

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 1 0 2 8 9 1 0 5

Company name in full Limitless In Life Ltd

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

2 Liquidator's name

Full forename(s) Carolynn Jean

Surname Best

3 Liquidator's address

Building name/number 2 Harcourt Way

Street Meridian Business Park

Post town

County/Region Leicester

Postcode L E 1 9 1 W P

Country

4 Liquidator's name ①

Full forename(s) Martin Richard

Surname Buttriss

① Other liquidator
Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 2 Harcourt Way

Street Meridian Business Park

Post town

County/Region Leicester



Postcode L E 1 9 1 W P

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	2	^d	4	^m	0	^m	2	^y	2	^y	0	^y	2	^y	2
To date	^d	2	^d	3	^m	0	^m	2	^y	2	^y	0	^y	2	^y	3
7	Progress report															
<input checked="" type="checkbox"/> The progress report is attached																
8	Sign and date															
Liquidator's signature	Signature															
																
Signature date	^d	2	^d	3	^m	0	^m	2	^y	2	^y	0	^y	2	^y	3

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 **Begbies Traynor (Central) LLP**

Address

2 Harcourt Way**Meridian Business Park**

Post town

County/Region **Leicester**

Postcode

L E 1 9 1 W P

Country

DX

Telephone

0116 406 2965**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

The Lightbox Cafe Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 28/02/2022 To 27/02/2023 £	From 28/02/2022 To 27/02/2023 £
	ASSET REALISATIONS		
	Bank Interest Gross	0.15	0.15
	Cash at Bank	2,500.00	2,500.00
6,750.63	Cash in Hand	4,250.63	4,250.63
9,264.48	Cash with Agents	11,106.00	11,106.00
	VAT Refund	3,064.27	3,064.27
		<u>20,921.05</u>	<u>20,921.05</u>
	COST OF REALISATIONS		
	Agents/Valuers Fees (1)	2,777.62	2,777.62
	Liquidators' Fees	11,765.00	11,765.00
	Specific Bond	18.00	18.00
	Statement of Affairs Fee	3,500.00	3,500.00
	Statutory Advertising	179.60	179.60
		<u>(18,240.22)</u>	<u>(18,240.22)</u>
	PREFERENTIAL CREDITORS		
(374.56)	Employees re Arrears/Hol Pay	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	SECONDARY PREFERENTIAL CREDITORS		
(520.66)	HMRC	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	UNSECURED CREDITORS		
(50,133.62)	Banks/Institutions	NIL	NIL
(2,030.00)	Connected Party Loan - M Warner	NIL	NIL
(51,000.00)	Directors Loan Account - Eve Warner	NIL	NIL
(8,612.97)	Employees	NIL	NIL
(22,046.47)	Trade Creditors	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
(118,803.17)		<u>2,680.83</u>	<u>2,680.83</u>
	REPRESENTED BY		
	Floating Current Account		1,253.99
	Vat Payable		(2,221.20)
	Vat Receivable		3,648.04
			<u>2,680.83</u>

Note:

All sums shown are net of any VAT. Any VAT payable, recoverable or suffered is disclosed separately.

Limitless in Life Ltd (In Creditors' Voluntary Liquidation)

Progress report

Period: 24 February 2022 to 23 February 2023

Important Notice

This progress report has been produced solely to comply with our statutory duty to report to creditors and members of the Company on the progress of the liquidation. 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 and members for any purpose other than this report to them, or by any other person for any purpose whatsoever.

Contents

- ☐ Interpretation
- ☐ Company information
- ☐ Details of appointment of liquidators
- ☐ Progress during the period
- ☐ Estimated outcome for creditors
- ☐ Remuneration and expenses
- ☐ Liquidators' expenses
- ☐ Assets that remain to be realised and work that remains to be done
- ☐ Other relevant information
- ☐ Creditors' rights
- ☐ Conclusion
- ☐ Appendices
 - 1. Liquidators' account of receipts and payments
 - 2. Liquidators' time costs and expenses
 - 3. Statement of Liquidators' expenses

1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	Limitless in Life Ltd (In Creditors' Voluntary Liquidation)
"the liquidation"	The appointment of liquidators on 24 February 2022.
"the liquidators", "we", "our" and "us"	Carolynn Jean Best of Begbies Traynor (Central) LLP, 2 Harcourt Way, Meridian Business Park, Leicester, LE19 1WP and Martin Richard Buttriss of Begbies Traynor (Central) LLPI, 2 Harcourt Way, Meridian Business Park, Leicester, LE19 1WP
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England and Wales) Rules 2016
"secured creditor" and "unsecured creditor"	Secured creditor, in relation to a company, means a creditor of the company who holds in respect of his debt a security over property of the company, and "unsecured creditor" is to be read accordingly (Section 248(1)(a) of the Act)
"security"	(i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act); and (ii) In relation to Scotland, any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off) (Section 248(1)(b)(ii) of the Act)
"preferential creditor"	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Act

2. COMPANY INFORMATION

Trading name(s):	Be Limitless
Company registered number:	10289105
Company registered office:	Begbies Traynor, 2 Harcorut Way, Meridian Business Park, Leicester, LE19 1WP
Former trading address:	Kemp House, 152-160 City Road, London, EC1V 2NX

3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	24 February 2022
Date of liquidators' appointment:	24 February 2022
Changes in liquidator (if any):	None

4. PROGRESS DURING THE PERIOD

Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 24 February 2022 to 23 February 2023.

Receipts

Cash in Hand

The Directors Statement of Affairs indicated that the sum of £1,000.00 was being held in the Begbies Traynor client account and this sum was transferred upon the appointment of the Liquidators. In addition to that, a further £950.00 has been received from the Directors as a contribution towards the cost of the Liquidation.

Payments

Statement of Affairs Fee

The sum of £1,400.00 has been paid in relation to the Statement of Affairs fee as approved by the creditors on 24 February 2022. Further information in relation to remuneration and expenses is below in Section 6.

Statutory Advertising

The sum of £179.60 has been paid in relation to the statutory adverts as required by the Act and the Rules.

What work has been done in the period of this report, why was that work necessary and what has been the financial benefit (if any) to creditors?

Details of the types of work that generally fall into the headings mentioned below are available on our firm's website - <http://www.begbies-traynorgroup.com/work-details>. Under the following headings we have explained the specific work that has been undertaken on this case. Not every piece of work has been described, but we have sought to give a proportionate overview which provides sufficient detail to allow creditors to understand what has been done, why it was necessary and what financial benefit (if any) the work has provided to creditors.

The costs incurred in relation to each heading are set out in the Time Costs Analysis which is attached at Appendix 2.

The details below relate to the work undertaken in the period of this report only.

General case administration and planning

Since our appointment we have prepared a case planning and strategy memorandum, carried out regular reviews of the case, dealt with routine correspondence and emails, maintained physical and electronic records, maintained the Liquidator's bank account and filed relevant correspondence.

Case Reviews have also been carried out at 1 month, 3 months, 6 months and 12 months to ensure that the case was being progressed.

The majority of the above work carries no financial benefit to creditors. However, the Insolvency profession is a highly regulated industry, and we are required to maintain records to demonstrate how the case has been administered and to document the reasons for any decisions that materially affect the case.

Compliance with the Insolvency Act, Rules and best practice

Insolvency Practitioners are governed by the Insolvency Act and Rules, together with following best practice guidelines known as Statements of Insolvency Practice. We have certain statutory obligations and duties to fulfil whilst in office which include the regular filing of progress reports with Companies House and the filing of a final report at the end of the period. We are also required to notify various bodies of our appointment including creditors, Companies House, and advertise our appointment in the London Gazette.

We are also duty bound to correspond with creditors and issue notice of the insolvency event to the likes of the pensions departments, banks and other parties who would have an interest in the proceedings. There is also the duty to investigate the directors' conduct, bond the case appropriately and instruct professionals such as property agents and solicitors to assist where necessary.

Since appointment we have issued a report to Creditors notifying of our appointment as Joint Liquidators, advertised our appointment in The London Gazette and notified all relevant parties of the Liquidation as required.

This work does not benefit creditors financially but is necessary in accordance with the Insolvency Act, Rules and best practice.

Investigations

Following our appointment, we requested that creditors provide us with details of their claims against the Company and that they also provide any information that may assist with investigations into the Company's affairs and the conduct of the Director. Furthermore, we have carried out investigations into various aspects of the Company's affairs including issuing questionnaires to its Directors, liaising with the Directors and creditors to gain a better understanding of the Company's affairs and whether any claims may be brought against third parties.

In addition to this, we have reviewed the Company's bank statements and made a comparison between the balance sheet and the Statement of Affairs. As a result of this review, we had identified a number of transactions which required further investigation as well as some possible assets owned by the Company. During this reporting period enquiries were made of the Director for an explanation of all identified transactions and the whereabouts of the assets.

The Director has failed to provide a response to the queries presented to him and we are therefore in the process of instructing Solicitors.

We have a statutory duty to carry out these investigations and to report to the Insolvency Service on the Directors' conduct.

Realisation of assets

As reported to creditors in the Statement of Affairs the Company assets comprised of cash held in the Begbies Traynor (Central) LLP client account.

Cash in Hand

Upon appointed we requested that an estate account be opened. Following confirmation that the account was open the funds were transferred from the client account in the sum of £1,000.00.

Director Contributions

Since the date of Liquidation, the Director has paid a further £950.00 into the Liquidation estate account towards the cost of the Liquidation. In this reporting period, we have also requested payment of the balance from the Director however this has not yet been received.

Trading

The Company has not traded whilst in liquidation therefore no time has been incurred in this regard.

Dealing with all creditors' claims (including employees), correspondence and distributions

The joint liquidators have spent time corresponding with the Company's creditors by way of verbal and written communications in relation to their claims and queries as and when required.

This work will not provide a financial benefit to the Company's creditors however, the same is required in order to ensure that creditors remain up to date with the liquidation proceedings.

Other matters which include seeking decisions from creditors (via Deemed Consent Procedure and/or Decision Procedures, tax, litigation, pensions and travel

The joint liquidators have spent time reviewing any possible terminal loss relief claim that could be made to HM Revenue and Customs however, it was discovered that there were no grounds for a claim to be made in this regard.

The Joint Liquidators have also submitted returns to H M Revenue & Customs for Corporation Tax and VAT as and when required.

This work has not provided a financial benefit to the Company's creditors however, the joint liquidators have a duty to undertake this work therefore the cost of the same cannot be avoided.

5. ESTIMATED OUTCOME FOR CREDITORS

Details of the sums owed to each class of the Company's creditors were provided in the director's statement of affairs.

On the basis of realisations to date and estimated future realisations we estimate an outcome for each class of the Company's creditors as follows:

Secured creditor

There are no secured creditors in this matter.

Preferential creditors

Based upon realisations to date and estimated future realisations, it is anticipated that there will be insufficient funds available to enable a dividend to be paid to the preferential creditors.

Secondary preferential creditors

Based upon realisations to date and estimated future realisations, we anticipate that there will be insufficient funds available to enable a dividend to be paid to HM Revenue & Customs as secondary preferential creditor.

Prescribed Part for unsecured creditors pursuant to Section 176A of the Act

Section 176A of the Act provides that, where the company has created a floating charge on or after 15 September 2003, the liquidator must make a prescribed part of the Company's net property available for the unsecured creditors and not distribute it to the floating charge holder except in so far as it exceeds the amount required for the satisfaction of unsecured debts. Net property means the amount which would, were it not for this provision, be available to floating charge holders out of floating charge assets (i.e. after accounting for preferential debts and

the costs of realising the floating charge assets). The prescribed part of the Company's net property is calculated by reference to a sliding scale.

A liquidator will not be required to set aside the prescribed part of net property if:

- ☐ the net property is less than £10,000 and the liquidator thinks that the cost of distributing the prescribed part would be disproportionate to the benefit; (Section 176A(3)) or
- ☐ the liquidator applies to the court for an order on the grounds that the cost of distributing the prescribed part would be disproportionate to the benefit and the court orders that the provision shall not apply (Section 176A(5)).

To the best of our knowledge and belief, there are no unsatisfied floating charges created or registered on or after 15 September 2003 and, consequently, there is no net property as defined in Section 176A(6) of the Act and, therefore, no prescribed part of net property is available for distribution to the unsecured creditors.

Unsecured creditors

Based upon realisations to date and estimated future realisations it is anticipated there will be insufficient funds available to enable a dividend to be paid to the unsecured creditors.

6. REMUNERATION & EXPENSES

Remuneration

Our remuneration has been fixed by a decision of the creditors on 8 April 2022 obtained via a Decision Procedure by way of correspondence by reference to the time properly given by us (as liquidators) and the various grades of our staff calculated at the prevailing hourly charge out rates of Begbies Traynor (Central) LLP in attending to matters arising in the winding up as set out in the fees estimate dated 16 March 2022 in the sum of £16,515.00.

We are also authorised to draw expenses for services provided by our firm and/or entities within the Begbies Traynor group, in accordance with our firm's policy, which is attached at Appendix 2 of this report.

Our time costs for the period from 24 February 2022 to 23 February 2023 amount to £11,007.50 which represents 30.2 hours at an average rate of £364.49 per hour.

The following further information in relation to our time costs and expenses is set out at Appendix 2:

- ☐ Time Costs Analysis for the period 24 February 2022 to 23 February 2023
- ☐ Begbies Traynor (Central) LLP's charging policy

To 23 February 2023, we have drawn nothing on account of our remuneration, against total time costs of £11,007.50 incurred since the date of our appointment.

Time Costs Analysis

The Time Costs Analysis for the period of this report attached at Appendix 2 shows the time spent by each grade of staff on the different types of work involved in the case and gives the total costs and average hourly rate charged for each work type.

Please note that the analysis provides details of the work undertaken by us and our staff following our appointment only.

As can be concluded from the information above, the level of our approved remuneration has been sufficient to cover the costs of the liquidation and we are pleased to report that we do not anticipate seeking any increase or amendment to our approved remuneration basis if matters progress to conclusion as envisaged.

Work undertaken prior to appointment

In addition to the post appointment remuneration, the costs relating to work undertaken prior to our appointment in assisting with the preparation of the statement of affairs and seeking the decisions of creditors on the nomination of liquidators were approved by the creditors on 24 February 2022.

Expenses

To 23 February 2023, we have also drawn expenses in the sum of £179.60.

Why have subcontractors been used?

No subcontractors have been used in this matter.

Category 2 Expenses

In accordance with the resolution obtained in relation to expenses, the following Category 2 expenses have been charged to the case since the date of our appointment.

Other amounts paid or payable to the office holder's firm	
Type and purpose	Amount £
None	Nil
TOTAL	Nil

A copy of 'A Creditors' Guide to Liquidators Fees (E&W) 2021' which provides guidance on creditors' rights on how to approve and monitor a Liquidator's remuneration and on how the remuneration is set can be obtained online at www.begbies-traynor.com/creditorsguides Alternatively, if you require a hard copy of the Guide, please contact our office and we will arrange to send you a copy.

7. LIQUIDATORS' EXPENSES

A statement of the expenses incurred during the period of this progress report is attached at Appendix 3.

Expenses actually incurred compared to those that were anticipated

Creditors will recall that we estimated that the expenses of the liquidation would total £350.60. That estimate has not been exceeded and we do not expect it to be exceeded if matters progress to conclusion as envisaged.

8. ASSETS THAT REMAIN TO BE REALISED AND WORK THAT REMAINS TO BE DONE

As detailed in the directors' statement of affairs, the assets of the Company consisted of cash in hand. At this stage in the liquidation, there are no assets left to realise however there are investigations ongoing in relation to antecedent transactions which have been identified.

What work remains to be done, why is this necessary and what financial benefit (if any) will it provide to creditors?

General case administration and planning

Whilst the case remains ongoing, we will continue to maintain and administer the case as required to do so. This will include regular reviews of the case to ensure progression of the outstanding matters.

Whilst this does not benefit creditors financially, it is necessary to ensure that the matter is being progressed efficiently and in accordance with compliance and also ensure that the Joint Liquidators and their staff carry out their work to high professional standards.

Compliance with the Insolvency Act, Rules and best practice

The Joint Liquidators will continue to undertake their statutory obligations and duties which include the issuing of this progress report and filing of the same at Companies House as well as issuing any further annual progress reports and ultimately our final report. We will also undertake any other tasks that become necessary during the continued administration of the Liquidation.

Whilst this work does not benefit creditors financially, it is necessary in accordance with the Insolvency Act, Rules and best practice.

Investigations

As detailed in section 4 above, the investigations are continuing in relation to the transactions and assets identified. We will continue to communicate with the Solicitors and relevant parties in relation to the transactions identified.

Realisation of assets

As stated above, we will continue to communicate with the Solicitors and relevant parties in relation to the transactions identified, with a view to realising funds for the benefit of the creditors

Dealing with all creditors' claims (including employees), correspondence and distributions

We will continue to respond to any correspondence received from creditors as and when required.

In the event that funds become available for the benefit of the creditors, we will seek to agree creditor claims and issue notices of intended dividend and payment in relation to the same.

This work has no financial benefit to creditors, but it is necessary in accordance with the Insolvency Act, Rules and best practice.

Other matters which include seeking decisions from creditors (via Deemed Consent Procedure and/or Decision Procedure, tax, litigation, pensions and travel)

We will seek to recover any VAT incurred on costs during the course of the Liquidation. We will also submit a Corporation Tax return for the period of the Liquidation.

This work has no financial benefit to creditors, but it is necessary in accordance with the Insolvency Act, Rules and best practice.

How much will this further work cost?

The 'further work' detailed above has always been anticipated, but at this point in the proceedings, it has not yet been completed. As you know, this work is necessary in order that I may complete the liquidation as envisaged. The cost of completing this work will not exceed any amounts approved by creditors previously.

Expenses

Details of the expenses that we expect to incur in connection with the work that remains to be done referred to above are as set out in the estimate of anticipated expenses sent to creditors on 16 March 2022 which included all of the expenses that we anticipate that we will incur throughout the liquidation. Details of the expenses that we expect to incur in connection with the work that remains to be done referred to above are provided in Appendix 3.

What is the anticipated payment for administering the case in full?

We estimated that the cost of administering the case would be in the region of £16,515.00, and subsequently you have provided approval for us to draw our remuneration up to that level. However, as you are aware, due to the fact that there are limited assets, the remuneration that we can draw is limited to the amount that is realised for the assets, (less any costs incurred in realising those assets). At this stage in the liquidation, I can estimate that total remuneration drawn will be Nil.

However, please note that should there be additional or unexpected asset realisations, we will look to draw our remuneration from those too, capped at the level that the creditors approve.

9. OTHER RELEVANT INFORMATION

Connected party transactions

We have not been made aware of any sales of the Company's assets to connected parties.

Use of personal information

Please note that in the course of discharging our statutory duties as liquidators, we may need to access and use personal data, being information from which a living person can be identified. Where this is necessary, we are required to comply with data protection legislation. If you are an individual and you would like further information about your rights in relation to our use of your personal data, you can access the same at <https://www.begbies-traynorgroup.com/privacy-notice>. If you require a hard copy of the information, please do not hesitate to contact us.

10. CREDITORS' RIGHTS

Right to request further information

Pursuant to Rule 18.9 of the Rules, within 21 days of the receipt of this report a secured creditor, or an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors, including that creditor, (or an unsecured creditor with less than 5% in value of the unsecured creditors, but with the permission of the court) may request in writing that we provide further information about our remuneration or expenses which have been incurred during the period of this progress report.

Right to make an application to court

Pursuant to Rule 18.34 of the Rules, any secured creditor or any unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors including that creditor, (or any unsecured creditors with less than 10% in value of the unsecured creditors, but with the permission of the court) may, within 8 weeks of receipt of this progress report, make an application to court on the grounds that the remuneration charged or the expenses incurred during the period of this progress report are excessive or, the basis fixed for our remuneration is inappropriate.

11. CONCLUSION

We will report again in approximately twelve months time or at the conclusion of the liquidation, whichever is the sooner.



Carolynn Jean Best
Joint Liquidator

Dated: 14 April 2023

ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 24 February 2022 to 23 February 2023

**Limitless In Life Ltd Trading As: Be Limitless
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 24/02/2022 To 23/02/2023 £	From 24/02/2022 To 23/02/2023 £
	ASSET REALISATIONS		
1,000.00	Cash in Hand	1,950.00	1,950.00
		<u>1,950.00</u>	<u>1,950.00</u>
	COST OF REALISATIONS		
	Statement of Affairs Fee	1,400.00	1,400.00
	Statutory Advertising	179.60	179.60
		<u>(1,579.60)</u>	<u>(1,579.60)</u>
	PREFERENTIAL CREDITORS		
(1,800.00)	Employees re Arrears/Hol Pay	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	SECONDARY PREFERENTIAL CREDITORS		
(47,000.00)	HMRC	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	UNSECURED CREDITORS		
(50,052.00)	Banks/Institutions	NIL	NIL
(7.00)	Client Refunds	NIL	NIL
(301,000.00)	Directors	NIL	NIL
(4,200.00)	Employees	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
(403,059.00)		370.40	370.40
	REPRESENTED BY		
	Floating Current Account		54.48
	Vat Receivable		315.92
			<u>370.40</u>

Note:

All sums shown are net of any VAT. Any VAT payable, recoverable or suffered is disclosed separately.

COSTS AND EXPENSES

- a. Begbies Traynor (Central) LLP's charging policy;
- b. Time Costs Analysis for the period from 24 February 2022 to 23 February 2023

BEGBIES TRAYNOR CHARGING POLICY

INTRODUCTION

This policy applies where a licensed insolvency practitioner in the firm is acting as an office holder of an insolvent estate and seeks creditor approval to draw remuneration on either of the bases allowed under The Insolvency Act England & Wales Rules 2016. These are either:

- As a percentage of the value of the assets realised and/or distributed
- On a time costs basis or
- As a set amount.

In this case we are seeking to be remunerated on a time cost basis. Different rates can be used for individual assets or types of assets. Where we would like to realise assets on variable bases we will provide further information explaining why we think that this is appropriate and ask creditors to approve the variables.

Within our fee estimate creditors can see how we propose to be remunerated.

In addition, this policy applies where creditor approval is sought to make a separate charge by way of expenses or disbursements to recover the cost of facilities provided by the firm. It also applies where payments are to be made to parties other than the firm, but in relation to which the office holder, the firm or any associate has an interest. Best practice guidance* indicates that such charges should be disclosed to those who are responsible for approving the basis of the office holder's remuneration, together with an explanation of how those charges are calculated.

OFFICE HOLDER'S FEES IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

The office holder has overall responsibility for the administration of the estate. He/she will delegate tasks to members of their staff. Such delegation assists the office holder as it allows him/her to deal with the more complex aspects of the case and ensures that work is being carried out at the appropriate level. There are various levels of staff that are employed by the office holder and these appear below.

The firm operates a time recording system which allows staff working on the case along with the office holder to allocate their time to the case. The time is recorded in 6-minute units at the individual's hourly rate in force at that time which is detailed below.

EXPENSES INCURRED BY OFFICE HOLDERS IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

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 include disbursements, which are expenses that are initially paid by the office holder's own firm, but which are subsequently reimbursed from the estate when funds are available.

Best practice guidance classifies expenses into two broad categories:

- ❑ *Category 1 expenses (approval not required)* - Specific expenditure that is directly related to the case and referable to an independent external supplier's invoice. All such items are charged to the case as they are incurred.
- ❑ *Category 2 expenses (approval required)* - Items of expenditure that are directly related to the case and either:

* Statement of Insolvency Practice 9, (SIP9) – Payments to insolvency office holders and their associates from an estate

(i) include an element of shared or allocated cost and are based on a reasonable method of calculation, but which are not payable to an independent third party; or

(ii) are items of expenditure which are payable to an associate of the office holder and/or their firm.

Shared or allocated costs (pursuant to (i) above)

The following expenses include an element of shared or allocated cost and are charged to the case (subject to approval).

- ☐ Internal meeting room usage for the purpose of physical meetings of creditors is charged at the rate of £100 per meeting;
- ☐ Car mileage which is charged at the rate of 45 pence per mile

General Office Overheads.

The following items of expenditure will normally be treated as general office overheads and will not be charged to the case although a charge may be made where the precise cost to the case can be determined because the item satisfies the test of a *Category 1 expense*:

- ☐ Telephone and facsimile
- ☐ Printing and photocopying
- ☐ Stationery

BEGBIES TRAYNOR CHARGE-OUT RATES

Begbies Traynor is a national firm. The rates charged by the various grades of staff that may work on a case are set nationally but vary to suit local market conditions. The rates applying to the Leicester office as at the date of this report are as follows:

Grade of staff	Charge-out rate (£ per hour)
	1 January 2022 until further notice
Partner	545
Director	490
Senior Manager	435
Manager	380
Assistant Manager	275
Senior Administrator	240
Administrator	195
Junior Administrator	155
Cashier	155
Secretarial	155

Time spent by support staff such as secretarial, administrative and cashiering staff is charged directly to cases. It is not carried as an overhead.

As detailed above, time is recorded in 6-minute units.

* Statement of Insolvency Practice 9, (SIP9) – Payments to Insolvency office holders and their associates from an estate

SIP9 - Limitless In Life Ltd - Creditors Voluntary Liquidation - 62L367 CVL - Time Costs Analysis From 24/02/2022 To 23/02/2023

Staff Grade	Consultant/Partner	Director	Senior Mgr	Mgr	Asst Mgr	Senior Admin	Admin	Jr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	2.0											
Case planning												
Administration		0.2				0.7				2.7	1,250.00	465.93
Total for General Case Administration and Planning:	2.0	0.2	3.0			0.7			0.6	3.8	1,456.00	383.68
Compliance with the Insolvency Act, Rules and best practice	0.5											
Appointment			0.1					7.7		8.3	2,754.00	423.69
Banking and Bonding	0.3		0.5			0.2				1.0	1,509.50	181.87
Case Closure									0.6	1.6	522.00	326.25
Statutory reporting and statement of affairs												0.00
Total for Compliance with the Insolvency Act, Rules and best practice:	0.8		0.6			0.2		7.7	0.6	9.3	2,691.50	289.20
Investigations	1.2		7.8							9.0	4,047.00	449.57
CDDA and investigations												
Total for Investigations:	1.2		7.8							9.0	4,047.00	449.57
Realisation of assets												
Debt collection												0.00
Property, business and asset sales		0.1	0.1							0.2	52.50	462.50
Retention of Title/Third party assets												0.00
Total for Realisation of assets:	0.1	0.1	0.1							0.2	52.50	462.50
Trading												0.00
Total for Trading:												0.00
Dealing with all creditors claims (including employees), correspondence and distributions	0.3	0.1	2.3							2.7	1,213.00	449.26
Creditors committee												0.00
Total for Dealing with all creditors claims (including employees), correspondence and distributions:	0.3	0.1	2.3							2.7	1,213.00	449.26
Other matters which includes meetings, tax, litigation, pensions and travel	0.4											
Seeking decisions of creditors												
Meetings												
Other	0.3		0.6							0.4	216.00	545.00
Tax	0.2		0.2							0.9	424.50	471.67
Litigation									0.2	0.8	227.00	378.33
Total for Other matters:	0.9		0.8						0.2	1.9	667.50	457.83
Total hours by staff grade:	5.2	0.4	14.6			0.9		7.7	1.4	30.2		
Total time cost by staff grade £:	2,834.00	196.00	6,351.00			216.00		1,193.50	217.00		11,007.50	
Average hourly rate £:	545.00	490.00	435.00	0.00	0.00	240.00	0.00	155.00	155.00			354.49
Total fees drawn to date £:											0.00	

STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
Expenses incurred with entities not within the Begbies Traynor Group				
Statutory Advertising	Courts Advertising Limited	171.70	171.70	Nil
Specific Bond	Specialist Risk Insurance Solutions (SRIS) Limited	18.00	Nil	18.00
Expenses incurred with entities within the Begbies Traynor Group (<i>for further details see Begbies Traynor Charging Policy</i>)				
None				

ADDITIONAL EXPENSES ANTICIPATED FOR FUTURE WORK

Expenses anticipated to be incurred prior to closure of the case	Name of party with whom expense anticipated to be incurred	Amount estimated to cost £
Legal Fees	To be confirmed – not yet instructed	5,000.00 to 10,000.00