# Liquidator's Progress Report

**S.192** 

Pursuant to Sections 92A and 104A and 192 of the Insolvency Act 1986

To the Registrar of Companies

Company Number

07610726

Name of Company

Cabair International (UK) Limited

I / We Rebecca Jane Dacre 100-102, St James Road Northampton NN5 5LF

Peter John Windatt Suite 1C, Oak House Woodlands Business Park, Linford Wood West Milton Keynes, MK14 6EY

the liquidator(s) of the company attach a copy of my/our Progress Report under section 192 of the Insolvency Act 1986

The Progress Report covers the period from 27/03/2012 to 26/03/2013

Signed Rr On

Date 1.5-13

BRI Business Recovery & Insolvency 100-102, St James Road Northampton NN5 5LF

Ref 6207/RD/PJW/SB/MP1/js/DMH

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Software Supplied by Turnkey Computer Technology Limited Glasgow

### Cabair International (UK) Limited (In Liquidation) Joint Liquidators' Abstract of Receipts & Payments

Statement of Affairs		From 27/03/2012 To 26/03/2013
	SECURED ASSETS	
	Equipment Flight Simulators with VAT	75,300 00
	Equipment Flight simulators no VAT	33,200 00
	Equipment light official to 10 1711	108,500 00
	COSTS OF REALISATION	40.640.35
	Agents Fees/disb re fixed charge asset	<u>10,610 35</u> (10,610 35)
		(13,1313,131,
(007 707 00)	SECURED CREDITORS	S.III
(807,787 00)	Mr Tamer, Mr Dolman and Mr Bertsch	NIL NIL
		74.2
	ASSET REALISATIONS	
180,000 00	Equipment Flight Simulators - with VA	NIL
2,500 00	Office Furniture and equipment	3,050 00
	Rates refund	1,357 57
350 00	Petty Cash	49 70
370,709 00	Motor vehicle - unencumbered Cash at bank - company account	NIL 369,783 51
370,709 00	Bank interest gross	173 60
	Coumputers and bus machinery inclipi	3,056 98
	Country and bus mushmery morph	377,471 36
	COST OF REALISATIONS	
	ERA Fees	812 50
	Preparation of S of A	10,000 00
	Liquidator's Remuneration	50,200 00
	Room hire	116 67
	Indemnity	792 00
	AgentFees/disb re non fixed charge as	1,086 37
	IT Service Provider	1,100 00
	Legal fees	5,511 00
	Postage/tel/p copying/fax	287 32
	Website	20 00
	Storage Costs	418 50
	Travel	21 87
	Statutory Advertising	306 00
	PAYE & NIC deducted from pref divide	3,717 65
	Rates payments re occupation	1,214 12
	Insurance of Assets	1,242 32
	ERA Fees PAYE & NI	1,625 00 295 00
	PATE & INI	(78,766 32)
	DDEEEDENTIAL ODEDITORS	, ,,
(22.260.00)	PREFERENTIAL CREDITORS	<b>K</b> 111
(33,362 00)	Employees wage arrears and holiday	NIL NIL
	LINGECURED CREDITORS	
3,019,694 00)	UNSECURED CREDITORS Trade & Expense Creditors	NIL
(194,189 00)	Redundancy/PLN/wage arrears over >	NIL
(34,005 00)	HMRC (PAYE/NIC)	NIL

### Cabair International (UK) Limited (In Liquidation) Joint Liquidators' Abstract of Receipts & Payments

Statement of Affairs		From 27/03/2012 To 26/03/2013
(60,000 00)	HMRC (VAT)	NIL NIL
(249,999 00)	DISTRIBUTIONS Ordinary Shareholders Payment in full to prefs - 13 11 12	NIL (29,648 84) (29,648 84)
(3,845,477.00)	REPRESENTED BY	366,945.85
	VAT Receivable	595 00
	Fixed Current A/c Floating Current A/c	108,539 25 257,811 60
		366,945.85

Rebecca Jane Dacre
Joint Liquidator



# CABAIR INTERNATIONAL (UK) LIMITED (IN CREDITORS' VOLUNTARY LIQUIDATION) JOINT LIQUIDATORS' ANNUAL REPORT TO MEMBERS AND CREDITORS FOR THE YEAR ENDING 26 MARCH 2013

#### 1. Statutory and General Information

Company Number:

07610726

Date of Incorporation:

20 April, 2011

Previous name(s) of Company:

None

Registered Office:

100-102, St James Road

Northampton NN5 5LF

(From: 6 March 2012)

Formerly:

Cabair Building 1 Cranfield Airport

Cranfield Bedfordshire MK43 0JR

Liquidators:

Rebecca Jane Dacre of BRI Business Recovery and Insolvency, Suite 1C, Oak House, Woodlands Business Park, Linford Wood West, Milton Keynes, MK14 6EY, licensed to act as an Insolvency Practitioner in the United Kingdom by the ICAEW under registration number 009572 and Peter John Windatt of BRI Business Recovery and Insolvency, Suite 1C, Oak House, Woodlands Business Park, Linford Wood West, Milton Keynes, MK14 6EY, licensed to act as an Insolvency Practitioner in the United Kingdom by the ACCA under registration number 008611

Date of Appointment:

27 March, 2012

#### 2. Receipts and Payments

- 2.1. My Receipts & Payments Account for the period from 27 March 2012 to 26 March 2013 is attached at Appendix 1. Please note that the figures are shown net of VAT
- 2.2. An amount of £257,811.60 is currently held in the liquidation bank account, at Barclays Bank Plc This is an interest-bearing account. A further amount totalling £108,539 25 is held in a separate Barclays Bank Plc fixed client account, representing funds realised from those assets sold subject to a purported fixed charge This is also an interest-bearing account

#### 3. Assets

- 3.1. Equipment 2 FNPT II Alsim AL200 DA42 06/07 Flight Simulators & I FNPT II Alsim AL200 MCC 2006 Flight Simulator The estimated to realise value for these was £180,000 in the Statement of Affairs
  - Flight simulators (subject to VAT) totaling £75,300 plus VAT have been realised
  - Flight simulators (not subject to VAT) totaling £33,200 have been realised



Boyd Smith ("the Agent") of Eddisons (formerly Philip Davies & Sons Auctioneers and Valuers) was instructed to secure, value and market for sale the Company's assets. The Company's flight simulators were advertised in Flyer Magazine, Newsletter and international banner, Flight International magazine and auction news by the Agent, with an open day for viewing being offered by appointment The simulators were subsequently sold via online auction to the highest bidders.

#### 3 2 Office furniture & equipment

The Company's office furniture and equipment was realised totalling £3,050 plus VAT. This was
against an estimated to realise figure of £2,500 provided by the Directors in the Company's
Statement of Affairs

#### 3.3 Rates refunds

• Rates refunds totalling £1,357.57 have been received from Central Bedfordshire Council in respect of overpayments made at the former leasehold trading premises of the Company No rates refunds were anticipated in the Directors' Statement of Affairs.

#### 3 4 Petty cash

- Petty cash totalling £49.70 was collected from the Company's former trading premises. No petty cash was anticipated to be collected in the Directors' Statement of Affairs
- 3.5 Computers and business machinery (including a Vauxhall Brava Di Twin Cab Pickup vehicle)
  - Computers and business machinery (including a Vauxhall Brava Di Twin Cab Pickup) were realised totalling £3,056.98 plus VAT. The Directors listed the above as having a Statement of Affairs value of nil.
- 3 6 Cash at Bank Company account
  - An amount totaling £369,783 51 was realised from the Company's former bank account held with Lloyds TSB Bank Plc The Statement of Affairs value attributed to the Company's bank account was £370,709 Total gross bank interest to date equates to £173 60 and has been realised from both fixed and floating client accounts
- 3 7 Total realisations for the period, inclusive of gross bank interest (as outlined above) amount to £485,971 36

#### 4 Liabilities

- 4 l Secured Liabilities
- 4.1.1 An examination of the Company's mortgage register held by the Registrar of Companies showed that the Company had granted the following charges,
  - 1) Cabair International Aviation Limited (in Administration) ("CIAL") C/o Begbies Traynor (Central) LLP, 32 Cornhill, London, EC3V 3BT, holds an outstanding debenture over the Company's assets, created on 8 November 2011 and registered at Companies House on 11 November 2011

It is not believed that any funds are due to CIAL in this respect, as the debenture relates to an asset purchase agreement between the Company and CIAL, whereby further commission related funds, in



addition to those already paid by the Company for the assets of the business of CIAL, would only become payable upon the Company achieving over 100 students signing on to the relevant pilot training scheme. This target was not achieved during the Company's trade. The fact that no funds are due to CIAL from the Company has been confirmed by the relevant staff at Begbies Traynor Plc (having previously been appointed to act as Administrators of CIAL)

2) Mr Tamer Talaat, Dr Ludwig H Bertsch and Mr Clive Dolman ("Investor Group") hold an outstanding fixed charge and floating charge over the Company's assets created on 3 January 2012 and registered at Companies House on 19 January 2012. The Investor Group is claiming a total of £750,000 plus interest of £57,786 89, in respect of monies advanced to the Company to fund its start up and asset purchase from CIAL. We are seeking legal advice regarding the validity and enforceability of the Investor Group's secured claim. No further secured claims are anticipated.

#### 42 Preferential Creditors

- 4.2.1 The statement of affairs anticipated £33,362 in preferential creditors. Claims totaling £29,648 84 were agreed and a dividend was paid to the preferential creditors on 13 November 2012, representing a dividend rate of 100 pence in the pound
- 43 Crown Creditors
- 4.3.1 The statement of affairs included an estimated total amount of £94,005 owed to HM Revenue & Customs ("HMRC") in respect of VAT, Corporation Tax ("CT"), PAYE and National Insurance Contributions
- 4 3.2 HMRC's current claim of £82,616 has been received in respect of VAT/CT. The claim represents a much higher amount than was estimated in the Company's Statement of Affairs. This is likely due to the figure being estimated by HMRC, as a result of no VAT return having been submitted by the Company due to it having such a short trading period.
- 43.3 HMRC is currently claiming nil in respect of PAYE and National Insurance Contributions, significantly lower than was initially anticipated in the Statement of Affairs.
- 4.4 Unsecured Creditors
- 4.4.1 The statement of affairs included 152 unsecured creditors with an estimated total liability of £3,031,187. I have received claims from 101 creditors at a total of £2,925,054 02. To date I have not received claims from 51 creditors with original estimated claims in the statement of affairs
- 4.4.2 The legislation requires that if the Company has created a floating charge after 15 September 2003, a prescribed part of the Company's net property (i.e. the money that would otherwise be available to the charge holder) should be ring-fenced for distribution to unsecured creditors. We received confirmation that no monies are due from the Company to CIAL. The position is not yet certain regarding the Investor Group's claim so I cannot yet advise as to whether or not the prescribed part provisions do apply
- 5 Joint Liquidators' actions since appointment
- 5.1 The Joint Liquidators were appointed on 27 March 2013 The main areas where we have spent time are as follows;
  - Statutory compliance to include statutory filing of documents relating to both the Liquidation and the Liquidation Committee, regular case reviews and complying with best practice
  - The disclaiming of numerous property leases at the Company's former trading premises.



- Liaising and corresponding with the landlord and local council with regard to payment of rent and rates on Unit 31, pending the sale of the Company's assets
- Meeting and liaising with the Liquidation Committee and preparation of statutory reports
- Meeting and liaising with our instructed lawyers with regard to possible actions.
- The realisation of the Company's assets to include liaising with the Agent and any interested parties
- A review of all creditor claims, updating case management system accordingly and notifying creditors of our decision
- Investigation into the conduct of the Directors, including interviewing Mi Cruise and Mr Haddock
- A full review of the Company's books and financial records
- Dealing with approximately 200 creditors' queries on a daily basis plus queries from associated company students
- The drafting of this annual report to the general body of creditors
- The drafting of three reports to the Liquidation Committee and meetings of the liquidation committee

#### 6 Investigation into the affairs of the Company

- I undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved.
- 6.2 A number of separate lines of investigation continue to be undertaken. I am advised by my instructed solicitor that these lines of investigation are best kept confidential for the time being, so as not to prejudice any potential future recoveries.
- Within six months of my appointment as liquidator, I am required to submit a confidential report to the Secretary of State to include any matters which have come to my attention during the course of my work which may indicate that the conduct of any past or present director would make him unfit to be concerned with the management of the Company I would confirm that my report has been submitted.

#### 7 Pre-Appointment Remuneration

7.1 The creditors previously authorised my payment for our assistance with preparing the statement of affairs, producing and circulating the notices for the meeting of members and creditors and all other preappointment work, prior to my appointment at a meeting held on 27 March 2012. The Liquidation Committee subsequently also approved my pre-appointment costs at the first Meeting of the Liquidation Committee, held on 16 May 2012. My costs for undertaking the pre-appointment work were £10,000 plus VAT. My pre-appointment costs were paid from first realisations (drawn on 28 May 2012) following approval from the Liquidation Committee, as is shown in the enclosed receipts and payments account)

#### 8 Joint Liquidators' Remuneration

8.1 My remuneration was previously authorised by creditors at a meeting held on 27 March 2012 to be drawn on a time costs basis. My total time costs to the anniversary amount to £52,095 plus VAT, which have been charged at an average charge out rate of £162 65 I have drawn £50,200 plus VAT to the date of the anniversary (following approval from the Liquidation Committee Members at meetings held on 16 May 2012 and 23 August 2012) Approval was also given to the Joint Liquidators from the Liquidation Committee to draw future time costs as and when they arise A schedule of my time costs incurred to the date of the anniversary is attached.



A description of the routine work undertaken in the liquidation to date is as follows:

#### 8.3 Administration and Planning

Preparing the documentation and dealing with the formalities of appointment Statutory notifications and advertising Preparing documentation required Dealing with all routine correspondence Maintaining physical case files and electronic case details on IPS. Review and storage. Pension matters.

Case planning and administration

#### 8.4 Cashiering

Maintaining and managing the liquidator's cashbook and bank account Ensuring statutory lodgments and tax lodgment obligations are met Conducting bank reconciliations in accordance with practice policy

#### 8.5 Creditors

Dealing with over 200 creditor correspondence and telephone conversations Maintaining creditor information on IPS
Reviewing and adjudicating on proofs of debt received from creditors
Dealing with associated company creditor queries on a regular basis

#### 8 6 Investigations

Review and storage of books and records

Preparing a return pursuant to the Company Directors Disqualification Act

Extensive investigation work as detailed in section 6 above

Liaising with lawyers and the Liquidation Committee

Conducting investigations into suspicious transactions

#### 8 7 Realisation of Assets

Liaising with the Agent regarding the securing, marketing and sale of the Company's assets. Liaising with the Company's bank regarding the closure of the account and transfer of funds Case bordereau.

Reviewing books and records to identify any transactions or actions a liquidator may take against third party in order to recover funds for the benefit of creditors

#### 8.8 Reporting

Preparing reports to creditors and members and to the Liquidation Committee

8.9 Copies of 'A Creditors Guide to Liquidators' Fees' published by the Association of Business Recovery Professionals are available at the link www brink column Please note that there are different versions for cases that commenced before or after 6 April 2010 and in this case you should refer to the [state version, e.g. pre-April 2010] version. A hard copy of both documents can be obtained on request from any of our offices.



- 9 Joint Liquidators' Expenses
- 9 1 My expenses to date amount to £445.86 I have drawn the full amount to date
- 9.2 My Category 2 expenses have been incurred and paid as follows.

Type of expense	Amount billed (£)	Amount still to be paid(£)
Room Hire	116 67	-
Postage/Tel/Photocopying/Fax	287 32	1 00
Website	20 00	-
Travel	21 87	16 20
Total	445.86	17.20

93 The following agents or professional advisors have been utilised in this matter:

Nature of work	Professional Advisor	Amount (£)	Fee
			arrangement
Agent fees - re fixed assets	Philip Davies & Sons (now	10,610 35	Percentage
	Eddisons		of
			realisations
Employee calculation fees	ERA Solutions Limited	2,437 50	Fixed fee
			per
			employee,
Indemnity Bond	Willis Limited	792 00	Fixed fee
			based on
	:		level of
			assets
			anticipated
Agent fees - non fixed assets	Philip Davies & Sons (now	1,08637	Percentage
	Eddisons		of
			realisations
IT Services provider	CYDATA	1,100 00	Fixed fee.
Legal fees	Tollers Solicitors LLP	5,511 00	Time costs.
Storage costs	Box It	41850	Fixed fee
Statutory Advertising	Courts Advertising Limited	306 00	Fixed fee
Insurance of Assets	Willis Limited	1,242 32	Fixed fee
			based on
			level of
			assets and
			period of
			insurance
			required.
Rates payments re occupation	Bedfordshire County Council	1,214 12	Fixed fee
Payroll services	Butler & Co	295 00	Fixed fee
Total		25,013.16	25,013.16

9.4 The choice of professionals was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them. The fees charged have been reviewed and I am satisfied that they are reasonable in the circumstances of this case.



#### 10 Further Information

- An unsecured creditor 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 Liquidators' 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 Liquidators' 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.

#### 11 Dividend Prospects

- 11 1 Secured creditors:
- 11.2 To date claims have been received from the Investor Group totalling £807,786 89 No further secured claims are expected.
- 11.3 Preferential creditors:
- 11.4 Claims in respect of employees wage arrears and holiday pay have been admitted and paid totalling £29,648 84 The dividend equated to a distribution of 100 pence in the £ and was made on 13 November 2012. PAYE and NIC in respect of employee wage and holiday pay dividends were deducted totalling £3,717 65 and subsequently paid over to HM Revenue & Customs No further distributions are anticipated.
- 11.5 Ordinary unsecured creditors
- Claims have been received totalling £2,925,054.02. No distributions have been made as yet. We are in the final stages of agreeing and rejecting all unsecured claims, however, to date no estimate can be provided on the timing or quantum of any such dividend
- As previously advised, the Company the legislation requires that if the Company has created a floating charge after 15 September 2003, a prescribed part of the Company's net property (i.e. the money that would otherwise be available to the charge holder) should be ring-fenced for distribution to unsecured creditors. In this case, due to us having received confirmation of no monies being due from the Company to CIAL and due to us treating the Investor Group's claim as void under Section 245 of the Insolvency Act 1986 the prescribed part provisions do not apply



#### 12 Summary

- The liquidation will remain open pending outstanding matters referred to above and until all unsecured creditor claims are agreed and paid. Once this issue has been dealt with the liquidation will be finalised and our files will be closed.
- 12.2 Should you have any queries regarding this matter please contact Marco Piacquadio on 01908 317 387

Yours faithfully
For and on behalf of
Cabair International (UK) Limited
(in Liquidation)

R J Daere Joint Liquidator

Enc

## Cabair International (UK) Limited (In Liquidation)

### JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 27/03/2012 To 26/03/2013 £	From 27/03/2012 To 26/03/2013 £
RECEIPTS Equipment Flight Simulators with VAT Equipment Flight simulators no VAT		75,300 00 33,200 00	75,300 00 33,200 00
Equipment Flight Simulators - with VAT Office Furniture and equipment Rates refund	180,000.00 2,500 00	0 00 3,050 00 1,357 57	0 00 3,050 00 1,357 57
Petty Cash		49 70	49 70
Motor vehicle - unencumbered	350 00	0 00	0 00
Cash at bank - company account	370,709 00	369,783 51	369,783 51
Bank interest gross		173 60	173 60
Coumputers and bus machinery incl picku		3,056 98	3,056 98
	•	485,971 36	485,971.36
DAVISENTO	-		
PAYMENTS Agents Fees/disb re fixed charge assets		10,610 35	10,610 35
Mr Tamer, Mr Dolman and Mr Bertsch	(807,787 00)	000	0 00
ERA Fees	(001).01.00)	812 50	812 50
Preparation of S of A		10,000 00	10,000 00
Liquidator's Remuneration		50,200 00	50,200 00
Room hire		116 67	116 67
Indemnity		792 00	792 00
AgentFees/disb re non fixed charge asset		1,086 37	1,086 37
IT Service Provider Legal fees		1,100 00	1,100 00
Postage/tel/p copying/fax		5,511 00 287 32	5,511 00 287 32
Website		20 00	20 00
Storage Costs		418 50	418 50
Travel		21 87	21 87
Statutory Advertising		306 00	306 00
PAYE & NIC deducted from pref dividend		3,717 65	3,717 65
Rates payments re occupation		1,214 12	1,214 12
Insurance of Assets		1,242 32	1,242 32
ERA Fees PAYE & NI		1,625 00	1,625 00
Employees wage arrears and holiday	(33,362 00)	295 00 0 00	295 00
Trade & Expense Creditors	(3,019,694 00)	0 00	0 00 0 00
Redundancy/PLN/wage arrears over >£80	(194,189 00)	0 00	0 00
HMRC (PAYE/NIC)	(34,005 00)	0 00	0.00
HMRC (VAT)	(60,000 00)	0 00	0.00
Ordinary Shareholders	(249,999 00)	0 00	0 00
Payment in full to prefs - 13 11 12		29,648 84	29,648 84
VAT Receivable		595 00	595 00
	-	119,620 51	119,620 51
BALANCE - 26 March 2013		_ =	366,350.85
		Ru	
		<del>' ' '</del>	Rebecca Jane Dacre
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BRI (UK) Limited

from 01/01/1980 to 26/03/2013

Client 6207	Cabair ]		international (UK) Ltd	_						
		Hours	x				and the second s			
Classification of work function	Lead IP	Manager	Assistani manager	Sentor administrator	Senior Junior administrator Administrator	Junior Idmunistrator	Assistants and support staff	Total	Time Cost £	Average Time Cost £ hourly rate £
Admin & planning	0 70	2 30	1 70	9 80	1 10	3 60		19 80	£3,242 00	£163 74
Cashiering	1 70	2 00	0 10	1 50	16 10	1 20		22 60	£2,997 50	£132 63
Creditors	09 0	64 20	3 40	71.20	2 90	73 30	1 60	217 20	£36,901 00	£169 89
Insolvency other			4 20					4 20	£777 00	£185 00
Investigations	0 10	5 40	2 60	17 10				25 20	£4,475 50	£177 60
Pre-appointment	090	4 50	6 10	44 40	4 90	8 80	3 20	72 50	£10,314 50	£142 27
Realisation of assets	0 20	2 60	4 40	8 20		090		16 00	£2,813 00	£17581
Reporting				9			0 20	6 20	00 6883	£143 39
Posted time	3.90	8160	22 50	158 20	25 00	87 50	2 00	383 70	£62,409 50	£162 65
Unposted time										

Total time

	62,409 50
	451 00
	8,256 50
	2,568 50
	22,695 00
	4,056 50
	23,107 00
	1,275 00 23,107
Total time	costs/grade

30 April 2013

# BRI BUSINESS RECOVERY & INSOLVENCY CREDITORS' GUIDE TO FEES

#### Charge-out rates

Grade	Charge-out rate (£ per hour, charged in 6 minute units)
Directors/Insolvency Practitioners	230-340
Managers	195-290
Administrators	130-155
Secretaries & Support Staff	100

Rates are subject to a periodic review and are likely to increase each April A copy of our previous rates can be found on our website at www.briuk.co.uk

#### Agent costs

These are charged at cost based upon the charge(s) made by the Agent instructed. The term "Agent" includes.

- Solicitors/legal fees
- Auctioneers/valuers.
- Accountants.
- Quantity surveyors.
- Estate agents
- Other specialist advisors

#### Storage costs

Charged at actual cost incurred for storage (and retrieval, when appropriate) of records.

#### Other disbursements

Category	Basis of charge
Category 1	
Indemnity Bond	At cost of mandatory cover required in accordance with the Insolvency Act 1986 for each appointment
Insurance of assets	At cost in relation to asset coverage requirements
Company searches	At cost incurred
Travel	At actual cost including train fare and all other public transport
Other	At actual cost charged
Category 2	
Mileage	Motor vehicle at 45p per mile from 6 April 2011
Room hire	Held at BRI offices: £50 Any other venue at actual cost
Stationery	A standard £20 charge is made for all files with a further £15 for any additional files required
Photocopying	Specific calculation of Spence per sheet x number of creditors
Postage	Standard charge of £12 per case plus a specific calculation of postage cost x number of creditors
Facsimiles	£1 per sheet for outgoing faxes No charge for incoming faxes
Website	A standard rate of £20 charge per year for access to the website to enable creditors to view company information
Storage	Case records stored in BRI's own facility will be charges at the same rate levied by external storage providers as follows. Box costs at £4.70 per box and storage charge of £7.60 per annum.