

LIQ03

Notice of progress report in voluntary winding up



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 0 9 5 3 3 7 6 2

Company name in full SS Family Partners Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Matthew

Surname Dix

3 Liquidator's address

Building name/number Cartergate House

Street 26 Chantry Lane

Post town Grimsby

County/Region North East Lincolnshire

Postcode D N 3 1 2 L J

Country

4 Liquidator's name ①

Full forename(s)

Surname

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

② Other liquidator



Use this section to tell us about
another liquidator.

LIQ03

Notice of progress report in voluntary winding up

6	Period of progress report											
From date	^d 1	^d 2	^m 0	^m 2	^y 2	^y 0	^y 2	^y 3				
To date	^d 1	^d 1	^m 0	^m 2	^y 2	^y 0	^y 2	^y 4				

7	Progress report											
<input type="checkbox"/> The progress report is attached												

8	Sign and date											
Liquidator's signature	Signature 											
Signature date	^d 1	^d 3	^m 0	^m 3	^y 2	^y 0	^y 2	^y 4				

**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 **Neville Witts**

Company name **Wilkin Chapman LLP**

Address **Cartergate House**

26 Chantry Lane

Post town **Grimsby**

County/Region **North East Lincolnshire**

Postcode **D N 3 1 2 L J**

Country

DX

Telephone **01472 262626**

**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

SS Family Partners Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £	From 12/02/2023 To 11/02/2024 £	From 12/02/2020 To 11/02/2024 £
OTHER REALISATIONS		
Bank interest, gross	NIL	0.12
Contribution to Costs	NIL	2,100.00
	NIL	2,100.12
COST OF REALISATIONS		
Irrecoverable VAT	NIL	178.33
Preparation of Statement of affairs	NIL	1,725.00
Specific bond	NIL	30.00
	NIL	(1,933.33)
UNSECURED CREDITORS		
(902.00) Companies House	NIL	NIL
(7,055.00) Directors' Loan Account (S Voluckyte)	NIL	NIL
(200.00) HM Revenue & Customs	NIL	NIL
(3,238.00) HSBC Commercial Card (Credit Card)	NIL	NIL
(672,602.00) Trade & Expense Creditors	NIL	NIL
	NIL	NIL
DISTRIBUTIONS		
(100.00) Ordinary shareholders	NIL	NIL
	NIL	NIL
(684,097.00)	NIL	166.79
REPRESENTED BY		
Estate Account		0.12
VAT receivable		166.67
		166.79

Note:

SS FAMILY PARTNERS LIMITED (IN LIQUIDATION)

The Liquidator's Progress Report for period:

12 February 2023 to 11 February 2024 ("the Reporting Period")

**Matthew Dix
Liquidator**

Wilkin Chapman LLP

**Cartergate House, 26 Chantry Lane, Grimsby, North East Lincolnshire, DN31 2LJ
(Ref: SK1WC/MD/RJ/NW/ER)**

This report has been prepared for the sole purpose of updating the creditors and members for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors or by any other person for any purpose whatsoever.

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EXECUTIVE SUMMARY

This is the Liquidator's fourth annual report in relation to this matter, and it covers the reporting period from 12 February 2023 to 11 February 2024. This report should be read in conjunction with the Liquidator's previous correspondence to creditors, as set out in the table below:

Date of Report	Period
18 March 2021	12 February 2020 to 11 February 2021
25 March 2022	12 February 2021 to 11 February 2022
15 March 2023	12 February 2022 to 11 February 2023

A summary of key information in this report is detailed below.

Assets

Asset	Estimated to Realise per Statement of Affairs £	Realisations to Date £	Anticipated Future Realisations £	Total Anticipated Realisations £
Contributions to costs	N/a	2,100	Uncertain	Uncertain

Expenses

Expense	Amount per fees and expenses estimates £	Expense incurred to date £	Anticipated further expense to closure £	Total anticipated expense £
Liquidator's fees	15,000	34,959	Uncertain	Uncertain
Statement of affairs fee	5,000	5,000	Nil	5,000
Advertising	169.50	170	Nil	170
Solicitors' fees	5,000	7,705	Uncertain	Uncertain
Bonding	30	40	Uncertain	Uncertain
Postage	36.60	35	Nil	Nil
Land registry searches	Nil	6	Nil	6
AML Searches	5.80	12	Nil	12
Cat 2 expenses	69.40	52	Uncertain	Uncertain

Dividend prospects

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Unsecured creditors	0.00P/£	Uncertain

Closure

Due to the outstanding issues set out in this report, it is difficult to estimate the timing of any dividend to unsecured creditors or the closure of the liquidation.

ADMINISTRATION AND PLANNING

Statutory information

Statutory information may be found at Appendix 1.

The Liquidator is required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found in Appendix 3.

The Liquidator has met the statutory and regulatory duties to report to creditors, as listed below. In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors have provided useful details of the strategies pursued and the outcomes anticipated.

During the Review Period, the following key documents have been issued:

- This progress report;

Other administration tasks

During the Review Period, the following material tasks in this category were carried out:

- Periodic case reviews to monitor progression
- Day to day administrative tasks
- Statutory filings and tax requirements
- Cashiering

ENQUIRIES AND INVESTIGATIONS

Our enquiries continue with regard to obtaining information from the director, together with the assistance of our solicitors. Given the director has failed to provide information requested our solicitors believe it may be necessary to issue formal legal proceedings.

Although this work has not yet generated any financial benefit to creditors, it is necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations. A further update shall be provided in the next reporting period.

REALISATION OF ASSETS

Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken may be found at Appendix 3. The Liquidator formulated and worked through a realisation strategy that sought to maximise realisations net of costs. The financial benefit of those efforts is described further below.

No asset realisations have been achieved in this reporting period.

CREDITORS

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Liquidator has had to carry out key tasks which are detailed at Appendix 3. The following sections explain the anticipated outcomes to creditors and any distributions paid.

Secured and preferential creditors

The Company has no such known creditors.

Unsecured Creditors

Unsecured creditor claims, as per the statement of affairs, totalled £683,997 which includes the unsecured claim of HMRC of £200, although a claim has not yet been submitted. To date, creditor claims have been received totalling £814,943.

Please be advised that proofs of debt are still being received and therefore the total value of all unsecured claims is not known at present.

Dividend prospects

Given our enquiries into the Company's affairs continue, the Liquidator is not in a position to advise upon potential dividend prospects for creditors.

ETHICS

Please also be advised that the Liquidator is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

General ethical considerations

During the Review Period, no new threats to compliance with the Code of Ethics have been identified.

Specialist Advice and Services

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

FEES AND EXPENSES

Pre-Appointment Costs

Paid by director prior to appointment

The sum of £833.33 plus VAT was paid by the director prior to the winding-up resolution on account of the Statement of Affairs fee. Creditors authorised the remaining fee of £4,166.67 for assisting the director with placing the Company into the Liquidation and with preparing the Statement of Affairs on 12 March 2020.

The sum of £1,725 has been paid from first realisations on appointment and is shown in the enclosed receipts and payments account.

The Liquidator's fees

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day to day administration on cases and a manager and insolvency practitioner then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a senior manager or insolvency practitioner.

The basis of the Liquidator's fees was approved by creditors on 12 March 2020, in accordance with the following resolution:

"That the Joint Liquidators fees be fixed by reference to the time given by them and their staff in attending to matters arising in the liquidation, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time it was undertaken. The estimated Joint Liquidators fees be capped at £15,000."

The time costs for the period 12 February 2023 to 11 February 2024 total £7,100, representing 27.70 hours at an average hourly rate of £259.57. The time costs for the period are detailed at Appendix 4.

The total time costs during the period of appointment amount to £34,959 representing 149.83 hours at an average hourly rate of £233.33 and a comparison between the original estimate and time costs to date is given at Appendix 5. No fees have been drawn on account of time costs incurred.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Liquidator considers that:

- the original fees estimate has been exceeded; and
- the original expenses estimate has been exceeded.

The main reason why the fees estimate is due to the protracted nature of the Liquidator's investigations as detailed herein. Given the realisations in this case to date, the Liquidator will review the position regarding fees when the prospects of realising the remaining assets become clearer.

Expenses

An amended Statement of Insolvency Practice (SIP), SIP 9, was issued on 1 April 2021. The amended SIP 9 has changed some of the terminology and introduced additional disclosure requirements. The information below may therefore not reflect the information previously provided.

The expenses, which include disbursements, that have been incurred and not yet paid during the period are detailed on Appendix 6. Also included in Appendix 6 is a comparison of the expenses likely to be incurred in the Liquidation as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

The category 1 expenses paid in the period 12 February 2023 to 11 February 2024 are detailed at Appendix 6 and represent payments to parties not associated with the firm, who have provided services or goods for the administration of the assignment.

The category 2 expenses in the period 12 February 2023 to 11 February 2024 are set out at Appendix 6. The basis of calculation of this category of expense was disclosed to creditors prior to their approval, which was given on 12 March 2020, and are also detailed at Appendix 7. Please note that some category 2 expenses that have previously been approved and their estimated costs or basis of their cost provided as part of the expenses estimate may not be discharged from the estate from 1 April 2021 and these are detailed at Appendix 6.

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' together with the firm's charge-out rate and expenses policy may be found on the Creditors Portal which can be accessed by our website www.wilkinchapman.co.uk/business-solutions. A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.

Other professional costs

Solicitors – Wilkin Chapman LLP

The Liquidator has instructed solicitors from his firm, Wilkin Chapman LLP, to advise in relation to recovery of the Company books and records, along with further information, and this matter is ongoing as at the date of this report. Their costs have been agreed on the basis of their standard hourly charge out rates, plus

disbursements and VAT. In relation to debt collection matters, their fees will be calculated by reference to a commission of 15% of realisations.

The solicitors' fees and legal disbursements incurred by Wilkin Chapman LLP in relation to this matter since instruction, and during the period covered by this report are set out in the table below (net of VAT).

Period	Fees (£)	Disbursements (£)	Paid (£)
Reporting Period	7,705	Nil	Nil
Total to end of reporting period	7,705	Nil	Nil

Matthew Dix is a partner in Wilkin Chapman LLP. On 12 March 2020 creditors passed a resolution authorising the Liquidator to instruct Wilkin Chapman LLP.

CREDITORS' RIGHTS

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Liquidator's remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Liquidator fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

CONCLUSION

The administration of the case will be continuing to finalise the liquidator's ongoing enquiries into the Company's affairs.

For further information regarding this case please contact Neville Witts on telephone number 01472 265992 or email neville.witts@wilkinchapman.co.uk.

Signed:



Matthew Dix
Liquidator

Dated:

14 March 2024

Appendix 1

Statutory Information

Company Name	SS Family Partners Limited
Former Trading Name	N/A
Company Number	09533762
Registered Office	Wilkin Chapman LLP , Cartergate House, 26 Chantry Lane, Grimsby, North East Lincolnshire, DN31 2LJ
Former Registered Office	3rd Floor, Fairgate House, 78 New Oxford Street, London, WC1A 1HB
Office holder	Matthew Dix
Office holder's address	Wilkin Chapman LLP, Cartergate House, 26 Chantry Lane, Grimsby, North East Lincolnshire, DN31 2LJ
Date of appointment	12 February 2020
Change in officeholder	<p>On 19 March 2021 Karen Tracy Potts was replaced by Matthew Dix of this firm, as Joint Liquidator, following an order of the High Court in proceedings entitled CR-2021-000463.</p> <p>Ian Michael Rose was removed as Joint Liquidator, following an order of the High Court dated 18 July 2022, in proceedings entitled CR-2022-002064.</p>

Appendix 2

Receipts and Payments account for the period 12 February 2023 to 11 February 2024 & cumulative for full period

SS Family Partners Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £	From 12/02/2023 To 11/02/2024 £	From 12/02/2020 To 11/02/2024 £
OTHER REALISATIONS		
Bank interest, gross	NIL	0.12
Contribution to Costs	NIL	2,100.00
	NIL	2,100.12
COST OF REALISATIONS		
Irrecoverable VAT	NIL	178.33
Preparation of Statement of affairs	NIL	1,725.00
Specific bond	NIL	30.00
	NIL	(1,933.33)
UNSECURED CREDITORS		
(902.00) Companies House	NIL	NIL
(7,055.00) Directors' Loan Account (S Voluckyte)	NIL	NIL
(200.00) HM Revenue & Customs	NIL	NIL
(3,238.00) HSBC Commercial Card (Credit Card)	NIL	NIL
(672,602.00) Trade & Expense Creditors	NIL	NIL
	NIL	NIL
DISTRIBUTIONS		
(100.00) Ordinary shareholders	NIL	NIL
	NIL	NIL
(684,097.00)	NIL	166.79
REPRESENTED BY		
Estate Account		0.12
VAT receivable		166.67
		166.79

Note:

Appendix 3

Detailed list of work undertaken for SS Family Partners Limited in Creditors' Voluntary Liquidation for the review period 12 February 2023 to 11 February 2024

Below is detailed information about the tasks undertaken by the Liquidator.

General Description	Includes	Time (hours)	Cost (£)
Statutory and Compliance			
Statutory Reporting	Completing and filing of statutory requirements including annual reports Annual filing of corporation tax return		
Reviewing Bond Level	Reviewing of bonding level for appropriate asset position		
		4.9	1,223
Administration and Planning			
Cashiering	Maintenance of estate account Completing monthly reconciliations Dealing with tax requirements		
Case Planning	Internal strategy meetings/discussions		
Case Reviews	Periodic case reviews		
Communication with Director	Requests made to director		
		5	1,222
Creditors and Distributions			
Creditor Claims	Review of post received and dealing with creditor enquiries		
		0.6	160
Investigations			
Investigation Reviews	Internal strategy discussions Procedural reviews Liaising with team members		
Archiving and Reviewing Books and Records	Checking position of all documents received		
Complex Investigations Work	Drafting case instruction and bundle for solicitors Collating all information regarding possible S236 proceedings Monitoring and approving letters to be issued Correspondence and discussions with solicitors throughout		
General Correspondence			
		17.20	4,587
TOTAL		27.70	7,190

Appendix 4

Time cost information for period 12 February 2023 to 11 February 2024 & cumulative for full period

Time Entry - Cumulative Detailed SIP9 Time & Cost Summary

SK1WC - SS Family Partners Limited
From: 12/02/2023 To: 11/02/2024
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Avg Hourly Rate (£)	Hours Cum (POST Only)	Time Costs Cum (POST Only)
AP-ADMIN : Administration & Planning	0.40	4.10	0.00	0.50	5.00	1,220.00	244.00	28.55	6,078.75
CR-CRED : Creditors & Distributions	0.00	0.60	0.00	0.00	0.60	160.00	266.67	6.55	1,238.75
IN-INV : Investigations	0.40	16.80	0.00	0.00	17.20	4,587.50	266.72	81.53	20,349.38
** RA-FLTG : Asset Realisations / Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.30	1,510.00
SS-STAT : Statutory & Compliance	0.50	4.40	0.00	0.00	4.90	1,222.50	249.49	25.90	5,782.50
Productive Time	1.30	25.90	0.00	0.50	27.70	7,190.00	259.57	149.83	34,959.38
Total Hours	1.30	25.90	0.00	0.50	27.70	7,190.00	259.57	149.83	34,959.38
Total Fees Claimed						0.00			

** - Denotes codes included in cumulative data that are not present in the period.

Appendix 5

Time costs summary for period, cumulative & comparison with estimate for SS Family Partners Limited in Creditors Voluntary Liquidation.

Work category	Original fees estimate			Actual time costs incurred during the Review Period			Total time costs incurred to date		
	Number of hours	Blended hourly rate £ per hour	Total fees £	Number of hours	Average hourly rate £ per hour	Total time costs £	Number of hours	Average hourly rate £ per hour	Total time costs £
Administration & Planning	20	190	3,800	5	244	1,220	28.55	212.92	6,078.75
Creditors & Distributions	9	205.56	1,850	0.6	266.67	160	6.55	189.12	1,238.75
Investigations	30	201.67	6,050	17.2	266.72	4,587.50	81.53	249.59	20,349.38
Asset Realisations / Contributions	8	178.13	1,425	-	-	-	7.3	206.85	1,510
Statutory & Compliance	9	208.33	1,875	4.9	249.49	1,222.50	25.9	223.26	5,782.50

Appendix 6

Expenses summary for period, cumulative & comparison with estimate for SS Family Partners Limited in Creditors' Voluntary Liquidation

Below are details of the Liquidator's expenses for the period under review and the total to date.

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Category 1 Expenses				
AML Searches	5.60	0	5.60	
Advertising	169.50		169.50	
Land Registry	0.00	0	6	
Bonding	30	10	40	
Postage	36.60	0.00	35.16	
Total Category 1 Expenses	205.10	10	215.10	
Category 2 Expenses				
Stationary	5	0	0	Please be advised that, whilst it was originally envisaged that these expenses would be charged to the estate, this has been no longer allowed since 1 April 2021
Telephone / Printing / Fax	64.40	0	0	As above
Legal fees (Wilkin Chapman LLP)	5,000	7,704.70	7,704.70	
Total Category 2 Expenses	5,069.40	7,704.70	7,756.20	

Appendix 7

WILKIN CHAPMAN LLP EXPENSES AND CHARGEOUT RATES EFFECTIVE FROM 1 APRIL 2021

Expenses

Definitions

Category 1 - approval not required - specific expenditure that is directly related to a particular insolvency case, where the cost of the expense incurred is referable against an independent external supplier's invoice or published tariff of charges.

Category 2 - approval required - all other items of expenditure. Which cannot, or cannot easily, be directly related to a particular insolvency case because there is an element of shared or allocated cost, and/or where the cost of the expense incurred is an estimated, utilised cost with the estimate based on external costs or opportunity costs.

Charging Policy of Wilkin Chapman LLP

Category 1 expenses are recharged to the particular insolvency case at the rate incurred by Wilkin Chapman LLP and as they are incurred.

Category 2 expenses, the following items are recharged at the following rates:

- Where meeting rooms of Wilkin Chapman LLP are used for the purpose of statutory meetings of creditors the room hire is recharged to the individual insolvency case at £150 per meeting. (Not applicable from 1 April 2021)
- Car mileage is recharged to the individual insolvency case at the rate of 45p per mile.
- The storage of books and records (when not charged as a Category 1 expense) is recharged at the rate of £1.50 per box per month. (Not applicable from 1 April 2021)
- With effect from 1 April 2021 the Office Holder(s) reserve the right to recharge the costs incurred for offsite storage of books and records, currently 5p per box, per week. In addition, a recharge may occur for the collection and return of the books and records.
- The Office Holder(s) also reserve the right to recharge the costs incurred for the destruction of the books and records upon their release, currently £1.70 per box.
- Printing and photocopying is charged at 15p per sheet.
- Faxes are charged at 50p per sheet.
- IPS computer charge £6.25 per month, up to a maximum of £200 per case. (Not applicable from 1 October 2018).
- Stationery charged at £5.00 per file.

Chargeout Rates

The hourly rates for the different levels of staff are shown below:

Insolvency Practitioner	£375
Manager	£275
Assistant Manager	£225
Senior Administrator	£200
Administrator	£175
Cashier	£150
Assistants and Support Staff	£100

Time is charged to the individual insolvency case in 6 minute units.

Please note that the above expenses and chargeout rates are the same as they were for Silke & Co Limited and have not changed since 1 October 2013, with the exception of the rate of the Insolvency Practitioner which increased from £350 on 1 April 2020.

Wilkin Chapman LLP

Charging Policy

Chargeout Rates

The officeholder has overall responsibility for the administration of the estate. The officeholder will be assisted by other members of staff in the insolvency case administration team, to whom tasks will be delegated. It is the officeholder's policy to ensure that work undertaken is carried out by the appropriate grade of staff required for each task, having regard to its complexity, skill and experience actually required to perform it.

There are various grades of staff working in the officeholder's case administration team, and each grade is allocated an hourly charge out rate which is reviewed from time to time. Time spent by insolvency practitioners and all staff in relation to the insolvency estate is charged to the estate and is subject to VAT at the applicable rate, where appropriate. The minimum unit of time recorded is 6 minutes, and time is charged at the rates prevailing at the time the work is done.

Wilkin Chapman LLP's charge out rates are reviewed periodically, and the current hourly charge out rates, which are effective from 1 March 2022, are set out in the table below:

Grade	Rate (£)	Previous Rate (£)
Insolvency Practitioner	375	375
Senior Manager	300	-
Manager	275	275
Assistant Manager	250	225
Senior Administrator	200	200
Administrator	175	175
Cashier/Trainee Administrator	150	150
Assistants and Support Staff	100	100

Expenses

Expenses are payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also includes disbursements. Disbursements are payments which are first met by the office holder, and then reimbursed to the office holder from the estate.

There are two categories of expense:

Category 1 expenses: These are payments to persons providing the service to which the expense relates who are not an associate of the office holder. Category 1 expenses can be paid without prior approval.

Category 2 expenses: These are payments to associates or which have an element of shared costs. Before being paid, category 2 expenses require approval in the same manner as an office holder's remuneration. Category 2 expenses require approval whether paid directly from the estate or as a disbursement.

The following Category 2 expenses will be charged to a case, subject to creditor approval.

- Car Mileage – Charged at the rate of 45 pence plus VAT per mile

Payments to Associates

Any payments made by the office holder to associates must be disclosed and approved in the same manner as the office holder's remuneration or category 2 expenses.

Where the office holder instructs solicitors from Wilkin Chapman LLP, their charges will be calculated by reference to time spent dealing with the matter, at their prevailing hourly rates plus VAT and disbursements. The relevant hourly rates are set out in the table below. Where Wilkin Chapman LLP are instructed by the officeholder to deal with any debt collection work, their fees will be calculated on the basis of 15% of realisations, plus VAT and disbursements.

Grade	Applicable Hourly Rates (£)
Senior Solicitor/Partner	250-300
Solicitor	146-250
Trainee Solicitors/Paralegals	112-146

Legal disbursements

Where solicitors are instructed, they may incur disbursements which will be recharged as a disbursement to the insolvent estate at cost. Such disbursements likely to be incurred, and the basis of their charge, are summarised (but not limited to) the following:

- Counsel fees charged at time costs plus VAT at the prevailing rate.
- Court fees at cost.
- Car Mileage – charged at the rate of 45 pence plus VAT per mile.
- Search fees charged at cost plus VAT.
- Telegraphic Transfer Fee – charged at the rate of £25 plus VAT per transfer.

In certain circumstances where contentious litigation is required the Liquidator may be required to obtain insurance to protect the Company against any adverse cost orders. Such premiums would be paid as an expense of the winding-up from the proceeds of any recoveries achieved.

In such circumstances, and given the inherent risk of litigation, Solicitors and Counsel may require the Liquidator, acting on behalf of the Company, to enter into conditional fee arrangements. The fees proposed on such arrangements shall be on an enhanced time basis.