

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number	1	0	3	2	8	9	5	1
Company name in full	Prestige Protection Group Ltd							

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

### 2 Liquidator's name

Full forename(s)	Richard
Surname	Hunt

### 3 Liquidator's address

Building name/number	9 Ensign House
Street	Admirals Way
Post town	Marsh Wall
County/Region	London
Postcode	E 1 4 9 X Q
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

<b>6</b>	<b>Period of progress report</b>															
From date	<sup>d</sup>	2	<sup>d</sup>	4	<sup>m</sup>	0	<sup>m</sup>	6	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	1
To date	<sup>d</sup>	2	<sup>d</sup>	3	<sup>m</sup>	0	<sup>m</sup>	6	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	2
<b>7</b>	<b>Progress report</b>															
<input checked="" type="checkbox"/> The progress report is attached																
<b>8</b>	<b>Sign and date</b>															
Liquidator's signature	<div>Signature</div> <div>    </div>															
Signature date	<sup>d</sup>	0	<sup>d</sup>	8	<sup>m</sup>	0	<sup>m</sup>	7	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	2

**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 **Richard Hunt**

Company name **S F P**

Address **9 Ensign House**

**Admirals Way**

Post town **Marsh Wall**

County/Region **London**

Postcode **E 1 4 9 X Q**

Country

DX

Telephone **020 7538 2222**

**Checklist**

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

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

**Important information**

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

**Where to send**

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

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

**Further information**

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

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

Our Ref: PRG0001/MXE

Dear Sirs,

**Prestige Protection Group Ltd (in Liquidation) (“the Company”)**

I refer to my appointment as Liquidator of the Company on 24 June 2021. I confirm that I am bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

I write to confirm that my progress report has been issued and is available on this firm's website. The enclosed notice explains how you may access this item and all other correspondence issued to creditors generally as well as your right to request hard copies.

As the notice explains, almost all communications to creditors in general are being uploaded to the website without further notice to creditors. However, should I need to communicate with you about your specific circumstances or requests, I will do this directly and not via the website.

Should you want to know more about the insolvency process in general, including a step-by-step guide for businesses who have lost money in an insolvency and information on how you might become more involved, I recommend that you visit [www.creditorinsolvencyguide.co.uk](http://www.creditorinsolvencyguide.co.uk).

Yours faithfully,

*[Signature]*

**Richard Hunt**  
**Liquidator**

Enc. Notice of general use of website  
Opting Out Information

## NOTICE OF GENERAL USE OF WEBSITE

**Company Name:** Prestige Protection Group Ltd (In Liquidation) ("the Company")  
**Company Number:** 10328951

This Notice is given under Rule 1.50 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Liquidator of the Company, Richard Hunt, of SFP, 9 Ensign House, Admirals Way, Marsh Wall, London, E14 9XQ (telephone number 020 7538 2222), who was appointed by the members and creditors.

### Accessing documents

The Liquidator has chosen to deliver all future documents (other than those listed below) to members and creditors by making them available for viewing and downloading on the website set out below:

**Website:** <http://panel.sfpgroup.com>  
**Username:** prgcreditor  
**Password:** #6NURedxck

Documents will be uploaded to this website without further notice to members and creditors and the Liquidator will not be obliged to deliver any such documents to any recipient of this notice unless it is requested.

### Requesting hard copies

Recipients of this notice may at any time request a hard copy of any or all of the following:

- (i) documents currently available for viewing on the website; or
- (ii) future documents that may be made available there.

To request one or more hard copies, contact Max Edmonds by one of the following methods:

**Telephone:** 020 7538 2222  
**Email:** [enquiries@sfpgroup.com](mailto:enquiries@sfpgroup.com)  
**By post:** SFP, 9 Ensign House, Admirals Way, Marsh Wall, London, E14 9XQ

### Documents that will not be uploaded to the website

The following documents will not be uploaded to the website, but instead will be delivered by post or by email as required:

- (i) a document for which personal delivery is required;
- (ii) a notice under rule 14.29 of the Insolvency (England & Wales) Rules 2016 of intention to declare a dividend; and
- (iii) a document which is not delivered generally.

### Documents that are likely to be uploaded to the website

The table below lists reports and notices that are generally issued in Liquidations. However, other documents may be uploaded to the website at any time. Therefore, it is recommended that you check the website from time to time if you wish to keep informed of developments and engaged in the process.

Document	Approximate timescale (from commencement of Liquidation)
Progress Reports	13 months and 12 monthly thereafter
Final Account (issued at least 8 weeks before the Liquidator intends to vacate office)	Once the company's affairs are fully wound up

Dated: 12 July 2022

## OPTING OUT OF RECEIVING DOCUMENTS

### The consequences of opting-out

As previously advised, most future documents will not be sent to creditors by post. Nevertheless, the Liquidator is required to inform creditors of their rights to opt out of receiving documents.

Creditors have the right to elect to opt out of receiving further documents about the Liquidation unless:

- (i) the Insolvency Act 1986 requires a document to be delivered to all creditors without expressly excluding opted-out creditors;
- (ii) it is a notice relating to a change in the office-holder or the office-holder's contact details; or
- (iii) it is a notice of a dividend or proposed dividend or a notice which the court orders to be sent to all creditors or all creditors of a particular category to which the creditor belongs.

Opting-out will not affect the creditor's entitlement to receive dividends should any be paid to creditors.

Unless the Insolvency (England & Wales) Rules 2016 provide to the contrary, opting-out will not affect any right the creditor may have to vote in a decision procedure or a participate in a deemed consent procedure in the proceedings although the creditor will not receive notice of it.

A creditor who opts out will be treated as having opted out in respect of any consecutive insolvency proceedings of a different kind in respect of the same company.

### How to opt out

A creditor may at any time elect to be an opted-out creditor.

The creditor's election to opt out must be by a notice in writing authenticated and dated by the creditor.

The creditor must deliver the notice to the Liquidator (details below).

### How to opt back in

The creditor may at any time revoke the election to opt out by a further notice in writing, authenticated and dated by the creditor and delivered to the Liquidator (details below).

### Contact details

The Liquidator's contact details are as follows:

Richard Hunt  
020 7538 2222  
enquiries@sfpgroup.com  
SFP, 9 Ensign House, Admirals Way, Marsh Wall, London, E14 9XQ

**Strictly Private and Confidential**

**Prestige Protection Group Ltd (In Liquidation)**

**Progress Report to Members and Creditors**

**Richard Hunt  
FCA MIPA MABRP**

**SFP  
9 Ensign House  
Admirals Way  
Marsh Wall  
London  
E14 9XQ**

**Tel: +44 (207) 5382222**

**Fax: +44 (207) 5383322**

This report has been written and presented for the sole purpose of complying with the relevant provisions of the Insolvency Act 1986. It may not be disclosed, disseminated or copied without my prior written permission, other than to those entitled under statute or otherwise as ordered by the Court, and no liability will be accepted to any other person or party who acts or refrains from acting on its contents.

**Contents**

1. Introduction
2. Action to Date - Asset Realisations
3. Statutory and General Administration
4. Investigation
5. The Liquidator's Remuneration
6. The Liquidator's Expenses
7. Creditors
8. Conclusion

**Appendices**

- I. Definitions
- II. Statutory Information
- III. Liquidator's Receipts and Payments Account
- IV. Breakdown of Time Costs for SFP
- V. SFP's Charge-out Rates and Bases of Expenses



## **1. Introduction**

- 1.1 This report is prepared pursuant to Section 104A of the Act in relation to the Company. It details the progress of the administration of the Company's estate in the Review Period, i.e. the twelve month period since the Company was placed into liquidation. Definitions of terms used in this report are provided in **Appendix I**.
- 1.2 The Liquidation commenced on 24 June 2021 and on this date Richard Hunt was appointed Liquidator.
- 1.3 Further statutory information regarding the winding up is provided in **Appendix II**.

## **2. Action to Date – Asset Realisations**

- 2.1 Attached at **Appendix III** is the Liquidator's Receipts and Payments Account for the Review Period. The contents are in the main self explanatory.
- 2.2 Upon appointment, the Liquidator found that the Company's business, namely its contracts to provide security services, had been acquired by a connected company, Aquila Protection Solution Limited (hereafter "Aquila"), prior to the commencement of the liquidation. Aquila is connected as its director and sole shareholder is an associate of the Director of the Company.
- 2.3 GTC was instructed to provide advice to the Liquidator in respect of the value of the goodwill acquired by Aquila and to assist with negotiations to ensure an appropriate level of recompense was obtained for the liquidation estate.
- 2.4 A settlement agreement for the Company's business was agreed with Aquila shortly after the Liquidator's appointment for £20,000. Payment terms included £2,000 to be paid up front and then a further £2,000 each month for 9 months.
- 2.5 The settlement consideration has now been received in full.
- 2.6 Efforts were made to maximise realisations net of costs. The ultimate financial benefit achieved for creditors from these efforts is dependent upon the dividend prospects, which are explained further below.

## **3. Statutory and General Administration**

- 3.1 The assignment was allocated to a case manager and investigator having the capacity, qualification and experience to deal with the assignment. Specific tasks such as the agreement of creditor claims, VAT and tax issues, cashiering and insurance have been allocated to different team members having specialised knowledge in the relevant areas.
- 3.2 Prior to the Liquidator's appointment, a review of ethical issues was undertaken and no ethical threats were identified. A further review has been carried out and no threats have been identified in respect of the management of the insolvency appointment over the Review Period.
- 3.3 Throughout the Review Period, the Liquidator has carried out the following material tasks in this category:

- 3.3.1 statutory filing and advertising in relation to the Liquidator's appointment;

**Prestige Protection Group Ltd (in Liquidation)**  
**Progress Report to Members and Creditors**  
**For the Review Period to 23 June 2022**

- 
- 3.3.2 issuing a report on the outcome of the creditors' decision on the appointment of a Liquidator;
  - 3.3.3 consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
  - 3.3.4 consulting with staff, SFP Property and external agents to receive updates on their progress and to agree strategies;
  - 3.3.5 maintaining case files, which must include records to show and explain the administration of this liquidation and any decisions made by the Liquidator that materially affect the administration;
  - 3.3.6 conducting periodic case and bond reviews to ensure that the liquidation is progressing efficiently, effectively and in line with the statutory requirements;
  - 3.3.7 maintaining and updating the estate cash book and bank account, including regular bank reconciliations and processing receipts and payments; and
  - 3.3.8 completing periodic tax returns and settling any associated liabilities..

- 3.4 On the Liquidator's instructions, the Company's books and records were collected and inventoried and are now being stored by the Liquidator's independent agents.

#### **4. Investigation**

- 4.1 Investigations are being carried out into the Company's affairs prior to it being placed into Liquidation to examine whether there were any potential claims arising from transactions made by the Company prior to Liquidation that might give rise to an action for recovery.
- 4.2 In accordance with the Liquidator's duties, the requisite report has been submitted to the Insolvency Service. All information contained in the report is strictly confidential and the Liquidator are not permitted to divulge details of his report to the Insolvency Service.
- 4.3 Initial assessment of the Company's records suggested that there could be a matter that might lead to recoveries for the insolvent estate and thus further investigations were considered necessary.
- 4.4 These investigations are ongoing.
- 4.5 At present, it is not known whether this work will generate any financial benefit to creditors. However, it is necessary to incur some of the costs in carrying out this work in order for the Liquidator to meet his statutory and regulatory requirements. In addition, in view of the fact that the other asset realisations are unlikely to generate sufficient funds to enable a dividend to be paid to unsecured creditors, neither has undertaking this work had a detrimental effect on creditors' dividend prospects.

#### **5. The Liquidator's Remuneration**

- 5.1 Creditors agreed that the Liquidator's remuneration be fixed by reference to the time properly given by the Liquidator and his staff in attending to matters arising in the winding up.
- 5.2 A breakdown of the time costs between the grades of staff allocated to the administration of this matter is detailed in **Appendix IV**. The charge out rates of the Liquidator and his staff are detailed in **Appendix V**. During the Review Period, time costs totalling £23,280.50 have been incurred.
- 5.3 The attached breakdown shows that a significant proportion of the time costs incurred relate to the statutory and general administration of the liquidation. Whilst these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and

---

compliant progressing of the liquidation, which has ensured that the Liquidator and his staff have carried out their work to high professional standards.

- 5.4 The remuneration anticipated to be charged by the Liquidator (i.e. the total time costs anticipated to be incurred by the Liquidator and his staff to conclusion of the liquidation) is unlikely to exceed the fees estimate.
- 5.5 Creditors may access a Guide to Liquidators' Fees at <http://panel.sfpgroup.com> or a hard copy will be provided on request.

## **6. The Liquidator's Expenses**

- 6.1 Creditors will note that details of expenses paid and incurred during the Review Period are provided in the Liquidator's Receipts and Payments Account attached at **Appendix III**.
- 6.2 When instructing third parties to provide specialist advice and services, the Liquidator must 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. SFP maintains an approved supplier list and reviews these annually to ensure best value. Before instructing specialists on an assignment, the Liquidator assesses whether the instruction is warranted and which approved supplier is appropriate. If the Liquidator prefers to use a specialist that is not on the approved supplier list, that specialist undergoes an assessment process to ensure that best value and service is anticipated. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to the insolvency appointment. Periodically throughout the liquidation, the performance and fees of the specialists are reviewed to assess the value and service provided. The processes were formalised after the current Insolvency Code of Ethics came into force on 1 May 2020.
- 6.3 SFP Property has shareholders in common with SFP. SFP Property has been established to perform functions that either the Liquidator or outside agencies could undertake. It is considered that by virtue of SFP Property's specialist nature, it achieves better results than the Liquidator or his team would be able to accomplish. In addition, in view of SFP Property's proximity to SFP, including the sharing of resources such as office space and finance and compliance staff, it is considered that SFP Property provides better value than any outside agencies. Although, of course, this arrangement benefits the common shareholders, it should be remembered that in the event that realisations are limited, SFP Property will not receive full payment for its time costs incurred.
- 6.4 At the commencement of the liquidation, creditors authorised the Liquidator to draw, from the funds held in the insolvent estate, his firm's expenses calculated on the bases described in **Appendix V**. Creditors also agreed that the fees and costs of SFP Property, as described also in **Appendix V**, may be paid from the funds held in the insolvent estate.
- 6.5 **Appendix VI** contains a breakdown of the time that has been incurred by SFP Property during the Review Period together with the fees paid.
- 6.6 The expenses anticipated to be incurred to conclusion of the liquidation are unlikely to exceed the details given to creditors along with the Liquidator's fee proposal dated 19 January 2022.

## **7. Creditors**

- 7.1 During the Review Period, the following main tasks in this category have been carried out:

- 7.1.1 liaising with the secured creditors in relation to the sale of assets subject to their security;
- 7.1.2 with the assistance of solicitors, examining the validity of the secured creditor's claim;
- 7.1.3 responding to creditors' queries and logging their claims and supporting information; and
- 7.1.4 maintaining the database as regards creditors' contact details and claims.

7.2 No ordinary preferential claims have been received and none are anticipated.

7.3 A distribution to HMRC as a secondary preferential creditor appears unlikely.

7.4 On present information, it looks unlikely that there will be sufficient funds to pay a dividend to non-preferential unsecured creditors.

## **8. Conclusion**

8.1 At present, the main activities remaining to be done are:

- 8.1.1 progression of claims against third parties, as explained in this report;
- 8.1.2 conclusion of investigations into the affairs of the Company and of any claims identified as worthy of pursuit;
- 8.1.3 pursuit of clearance from the relevant government departments and the submission of a final account to members, creditors and the Registrar of Companies.

8.2 The Liquidator will issue a further progress report, which will provide an update on all matters described above that are yet to be concluded, shortly after the next anniversary of the appointment, or when he is in a position to conclude the winding up, if that is sooner.

8.3 Should you have any questions or queries regarding this report, please contact the Administrator dealing with this matter, Max Edmonds, on 020 7538 2222 or by email on [enquiries@sfpgroup.com](mailto:enquiries@sfpgroup.com).

**Dated 12 July 2022**



**Richard Hunt**  
**Liquidator**

**Prestige Protection Group Ltd (In Liquidation)**

**Progress Report to Members and Creditors**

**APPENDIX I**

- **Definitions**

## DEFINITIONS

### Parties instructed to assist with the Liquidation

Valuation agent	GTC Appraisals
SFP Property	SFP Property Limited

### Other Parties

The Company	Prestige Protection Group Ltd
The Liquidator	Richard Hunt
The Trading Premises	1st Floor, Building 2 Croxley Business Park, Watford, WD18 8YA
HMRC	HM Revenue & Customs

### References to Statutory and other Regulatory Provisions

The Act	The Insolvency Act 1986
The Rules	The Insolvency Rules 1986 or the Insolvency (England & Wales) Rules 2016 (dependent on the date of the event)
TUPE	The Transfer of Undertakings (Protection of Employment) Regulations
CDDA	Company Directors Disqualification Act 1986
SIP	Statement of Insolvency Practice
CVL	Creditors' Voluntary Liquidation
The Statement of Affairs	Estimated Statement of Affairs as at the date that the Company was placed into Liquidation
The Last Report	The Liquidator's last progress report
Review Period	Period covered by the Liquidator's progress report

**Prestige Protection Group Ltd (In Liquidation)**

**Progress Report to Members and Creditors**

**APPENDIX II**

- **Statutory Information**

## **STATUTORY INFORMATION**

### **Prestige Protection Group Ltd (In Liquidation)**

**Company Number:** 10328951

**Registered Office:** 9 Ensign House  
Admirals Way  
Marsh Wall  
Docklands  
London  
E14 9XQ

**Date of Appointment:** 24 June 2021

**Liquidator:** Richard Hunt  
SFP  
9 Ensign House  
Admirals Way  
Marsh Wall  
London  
E14 9XQ

#### **Creditors' Rights to Further Information and Challenge:**

Rule 18.9 of the Insolvency (England & Wales) Rules 2016: Within 21 days of receipt of a progress report, a creditor may request the Liquidator to provide further information about the remuneration and expenses set out in the report. A request must be in writing and may be made by either a secured creditor, or by an unsecured creditor with the concurrence of at least 5% in value of unsecured creditors or the permission of the court.

Rule 18.34 of the Insolvency (England & Wales) Rules 2016: Any secured creditor, or any unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors, or with the permission of the Court, may apply to the Court on the grounds that the remuneration or other expenses are excessive. Any such application must be made no later than 8 weeks after receipt of the relevant report.



**Prestige Protection Group Ltd (In Liquidation)**

**Progress Report to Members and Creditors**

**APPENDIX III**

- **Liquidator's Receipts and Payments Account**

**PRESTIGE PROTECTION GROUP LIMITED**  
(In Liquidation)

**LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE PERIOD FROM 24/06/2021 TO 23/06/2022**

	Notes	Statement of Affairs	From 24/06/2021 to 23/06/2022
<b>RECEIPTS</b>		£	£
Settlement Agreement			20,000.00
Bank Interest Gross			0.98
<b>TOTAL RECEIPTS</b>		<u>-</u>	<u>20,000.98</u>
		<b>Fees and Expenses Estimates</b>	<b>Expenses incurred (whether or not paid)</b>
			<b>from 24/06/2021 to 23/06/2022</b>
<b>PAYMENTS / EXPENSES</b>		£	£
Liquidator's Fees		33,000.00	23,280.50
Liquidator's Other Category 1 Expenses		460.00	41.20
Agents' Fees		500.00	-
Legal Fees	1	384.00	384.00
Statutory Advertising		284.00	198.90
Storage & Destruction Costs		400.00	-
<b>TOTAL PAYMENTS / EXPENSES</b>		<u>35,028.00</u>	<u>23,904.60</u>
<b>BALANCE IN HAND</b>			<u>19,418.08</u>
<b>REPRESENTED BY</b>			
Floating Current A/c			19,301.50
VAT Control Account			116.58
<b>BALANCE IN HAND</b>			<u>19,418.08</u>

**Notes**

- 1 The Liquidator's instructions as regards these items remain ongoing and therefore he continues to incur liabilities to third parties. However, these expenses will only be quantified once an invoice has been issued.

**Prestige Protection Group Ltd (In Liquidation)**

**Progress Report to Members and Creditors**

**APPENDIX IV**

- **Breakdown of SFP's Time Costs**

SFP  
■■■■■



PRESTIGE PROTECTION GROUP LTD (IN LIQUIDATION)

SUMMARY OF TIME INCURRED FOR THE PERIOD 24 JUNE 2021 TO 23 JUNE 2022

CLASSIFICATION OF WORK FUNCTION	Time spent over the period under review 24 JUNE 2021 TO 23 JUNE 2022						Total Time spent 24 JUNE 2021 TO 23 JUNE 2022			Total per fees estimate £
	Directors (all)	Managers (all)	Administrators (all)	Assistant	Total Hours incurred	Total Costs £	Total hours incurred	Average rate £/hour	Total Costs £	
Statutory and General Administration	1.70	0.40	31.00	6.60	39.70	8,706.00	39.70	219.29	8,706.00	15000.00
Investigations	1.90	6.90	15.50	0.00	24.30	6,702.50	24.30	275.82	6,702.50	9000.00
Realisation of assets	1.40	0.00	18.80	0.00	20.20	5,518.00	20.20	273.17	5,518.00	7000.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors and Members	0.30	0.00	8.70	0.20	9.20	2,354.00	9.20	255.87	2,354.00	2000.00
Total	5.30	7.30	74.00	6.80	93.40	23,280.50	93.40	249.26	23,280.50	33,000.00
Average rate per fees estimate (£/hour)										264.00

Fees drawn on account 0.00

See Appendix for Summary Charge Out Rates for staff

**Prestige Protection Group Ltd (In Liquidation)**

**Progress Report to Members and Creditors**

**APPENDIX V**

- **SFP's Charge-out Rates and Bases of Expenses**

Time costs of office holders and their staff are recorded in 6-minute units at the charge-out rates shown below. Office holders may be assisted by self-employed individuals engaged to fill temporary or infrequent gaps in the firm's permanent staff resources. Such individuals operate in a manner similar to other members of staff and their time spent on case administration is recorded at whichever rate shown here is appropriate to the role they perform.

For further information regarding fees, please download the relevant Guide at <http://panel.sfpgroup.com/> or a hard copy will be provided on request. Further information about insolvency processes is available at [www.creditorinsolvencyguide.co.uk](http://www.creditorinsolvencyguide.co.uk).

Grade	Rate £/hr	Grade	Rate £/hr	Grade	Rate £/hr
Director 2	550	Manager 2	325	Administrator 2	200
Director 1	500	Manager 1	300	Administrator 1	175
Associate Director	450	Assistant Manager	275	Assistant	125
Senior Manager 2	375	Senior Administrator 2	260	Data Administrator	20
Senior Manager 1	350	Senior Administrator 1	240		

SIP9 provides definitions of Category 1 and 2 expenses. They are always directly attributable to the estate to which they are charged. In general terms, office holders may discharge Category 1 expenses from the funds held in the estate, whereas the relevant authorising body must approve the basis of any Category 2 expenses before they may be charged to the estate. The relevant authorising body is whoever has the statutory right to approve the basis of the office holders' fees. This is usually the general body of creditors or a class of them. Please note that reports or fee-related documents issued by the office holder before 1 April 2021 may have described the office holders' expenses in a different manner to reflect the version of SIP9 that was effective at the time. If you require information on the policies applicable to earlier periods, please contact this office.

### Category 2 Expenses

**Category 2 expenses: Travel, Subsistence and Accommodation**

SFP pays its employees/directors for using their own vehicles in travelling to/from locations (other than SFP's offices) as required for case administration. Employees are currently paid at the below rates and these same charges will be passed onto the estate, although rates may change in future especially to reflect any changes to HMRC's approved mileage rates.

Additional cost for each passenger: 5p per mile

SFP Property is a surveying practice, which provides property valuation and sales services. SFP Property has shareholders in common with SFP. Although the office holders and their staff could undertake some of the work carried out by SFP Property, e.g. liaising with landlords, tenants and interested parties, it is considered more effective and efficient to arrange for SFP Property to deal with all matters relating to properties. In addition, in view of SFP Property's proximity to SFP, including the sharing of resources such as office space and finance staff, it is considered that SFP Property provides better value than any outside agencies. Although, of course, this arrangement benefits the common shareholders, it should be remembered that in the event that realisations are limited, SFP Property will not receive full payment for its time costs incurred.

July-22

### Category 2 expenses: SFP Property Limited (continued)

SFP Property's fees are charged on the basis of the time costs incurred at the following rates:

Grade	Rate £/hr	Grade	Rate £/hr	Grade	Rate £/hr
Director	350	Manager 2	225	Administrator 2	135
Senior Manager 1	275	Manager 1	200	Administrator 1	115
Senior Manager 2	250	Senior Administrator 2	175	Assistant	100
		Senior Administrator 1	155		

### Category 1 expenses: Sub-contractors

Office holders may sub-contract work that could otherwise be carried out by them or their staff. The following explains what typically is sub-contracted out and why. Where relevant, these are charged as a Category 1 expense. Please refer to the accompanying documents for details of the specific circumstances of the case and on how much this work will, or has, cost.

#### Pension Specialists

Where a pension scheme exists, pension specialists are instructed to conclude all pension scheme matters, which can involve winding up schemes and applying to the Redundancy Payment Service for payment of pension contribution arrears. Although these matters could be carried out by the office holders or their staff, it is appropriate to draw on the substantial knowledge and expertise of the pension specialists, who are also able to operate in a cost-effective manner.

#### Employment Specialists

SFP has staff with the knowledge and experience to deal with most matters relating to employees and former employees of insolvent businesses. However, particularly in cases with a large number of employees, external employment specialists may be instructed as they have cost-effective systems in place to process employees' claims in bulk. Employment specialists may also be engaged to assist in high profile or complex cases, as they have greater expertise to deal with such matters.

#### Debt Collection Agents

In some cases, office holders will engage other parties to pursue payment of outstanding sales invoices. Sometimes specialist debt collection agents, who have knowledge and experience in collecting the debts of a particular industry will be instructed. In other cases, office holders may engage individuals (whether in their personal capacity or by engaging with the individuals' new employer or company) who were previously employed by the insolvent entity to do this work. In both these circumstances, because of the debt collectors' specialist knowledge and often their relationships with the debtors, they are likely to be achieve better results than the office holders or their staff. In some cases, office holders may decide to instruct a debt collection agent on the basis that it will be cheaper than the staff to carry out the work at their standard charge-out rates.

#### Insolvency Claims Specialists

An office holder's investigations sometimes identify claims that may be pursued for the benefit of an insolvent estate. Due to their specialism, it is often the case that recoveries can be made quicker and more effectively if insolvency claims specialists are instructed to assist in pursuing such claims. Thus, while office holders and their staff have the knowledge and skills to pursue such recoveries in the first instance, they may decide to engage an insolvency claims specialist at an early stage in the interests of the insolvent estate.

#### Storage Agents

On appointments before May 2021, the office holders usually instructed independent agents to box up the insolvent entity's relevant books and records, create an inventory of those records, transport them to their storage facilities and store the records until such time as they can be destroyed. In most new appointments, the office holders now instruct independent storage agents to transport the insolvent entity's relevant books and records to the office holders' offices so that they can be scanned for electronic filing purposes and then the storage agents destroy the hard copy records. Holding the records in electronic form is far more useful to the office holders for their investigation purposes and it saves on the ongoing expense of storing the hard copy records with independent agents often for several years.

#### Advertising Agents

In all cases, legislation requires office holders to have statutory notices published in the London or Edinburgh Gazette. Although it is possible for the office holder to submit such requests directly to the Gazette, they use specialist advertising agents. For a small additional fee, the advertising agents check the submissions for obvious errors and omissions and can ensure that notices requiring urgent attention are dealt with swiftly.

#### Press Agents

In a few cases, it is valuable to the administration of the case for press agents to be engaged to assist in publicising the insolvency. For example, publicising may assist in bringing the insolvency event to the attention of unknown creditors or parties who may be interested in purchasing the business or assets. Press agents have the knowledge and expertise to determine how best to publicise matters and are more effective than the office holders or their staff would be.