

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

SATURDAY



A19 \*A885JFEX\* #274  
22/06/2019  
COMPANIES HOUSE

### 1 Company details

Company number 0 7 5 4 7 2 2 8

Company name in full Danario Ltd

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

### 2 Liquidator's name

Full forename(s) Karen Tracy

Surname Potts

### 3 Liquidator's address

Building name/number 1st Floor

Street Consort House

Post town Waterdale

County/Region Doncaster

Postcode D N 1 3 H R

Country

### 4 Liquidator's name

Full forename(s) Ian Michael

Surname Rose

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

### 5 Liquidator's address

Building name/number 1st Floor

Street Consort House

Post town Waterdale

County/Region Doncaster

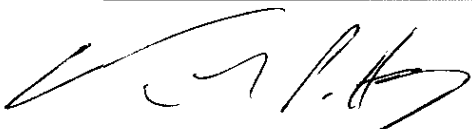
Postcode D N 1 3 H R

Country

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

# LIQ03

## Notice of progress report in voluntary winding up

<b>6</b>	<b>Period of progress report</b>											
From date	<sup>d</sup> 2	<sup>d</sup> 3	<sup>m</sup> 0	<sup>m</sup> 4	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8				
To date	<sup>d</sup> 2	<sup>d</sup> 2	<sup>m</sup> 0	<sup>m</sup> 4	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9				
<b>7</b>	<b>Progress report</b>											
<input checked="" type="checkbox"/> The progress report is attached												
<b>8</b>	<b>Sign and date</b>											
Liquidator's signature	Signature X  X											
Signature date	<sup>d</sup> 1	<sup>d</sup> 9	<sup>m</sup> 0	<sup>m</sup> 6	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9				

**Danario Ltd**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 23/04/2018 To 22/04/2019 £	From 23/04/2018 To 22/04/2019 £
	ASSET REALISATIONS		
Uncertain	Cash at Bank	521.23	521.23
Uncertain	O/D Director's Loan Account (CWPL)	NIL	NIL
		521.23	521.23
	OTHER REALISATIONS		
	Bank interest, gross	7.48	7.48
	Contribution to Costs	5,200.00	5,200.00
		5,207.48	5,207.48
	COST OF REALISATIONS		
	Legal fees	110.00	110.00
	Preparation of Statement of affairs	1,600.00	1,600.00
	Statutory advertising	150.20	150.20
		(1,860.20)	(1,860.20)
	UNSECURED CREDITORS		
(80,839.84)	HM Revenue & Customs	NIL	NIL
(330.00)	Trade & Expense Creditor	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(4.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(81,173.84)</b>		<b>3,868.51</b>	<b>3,868.51</b>
	REPRESENTED BY		
	Estate Account		3,518.47
	VAT receivable		350.04
			<b>3,868.51</b>

**Danario Ltd**  
**(In Liquidation)**  
**Supplementary Information**

**Registered Office / Home Address**

C/o Silke & Co Ltd 1st Floor  
Consort House  
Waterdale  
Doncaster  
DN1 3HR

**Registered Number**

07547228

**Appointment Details**

First Partner - Karen Tracy Potts  
1st Floor, Consort House, Waterdale, Doncaster, DN1 3HR  
Appointment Date - 23/04/2018

Second Partner - Ian Michael Rose  
1st Floor, Consort House, Waterdale, Doncaster, DN1 3HR  
Appointment Date - 23/04/2018

**Changes to Office Holders**

None

**Additional Information**

**Dividends / Distributions / Consigned Funds : E = Equalising**

Dividend Type	Date	Admitted	Number	Paid	p in £
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No Dividends Paid

**Unrealisable Assets**

None

**Details of Basis of Remuneration**

No Approval

**Statement of Remuneration / Expenses**  
**For period 23/04/2018 to 22/04/2019**

Account	Incurred In Period	Accrued In Period For Last Period	Accrued In Period	Total In Period
Preparation of Statement of affairs	1,600.00	0.00	0.00	1,600.00
Legal fees	110.00	0.00	0.00	110.00
Statutory advertising	150.20	0.00	0.00	150.20
	1,860.20	0.00	0.00	1,860.20

**Statement on Fee / Expenses Estimates**

Our Ref: DK1BC/KTP/IMR/JB  
Date: 19 June 2019

1st Floor  
Consort House  
Waterdale

Doncaster DN1 3HR

TEL: 01302 342875

FAX: 01302 342986

EMAIL: [office@wilkinchapman.co.uk](mailto:office@wilkinchapman.co.uk)  
[www.wilkinchapman.co.uk/business-solutions](http://www.wilkinchapman.co.uk/business-solutions)

**TO ALL CREDITORS AND MEMBERS**

Please Contact: Jack Barker  
Email: [jack.barker@wilkinchapman.co.uk](mailto:jack.barker@wilkinchapman.co.uk)

Dear Sir/Madam

**DANARIO LTD – IN LIQUIDATION**

Please note that Wilkin Chapman Business Solutions Limited was formerly known as Wilkin Chapman Silke Limited and traded as Silke & Co. The appointments of the Insolvency Practitioner and Office Holder are not affected by this and remain the same.

This is the Joint Liquidators first annual report upon this matter. This report should be read in conjunction with the report on the outcome of the decision.

**1. RECEIPTS AND PAYMENTS ACCOUNT**

We attach an account of receipts and payments for the current period 23 April 2018 to 22 April 2019.

**2. REALISATIONS**

**Assets**

An amount of £521.23 has been received, being the cash at bank at the date of liquidation.

There is an overdrawn Director's Loan Account ("DLA"), with a book value of £104,207.00 and an uncertain estimated to realise value in the Statement of Affairs. The Joint Liquidators have completed their reconciliation and have contacted the director to request his comments. This matter is further detailed in Section 5 and a further update will be provided in due course.

The director has paid a contribution towards the costs of the liquidation in the sum of £5,200.00 as agreed by us, as Joint Liquidators.

**3. JOINT LIQUIDATORS' REMUNERATION**

A Statement of Affairs fee of £5,000.00 was part paid pre-appointment in the sum of £1,600.00 plus VAT and the Joint Liquidators requested creditors approval for the remaining balance of £3,400.00 plus VAT in accordance with the following resolution:

*That the remaining sum of £3,400.00 plus VAT be drawn in respect of the Statement of Affairs fee.*

This is a fixed fee and was considered to be fair, reasonable and proportionate with the work carried out as detailed in the fee estimate and agreed by creditors.

No authority has been received from creditors in respect of the above. A further request will be issued in due course.

In the pre appointment period, category 2 disbursements of £12.38 were incurred and allocated to the case, which have not been drawn during the post appointment period. The disbursements that have been incurred are detailed in Appendix II.

The Joint Liquidators' remuneration was to be based on hourly costs at scale rates calculated on the time properly spent in the course of the liquidation. The following resolution was put to creditors:

*That the Joint Liquidators fees be fixed by reference to the time given by them and their staff in attending to matters arising in the Liquidation, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time it was undertaken. The estimated Joint Liquidators fees be capped at £28,000.00.*

No authority has been received from creditors in respect of the above. A further request will be issued in due course.

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. The day to day administration on cases is dealt with by an Administrator or Senior Administrator, depending on the nature of the case, and a Manager and Insolvency Practitioner then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a Senior Manager or Insolvency Practitioner.

The Joint Liquidators are required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to a high standard.

Total time spent to date on this assignment amounts to 73.69 hours at an average composite rate of £179.62 per hour resulting in total time costs to date of £13,236.50, which have not been drawn leaving outstanding time costs of £13,236.50.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators fees estimate is unlikely to be exceeded, see comparison below:

<b>Classification</b>	<b>Estimated Number of Hours</b>	<b>Estimated Total Time Costs</b>	<b>Actual Number of Hours</b>	<b>Actual Total Time Costs</b>
Administration & Planning	20.00	£3,650.00	13.85	£2,436.25
Creditors & Distributions	11.00	£2,350.00	1.80	£255.00
Investigations	58.00	£10,500.00	49.59	£8,976.50
Floating Charge Assets / Contribution to costs	42.00	£7,500.00	3.00	£580.00
Statutory & Compliance	18.00	£4,000.00	5.45	£988.75
<b>Estimated Totals</b>	<b>149.00</b>	<b>£28,000.00</b>	<b>73.69</b>	<b>£13,236.50</b>

Please refer to Appendix I for a detailed breakdown of the work undertaken.

**Administration & Planning** – Administration and Planning relates to the cashiering functions required throughout the duration of the liquidation, which included the bank account reconciliations, the submission of annual Corporation Tax returns, and the maintaining of the estate account. It also included the time allowed for case reviews to be undertaken, the filing and maintaining of internal documents relating to the case, dealing with any pension schemes and archiving the Company records. The time incurred amounts to 13.85 hours at a total cost of £2,436.25; the estimated time was 20.00 hours totalling £3,650.00. These costs are lower than estimated, however they are likely to increase as payments are made in respect of the overdrawn DLA detailed in Section 5.

**Creditors & Distribution** – Time spent on Creditors & Distribution amounts to 1.80 hours, totalling £255.00. The estimated time was 11.00 hours at a total cost of £2,350.00. This relates to communication with creditors regarding the liquidation and logging claims received. This is lower than originally estimated as communication with creditors has been lower than anticipated, however the costs will increase should the overdrawn DLA be repaid and a dividend be payable to creditors.

**Investigations** – The time spent on Investigations amounts to 49.59 hours, totalling £8,976.50. The estimated time was 58.00 hours, totalling £10,500.00. These costs are lower than anticipated and are unlikely to exceed the estimate unless the director provides significant evidence to dispute the reconciled overdrawn DLA.

**Floating Charge Assets / Contribution to Costs** – The time spent amounts to 3.00 hours at a total cost of £580.00. The estimated time was 42.00 hours, totalling £7,500.00. This category of time includes liaising with the director in respect of the funds due into the liquidation. As the contributions towards the costs of the liquidation have been paid in full, this will only increase further should the Joint Liquidators be required to pursue the director for the funds owed in respect of the overdrawn DLA.

**Statutory & Compliance** – Statutory & Compliance involves the preparation and circulation of the Joint Liquidators report to creditors upon appointment, preparing annual reports to creditors, filing the relevant documents to Companies House, including annual receipts and payments accounts, advertising throughout the liquidation in accordance with statutory requirements and bonding the case for the value of the assets. The time spent amounts to 5.45 hours at a total cost of £988.75; the estimated time was 18.00 hours totalling £4,000.00. These costs will continue to increase as further statutory reporting duties are still required of the Joint Liquidators.

Post Appointment category 2 disbursements of £12.96 have been allocated to the case from the commencement of the liquidation up to the anniversary, which have not been drawn leaving unbilled disbursements of £12.96 together with pre appointment category 2 disbursements of £12.38. The disbursements that have been incurred are detailed in Appendix II.

Wilkin Chapman Business Solutions Limited chargeout rates and disbursements policy is attached at Appendix III.

All payments have been made in accordance with the rules and regulations generally as to the payment of costs and expenses in the liquidation, details of which can be found below:

#### **Other Costs**

*The sum of £60.00 has been incurred and paid by Silke & Co, this relates to the insurance bond on the case, this is a statutory requirement under the guidelines produced by the Joint Liquidators regulatory body, this amount has been drawn in full.*

The sum of £920.00 has not been drawn in respect of the petition fees payable to HM Revenue & Customs in order for the Winding Up Petition presented against the Company to be dismissed. These costs will be paid following the payment of the Statement of Affairs fees and disbursements or when sufficient funds are available to pay all parties.

The sum of £150.20 has been incurred and drawn, which relates to the statutory advertising of the liquidation and the appointment of the Joint Liquidators.

The sum of £2.80 has been incurred and paid by Silke & Co, this relates to searches being conducted pre appointment in order to comply with Anti Money Laundering regulations.

The sum of £110.00 has been incurred and drawn in respect of legal fees relating to the dismissal of the Winding Up Petition presented against the Company pre appointment.

A comparison between the estimated figures and actual figures for expenses is provided at Appendix II.

A Creditors' Guide to Liquidators' Fees can be found on the portal or on our website, which includes creditors' rights to further information and to challenge.

## **4. CREDITORS' CLAIMS AND DIVIDEND PROSPECTS**

### **Secured Creditors**

The Company has not granted any charges over its assets.

### **Preferential Creditors**

There were no preferential creditors in the liquidation.

## **Unsecured Creditors**

Ordinary unsecured claims have been received amounting to £88,806.16, the director's Statement of Affairs estimated unsecured claims of £81,169.84. Please be advised that claims may still be received and therefore the total value of unsecured claims is not known as present.

At this stage although creditors' claims have been lodged we have not taken steps to formally agree the claims of unsecured creditors as it is uncertain that a dividend will be payable to unsecured creditors, as this is dependent on the realisations made in respect of the overdrawn DLA.

## **5. OTHER RELEVANT INFORMATION**

### **Investigation**

During the Review Period, the Joint Liquidators carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the director by means of a questionnaire; making enquiries of the Company's accountants; reviewing information received from creditors; and collecting and examining the Company's bank statements, accounts and other records.

A completed director's questionnaire was received from both the current and former directors, however the books and records of the Company were not provided.

The information gleaned from this process enabled the Joint Liquidators to meet their statutory duties when submitting their confidential report on the conduct of the directors, past and present, to the Insolvency Service.

This work was carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This assessment revealed matters that the Joint Liquidators considered merited further investigation, with the Company bank account statements highlighting transactions which required further clarification. In addition, the information provided by the accountant was reviewed in full with the primary focus being the reconciliation of the overdrawn DLA detailed in Section 2. The Joint Liquidators determined that £256,120.04 was owed to the Company in respect of the overdrawn DLA and the director was contacted to advise that the Joint Liquidator's reconciliation had been completed and requesting his comments. The director has responded and this matter is currently ongoing.

Although this work may not generate any financial benefit to creditors, it is necessary to meet the statutory duties as well as conduct appropriate enquires and investigations into potential rights of actions to enhance realisations.

## **6. EC REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)**

The Company's centre of main interest was in the UK and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

## **7. CREDITORS' RIGHTS**

Any unsecured creditors may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Joint Liquidator's remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Joint Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

If there are any matters which you consider we should be aware of regarding the way in which the Company's business has been conducted, and on any potential recoveries for the estate, we shall be pleased to hear from you. This request for information is standard practice and does not imply any criticism or cause of action against any person concerned in the management of the Company's affairs.



Further information on the insolvency process may be found on our website or on the portal.

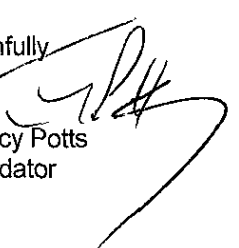
Please be advised that we are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

## **8. CONCLUSION**

As detailed above, the Joint Liquidators have reconciled the overdrawn DLA and have contacted the director for his comments. As discussions are ongoing regarding the sum owed, it is not possible to confirm the timescale for the conclusion of the liquidation at present.

We will report again following the second anniversary of the liquidation or at the conclusion of the winding up, whichever is the sooner.

Yours faithfully



Karen Tracy Potts  
Joint Liquidator

Enc

**Danario Ltd**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts and Payments**  
**To 22 April 2019**

<b>RECEIPTS</b>	<b>Statement of Affairs (£)</b>	<b>Total (£)</b>
O/D Director's Loan Account (CWPL)	Uncertain	0.00
Cash at Bank	Uncertain	521.23
Bank interest, gross		7.48
Contribution to Costs		5,200.00
		<hr/>
		5,728.71
		<hr/>
<b>PAYMENTS</b>		
Preparation of Statement of affairs		1,600.00
Legal fees		110.00
Statutory advertising		150.20
Trade & Expense Creditor	(330.00)	0.00
HM Revenue & Customs	(80,839.84)	0.00
Ordinary Shareholders	(4.00)	0.00
		<hr/>
		1,860.20
		<hr/>
Net Receipts/(Payments)		3,868.51
		<hr/>

**MADE UP AS FOLLOWS**

Estate Account	3,518.47
VAT Receivable / (Payable)	350.04
	<hr/>
	3,868.51
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# Time Entry - Detailed SIP9 Time & Cost Summary

DK1BC - Danario Ltd  
 From: 23/04/2018 To: 22/04/2019  
 All Post Appointment Project Codes

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP-ADMIN : Administration & Planning	0.50	1.25	4.50	7.60	13.85	2,436.25	175.90
CR-CRED : Creditors & Distributions	0.00	0.00	1.00	0.80	1.80	255.00	141.67
IN-INV : Investigations	0.20	3.80	43.99	1.60	49.59	8,976.50	181.01
RA-FLTG : Floating Charge Assets/Contributions	0.00	0.00	2.60	0.40	3.00	580.00	193.33
S3-STAT : Statutory & Compliance	0.20	0.00	5.25	0.00	5.45	988.75	181.42
<b>Productive Time</b>	<b>0.90</b>	<b>5.05</b>	<b>57.34</b>	<b>10.40</b>	<b>73.69</b>	<b>13,236.50</b>	<b>179.62</b>
<b>Total Hours</b>	<b>0.90</b>	<b>5.05</b>	<b>57.34</b>	<b>10.40</b>	<b>73.69</b>	<b>13,236.50</b>	<b>179.62</b>
<b>Total Fees Claimed</b>						<b>0.00</b>	

## Appendix I

### Detailed list of work undertaken for Danario Ltd in Creditors' Voluntary Liquidation for the review period 23 April 2018 to 22 April 2019.

Below is detailed information about the tasks undertaken by the Joint Liquidators.

General Description	Includes
<b>Administration &amp; Planning</b>	
General Administration / Cashiering	Deregistration of VAT Quarterly VAT Returns Submission of final VAT Annual corporation tax returns Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments General Communication
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews documenting strategy
Document maintenance/file review/checklist	Filing of documents Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Pension scheme	Identifying whether there is a pension scheme Submitting the relevant notices if a pension scheme is identified Communication with regard to pension scheme
<b>Creditors and Distributions</b>	
Creditor Communication	Receive and follow up creditor enquiries Review and prepare correspondence to creditors and their representatives
Dealing with proofs of debt ("POD")	Receipting and filing POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD
<b>Investigations</b>	
SIP 2 Review	Taking control of and making an inventory of company books and records <i>Correspondence to request information on the company's dealings, making further enquiries of third parties</i> Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service <i>Preparation and submission of supplementary information if required</i> Assisting the Insolvency Service with its investigations

General Description	Includes
<b>Floating Charge Assets / Contributions</b>	
Overdrawn DLA Cash at Bank Contributions	<p>Liaising with the director and the accountant in regards to the overdrawn DLA</p> <p>Reconciling the sum owed to the Company by the director</p> <p>Liaising with the director regarding the sum owed</p> <p><i>Writing to the bank to request that the balance on account be transferred</i></p> <p>Collecting the contributions from the director in respect of the costs</p>
<b>Statutory &amp; Compliance</b>	
Reports	<p><i>Circulating initial report to creditors upon appointment</i></p> <p>Preparing annual progress report to creditors</p>
Statutory/Advertising	<p>Filing of documents to meet statutory requirements including annual receipts and payments accounts</p> <p>Advertising in accordance with statutory requirements</p> <p>Bonding the case for the value of the assets</p>
Creditors' decisions Advertising Filing statutory documents, bonding.	<p>Preparation of decision procedure notices, proxies/voting forms and advertisements</p> <p>Notice of decision procedure to all known creditors</p> <p>Collate and examine proofs and proxies/votes to conclude decisions</p> <p>For virtual or physical meetings: preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting <i>and draft minutes of meeting</i></p> <p>Responding to queries and questions following decisions</p>

## Appendix II

### Expenses summary for period, cumulative & comparison with estimate for Danario Ltd in Creditors' Voluntary Liquidation

Below are details of the Joint Liquidator's expenses for the period under review and the total to date.

Expenses	Original expenses estimate £		Actual expenses incurred in the Review Period £		Actual expenses incurred to date £		Reason for any difference
Category 1 Expenses	Pre	Post	Pre	Post	Pre	Post	
Bonding	-	60.00	-	60.00	-	60.00	
Petition Fees	920.00	-	920.00	-	920.00	-	
Legal Costs	110.00	-	110.00	-	110.00	-	
Advertising	-	150.20	-	150.20	-	150.20	
AML Searches	2.80	-	2.80	-	2.80	-	
Total Category 1 Expenses	1,032.80	210.20	1,032.80	210.20	1,032.80	210.20	
Category 2 Expenses	Pre	Post	Pre	Post	Pre	Post	
Telephone / Printing / Fax	6.97	6.98	6.97	6.98	6.97	6.98	
Stationary & Postage	5.41	10.41	5.41	5.98	5.41	5.98	
Total Category 2 Expenses	12.38	17.39	12.38	12.96	12.38	12.96	

**WILKIN CHAPMAN BUSINESS SOLUTIONS LIMITED  
(FORMERLY WILKIN CHAPMAN SILKE LIMITED T/A SILKE & CO)  
DISBURSEMENT AND CHARGEOUT RATES  
EFFECTIVE FROM 1 OCTOBER 2018**

**Disbursements**

**Definitions**

Category 1 - approval not required - specific expenditure that is directly related to a particular insolvency case, where the cost of the expense incurred is referable against an independent external supplier's invoice or published tariff of charges.

Category 2 - approval required - all other items of expenditure. Which cannot, or cannot easily, be directly related to a particular insolvency case because there is an element of shared or allocated cost, and/or where the cost of the expense incurred is an estimated, utilised cost with the estimate based on external costs or opportunity costs.

**Charging Policy of Wilkin Chapman Business Solutions Limited**

Category 1 expenses are recharged to the particular insolvency case at the rate incurred by Wilkin Chapman Business Solutions Limited and as they are incurred.

Category 2 expenses, the following items are recharged at the following rates:

- Where meeting rooms of Wilkin Chapman Business Solutions Limited are used for the purpose of statutory meetings of creditors the room hire is recharged to the individual insolvency case at £150 per meeting.
- Car mileage is recharged to the individual insolvency case at the rate of 45p per mile.
- The storage of books and records (when not charged as a Category 1 expense) is recharged at the rate of £1.50 per box per month.
- Printing and photocopying is charged at 15p per sheet.
- Faxes are charged at 50p per sheet.
- Postage is charged at the relevant prevailing rate.
- IPS computer charge £6.25 per month, up to a maximum of £200 per case. (Not applicable from 1 October 2018).
- Stationery charged at £5.00 per file.

**Chargeout Rates**

The hourly rates for the different levels of staff are shown below:

Insolvency Practitioner	£350
Manager	£275
Assistant Manager	£225
Senior Administrator	£200
Administrator	£175
Cashier	£150
Assistants and Support Staff	£100

Time is charged to the individual insolvency case in 6 minute units.

Please note that the above disbursements and chargeout rates are the same as they were for Silke & Co Limited and have not changed since 1 October 2013.

# 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 Jack Barker

Company name Wilkin Chapman Silke Limited T/A

Silke & Co

Address 1st Floor

Consort House

Post town Waterdale

County/Region Doncaster

Postcode 

D	N	1		3	H	R
---	---	---	--	---	---	---

Country

DX admin@silkeandco.co.uk

Telephone 01302 342875

### 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)