

LIQ03

Notice of progress report in voluntary winding up



Companies House

SATURDAY



A30 *A7DKKBZL* #143
01/09/2018
COMPANIES HOUSE

1 Company details

Company number 0 8 9 1 7 7 0 2

Company name in full Clean Air Filtration Limited

→ Filing 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 Driffeld

County/Region

Postcode Y O 2 5 6 D A

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 Driffeld

County/Region

Postcode Y O 2 5 6 D A

Country

② Other liquidator
Use this section to tell us about
another liquidator.

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6 Period of progress report

From date	d	0	d	4	m	0	m	8	y	2	y	0	y	1	y	7
To date	d	0	d	3	m	0	m	8	y	2	y	0	y	1	y	8

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X *MT*

X

Signature date

d	3	d	0	m	0	m	8	y	2	y	0	y	1	y	8
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

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 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

Redman | Nichols | Butler

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 2017 to 3 August 2018

Statutory information

Company number: 08917702
Name of company: Clean Air Filtration Limited
Previous name(s) None
of company (if any):
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 (£)	Actual realisations to date (£)	Comments
Book Debts	10,404	1,178.53	<p>Creditors may recall that the debts were factored to Bibby Factors.</p> <p>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.</p> <p>No further recoveries are expected for creditors.</p>
Plant and machinery	0	0	<p>The company owned a computer which had a realise value of nil.</p> <p>No recoveries are expected for creditors.</p>
Director's current account	Uncertain	5,850.00	<p>Creditors may recall that there is a director's current account due in the sum of £19,778.</p> <p>The director is making monthly payments of £500 to repay this debt.</p> <p>As at the date of the anniversary of the liquidation, the director was slightly in arrears with these payments. However, these have been since been brought up to date and he has paid a total of £6,500.00</p>
Cash at bank	-	633.19	<p>This was not on the statement of affairs but relates to monies in the company's bank account when the account was closed.</p> <p>No further recoveries are expected for creditors.</p>
Bank interest	-	5.03	<p>This refers to interest on the monies held in the estate account.</p>

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 or 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

As yet the creditors have not been asked to agree the basis of the liquidators' fees.

I intend to seek approval for my remuneration as liquidator which is to be based on the amount of time spent by my staff and I in dealing with the administration of the liquidation estate charged at my firm's prevailing charge out rate as set out in the fee guide which is attached to this report.

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

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 £11,359.41 and for the period of this report total £10,726.06. 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

I propose that creditors now consider my firm's remuneration. In that regard, I have attached to this report, at Appendix 1, details of the estimated costs of the liquidation. The fee estimate also includes a narrative of work which was anticipated to be undertaken.

The office holders' remuneration cannot exceed the total 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.

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

I do not expect my firm's remuneration to exceed the original fee estimate.

Convening costs

As yet creditors have not been asked to resolve my firm's fees for assistance in convening the meeting of creditors and preparing the directors' statement of affairs.

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
Total/Average	24/45	261.07	6,383.25

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.

I 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 at Appendix 1 provides creditors with 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 £0 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 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.

The secured creditor's claim has been discharged in full from 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 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

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
30 August 2018

HOURS

Classification Of work Function	Partner	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	3.22	27.92	0.08	10.65	41.87	9,626.41	229.93
Investigations	0.00	3.00	0.00	0.00	3.00	762.00	254.00
Realisation of Assets	0.00	3.25	0.00	0.00	3.25	825.50	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 £	981.09	8,678.34	18.83	1,681.15		11,359.41	
Total Hours	3.22	34.17	0.08	12.15	49.62		
Average Rate	305.00	254.00	226.05	138.36			

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
			247.52

Redman Nichols Butler**TIME & CHARGEOUT SUMMARIES**

Clean Air Filtration Ltd

From 4 Aug 2017 to 3 Aug 2018

HOURS							
Classification Of work Function	Partner	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	3.22	26.92	0.08	9.45	39.67	9,183.56	231.52
Investigations	0.00	3.00	0.00	0.00	3.00	762.00	254.00
Realisation of Assets	0.00	2.50	0.00	0.00	2.50	635.00	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 £	981.09	8,233.84	18.83	1,492.30		10,726.06	
Total Hours	3.22	32.42	0.08	10.95	46.67		
Average Rate	305.00	254.00	226.05	136.28			

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
			247.52

Clean Air Filtration Limited - In Creditors' Voluntary Liquidation
Receipts and Payments Account & Estimated Outcome Statement
30-Aug-18

Date of appointment

04-Aug-17

	Statement of Affairs	Receipts and payments 4 August 2017 to 3 August 2018	Estimated Future	Total
	£	£	£	£
Assets specifically pledged				
Book debts	uncertain	1,179	0	1,179
Assets not specifically pledged				
Plant and Machinery	0	0	0	0
Director's current account	uncertain	5,850	13,928	19,778
Cash at bank		633	0	633
Interest		5	uncertain	5
	0	7,667	13,928	21,595
Less: costs and expenses				
Legal fees & disbursements		(1,658)	0	(1,658)
Liquidators' fees		0	(17,507)	(17,507)
Liquidators' disbursements		0	(248)	(248)
Statement of affairs fees		0	(5,000)	(5,000)
VAT		(331)	331	0
Irrecoverable VAT		0	0	0
Total costs		(1,989)	(22,423)	(24,412)
Balance available for preferential creditors		(1,989)	(22,423)	(24,412)
Preferential Creditors	0	0	0	0
Balance available for floating charge holder		(1,989)	(22,423)	(24,412)
Less prescribed part	N/A	0	0	0
Balance available for floating charge holder		(1,989)	(22,423)	(24,412)
Floating charge holder				
N/A		0	0	0
Surplus / (deficit) after Floating charge holder		(1,989)	(22,423)	(24,412)
Unsecured creditors				
Add back prescribed part	N/A	0	0	0
Trade creditors	(76,383)	0	0	0
H M Revenue and Customs	(45,898)	0	0	0
Employees - redundancy & notice pay	0	0	0	0
	(122,281)	0	0	0
Estimated (deficit) to creditors		(1,989)	(22,423)	(24,412)

0.00 p in the pound

APPENDIX 1

CASE NAME: Clean Air Filtration Limited

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.

Classification of work function	Total hours	Time cost (£)	Average hourly rate (£)
Administration	24.45	6,383.25	261.07
Total	24.45	6,383.25	261.07

In this case, we propose to limit our time costs 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

Office holders' fees / expenses following appointment

A description of the type of work undertaken once following the appointment of an office holder can be broken down into the following categories;

Administration (including statutory reporting)

Case Management

- case set-up, record-keeping, completion of checklists, periodic case reviews
- devising an appropriate strategy for dealing with the case and giving instructions to staff to undertake the work on the case
- dealing with all routine correspondence and emails relating to the case
- undertaking periodic reviews of the progression of the case

Statutory and Compliance

- case bonding and periodical review of case bonding
- Companies House filings and returns
- advertising of notices
- preparation and delivery of periodic reports to creditors and other stakeholders
- convening and holding General Meetings of creditor and members (as applicable)
- completion and submission of post appointment corporation tax returns
- completion and submission of post appointment VAT returns
- Seeking clearance from HMRC and other relevant parties
- corresponding with HMRC in relation to cessation of PAYE and VAT schemes
- initial and final reporting to creditors

Cashiering

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

Realisation of Assets

- liaising with the company's bank regarding the closure of the account
- liaising with the director regarding the repayment of his current account
- monitoring the monthly payments of £500 / month from the director and chasing, when necessary, for the arrears

Investigations

- obtaining and reviewing of the books and records
- invite and review concerns / matters raised by the creditors regarding the director(s) conduct.
- Reviewing the books and records to identify any transactions or actions the office holder may take against a third party in order to recover funds for the benefit of creditors
- the general investigation required towards the submission of returns pursuant to the Company Directors Disqualification Act 1986
- submission of returns pursuant to the Company Directors Disqualification Act 1986
- carrying out initial investigations with a view to identifying any potential asset recoveries by seeking and obtaining such information from the company's accountants, solicitors, bank or other third party

Creditors (claims and distributions)

- dealing with correspondence / emails / telephone calls with creditors relating to their claims
- maintaining up to date creditor information
- reviewing claims received from creditors
- dealing with any ROT claims

Trading (where applicable)

- n/a

Case Specific Matters (where applicable)

- n/a

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

Category	Is this work likely to produce financial benefit to creditors? (Yes / No)	Why is this work necessary?
Administration (including statutory reporting)	No	This work is required by statute and by the best practice guidelines given to office holders.
Realisation of Assets	No	As above
Investigations	No	As above
Creditors (claims and distributions)	No	As above
Trading (where applicable)	N/A	N/A
Case Specific Matters (where applicable)	N/A	N/A

What are the anticipated costs associated with this work?***Fee estimate***

Set out below is the anticipated costs of the office holders' fees in connection with this case. This estimate has been determined by analysing the costs of similar cases dealt with by Redman Nichols Butler and also applying the facts specific to this case.

Classification of work function	Total hours	Time cost (£)	Average hourly rate (£)
Administration	61.67	13,008.58	210.95
Realisation of Assets	7.42	1,778.67	239.82
Investigations	4.50	1,069.43	237.65
Creditors	7.83	1,650.17	210.66
Trading	-	-	0
Case specific matters	-	-	0
Total	81.42	17,506.84	215.03

The estimated time costs for dealing with this case are £17,506.84.

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

The insolvent estate will incur disbursements and expenses.

In this case the disbursements which are likely to be incurred are;

Type & Purpose	Estimated cost (£)
Travel	0
Printing and photocopying	18.43
Postage	12.35
Archive boxes	15.00
Advertising	137.00
Bordereau	64.80
Room hire	0

In this case the expenses which are likely to be incurred are;

Type & Purpose	Estimated Costs (£)	Anticipated basis of instruction	Brief description of work to be carried out
HMRC	uncertain	-	<i>Corporation Tax</i>
Solicitors	2,000	Time cost	<i>To advise the liquidators on the director's current account and on the director's proposals for the repayment of the same</i>

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

Further information on the insolvency process may be found on the R3 Creditors website www.creditorinsolvencyguide.co.uk or 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:-

Grade	Rate (£) to 30 April 2014	Rate (£) from 1 May 2014
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, Ulllyotts, to act for the insolvent estate. Ulllyotts are an associated business. Where Ulllyotts 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 or www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees.