

LIQ14

Notice of final account prior to dissolution in CVL



Companies House

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

1 Company details

Company number 1 1 1 4 4 2 9 5
Company name in full Alara Services Group Limited

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

2 Liquidator's name

Full forename(s) Daniel
Surname Allen

3 Liquidator's address

Building name/number 1 Castle Hill Court
Street Castle Hill
Post town Rochester
County/Region Kent
Postcode M E 1 1 L F
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.

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

Signature

X



X

Signature date

d

1

d

1

m

0

m

4

y

2

y

0

y

2

y

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 **Danny Allen**

Company name **360 Insolvency Limited**

Address **1 Castle Hill Court**

Castle Hill

Post town **Rochester**

County/Region **Kent**

Postcode **M E 1 1 L F**

Country

DX

Telephone **01634 475546**

**Checklist**

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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

**Important information**

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

**Where to send**

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

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

**Further information**

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

Alara Services Group Limited Trading As: Alara Electrical
(In Liquidation)
Liquidator's Abstract of Receipts & Payments
From 15 February 2021 To 11 February 2022

Statement of Affairs £		£	£
	HIRE PURCHASE		
73,800.00	Motor vehicles	NIL	
(83,910.00)	Finance obligations (total)	NIL	NIL
	ASSET REALISATIONS		
1,500.00	Computer and office equipment	NIL	
500.00	Stock, tools and supplies	NIL	
21,755.00	Book Debts	21,352.14	
700.00	Cash at bank	NIL	
	Debtor - sale of assets pre-appointmen	4,800.00	
Uncertain	Prepayments - Refunds received	462.00	26,614.14
	COST OF REALISATIONS		
	Bordereau premium	150.00	
	Liquidator's remuneration	16,471.48	
	Liquidator's Category 2 disbursements	139.52	
	Agents/Valuers Fees	1,250.00	
	Professional fees - employee claims	570.00	
	Professional fees - debt collection	3,202.82	
	Professional fees - pension consultant	479.05	(22,262.87)
	PREFERENTIAL CREDITORS		
(23,822.00)	Secondary preferetnial creditors - HMR	2,417.54	
	Preferential claims - RPS and employe	1,933.73	(4,351.27)
	FLOATING CHARGE CREDITORS		
(26,970.00)	Just Cash Flow plc	NIL	NIL
	UNSECURED CREDITORS		
(38,442.96)	Trade and expense creditors	NIL	
(5,017.00)	Employees - notice and redundancy	NIL	
(16,247.00)	Loan - Capital on Tap	NIL	
(64,064.67)	Loan - Santander	NIL	
(22,100.00)	Landlord - contingent claim	NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
(182,418.63)			(0.00)
	REPRESENTED BY		
			NIL

**Alara Services Group Limited Trading As: Alara Electrical
(In Liquidation)
Liquidator's Abstract of Receipts & Payments
From 15 February 2021 To 11 February 2022**

**Statement
of Affairs**
£

£

£



Danny Allen
Liquidator



**Alara Services Group Limited – in Liquidation
t/a Alara Electrical**

Liquidator's final account to creditors pursuant to
Section 106 of the Insolvency Act 1986 and
Rule 18.14 of the Insolvency Rules 2016

For the period
15 February 2021 to 11 February 2022

Issued on 11 February 2022

Delivered on 15 February 2022

Contents

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- II. Receipts and payments account for the period 15 February 2021 to 11 February 2022
- III. Schedules of Liquidator's time costs for the period 15 February 2021 to 11 February 2022 and fee and disbursement policies
- IV. Notice about final dividend position
- V. Notice of final account

References in this report to sections, paragraphs or rules are to parts of the Insolvency Act 1986 ("the Act") and the Insolvency Rules (England and Wales) 2016 ("the Rules").

1. Executive summary

- 1.1 I was appointed Liquidator of Alara Services Group Limited ("the Company") on 15 February 2021 by resolution of the members, which was ratified by creditors by the deemed consent procedure.
- 1.2 There have been realisations totalling £26,614 during the course of the liquidation and distributions have been made to the primary preferential creditors (in full) and secondary preferential creditors (4.92 p in the £).
- 1.3 The liquidation is for all practical purposes complete and this document, including its appendices, constitutes my final report to creditors prior to conclusion of the Liquidation.

2. Progress of the Liquidation

- 2.1 During the period covered by this report, I have dealt with all statutory matters pertaining to the Liquidation of the Company, including the dealing with creditor matters, liaising with HMRC, RPS and the employees, processing proofs of debt and handling the disposal of assets that were listed on the director's statement of affairs.
- 2.2 I undertook an investigation into the affairs of the Company and made submissions with the Insolvency Service in relation to the director's conduct and I can confirm that I have complied with all statutory requirements in this regard.
- 2.3 I have dealt with various matters required in winding down the affairs of the Company.
- 2.4 The Liquidation is now complete and this is my final account to creditors.

3. Receipts and payments account

- 3.1 My receipts and payments account for the period covered the report is attached at Appendix II.
- 3.2 I operated a designated account with Metro Bank plc specifically for this case which has been reconciled with my receipts and payments account.
- 3.3 Please note my final fee note has been settled in part by way of assignment of a VAT reclaim that arises on costs incurred during the liquidation. This is standard practice as it avoids delaying closure of a case while waiting for refunds to be processed. The fee has been settled by way of assignment and appropriate entries have been made, so that the receipts and payments account shows a nil balance.

4. Assets

4.1 Book debts

- 4.1.1 The director's statement of affairs reflected a sales ledger balance owed to the Company of £21,755, which was expected to be recovered in full. Following my appointment, I instructed debt collection agents, Pecunia 2016 Limited ("Pecunia"), to assist with collecting the outstanding debt.

- 4.1.2 Despite disputes being raised book debt recoveries totalled £21,352. No further realisations will be made.

4.2 Asset disposal – deferred consideration

- 4.2.1 The Company owned computer and office equipment, tools, stock and other materials with a combined estimated to realise value of £2,000. In addition, the Company owned a number of motor vehicles, which were subject to finance agreements. Due to the value of the vehicles and the outstanding amount due to finance companies, it was considered that they had little or no value to the Company.
- 4.2.2 Independent valuation agent, Key Appraisal Limited was instructed prior to my appointment to appraise and sell the assets. An offer was made by ASC Electrical Limited in the sum of £4,000 plus VAT, to be paid by way of an initial payment of £1,000 plus VAT and the balance over three equal monthly instalments of £1,000 plus VAT. The offer was accepted and the sale completed on 5 February 2021. ASC Electrical Limited is connected to the Company by way of a common director and shareholder (Alex Carter).
- 4.2.3 My role since the appointment has been to review the appropriateness of the terms of that sale. Having done so, I am very satisfied that the values achieved were an enhancement on the agent's valuation which was of course appropriate given the connected party transaction. I noted as well that in the event the vehicles had to be collected and sold individually, transport and agent costs would deplete any equity therein. This therefore represented a realisation that would otherwise have been impossible to achieve.
- 4.2.4 The sale consideration was paid in full with £2,400 being received on 2 March 2021, £1,200 on 23 March 2021 and £1,200 on 29 April 2021.

4.3 Cash at bank

- 4.3.1 The Company's bankers (Santander Bank plc) previously confirmed that the Company had credit balances on three accounts that totalled £594. However, Santander Bank was owed £64,065 for loans provided to the Company and the credit balance was offset against the outstanding debt.

4.4 Prepayments

- 4.4.1 I recovered the sum of £462 in respect of a credit remaining on an account held with FORS, an accreditation scheme for operators of vehicle fleets, to which the Company had subscribed.

5. Liabilities and estimated outcome for creditors

5.1 Secured creditors

- 5.1.1 There are provisions of the insolvency legislation that require a liquidator to set aside a percentage of a Company's assets for the benefit of the unsecured creditors in cases where the Company gave a "floating charge" over some or all of its assets to a lender on or after 15 September 2003.
- 5.1.2 This is known as the "prescribed part of the net property".

5.1.3 A Company's net property is that left after paying the preferential creditors but before paying the lender, who holds a floating charge. A liquidator has to set aside:

- 50% of the first £10,000 of the net property; and
- 20% of the remaining net property up to a maximum of £600,000 (£800,000 in some cases).

5.1.4 In this case, the Company granted a fixed and qualifying floating charge to Just Cash Flow plc on 3 December 2020, which was registered on the same date.

5.1.5 The debenture secured borrowings made against a revolving credit facility and funds in use from the statement of affairs indicated a debt of £26,970.

5.1.6 However, Just Cash Flow plc made demand under a personal guarantee by which arrangements were made for the debt to be discharged. On 25 February 2021, Just Cash Flow plc filed a notice of satisfaction at Companies House and the charge was released.

5.1.7 Accordingly, there were no more creditors holding a qualifying floating charge and the prescribed part provisions will therefore not apply.

5.1.8 Ordinarily, the guarantor would adopt subrogated rights in the place of the creditor and would have the same rights as the secured creditor in the order of priority of payment. The discharge of the security might have complicated the effect of this, however, there is no distribution possible to floating charge creditors in any event, and so no further action was, or will be, required.

5.2 Preferential creditors

Employees

5.2.1 The Company had 8 employees all of whom were made redundant on 29 January 2021.

5.2.2 Employees made claims for unpaid overtime and holiday entitlements, which rank as primary preferential creditors.

5.2.3 I instructed ERA Solutions Limited to assist with processing creditor claims, which are made initially to the Redundancy Payments Service ("RPS"). The RPS adopt a subrogated claim for sums paid to employees. The RPS's claim totalled £1,132 in that respect.

5.2.4 I received preferential employee claims totalling £1,994, which were paid in full on 17 June 2021.

HM Revenue & Customs ("HMRC")

5.2.5 Since December 2020, HMRC rank as a "secondary" preferential creditor for PAYE, VAT and CIS contributions, which means that they should receive a dividend as a preferential creditor only after the primary preferential claims have been discharged. The Company owed £17,076 in respect of VAT and £6,746 in of PAYE, however, a claim totalling £49,096 was received.

5.2.6 On 9 February 2022, a dividend of £2,418 was paid to secondary preferential creditors, which represented 4.92 p in the £ on that claim. Whilst HMRC's claim was in excess of the

value expected, given the value available for distribution I did not consider it practical to conduct further review and it was agreed at the proof level.

5.3 Unsecured creditors

Trade and expense creditors

5.3.1 The Company's statement of affairs reflected 20 trade and expense creditors (excluding any specifically scheduled separately) with claims totalling £38,443. During the liquidation, I received proofs from 9 of those creditors for claims totalling £31,219, of which one creditor with a claim of £444 was not included on the statement of affairs.

Employees – notice and redundancy entitlements

5.3.2 Employees were made redundant on 29 January 2021 without being given contractual or statutory notice. Eligible employees were able to make a claim for notice and redundancy entitlements that are due, which the RPS paid.

Loan – Capital on Tap

5.3.3 The Company utilised an unsecured loan of £16,247.00 from Capital on Tap, which was subject to a personal guarantee given by the director.

Loan – Santander Bank plc

5.3.4 The Company had a loan facility with Santander Bank that included a bounce back loan. The total indebtedness was expected to be £64,064.67 and Santander Bank submitted a proof of debt in the sum of £50,000, before the offset mentioned in paragraph 4.3 above.

Landlord

5.3.5 The director's statement of affairs estimated the landlord's claim at £22,100. However, a proof of debt of £4,680 was received.

6. Investigations

6.1 As required under the provisions of the Company Directors' Disqualification Act 1986 and Statement of Insolvency Practice 2 (SIP 2), I am required to undertake certain investigations as Liquidator prior to making submissions to the Insolvency Service on directors' conduct. Those enquiries can also be of assistance when considering whether any civil proceedings can be taken on behalf of the Company.

6.2 I can confirm that I made enquiries into the affairs of the Company, which included a focused review on the application of bounce back loan funds. My enquiries were completed and no further investigations required. I have complied with my statutory reporting obligations but I am unable to disclose the content of my submissions.

7. Remuneration and disbursements

7.1 Pre-appointment remuneration

- 7.1.1 360 Insolvency Limited charged a fee of £6,000 plus VAT and disbursements for assistance preparing the statement of affairs and placing the Company into liquidation, which was paid in full prior to my appointment.

7.2 Post-appointment remuneration

- 7.2.1 My remuneration was approved on a time cost basis based on a fee estimate of £18,610, which is represented in the table below.
- 7.2.2 The fees estimate acts as a cap and I cannot draw remuneration in excess of that estimate without first seeking approval from the creditors.
- 7.2.3 My total time costs amount to £17,081 representing 76.90 hours of work at an average charge out rate of £222.12 per hour. A detailed schedule of my total time costs incurred in the Liquidation is attached as Appendix III and a summary appears below.

Work to which fee relates	Initial time estimate	Initial fee estimate	Time spent 360	Time costs incurred 360	Time costs paid 360	Balance against fee estimate	Average hourly rate
	Hours	£	Hours	£	£	£	£
Administration and planning	24.00	6,480.00	38.8	7,457.00	6,847.48	- 367.48	192.19
Realisation of assets	14.50	3,695.00	4.4	1,166.00	1,166.00	2,529.00	265.00
Investigations and claims	25.50	4,385.00	9.4	2,032.00	2,032.00	2,353.00	216.17
Creditors	15.00	4,050.00	24.3	6,426.00	6,426.00	- 2,376.00	264.44
Total for case	79.0	18,610.00	76.9	17,081.00	16,471.48	2,138.52	222.12

- 7.2.4 I have drawn £16,471.48 against the time costs. The balance of any costs will be written off as irrecoverable.
- 7.2.5 Creditors may note that the fee estimate appears to have been exceeded in the 'Administration and planning' and 'Creditors' time cost categories. The fee estimate is an overall fee estimate for the case and is not restricted to the individual categories, meaning that apparent overruns of cost are set off against cost estimate that are unbilled in other categories, so long as the overall costs are within the overall fee estimate. The individual category sums are provided for reporting purposes only.
- 7.2.6 Please note my final fee note has been settled in part by way of assignment of a VAT reclaim that arises on costs incurred during the liquidation. This is standard practice as it avoids delaying closure of a case while waiting for refunds to be processed. The fee has been settled by way of assignment and appropriate entries have been made, so that the receipts and payments account shows a nil balance.
- 7.2.7 Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>.

7.2.8 Details about how an office holder's fees may be approved for each case type are available in a series of guides issued with Statement of Insolvency Practice 9 (SIP 9) and can be accessed at <https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/more/29114/page/1/liquidation-a-guide-for-creditors-on-insolvency-practitioner-fees/>. The guide can also be easily accessed using the portal at www.IPS-docs.com; log in details are provided on the letter you would have received and are available on request. Alternatively, a hard or emailed copy is available on request. Please note that we have provided further details on costs and procedures in the practice fee recovery policy document, which is appended to this report.

7.2.9 Please refer to the following notes for explanation of work carried out in relation to specific areas of this case:

Administration and planning:

- Case planning – devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.
- Setting up physical/electronic case files (as applicable).
- Issuing the statutory notifications required on appointment as office holder.
- Obtaining and periodically reviewing a specific penalty bond (this is insurance required by statute that every insolvency office holder has to obtain for the protection of each estate).
- Dealing with all routine correspondence and emails relating to the case.
- Opening, maintaining and managing the office holder's estate bank account.
- Creating, maintaining and managing the office holder's cashbook.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done by case administrators.
- Filing returns at Companies House.
- Dealing with pension scheme formalities and closing the scheme.
- Preparing corporation tax returns.

Realisation of assets:

- Collating and reconciling accounting data for book debt collections.
- Reviewing retention of title claim over assets prior to appointment.
- Monitoring and accounting for the sale of assets.

Investigations:

- Reviewing accounting records.
- Liaising with the Insolvency Service.
- Conducting investigations with a view to identifying potential asset recoveries.
- Reviewing books and records to identify any transactions or actions the office holder may take.

Creditors:

- Dealing with creditor correspondence, emails and telephone contact.
- Maintaining creditor information on the case management system.
- Reviewing proofs of debt and requesting additional information where appropriate.

7.3 Liquidator's expenses

7.3.1 Expenses are any payments from an insolvent estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. The term also includes disbursements, which are payments which are first met by the office holder and then reimbursed to the office holder from the estate. Expenses are split into:

- category 1 expenses, which are payments to persons providing the service to which the expense relates who are not an associate of the office holder; and
- category 2 expenses, which are payments to associates or which have an element of shared costs. Before being paid, category 2 expenses require approval in the same manner as an office holder's remuneration.

7.3.2 If funds are not available in the case to pay for expenses, payment may be made by the Liquidator's practice and reimbursed from the estate as and when funds become available.

Category 1 expenses

7.4 In this case, prior to my appointment the Company paid £399.95 for expenses that were estimated would be incurred during the course of the liquidation. The sum paid has been held on account and utilised against costs incurred since the time of my appointment.

7.5 The following category 1 expenses were incurred in this reporting period and recharged against sums paid on account prior to my appointment as liquidator.

Service provider	Nature of expense incurred	Total incurred £	Amount incurred in this reporting period £	Paid out of funds held on account paid pre-liquidation £	Balance £
Courts Advertising	Statutory advert agent	180.00	180.00	180.00	0.00
Marsh	Statutory bond	150.00	150.00	150.00	0.00
SP Insolvency Limited	Pension advice	199.00	199.00	69.95	129.05
	Total	529.00	529.00	399.95	129.05

The following expense were incurred and paid during the course of the liquidation:

Service provider	Nature of expense incurred	Total incurred £	Amount incurred in this reporting period £	Paid £	Balance £
SP Insolvency Limited	Pension advice (balance b/f)	129.05	129.05	129.00	0.00
Pecunia 2016 Limited	Debt recovery	3,202.82	3,202.82	3,202.82	0.00
Marsh	Statutory bond (increase)	150.00	150.00	150.00	0.00
Key Appraisal Limited	Agent and valuer's fees	1,250.00	1,250.00	1,250.00	0.00
ERA Solutions Limited	Employee claim processing and adjudication	570.00	570.00	570.00	0.00
Total		5,301.87	5,301.87	5,301.87	0.00

7.6 I consider that the category 1 expenses incurred are within expectations.

7.7 I do not consider that any of the service providers are associates.

7.8 Details of the category 1 expenses that I have paid to date are shown on the receipts and payments account attached.

Category 2 expenses

7.9 As referred to above, category 2 disbursements are those that include an element of overhead recharge or profit charged by my practice or are incurred by associates.

7.10 I do not consider that any of the firms used in this assignment are associates, nor do I consider that any perception of association can or should arise. I wish to make clear that I have engaged with these service providers because I have experience of their effectiveness and professionalism which has been developed by working with them on other cases. If any creditor feels that there is an association or that the use of any of the service providers is inappropriate, they are invited to submit their concerns to me in writing. I will treat any submissions as a formal complaint and deal with it as such, as set out in my firm's provision of service regulations summary, which can be viewed here: <https://www.360insolvency.co.uk/provision-of-services>

7.11 During the liquidation, the following Category 2 disbursements were incurred and paid:

Service provider	Nature of expense incurred	Total incurred	Amount incurred in this reporting period	Paid	Balance
		£	£	£	£
360 Insolvency Limited	Postage	100.32	100.32	100.32	0.00
360 Insolvency Limited	Copying	30.40	30.40	30.40	0.00
360 Insolvency Limited	Stationery	8.80	8.80	8.80	0.00
	Total	139.52	139.52	139.52	0.00

Professional advisers

7.12 Costs were incurred by professional advisers in the period covered by this report as shown in the table below. I used the following professional advisors in the liquidation and, where identified, in this reporting period:

Professional adviser	Nature of work	Cost basis	Associate	Costs incurred in this reporting period	Total costs incurred
				£	£
Pecunia 2016 Limited	Debt recovery	15% realisations	No	3,202.82	3,202.82
Key Appraisal Limited	Agent and valuer's fees	Fixed fee	No	1,250.00	1,250.00
ERA Solutions Limited	Employee claim processing	Fixed fees	No	479.05	479.05
SP Insolvency Limited	Pension advice (balance b/d)	Fixed fees	No	479.05	479.05
Total				5,410.92	5,410.92

- 7.13 The choice of professionals used was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them. I also confirmed that they hold appropriate regulatory authorisations and insurances. I have reviewed the fees they have charged and I am satisfied that they are reasonable in the circumstances of this case. I would also comment that their fees are less than if my firm had carried out this work at our standard charge out rates and this represents a saving to the estate, which I feel is reflected in this fee estimate.
- 7.14 Pecunia (2016) Limited ("Pecunia") were engaged to assist with collection of the Company's sales ledger. Pecunia conducted an initial review of the Company's records and were engaged on a fee basis of 15% of successful realisations only, meaning that if no recoveries were made, no fee would be payable. Recoveries of £21,352.14 was achieved.
- 7.15 ERA Solutions Limited were engaged to assist with all matters relating to employee claims which includes making necessary submissions with the Redundancy Payments Service, monitoring payments, dealing with any queries and liaising with the employees. ERA Solutions were also engaged to assist with adjudicating the preferential claims ahead of the distribution. They work on a fixed fee basis and further costs should arise. In other cases I have dealt with I have found these tasks to be highly time consuming, resulting costs that appeared disproportionate. ERA Solutions provide a service to deal with this specialist area expeditiously and efficiently and I am confident that their costs have facilitated a saving to the estate, whilst ensuring that statutory obligations are met and creditor claims are processed.
- 7.16 SP Insolvency Limited are engaged to assist with closure of the Company's pension schemes which includes making necessary submissions with the Redundancy Payments Service for unpaid contributions. I have previously attempted to undertake these tasks in other liquidation cases and I have found them to be onerous and time consuming, resulting in costs that were unnecessarily high. SP Insolvency provide a service to deal with this specialist area expeditiously and efficiently on fixed fee bases and I am confident that their costs have facilitated a saving to the estate, whilst ensuring that statutory obligations are met and creditor claims are processed.
- 7.17 Key Appraisal Limited were in fact engaged by the Company prior to liquidation and as such were not directly engaged by me, as liquidator. I can confirm that prior to my appointment I provided the director with details for Key Appraisal in order that a valuation could be obtained and terms for disposal of the assets agreed on an arm's length basis. Once appointed Key Appraisal remitted monies held on account, less their fees and so I have reflected them on the account as an expense. I reviewed their costs and considered that they were appropriate in all the circumstances and proportionate with what would have been incurred had the assets been sold in the liquidation.

8. Further information

8.1 Creditors' rights

- 8.1.1 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 Liquidators' remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details within the same time limit.
- 8.1.2 An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the unsecured creditors (including the creditor in question), apply to the court to challenge the amount and/or basis of the Liquidators' 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.

- 8.1.3 To comply with the Provision of Services Regulations, some general information about 360 can be found at <https://www.360insolvency.co.uk/provision-of-services>

9. Summary

- 9.1 The winding up of the Company is now for all practical purposes complete and I am seeking my release as liquidator of the Company. Creditors and members should note that provided no objection is received, I shall obtain my release as liquidator following the delivery of the final notice to the Registrar of Companies in accordance with the timescales set out in the attached notice, following which my cases files will be placed into storage online.

If you have any queries or require any further information, please do not hesitate to contact me at info@360insolvency.co.uk or at 01634 475546.



Danny Allen
Liquidator

Appendix I

Statutory information

Company information			
Company name:	Alara Services Group Limited		
Previous name:	N/A		
Trading name:	Alara Electrical		
Company number:	11144295		
Date of incorporation:	11 January 2018		
Current registered office:	1 Castle Hill Court, Castle Hill, Rochester, Kent ME1 1LF		
Former registered office:	Bryant House, Bryant Road, Strood, Rochester, Kent ME2 3EW		
Trading address:	Offices 6 & 2, Unit 2, Conqueror Court, Sittingbourne ME10 5HB		
Principal trading activity:	43210 – electrical installation 43999 – other specialised construction activities not classified 84250 – fire service activities		
Directorships:	Directors	Appointed	Resigned
	Carter, Alexander	11 January 2018	-
Share capital:	100 ordinary £1 shares, fully paid up		
	Shareholders	No. of shares held	Percentage held
	Carter, Alexander	100	100%
Charges:	Charge holder	Date registered	Date satisfied
	Just Cash Flow*	3 December 2020	-
	* a memorandum of satisfaction was already filed at Companies House		
Appointment details			
Liquidator:	Danny Allen of 360 Insolvency Limited, 1 Castle Hill Court, Castle Hill, Rochester, Kent ME1 1LF		
Date of appointment:	15 February 2021		
Appointment made by:	Members by resolution and creditors by deemed consent		
Other information			
Company bankers:	Santander Bank plc		
Company accountants:	Friend and Grant of Bryant House, Bryant Road, Strood, Rochester, Kent ME2 3EW		

Appendix II


**Receipts and payments account
For the period 15 February 2021 to 11 February 2022**

Alara Services Group Limited Trading As: Alara Electrical
(In Liquidation)
Liquidator's Summary of Receipts and Payments
To 11 February 2022

RECEIPTS	Statement of Affairs (£)	Total (£)
Motor vehicles	73,800.00	0.00
Computer and office equipment	1,500.00	0.00
Stock, tools and supplies	500.00	0.00
Book Debts	21,755.00	21,352.14
Cash at bank	700.00	0.00
Debtor - sale of assets pre-appointment		4,800.00
Prepayments - Refunds received	Uncertain	462.00
		<hr/>
		26,614.14
		<hr/>
PAYMENTS		
Finance obligations (total)	(83,910.00)	0.00
Bordereau premium		150.00
Liquidator's remuneration		16,471.48
Liquidator's Category 2 disbursements		139.52
Agents/Valuers Fees		1,250.00
Professional fees - employee claims		570.00
Professional fees - debt collection		3,202.82
Professional fees - pension consultant		479.05
Secondary preferential creditors - HMRC	(23,822.00)	2,417.54
Preferential claims - RPS and employees		1,933.73
Just Cash Flow plc	(26,970.00)	0.00
Trade and expense creditors	(38,442.96)	0.00
Employees - notice and redundancy	(5,017.00)	0.00
Loan - Capital on Tap	(16,247.00)	0.00
Loan - Santander	(64,064.67)	0.00
Landlord - contingent claim	(22,100.00)	0.00
Ordinary Shareholders	(100.00)	0.00
		<hr/>
		26,614.14
		<hr/>
Net Receipts/(Payments)		0.00
		<hr/>

MADE UP AS FOLLOWS

0.00



Danny Allen
Liquidator

Appendix III

**Schedule of Liquidator's time costs
For the period 15 February 2021 to 11 February 2022
and fee and disbursement policy**

Time Entry - SIP9 Time & Cost Summary + Cumulative

360ALA - Alara Services Group Limited
All Post Appointment Project Codes
From: 15/02/2021 To: 11/02/2022

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)	Total Hours Cum (POST Only)	Total Time Costs Cum (POST Only)
Admin & Planning	22.30	4.70	0.00	11.80	38.80	7,457.00	192.19	38.80	7,457.00
Creditors	22.80	1.50	0.00	0.00	24.30	6,426.00	264.44	24.30	6,426.00
Investigations	7.10	0.00	0.00	2.30	9.40	2,032.00	216.17	9.40	2,032.00
Realisation of Assets	4.30	0.00	0.00	0.10	4.40	1,166.00	265.00	4.40	1,166.00
Statutory Compliance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours / Costs	56.50	6.20	0.00	14.20	76.90	17,081.00	222.12	76.90	17,081.00
Total Fees Claimed						16,471.48			
Total Disbursements Claimed						1,168.52			

360 Insolvency's Fee and expenses recovery policy

1. Introduction

- 1.1. Legislation allows different fee bases to be used for different tasks within the same appointment. The fee basis, or combination of bases, set for a particular appointment is/are subject to approval, generally by a committee if one is appointed, failing which the creditors in general meeting, or by the Court.
- 1.2. This sheet explains how we intend to apply the alternative fee bases allowed by the legislation when acting as office holder in insolvency appointments.
- 1.3. Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. Details about how an office holder's fees may be approved for each case type are available in a series of guides issued with Statement of Insolvency Practice 9 (SIP 9) and can be accessed at www.icaew.com/en/technical/insolvency/creditors-guides. Alternatively, copies by post or email will be sent to you on request.
- 1.4. An office holder is required to provide periodic reports to committees and to creditors generally after each anniversary of a case and that report will provide a breakdown of the remuneration drawn. If approval has been obtained for remuneration on a time costs basis, i.e. by reference to time properly spent by members of staff of the practice at our standard charge out rates, the time incurred will also be disclosed, whether drawn or not, together with the average, or "blended" rates of such costs. Under the legislation, any such report must disclose how creditors can seek further information and challenge the basis on which the fees are calculated and the level of fees drawn in the period of the report. Once the time to challenge the office holder's remuneration for the period reported on has elapsed, then that remuneration cannot subsequently be challenged.
- 1.5. Under some old legislation, which still applies for insolvency appointments commenced before 6 April 2010, there is no equivalent mechanism for fees to be challenged.

2. Time cost basis

- 2.1. When charging fees on a time costs basis we use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform. This is combined with the amount of time that they work on each case, recorded in 6 minute units with supporting narrative to explain the work undertaken.

Charge out rates

- 2.2. The table below sets out charge out rates applicable to this assignment. 360 is currently operated by a sole practitioner which means that the Insolvency Practitioner engaged will be required to perform all work required under legislation and applicable to the case. In larger practices, many of these tasks would be delegated to more junior members of staff with lower charge out rates. 360 have decided that rather than having a range of charge out rates graded in the same way and applied to cases according to the type of work being undertaken, that a single blended charge out rate is more appropriate.
- 2.3. We consider that a single charge out rate enables us to budget more accurately than using a graded system, as we only have to estimate the number of hours to be applied, rather than applying a grade to that type of work. Charge out rates are reviewed periodically and where an assignment covers more than one period the rates for each period relevant to that assignment will be provided.

	Effective from 01/10/2019
Insolvency Practitioner	£270 per hour
Trainee administrator	£50 per hour

- 2.4. These charge-out rates charged are reviewed each year and may be adjusted to take account of inflation and the firm's overheads.
- 2.5. Time is charged in 6 minute units and recorded using a time recording system which is integrated into our case management software (IPS).

2.6. The work is generally recorded under the following categories:

- Administration and planning
- Creditors
- Realisation of assets
- Investigations
- Trading

2.7. Where appropriate or necessary in the context of the circumstance of a case, we may propose a charge out rate that differs from the standard rate(s) set out herein. Where we do that, we will provide a full explanation and set out our standard rate(s) so that comparisons may be made.

2.8. When we seek time costs approval, we have to set out a fee estimate. That estimate acts as a cap on our time costs so that we cannot draw fees of more than the estimated time costs without further approval from those who approved them. When seeking approval for our fees, we will disclose the work that we have done to that point, the work we intend to undertake, the time that we think each part of the work will take and the charge out rates we intend to apply. We will summarise that information in an average or “blended” rate for all of the work being carried out within the estimate. We will also say whether we anticipate needing to seek approval to exceed the estimate and, if so, the reasons that we think that may be necessary.

2.9. The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

2.10. If we subsequently need to seek authority to draw fees in excess of the estimate, we will say why we have exceeded, or are likely to exceed the estimate; any additional work undertaken, or proposed to be undertaken; the hourly rates proposed for each part of the work; and the time that the additional work is expected to take. As with the original estimate, we will say whether we anticipate needing further approval and, if so, why we think it may be necessary to seek further approval.

3. Percentage basis

3.1. Legislation changes in 2015 now allows fees to be charged as a percentage of the value of the property with which the office holder has to deal (realisations and/or distributions). Different percentages can be used for different assets or types of assets.

3.2. When seeking fee approval, a report will accompany any fee request setting out the potential assets in the case, the remuneration percentage proposed and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval but must be disclosed to help put the remuneration request into context.

3.3. The percentage approved in respect of realisations will be charged against the assets realised, and where approval is obtained on a mixture of bases, any fixed fee and time costs will then be charged against the funds remaining in the liquidation after the realisation percentage has been deducted.

3.4. The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

3.5. If the basis of remuneration has been approved on a percentage basis then an increase in the amount of the percentage applied can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were not taken into account when fixing the level of the percentage applied. If there has not been a material and substantial change in the circumstances then an increase can only be approved by the Court.

4. Fixed fee

- 4.1. The legislation also allows fees to be charged at a set amount. Different set amounts can be used for different tasks. A report accompanying any fee approval request will set out the set fee that we propose to charge and the work covered within that fee, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval but must be disclosed to help put the remuneration request into context.
- 4.2. The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.
- 4.3. If the basis of remuneration has been approved on a fixed fee basis then an increase in the amount of the fixed fee can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the fixed fee. If there has not been a material and substantial change in circumstance then an increase can only be approved by the Court.

5. Members' voluntary liquidations and voluntary arrangements

- 5.1. The legislation is different for members' voluntary liquidations (MVL), Company Voluntary Arrangements (CVA) and Individual Voluntary Arrangements (IVA). In MVLs, the company's members set the fee basis, often as a fixed fee, and SIP 9 does not apply unless the members specifically request it. In CVAs and IVAs, the fee basis is set out in the proposals and creditors approve the fee basis when they approve the arrangement.

6. All fee bases

- 6.1. With the exception of IVAs and CVAs, which are usually VAT exempt, the office holder's remuneration invoiced to the insolvent estate will be subject to VAT at the prevailing rate.

7. Professional agents and advisers

- 7.1. Professional advisors may be instructed to assist the office holder on the case where they consider that such assistance is necessary to enable them to appropriately administer the case. The fees charged by any professional advisors used will be recharged at cost to the case. Where the professional advisor is not an associate of the office holder it will be for the office holder to agree the basis of their fees. Where the professional advisor is an associate of the office holder it will be for those responsible for fixing the basis of the office holder's remuneration to approve payments to them. The fees of any professional advisors are subject to the rights of creditors to seek further information about them or challenge them as summarised below. Professional advisors that may be instructed on a case include solicitors/legal advisors, auctioneers/valuers, accountants, quantity surveyors, estate agents, employment rights advisers, pension specialists.
- 7.2. We will provide details of expenses to be incurred, or likely to be incurred, when seeking fee approval and if the agent is deemed to be an associate, creditor approval of their costs will be required. When reporting to the committee and creditors during the course of the insolvency appointment the actual expenses incurred will be compared with the original estimate provided.

8. Expenses

- 8.1. As already indicated, a report will accompany the request to fix the basis of remuneration and that will include details of expenses to be incurred, or likely to be incurred. When reporting to the committee and creditors during the course of the insolvency appointment the actual expenses incurred will be compared with the original estimate provided.
- 8.2. Expenses are any payments from the insolvent estate that are neither an office holder's remuneration nor a distribution to a creditor, or a member. Expenses also include disbursements. Disbursements are payments that are first paid by the office holder and then reimbursed from the insolvent estate. Expenses are divided into those that do not need approval before they are charged to the estate (Category 1) and those that do (Category 2).
- 8.3. **Category 1** expenses are payments to persons providing the service to which the expense relates who are not an associate of the office holder. They can be paid by the office holder without obtaining prior approval. Examples of costs that may amount to Category 1 expenses are professional advisors (who are not associates), statutory advertising, external meeting room hire (where the room is only hired for that meeting), external storage, specific penalty bond insurance, insolvency case management software fees charged on a per case basis, and Company search fees.
- 8.4. These expenses are recoverable in full from the estate without the prior approval of creditors either by a direct payment from the estate or, where 360 has made payment on behalf of the estate, by a recharge of the amount.
- 8.5. If the payee is deemed to be an associate of the liquidator, prior approval must be obtained.
- 8.6. **Category 2** expenses are either payments to associates, or payments in respect of expenses that have an element of shared costs or overhead contribution, such as photocopying and mileage. Category 2 expenses require approval in the same manner as an office holder's remuneration before they can be paid.
- 8.7. 360 usually intends to seek approval to recover the following Category 2 expenses

Expense	£
Postage 1 st class – standard / large letter per item *	85p / £1.29p
Postage 2 nd class – standard / large letter per item *	66p / 96p
Postage – oversized, parcel, courier	At cost
Printing and copying *	5p per page
Stationery (envelopes)	10p per letter
Mileage	40p per mile

* Only charged when sending circulars to creditors – routine and ad hoc letters/communications are not recharged and cost is absorbed by 360.

9. Reporting and rights to challenge

- 9.1. Once the basis of the office holder's remuneration has been approved, periodic reports will provide a breakdown of the remuneration charged in the period covered by the report, i.e., the amount that the office holder is entitled to draw, together with the amount of remuneration drawn. If approval has been obtained for remuneration on a time costs basis, the time costs incurred will also be disclosed, whether drawn or not, together with the "blended" rates of such costs. The report will also compare the actual time costs incurred with those included in the fees estimate prepared when fixing the basis of the remuneration and indicate whether the fees estimate is likely to be exceeded. If the fees estimate has been exceeded, or is likely to be exceeded, the report will explain why that is the case.
- 9.2. The report will also provide information about expenses incurred in the period covered by the report, together with those actually paid, together with a comparison with the estimated expenses. If the expenses incurred, or anticipated to be incurred, have exceeded the estimate provided the report will explain why that is the case.
- 9.3. Under the insolvency legislation the report must also include a statement of the legislative rights of creditors to request further information about the remuneration charged and expenses incurred in the period covered by the report, or to challenge them on the grounds that they are excessive. Extracts of the relevant insolvency rules dealing with these rights are set out below. Once the time period to seek further information about the office

holder's remuneration and/or expenses for the period covered by the report has elapsed, then a Court Order is required to compel the office holder to provide further information about the remuneration and expenses. A Court order is required to challenge the office holder's remuneration and/or expenses for the period covered by the report. Once that period has elapsed, then a separate Court Order is required to allow an application out of time.

- 9.4. Under rule 18.9 of the Insolvency (England and Wales) Rules 2006, 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 office holder's remuneration and expenses, within 21 days of receipt of any report for the period. Any secured creditor may request the same details in the same time limit.
- 9.5. Under rule 18.34, an unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the unsecured creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the office holder's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of any report for the period. Any secured creditor may make a similar application to court within the same time limit.
- 9.6. Under some old legislation, which still applies for insolvency appointments commenced before 6 April 2010, there is no equivalent mechanism for fees to be challenged.

Appendix IV

Notice about final dividend position

Notice about final dividend position

Alara Services Group Limited ("the Company")

In creditors' voluntary liquidation

Company registered number: 11144295

Notice is given under rule 14.36 of The Insolvency (England and Wales) Rules 2016, by Danny Allen, the Liquidator, to the creditors of the Company, that no dividend will be declared to non-preferential unsecured creditors.

A dividend will not be declared to non-preferential unsecured creditors as realisations have been utilised in settling the costs of the liquidation and paying a dividend to the primary and secondary preferential unsecured creditors.

Dividends have been declared and paid to primary and secondary preferential creditors. No further dividend will be paid to these or any other class of creditor.

Creditors requiring further information regarding the above, should either contact me at 360 Insolvency Limited, 1 Castle Hill Court, Castle Hill, Rochester, Kent ME1 1LF, or by telephone on 01634 475546, or by email at info@360insolvency.co.uk

11 February 2022

A handwritten signature in black ink, appearing to be 'D. Allen', with a stylized flourish at the end.

Danny Allen
Liquidator

Appendix V

Notice of final account

**Notice of final account
of
Alara Services Group Limited ("the Company")
In creditors' voluntary liquidation
Company registered number: 11144295**

NOTICE IS GIVEN by the Liquidator, Danny Allen, under rule 6.28 of The Insolvency (England and Wales) Rules 2016 and section 106 of The Insolvency Act 1986, that the Company's affairs have been fully wound up.

1. Creditors have the right under rule 18.9 of The Insolvency (England and Wales) Rules 2016 to request further details of the Liquidator's remuneration and expenses. That request must be made to the Liquidator within 21 days of receipt of the final account, and with either the permission of the Court, or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question). Secured creditors may also request further details.
2. Creditors have the right under rule 18.34 of The Insolvency (England and Wales) Rules 2016 to apply to Court to challenge the amount and/or basis of the Liquidator's fees, and/or the amount of any expenses incurred. That application must be made within 8 weeks of receipt of the final account, and with either the permission of the Court, or with the concurrence of 10% in value of the creditors (including the creditor in question). Secured creditors may also make an application.
3. Creditors may object to the release of the Liquidator by giving notice in writing to the Liquidator at the address given below before the end of the prescribed period. The prescribed period will end at the later of: 8 weeks after delivery of this notice; or, if any request for information regarding the Liquidator's remuneration and/or expenses is made under rule 18.9, or if any application is made to Court to challenge the Liquidator's fees and/or expenses under rules 18.34 or 18.35, when that request or application is finally determined.
4. The Liquidator will vacate office under section 171 of the Insolvency Act 1986 when, upon expiry of the prescribed period that creditors have to object to their release, they deliver to the Registrar of Companies the final account and a notice saying whether any creditor has objected to their release.
5. The Liquidator will be released under section 173 of the Insolvency Act 1986 at the same time as vacating office, unless any creditors objected to their release.

Creditors requiring further information regarding the above, should either contact me at 1 Castle Hill Court, Castle Hill, Rochester, Kent, ME1 1LF, or contact Adam Boyle by telephone on 01634 475546, or by email at adamboyle@360insolvency.co.uk.

11 February 2022



Danny Allen
Liquidator