conjunction with the assistance of our agent, LHL Property Auditors, I have been able to recover the sum of £2,384.39 from Birmingham City Council in respect of a Business Rates Refund.

Bank Interest Gross

All realisations in the liquidation have been banked in a non-interest-bearing account held with Lloyds Bank Plc. BLB Advisory has an agreement with the Bank that due to the negligible amounts of interest that would be earned, that no interest be applied but equally that the Bank will not charge the liquidation for managing the bank account.

Payments

You will note from the enclosed receipts and payments account that payments shown are in the main self-explanatory. All of the items included within the enclosed receipts and payments account are shown net of VAT. It should be noted that as the Company was registered for VAT purposes, any VAT on the costs relating to the Liquidation has been, or will be, recovered in full.

A detailed explanation as to the remuneration and expenses drawn by the Liquidator can be found below in Section 8 of this report and within the enclosed appendices.

During the Period payments have been made and/or costs incurred as follows:

Specific Bond Premium

The sum of £147.00 has been paid to Aon UK Limited in respect of specific bond insurance. It is a statutory requirement to have this insurance cover in place in relation to a formal insolvency appointment.

Agents Fees & Expenses

The sum of £1,000 plus expenses of £1,500 plus VAT has been paid to Hilco for their assistance in providing a formal valuation, storing and realising the tangible assets of the Company. In addition to this, Hilco reviewed the pre-appointment sale of the tangible assets to a connected party as outlined in the SIP6 Report.

Agents Fees & Expenses (2)

The sum of £596.10 plus VAT has been paid to LHL Property Auditors for their assistance in liaising with Birmingham City Council and realising the business rates refund on my behalf. LHL Property Auditors were instructed on a 25% no win no fee basis.

Stationery & Postage

The sum of £70.38 plus VAT has been paid to BLB Advisory Limited in relation to stationery and postage charges incurred in sending statutory reports to creditors.

Storage Costs

The sum of £32.02 plus VAT has been paid to L&R Storage in respect of storing the Company's books and records collected from the former trading premises.

Statutory Advertising

During the Period, the sum of £190.98 plus VAT has been paid to Courts Advertising Limited in respect of statutory advertising.

5 INVESTIGATIONS

As part of my statutory duties, I undertook an initial investigation into the Company's affairs to establish whether there were any potential assets to recover and to review any misconduct that required further investigations, taking into account the funds likely to be available to fund an investigation and the costs involved in taking any actions.

As briefly outlined above, my assessment of the Company's affairs indicated that further investigative work was required in relation to a payment that was made from the Company's bank account to Original. Given the timing of the payment, I considered this to be a preference pursuant to Section 239 of the Act.

After holding a meeting with the finance director of Original, it was agreed the amount should be repaid and on 28 October 2022, the sum of £2,800 was received in full and final settlement.

Furthermore and as outlined above, I confirm that Hilco were instructed to review the sale of the assets to the parent company in the months leading up to my appointment. Hilco confirmed that fair value had been paid for the assets.

I confirm also that I have complied with my statutory duties, including investigating and reporting to the Department of Business Innovation & Skills in respect of the conduct of the Company's director. My report and disclosures are confidential and are not available to creditors.

6 REMAINING ASSETS AND MATTERS TO BE DEALT WITH

As outlined above, my team are continuing in their efforts to pursue the final few debtors of the Company to understand whether any monies will be due.

In addition to this, I am holding sufficient monies to declare a dividend to the preferential and secondary preferential creditors. I will shortly be issuing a Notice of Intended Dividend to relevant body of creditors outlining this process.

7 ESTIMATED OUTCOMES FOR CREDITORS

Creditors

Secured Creditors

HSBC Bank Plc ("HSBC") hold security over the Company by way of a debenture. The director's Statement of Affairs suggested the sum of £2,099 was due to HSBC in this regard. Below are details of the charges registered at Companies House:

Security	Date	Short Particulars
Debenture	22 May 2012	Fixed and floating charge over the undertaking and all property and assets present and future, including goodwill, uncalled capital, buildings, fixtures, fixed plant & machinery.

Original have provided an unlimited multilateral cross company guarantee to HSBC in this regard.

As the charges registered at Companies House are dated post 15 September 2003, the provisions of Section 176A of the Act, relating to the prescribed part, may apply.

Preferential Creditors

Within his estimated Statement of Affairs, the director estimated that preferential creditors would total £8,193 in respect of employee claims for arrears of wages and holiday pay and unpaid pension contributions. I have recently received a preferential claim from the Redundancy Payments Office in the sum of £728.80. However, this along with any residual employee claims are yet to be adjudicated on.

Secondary Preferential Creditors

According to the director's estimated Statement of Affairs, it was estimated that HMRC claim consisted of a secondary preferential element relating to PAYE in the sum of £3,258. However, to date, no claim has been received in this regard.

Floating Charge Creditors pursuant to Section 176A of the Act

Section 176A of the Act provides that, where the company has created a floating charge on or after 15 September 2003, the Liquidator must make a prescribed part of the Company's net property available for the unsecured creditors and not distribute it to the floating charge holder except in so far as it exceeds the amount required for the satisfaction of unsecured debts. Net property means the amount which would, were it not for this provision, be available to floating charge holders out of floating charge assets (i.e. after accounting for preferential debts and the costs of realising the floating charge assets). The prescribed part of the Company's net property is calculated by reference to a sliding scale as follows:

- 50% of the first £10,000 of net property;
- 20% of net property thereafter;
- Up to a maximum amount to be made available of £600,000.

A Liquidator will not be required to set aside the prescribed part of net property if:

- the net property is less than £10,000 and the Liquidator thinks that the cost of distributing the prescribed part would be disproportionate to the benefit; (Section 176A(3)) or

- the Liquidator applies to the court for an order on the grounds that the cost of distributing the prescribed part would be disproportionate to the benefit and the court orders that the provision shall not apply (Section 176A(5)).

At this present time, I am unable to estimate the value of the prescribed part as the quantum of the preferential and secondary preferential creditors are unknown.

Unsecured Creditors

According to the director's Statement of Affairs, there were 41 unsecured creditors totalling £186,750. Subsequent to my appointment I was informed of a further two creditors that may have had claims in the proceedings. During the Period, claims totalling £105,971.57 have been received, however, these are yet to be adjudicated on.

Dividend Prospects

Based on the information available at present, I will shortly be in a position to declare a dividend to the preferential and secondary preferential creditors. However, the prospect of a dividend being paid to the floating charge creditors and to the unsecured creditors by way of the prescribed part is wholly reliant on the quantum of claims received from the prior ranking creditors and whether any additional realisation are received in relation to the book debts.

8 REMUNERATION AND EXPENSES

Remuneration

Pursuant to Rule 18.16(4) of the Rules, I convened a decision procedure and sent, by first class post, an estimate of the likely fees and expenses to be incurred in the liquidation estate on 15 July 2022. On 10 August 2022 by way of a decision sought from creditors by way of correspondence, creditors resolved that:

1. *The Liquidator's remuneration be fixed pursuant to Rule 18.16(2)(b), by reference to the time properly given by the Liquidator and their staff in attending to matters arising in the winding-up, estimated at £10,573.50 and set out in the fees estimate dated 15 July 2022. The Liquidator be authorised to draw from time to time fees on account of their remuneration when it is deemed appropriate.*
2. *The Liquidator be authorised to draw category 2 expenses as they are incurred.*
3. *That no liquidation committee be established.*

During the Period, my firm has incurred time costs of £12,317 representing 73.10 hours, which equates to an hourly rate of £168.50. A table reflecting the time costs incurred during the Period is enclosed at Appendix B. As at the date of this report, time costs in the sum of £9,500 have been drawn in respect of the Liquidator's fees.

Creditors will note that the fees drawn in this matter are below my estimate, however, the total time costs have exceeded my estimate. This has been directly as a result of the additional asset realisations that were not known at the time of preparing my estimate, such as liaising with LHL in respect of the business rates refund, communicating with HMRC with the VAT refund and the collection of the book debt ledger which has been more problematic than originally envisaged.

Included above in Section 4 of this report is a narrative description of the work that has been undertaken during the period under review. For convenience, attached at Appendix D to this report, is a copy of the original fee estimate that was issued to creditors dated 15 July 2022. The fee estimate sets out a schedule of the typical tasks that are expected to be undertaken during the Liquidation. The majority of tasks undertaken are done so with a view to maximising the return to creditors by focusing on the realisation of assets, investigating the financial affairs of the Company and adjudication upon creditor claims in the proceedings. These tasks are considered to be for the benefit of the general body of creditors. Whilst some of the statutory and regulatory tasks undertaken do not have a direct benefit to creditors, they assist in the efficient and compliant progression of the liquidation, which ensures that I and my staff carry out our work to the highest professional standard.

As I am of the opinion that the additional work undertaken has directly benefited creditors, I have issued a revised fees estimate for creditors to consider. This estimate has also been limited to ensure the monies creditors received by way of dividend declarations will be maximised and any additional time above this revised estimate will be written off.

Creditors may recall that you were previously provided with a guide headed “*Office Holder’s Fees and Disbursements*”. This guide contained the statutory information that I am required to provide to the creditors and where additional information can be located. This guide has been updated for the revised SIP9 and is included at Appendix D of this report.

If creditors would like additional information in respect of the fees and expenses of the liquidation, further information is contained in the publication ‘A Creditors’ Guide to Liquidators’ Fees (E&W) 2017’ which can be downloaded by visiting <https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/more/29114/page/1/guide-to-liquidators-fees/>.

Expenses

In accordance with SIP9, I have set out below a summary of the expenses incurred during the Period, together with an estimate of what further expenses may be incurred in the future. I apologise for the repetition of certain expenses that have previously been explained in Section 4 above.

Expense	Provider	Initial Estimate dated 15 July 2022 (£)	Amount Incurred (£)	Estimate of Future Costs (£)	Total (£)
Specific Bond Premium	Aon UK Limited	60.00	147.00	-	147.00
Statutory Advertising	Courts Advertising Limited	182.70	190.98	101.70	292.68
Stationery & Postage	BLB Advisory Limited / Postworks Ltd	179.05	70.38	50.00	120.38
Storage	L & R Storage	67.08	32.02	50.00	82.02
Agents Fees	Hilco Valuation Services Limited	1,000.00	2,500.00	-	2,500.00
Agents Fees	LHL Property Auditor Services	-	596.10	-	596.10
	-	-	3,536.48	201.70	3,738.18

Category 2 Expenses

Details of the Category 2 expenses, including expenses that should be treated as Category 2 expenses, that have been drawn during the Period, or are anticipated to be drawn in the future, in accordance with the approval obtained are set out below. For the avoidance of doubt, these expenses are included within the summary shown above.

Expense	Provider	Amount Incurred (£)	Estimate of Future Costs (£)	Total (£)
Stationery & Postage	BLB Advisory Limited / Postworks Ltd	70.38	50.00	120.38

9 OTHER RELEVANT INFORMATION

Enclosed at Appendix C is the information that I am required to provide to creditors setting out the process of how additional information can be requested in respect of the remuneration and expenses that have been incurred.

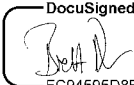
I do not believe that there are any other matters that should be brought to the attention of creditors.

10 CONCLUSION

As set out in more detail above, I am not yet in a position to conclude the liquidation as I will shortly be working through the formalities of declaring a dividend to the preferential and secondary preferential creditors. However, once these have been finalised, I will take steps to complete the liquidation and provide creditors with my final account.

If you wish to discuss the issues raised in this report or require any additional information, please contact my colleague Adam Paxton at adam@blbadvisory.co.uk in the first instance.

Dated: 31 July 2023

DocuSigned by:

FC94595D8F8941B...

Brett Barton

Liquidator

Insolvency Practitioner licensed in the United Kingdom by the Insolvency Practitioners Association

APPENDIX A

**RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD
FROM 27 JUNE 2022 TO 26 JUNE 2023**

Abbotts Manufacturing Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 27/06/2022 To 26/06/2023 £	From 27/06/2022 To 26/06/2023 £
	ASSET REALISATIONS		
4,250.00	Plant & Machinery	4,250.00	4,250.00
NIL	Furniture & Equipment	NIL	NIL
500.00	Motor Vehicles	500.00	500.00
250.00	Stock	250.00	250.00
8,916.00	Book Debts	NIL	NIL
NIL	VAT Refund	14,473.74	14,473.74
1,298.00	Cash at Bank and in hand	1,250.69	1,250.69
	Settlement Contributions	2,800.00	2,800.00
	Business Rates Refund	2,384.39	2,384.39
		<u>25,908.82</u>	<u>25,908.82</u>
	COST OF REALISATIONS		
	Specific Bond Premium	147.00	147.00
	Liquidator's Fees	9,500.00	9,500.00
	Agents Fees & Expenses	2,500.00	2,500.00
	Agents Fees & Expenses (2)	596.10	596.10
	Stationery & Postage	70.38	70.38
	Books & Records/Storage Costs	32.02	32.02
	Statutory Advertising	190.98	190.98
		<u>(13,036.48)</u>	<u>(13,036.48)</u>
	PREFERENTIAL CREDITORS		
(7,589.00)	Employees (AoW/Hol)	NIL	NIL
(604.00)	Pension Contributions	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	SECONDARY PREFERENTIAL CREDITORS		
(3,258.00)	HM Revenue & Customs - PAYE	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	FLOATING CHARGE CREDITORS		
(2,099.00)	HSBC Bank Plc	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	UNSECURED CREDITORS		
(38,750.00)	Trade & Expense Creditors	NIL	NIL
(73,456.00)	Employees (AoW/PILN/Red)	NIL	NIL
(74,544.00)	Connected Company	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<u>(185,186.00)</u>		<u>12,872.34</u>	<u>12,872.34</u>

APPENDIX B

**SUMMARY OF THE LIQUIDATOR'S TIME COSTS FOR THE PERIOD
FROM 27 JUNE 2022 TO 26 JUNE 2023**

Time Entry - SIP9 Time & Cost Summary

ABB002 - Abbotts Manufacturing Limited
Project Code: POST
From: 27/06/2022 To: 26/06/2023

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	0.90	6.00	7.00	0.40	14.30	2,859.50	199.97
Creditors	0.60	1.30	12.50	0.00	14.40	2,311.00	160.49
Investigations	1.60	0.40	15.50	0.00	17.50	2,730.00	156.00
Realisation of Assets	1.50	0.20	20.40	0.00	22.10	3,415.50	154.55
Statutory Compliance	1.40	0.40	3.00	0.00	4.80	1,001.00	208.54
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	6.00	8.30	58.40	0.40	73.10	12,317.00	168.50
Total Fees Claimed						9,500.00	
Total Disbursements Claimed						151.38	

APPENDIX C

**EXTRACTS OF RULES 18.9 AND 18.34 OF THE INSOLVENCY
(ENGLAND AND WALES) RULES 2016 (AS AMENDED)**

Rule 18.9 - Creditors' and members' requests for further information in administration, winding up and bankruptcy

18.9 (1) [Who may make written request] The following may make a written request to the office-holder for further information about remuneration or expenses (other than pre-administration costs in an administration) set out in a progress report under rule 18.4(1)(b), (c) or (d) or a final report or account under rule 18.14—

- (a) a secured creditor;
- (b) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question);
- (c) members of the company in a members' voluntary winding up with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the company;
- (d) any unsecured creditor with the permission of the court; or
- (e) any member of the company in a members' voluntary winding up with the permission of the court.

18.9 (2) [Request or application court for permission filed in court] A request, or an application to the application by more than one member or creditor.

18.9 (3) [Duty of office-holder to respond to request] The office-holder must, within 14 days of receipt of such a request respond to the person or persons who requested the information by—

- (a) providing all of the information requested;
- (b) providing some of the information requested; or
- (c) declining to provide the information requested.

18.9 (4) [Office-holder may provide partial information or decline request] The office-holder may respond by providing only some of the information requested or decline to provide the information if—

- (a) the time or cost of preparation of the information would be excessive; or
- (b) disclosure of the information would be prejudicial to the conduct of the proceedings;
- (c) disclosure of the information might reasonably be expected to lead to violence against any person; or
- (d) the office-holder is subject to an obligation of confidentiality in relation to the information.

18.9 (5) [Reasons in r.18.9(4)] An office-holder who does not provide all the information or declines to provide the information must inform the person or persons who requested the information of the reasons for so doing.

18.9 (6) [Application to court] A creditor, and a member of the company in a members' voluntary winding up, who need not be the same as the creditor or members who requested the information, may apply to the court within 21 days of—

- (a) the office-holder giving reasons for not providing all of the information requested; or
- (b) the expiry of the 14 days within which an office-holder must respond to a request.

18.9 (7) [Court order] The court may make such order as it thinks just on an application under paragraph (6).

Rule 18.34 - Remuneration and expenses: application to court by a creditor or member on grounds that remuneration or expenses are excessive.

18.34 (1) [Application of rule] This rule applies to an application in an administration, a winding-up or a bankruptcy made by a person mentioned in paragraph (2) on the grounds that—

- (a) the remuneration charged by the office-holder is in all the circumstances excessive;
- (b) the basis fixed for the office-holder's remuneration under rules 18.16, 18.18, 18.19, 18.20 and 18.21 (as applicable) is inappropriate; or
- (c) the expenses incurred by the office-holder are in all the circumstances excessive.

18.34 (2) [Who may make application] The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable—

- (a) a secured creditor,
- (b) an unsecured creditor with either—
 - (i) the concurrence of at least 10% in value of the unsecured creditors (including that creditor), or
 - (ii) the permission of the court, or
- (c) in a members' voluntary winding up—
 - (i) members of the company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the company, or
 - (ii) a member of the company with the permission of the court.

18.34 (3) [Time limit for application] The application by a creditor or member must be made no later than eight weeks after receipt by the applicant of the progress report under rule 18.3, or final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question ("the relevant report").

APPENDIX D

**OFFICE HOLDER'S FEES AND EXPENSES
AND
ORIGINAL ESTIMATE DATED 15 JULY 2022**

IN THE MATTER OF ABBOTTS MANUFACTURING LIMITED - IN LIQUIDATION
SUMMARY OF THE PROPOSED FEES OF THE LIQUIDATOR

	Estimated Hours	Fees £	Ave. Rate £
Statutory Duties, Administration and Planning	23.65	4,543.25	192.10
Set-up of IP working files and online systems, strategic planning meetings at all levels and other administrative matters anticipated to arrive during the course of the liquidation that may not be assigned to any other category.			
Notification of appointment to various parties in accordance with the Insolvency Act 1986 (as amended) ("the Act") and the Insolvency (England and Wales) Rule 2016 (as amended) ("the Rules").			
Securing and scheduling the books and records of the company. Maintenance of the liquidator's working files to comply with the legislation, filing of documents etc. Completion and review of standard checklists to ensure that all required steps within the liquidation have been actioned.			
Complying with various statutory obligations in accordance with the Act, the Rules and other related legislation, not otherwise categorised.			
Cashiering costs to include funds received, raising payments, recording all transactions on the liquidators' electronic records to comply with Statement of Insolvency Practice 7, opening and closing client bank account and completion of monthly bank reconciliations.			
Periodic manager reviews completed to ensure that all aspects of the liquidation are dealt with to a high standard (as required by our Recognised Professional Bodies). Periodic review of the application of ethical, anti money laundering and anti-bribery safeguards.			
Preparation, completion and submission of corporation tax, VAT and any other applicable tax returns relating to the period of appointment.			
Drafting and issuing the liquidators' final progress report and account. The completion of all necessary returns and notices to obtain the liquidators' release from office in accordance with the Act and Rules.			
Creditors	16.14	2,671.00	165.49
<input checked="" type="checkbox"/> Communication with creditors and their representatives including dealing with telephone enquiries, responding to correspondence received (either electronically or by way of a formal response) in relation to all aspects of the assignment.			
Drafting of annual or periodic reports to creditors.			
<input checked="" type="checkbox"/> Assisting the former employees to pursue their claim against the company and the Redundancy Payments Office ("RPO"). Reviewing the records of the company to assist with any queries they may have in order to complete relevant claim forms.			
<input checked="" type="checkbox"/> The preparation and submission of the relevant forms prescribed by the RPO. Dealing with queries raised by the RPO in respect of the claims of the former employees.			
Corresponding with members of the company as and when required.			
<input checked="" type="checkbox"/> Communication with secured creditors to obtain full details in respect of their security and any other matters that may be necessary during the course of the liquidation. Where appropriate prepare and issue periodic reports to the secured creditors as regards the status of asset realisations and prospect of a return to them in accordance with their security.			
Reviewing the company's records, liaising with various parties in order to establish the existence of a pension scheme and determining whether a notice is required to the Pension Protection Fund, The Pensions Regulator and any other appropriate parties in accordance with the Pensions Act 2004.			
<input checked="" type="checkbox"/> Liaising with pension advisors in respect of the action required by the liquidator in order discharge his obligations to the scheme provider and determining whether any further return is necessary to the RPO in respect of deductions from salaries not paid over.			
<input checked="" type="checkbox"/> Updating the liquidator's computerised records for any proof of debt forms received and ensuring that such records are kept up-to-date with creditor contact details, references etc. A detailed review of all creditor claims received and verify against the company's records and the evidence submitted in support of the claims for all classes of creditor (secured, preferential & unsecured).			
Investigations	8.70	1,501.50	172.59

Investigation as regards the financial affairs of the company and the conduct of its directors. Correspondence with the directors, employees or third parties making further enquiries into the affairs of the company. Reviewing the books and records of the company. The preparation and submission of a report to the Department for Business Innovation and Skills in accordance with the Company Director Disqualification Act 1986. Assisting the Insolvency Service with their investigations.			
X	Seeking further information and, if necessary, taking independent advice as regards any potential antecedent transactions. If necessary, reconstruction of the financial affairs of the company.		
Realisation of Assets		11.18	1,857.75
Review the records of the company and the directors Statement of Affairs to identify the assets of the company.			166.24
X	Ensuring that the assets are secure including, if necessary, arranging for them to be uplifted and moved to an alternative location. Arranging for the assets to be insured and complying with applicable health & safety requirements.		
X	The instruction of agents to assist in the identification and valuation of the assets. Agree a disposal strategy with the agents. Identifying third parties who may be interested in purchasing the assets and dealing with all negotiation and sale of such assets. If necessary, liaising with legal advisors in order to pursue the realisations.		
X	Reviewing and adjudicating upon claims received for retention of title over goods supplied to the company. Arranging inspection and uplift of goods as appropriate.		
Review the company records to collate the supporting documentation in respect of the outstanding debts. Liaising with delivery companies for POD's where necessary. Correspondence with the debtors to elicit payment. Deal with any disputes or queries. Liaising with the directors or third parties to obtain additional relevant information as regards any dispute. Appointing legal advisors or other such professionals to assist in the debt collection process. Maintaining the liquidators computerised records.			
X	Review of all documentation relating to the trading premises, such as title deeds or a lease agreement. Consider whether any value in the property or lease and appoint agents to assist with the valuation and disposal. If no beneficial value, liaise with the landlord(s) to agree a surrender or if not co-operative, issue a Notice of Disclaimer to all applicable parties.		
Special Purpose Work		0.00	0.00
None at present			0.00
Total Estimate		59.67	10,573.50

Note

The wording in each category in the above estimate is only intended to provide creditors with an indication of the various key matters likely to be addressed during the process of the administration of the liquidation estate. The descriptions are not exhaustive and work may be undertaken in dealing with the liquidation which has not been specifically stated. Furthermore, the estimate is based upon the information available to date and there are various factors which may affect the time costs actually incurred. In the event that time costs exceed the above estimate, the liquidator may require creditors to vote upon a further resolution in due course as regards an increase in the costs of the liquidation.

X The majority of tasks undertaken are done so with a view to maximising the return to creditors by focusing on the realisation of assets, investigating the financial affairs of the Company and adjudication upon creditor claims in the proceedings. These tasks are considered to be for the benefit of the general body of creditors, and marked with an 'X' for creditors' ease of reference. Whilst some of the statutory and regulatory tasks undertaken do not have a direct benefit to creditors, they assist in the efficient and compliant progression of the liquidation, which ensures that the liquidator and their staff carry out our work to the highest professional standard.

IN THE MATTER OF ABBOTTS MANUFACTURING LIMITED - IN LIQUIDATION
ESTIMATE OF EXPENSES TO BE INCURRED IN THE LIQUIDATION ESTATE

	£
Liquidator's Expenses	
Stationery, printing & postage	179.05
Specific Bond Insurance Fee	60.00
Statutory Advertising	182.70
Storage of company records & working papers	67.08
	<hr/> 488.83
 External Agents Estimated Costs	
Valuer / independent agents - costs	1,000.00
Valuer / independent agents - Expenses	-
	<hr/> 1,000.00

Note: all costs & expenses are shown exclusive of VAT, where applicable.

Pursuant to Rules 6.44-6.48 of the Insolvency (England and Wales) Rules 2016 (as amended), should litigation expenses exceed, or are likely to exceed, in the aggregate £5,000, a request for approval shall be made of those creditors specified within Rule 6.45(2). This only applies where such expenses are to be paid from property that is comprised in or subject to a floating charge.

ABBOTT'S MANUFACTURING LIMITED – IN LIQUIDATION
OFFICE HOLDER'S FEES AND EXPENSES

FEES

Pursuant to Statement of Insolvency Practice 9, shown below are details of the charge out rates of all grades of staff, including principals, which are likely to be involved with this case. The time spent by staff dealing with the case is recorded in units of six minutes.

Grade	Charge Out Rate - £ per hour (from 1 January 2020)
Office Holder	275 - 350
Director	250 - 275
Senior Manager	200 - 275
Manager	175 - 225
Senior Administrator	140 – 160
Administrator	100 – 130
Secretary	100

Information on fees charged in connection with an insolvency process, and the rights of members and creditors under insolvency legislation may be found at <https://www.r3.org.uk/what-we-do/publications/professional/fees>.

EXPENSES

As set out in Statement of Insolvency Practice 9, expenses are defined as any payment(s) from the estate which are neither an office holder's remuneration nor a distribution to creditors or members. Furthermore, it is anticipated that expenses will include disbursements and for this purpose SIP9 defines disbursements as being payment(s) which are first met by the office holder, and then reimbursed to the office holder from the estate. Expenses are divided into two categories, those that do not need approval (category 1) and those that do need approval (category 2), being;

- 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. Category 1 expenses can be paid without prior approval.
- Category 2 expenses: 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. Category 2 expenses require approval whether paid directly from the estate or as a disbursement.

It is the policy of BLB Advisory Limited to seek to recover costs, which whilst being in the nature of expenses or disbursements, may include elements of shared or allocated costs. Category 2 expenses comprise the following and are **recharged to the case at the actual cost incurred** by BLB Advisory Limited;

Type of Disbursement	Basis of Charge
Paper	White Paper - 0.5p per sheet Headed Paper - 13.5p per sheet
Postage	Recharged at the actual cost incurred.
Printing	Photocopying is charged at 0.6p per sheet of black and white A4 copy and 5.4p per sheet of A4 colour copy. Photocopying is occasionally completed by external companies and is recharged at the actual cost incurred.
Room Hire (external)	Charged at the actual cost incurred.
Room Hire (internal)	Internal BLB Advisory Limited meeting rooms used for meetings are charged based upon an equivalent external service. Meeting room - £75
Stationery	Envelopes (A5/A4) - 3p each / 6p each Working Files - £2.10 each Case A – Z Dividers (colour) - £2.19 per set A – Z Dividers (buff) - £1.11 per set 20 part dividers - 39p per set
Storage	Books and records and working papers are stored in an external facility. The various types of charges incurred are: Collection - £2.50 per box per journey Delivery - £2.50 per box per journey Storage - £3.96 per box per year Confidential destruction - £4.00 per box
Telephone Calls	Recharged at the actual cost incurred.
Travel	Motor vehicle at 45p per mile All other forms of travel are recharged at the actual cost incurred.

The charge out rates and expenses shown above are exclusive of value added tax.