

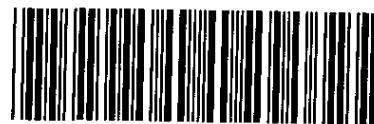
# LIQ03

## Notice of progress report in voluntary winding up



Companies House

TUESDAY



\*A8E6JTR7\*

A22

17/09/2019

#165

COMPANIES HOUSE

### 1 Company details

Company number 08917702

Company name in full Clean Air Filtration Limited

→ Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) John William

Surname Butler

### 3 Liquidator's address

Building name/number The Chapel

Street Bridge Street

Post town Driffield

County/Region

Postcode YO256DA

Country

### 4 Liquidator's name ①

Full forename(s) Andrew James

Surname Nichols

① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number The Chapel

Street Bridge Street

Post town Driffield

County/Region

Postcode YO256DA

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 0 d 4	m 0 m 8	y 2 y 0 y 1 y 8
To date	d 0 d 3	m 0 m 8	y 2 y 0 y 1 y 9

## 7 Progress report

☒ The progress report is attached

## 8 Sign and date

Liquidator's signature

Signature

X *W H*

X

Signature date

d 1 d 5 m 09 y 2 y 0 y 1 y 9

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

Company name

Address

Post town

County/Region

Postcode

Country

DX

Telephone



**Checklist**

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.



**Important information**

All information on this form will appear on the public record.



**Where to send**

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.



**Further information**

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

## TO ALL KNOWN MEMBERS & CREDITORS

17 September 2019

Dear Sirs

### Clean Air Filtration Limited – in liquidation (“the Company”)

I write further to the appointment of Andrew Nichols and I as joint liquidators by the members and creditors on 4 August 2017.

A copy of my progress report summarising the conduct of the liquidation in the period 4 August 2018 to 3 August 2019 is attached.

The report also includes the following notices: -

- Notice of decision procedure
- Vote by correspondence

Please contact Stephanie Coulter if you require any further information.

Yours faithfully



J W Butler  
Joint Liquidator

Our ref: Stephanie Coulter of our Driffield office  
Email: [stephanie@redmannicholsbutler.co.uk](mailto:stephanie@redmannicholsbutler.co.uk)

## NOTICE OF DECISION PROCEDURE

**Company Name:** Clean Air Filtration Limited - in Liquidation ("the Company")  
**Company Number:** 08917702

This Notice is given under Rule 15.8 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Joint Liquidators of the Company, John Butler and Andrew Nichols, of Redman Nichols Butler, The Chapel, Bridge Street, Driffield, YO25 6DA (T: 01377 257788), to the creditors.

It is proposed that the following decisions be made:

1. That a liquidation committee be established if sufficient nominations are received.
2. That the pre liquidation time costs of £5,000.00 plus disbursements, as set out in the revised fee estimate included in the progress report dated 17 September 2019 be approved

Also provided is a voting form on which creditors may signify their decisions on the above matters. All voting forms, together with a proof of debt if one has not already been submitted, must be completed and returned to the joint liquidators by one of the methods set out below:

By post to: Redman Nichols Butler, The Chapel, Bridge Street, Driffield, YO25 6DA  
By email to: info@redmannicholsbutler.co.uk

Please note that, if you are sending votes by post, you must ensure that you have allowed sufficient time for the forms to be delivered to the address above by the time set out below. Unless the contrary is shown, an email is treated as delivered at 9am on the next business day after it was sent.

**All voting forms and proofs of debt must be delivered by 23.59 on the Decision Date, 10 October 2019**

If the joint liquidators have not received a proof of debt by the time specified above (whether submitted previously or as a result of this Notice), that creditor's vote will be disregarded. Any creditor whose debt is treated as a small debt in accordance with Rule 14.31(1) of the Rules must still deliver a proof if the creditor wishes to vote. A creditor who has opted out from receiving notices may nevertheless vote if the creditor also provides a proof by the time specified above.

Creditors who meet one or more of the statutory thresholds listed below may, within 5 business days from the date of the delivery of this Notice, require a physical meeting to be held to consider the matter.

Statutory thresholds to request a meeting:      10% in value of the creditors  
   10% in number of the creditors  
   10 creditors

A creditor may appeal a decision by application to the court in accordance with Rule 15.35 of the Rules. Any such appeal must be made not later than 21 days after the Decision Date.

Signed: Wb Dated: 17/9/19  
J W Butler  
Joint Liquidator

## VOTE BY CORRESPONDENCE

Clean Air Filtration Limited - in Liquidation

Name of Creditor: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

### Decisions:

1	That a liquidation committee be established if sufficient nominations are received	*For / Against
2	That the pre liquidation time costs of £5,000.00 plus disbursements, as set out in the revised fee estimate included in the progress report dated 17 September 2019 be approved	*For / Against

\* Please delete as applicable to indicate your voting instructions

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Name in capitals: \_\_\_\_\_

Position with, or relationship to, creditor or other authority for signature: \_\_\_\_\_

Are you the sole member/shareholder of the creditor (where it is a company)?

Yes / No

**NOTE: Once a vote has been cast, it cannot be changed.**

Please complete this form and return it, along with a completed proof of debt if you have not submitted one previously, so that it is delivered by 23.59 on 10 October 2019, by:

Post: Redman Nichols Butler, The Chapel, Bridge Street, Drifffield, YO25 6DA

Email: please scan in a signed copy of this form and attach it as a pdf to  
info@redmannicholsbutler.co.uk

**CLEAN AIR FILTRATION LIMITED – IN LIQUIDATION**

**Annual Progress Report**

**Clean Air Filtration Limited – in liquidation ("the Company")**

**Joint Liquidators' Annual Progress Report for the period 4 August 2018 to 3 August 2019**

**Statutory information**

Company number: 08917702  
Name of company: Clean Air Filtration Limited  
Previous name(s) of company (if any): None  
Trading name / style under which: Clean Air Filtration Limited  

- Company carried on business and
- Any debt owed to a creditor was incurred

Type of Liquidation: Creditors Voluntary Liquidation  
Address of Registered office: The Chapel, Bridge Street, Drifffield, YO25 6DA  
Principal trading address: Sherwood, Scarborough Road, Drifffield, YO25 5EH  
Unit 99, Kelleythorpe Industrial Estate, Drifffield, YO25 9DJ  
Liquidator(s) name(s), address(es) and contact number: J W Butler and A J Nichols of Redman Nichols Butler,  
The Chapel, Bridge Street, Drifffield, East Yorkshire, YO25 6DA  
T: 01377 257788  
Office holder number(s): 9591 & 8367  
Date of appointment: 4 August 2017  
Is there a liquidation committee? No

**Administration (including statutory reporting)**

The work undertaken which is classified as Administration for the period of this report is summarised below;

**Case Management**

- case set-up, record-keeping, completion of checklists, periodic case reviews

**Statutory and Compliance**

- case bonding; Companies House filings and returns; advertising of notices
- preparation and delivery of periodic reports to creditors and other stakeholders
- completion and submission of post appointment HMRC tax returns
- corresponding with HMRC in relation to cessation of PAYE and VAT schemes
- reporting to creditors including preparation of the final account.

**Cashiering**

- arrange banking facilities; monthly account reconciliations; general cashiering preparation and maintenance of cashbook and receipts and payments account

This work does not produce any direct financial benefit for creditors but is required by statute and best practice guidelines.



## Asset realisations

The work undertaken which is classified as Asset realisations is summarized below;

Asset	Estimated to realise per statement of affairs (£)	Realisations for the period 4 August 2018 to 3 August 2019	Actual realisations to date (£)	Comments
Book Debts	10,404	0	1,178.53	Creditors may recall that the debts were factored to Bibby Factors.  Bibby Factors have now realised the outstanding debts and, after deducting their fees, there was a surplus, which has been paid into the estate account.  No further recoveries are expected for creditors.
Plant and machinery	0	0	0	The company owned a computer which had a realise value of nil.  No recoveries are expected for creditors.
Director's current account	Uncertain	6,150.00	12,500.00	Creditors may recall that there is a director's current account due in the sum of £19,778.  The director is making monthly payments of £500 to repay this debt.  Payments are up to date.
Cash at bank	-	0	633.19	This was not on the statement of affairs but relates to monies in the company's bank account when the account was closed.  No further recoveries are expected for creditors.
Bank interest	-	15.48	20.51	This refers to interest on the monies held in the estate account.

This work may produce financial benefit for creditors and is required by statute and best practice guidelines.

### ***Statement of Insolvency Practice 13 – Transactions with connected parties***

Statement of Insolvency Practice 13 provides that I am required to disclose to creditors and members at the first available opportunity after my appointment any transactions with connected parties.

I am not aware of any such transaction in this case.

## Investigations

### ***Statement of Insolvency Practice 2 – Investigations by office holders***

I have carried out the liquidator's duty to investigate the affairs of the company to that extent necessary to comply with best practice as provided by the provisions of Statement of Insolvency Practice 2 entitled "Investigations by office-holders in administrations and insolvent liquidations".

Pursuant to that duty, no new matters have come to my attention, which warrant further investigation or action being taken.

### ***Company Directors Disqualification Act 1986***

I have complied with my duties under the provisions of the Company Directors Disqualification Act 1986. However, I am not able to disclose to creditors the content of my report.

Work completed within this category also includes;

- obtaining and reviewing of the books and records
- invite and review concerns / matters raised by the creditors regarding the director(s) conduct.

This work does not produce any direct financial benefit for creditors but is required by statute and best practice guidelines.

### **Creditors (claims and distributions)**

The work undertaken which is classified as Creditors for the period of this report is summarised below: -

- general communication with creditors
- dealing with creditor claims

This work does not produce financial benefit for creditors but is required by statute and best practice guidelines.

### **Costs and expenses of the liquidation**

#### ***Remuneration of office holders***

A creditors' guide to an Insolvency Practitioner's fees is available at [www.creditorinsolvencyguide.co.uk](http://www.creditorinsolvencyguide.co.uk) or [www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees](http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees). A copy of the creditors' guide to Redman Nichols Butler fees and expenses is attached to this report which details my firm's current charge out rates.

#### ***Basis of amount of remuneration, who agreed that basis and when***

The creditors have resolved that the liquidators' fees be based on the amount of time spent by them and their staff in dealing with all aspects and matters of the case, including those undertaken at the request of the creditors and that they be at liberty to draw fees in accordance with that resolution without further reference to creditors.

This resolution was passed by a vote by correspondence on 12 November 2018.

#### ***My firm's time costs in administering this case***

My firm's time costs to date in dealing with the proper administration of this liquidation total £19,378.22 and for the period of this report total £7,633.91. An estimated analysis by reference to the types of work carried out on this liquidation is attached to this report.

The narrative above provides a brief description of the type of work involved in each category.

#### ***Fee estimate***

When seeking approval for my firm's remuneration, I provided creditors with details of the estimated costs of the liquidation. The fee estimate also included a narrative of work which was anticipated to be undertaken.

I do not propose to attach a copy of the fee estimate to this report. However, should any creditor require a further copy, please do not hesitate to contact me.

The office holders' remuneration cannot exceed the totally amount set out in the fee estimate without further approval from creditors. In this case the fee estimate for dealing with the post appointment matters on this case was £17,506.84.

Attached to this report is an analysis comparing the fee estimate with the actual time costs incurred on the liquidation to date.

#### ***Funds drawn to date on account of remuneration***

I advise that, to date, I have drawn £0 in respect of my firm's remuneration.

### ***Variances from fee estimate***

My firm's remuneration has exceeded the original fee estimate due to the review of the ongoing monthly payments from the director in respect of his loan account and the occasional chasing letter / email to him when payments were slightly late and having to draft a further annual progress report to creditors.

Although my firm's remuneration has exceeded the original fee estimate, it is not my intention to ask creditor for an increase at this time.

### ***Convening costs***

My firm's time costs in attending to those instructions and how these costs were incurred are shown as follows;

Grade of staff	Hours / Minutes	Rate (£)	Value (£)
Partner	4/45	305	1,448.75
Manager	19/00	254	4,826.00
Administrator	0/10	166	27.67
Support staff	0/50	97	80.83
<b>Total/Average</b>	<b>24/45</b>	<b>261.07</b>	<b>6,383.25</b>

The costs for dealing with the pre-appointment work on this case are £6,383.25. In this case, we propose to limit our time costs at £5,000 plus VAT.

It has been highlighted that, although creditors have previously been advised of my firm's fees for the work carried out pre-liquidation, they had not been asked to approve these fees. Accordingly, I now intend to seek approval for my firm's fees in assisting to convene the meeting of creditors and preparing the director's statement of affairs. Details of my firm's fees are attached to this report at Appendix 1.

I intend to pass these resolutions by correspondence rather than holding a meeting of creditors and the voting form is enclosed.

### ***Redman Nichols Butler expenses***

The fee estimate previously sent to creditors provided details of the estimated costs of the liquidation.

Attached to this report is a breakdown of the expenses incurred on behalf of the liquidation estate. To date, I have recovered £247.52 plus VAT in respect of these disbursements.

### ***Professionals engaged to assist the liquidator to carry out his duties***

The following professionals have been engaged to assist me in carrying out my duties in this case: -

Firm	Estimated costs (£)	Costs incurred to date (£)	Costs paid to date (£)	Basis of those fees	Brief description of work carried out & reasons for costs exceeding estimate	Basis of review of reasonableness of fees
LCF Law – solicitors	2,000	1,658	1,658	Time costs	To advise the liquidators regarding the outstanding director's current account and the director's proposals for repaying the same.	Reasonable

### ***Creditors' request for further information***

Within 21 days of receipt of this report: -

- i) a secured creditor; or
- ii) a unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question); or

with the permission of the court upon an application made within the 21 days any unsecured creditor may make a request in writing to the liquidator for further information about remuneration or expenses set out in the draft report.

The liquidator must, within 14 days of receipt of the request, respond accordingly.

### ***Right of challenge***

If a creditor believes that the office holders' remuneration is, in all the circumstances excessive, the basis inappropriate, or the expenses incurred by the office holder are, in all the circumstances, excessive he may, provided certain conditions are met, apply to the court.

The application to court may be made by:

- Any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the creditors (including that creditor) or the permission of the court

The application must, subject to any order of the court, be made no later than 8 weeks (or, in a case where a creditors' meeting to is convened to receive a liquidator's resignation, 4 weeks) after receipt by the applicant of the report which first reports the charging of the remuneration or the incurring of the expenses in question.

### **Outcome for creditors**

#### ***The prescribed part***

Where a floating charge is created after 15 September 2003 a prescribed part of the company's net property shall be made available to unsecured creditors.

In this case, the secured creditor's claim has been discharged in full from the book debt recoveries and consequently there will be no prescribed part in this Liquidation.

#### ***Secured creditor***

The secured creditor has been discharged in full from the book debt recoveries.

#### ***Preferential creditors***

There are no preferential unsecured creditors in this case.

#### ***Dividend prospects for non-preferential unsecured creditors***

Based on present information, it is uncertain as to whether there is a prospect of a dividend to the unsecured creditors and consequently the joint liquidators have not taken steps to agree the claims of the non-preferential unsecured creditors.

### **EU REGULATIONS (whether proceedings are main proceedings or territorial)**

The Company's centre of main interest was in the UK as their registered office address and trading address were in England and therefore it is considered that the EU Regulations apply. These proceedings are main proceedings as defined in the EU Regulation.

### **Summary of outstanding issues**

The following outstanding matters that are preventing this case from being closed:

- Repayment of the director's current account
- Agreeing the pre-liquidation costs of Redman Nichols Butler

### **Closure**

Due to the issues outstanding as listed above, it is difficult to estimate the timing of any dividend to unsecured creditors or the closure of the liquidation.

Should any creditor require any further information please contact me.



J W Butler

Joint Liquidator

17 September 2019

HOURS							
Classification Of work Function	Partner	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	5.08	48.92	0.58	18.15	72.73	16,777.38	230.67
Investigations	0.00	3.00	0.00	0.00	3.00	762.00	254.00
Realisation of Assets	0.00	6.67	0.00	0.00	6.67	1,693.34	254.00
Creditors	0.00	0.00	0.00	1.50	1.50	145.50	97.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Fees Claimed £	1,550.41	14,880.18	131.84	2,815.79		19,378.22	
Total Hours	5.08	58.58	0.58	19.65	83.90		
Average Rate	305.00	254.00	225.99	143.29			

CATEGORY 1 + 2 DISBURSEMENTS

Type & Purpose			Amount £
23/08/2017	Category 1 - Advertising	Appointment of Liquidator	68.50
14/09/2017	Category 1 - Bordereau	Bordereau	64.80
08/08/2017	Category 2 - Printing & Photocopying	Notice of appointment	18.40
08/08/2017	Category 2 - Postage	Notice of appointment	12.32
11/08/2017	Category 2 - Archive Boxes	Archive boxes	15.00
11/10/2017	Category 1 - Advertising	Meeting of Creditors	68.50
05/02/2019	Category 2 - Archive Boxes	1 archive box	5.00
			252.52

**Redman Nichols Butler****TIME & CHARGEOUT SUMMARIES**

Clean Air Filtration Ltd

From 4 Aug 2018 to 3 Aug 2019

HOURS							
Classification Of work Function	Partner	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	1.87	19.00	0.33	7.38	28.58	6,575.57	230.05
Realisation of Assets	0.00	4.17	0.00	0.00	4.17	1,058.34	254.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Fees Claimed £	569.32	5,884.34	75.34	1,104.91		7,633.91	
Total Hours	1.87	23.17	0.33	7.38	32.75		
Average Rate	305.00	254.00	225.97	149.64			

**CATEGORY 1 + 2 DISBURSEMENTS**

Type & Purpose			Amount £
05/02/2019	Category 2 - Archive Boxes	1 archive box	5.00
			5.00

## Time &amp; Chargeout Summaries

From 4 Aug 2017 to 9 Sep 2019

Clean Air Filtration Ltd

Classification of work function	ESTIMATED			ACTUAL		
	Total Hours	Time Cost	Average Hourly Rate	Total Hours	Time Cost	Average Hourly Rate
		£	£		£	£
Administration and planning	61.67	13,008.59	210.95	74.45	17,194.35	230.95
Investigations	4.50	1,069.43	237.65	3.00	762.00	254.00
Realisation of assets	7.42	1,778.67	239.82	7.67	1,947.34	254.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	7.83	1,650.16	210.66	1.50	145.50	97.00
Total	<b>81.42</b>	<b>17,506.85</b>		<b>86.62</b>	<b>20,049.19</b>	

## Category 1 &amp; 2 Disbursements

Type & Purpose	ESTIMATED	ACTUAL
Category 1 - Advertising	137.00	137.00
Category 2 - Archive Boxes	15.00	20.00
Category 1 - Bordereau	64.80	64.80
Category 2 - Postage	12.35	12.32
Category 2 - Printing & Photocopying	18.43	18.40
Total	<b>247.58</b>	<b>252.52</b>



Clean Air Filtration Limited - In Creditors' Voluntary Liquidation  
Receipts and Payments Account & Estimated Outcome Statement  
17-Sep-19

Date of appointment

04-Aug-17

	Statement of Affairs	Receipts and payments 4 August 2018 to 3 August 2019	Receipts and payments 4 August 2017 to 3 August 2018	Estimated Future	Total
	£	£	£	£	£
<b>Assets specifically pledged</b>					
Book debts	uncertain	0	1,179	0	1,179
<b>Assets not specifically pledged</b>					
Plant and Machinery	0	0	0	0	0
Director's current account	uncertain	6,150	5,850	7,778	19,778
Cash at bank		15	633	0	649
Interest			5	uncertain	5
	<u>0</u>	<u>6,165</u>	<u>7,667</u>	<u>7,778</u>	<u>21,610</u>
<b>Less: costs and expenses</b>					
Legal fees & disbursements		0	(1,658)	0	(1,658)
Office Holders' fees		0	0	(17,507)	(17,507)
Office Holders' disbursements		(248)	0	0	(248)
Convening costs		0	0	(5,000)	(5,000)
Convening expenses		0	0	(86)	(86)
Corporation Tax		(3)	0	uncertain	(3)
Statement of affairs fees		0	0	(5,000)	(5,000)
Petitioning costs		(920)	0	0	(920)
VAT		0	0	0	0
Irrecoverable VAT		0	0	0	0
		<u>(1,170)</u>	<u>(1,658)</u>	<u>(27,593)</u>	<u>(30,421)</u>
<b>Total costs</b>					
Balance available for preferential creditors		4,995	(1,658)	(27,593)	(30,421)
Preferential Creditors	0	0	0	0	0
Balance available for floating charge holder		4,995	(1,658)	(27,593)	(30,421)
Less prescribed part	N/A	0	0	0	0
Balance available for floating charge holder		4,995	(1,658)	(27,593)	(30,421)
Floating charge holder					
N/A		0	0	0	0
Surplus / (deficit) after Floating charge holder		4,995	(1,658)	(27,593)	(30,421)
<b>Unsecured creditors</b>					
Add back prescribed part	N/A	0	0	0	0
Trade creditors	(76,383)	0	0	0	0
H M Revenue and Customs	(45,898)	0	0	0	0
Employees - redundancy & notice pay	0	0	0	0	0
	<u>(122,281)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Estimated (deficit) to creditors</b>		<b>4,995</b>	<b>(1,658)</b>	<b>(27,593)</b>	<b>(30,421)</b>

0.00 p in the pound

**CASE NAME:** Clean Air Filtration Limited – in liquidation

### Introduction

When an office holder (liquidator / administrator / trustee) seeks fee approval, it is a requirement for the office holder to also provide the following information to creditors;

- the work the office holder anticipates will be done,
- why the work is necessary and
- the anticipated cost of that work, including any expenses expected to be incurred in connection with it.

### Anticipated work in connection with this case

The type of work which will be undertaken on this case can be broken down into the work which will be undertaken pre-appointment and the work which will be undertaken following the appointment.

### Pre-appointment fee

Detailed below is the work which was undertaken prior to the appointment:-

- Meeting and liaising with directors to obtain the relevant information
- Processing of creditor information to be able to send notices
- Processing of company and shareholder information
- Liaising with directors on convening the decision process
- Sending notices to creditors together with all supporting documentation required
- Liaising with directors to assess the assets of the company
- Instructing agents where appropriate to provide current valuation of assets
- Reviewing filed and management accounts
- Reviewing the liabilities of the company
- Finalising the statement of affairs with the directors
- Preparation of the documents for the decision process

Set out below is the costs of which were undertaken prior to the appointment.

Grade of staff	Hours / Minutes	Rate (£)	Value (£)
Partner	4/45	305	1,448.75
Manager	19/00	254	4,826.00
Administrator	0/10	166	27.67
Support staff	0/50	97	80.83
<b>Total/Average</b>	<b>24/45</b>	<b>261.07</b>	<b>6,383.25</b>

In this case, we propose that the time costs for dealing with the pre-appointment work be fixed at £5,000 plus VAT.

**Why is this work necessary and is this work likely to produce financial benefit to creditors?**

This work is required by statute and by the best practice guidelines given to office holders and it is unlikely that it will produce any financial benefit to creditors.

***Details of the disbursements and expenses which are likely to be incurred on this case prior to the appointment***

The guide to the fees and disbursements charged by Redman Nichols Butler sets out the definition of Category 1 & 2 disbursements. The rates at which the Category 2 disbursements are charged are also disclosed within this guide.

In this case the disbursements which were incurred prior to the appointment are;

Type & Purpose	Estimated cost (£)
Travel	0
Printing and photocopying	57.50
Postage	28.60
Advertising	68.50
Room hire	0

***Creditors' request for further information***

A creditor's guide to the fees and disbursements charged by Redman Nichols Butler is attached or is available at [www.redmannicholsbutler.co.uk](http://www.redmannicholsbutler.co.uk)

Further information on the insolvency process may be found on the R3 Creditors website [www.creditorinsolvencyguide.co.uk](http://www.creditorinsolvencyguide.co.uk) or [www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees](http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees).

***Right of challenge***

If a creditor believes that the office holders' remuneration is, in all the circumstances excessive, the basis inappropriate, or the expenses incurred by the office holder are, in all the circumstances, excessive he may, provided certain conditions are met, apply to the court.

The websites above provide further information on how to challenge together with the timescales to make a challenge.

The application must, subject to any order of the court, be made no later than 8 weeks (or, where a creditors' meeting is convened to receive a liquidator's resignation, 4 weeks) after receipt by the applicant of the report which first reports the charging of the remuneration or the incurring of the expenses in question.

## **A creditor's guide to the fees and disbursements charged by Redman Nichols Butler**

### **Insolvency Practitioner's Fees**

Where it has been agreed by a resolution of creditors or the creditors' committee that the office holders' remuneration will be calculated by reference to the time properly given by the office holder and his staff in attending to matters arising in the administration of the insolvency estate, at the following hourly charge out rates:-

<b>Grade</b>	<b>Rate (£) to 30 April 2014</b>	<b>Rate (£) from 1 May 2014</b>
Partner	280	305
Senior Manager	250	278
Manager	230	254
Assistant Manager	205	226
Administrator	155	166
Support staff	90	97

These rates are our current hourly charge out rates and are exclusive of value added tax. Our charge-out rates are reviewed periodically and creditors will be advised of any alteration thereto. Time is recorded in one minute units.

### **Disbursements of Redman Nichols Butler**

From time to time, we will incur disbursements on behalf of insolvent estates. The reimbursement of these disbursements will be a charge against the insolvent estate to which they relate. These disbursements can be split into two categories, Category 1 and Category 2.

Category 1 disbursements are disbursements which are directly referable to the insolvent estate and relate to a payment to an independent third party. We seek to recover these types of disbursement. Approval is not required to recover these disbursements and these include insolvency bonds, advertising, company searches and post redirection orders.

Category 2 disbursements are directly referable to the insolvent estate in question but the payment is not to an independent third party. They may include shared or allocated costs that can be allocated to the insolvent estate on a proper and reasonable basis, for example, business mileage. These disbursements are recoverable in full from the estate, subject to the basis of the disbursement charge being approved by creditors in advance.

Category 2 disbursements are recharged at the following rates:

Mileage	45 pence per mile
Printing & Photocopying	10 pence per sheet
Postage	Prevailing rates
Archive boxes	£5 per box

The charges above are subject to annual increments and creditors will be advised of these in future circulars.

From time to time we instruct a firm of agents, Ulyotts, to act for the insolvent estate. Ulyotts are an associated business. Where Ulyotts are instructed, their fees will either be charged by reference to time costs properly incurred, calculated in one minute units at an hourly rate of between £150 -- £225, plus their disbursements, or on a percentage basis. These costs are typical of agents in this geographical area.

A guidance note and further information in relation to office holders' fees is available at [www.R3.org.uk](http://www.R3.org.uk) or [www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees](http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees).