

WU07

Notice of progress report in a winding-up by the court



Companies House

TUESDAY



A9D5UOK8

A23

08/09/2020

#172

COMPANIES HOUSE

1 Company details

Company number

Company name in full

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

2 Liquidator's name

Full forename(s)

Surname

3 Liquidator's address

Building name/number

Street

Post town

County/Region

Postcode

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.

WU07

Notice of progress report in a winding-up by the court

6 Period of progress report

From date	^d 0 ^d 5	^m 0 ^m 7	^y 2 ^y 0 ^y 1 ^y 9	
To date	^d 0 ^d 4	^m 0 ^m 7	^y 2 ^y 0 ^y 2 ^y 0	

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X

M. H. Jones

X

Signature date

^d 0 ^d 8	^m 0 ^m 9	^y 2 ^y 0 ^y 2 ^y 0	
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WU07

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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 Addison Davis

Company name Kennway Francis Limited

Address Saxon House
27 Duke Street

Post town Chelmsford, Essex

County/Region

Postcode C M 1 1 H T

Country

DX

Telephone 020 7129 7366



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

Mama Intermediaries Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 05/07/2019 To 04/07/2020 £	From 05/07/2019 To 04/07/2020 £
Uncertain	ASSET REALISATIONS		
	Cash at Bank - HSBC	NIL	NIL
		NIL	NIL
	COST OF REALISATIONS		
	Bank Charges	88.00	88.00
	O.R. Remuneration	11,000.00	11,000.00
	Petitioners Deposit	(1,600.00)	(1,600.00)
		(9,488.00)	(9,488.00)
		(9,488.00)	(9,488.00)
	REPRESENTED BY		
	ISA IB		(9,488.00)
			(9,488.00)

Note:

Melissa Lorraine Jackson
Liquidator



Corporate Recovery and Personal Insolvency

Licensed Insolvency Practitioners
Saxon House, 27 Duke Street
Chelmsford, Essex, CM1 1HT

Mama Intermediaries Limited – In Liquidation
Liquidator's Annual Progress Report
18 August 2020

IN THE HIGH COURT OF JUSTICE REFERENCE NO. 001629 OF 2019

**MAMA INTERMEDIARIES LIMITED
(IN LIQUIDATION)**

THE LIQUIDATOR'S PROGRESS REPORT TO 4 JULY 2020

Melissa Lorraine Jackson

**Kennway Francis Limited
8 High Street
Brentwood
Essex
CM14 4AB**

01245 943 820

Addison.davis@kennwayfrancis.co.uk

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

**Registered Office address: 8 High Street, Brentwood, Essex, CM14 4AB
Kennway Francis is the trading name of Kennway Francis Limited**

Company Registration Number: 10941836

IMPORTANT NOTICE – Directors and staff acting as Administrative Receivers and Administrators act as agents and contract without personal liability. Where a company is in Administration, the affairs, business and property of the company are being managed by the Administrators, who act as agents of the company. Melissa Jackson is licensed as an insolvency practitioner in the UK by the Institute of Chartered Accountants in England and Wales. Please see my privacy notice at www.kennwayfrancis.co.uk/privacy-notice

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- I. Statutory Information and Definitions
- II. The Liquidator's Receipts and Payments Account for the period 5 July 2019 to 4 July 2020 ("the Review Period")
- III. The Liquidator's Time Costs for the period 5 July 2019 to 4 July 2020 ("the Review Period")
- IV. Charge-out Rates
- V. Details of Work Undertaken
- VI. Proof of Debt

1. EXECUTIVE SUMMARY

This report describes the progress during the Review Period.

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

Asset realisations

Asset	Estimated to realise per Statement of Affairs	Realisations to date	Anticipated future realisations	Total anticipated realisations
Cash at Bank	NIL	NIL	Uncertain	Uncertain
Petitioners Deposit	-	1,600.00	NIL	1,600.00

Expenses

Expense	Original estimate	Expense incurred to date	Anticipated further expense to closure	Total anticipated expense
O.R. General Fee	-	5,000	NIL	5,000
Company Liquidation Fee	-	6,000	NIL	6,000
Bank Charges	-	66.00	Uncertain	Uncertain
Statutory Advertising	-	79.25	Uncertain	79.25
Bordereau	-	40.00	Uncertain	Uncertain
Postage	-	2.03	Uncertain	Uncertain

Dividend prospects

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Unsecured creditors	NIL	Uncertain

Summary of key issues outstanding

- Further investigations into the Cash at Bank.

2. ASSET REALISATIONS

The Liquidator's receipts and payments account for the period ending 4 July 2020 is attached at **Appendix II**. The rest of this report describes the key developments in the liquidation over the Review Period. For a detailed list of work undertaken by the Liquidator as a whole, see **Appendix V**.

Asset Summary

According to the Official Receiver's observations, the Company was devoid of assets.

Notwithstanding the above, upon appointment, I sought to review the affairs of the Company, in order to establish whether any recoveries were possible, as well as undertake my administrative functions in dealing with statutory obligations as part of the Liquidation.

Steps were also taken to liaise with the Directors and the Company's bankers in this regard. I undertook to investigate the Company's affairs and identified monies paid to the Company's account which were subsequently returned to the originators bank owing to a purported fraud. Further information concerning this can be found under **Investigations**.

Assets

Deposit for costs

This relates to the deposit paid on presentation of the petition for winding up the Company.

Payments

Official Receiver General Fee

This payment is in respect of the Official Receiver's general fees charged to the Liquidation estate.

Official Receiver Administration Fee

This payment is in respect of the Official Receiver's administration fees charged to the Liquidation estate.

BIS Bank charges

I am required to pay all realisations into the Insolvency Service Account ("ISA") and there are charges made by the Insolvency Service for operating and managing the account.

During the Review Period, the following charges have been incurred in relation to the operation of the ISA:

- Bank charges of £66 were paid;

3. ADMINISTRATION (INCLUDING STATUTORY REPORTING)

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 liquidation, which ensures that the Liquidator and her staff carry out their work to high professional standards.

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Material administrative tasks carried out in the review period include:

- Liaising with the Official Receiver to arrange the handover of the case files and control of the assets;
- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining case files, which must include records to show and explain the administration and any decisions made by the Liquidator that materially affect the administration;
- 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;
- Issuing an annual progress report to creditors and members;
- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments;
- Collecting and making an inventory of the Company's books and records.

4. INVESTIGATION

Shortly after appointment, the Liquidator undertook a review of all the information available and conducted an initial assessment of whether there were any matters which may have led to any recoveries for the benefit of creditors.

During the Review Period, I 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 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.

This work was 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.

Investigations revealed that The Company was incorporated as a wholly owned subsidiary of the parent company, Mama International Holdings Limited, a company owned and operated by Mario Mattozzi ("Mr Mattozzi").

The Company's principle activity was as an intermediary. The Company entered into a contract with a company in Holland called Arauco Europe Cooperate U.A. Schipholweg 114 2316 XD Leiden ("Arauco"), and researched land in the EU for alternative energy projects and development.

It would appear however that Arauco arranged payment via one of its authorised distributors, Forest Products Distributors, Inc ("FPD")

Bank statement from HSBC Bank Plc show two transactions dated 11 September 2018 and 12 September 2018 for £78,474.96 and £235,224.03, respectively, representing monies from FPD.

However, correspondence from HSBC confirms "We would confirm that the account was inhibited due to credits received on 7 September 2018 and 11 September 2018 for £78,474.98 and £235,224.03, being identified as a possible fraud."

Copy statements corroborate the above, showing two separate "return of funds" payments for £235,224.03 and £76,359.40 on 26 September 2018 and 27 September 2018, respectively.

copy correspondence from U.S. Bank National Association to HSBC confirms that the funds were returned following a reported unauthorised transaction.

The agreement between the Company and Arauco and subsequent remittances from FPD require further explanation and I have engaged solicitors, Ward Hadaway to assist in this regard.

I do not propose at this stage disclosing details of the same, as this may prejudice ongoing enquiries.

5. CREDITORS' CLAIMS AND DIVIDEND PROSPECTS

Since appointment, the Liquidator has carried out the following main tasks in this category:

- uploaded and maintained creditor information on the system;
- dealt with creditor correspondence and telephone conversations;

Secured creditors

There are no secured creditors.

Preferential creditors

There are no preferential creditors.

Unsecured Creditors

The Company SOA stated that there was a total of two unsecured creditors with claims totalling £25,400. To date I have received claims totalling £14,400, I am yet to receive claims from one creditor with a claim totalling £11,000.

6. THE LIQUIDATOR'S FEES AND DISBURSEMENTS

The OR's report reflected that the Company's estate was devoid of assets. There have been no realisations and consequently, I have not sought approval of my fees at this stage and will not be seeking approval of my fees unless there are any assets realised with which to discharge them.

The time costs incurred to date are detailed at **Appendix III** and set out in **Appendix IV** are the charge-out rates of the Liquidator and her staff.

During the period from my date of appointment to 4 July 2020 ("The Reporting Period") my time costs total £12,058.76, which is made up of 46.42 hours at an average hourly charge out rate of £259.79.

"A Creditors' Guide to Liquidators' Fees" is available for download at: <http://thecompliancealliance.co.uk/cgflfq.pdf>

Should you require a paper copy, please send your request in writing to the Liquidator at the address on the front of this report and this will be provided to you at no cost.

Disbursements

The Liquidator is entitled to pay Category 1 disbursements from the funds held in the liquidation estate without approval.

The Liquidator's Category 1 disbursements which have been incurred and not yet paid during the Review Period are detailed as follows:

Expenses	Actual expenses incurred in the Review Period £	Actual expenses incurred to date£
Statutory Advertising	79.25	79.25
Bordereau	40.00	40.00
Postage	2.03	2.03

I am required to obtain a specific bond insurance, based on the level of realisations expected to be realised, as required by the Insolvency Practitioner regulations 2005. This cost has been incurred in the sum of £40.00 and remains unpaid.

I have also incurred the sum of £79.25 plus VAT in respect of the statutory advertising of my appointment as Liquidator.

My Category 2 disbursements for the Review Period have not been calculated on the basis that no resolution was approved authorising recovery of the same.

Other Professional Costs

Solicitors

Ward Hadaway LLP were instructed as legal advisors in relation to alleged fraud in relation to the cash held in the Company's bank account.

Their costs have been agreed on the basis of their standard hourly charge out rates, plus disbursements and VAT.

Their fees for the Review Period amounts to £2,252.00 plus VAT.

Their total time costs from the date of appointment amount to £2,812.00 plus VAT. I can confirm that they have not been paid in respect of their time costs incurred.

7. CREDITORS' RIGHT TO REQUEST INFORMATION AND TO CHALLENGE THE LIQUIDATOR'S FEES AND EXPENSES

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 fees 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.

8. CONCLUSION

The administration of the liquidation will continue in order to finalise the following outstanding matters that are preventing this case from being closed:

- Further investigations into the cash at bank.
- Possible realisation in relation to cash at bank.

If you require any further information, please contact Addison Davis on 01245 943 820.



Melissa Lorraine Jackson
Liquidator

**MAMA INTERMEDIARIES LIMITED
(IN LIQUIDATION)**

STATUTORY INFORMATION

Company Name	Mama Intermediaries Limited
Previous Names	N/A
Proceedings	In Liquidation
Court	IN the High Court of Justice
Court Reference	001629 of 2019
Date of Appointment	05 July 2019
Liquidator	Melissa Lorraine Jackson of Kennway Francis Limited, 8 High Street, Brentwood, Essex, CM14 4AB
Registered office address	c/o Kennway Francis Limited, 8 High Street, Brentwood, Essex, CM14 4AB
Company Number	11210313

Registered Office address: 8 High Street, Brentwood, Essex, CM14 4AB
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**MAMA INTERMEDIARIES LIMITED
(IN LIQUIDATION)**

THE LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT

Registered Office address: 8 High Street, Brentwood, Essex, CM14 4AB
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Mama Intermediaries Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 05/07/2019 To 04/07/2020 £	From 05/07/2019 To 04/07/2020 £
Uncertain	ASSET REALISATIONS		
	Cash at Bank - HSBC	NIL	NIL
		NIL	NIL
	COST OF REALISATIONS		
	Bank Charges	66.00	66.00
	O.R. Remuneration	11,000.00	11,000.00
	Petitioners Deposit	(1,600.00)	(1,600.00)
		(9,466.00)	(9,466.00)
		(9,466.00)	(9,466.00)
	REPRESENTED BY ISA IB		(9,466.00)
			(9,466.00)

Note:

Melissa Lorraine Jackson
Liquidator

**MAMA INTERMEDIARIES LIMITED
(IN LIQUIDATION)**

THE LIQUIDATOR'S TIME COSTS

Registered Office address: 8 High Street, Brentwood, Essex, CM14 4AB
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Time Entry - SIP9 Time & Cost Summary

M1907 - Mama Intermediaries Limited
From: 05/07/2019 To: 04/07/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	0.00	10.60	0.00	2.17	12.77	3,297.33	258.29
Case Specific Matters	0.00	10.60	0.00	0.27	10.87	2,964.40	272.79
Creditors	0.60	0.50	0.00	9.98	11.08	2,209.53	199.34
Investigations	0.00	4.80	0.00	0.00	4.80	1,347.50	275.00
Realisation of Assets	3.70	3.10	0.00	0.00	6.80	2,240.00	329.41
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	4.30	29.70	0.00	12.42	46.42	12,058.76	259.79
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

**MAMA INTERMEDIARIES LIMITED
(IN LIQUIDATION)**

CHARGE-OUT RATES

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KENNWAY FRANCIS
FEES, DISBURSEMENTS AND EXPENSES POLICY

INTRODUCTION

Kennway Francis Ltd is a specialist firm of licensed Insolvency Practitioners.

As a result, we have very specific and specialist billing structures. This schedule sets out our terms and conditions of billing to clarify the position.

GENERAL PHILOSOPHY

It is important to stress that the general philosophy of the firm's billing structure is as follows

1. To provide
 - The highest possible quality in terms of
 - a) Technical excellence
 - b) Delivery of service
 - The highest possible level of integrity and professionalism
 - A personal service
2. To provide value for money and to reflect the need for a reasonable profit and return in providing our services.

Given this, it is important to set a basic and reasonable pricing and billing structure to maximise the combined interests of our clients, third parties (such as banks and creditors) and the firm.

VARIATION FROM OUR BILLING STRUCTURE

The billing structure has been created to reflect the economic substance of providing the quality of service that we give.

To charge lower or different fees would be unprofitable for the firm. We will therefore only allow variations from our billing structure in extreme circumstances. Any such variation must be approved by either one of the managing or finance directors.

DEFINITIONS

FEES

Fees are the time charges that reflect the time spent on a case by partner, director or staff member of the firm. Our general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment.

The legislation allows corporate recovery and insolvency cases fees to be charged on a time cost basis, a set fee basis, on a percentage of the assets realised and distributed or a mixture of the above. In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation.

The legislation changed on 1 October 2015 and we now seek remuneration on a mixed basis more often. A report accompanying any fee request will set out the set fee that we proposed to charge, 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.

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.

Time cost basis

The time charges that reflect the time spent on a case by a partner, director or staff member of the firm. When charging fees on a time costs basis we use charge out rates appropriate to the skill 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.

Time spend on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time.

When we seek the costs approval, we have to set out a fees 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 our fees. When seeking approval for our fees, we will disclose the work that we intend to undertake, the hourly rates we intend to charge for each part of the work, and the time that we think each part of the work will take. We will summarise that information in the 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.

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.

Percentage basis

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.

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 taken into account when fixing the original 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.

Fixed fee

The legislation allows fees to be charged at a set amount. Different set amounts can be used for different tasks.

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 the circumstances then an increase can only be approved by the Court.

Members' voluntary liquidations and Voluntary Arrangements

The legislation changes that took effect from 1 October 2015 did not apply to Members' Voluntary Liquidations (MVL), Company Voluntary Arrangements (CVA) or Individual Voluntary Arrangements (IVA). In MVLs, the company's members set the fees basis, often as a fixed fee. In CVAs and IVAs, the fees basis is set out in the proposals and creditors approve the fee basis when they approve the arrangement.

All bases

With the exception of Individual Voluntary Arrangements and Company Voluntary Arrangements which are VAT exempt, the officeholder's remuneration invoiced to the insolvent estate will be subject to VAT at the prevailing rate.

A schedule of Charge Out Rates applies to each grade of staff and is available for inspection at any time.

EXPENSES

In new appointments made after 1 October 2015, we will provide details of expenses to be incurred, or likely to be incurred, when seeking fee approval. 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.

PROFESSIONAL ADVISORS

We use professional advisors on some of our assignments. The basis of our fee arrangements with advisors, which is subject to review on a regular basis, is generally on an hourly rate basis plus disbursements. Fixed fee arrangements will be disclosed where applicable. Our choice of professional advisors is based on our perception of their experience and ability to perform the type of work required; the complexity and nature of the assignment and the basis of our fee arrangement with them.

DISBURSEMENTS AND EXPENSES

For the purposes of compliance with the Statement of Insolvency Practice 9 (SIP 9) and R3's best practice guidelines, disbursements and expenses are split into two categories.

Category 1 Disbursements

Generally, comprise those external supplies of incidental services specifically identifiable to the case. Where expenses are incurred and then recharged to the case, approval from creditors is not required. Examples of Category 1 disbursements include statutory advertising, specific bond insurance, document storage, postage, company search fees, and properly reimbursed expenses incurred by personnel in connection with the case. Also included will be services specific to the case where these cannot be practically provided internally, such as printing, and room hire.

Category 2 Disbursements

Include elements of shared or allocated costs where supplied internally. Category 2 disbursements are recoverable in full, subject to the basis of the disbursement charge being approved by creditors in advance. These costs generally, comprise of costs, which whilst being in the nature of expenses or disbursements, include elements of share or allocated costs.

Kennway Francis Limited does not charge Category 2 disbursements.

KENNWAY FRANCIS LIMITED - CHARGE OUT RATES from 1 October 2018

Partners	375
Managers	275
Administrators	185
Cashier	100
Support Staff	0 – 75

Note: Work undertaken on cases is recorded in 6 minute units utilising

Time properly incurred on insolvency cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. Kennway Francis Limited charge-out rates change from time to time.

**MAMA INTERMEDIARIES LIMITED
(IN LIQUIDATION)**

DETAILS OF WORK UNDERTAKEN BY THE LIQUIDATOR

General Description	Includes:
Statutory and General Administration	
Statutory/advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Annual corporation tax returns Quarterly VAT returns Advertising in accordance with statutory requirements Bonding the case for the value of the assets
Document maintenance/file review/checklist	Filing of documents Periodic file reviews documenting strategy 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
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Books and records / storage	Dealing with records in storage Sending job files to storage
Pension scheme	Identifying whether there is a pension scheme Submitting the relevant notices if a pension scheme is identified Instructing agents to wind up any pension scheme Liaising and providing information to be able to finalise winding up the pension scheme
Reports	Circulating initial report to creditors upon appointment Preparing annual progress report, investigation and general reports to creditors Disclosure of sales to connected parties
Investigations	
SIP 2 Review	Collection and making an inventory of company books and records 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
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary information if required Assisting the Insolvency Service with its investigations
Examinations	Preparing brief to solicitor Liaising with solicitor(s) regarding examinations Attendance at examination Reviewing examination transcripts Liaising with solicitor(s) regarding outcome of examinations and further actions available
Litigation / Recoveries	Strategy meeting regarding litigation Seeking funding from creditors Reviewing terms of solicitors' conditional fee agreements Preparing brief to solicitors/Counsel Liaising with solicitors regarding recovery actions Dealing with ATE insurers Attending to negotiations

Registered Office address: 8 High Street, Brentwood, Essex, CM14 4AB
Kennway Francis is the trading name of Kennway Francis Limited

Company Registration Number: 10941836

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Please see my privacy notice at www.kennwayfrancis.co.uk/privacy-notice

APPENDIX V

General Description	Includes
	Attending to settlement matters
Realisation of Assets	
Other assets: motor vehicles, intangibles, intellectual property, VAT/corporation tax refunds, Insurance claims.	Liaising with solicitors to pursue claims Examining company records to support tax refunds Exchanges with government departments Contacted HSBC regarding cash at Bank Contacted HSBC regarding alleged fraud Contacted Forest Products Distributors, Inc.
Insurance	Identification of potential issues requiring attention of insurance specialists Correspondence with insurer regarding initial and ongoing insurance requirements Reviewing insurance policies Correspondence with previous brokers
Creditors and Distributions	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator
Dealing with proofs of debt ("POD")	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD Request further information from claimants regarding POD
Creditors Committee	No fees estimate has been provided since this will not incur any costs unless a Committee is elected

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**MAMA INTERMEDIARIES LIMITED
(IN LIQUIDATION)**

PROOF OF DEBT

PROOF OF DEBT - GENERAL FORM

Mama Intermediaries Limited

Date of winding-up: 01 May 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"> For UK companies: its registered number For other companies: the country or territory in which it is incorporated and the number if any under which it is registered The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act 	
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]	

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APPENDIX VI

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

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