

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 6 0 9 0 6 4

Company name in full Low Cost Mobiles Ltd

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

2 Liquidator's name

Full forename(s) Steven John

Surname Currie

3 Liquidator's address

Building name/number Alexander House

Street Waters Edge Business Park

Post town Campbell Road

County/Region Stoke on Trent

Postcode S T 4 4 D 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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Notice of progress report in voluntary winding up

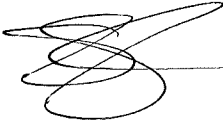
6 Period of progress report

From date	<div><div>d</div><div>2</div></div>	<div><div>d</div><div>9</div></div>	<div><div>m</div><div>0</div></div>	<div><div>m</div><div>8</div></div>	<div><div>y</div><div>2</div></div>	<div><div>y</div><div>0</div></div>	<div><div>y</div><div>1</div></div>	<div><div>y</div><div>9</div></div>	
To date	<div><div>d</div><div>2</div></div>	<div><div>d</div><div>8</div></div>	<div><div>m</div><div>0</div></div>	<div><div>m</div><div>8</div></div>	<div><div>y</div><div>2</div></div>	<div><div>y</div><div>0</div></div>	<div><div>y</div><div>2</div></div>	<div><div>y</div><div>0</div></div>	

7 Progress report

<input checked="" type="checkbox"/> The progress report is attached	
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8 Sign and date

Liquidator's signature	<div>Signature</div> <div>X</div> <div></div> <div>X</div> <td></td>								
Signature date	<div><div>d</div><div>1</div></div>	<div><div>d</div><div>5</div></div>	<div><div>m</div><div>1</div></div>	<div><div>m</div><div>0</div></div>	<div><div>y</div><div>2</div></div>	<div><div>y</div><div>0</div></div>	<div><div>y</div><div>2</div></div>	<div><div>y</div><div>0</div></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 **Joanne Matthews**

Company name **Currie Young Limited**

Address **Alexander House**

Waters Edge Business Park

Post town **Campbell Road**

County/Region **Stoke on Trent**

Postcode

S	T	4		4	D	B
---	---	---	--	---	---	---

Country

DX

Telephone **01782 394500**



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

Low Cost Mobiles Ltd
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £	From 29/08/2019 To 28/08/2020 £	From 29/08/2019 To 28/08/2020 £
	ASSET REALISATIONS	
	Bank Interest Gross	0.58
NIL	Book Debts	NIL
	Contribution to costs	2,200.00
NIL	Furniture & Equipment (Tangibles)	NIL
20,500.00	Overdrawn DLA	8,500.00
NIL	PAYE Refund	NIL
		<u>10,700.58</u>
	COST OF REALISATIONS	
	Land Registry	6.00
	Office Holders Fees	4,375.00
	Preparation of S. of A.	3,875.00
	Professional Fees	345.00
	Specific Bond	160.00
	Statutory Advertising	162.00
		<u>(8,923.00)</u>
	PREFERENTIAL CREDITORS	
(3,055.00)	Employee Arrears/Hol Pay	NIL
(111.00)	Pension Schemes	NIL
		<u>NIL</u>
	UNSECURED CREDITORS	
(9,600.00)	Banks/Institutions	NIL
(9,239.00)	Employees / RPO	NIL
(41,329.00)	HMRC - VAT and CT	NIL
(10,251.00)	Trade & Expense Creditors	NIL
		<u>NIL</u>
	DISTRIBUTIONS	
(1.00)	Ordinary Shareholders	NIL
		<u>NIL</u>
(53,086.00)		<u>1,777.58</u>
	REPRESENTED BY	
	Bank 1 Current	192.18
	Office	(166.00)
	Vat Receivable	1,751.40
		<u>1,777.58</u>

Liquidator's Annual Progress Report to Creditors & Members

Low Cost Mobiles Ltd - In Liquidation

Period of report: 29 August 2019 to 28 August 2020

Date of report: 16 October 2020

LOW COST MOBILES LTD - IN LIQUIDATION

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- 6** Creditors' Rights
- 7** Next Report

APPENDICES

- A** Receipts and Payments Account for the Period from 29 August 2019 to 28 August 2020
- B** Time Analysis for the Period from the 29 August 2019 to 28 August 2020
- C** Additional information in relation to Liquidator's Fees, Expenses & Disbursements
- D** Privacy Notice

LOW COST MOBILES LTD - IN LIQUIDATION

1 Introduction and Statutory Information

- 1.1 I, Steven John Currie of Currie Young Limited, Alexander House, Waters Edge Business Park, Campbell Road, Stoke on Trent, ST4 4DB, was appointed as Liquidator of Low Cost Mobiles Ltd (**the Company**) on 29 August 2019. This progress report covers the period from 29 August 2019 to 28 August 2020 (**the Period**) and is my first progress report on the matter.
- 1.2 The principal trading address of the Company was Unit 26 Newfield Industrial Estate, High Street, Stoke-On-Trent, ST6 5PD.
- 1.3 The registered office of the Company has been changed to c/o Currie Young Limited, Alexander House, Waters Edge Business Park, Campbell Road, Stoke on Trent, ST4 4DB and its registered number is 07609064.
- 1.4 As creditors may be aware, I am bound by The Insolvency Code of Ethics ("the Code") and during the Period I can confirm that no issues have arisen which might cause a threat to the fundamental principles contained within the Code.
- 1.5 Finally, information about the way that I will use, and store personal data on insolvency appointments can be found in the attached Privacy Notice at Appendix D.

2 Receipts and Payments

- 2.1 At Appendix A is my Receipts and Payments Account ("R&P") covering the Period of this report.
- 2.2 In section three below, you will find an update on the progress made during the Period in realising the Company's assets and dealing with its affairs. Comments on the entries on the R&P are made alongside this information, rather than under this heading.
- 2.3 I can confirm that the R&P reconciles to the bank account in operation.

3 Progress of the Liquidation

- 3.1 This section of the report provides creditors with an update on the progress made in the liquidation during the Period together with an explanation of the work done by the Liquidator and his staff.
- 3.2 The headings used are the 'classification of work' headings found in the time analysis provided at Appendix B and were also set out in my fees estimate which was circulated in September 2019 and approved in October 2019. The headings represent best practice across the insolvency profession and are set out in Statement of Insolvency Practice Number 9 ("SIP 9"), often referred to as a Creditors Guide to Office Holders Fees, a link to which has been provided at section five below.
- 3.3 Creditors are advised to read all reports / fee estimates in conjunction with one another, with copies of prior progress reports being available to download from Companies House, or all documentation can be requested from my office, both free of charge.

Administration and Planning (including statutory compliance & reporting)

- 3.4 An office holder must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work I anticipated would need to be done in this area was outlined to creditors in my initial fees estimate.
- 3.5 My fees estimate, which is reproduced at section five below, envisaged 44.4 hours at a cost of £11,749.50 being charged to administration and planning. It will be seen from the time analysis at Appendix B that during the Period 22.6 hours of that estimate have been applied to the category at a cost of £5,680.

LOW COST MOBILES LTD - IN LIQUIDATION

3.6 The work during the Period will include the following tasks:

- Creation and update of case files on the firm's insolvency software – as already indicated an Insolvency Practitioner is required to ensure that records of all cases are maintained in accordance with the IP Regulations 2015
- Opening, maintaining and managing the liquidation estate cashbook and bank account. This has been reconciled quarterly as a minimum to take account of bank interest accruing
- Complying with statutory duties in respect of the liquidator's specific penalty bond – the need for this was explained in my fees estimate. The bond currently covers asset realisations of up to £25,000
- Initial searches and checks to establish whether a pension scheme existed and where appropriate pension regulatory reporting and auto-enrolment cancellation – there were two pensions on this assignment, one with Nest and another with Smart Pensions. The required s120 notices have been issued and agents have been instructed during the Period to make further enquires. It has since transpired that the Scheme with Smart was never used and that all employees had opted out of the Nest scheme and so nothing further is required
- Notifying creditors of the liquidator's appointment and other associated formalities including statutory advertising and filing relevant statutory notices at Companies House
- Notifying banks, and auditors/accountants of my appointment and acquiring books and records of the Company which may be in their possession i.e. bank statements, board minutes evidencing decisions made by the Directors (a key in most investigations)
- Compiling an inventory of all books and records collected in
- Completion and filing of the notice of the Company's insolvency to HMRC followed by statutory submissions such as VAT returns and Corporation Tax returns. The Company VAT number has also been deregistered during the Period
- Drafting and issuing my fees estimate to creditors and convening a creditor decision on the same
- Agreeing a strategy for the liquidation together with periodic case progression reviews (typically at the end of Month 1 and every 6 months thereafter) to ensure that cases are being progressed and assets / avenues of recovery are identified and realised in a timely manner
- General file management to include all filing

3.7 This list may not include all work carried out but provides a very good overview of work which has been attributed to this category during the Period.

3.8 Reports such as this one also falls into this category, but my time for drafting and issuing this report will be included in the time costs circulated under my next period.

3.9 Where the costs of statutory compliance work or reporting to creditors exceeds the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Liquidator. At this moment in time however my time costs remain within my initial estimate.

3.10 As noted in my initial fees estimate, this work will not necessarily bring any financial benefit to creditors, but is required on every case by statute.

LOW COST MOBILES LTD - IN LIQUIDATION

Realisation of Assets

- 3.11 The realisations detailed below have been achieved during the Period and reference is made as per the order they appear on the R&P:

Overdrawn DLA

- 3.12 As indicated in my fees estimate, the last set of filed accounts (to March 2018) indicated an overdrawn director's loan account ("DLA") of £52,826. The Director indicated that this had been reduced and set out figures on the Statement of Affairs ("SoA") as follows:

- Book value £41,000
- Estimated to realise value £20,500

- 3.13 From the information made available to me on my appointment, it became clear that the DLA would need to be reviewed and an attempt made to bring it up to date using bank statements and records which were available. I had established from the electronic VAT records that there had been additional drawings but I did not know at that stage what credits had been made. I advised that I intended to negotiate over the loan account, once the position was known.
- 3.14 During the Period, work has continued in this regard and letters have been issued to the Director. My enquires indicated that the loan account had potentially increased to a figure in excess of £100,000, a position which the Director did not accept.
- 3.15 On 17 February 2020, the Director attended a meeting at my offices and it was at that meeting that we reached a settlement, based on his assets and his means to repay the debt. It was agreed that a property in his wife's sole name be sold within six months of the agreement and that the loan account be settled in the sum of £20,000.
- 3.16 In March 2020, the fall out of the Covid-19 pandemic caused the country to go into lockdown and as such the property could not be marketed. In absence of sale the Director proposed £8,500 from a remortgage of the property, and £200 per month from June 2020 from his income until the £20,000 had been paid.
- 3.17 It will be seen that the £8,500 has been received as per the R&P. As regards to the monthly instalments, in August 2020 the Director contacted me to advise that he had been furloughed and so asked for the payments to be delayed. I agreed.
- 3.18 In September 2020, the Director advised that he had been made redundant and provided a copy of the letter. At this time I have diarised for the New Year to check in with him as regards to his employment and whether he is in a position to pay the £200 per month.
- 3.19 An update will therefore be provided in subsequent reports but it is my intention to secure additional funds from the Director.

Bank Interest Gross

- 3.20 The bank account is interest-bearing with 58 pence accruing during the Period.

Contribution to costs

- 3.21 With the exception of the potential recovery of the DLA there appeared to be no assets from which the agreed pre-appointment costs could be paid and so it was agreed that the Director would contribute funds. I have received £2,200, the funds I believe being the monies paid to him under his claim to the Redundancy Payment Service for arrears of pay / holiday pay / notice pay.

LOW COST MOBILES LTD - IN LIQUIDATION

- 3.22 This marks the end of the realisations during the Period, but in addition to the assets which have been realised, the Directors SoA referred to furniture and equipment, book debts and a PAYE refund which, despite any value on paper, were estimated to realise nothing in liquidation.
- 3.23 During the Period, I have attempted to make contact with two former suppliers of the Company being Carphone Warehouse and Plan.com as it was indicated that there could be future commissions due to the Company under contracts entered into, but this would be reliant on such contracts not being cancelled by the customer. I referred to this in my fees estimate as enquiry into commissions.
- 3.24 Carphone Warehouse have responded and have indicated that they are owed money by the Company, although there has been a reduction in the amount owing as a result of commissions being offset and Plan.com have failed to respond.
- 3.25 The PAYE refund will be applied to any Crown debt under set off and the furniture and equipment was not commercial to realise in liquidation.
- 3.26 At this moment in time I am not aware of any additional assets which might be available to the liquidation.
- 3.27 My fees estimate envisaged 35 hours being charged to realise assets at cost of £9,975. During the Period 9.5 hours have been charged to the category at a cost of £2,995 and so I remain within my estimate for this category.
- 3.28 The work the Liquidator and his staff carry out is carried out in the hope of providing a financial benefit to creditors, which might be a distribution to secured creditors of the Company only (from which a Prescribed Part fund may be derived for the benefit of unsecured creditors) or may, depending on realisations and the extent of any 3rd party security, result in a distribution to the preferential and unsecured creditors of the Company. However, this is not always possible where asset values are lower than anticipated or are expected to take a prolonged period to realise. The fact that there might not be a financial benefit provided does not however mean that assets should not be realised.

Cost of Realisations

- 3.29 The following costs have been discharged from the funds in hand or from my office account during the Period:

Specific Bond

- 3.30 As indicated in my fees estimate, I am required to obtain a bond (insurance policy) which is specific to the case. The bond protects creditors from any misapplication of the assets over which I have control.
- 3.31 The bond in this matter covers assets of up to £25,000, and is provided by AUA Insolvency Risk Services Limited. The policy cost £160 and this has been paid from my office account and awaits reimbursement from the funds in hand.

Preparation of SoA

- 3.32 Creditors approved the following resolutions:
- That the pre-appointment costs of the liquidation be paid to Currie Young Limited in the sum of £3,750 inclusive of VAT and disbursements; and
 - That £750 plus VAT be paid to the Company accountant, Kelly Molyneux for assistance in producing the SoA / financial information provided to creditors

LOW COST MOBILES LTD - IN LIQUIDATION

- 3.33 As per the R&P these costs have been recovered.

Office Holders Fees

- 3.34 In October 2019, creditors approved that I be remunerated on a time costs basis, in accordance with my fees estimate.
- 3.35 In accordance with that agreement, I have drawn £4,375 against my accrued time costs with further information regarding my remuneration being found throughout this report and at section five below.

Professional Fees

- 3.36 Evolve IS were instructed to deal with two matters:
- Employee claims to the Redundancy Payments Service ("RPS") and
 - Pension matters to include a claim to the RPS for any known shortfall to schemes
- 3.37 I have paid £195 plus VAT as regards to the assistance with the employee claims and £150 plus VAT as regards to the enquires into the Pension schemes, the outcome of which has been referred to under administration and planning above.
- 3.38 Evolve IS are generally used as their fees are lower than my time costs would be for dealing with the same matters.

Statutory advertising

- 3.39 In accordance with legislation I have placed the following adverts in the London Gazette:
- The resolutions to wind-up the Company; and
 - My appointment as Liquidator
- 3.40 The adverts cost £162 plus VAT and this sum has been paid to EPE Statutory Advertising Limited.

Land Registry

- 3.41 As part of my enquires into the trading premises of the Company and whether any formal lease might exist, office copy entries were obtained at a cost of £6. The cost has been paid under a direct debit agreement from my office account and will be reimbursed from funds in hand in due course.
- 3.42 Additional expenses have been incurred during the Period which are yet to be discharged, and are detailed at Appendix C.

Creditors

- 3.43 Further information on the anticipated outcome for creditors in this case can be found at section three of this report. A Liquidator is not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.
- 3.44 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal.

LOW COST MOBILES LTD - IN LIQUIDATION

- 3.45 The above work will not necessarily bring any financial benefit to creditors generally, however a Liquidator is required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Liquidator in dealing with those claims.
- 3.46 I consider the following matters worth noting in my report to creditors at this stage:
- The Directors SoA recorded the following liabilities:
 - Two preferential claims from employees in the estimated sum of £3,055, both employees then having additional unsecured claims in the estimated sum of £9,239
 - Five additional unsecured creditors in the estimated sum of £61,180
 - At the date of this report, I believe that the claims of the employees (both the preferential and unsecured elements) have been paid by the RPS and of the five unsecured creditors listed I have received claims from just two in the sum of £12,423. I have since added the RPS to the creditors list.
- 3.47 My initial estimate envisaged 10 hours being charged to dealing with creditors in the sum of £2,395. It will be seen from the time analysis at Appendix B that during the Period 1.4 hours have been attributed to this category as a cost of £380.
- 3.48 This time will relate to the receipt of claims / review of them / logging them on my computer systems / generally dealing with any enquiries received and is unlikely to have been of any direct financial benefit to creditors but is work that has been required.

Investigations

- 3.49 Some of the work the Liquidator is required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 (**CDDA 1986**) and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidator can pursue for the benefit of creditors.
- 3.50 I can confirm that I have submitted a report on the conduct of the Directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986. As this is a confidential report, I am unable to disclose the contents.
- 3.51 Shortly after appointment, I made an initial assessment of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate. This assessment took into account any information provided by creditors and also took account of the DLA position referred to above – it needed to be brought up to date for negotiations.
- 3.52 My estimate envisaged 12 hours being charged to investigations at a cost of £3,240 and it will be seen that during the Period 6.6 hours at a cost of £2,040 has been allocated to this category.
- 3.53 Some of this work has been carried out to comply with statutory requirements and may not be of any direct benefit to creditors, but some of the work has been carried out in the hope enhancing the recovery level of the overdrawn DLA.

Matters still to be dealt with

- 3.54 The only outstanding matter is collection of the £11,500 still due under the agreed settlement of the overdrawn DLA and this is a matter I will now prioritise for the New Year in order to allow the Director some time to gain alternative employment.

LOW COST MOBILES LTD - IN LIQUIDATION

3.55 An update will be provided in subsequent reports.

4 Creditors

Preferential Creditors

4.1 A summary of preferential claims is detailed below:

Preferential claim	Agreed Claim £	Statement of Affairs Claim £	Dividend paid p in the £1
Employee claims (Total number of claims = 2)	None	3,055	nil
Department for Business, Energy & Industrial Strategy (BEIS)	Not yet received	Not yet received	nil

4.2 I am aware that claims have been lodged by two employees to the RPS but I have not received their claim as indicated above. I have not requested the same because a dividend is not anticipated.

Unsecured Creditors

4.3 As indicated above, I have received claims totalling £12,423 from two creditors. I am yet to receive claims from three creditors whose debts total £50,029 as per the Directors SoA. There is then the additional unsecured creditor listed, being the RPS for payments they made to the two employees.

4.4 The Company did not grant any floating charges and as such Prescribed Part provisions do not apply to this assignment.

4.5 I would confirm that it is anticipated there will be insufficient funds realised after defraying the expenses of the liquidation to pay a dividend to unsecured creditors.

5 Liquidator's Remuneration

5.1 Creditors approved that the basis of the Liquidator's remuneration be fixed by reference to the time properly spent by him and his staff in managing the Liquidation in October 2019. My fees estimate was originally provided to creditors when the basis of my remuneration was approved and was based on information available to me at that time.

5.1 A copy of my approved fees estimate is reproduced below:

Category of work	Estimated Number of Hours	Average blended charge out rate £	Estimated cost £
Administration (inc statutory compliance & reporting)	44.4	265.64	11,749.50
Realisation of assets	35.0	285.00	9,975.00
Creditors (claims & distributions)	10.0	239.50	2,395.00
Investigations	12.0	270.00	3,240.00
Case specific matters (where applicable) Closing	12.0	227.08	2,725.00
Total estimated fees	113.4	265.69	£30,129.50

5.2 My time costs for the Period are £11,095. This represents 40.1 hours at an average rate of £276.68 per hour. Attached at Appendix B is a Time Analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by me in managing the liquidation. To date, £4,375 plus VAT has been drawn on account.

LOW COST MOBILES LTD - IN LIQUIDATION

5.3 At the date of this report, I would confirm that my fees estimate for the liquidation remains unchanged. This is because I consider my estimate to be sufficient.

5.4 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from:

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

5.5 Attached at Appendix C is additional information in relation to the Liquidator's fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.

6 Creditors' Rights

6.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Liquidator provide further information about his remuneration or expenses which have been itemised in this progress report.

6.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the 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.

7 Next Report

7.1 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.

7.2 If you have any queries in relation to the contents of this report, I can be contacted by telephone on 01782 394500 or by email at sjc@currieyoung.com.

Yours faithfully



Steven John Currie
Liquidator

LOW COST MOBILES LTD - IN LIQUIDATION

Appendix A

Receipts and Payments Account for the Period from 29 August 2019 to 28 August 2020

Low Cost Mobiles Ltd
(In Liquidation)
Liquidator's Summary of Receipts & Payments
To 28/08/2020

S of A £		£	£
	ASSET REALISATIONS		
NIL	Furniture & Equipment (Tangibles)	NIL	
NIL	Book Debts	NIL	
20,500.00	Overdrawn DLA	8,500.00	
NIL	PAYE Refund	NIL	
	Bank Interest Gross	0.58	
	Contribution to costs	2,200.00	
			10,700.58
	COST OF REALISATIONS		
	Specific Bond	160.00	
	Preparation of S. of A.	3,875.00	
	Office Holders Fees	4,375.00	
	Professional Fees	345.00	
	Statutory Advertising	162.00	
	Land Registry	6.00	
			(8,923.00)
	PREFERENTIAL CREDITORS		
(3,055.00)	Employee Arrears/Hol Pay	NIL	
(111.00)	Pension Schemes	NIL	
			NIL
	UNSECURED CREDITORS		
(10,251.00)	Trade & Expense Creditors	NIL	
(9,239.00)	Employees / RPO	NIL	
(9,600.00)	Banks/Institutions	NIL	
(41,329.00)	HMRC - VAT and CT	NIL	
			NIL
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	
			NIL
(53,086.00)			1,777.58
	REPRESENTED BY		
	Vat Receivable		1,751.40
	Bank 1 Current		192.18
	Office		(166.00)
			1,777.58

LOW COST MOBILES LTD - IN LIQUIDATION

Appendix B

Time Analysis for the Period from the 29 August 2019 to 28 August 2020

Time Entry - SIP9 Time & Cost Summary

LCM001CVL - Low Cost Mobiles Ltd
All Post Appointment Project Codes
From: 29/08/2019 To: 28/08/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	4.90	9.90	0.00	7.80	22.60	5,680.00	251.33
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.50	0.40	0.00	0.50	1.40	380.00	271.43
Investigations	2.40	4.20	0.00	0.00	6.60	2,040.00	309.09
Realisation of Assets	3.40	5.80	0.00	0.30	9.50	2,995.00	315.26
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	11.20	20.30	0.00	8.60	40.10	11,095.00	276.68
Total Fees Claimed						4,375.00	
Total Disbursements Claimed						0.00	

Summary of chargeout rates for staff members involved with this case.

Grade Category	Minimum Rate	Maximum Rate
Partner	395	395
Other Senior Professional	195	195
Manager	240	295
Assistants & Support Staff	125	165

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Appendix C

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

1 Staff Allocation and the Use of Sub-Contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.
- 1.3 On this case we are proposing to use the services of the following sub-contractors

Service (s)	Provider	Basis of fee arrangement	Cost to date
Employee claims processing	Evolve IS	Fixed fees based on number of employees	£195.00
Pension claims processing	Evolve IS	Fixed fee based on number of employees	£150.00

2 Professional Advisors

- 2.1 On this assignment we have not yet used any professional advisors.

3 Liquidator's Expenses & Disbursements

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

Expense	Incurred to date £	Estimated cost £
<i>Evolve IS – employment related costs</i>	195.00	300.00
<i>Evolve IS – pension related costs (if dividend paid could be nearer the estimated cost)</i>	210.00	500.00
<i>AUA Insolvency Risk Services – specific penalty bond (provision made in the event of increase)</i>	160.00	388.00
<i>Restore plc – external storage of books and records / working files</i>	-	50.00
<i>Kelly Molyneux LLP – accounting assistance with overdrawn DLA</i>	-	1,500.00
<i>Solicitors – estimate for some legal fees in recovery of overdrawn DLA</i>	-	5,000.00
<i>HM Land Registry</i>	6.00	12.00
Category 2 disbursements charged by the firm:		
<i>Postage and copying – circulars only (recharged at 10p per sheet and the rates of The Royal Mail at the date of posting)</i>	25.01	150.00
<i>Storage boxes – recharged at cost (currently £1.76 per box)</i>	-	3.52

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<i>Business mileage (provision only)</i>	-	50.00

Current position of Liquidator's expenses

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

	Paid in prior period £	Paid from case funds in the period covered by this report £	Incurred but not paid to date £	Anticipated in the future £	Total anticipated cost £
Statutory advertising		162.00	-	-	162.00
Specific penalty bond		-	160.00	-	160.00
External storage of books & records		-	6.39	43.61	50.00
Evolve – employees		195.00	-	-	195.00
Evolve – pension		150.00	-	-	150.00
HM Land Registry		-	6.00	-	6.00
Category 2 disbursements					
Postage / Stationery / Envelopes		-	38.52	111.48	150.00
Storage boxes at cost		-	3.68	1.84	5.46

- 3.3 The anticipated in the future column represents the difference between the costs incurred to date and the original estimate. I do not envisage any additional costs being incurred with Evolve as a dividend to preferential creditors will to be paid (they would assist with that) whilst the involvement of solicitors will be dependent on whether or not the remaining of the DLA can be settled without complication.
- 3.4 Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. These disbursements are included in the tables of expenses above.
- 3.5 Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Details of Category 2 disbursements charged by this firm (where appropriate) were provided at the time the Liquidator's fees were approved by creditors. Any Category 2 disbursements incurred are specifically highlighted in the tables of expenses above.

4 Charge-Out Rates

- 4.1 Currie Young Limited's current charge-out rates effective from 1 April 2019 are detailed in the disbursement policy over the page. Please note this firm records its time in minimum units of 6 minutes.

CURRIE YOUNG LIMITED CHARGING POLICY

INTRODUCTION

This note applies where a licensed insolvency practitioner in the firm is acting as an office holder of an insolvent estate and seeks creditor approval to draw remuneration on the basis of the time properly spent in dealing with the case. It also applies where further information is to be provided to creditors regarding the office holder's fees following the passing of a resolution for the office holder to be remunerated on a time cost basis. Best practice guidance¹ requires that such information should be disclosed to those who are responsible for approving remuneration.

In addition, this note applies where creditor approval is sought to make a separate charge by way of expenses or disbursements to recover the cost of facilities provided by the firm. Best practice guidance² indicates that such charges should be disclosed to those who are responsible for approving the office holder's remuneration, together with an explanation of how those charges are calculated.

OFFICE HOLDER'S FEES IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

The office holder has overall responsibility for the administration of the estate. He/she will delegate tasks to members of staff. Such delegation assists the office holder as it allows him/her to deal with the more complex aspects of the case and ensures that work is being carried out at the appropriate level. There are various levels of staff that are employed by the office holder and these appear below.

The firm operates a time recording system which allows staff working on the case along with the office holder to allocate their time to the case. The time is recorded at the individual's hourly rate in force at that time which is detailed below.

EXPENSES INCURRED BY OFFICE HOLDERS IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

Best practice guidance classifies expenses into two broad categories:

- *Category 1 disbursements (approval not required)* - specific expenditure that is directly related to the case and referable to an independent external supplier's invoice. All such items are charged to the case as they are incurred.
- *Category 2 disbursements (approval required)* - items of expenditure that are directly related to the case which include an element of shared or allocated cost and are based on a reasonable method of calculation, but which are not payable to an independent third party.

(A) The following items of expenditure are charged to the case (subject to approval):

- Internal meeting room usage for the purpose of statutory meetings of creditors is charged at the rate of £100 per meeting;
- Car mileage is charged at the approved rates of HM Revenue & Customs at the date of travel;
- Storage of books and records (when not chargeable as a *Category 1 disbursement*) is charged on the basis that the number of standard archive boxes held in storage for a particular case bears to the total of all archive boxes for all cases in respect of the period for which the storage charge relates. Storage boxes are also recharged to a case at cost per box;
- Postage on all circulars, charged at the prevailing rates of the Royal Mail at the time of posting.

¹ Statement of Insolvency Practice 9 (SIP 9) – Remuneration of insolvency office holders in England & Wales

² Ibid 1

(B) The following items of expenditure will normally be treated as general office overheads and will not be charged to the case although a charge may be made where the precise cost to the case can be determined because the item satisfies the test of a *Category 1 disbursement*:

- Telephone and facsimile
- Printing and photocopying
- Stationery

The following charges will apply where the precise cost to the case can be determined:

Type and Purpose	
Internal Photocopying	10p per sheet of paper
Stationery	10p per letterhead
Envelopes	10p per envelope used

CURRIE YOUNG LIMITED CHARGE-OUT RATES

The rates charged by the various grades of staff as at the date of this report are as follows:

Grade of staff	Charge-out rate (£ per hour)
	1 April 2019 – until further notice
Director	395
Associate Director / Senior Manager	295
Manager	260
Assistant Manager	240
Senior Administrator	195
Administrator	165
Junior	125

Time spent by support staff such as secretarial, administrative and cashiering staff is charged directly to cases. It is not carried as an overhead.

Time is recorded in 6-minute units.

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Appendix D

Privacy Notice

Privacy Notice

Use of personal information

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

Insolvency practitioners are Data Controllers of personal data in so far as defined by data protection legislation. Currie Young Limited will act as Data Processor on their instructions about personal data in relation to an insolvency procedure or fixed charge receivership.

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

The data we may process

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

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

Sharing information

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

How long will we hold it?

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

What are your rights?

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

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

Individuals have the right to request that incorrect or incomplete data is corrected and in certain circumstances, you may request that we erase any personal data on you which may be held or processed as part of our work as insolvency practitioners. If you have any complaints about how we handle your personal data, please contact Lisa Jackson (Associate Director) of Currie Young Limited, Alexander House, Waters Edge Business Park, Campbell Road, Stoke on Trent, ST4 4DB or alternatively via email at Lisa.Jackson@currieyoung.com so we can resolve the issue, where possible. You also have the right to lodge a complaint about any use of your information with the Information Commissioners Office (ICO), the UK data protection regulator.