

# 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 4 7 7 0 5 8

Company name in full ABC Lawyers Ltd

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

### 2 Liquidator's name

Full forename(s) David

Surname Meany

### 3 Liquidator's address

Building name/number The Old Town Hall

Street

Post town 71 Christchurch Road

County/Region Ringwood

Postcode B H 2 4 1 D H

Country

### 4 Liquidator's name ①

Full forename(s) Andrew

Surname Watling

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

### 5 Liquidator's address ②

Building name/number The Old Town Hall

Street

Post town 71 Christchurch Road

County/Region Ringwood

Postcode B H 2 4 1 D H

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	<sup>d</sup> 0	<sup>d</sup> 8	<sup>m</sup> 0	<sup>m</sup> 2	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0
To date	<sup>d</sup> 0	<sup>d</sup> 7	<sup>m</sup> 0	<sup>m</sup> 2	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 1

### 7 Progress report

☒ The progress report is attached

### 8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

<sup>d</sup> 0	<sup>d</sup> 1	<sup>m</sup> 0	<sup>m</sup> 4	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 1
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# 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 **David Meany**

Company name **Quantuma Advisory Limited**

Address **The Old Town Hall**

**71 Christchurch Road**

Post town **Ringwood**

County/Region

Postcode **B H 2 4 1 D H**

Country

DX

Telephone **01202 970430**



### 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.



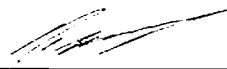
### Further information

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)**

**ABC Lawyers Ltd**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 08/02/2020 To 07/02/2021 £	From 08/02/2019 To 07/02/2021 £
	<b>ASSET REALISATIONS</b>		
	Bank Interest Gross	1.17	9.87
17,066.51	Cash in hand	NIL	12,566.51
Uncertain	Employee Loan	NIL	NIL
Uncertain	Intercompany Loan	NIL	NIL
Uncertain	VAT Refund	NIL	NIL
		<u>1.17</u>	<u>12,576.38</u>
	<b>COST OF REALISATIONS</b>		
	Legal Fees	1,531.80	1,531.80
	Office Holders Fees	NIL	9,000.00
	Pension Advisors	NIL	400.00
	Specific Bond	NIL	135.00
	Statutory Advertising	NIL	253.50
		<u>(1,531.80)</u>	<u>(11,320.30)</u>
	<b>UNSECURED CREDITORS</b>		
(5,958.00)	Accountants	NIL	NIL
(1.00)	Directors	NIL	NIL
Uncertain	Intercompany Creditor - ABC Legal SL	NIL	NIL
(171,843.48)	Trade & Expense Creditors	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	<b>DISTRIBUTIONS</b>		
(1.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<b>(160,736.97)</b>		<b><u>(1,530.63)</u></b>	<b><u>1,256.08</u></b>
	<b>REPRESENTED BY</b>		
	Bank 1 Current		989.68
	Vat Control Account		(1,957.70)
	Vat Receivable		2,224.10
			<u>1,256.08</u>

  
David Meany  
Joint Liquidator

## **ABC LAWYERS LTD (IN LIQUIDATION)**

### **THE JOINT LIQUIDATORS' PROGRESS REPORT**

**1 APRIL 2021**

**This report has been prepared for the sole purpose of updating the members and creditors 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 members and creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.**

**David Meany and Andrew Watling of Quantuma Advisory Limited, The Old Town Hall, 71 Christchurch Road, Ringwood, BH24 1DH, were appointed Joint Liquidators of ABC Lawyers Ltd on 08 February 2019.**

**David Meany is licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales and Andrew Watling is licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales**



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## **ABBREVIATIONS**

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Liquidators"	David Meany and Andrew Watling of Quantuma Advisory Limited
"the Company"	ABC Lawyers Ltd (in Liquidation)
EOS"	Estimated Outcome Statement
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 08/02/2020 to 07/02/2021



## **1. INTRODUCTION**

### **Introduction**

This report has been prepared to provide members and creditors with an update on the progress of the Liquidation of the Company since our last report dated 1 April 2020.

Please be aware that on 1 August 2020, Quantuma LLP transferred its business to Quantuma Advisory Limited.

Given the information previously provided to members and creditors in our earlier report, we have not included detailed background information in respect of the Company and have focussed on the progress of the Liquidation subsequent to that report.

A schedule of statutory information in respect of the Company is attached at Appendix 1.

### **Details of the appointment of the Joint Liquidators**

David Meany and Andrew Watling of Quantuma Advisory Limited were appointed Joint Liquidators of the Company on 08 February 2019.

The Joint Liquidators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

## **2. THE PROGRESS OF THE LIQUIDATION**

### **The Joint Liquidators' receipts and payments account**

Attached at Appendix 2 is a receipts and payments account covering the Review Period.

The rest of this report describes the key developments in the Liquidation over the Review Period.

We have summarised the main asset realisations during the Review Period and an estimation of those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

### **VAT Basis**

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately. There is VAT receivable for £266.40 due back to the Company from HM Revenue & Customs and this is to be submitted.

### **Administrative, Statutory & Regulatory Tasks**

The Joint Liquidators have met a considerable number of statutory and regulatory obligations. Whilst many of 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 Joint Liquidators and their staff have carried out their work to high professional standards.

During the Review Period, primarily these tasks have included:

- Drafting and issuing the progress report to creditors;
- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining electronic case files, which must include records to show and explain the Liquidation and any decisions made by the Joint Liquidators that materially affect the Liquidation;
- Monitoring and maintaining an adequate statutory bond;



- Conducting periodic case reviews to ensure that the Liquidation is progressing efficiently, effectively and in line with the statutory requirements;
- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments; and
- Completing periodic tax returns.

## **Realisation of assets**

### **Leasehold Property**

The Company trading from leasehold premises at Suite 5 Arden Court, Arden Street, Stratford-Upon-Avon, Warwickshire, CV37 6NT. Further to the Joint Liquidators appointment, they took steps to disclaim the lease, as there was no value in the lease for the benefit of the liquidation. The lease has now been disclaimed and no further action is required.

### **Employee Loan**

Company records reflected that there was a loan from a former employee owed to the Company for £8,763.42. The Joint Liquidators liaised with the employee to seek repayment, however the amount of the loan has been disputed on the fact that the former employee believes to be owed unpaid wages and further entitlements following the transfer of their employment to ABC Legal Limited, an associated company. The loan has subsequently been written off due to the likely costs involved in pursuing the loan and the employee having a counter claim. No further action is required in respect of the loan.

### **Intercompany Loan**

An Intercompany Loan from connected company, ABC Legal Limited was reflected in the Company accounts for £20,175.13. ABC Legal Limited entered into Creditors Voluntary Liquidation on 8 February 2019, and due to present information, there is no likelihood of a dividend to be made to any class of creditor. No recoveries are anticipated and no further action is required.

### **Cash in Hand**

The Company held funds of £17,066.51 in the Company bank account prior to liquidation. These funds were transferred to Quantum Advisory Limited's client account prior to the liquidation, and following the deduction of the pre appointment fee, the net sum of £12,566.51 was paid into the liquidation account on appointment.

### **VAT Refund**

As per the Statement of Affairs, the Company anticipated a VAT refund due back for £1,229.59. HMRC has submitted a claim within the liquidation for £55,426 and have applied a Crown set off on the basis of previous arrears.

### **Funds Held in PayPal**

As mentioned in my previous annual report, following their appointment, the Joint Liquidators were made aware of a PayPal account held by the Company, which holds £7,629.56. The Joint Liquidators have been in constant dialogue with PayPal in an attempt to realise these funds in the liquidation. However, further to repeated requests, PayPal have refused to release the funds and Clarke Wilmott Solicitors have been instructed by the Joint Liquidators to assist in realising the funds, for the benefit of the liquidation.





### **Estimated future realisations**

As above, the only known remaining asset in the liquidation is the funds held by PayPal of which the Joint Liquidators are trying to realise.

### **Payments**

During this review period, legal fees for £1,531.80 have been paid in respect of Clarke Willmott Solicitors for assisting in obtaining the funds held by PayPal.

## **3. CREDITORS: CLAIMS AND DISTRIBUTIONS**

### **Secured creditors**

The Company has no secured creditors.

### **Preferential creditors**

As at the date of appointment, the Company has no employees however it was established following the appointment of the Joint Liquidators, it was found that a Pension Scheme was in place for the Company. Clumber Consultancy Limited were instructed to assist in the claims for unpaid contributions.

Further to this, the Joint Liquidators became aware of Tribunal action brought against the Company by a number of former employees of the Company. During this review period, no judgement has been made and no preferential claims have been lodged.

### **Prescribed Part**

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company must be made available purely for the unsecured creditors. This equates to:

- 50% of net property up to £10,000;
- Plus, 20% of net property in excess of £10,000.
- Subject to a maximum of £600,000.

The Company has not granted a floating charge to any creditor after 15 September 2003 and consequently there will be no prescribed part in this Liquidation.

### **Unsecured creditors**

Unsecured claims were estimated at £177,802.48 in the Director's Estimated Statement of Affairs and, to date, 56 claims have been received totalling £623,815.10.

It is not anticipated that a dividend will be paid to unsecured creditors.

A Proof of Debt form is attached at Appendix 5.

### **Notice of No Dividend**

In accordance with Rule 14.36 and Rule 14.37 I confirm that no dividend as the funds realised have already been distributed or used or allocated for defraying the expenses of the Liquidation.



#### **4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS**

##### **Investigations**

During the Review Period, the Joint Liquidators carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the director(s) (and senior employees) by means of questionnaires (and interviews); making enquiries of the Company's accountants; reviewing information received from creditors; and collecting and examining the Company's bank statements, accounts and other records.

The directors provided the books and records and a completed questionnaire as well as a Statement of Affairs.

The information gleaned from this process enabled the Joint Liquidators to meet their statutory duty to submit a confidential report on the conduct of the directors (past and present) to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This initial assessment revealed matters that the Joint Liquidators considered merited further investigation. Although this work did not generate any financial benefit to creditors, it was necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

##### **Pre-Appointment transactions with connected parties**

In accordance with the guidance given in SIP13, details of the Company's transactions with connected parties during the two years prior to the (Joint) Liquidator('s/s') appointment, which have recently come to (his/her/their) attention, are provided below:

- The transaction was completed on 21 March 2018.
- The sale, which was completed by means of a Business Transfer Agreement, including the following assets: Domain Names, Goodwill and Work in Progress (pending contracts)
- The sale consideration totalled £50,151.
- The purchaser was Advanced Business Consultants Legal S.L.
- The purchaser is connected to the Company by reason of the following relationship: Common Directorship and Shareholding of Mark Thomas Rowe.

The Joint Liquidators have not yet reviewed the transactions detailed above and have not, therefore, reached any conclusions.

##### **Further Information**

Please note that the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>  
Additionally the Joint Liquidators are also bound by the regulations of their Licensing Bodies.



To comply with the Provision of Services Regulations, some general information about Quantuma Advisory Limited, including our complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information>.

Information about this insolvency process may be found on the R3 website here <http://www.creditorinsolvencyguide.co.uk>.

### **General Data Protection Regulation**

In compliance with the General Data Protection Regulation, creditors, employees, shareholders, directors and any other stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link <http://www.quantuma.com/legal-notices>.

## **5. ETHICS**

Please also be advised that Joint 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 and the safeguards put in place to mitigate threats previously identified have been reviewed and they are effectively managing those threats.

### **Specialist Advice and Services**

When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the Joint 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.

## **6. THE JOINT LIQUIDATORS' FEES AND EXPENSES**

A copy of 'A Creditors Guide to Liquidators' Fees' effective from 6 April 2017 together with the firm's current schedule of charge-out rates and chargeable disbursements may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>.

A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request at no cost.

### **Pre-Appointment Costs**

A fixed fee of £3,750 plus VAT was agreed and paid by the Company from the Cash at Bank balance held in Quantuma Advisory Limited's client account prior to the Company being wound up.



## Joint Liquidators' Remuneration

The basis of the Joint Liquidators' fees was fixed on 8 February 2019 at the Virtual Meeting of Creditors as follows:

1. A fixed fee of £10,000 plus VAT for the performance of the Joint Liquidators of their statutory duties including the duty to review and report on the conduct of the Director and for the performance of the Joint Liquidators in administering the liquidation; and
2. A fee for the realisation of assets by the Joint Liquidators fixed at 25% of gross realisations (plus VAT); and
3. A fee for the distribution of funds to creditors fixed at 25% of funds distributed to any class of creditor (plus VAT)

In accordance with these resolutions, fees totalling £9,000 plus VAT have been drawn in respect of Resolution 1 by way of comparison, the Joint Liquidators have incurred time costs of £19,542.50 during this review period.

We believe this case generally to be of average complexity with the exception of the additional creditors that have come to light and the allegations of fraud otherwise, no extraordinary responsibility has to date fallen on the Joint Liquidators.

For a detailed schedule of work undertaken by the Joint Liquidators during the Review Period, please see Appendix 4.

The expenses incurred to date are compared with the original expenses estimate as follows:

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)
<b>Category 1 Expenses</b>				
Agents Fees	Uncertain	Nil	Nil	
Legal Costs	Uncertain	1,531.80	1,531.80	
Pension Advisors	Nil	Nil	400.00	
Postage	20.00	Nil	Nil	Expense has not been recharged to this case
Search Fees	16.00	Nil	Nil	Expense has not been recharged to this case
Statutory Advertising	253.50	Nil	253.50	
Specific Bonding	135.00	Nil	135.00	
<b>Category 2 expenses</b>				
Photocopying	20.00	Nil	Nil	Expense has not been recharged to this case
Storage of Records	102.00	Nil	Nil	



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)
Travel Costs	100.00	Nil	Nil	
<b>TOTAL</b>	<b>6,46.50</b>	<b>1,531.80</b>	<b>2,320.30</b>	

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in Quantuma Advisory Limited current schedule of charge-out rates and chargeable disbursements referred to above. No category 2 disbursement have been charged as no resolutions was put to creditors.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators consider that:

- the original expenses estimate has been exceeded

#### **Other professional costs**

##### **Solicitors**

Clarke Willmott Solicitors were instructed to assist with recovering the funds held in the Company's PayPal account. Fees of £1,531.80 have been paid in respect of their invoice.

##### **Pension Advisors**

As mentioned in the previous Annual Report, Clumber Consultancy Limited were instructed to carry out a review and provide a report on the Company's Pension Scheme and to assist with processing a claim for unpaid pension contributions. Their fees were agreed on a fixed fee basis of £400 plus VAT which had been paid in full.

All professional costs are reviewed and analysed before payment is approved.

#### **Creditors' right to request information**

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request in writing the Joint Liquidators to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

#### **Creditors' right to challenge remuneration and/or expenses**

Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of remuneration which the Joint Liquidators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of.



Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

### **Future of the Liquidation**

The liquidation will remain open whilst the Joint Liquidators deal with realising the funds held in the Company's PayPal account. In addition the Joint Liquidators are continuing with their investigations into the conduct of the Director.

Once all of the outstanding matters have been resolved, the Joint Liquidators will seek their release from office by issuing their final account to the members and the creditors.

Should you have any queries in regard to any of the above please do not hesitate to contact Katie Meany on 01202 970431 or by e-mail at [katie.meany@quantuma.com](mailto:katie.meany@quantuma.com)

**David Meany**  
**Joint Liquidator**

**ABC Lawyers Ltd  
(IN LIQUIDATION)****STATUTORY INFORMATION**

Company Name	ABC Lawyers Ltd
Trading Address	71 Queen Victoria Street, London, EC4V 4BE
Proceedings	In Liquidation
Date of Appointment	08 February 2019
Joint Liquidators	David Meany Andrew Watling Quantuma Advisory Limited The Old Town Hall, 71 Christchurch Road, Ringwood, BH24 1DH
Registered office Address	c/o Quantuma Advisory Limited The Old Town Hall, 71 Christchurch Road, Ringwood, BH24 1DH
Company Number	10477058
Incorporation Date	14/11/2016

Statement of Affairs £	From 08/02/2020 To 07/02/2021 £	From 08/02/2019 To 07/02/2021 £
ASSET REALISATIONS		
Bank Interest Gross	1.17	9.87
17,066.51 Cash in hand	NIL	12,566.51
Uncertain Employee Loan	NIL	NIL
Uncertain Intercompany Loan	NIL	NIL
Uncertain VAT Refund	NIL	NIL
	<u>1.17</u>	<u>12,576.38</u>
COST OF REALISATIONS		
Legal Fees	1,531.80	1,531.80
Office Holders Fees	NIL	9,000.00
Pension Advisors	NIL	400.00
Specific Bond	NIL	135.00
Statutory Advertising	NIL	253.50
	<u>(1,531.80)</u>	<u>(11,320.30)</u>
UNSECURED CREDITORS		
(5,958.00) Accountants	NIL	NIL
(1.00) Directors	NIL	NIL
Uncertain Intercompany Creditor - ABC Legal SL	NIL	NIL
(171,843.48) Trade & Expense Creditors	NIL	NIL
	<u>NIL</u>	<u>NIL</u>
DISTRIBUTIONS		
(1.00) Ordinary Shareholders	NIL	NIL
	<u>NIL</u>	<u>NIL</u>
<u>(160,736.97)</u>	<u>(1,530.63)</u>	<u>1,256.08</u>
REPRESENTED BY		
Bank 1 Current		989.68
Vat Control Account		(1,957.70)
Vat Receivable		2,224.10
		<u>1,256.08</u>



**ABC Lawyers Ltd  
(IN LIQUIDATION)**

**Appendix 3**

**Schedule of Joint Liquidators' timecosts**

# Time Entry - SIP9 Time & Cost Summary

6003828 - ABC Lawyers Ltd  
All Post Appointment Project Codes  
From: 08/02/2020 To: 07/02/2021

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	1 00	6 20	8 30	7 80	23 30	4,919 50	211 14
Case Specific Matters	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Cashiering	0 20	0 00	0 20	1 90	2 30	377 50	164 13
Closing Procedures	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Creditors	4 90	6 00	27 70	30 20	68 80	12,478 00	181 37
Investigations	1 20	1 80	0 10	0 00	3 10	1,186 00	382 58
Pre Appointment	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Realisation of Assets	0 10	1 90	0 00	0 00	2 00	581 50	290 75
Trading	0 00	0 00	0 00	0 00	0 00	0 00	0 00
<b>Total Hours</b>	<b>7 40</b>	<b>15 90</b>	<b>36 30</b>	<b>39 90</b>	<b>99 50</b>	<b>19,542 50</b>	<b>196 41</b>
<b>Total Fees Claimed</b>						<b>0 00</b>	
<b>Total Disbursements Claimed</b>						<b>0 00</b>	

Time Entry - SIP9 Time & Cost Summary

Category 2 Disbursements

6003828 - ABC Lawyers Ltd  
From: 08/02/2020 To: 07/02/2021

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Disbursement Category	Amount
02/04/2020	Photocopying: Photocopying of letter to creditors with notice of first annual progress report	Category 2	2.80
02/04/2020	Stationery: Stationery for letter to creditors with notice of first annual progress report	Category 2	14.00
Total			16.80

**ABC Lawyers Ltd  
(IN LIQUIDATION)**

**DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT LIQUIDATORS DURING THE REVIEW PERIOD**

Description of work undertaken	Includes
<b><u>ADMINISTRATION &amp; PLANNING</u></b>	
Administration & Planning	
Initial Statutory and General Notifications & Filing e.g. Advertising the appointment, undertaking statutory notifications to Companies House, HMRC, the Pension Protection Fund, preparing the documentation and dealing with other notification of appointment	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Obtaining a specific penalty bond.	
Recovering & Scheduling the company's books and records.	Collection and making an inventory of company books and records
Setting up electronic case files and electronic case details on IPS.	
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews at 1 month, 2 months & 6 months.	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
VAT & Corporation Tax matters and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
<b><u>CREDITORS</u></b>	
Creditors	
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Dealing with Pension Schemes	Corresponding with the PPF and the Pensions Regulator
Reviewing and adjudicating creditors' claims - adjudicating claims & requesting additional information in support of claims	Agreeing allocation of realisations and costs between fixed and floating charges Receipt of POD Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication Seeking solicitors' advice on the validity of complex claims Dealing with unclaimed dividends
Dealing with HMRC/RPO claims	

Description of work undertaken	Includes
Annual/Progress Reports	Preparing, circulating and filing progress reports Disclosure of sales to connected parties
<b><u>INVESTIGATIONS</u></b>	
Investigations	
SIP 2 Review - Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc.	Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions Liaising with the committee/creditors or major creditors about further action to be taken
CDDA Reports - Preparing a report or return on the conduct of the directors as required by the Company Directors Disqualification Act.	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations
Investigating & Pursuing Antecedent Transactions	
<b><u>REALISATION OF ASSETS</u></b>	
Realisation of Assets	
Leasehold Property	Liaising landlords Disclaiming property
Debtors	Collecting supporting documentation Correspondence with debtors Dealing with disputes
Cash at Bank	Contacting the bank to arrange closure of the account and payment of the funds to the estate
<b><u>CASHIERING</u></b>	
Opening, maintaining and managing the Office Holders' cashbook and bank account.	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory receipts and payments accounts at Companies House
<b><u>CLOSING PROCEDURES</u></b>	
Filing final statutory returns at Companies House/Court	

**Current Charge-out Rates of the staff working on the case****Time charging policy**

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken

Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes.

Rates are likely to be subject to periodic increase.

Staff	Charge out rates £
CEO/Managing Director	£480 - £580
Appointment Taking Director	£400 - £500
Senior Manager	£340 - £415
Administrator	£200 - £240

## **Appendix 4**

**ABC Lawyers Ltd  
(IN LIQUIDATION) PROOF OF DEBT**

PROOF OF DEBT - GENERAL FORM

ABC Lawyers Ltd

Date of Resolution for voluntary winding up 8 February 2019

DETAILS OF CLAIM		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> <li>For UK companies: its registered number</li> <li>For other companies: the country or territory in which it is incorporated and the number if any under which it is registered</li> <li>The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act</li> </ul>	
4.	Total amount of claim, including any Value Added Tax, as at the date of liquidation, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£ ) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [Note the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category  Amount(s) claimed as preferential £
11.	If you wish any dividend payment that may be made to be paid in to your bank account please provide BACS details. Please be aware that if you change accounts it will be your responsibility to provide new information	Account No.:  Account Name:  Sort code:
AUTHENTICATION		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO