

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 08570064

Company name in full Shepherd Cox Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Simon James

Surname Bonney

3 Liquidator's address

Building name/number High Holborn House

Street 52-54 High Holborn

Post town London

County/Region

Postcode WC1V 6RL

Country

4 Liquidator's name ①

Full forename(s) Carl

Surname Jackson

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number High Holborn House

Street 52-54 High Holborn

Post town London

County/Region

Postcode WC1V 6RL

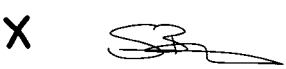
Country

② Other liquidator

Use this section to tell us about
another liquidator.

LIQ03

Notice of progress report in voluntary winding up

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

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 **Selina Rai**

Company name **Quantuma Advisory Limited**

Address **High Holborn House**

52-54 High Holborn

Post town **London**

County/Region

Postcode **W C 1 V 6 R L**

Country

DX

Telephone **020 3856 6720**



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

Continuation page

Name and address of insolvency practitioner

✓ **What this form is for**
Use this continuation page to tell us about another insolvency practitioner where more than 2 are already jointly appointed. ❶
Attach this to the relevant form.
Use extra copies to tell us of additional insolvency practitioners.

✗ **What this form is NOT for**
You can't use this continuation page to tell us about an appointment, resignation, removal or vacation of office.

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

All fields are mandatory unless specified or indicated by *

1 Appointment type

Tick to show the nature of the appointment:

- ☐ Administrator
- ☐ Administrative receiver
- ☐ Receiver
- ☐ Manager
- ☐ Nominee
- ☐ Supervisor
- ☒ Liquidator
- ☐ Provisional liquidator

❶ You can use this continuation page with the following forms:
- VAM1, VAM2, VAM3, VAM4, VAM6, VAM7
- CVA1, CVA3, CVA4
- AM02, AM03, AM04, AM05, AM06, AM07, AM08, AM09, AM10, AM12, AM13, AM14, AM19, AM20, AM21, AM22, AM23, AM24, AM25
- REC1, REC2, REC3
- LIQ2, LIQ3, LIQ05, LIQ13, LIQ14, WU07, WU15
- COM1, COM2, COM3, COM4
- NDISC

2 Insolvency practitioner's name

Full forename(s)

Michael

Surname

Sanders

3 Insolvency practitioner's address

Building name/number

2 London Wall PlaceBarbican

Street

London EC2Y 5AU

Post town

County/Region

Postcode

Country

Shepherd Cox Limited

(In Creditors' **Voluntary Liquidation**)

(**"the Company"**)

THE JOINT LIQUIDATORS' **PROGRESS REPORT**

20 September 2022

Simon Bonney and Carl Jackson of Quantuma Advisory Limited, High Holborn House, 52-54 High Holborn, London, WC1V 6RL and Michael Sanders of Macintyre Hudson LLP, 6th Floor, 2 London Wall Place, London, EC2Y 5AU were appointed Joint Liquidators of Shepherd Cox Limited on 19 August 2021.

Simon Bonney and Michael Sanders are both licensed to act as Insolvency Practitioners by the Insolvency Practitioners Association and Carl Jackson is licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales.

This report has been prepared for circulation solely to comply with the Joint Liquidators' statutory duty to report to Creditors under the provisions of The Insolvency (England and Wales) Rules 2016 and for no other purpose. This report is intended for the statutory recipients. The report cannot be used or relied upon by any party other than for its intended statutory purpose.

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3	CREDITORS: CLAIMS AND DISTRIBUTIONS
4	OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS
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6	THE JOINT LIQUIDATORS' FEES AND EXPENSES

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ABBREVIATIONS

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986 (as amended)
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Liquidators"	Simon Bonney and Carl Jackson of Quantuma Advisory Limited and Michael Sanders of Macintyre Hudson LLP
"the Company"	Shepherd Cox Limited - In Liquidation
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 19 August 2021 to 18 August 2022

1. INTRODUCTION

Introduction

This report has been prepared to provide Members and Creditors with an update on the progress of the Liquidation of the Company since the appointment of Simon Bonney, Carl Jackson and Michael Sanders as Joint Liquidators on 19 August 2021.

As you will be aware the Joint Liquidators previously acted as Joint Administrators of the Company.

A schedule of statutory information in respect of the Company is attached at Appendix 1.

Details of the appointment of the Joint Liquidators

Simon Bonney and Carl Jackson of Quantuma Advisory Limited and Michael Sanders of Macintyre Hudson LLP were appointed Joint Liquidators of the Company on 19 August 2021.

The Joint Liquidators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

2. THE PROGRESS OF THE LIQUIDATION

Information received by the Joint Liquidators from the Former Joint Administrators

Full details regarding the actions undertaken by the former Joint Administrators were included in the Joint Administrators' Final Report. There were no significant actions taken during the period between the date of the Final Report and the commencement of the Liquidation.

The Joint Liquidators' Receipts and Payments Account

Attached at Appendix 2 is a Receipts and Payments account covering the Review Period. In accordance with the requirements of SIP 7, the Joint Liquidators confirm that the account has been reconciled with that held at the bank.

The rest of this report describes the key developments in the Liquidation over the Review Period.

A summary is provided of the main asset realisations during the Review Period and an estimation of those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

Administrative, Statutory & Regulatory Tasks

The Joint Liquidators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the Creditors' Voluntary Liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards. Details of the tasks carried out during the Review Period are included in Appendix 4.

Realisation of Assets

Bank Interest

During the Review Period, bank interest in the sum of £0.81 was received.

Funds Transferred from Administration

During the Review Period, the sum of £8,233.89 was received in respect of funds held in the Administration estate.

Contribution to Petition Costs

During the Review Period, the sum of £11,000.00 was received in respect of a contribution from a third-party creditor to the costs in relation to a petition issued against an intercompany debtor of the Company. The debtor company is now in Liquidation.

Estimated Future Realisations

Associated debtors

The Joint Liquidators are exploring any potential routes of recovery in respect of intercompany claims and investigations remain ongoing order to establish what funds, if any, can be recovered for the benefit of the Liquidation estate.

Furthermore, the Joint Liquidators are continuing to investigate the affairs of the Company and the wider group to assess whether any recovery can be made in this regard.

3. CREDITORS: CLAIMS AND DISTRIBUTIONS

Secured Creditors

The Company granted a legal charge to Richard Adam Jolly on 7 February 2019 over room 34, the Comfort Inn, Manchester Old Road, Manchester, M24 4RF. The charge is currently outstanding on Companies House.

Richard Adam Jolly is the leasehold owner and investor of room 34, the Comfort Inn, Manchester Old Road, Manchester, M24 4RF. This room is situated in the freehold property owned by Shepherd Cox Hotels (Manchester North) Limited (In Liquidation), of which Simon Bonney and Carl Jackson are currently Joint Liquidators.

The liability due under this charge has not yet been quantified, as the outcome of the liquidation of Shepherd Cox Hotels (Manchester North) Limited is currently uncertain.

Preferential Creditors

The Joint Administrators and their staff have incurred time costs in assisting employees to obtain payment from the Redundancy Payments Office.

Preferential claims relating to unpaid holiday pay, wage arrears and pension contributions are estimated in the sum of £2,044.52.

No dividend to preferential creditors has been paid to date. It is hoped that there will be sufficient realisations in the Liquidation to allow a distribution to preferential creditors.

Prescribed Part

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company must be made available purely for the Unsecured Creditors. This equates to:

- 50% of net property up to £10,000;
- Plus, 20% of net property in excess of £10,000.
- Subject to a maximum of £600,000.

The Company has not granted a floating charge to any Creditor after 15 September 2003 and consequently there will be no prescribed part in this Creditors Voluntary Liquidation.

Unsecured Creditors

Based on information collated from the Company's books and records, it was estimated that unsecured claims would total £12,090,667.14. To date, 5 claims have been received from unsecured creditors totalling £578,370.24.

There are currently insufficient asset realisations to pay a dividend to unsecured creditors.

Claims Process

You are requested to submit claims to the address on the front of this report, marked for the attention of Selina Rai.

A Proof of Debt form is attached at Appendix 5.

4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

Investigations

During the Administration, the Joint Administrators carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the Directors by means of questionnaires; 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.

The information gleaned from this process enabled the Joint Administrators to meet their statutory duty to submit a confidential report on the conduct of the Directors (past and present) to the Insolvency Service.

This work was also 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 review is ongoing in the Liquidation, as part of a larger review of the entire group structure. The Joint Liquidators have identified a number of possible claims which they are pursuing with the assistance of their solicitors.

No further information regarding these investigations can be provided at this time, as further disclosure may prejudice the outcome of those investigations.

Further Information

To comply with the Provision of Services Regulations, some general information about Quantuma Advisory Limited, including the complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information>.

Information about this insolvency process may be found on the R3 website here <http://www.creditorinsolvencyguide.co.uk>.

General Data Protection Regulation

In compliance with the General Data Protection Regulation, Creditors, Employees, Shareholders, Directors and any other Stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link <http://www.quantuma.com/legal-notices>.

5. ETHICS

Please note that the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>. Additionally the Joint Liquidators are also bound by the regulations of their Licensing Bodies.

General Ethical Considerations

Prior to the Joint Liquidators' appointment, a review of ethical issues was undertaken and no ethical threats were identified.

A further review has been carried out and no threats have been identified in respect of the management of the insolvency appointment over the Review Period.

Specialist Advice and Services

When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the Joint Liquidators are obligated to ensure that such advice or work is warranted and that the advice or work contracted reflects the best value and service for the work undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment. Details of the specialists specifically chosen in this matter are detailed below.

6. THE JOINT LIQUIDATORS' FEES AND EXPENSES

A copy of 'A Creditors Guide to Liquidators' Fees' effective from 1 April 2021 together with Quantum Advisory Limited's current schedule of charge-out rates and chargeable expenses, which includes historical charging information, may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>.

A hard copy of both the Creditors' Guide and Quantum Advisory Limited's current and/or historic charge-out rate and expenses policies may be obtained on request at no cost.

Joint Liquidators' Fees

The basis of the Joint Liquidators' fees has not yet been fixed. Correspondence requesting fee approval will be issued to creditors in due course.

As no fee resolution has been sought, no estimates of the Joint Liquidators' fees and expenses have been provided. Therefore, no comparison of these estimates against current costs can be made.

We consider this case to be highly complex due to the complicated intercompany position with other connected companies and individuals.

Details of the expenses paid in the Review Period are shown in the Receipts and Payments account at Appendix 2.

Other Professional Costs

Solicitors

During the Administration period, Crowell & Moring were instructed by the Joint Administrators to advise on appropriate legal matters.

Crowell & Moring continue to act for the Joint Liquidators. Their costs have been agreed on the basis of their standard hourly charge out rates, plus disbursements and VAT. A total of £9,484.17 plus VAT has been paid to Crowell & Moring in respect of their costs during the Review Period.

Financial IT Consultant

AADD Ltd were instructed by the Joint Administrators to assist with obtaining, reconstructing, analysing and maintaining the Company's financial records. AADD Ltd remain instructed by the Joint Liquidators.

Their costs in the Review Period have been agreed on a fixed fee basis totalling £292.50 plus VAT.

During the Review Period, these costs were paid in full.

All professional costs are reviewed and analysed before payment is approved.

Creditors' right to request information

Any Secured Creditor, or Unsecured Creditor with the support of at least 5% in value of the Unsecured Creditors or with permission of the Court, may request in writing the Joint Liquidators to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

Creditors' right to challenge remuneration and/or expenses

Any Secured Creditor, or Unsecured Creditor with the support of at least 10% in value of the Unsecured Creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of remuneration which the Joint Liquidators are entitled to charge or otherwise challenging some or all of the expenses incurred.

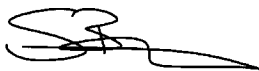
Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of.

Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

Future of the Liquidation

The administration of the Liquidation will continue in order to finalise the investigations into the Company's affairs and the larger group structure.

Should you have any queries in regard to any of the above please do not hesitate to contact Selina Rai on 020 3856 6720 or by e-mail at selina.rai@quantuma.com.



Simon Bonney
Joint Liquidator

SHEPHERD COX LIMITED (IN LIQUIDATION)

STATUTORY INFORMATION

Company Name	Shepherd Cox Limited
Trading Address	2nd Floor, 32-33 Gosfield Street, Fitzrovia, London, W1W 6HL
Proceedings	In Liquidation
Date of Appointment	19 August 2021
Joint Liquidators	Simon Bonney & Carl Jackson of Quantuma Advisory Limited, High Holborn House, 52-54 High Holborn, London, WC1V 6RL and Michael Sanders of Macintyre Hudson LLP, 6th Floor, 2 London Wall Place, London, EC2Y 5AU
Registered office Address	c/o Quantuma Advisory Limited, High Holborn House, 52-54 High Holborn, London, WC1V 6RL
Company Number	08570064
Incorporation Date	14 June 2013

APPENDIX 2

SHEPHERD COX LIMITED (IN LIQUIDATION)

THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT AS AT 18 AUGUST 2022

VAT Basis

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately.

Shepherd Cox Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £	From 19/08/2021 To 18/08/2022 £	From 19/08/2021 To 18/08/2022 £
ASSET REALISATIONS		
Bank Interest Gross	0.81	0.81
Contribution to Petition Costs	11,000.00	11,000.00
Funds from Administration	8,233.89	8,233.89
	<u>19,234.70</u>	<u>19,234.70</u>
COST OF REALISATIONS		
Financial IT Consultant Fees	292.50	292.50
Legal Fees	9,484.17	9,484.17
Statutory Advertising	88.00	88.00
	<u>(9,864.67)</u>	<u>(9,864.67)</u>
	<u>9,370.03</u>	<u>9,370.03</u>
REPRESENTED BY		
Bank 1 Current		7,778.10
Vat Receivable		1,591.93
		<u>9,370.03</u>

SHEPHERD COX LIMITED (IN LIQUIDATION)

SCHEDULES OF THE JOINT LIQUIDATORS' **TIME COSTS DURING THE REVIEW PERIOD**

Quantuma Advisory Limited

Time Entry - Detailed SIP9 Time & Cost Summary

6009309 - Shepherd Cox Limited
To: 18/08/2022
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 : Administration & Planning	0.00	0.30	0.10	0.00	0.40	157.50	393.75
100A : Initial Notification(s) & Filing	0.00	0.60	4.30	0.00	4.90	1,450.50	296.02
103 : IPS Case / File set up/ Filing	0.00	0.50	0.70	0.00	1.20	389.50	324.58
104 : General Administration	0.00	1.90	0.60	1.80	4.30	1,092.50	254.07
105 : Case strategy / Review	0.20	1.60	2.90	0.70	5.40	1,597.00	295.74
106 : VAT & CT matters and returns	0.00	1.10	2.80	0.00	3.90	1,083.00	277.69
Admin & Planning	0.20	6.00	11.40	2.50	20.10	5,770.00	287.06
600 : Cashiering	0.00	0.70	1.10	2.30	4.10	896.00	218.54
Cashiering	0.00	0.70	1.10	2.30	4.10	896.00	218.54
203 : Creditor correspondence / Call	0.00	0.50	1.30	0.00	1.80	558.00	310.00
204 : Unsecured Creditors claims	0.00	0.00	1.00	0.00	1.00	285.00	285.00
204A : Dealing with Pension Schemes	0.00	0.10	1.10	0.00	1.20	351.00	292.50
Creditors	0.00	0.60	3.40	0.00	4.00	1,194.00	298.50
300 : Investigations	1.00	1.00	0.10	12.00	14.10	2,825.50	200.39
301 : CDDA Reports	0.00	0.10	0.00	0.00	0.10	37.50	375.00
Investigations	1.00	1.10	0.10	12.00	14.20	2,863.00	201.62
400 : Realisation of Assets	0.00	0.10	0.00	0.00	0.10	37.50	375.00
Realisation of Assets	0.00	0.10	0.00	0.00	0.10	37.50	375.00
Total Hours	1.20	8.50	16.00	16.80	42.50	10,760.50	253.19
Total Fees Claimed						0.00	

Time Entry - SIP9 Time & Cost Summary

Category 2 Disbursements

6009309 - Shepherd Cox Limited
Project Code: POST
To: 18/08/2022

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Amount
23/08/2021	Stationery: Stationery - Month 19 Accurate Mailing	3.40
23/09/2021	Stationery: Stationery - Month 20 Accurate Mailing	23.70
	Total	27.10

Macintyre Hudson LLP

Shepherd Cox Limited
(In Creditors Voluntary Liquidation)

Analysis of time costs for the period 19 August 2021 to 18 August 2022

Classification of Work	Partner		Director		Manager		Administrator		Assistant		Cashier		Total Hours	Time Cost	Average Hourly Rate
	Hours	Cost (£)	Hours	Cost (£)	Hours	Cost (£)	Hours	Cost (£)	Hours	Cost (£)	Hours	Cost (£)	Hours	Cost (£)	(£)
Administration and Planning	0.00	0.00	0.00	0.00	0.50	225.00	2.00	600.00	0.00	0.00	0.00	0.00	2.50	825.00	330.00
Case Review and Case Diary Management	0.20	113.00	0.00	0.00	0.50	225.00	1.50	450.00	0.00	0.00	0.00	0.00	2.20	788.00	358.18
Cashiering	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	450.00	2.00	450.00	225.00
Communicating with Creditors	0.00	0.00	0.00	0.00	0.90	405.00	2.40	720.00	0.00	0.00	0.00	0.00	3.30	1,125.00	340.91
Total (£)	0.20	113.00	0.00	0.00	1.90	855.00	5.90	1,770.00	0.00	0.00	2.00	450.00	10.00	3,188.00	318.80
Average Hourly Rate (£)		565.00		0.00		450.00		300.00		0.00		225.00			

APPENDIX 4

SHEPHERD COX LIMITED (IN LIQUIDATION)

DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT LIQUIDATORS DURING THE REVIEW PERIOD

Description of work undertaken	May include
<u>ADMINISTRATION & PLANNING</u>	
Initial Statutory and General Notifications & Filing e.g. Advertising the appointment, undertaking statutory notifications to Companies House, HMRC, the Pension Protection Fund, preparing the documentation and dealing with other notification of appointment	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Obtaining a specific penalty bond.	
Recovering & scheduling the company's books and records.	Collection and making an inventory of company books and records
Setting up electronic case files and electronic case details on IPS.	
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews at 1 month, 2 months & 6 months.	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 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
VAT & Corporation Tax matters and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
<u>CREDITORS</u>	
Employees - obtaining information from records about employee claims and dealing with employee correspondence/calls regarding their claims	Assisting employees to pursue claims via the RPO
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Dealing with Pension Schemes	Corresponding with the PPF and the Pensions Regulator
Dealing with HMRC/RPO claims	
Annual/Progress Reports	Preparing, circulating and filing progress reports.
Initial Appointment Notification to Creditors - Preparing the documentation & sending out initial appointment notification to creditors	Preparing a fee estimate for inclusion with the report to creditors.
<u>INVESTIGATIONS</u>	
Investigating & Pursuing Antecedent Transactions	Continuing in depth review of Company records and third party Information. Liaising with solicitors re strategy and possible claims.

Description of work undertaken	May include
	Liaising with third parties regarding further information required.
Third Party Investigations	Liaising with third party organisations, including The Insolvency Service, regarding their investigations into the Company's affairs. Collating and providing information to third parties.
<u>CASHIERING</u>	
Opening, maintaining and managing the Office Holders' cashbook and bank account.	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory Receipts and Payments accounts at Companies House

Current Charge-out Rates of the staff working on the case

Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken.

Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes.

Rates are likely to be subject to periodic increase.

Staff	Charge out rates £
CEO/Managing Directors	665.00
Senior Manager	460.00
Manager	395.00
Senior Administrator	310.00
Case Accountant	135.00

SHEPHERD COX LIMITED (IN LIQUIDATION)

PROOF OF DEBT FORM

PROOF OF DEBT - GENERAL FORM

Shepherd Cox Limited

Date of commencement of Creditors' Voluntary Liquidation: 19 August 2021

DETAILS OF CLAIM		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> For UK companies: its registered number For other companies: the country or territory in which it is incorporated and the number if any under which it is registered The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act 	
4.	Total amount of claim, including any Value Added Tax, as at the date of administration, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [Note the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category Amount(s) claimed as preferential £
11.	If you wish any dividend payment that may be made to be paid in to your bank account please provide BACS details. Please be aware that if you change accounts it will be your responsibility to provide new information	Account No.: Account Name: Sort code:
AUTHENTICATION		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO