In accordance with Rule 18.8 of the Insolvency (England & Wales) Rules 2016.

WU07

Notice of progress report in a winding-up by the court

Companies House

SATURDAY

A8WXEPSA
A09 18/01/2020 #314
COMPANIES HOUSE

1 Company details

Company number	0 8 8 1 7 7 7 5
Company name in full	AHOC Limited

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

2 Liquidator's name

Full forename(s)	Nicholas
Surname	Myers

3 Liquidator's address

Building name/number	25 Moorgate
Street	London
Post town	EC2R 6AY
County/Region	
Postcode	
Country	

4 Liquidator's name ❶

Full forename(s)	Henry Anthony
Surname	Shinners

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

5 Liquidator's address ❷

Building name/number	25 Moorgate
Street	London
Post town	EC2R 6AY
County/Region	
Postcode	
Country	

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

WU07

Notice of progress report in a winding-up by the court

6 Period of progress report

From date	d 2 7	m 1 2	y 2 0 1 8
To date	d 2 6	m 1 2	y 2 0 1 9

7 Progress report

☑ The progress report is attached

8 Sign and date

Liquidator's signature	Signature X	X
Signature date	d 1 7	m 0 1 y 2 0 2 0

WU07

Notice of progress report in a winding-up by the court

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: Martin Ewing

Company name: Smith & Williamson LLP

Address: 25 Moorgate
London

Post town: EC2R 6AY

County/Region:

Postcode:

Country:

DX: 119507 Finsbury Square EC2

Telephone: 020 7131 4000

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

Smith & Williamson

AHOC Limited (in compulsory liquidation)

Joint liquidators' annual progress report for the period from 27 December 2018 to 26 December 2019

17 January 2020

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1. Glossary

Abbreviation	Description
the Company	AHOC Limited
the liquidators/joint liquidators	Nicholas Myers and Henry Anthony Shinners
SIP	Statement of Insolvency Practice (England & Wales)
IA86	Insolvency Act 1986 If preceded by S this denotes a section number
IR16	Insolvency (England and Wales) Rules 2016 If preceded by R this denotes a rule number
SOA	Statement of affairs
ETR	Estimated to realise
HMRC	HM Revenue & Customs
QFCH	Qualifying Floating Charge Holder - a secured creditor who has the power to appoint an administrator
RPS	Redundancy Payments Service
OR	The Official Receiver

2. Introduction and statutory information

This report provides an update on the progress in the liquidation of the Company for the year ended 26 December 2019. It should be read in conjunction with any previous reports. By way of reminder, we, Nicholas Myers and Henry Anthony Shinners, both of Smith & Williamson LLP, 25 Moorgate, London, EC2R 6AY, were appointed liquidators of the Company on 27 December 2018 following the presentation of a petition by Funding Circle Trustees Limited for the compulsory winding up of the Company. The winding up order was made on 4 September 2018 under Court reference number 0140 of 2018.

The principal trading address of the Company was 20 Burners Lane, Kiln Farm, Milton Keynes, MK11 3HB.

The Company's registered office is 25 Moorgate, London, EC2R 6AY and its registered number is 08817775.

3. Realisation of assets

Attached at appendix I is our receipts & payments account for the period from 27 December 2018 to 26 December 2019.

Further to the attempted asset realisations, no funds have been received in respect of monies held in the Insolvency Services Account maintained within the Department for Business, Energy & Industrial Strategy. The Company had a negative account balance when the joint liquidators were appointed.

I should also note that no formal SOA was drawn up. The Company's asset position was unknown by the director as was reflected as such in the OR's report to creditors.

3.1 Assets realised

The joint liquidators have been unable to realise any assets at this time. It should be noted that the director failed to deliver up the Company's books & records to the joint liquidators. The majority of the information relied on was provided by the OR's preliminary information questionnaire.

With the limited information provided, a full investigation into the Company's available accounts and trading history was undertaken in an attempt to bring to light any possible avenues of recoveries for creditors.

The joint liquidators, alongside the OR, are in correspondence with the Company's director regarding other books & records that may assist in the liquidation. The liquidators have also attended two public examinations with the OR at Croydon County Court in a continued attempt to investigate and realise any assets.

3.2 Assets still to be realised

From the investigations undertaken by the joint liquidators, it is unlikely that any further assets will be realised during the liquidation. Our investigations are ongoing.

4. Investigations

Shortly after appointment, we 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 considered information provided by the OR. As mentioned in the section three, there were limited records available and the information relied on to conduct our investigations was provided by the OR in their preliminary information questionnaire.

The joint liquidators are continuing to investigate the financial affairs of the Company and there is an ongoing dialogue with the OR and the director. The content of our investigation remains confidential at this time.

5. Creditors

5.1 Secured creditors

The joint liquidators are not aware of any secured creditors/chargeholders.

5.2 Prescribed part

The Company did not grant any floating charges and the prescribed part requirements do not therefore apply.

5.3 Preferential creditors

The joint liquidators are not aware of any preferential creditors.

5.4 Unsecured creditors

We have received claims totalling £562,366.64 from 13 creditors. Total claims as per the OR's preliminary information questionnaire were £789,031.48.

At present, we expect that realisations will be insufficient to declare a dividend to unsecured creditors. We have not therefore taken steps to agree unsecured creditor claims.

6. Liquidators' remuneration

The creditors approved that the basis of the liquidators' remuneration be fixed by reference to the time properly spent by them and their staff in attending to matters arising in the liquidation. This was granted following the joint liquidators providing a fees' and expenses' estimate (along with subsequent increases, if applicable) and the requisite majority of creditors granting approval by means of a resolution by correspondence on 15 February 2019.

The liquidators' time costs are:

Period	Total hours hrs	Total costs £	Average hourly rate £/hr	Fees drawn £
27 December 2018 to 26 December 2019	115.45	26,834.75	232.44	Nil
Total	115.45	26,834.75	232.44	Nil

Attached as appendix II, is a time analysis which provides details of the activity costs incurred by staff grade during the period of this report in respect of the costs fixed by reference to time properly spent by the liquidators and their staff in attending to matters arising in the liquidation. Details of work carried out in the period are also included in the body of this report.

The joint liquidators' costs to date are £26,834.75, as stated above, compared to our original estimate of £13,000 and only the incurred time costs within the approved estimate will be drawn. Appendix II provides a detailed breakdown of the current period's costs, while appendix III provides a copy of the previously authorised time cost estimate breakdown.

A detailed narrative explanation of these costs can be found in the 'Outstanding matters' section of this report.

On a general note, creditors should be aware that some of the work is required by statute and may not necessarily provide any financial benefit to creditors. Examples would include dealing with former employees' claims through the RPS and complying with anti-money laundering regulations.

A copy of 'A Creditors' Guide to Liquidators' Fees' is available free of charge upon request or can be downloaded from the ICAEW's website at the following address:

http://www.icaew.com/-/media/corporate/files/technical/insolvency/creditors-guides/2017/liquidations-creditor-fee-guide-6-april-2017.ashx?la=en

Details of Smith & Williamson LLP's charge out rates and policies in relation to the use of staff are provided at appendix V. On a general note, please be aware that the charge out rates are subject to an annual review.

7. Liquidation expenses

7.1 Subcontractors

There has been no need to instruct any subcontractors in this case.

7.2 Professional advisers

We have not used any professional advisers in this case.

7.3 Liquidators' disbursements

We have paid the following disbursements in the current period:

Description	Incurred in current period £	Paid in current period £	Total costs outstanding at period end £
Statutory advertising	81.45	81.45	Nil
Liquidators' bonds	140.00	140.00	Nil
Total	**221.45**	**221.45**	**Nil**

7.4 Category 2 disbursements

There have been no category 2 disbursements incurred during the period.

7.5 Other expenses

Other expenses (i.e. those not detailed in the preceding sections) paid during the period covered by this report are shown in the receipts & payments summary at appendix I. Detailed below are those expenses which we consider to be significant in the context of this case. Also detailed below are expenses incurred but not paid in the current period:

Supplier/service provider	Nature of expense incurred	Incurred in current period £	Paid in current period £	Total costs outstanding at period end £
Shorthand Writers Fee	Public Examinations	161.66	161.66	Nil

7.6 BEIS and Secretary of State charges

All monies received by the liquidators must be paid into the Insolvency Service's Account. This account is held by a division of the Department for Business, Energy & Industrial Strategy ('BEIS') with National Westminster Bank Plc and is under the control of the Secretary of State. This account attracts charges which are deducted at source and apply in all cases.

The current and most recent charges are listed below. Details of previous charges can be found on the Insolvency Service's website.

Fee type	Current fee £
Banking Fee	22.00
BACS Payment	0.15

Fee type	*Current fee* £
Cheque Fee	1.10
CHAPS Payment	10.30
Unclaimed Dividend Fee	25.75

Secretary of State fees:	
Realisations	**Fees applicable for Winding Up Orders on or after 16 November 2015**
Up to £2,500	0%
£2,500.01 to £4,200	75%
£4,200.01 to £5,700	50%
£5,700.01 to £401,700	15%
Charge on further realisations up to £80,000 maximum fees	1%

Type of Fee	Fees applicable for Winding Up Petitions presented on or after 21 July 2016
One off 'General Fee' (applied at the start of the appointment)	£6,000.00

Details of the various fees and charges levied in this case are contained within the liquidators' receipts & payments account at appendix I.

7.7 Policies regarding use of third parties and disbursement recovery

Appendix V provides details of Smith & Williamson LLP's policies in relation to the use of subcontractors and professional advisers, and the recovery of disbursements.

8. Outstanding matters

The remaining actions to be concluded in the liquidation are as follows:

- Obtaining tax clearance;
- Conclude investigations into the Company's affairs; and
- Closure of the liquidation, including preparing and issuing draft final report, calling and holding final meetings, and preparing and issuing final report.

9. Privacy and Data Protection

As part of our role as joint liquidators, I would advise you that we may need to access and use data relating to individuals. In doing so, we must abide by data protection requirements. Information about the way that we will use and store personal data in relation to insolvency appointments can be found at

https://smithandwilliamson.com/rrsgdpr

If you are unable to download this, please contact my office and a hard copy will be provided free of charge.

To the extent that you hold any personal data of the Company's data subjects provided to you by the Company or obtained otherwise, you must process such data in accordance with data protection legislation. Please contact of our office if you believe this applies.

10. Creditors' rights

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 or otherwise with the court's permission) may request in writing that the liquidators provide further information about their remuneration or expenses which have been itemised in this report.

Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors or otherwise with the court's permission) may within 8 weeks of receipt of this report make an application to court on the grounds that, in all the circumstances, the basis fixed for the liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred (including any paid) by the liquidators, as set out in this report, are excessive.

The above rights apply only to matters which have not been disclosed in previous reports.

On a general note, if you have any comments or concerns in connection with our conduct, please contact Nicholas Myers or Henry Anthony Shinners in the first instance. If the matter is not resolved to your satisfaction, you may contact our Head of Legal by writing to 25 Moorgate, London EC2R 6AY or by telephone on 020 7131 4000.

Thereafter, if you wish to take the matter further you may contact the Insolvency Services directly via Insolvency Complaints Gateway. They can be contacted by email, telephone or letter as follows:

i) Email: insolvency.enquiryline@insolvency.gsi.gov.uk

ii) Telephone number: +44 300 678 0015

iii) Postal address: The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds LS11 9DA.

11. Next report

We are required to provide a further report on the progress of the liquidation within two months of the next anniversary of the liquidation unless we have concluded matters prior to this, in which case we will write to all creditors and members with our final account.

Nicholas Myers

Joint Liquidator

17 January 2020

I Receipts & payments account

AHOC Limited
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 27/12/2018 To 26/12/2019 £
	COST OF REALISATIONS	
	BEIS Banking Fees	66.00
	General Fee	6,000.00
	Official Receiver Debit Balance (Net)	3,400.00
	OR - Shorthand Writer Charges	161.66
		(9,627.66)
	UNSECURED CREDITORS	
(650,069.76)	Trade & Expense Creditors	NIL
		NIL
(650,069.76)		**(9,627.66)**
	REPRESENTED BY	
	ISA Interest Bearing A/c	(9,627.66)
		(9,627.66)

Notes and further information required by SIP 9

As from the Receipts and Payments account, there have been no payments from the estate. The joint liquidators have incurred the costs themselves.

Notes and further information required by SIP 7

- The liquidators' remuneration has been approved.
- We have sought approval to draw any other costs that would require the same approval as our remuneration from the Company's estate.
- The OR short hand writer charges are a statutory expense and is necessary in relation to the public examinations conducted.
- No payments have been made to us from outside the estate.
- Details of significant expenses paid are provided in the body of our report.
- There have been no payments to subcontractors as mentioned in the body of our report.
- Information concerning the liquidators' remuneration and disbursements incurred is provided in the body of our report.
- Information concerning the ability to challenge the liquidators' remuneration and expenses of the liquidation is provided in our report.
- All bank accounts are interest bearing.
- There are no foreign currency holdings.
- All amounts in the receipts and payments account are shown exclusive of any attributable VAT. Where VAT is not recoverable it is shown as irrecoverable VAT.

The receipts & payments account does not include a comparison with the director's SOA values. As mentioned in section 3 of the report, no formal SOA was drawn up as the asset position was unknown to the director and remains as such.

II Time analysis for the period

From 27 December 2018 to 26 December 2019

AHOC Limited
Breakdown of time spent by Smith & Williamson LLP employees
for the period ended 26 December 2019

Classification of work function	Hours							
	Partner / Director	Associate director	Manager/ Assistant Manager	Other professional staff	Assistants & support staff	Total hours	Time cost	Average hourly rate
Administration and planning								
Statutory returns, reports & meetings	0.75	0.00	0.60	6.00	0.00	7.35	1,599.00	217.55
Initial post-appointment notification letters, including creditors	0.00	0.00	5.85	8.40	0.00	14.25	3,166.50	222.21
Cashiering general, including bonding	0.00	0.00	0.00	0.55	0.00	0.55	125.50	228.18
Job planning, reviews and progression (inc 6 month reviews and planning meetings, checklist & diary	3.45	0.00	3.75	12.10	0.00	19.30	5,133.25	265.97
Post-appointment taxation (VAT, PAYE/NIC, Corp Tax that are not trading related)	0.00	0.00	0.00	0.35	0.00	0.35	73.50	210.00
Travelling	0.00	0.00	0.00	3.75	0.00	3.75	787.50	210.00
Filing, file and information management	0.00	0.00	0.00	9.50	0.00	9.50	1,702.75	179.24
Agents and advisers, general	0.00	0.00	0.00	0.25	0.00	0.25	43.75	175.00
Director/manager review, approval and signing	0.15	0.00	0.00	2.90	0.00	3.05	657.00	215.41
Investigations								
Directors' correspondence & conduct questionnaires	1.00	0.00	1.05	5.25	0.00	7.30	1,873.75	256.68
Statutory books and accounting records review	0.15	0.00	0.00	29.35	0.00	29.50	5,824.50	197.44
Investigation of legal claims	1.80	0.00	7.95	0.00	0.00	9.75	3,316.50	340.15
SIP2 and SIP4 obligations (inc CDDA86 forms)	0.00	0.00	0.00	1.25	0.00	1.25	262.50	210.00
Enquiries of advisers	*0.00*	*0.00*	*0.20*	*0.00*	*0.00*	*0.20*	*60.00*	*300.00*
Director/manager review, approval and signing	0.20	0.00	0.00	1.40	0.00	1.60	402.00	251.25
Other	0.00	0.00	0.00	3.75	0.00	3.75	787.50	210.00
Realisation of assets								
Other	0.00	0.00	0.25	0.00	0.00	0.25	72.50	290.00
Creditors								
Unsecured creditors	0.45	0.00	1.55	1.35	0.00	3.35	898.75	268.28
AML/Compliance								
AML - if done post appointment	0.00	0.00	0.00	0.15	0.00	0.15	48.00	320.00
Total	7.95	0.00	21.20	86.30	0.00	115.45	£26,834.75	£232.44

Classification of work function	Hours							
	Partner / Director	Associate director	Manager/ Assistant Manager	Other professional staff	Assistants & support staff	Total hours	Time cost	Average hourly rate
Pre-Appointment								
AML, Conflict & ethics checks, engagement letters	0.00	0.00	0.00	1.25	0.00	1.25	218.75	175.00
Appointment formalities	*0.50*	*0.00*	*0.30*	*0.00*	*0.00*	*0.80*	*312.00*	*390.00*
Total	0.50	0.00	0.30	1.25	0.00	2.05	£530.75	£258.90

Notes/reconciliation differences

As can be shown here, there has been some time allocated to pre-appointment work. Although this work was conducted within the period notification of the actual appointment was delayed. The joint liquidators will not be remunerated in regard to this time and this time cost will be written off.

Explanation of major work activities undertaken

The joint liquidators have spent a majority of their time in administering the liquidation and conducting investigations into the Company.

Administration and Planning

This section relates to the work carrying out administration and planning in respect of the appointment for the period. This work included the following:

- Dealing with routine correspondence;
- Calculating the bonding requirement;
- Maintaining physical case files and electronics case details on IPS (case management software);
- Securing and uplifting the Company's physical records from various sources;
- Notifying creditors of the initial appointment; and
- Planning and preparation for identifying information and reviewing of relevant information to progress the liquidation.

Investigations

This section relates to our statutory obligations to investigate the actions of the directors of the Companies and to review the Companies' records with a view to making to asset recoveries. This work includes the following:

- Complying with our statutory duties in accordance with the Directors' Disqualification Act 1986;
- Maintaining dialogue with director;
- Correspondence with other parties regarding location and content of the Company's books and records;
- Investigation the actions of various parties in the lead up to the liquidation of the Company;
- Investigations into Company's books and records;
- Review and evaluation of legal claims brought by creditors; and
- Attendance and review of information for public examinations.

Realisation of Assets

This section is in relation to the realisation of the Company's assets. The work includes the following:

- Retrieving the Company's cash at bank (this was a negative balance);
- Evaluating potential assets of the Company; and
- Reviewing the disposal of the Company's asset prior to our appointment.

Creditors

This section details work done in relation to creditors and their claim. This work includes the following:

- Review and investigation of creditor claims;
- Requesting creditor information from the directors, reviewing and uploading creditor listing into internal systems;
- Dealing with creditor proof of debt forms and entering to the case management system; and
- Receiving calls and correspondence from creditors.

Cashiering and Compliance

- Internal system set up;
- Completion of payments and record of remittance
- Completing bank reconciliations; and
- Compliance with insurance requirements.

III Original Fee Estimate

Original Fee Estimate for work done by the joint liquidators from 27 December 2018 to 26 December 2019

Approval for this estimate was given by creditors on 15 February 2019

AHOC Limited ('the Company') Fees estimate according to number of hours, grade of staff and expected work to be undertaken								
Anticipated case duration	1	Year						
	Partner / Director	Associate Director	Manager/ Assistant Manager	Senior Administrator/ Administrator	Assistants & support staff			
Hourly rate (£)	485	420	315	170	90			
						Total hours	Total estimated time costs (£)	Average hourly rate
Classification of work function								
Administration & Planning Statutory compliance, reporting to stakeholders, accounting, protecting company records, travelling, bonding case set-up, planning and reviewing and filing	2.00	-	5.00	5.92	0.20	13.12	3,570.00	272.03
Realisation of Assets Identifying, securing, insuring assets, dealing with assets subject to retention of title and debt collections collection, Property, business and asset sales	0.50	-	1.00	1.00	0.20	2.70	745.50	276.11
Creditors Communication with creditors, Creditors' claims (including employees, other preferential creditors and the Crown), dealing with the Prescribed part (if applicable), adjudicating and distributing		-	1.50	1.50	0.20	3.20	745.50	232.97
Investigations Reviewing books, records and antecedent transactions, assessing directors' conduct and reporting to the Disqualification Unit and liaising with creditors (or the Committee)	2.00	-	14.00	15.00	0.10	31.10	7,939.00	255.27
Totals	4.50	-	21.50	23.42	0.70	50.12	13,000.00	259.36

AHOC Limited ('the Company') Estimated expenses in accordance with Categories 1 & 2 (SIP 9) and payable to third parties *		
Estimated expenses applicable to all cases		Total
Specific bond		500.00
Statutory advertising costs		200.00
Search costs (HM Land Registry & Companies House)		200.00
Provisions		1,000.00
Case specific costs - where applicable		
Storage costs		500.00
Total		2400.00

Category 1 expenses, in accordance with Statement of Insolvency Practice 9 are specific costs payable to an independent third party and relate directly to the case in question. Category 2 expenses are payable to the office holder's firm and are shared or allocated costs, most notably business mileage.

Explanation of the above categories

Administration and Planning

This section of the analysis encompasses the cost of the office holders and their staff in complying with their statutory obligations, internal compliance requirements, and all tax matters. This work includes the following:

- Preparing the documentation and dealing with the formalities of appointment.
- Statutory notifications and advertising.
- Protection of company's assets and records (including electronic).
- Dealing with routine correspondence.
- Dealing with agents on general appointment matters, not relating to the sale of assets or correspondence with advisers on investigation matters.
- Maintaining physical case files and electronics case details on IPS (case management software).
- Case reviews (including 6 month reviews).
- Case bordereau and reviews.
- Case planning; administration; and general case progression, including adjustments in appointment strategy.
- Preparing reports to stakeholders.
- Maintaining and managing the appointment's cash book and bank accounts.
- Ensuring statutory lodgements and tax lodgements obligations are met.
- Submitting VAT returns and Corporation Tax returns (when due).
- Dealing client identification and internal Smith & Williamson LLP compliance requirements.

Investigations

Investigations include work carried out as a consequence of the obligations placed upon us to investigate the Company's affairs. The work undertaken is that described in SIP2 and SIP4 which govern both the investigations of the Company's failure and also examine the conduct of the directors. This work includes the following:

- Investigating the reasons for the failure of the Company (including enquiries with the company's directors and possible interviews of key stakeholders).
- Review and investigation of stakeholders' complaints and responses into the failing of the business and actions of company's directors.
- Review and storage of books and records.
- Asset tracing (including land registry and company searches).
- Possible actions (including legal recourse) to restore assets of the company, or compensate the company for the financial losses incurred.
- Preparing a return/report pursuant to the Company Directors' Disqualification Act.
- Discussions and correspondence with relevant personnel and agents.

Realisation of assets

This section is in relation to the realisation of the Company's assets, which is explained in detail through the contents of our report.
Given that there are minimal company assets, minimal time has been apportioned to asset realisatoin. The work will generally include dealing with cash at bank and reviewing records for any undisclosed assets.

Creditors

Work under this section includes correspondence and other contact with the creditors of the Company. The work includes the following:

- Dealing with creditor correspondence via email and telephone.
- Planning" in respect of statutory matters and meetings.
- Maintaining creditors' information on our insolvency database.

Comparison to Initial Fee Estimate

Creditors may recall that our current agreed fee estimate is £13,000. Our time costs for the first year are higher than originally anticipated as more work was needed to administer and investigate the Company given the lack of books and records.

A comparison is shown below. Our actual time costs for the current period were £26,834.75. The joint liquidators only intend to draw when funds permit the agree estimate. However, given the unlikelihood of any assets being realised in the foreseeable future, this will be unlikely.

The joint liquidators are not seeking any approval from creditors for the increased time costs for the duration of the case.

Category	Estimate (£)	Actual (£)	Difference (£)
Administration & Planning	3,570.00	13,288.75	9,718.75
Investigations	7,939.00	12,526.75	4,587.75
Realisation of Assets	745.50	72.50	(673.00)
Creditors	745.50	898.75	153.25
AML/Compliance	Nil	48.00	48.00
Total	13,000	26,834.75	13,834.75

Administration & Planning (underestimated by £9,718.75)

Time allocated to this category is more than originally estimated as more time has been spent planning, reviewing and progressing the case due to the lack of available Company information.

Investigations (underestimated by £4,587.75)

Time allocated to this category is significantly more than originally estimated due to the lack of books and records, more time has been spent identifying which information exists and which relevant party has access to it. Furthermore, a full investigation was conducted on the Company's known bank account and further investigations followed from that.

Realisation of Assets (overstated by £673.00)

Time allocated to this category is less than originally anticipated as there are no known Company assets and the investigations have not brought to light any further assets.

Creditors (understated by £153.25)

Time allocated to creditors is marginally more than originally estimated which arose from creditor correspondence.

AML/Compliance (overstated by £48.00)

Time allocated to creditors is marginally more than originally estimated due to a small amount of time incurred on work that was not foreseen. It should be noted that creditors should not draw any inference to this time cost.

IV Staffing, charging, subcontractor and adviser policies and charge out rates

Introduction

Detailed below are:

- Smith & Williamson LLP's policy in relation to:
  - Staff allocation and the use of subcontractors
  - Professional advisers
  - Disbursement recovery
- Smith & Williamson LLP's current charge out rates

Staff allocation and the use of subcontractors

Our general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.

The constitution of the case team will usually consist of a partner and a partner or director or associate director as joint office holders, 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. The charge out rate schedule below provides details of all grades of staff and their experience level.

We may use subcontractors to perform work which might ordinarily be carried out by us and our staff where it is cost effective to do so and/or where the specific expertise offered by the subcontractor is required.

Details of any subcontractors' services utilised in the period covered by this report are set out in the body of this report.

Use of professional advisers

We select professional advisers such as agents and solicitors on the basis of balancing a number of factors including:

- The industry and/or practice area expertise required to perform the required work.
- The complexity and nature of the assignment.
- The availability of resources to meet the critical deadlines in the case.
- The charge out rates or fee structures that would be applicable to the assignment.
- The extent to which we believe that the advisers in question can add value to the assignment.

Disbursements

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 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.

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.

Since 7 July 2012 Smith & Williamson LLP's policy is to recover only one type of category 2 disbursement, namely business mileage at HMRC's approved mileage rates at the relevant time. Current mileage rates are 45p per mile plus 5p per passenger per mile. Prior to 7 July 2012 approval may have been obtained to recover other types of category 2 disbursements.

Details of any category 2 disbursements incurred and/or recovered in the period covered by this report are set out in the body of this report.

Charge out rates

A schedule of Smith & Williamson LLP's charge out rates was issued to creditors at the time the basis of the liquidators' remuneration was approved.

The rates applicable to this appointment are set out below. Changes to the charge out rates during the period of this report were applied with effect from 1 July 2019.

Smith & Williamson LLP Restructuring & Recovery Services Charge out rates as at 1 July 2018	London office £/hr	Regional offices £/hr
Partner / Director	450-520	360-380
Associate Director	420	290-320
Managers	250-365	225-310
Other professional staff	170-320	140-185
Support & secretarial staff	90	60-140

Smith & Williamson LLP Restructuring & Recovery Services Charge out rates as at 1 July 2019	London office £/hr	Regional offices £/hr
Partner / Director	470-540	376-432
Associate Director	440	352
Managers	270-380	216-304
Other professional staff	180-380	144-192
Support & secretarial staff	100	80

Notes

1. Time is recorded in units representing 3 minutes or multiples thereof.

2. It may be necessary to utilise staff from both regional and London offices, subject to the requirements of individual cases.

3. The firm's cashiering function is centralised and London rates apply. The cashiering function time is incorporated within "Other professional staff" rates.

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Principal offices: London, Belfast, Birmingham, Bristol, Cheltenham, Dublin, Glasgow, Guildford, Jersey, Salisbury and Southampton.

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