In accordance with Rule 6.28 of the Insolvency (England & Wales) Rules 2016 and Section 106(3) of the Insolvency Act 1986.

# LIQ14 Notice of final account prior to dissolution in CVL



\*A99X1ESJ\*
A23 23/07/2020 #85
COMPANIES HOUSE

1	Company details	
Company number	1 1 1 3 9 5 6 5	→ Filling in this form Please complete in typescript or in
Company name in full	Simpleweb Block Ltd	bold black capitals.
2	Liquidator's name	
Full forename(s)	David Gerard	
Surname	Kirk	
3	Liquidator's address	
Building name/number	5 Barnfield Crescent	
Street	Exeter	
Post town	EX1 1RF	
County/Region		
Postcode ·		
Country		
4	Liquidator's name •	
Full forename(s)		Other liquidator Use this section to tell us about
Surname		another liquidator.
5	Liquidator's address @	
Building name/number		Other liquidator
Street		Use this section to tell us about another liquidator.
	,	
Post town		
County/Region		
Postcode		
Country		
,		

	LIQ14 Notice of final account prior to dissolution in CVL		
6	Liquidator's release	· ·	
	☐ Tick if one or more creditors objected to liquidator's release.		
	:		
7	Final account		
	☑ I attach a copy of the final account.		
8	Sign and date		
Liquidator's signature	X X		
Signature date	0   1   0   7     2   0   2   0   6   6   6   6   6   6   6   6   6		
	<b>V</b>	,	
•			
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	·		
			• •

#### **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	Daniel Jeeves
Company name	Kirks
,	
Address	5 Barnfield Crescent
	Exeter
Post town	EX1 1QT
County/Region	
Postcode	
Country	-
DX	
Telephone	01392 474303

#### 1

#### 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.

#### **7** 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

## Simpleweb Block Ltd (In Liquidation)

## (In Liquidation) Liquidator's Abstract of Receipts & Payments From 18 July 2019 To 26 June 2020

Statement of Affairs £				£		c
. <u>*</u>				**************************************		£
	ASSET REALISATIONS		•			
	Rates refund			4,166.53		
2,387.95	Cash at Bank	<b>,</b>		2,387.95		•
4,000.00	Directors' Funds			4,000.00		
Uncertain.	Shares in Personal Privacy			1,000.00		•
•	Loan to Personal Privacy S	olutions Ltd		2,000.00		
•						13,554.48
						•
•	COST OF REALISATIONS					
	Specific Bond		•	100.00		
•	Preperation of S. of A.			3,000.00		
	Liquidators Fees			8,733.75	-	•
•	Agents/Valuers Fees Statutory Advertising			1,458.29 262.44		
•	Statutory Advertising		•	202.44		(13,554.48)
•						(13,334.40)
	UNSECURED CREDITORS	•		•		
(17,542.69)	Trade & Expense Creditors			NIL	٠,	•
(1,758.46)	HM Revenue and Customs			NIL		٠
			•			NIL
	DISTRIBUTIONS		ı			
(100.00)	Ordinary Shareholders		•	. NIL	٠,	
						, NIL
			•	٠		
		,				
(13,013.20)		•				(0.00)
	DEDDECENTED DV				—	
	REPRESENTED BY			•		•
		•				
		•	•		. —	NIL
• •					==	
			*			
	·			2		ď.
		•		•	•	
						David Gerard Kirk

David Gerard Kirk Liquidator Our ref: SIM229/DGK/DRJ Your ref:

27th April 2020

#### To All Known Creditors and Members



5 Barnfield Crescent Exeter Devon EX1 1QT

T 01392 474303

F 01392 494349

E mail@kirks.co.uk

www.kirks.co.uk

Dear Sir/Madam,

Simpleweb Block - In Creditors' Voluntary Liquidation

Registered Address: 5 Barnfield Crescent, Exeter, Devon, EX1 1QT

Previous Registered Address and Trading Address: Office 1a Level 1, [HERE], 470

Bath Road, Bristol, BS3 4AP Registered number: 11139565 Liquidator: David Gerard Kirk

Liquidator's Address: 5 Barnfield Crescent, Exeter, EX1 1QT

Date of Appointment: 12 July 2019

I refer to my appointment as Liquidator of the above on 18th July 2019.

The final report is available online at: www.kirks.co.uk/cases. This report includes;

- Notice of no dividend;
- Notice that the Company's affairs are fully wound up; and
- My final account of the Liquidation.

In order to obtain access you will need to use the following:

Login: SIM229

Please ensure that you enter the website details in to the top left hand search bar to enable you to login.

Guidance notes on liquidator's fees may be found on the website www.kirks.co.uk/guides

A privacy notice as required by the General Data Protection Regulation is available at www.kirks.co.uk/privacy-policy.

Should you wish to receive a hard copy of this document please contact Daniel Jeeves at this office by telephone or email at <a href="mailto:Daniel@kirks.co.uk">Daniel@kirks.co.uk</a> and one will be sent to you. Yours faithfully,

For and on behalf of Simpleweb Block Ltd

David Kirk Liquidator K H One Ltd Company no. 03754544 Registered at 5 Barnfield Crescent Exeter EX1 1QT

David Kirk ACA FABRP, Lius Thomas MABRP and Wendy George MABRP are Licensed Insolvency Practitioners authorised by the Institute of Charlered Accountants in England and Wales.

VAT no: 973 1201 40





#### NOTICE OF NO DIVIDEND

Company Name: Simpleweb Block Ltd (In Liquidation) ("the Company")

Company Number: 11139565

This Notice is given under Rule 14.36 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Liquidator of the Company, David Gerard Kirk, of Kirks, 5 Barnfield Crescent, Exeter, EX1 1QT (telephone number: 01392 474303), who was appointed by the members and creditors.

The Liquidator gives notice confirming that no dividend will be declared in the Liquidation of the Company.

The funds realised have already been distributed or used or allocated for paying the expenses of the Liquidation.

The Liquidator will now proceed to conclude the Liquidation and therefore any claims against the assets of the Company are required to be established by 1<sup>st</sup> June 2020.

Signed:	:	
,	David Kirk Liquidator	
Dated:	27/4/20	•

#### NOTICE THAT THE COMPANY'S AFFAIRS ARE FULLY WOUND UP

Company Name: Simpleweb Block Ltd (In Liquidation) ("the Company")

Company Number: 11139565

This Notice is given under Rule 6.28 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Liquidator of the Company, David Gerard Kirk, of Kirks, 5 Barnfield Crescent, Exeter, EX1 1QT (telephone number: 01392 474303), who was appointed by the members and creditors.

The Liquidator gives notice that the Company's affairs are fully wound up.

Creditors have the right:

- (i) to request information from the Liquidator under Rule 18.9 of the Rules;
- (ii) to challenge the Liquidator's remuneration and expenses under Rule 18.34 of the Rules; and
- (iii) to object to the release of the Liquidator by giving notice in writing below before the end of the prescribed period to:

David Gerard Kirk

Kirks

5 Barnfield Crescent, Exeter, EX1 1QT

The prescribed period ends at the later of: (i) eight weeks after delivery of this notice, or (ii) if any request for information under Rule 18.9 of the Rules or any application to court under that Rule or Rule 18.34 of the Rules is made, when that request or application is finally determined.

The Liquidator will vacate office under Section 171 of the Insolvency Act 1986 ("the Act") on delivering to the Registrar of Companies the final account and notice saying whether any creditor has objected to release.

The Liquidator will be released under Section 173 of the Act at the same time as vacating office unless any of the Company's creditors objected to release.

Relevant extracts of the Rules referred to above are provided overleaf.

Signed:		
David Liquid		
Dated:	20/4/20	

## RELEVANT EXTRACTS OF RULES 18.9 AND 18.34 OF THE INSOLVENCY (ENGLAND & WALES) RULES 2016

#### **Rule 18.9**

- (1) The following may make a written request to the office-holder for further information about remuneration or expenses set out in a final report under rule 18.14:
  - a secured creditor;
  - an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question); or
  - · any unsecured creditor with the permission of the court.
- (2) A request or an application to the court for permission by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one creditor.

#### **Rule 18.34**

- (1) This rule applies to an application in a winding-up made by a person mentioned in paragraph (2) on the grounds that:
  - the remuneration charged by the office-holder is in all the circumstances excessive:
  - the basis fixed for the office-holder's remuneration under rules 18.16, 18.18, 18.19, 18.20 and 18.21 (as applicable) is inappropriate; or
  - the expenses incurred by the office-holder are in all the circumstances excessive.
- (2) The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable:
  - a secured creditor, or
  - · an unsecured creditor with either
    - (i) the concurrence of at least 10% in value of the unsecured creditors (including that creditor), or
    - (ii) the permission of the court.
- (3) The application by a creditor must be made no later than eight weeks after receipt by the applicant of the final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question.

#### FINAL REPORT

## SIMPLEWEB BLOCK LTD - IN CREDITORS' VOLUNTARY LIQUIDATION

#### Content

- Executive Summary
- Administration and Planning
- Realisation of Assets
- Enquiries and Investigations
- Creditors
- Fees and Expenses
- Creditors' Rights
- EU Regulations
- Conclusion

#### **Appendices**

- Appendix I Statutory Information
- Appendix II Receipts and Payments account for the periods 18/07/2019 to 26/06/2020
- Appendix III Detailed list of work undertaken in the period

#### **EXECUTIVE SUMMARY**

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

#### Assets

Asset	Estimated to realise per Statement of Affairs	Realisations to date	Anticipated future realisations	Total anticipated realisations
Rates Refund		£4,166.53	Nil	£4,166.53
Cash at Bank	£2,387.95	£2,387.95	Nil	£2,387.95
Directors' Funds	£4,000.00	£4,000.00	Nil	£4,000.00
Shares in Personal Privacy Solutions Ltd	Uncertain	£1,000.00	Nil	£1,000.00
Loan to Personal Privacy Solutions Ltd	,	£2,000.00	Nil	£2,000.00

Expense	Amount per fees and expenses estimates	Expense incurred to date	Anticipated further expense to closure	Total anticipated expense
Liquidator's pre-				
appointment fee	£3,000.00	£3,000.00	Nil	£3,000.00
Liquidator's fees	£15,162.50	£8,733.75	Nil	£8,733.75
Agents/Valuers Fees	£1,500.00	£1,458.29	Nil	£1,458.29
All other expenses	£374.93	£362.44	Nil	£362.44

Dividend prospects					
Creditor class	Distribution / paid to date	dividend	Anticipated distribution / dividend, based upon the above		
Secured creditor		N/A	N/A		
Preferential creditors		N/A	N/A		
Unsecured creditors		Nil	Nil		

#### Closure

There are no further matters in the liquidation to be progressed and the liquidation may now be concluded.

#### **ADMINISTRATION AND PLANNING**

Statutory information

Statutory information may be found at Appendix I.

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

#### Reporting

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

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

- The S100 Report;
- This final report.

#### Other administration tasks

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

- · Case set-up;
- Appointment notification;
- Maintenance of records;
- Statutory Returns;
- Cashiering;
- Bonding;
- · Case reviews.

#### **ENQUIRIES AND INVESTIGATIONS**

During the Review Period, the Liquidator carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the directors by means of questionnaires; 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 Liquidator 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 has been completed Liquidator identified a loan which had been made to a connected company. Details of realisations against this are details below in the asset realisations.

This work was necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

#### **REALISATION OF ASSETS**

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

#### **Directors Funds**

As per the Statement of Affairs the sum of £4,000 was to be transferred by the company to cover the costs of the liquidation. This amount has been received in full.

#### Shareholding in Subsidiary

The company owns 200 shares in Personal Privacy Solutions Ltd. Realisations as per the Statement of Affairs against the shares in the subsidiary were uncertain.

An offer of £1,000 was made by the existing shareholders of Personal Privacy Solutions Ltd. After seeking advice, and reviewing information provide, this offer was accepted. The amount of £1,000 has been received in the Liquidation.

#### Cash at Bank

The Statement of Affairs estimated Cash at Bank to have a realisable value of £2,387.95. This amount has been received in full in the liquidation.

#### **Rates Refunds**

The Statement of Affairs showed no realisable amounts due from a Rates Refund. I instructed my agents, Goodman Nash, to conduct a rates review of the leased premises. Their investigations established an amount of £4,166.53 was due to be refunded to the company.

I can confirm that this amount has been recovered in full

#### Loan to Personal Privacy Solutions Ltd

The Statement of Affairs showed no amounts due from a loan repayment. The review of the company's bank statements identified a payment to Personal Privacy Solutions Ltd, a connected company run by the same shareholders and directors.

The directors provided information which showed that Personal Privacy Solutions Ltd had provided services to Simpleweb Block Ltd for which it had not been paid. After further investigation and correspondence with the company's directors, an offer of payment in full and final settlement of the remaining debt in the amount of £2,000 was accepted. This amount has been received in full.

#### **CREDITORS**

#### **Secured creditors**

There are no secured creditors.

#### Preferential creditors

There are no preferential creditors.

#### **Unsecured creditors**

It was estimated that HM Revenue and Customs were owed funds of £1,758.45. No claims have been made against this in the liquidation.

The trade and expense creditors were estimated in the Statement of Affairs at £17,542.69. I have received claims totalling £31,053.63

#### **Dividend Prospects**

Unfortunately, there are insufficient funds to distribute a dividend to any class of creditor.

#### Prescribed Part

Where a floating charge is created after 15th September 2003 a prescribed part of the company's net property shall be made available to unsecured creditors.

The company had not grated a fixed and floating charge therefore the prescribed part does not apply.

#### FEES AND EXPENSES

#### **Pre-Appointment Costs**

Fixed fee agreed with the Directors and ratified by members and creditors.

The creditors authorised the fee of £3,000 plus VAT for assisting the directors in calling the relevant meetings and with preparing the Statement of Affairs on 12<sup>th</sup> August 2019.

#### The Liquidator's fees

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

The basis of the Liquidator's fees estimate of £15,162.50 was approved by creditors on 12<sup>th</sup> August 2019 in accordance with the following resolution:

"THAT the basis of the Liquidators fees be fixed by reference to the time properly given by the Liquidator, as set out in the fees estimate, and their staff in attending to matters arising in the Liquidation, such time to be charged at the hourly charge out rates used by the firm at the time when the work is performed".

The time costs for the period 18th July 2020 to 27th April 2020 total £7,288, representing 33.3 hours at an average hourly rate of £218.86. I anticipate further time costs to closure to be £2,500. Due to insufficient realisations, an amount of £8,733.75 has been drawn against these time costs.

These costs have been incurred in asset realisations, liaising with agents in relation to the rates refund, reviewing the Intercompany loan balances, reviewing value of shares in Personal Privacy Solutions Ltd, correspondence with the director and creditors, investigations, cashiering duties and general administration including compliance with statutory matters.

#### **Disbursements**

The category 1 disbursements paid for in the period 18th July 2019 to 27th April 2020 total £362.44 are detailed at Appendix II and represent the simple reimbursement of actual out of pocket payments made in relation to the assignment.

Information about this insolvency process may be found on the R3 website at http://www.creditorinsolvencyguide.co.uk/. A copy of 'A Creditors' Guide to Fees' together with the firm's charge-out rate and disbursement policy may be found at www.kirks.co.uk/guides. A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.

## Other professional costs Agents/Valuers Fees

Goodman Nash LLP were instructed ion relation to reviewing the historic rates the company had paid. Their costs have been agreed on the basis of their standard charges and sales commission rate of 35% plus VAT. The agents' fees for the period 20/06/2019 to 27/04/20 amount to £1,458.29 and have been paid in full.

#### **CREDITORS' RIGHTS**

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

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

## EU REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)

The Company's centre of main interest was in the UK as their registered office and trading address was Office 1a Level 1, [HERE], 470 Bath Road, Bristol, BS3 4AP and therefore it is considered that the EU Regulations apply. These proceedings are main proceedings as defined in the EU Regulation

#### CONCLUSION

There are no other matters outstanding and the affairs of the company have been fully wound up.

If you require any further information, please contact Daniel Jeeves at this office.

Signed

David Kirk Liquidator

27th April 2020

#### Appendix I

#### **Statutory Information**

Company Name

Simpleweb Block Ltd

Former Trading Name

N/A

Company Number

11139565

Registered Office

5 Barnfield Crescent, Exeter, EX1 1QT

Former Registered Office

Office 1a Level 1, [HERE], 470 Bath Road, Bristol, BS3

4AP

Officeholder

**David Gerard Kirk** 

Officeholder's address

5 Barnfield Crescent, Exeter, EX1 1QT

Date of appointment

18<sup>th</sup> July 2019

# Simpleweb Block Ltd (In Liquidation) Liquidator's Summary of Receipts and Payments To 26 June 2020

RECEIPTS		Statement of Affairs (£)	Total (£)
Rates refund			4,166.53
Cash at Bank		2,387.95	2,387.95
Directors' Funds		4,000.00	4,000.00
Shares in Personal Privacy Solutions Ltd		Uncertain	1,000.00
Loan to Personal Privacy Solutions Ltd			2,000.00
	•	•	13,554.48
PAYMENTS			
Specific Bond			100.00
Preperation of S. of A.			3,000.00
Liquidators Fees			8,733.75
Agents/Valuers Fees		•	1,458.29
Statutory Advertising			262.44
Trade & Expense Creditors		(17,542.69)	0.00
HM Revenue and Customs		(1,758.46)	0.00
Ordinary Shareholders		(100.00)	0.00
			13,554.48
Net Receipts/(Payments)			0.00
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			•
MADE UP AS FOLLOWS			•
MADE OF AS LOFFOMS		•	
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		•	0.00
·			
,			David Gerard Kirk Liquidator

General Description	Includes
ADMIN & PLANNING	<del>Harristan in the Carting to the property of the state of</del>
Case planning and progression	Case Strategy
cese highining and hindlession.	Company searches
	Statutory duties
Case setup	Set up on our systems
	Client reviews
•	Case file
<del> </del>	Adding in company information
Appointment notification	Sending relevant documents to Registrar of Companies Sending relevant documents to Courts Advertising Ltd
	Notifying members and creditors
Maintenance of records	Filing
	Collecting books and records
Statutory returns	Sending returns to Registrar of Companies
Reviews	The partner and manager must conduct a review the case within certain time periods.
Closure	Preparing the final report to creditors, requesting tax clearance and applying final interest. Writing to
i e e e e e e e e e e e e e e e e e e e	the Registrar of Companies.
	Holding final meetings
Cashiering	Reconciling the client account, paying in/out funds, adding bank interest
Correspondence with director	Requesting further company information etc.
Bonding	Arranging cover with provider
•	Updating our systems
	Payments and transfers
INVESTIGATION	
SIP-2 Review - the investigation	Correspondence to request information on the company's dealings, making further enquiries of third
	parties.
	Reviewing questionnaires submitted by creditors and directors Investigating company records
Statutory reporting on conduct of	Preparing statutory investigation reports
director(s)	Trepaning statetory investigation reports
investigating antecedent transactions	Strategy meeting
ASSET REALISATIONS	
3.3	Instructing and liaising with agents/valuers
identifying, securing and insuring assets	Liaising with potential purchasers
633,643	Assessment and review of offers received
	Negotiating with intended purchaser
Debtors	Collecting supporting documentation
	Correspondence with debtors
Property, business and asset sales	Liaising with agents
and the state of t	Dealing with potential purchasers
	Negotiating sales
	Collecting sales consideration
CREDITORS	
Reporting	Reporting to creditors on the outcome of meetings
	Reporting to the creditors on the anniversaries of the appointment
Correspondence	Receive and follow up creditor enquiries via telephone
ain-i mhannaitheil	Review and prepare correspondence to creditors and their representatives via facsimile, email and post
	Corresponding with the PPF and the Pensions Regulator
Non-preferential claims	Preparation of correspondence to potential creditors inviting submission of POD
	Receipt of POD
CACE CHECIEIC MATTERS	Request further information from claimants regarding POD
CASE SPECIFIC MATTERS	
Pill proposition	Raising fee invoices WIP write off
Bill preparation	Billing Decision
<del>, and a second that the second of the</del>	Corporation Tax reviews
The harden	Liaising with HM Revenue & Customs
Tax Reviews	Submitting VAT returns
	Deregistration of VAT

#### **Current Charge-out Rates for the firm**

#### Time charging policy

The minimum unit of time recorded is 6 minutes.

Staff	Charge out rates		
gian.	£		
Director - Insolvency Practitioner	380.00		
Senior Manager – Insolvency Practitioner	300.00		
Insolvency Case Manager	225.00		
Senior Administrator	180.00		
Administrator	140.00		
Secretarial/Administration support staff	110.00		

The charge out rates are subject to periodic reviews and change. Time is charged in units of 6 minutes. Details of previous charge rates are available upon request.

#### **Disbursements**

There are two types of disbursements; direct disbursements (known as category one) and indirect disbursements (known as category two).

Category one disbursements do not require approval by creditors. Typically, these include external supplies of incidental services specifically identifiable to the case, such as postage, advertising, invoiced travel and external printing, room hire, insolvency bond and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case.

Category two disbursements do require creditor approval and include elements of shared or allocated costs. This firm does not charge these types of disbursements to the case.

#### **Agents and Other Advisors**

Solicitors, valuers, estate agents and other professional advisors will be engaged as necessary on the assignment. Agent fees are charged at cost based upon the actual charge made by the agent. Agents are appointed on the basis of their knowledge and experience in dealing with similar matters.

#### A Creditors Guide to Fees

This can be obtained free of charge from our website www.kirks.co.uk/guides or by requesting a copy in writing from us.