

WU15

Notice of final account prior to dissolution in a winding up by the court



Companies H

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

1

Company details

Company number 1 1 3 6 2 9 9 9

Company name in full

Pimmax Ltd

→ Filling in this form

Please complete in typescript or
in bold black capitals.

Liquidator's name

Full forename(s)

Steven

Surname

Parker

Liquidator's address

Building name/number

322 High Holborn

Street

Post town

London

County/Region

Postcode

W C 1 V 7 P B

Country

4

Liquidator's name

Full forename(s)

Trevor

Surname

Binyon

Other liquidator

Use this section to tell us about
another liquidator.

Liquidator's address

Building name/number

322 High Holborn

Street

Post town

London

County/Region

Postcode

W C 1 V 7 P B

Country

Other liquidator

Use this section to tell us about
another liquidator.

WU15

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6 Liquidator's release

Did any of the creditors object to the liquidator's release?

☐ Yes

☒ No

7 Date of final account

Date

d	0	d	6	m	0	m	1	y	2	y	0	y	2	y	3
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8 Final account

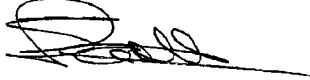
☒ The final account is attached

9 Sign and date

Liquidator's signature

Signature

X



X

Signature date

d	d	m	m	y	y	y	y
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WU15

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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.

Steven John Parker

Opus Restructuring LLP

322 High Holborn

London

Postcode

W

C

1

V

7

P

B

DX

020 3326 6454



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 emailenquiries@companieshouse.gov.uk

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

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-

1. EXECUTIVE SUMMARY

This report describes the progress during the Review Period and summarises the liquidation as a whole.

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

Asset realisations

Asset	Estimated to realise per Statement of Affairs (£)	Total realisations (£)
Deposit for Costs	Nil	1,600.00
Total	Nil	1,600.00

Expenses

Expense	Revised estimate (£)	Total expenses incurred (£)	Total expenses paid (£)
Joint Liquidators' fees	62,995.00	25,917.50	Nil
Advertising	360.00	198.90	Nil
Bonding	160.00	20.00	Nil
Storage	200.00	24.00	Nil
Printing and Postage	150.00	75.62	Nil
Case Management Fees	185.00	185.00	Nil
Land Registry	6.00	-	Nil
Pension Advisors Fees	-	150.00	Nil
Total	65,117.00	26,571.02	Nil

Dividends

Creditor class	Total distribution / dividend paid
Secured creditor	Nil
Preferential creditors	Nil
Secondary Preferential creditors	Nil
Unsecured creditors	Nil

2. BACKGROUND

The Court granted a winding up order on 29 April 2021 and the Joint Liquidators were appointed on 20 July 2021 by the Secretary of State. Further statutory information is provided at Appendix I.

3. ASSET REALISATIONS

The Joint Liquidators' final receipts and payments account for the period since that last progress report and for the liquidation as a whole is attached at Appendix II. The rest of this report describes the key developments in the liquidation. For a detailed list of work undertaken by the Joint Liquidators as a whole, see Appendix V.

Book Debts

The Joint Liquidators were advised by the Official Receiver upon appointment that book debts were owed to the Company. The Joint Liquidators did not receive sufficient records

from the Official Receiver to pursue the matter effectively although the Official Receiver had previously instructed their internal collection agent in respect of the ledger. With a paucity of supporting documentation including invoices, regrettably the ledger was deemed to be irrecoverable.

Payments

Agents/Valuers Fees

A fee of £562.92 was paid to agents prior to the Liquidation by the Official Receiver, however, the premise is unknown.

BIS Bank Charges

A quarterly bank charge of £22 is incurred by the Insolvency Service in January, April, July and October of each year. In the review period, bank charges totalling £44 were incurred.

Official Receiver General Fee

The sum of £6,000 was paid to the Insolvency Service in respect of their fees incurred in the Liquidation.

Official Receiver Administration Fee

The sum of £5,000 was paid to the Insolvency Service in respect of their Administration fee incurred in placing the Company into Liquidation.

4. ADMINISTRATION (INCLUDING STATUTORY REPORTING)

The Joint Liquidators are required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards.

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 Joint Liquidators 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 annual progress reports to creditors and members;
 - Seeking creditors' approval to certain resolutions and establishing whether those resolutions had been passed;
-

- 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;
- Seeking clearance from the Official Receiver and other government departments to enable the liquidation to be closed; and
- Drafting this final account.

5. INVESTIGATION

Shortly after appointment, the Joint Liquidators 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.

A number of areas of concern were identified for specific review, including transactions with the Directors, payments made following the presentation of the winding up petition and other payments to unidentified persons.

During the course of the Joint Liquidators investigations, it was identified that Mr and Mrs Maxwell had both become subject to Bankruptcy Orders, with the Official Receiver holding office as Trustee in Bankruptcy. Claims were issued in the respective Bankruptcy Estates, however, following consultation with the Official Receiver, it was concluded that there was no prospect of a return to creditors.

Charles Russell Speechley LLP were contacted with a view to providing instructions to assist with the recovery of payments made from the Company's bank account following the presentation of the winding up petition, but prior to the winding up order being granted.

During the review of these payments, it was identified that changes were made to s127 Insolvency Act 1986 provisions by CIGA 2020. Paragraph 9 of Schedule 10 to CIGA provides that the winding up commences (for the purposes of s.127) on the making of the winding up order, as opposed to the presentation of the petition. The 'relevant period' under CIGA was extended several times and included the entire period between the issuing of the petition against the company and the making of the winding up order.

As such, it was concluded that s127 claims would not apply.

As the vast majority of payments made appear to have been for legitimate purposes to suppliers no other grounds for claims exist on current information.

Lastly, the Joint Liquidators engaged in correspondence with the Company's pre-liquidation Banker, Barclays Bank Plc, in an attempt to identify the recipients of further payments from the Bank account. Regrettably, Barclays confirmed that the information in their possession did not extend beyond that already held by the Joint Liquidators and it was therefore concluded that there was insufficient information to enable further investigation in this regard.

6. CREDITORS' CLAIMS

During the Review Period, the Joint Liquidators has carried out the following main tasks in this category:

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

Secured Creditor

There are no secured creditors in the Liquidation.

Preferential creditors

There are no preferential creditors in the Liquidation.

Secondary Preferential creditors

In any insolvency process started from 1 December 2020, HMRC is a secondary preferential creditor for the following liabilities:

- VAT
- PAYE Income Tax
- Employees' NIC
- CIS deductions
- student loan deductions

This will mean that, were there are sufficient funds available, any of the above amounts owed by the Company would be paid after the preferential creditors have been paid in full.

HMRC was estimated to have a secondary preferential claim in the liquidation, however no claim has been received to date. Not all HMRC's debt will be secondary preferential and there may be an unsecured element of their claim.

Unsecured Creditors

Unsecured claims were estimated at £852,944.19 in the Official Receiver's handover.

Realisations were insufficient to pay a dividend to any class of creditor in the Liquidation.

7. ETHICS

Please also be advised that Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

General ethical considerations

In the period since the last report, no new threats to compliance with the Code of Ethics were identified.

Specialist Advice and Services

When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the Joint Liquidators are obligated to ensure that such advice or work is warranted, and that the advice or work contracted reflects the best value and service for the work undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. The specialists chosen usually have knowledge specific to the insolvency industry and, where relevant, to matters specific to this insolvency appointment.

No specialist advisors have been instructed in this matter.

8. THE JOINT LIQUIDATORS' FEES AND EXPENSES

On 12 October 2022, a decision was made by creditors that the Joint Liquidators' fees should be fixed on the following basis:

That the Joint Liquidators' fees be fixed by reference to the time given by him and his staff in attending to matters arising in the Liquidation as per the attached fee estimate, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time it was undertaken;

The time costs incurred to date are detailed at Appendix III and set out in Appendix IV are the charge-out rates of the Joint Liquidators and their staff.

None of the time costs incurred during the liquidation have been drawn.

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 expenses policy may be found at www.opusllp.com. A hard copy of both the Creditors' Guide and the firm's charge-out rate and expenses policy may be obtained on request.

Expenses

An amended Statement of Insolvency Practice (SIP), SIP 9, was issued on 1 April 2021. The amended SIP 9 has changed some of the terminology and introduced additional disclosure requirements. The information below may therefore not reflect the information previously provided.

The Joint Liquidators are entitled to pay Category 1 expenses from the funds held in the liquidation estate without approval.

It was also resolved that the Joint Liquidators be authorised to discharge certain expenses (as defined in SIP9 as "Category 2" expenses) calculated on the bases set out also in Appendix IV.

Other Professional Costs

No costs in respect of the instruction of professional advisors have been incurred in the liquidation.

Comparison of estimates

The Joint Liquidators' time costs incurred to date (whether or not they have been charged to the liquidation estate) are compared with the original fees estimate as follows:

Work category	Original fees estimate			Actual time costs incurred during the Review Period			Actual time costs incurred to date		
	Number of hours	Blended hourly rate £ per hour	Total fees £	Number of hours	Average hourly rate £ per hour	Total time costs £	Number of hours	Average hourly rate £ per hour	Total time costs £
Administration (including statutory reporting)	85.5	274	24,248	16.2	237	3,843	41.7	239	9,970
Realisation of assets	Nil	Nil	Nil	Nil	Nil	Nil	9.0	239	2,155
Creditors (claims and distribution)	31	284	8,977	0.2	225	45	3.2	224	718
Investigations	98.1	286	29,770	24.2	207	5,000	66.1	189	12,525
Case Specific Matters	Nil	Nil	Nil	Nil	Nil	Nil	2.4	229	550
Total	214.6	281	62,995	40.6	219	8,888	122.4	212	25,918

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

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses have exceeded the original estimate)
Advertising	360.00	99.45	198.90	
Bonding	160.00	-	20.00	
Storage	200.00	-	24.00	
Printing and postage	150.00	28.20	75.62	
Case Management fees	185.00	-	185.00	
Land Registry	6.00	-	-	
Pension Advisors Fees	-	-	150.00	Omitted in error
TOTAL	1,061.00	127.65	653.52	

Having regard for the remaining costs that are likely to be incurred before the Joint Liquidators vacates office, the Joint Liquidators consider that:

- the original fees estimate is unlikely to be exceeded; and
- the original expenses estimate unlikely to be exceeded.

9. FURTHER INFORMATION

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 Joint Liquidators' 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 Joint Liquidators' fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this final account. Any secured creditor may make a similar application to court within the same time limit.

10. CONCLUSION

On the filing of this final account with the Registrar of Companies and the Court, the Joint Liquidators will vacate office. This concludes the liquidation of the Company.

Should you have any queries regarding this matter or the contents of this report, please do not hesitate to contact Ian Kiteley on 01908 087220.



Steven John Parker
Joint Liquidator

**PIMMAX LTD
(IN LIQUIDATION)**

STATUTORY INFORMATION

Company Name	Pimmax Ltd
Previous Names	None
Proceedings	In Liquidation
Court	High Court of Justice
Court Reference	000101 of 2021
Date of Appointment	20 July 2021
Joint Liquidator	Steven John Parker & Trevpr John Binyon Opus Restructuring LLP 322 High Holborn, London, WC1V 7PB
Registered office address	c/o Opus Restructuring LLP 1 Radian Court, Knowlhill, Milton Keynes, MK5 8PJ
Company Number	11362999

DEFINITIONS

The Act	Insolvency Act 1986
The Rules	Insolvency Rules 1986 or Insolvency (England & Wales) Rules 2016 (whichever applied at the time of the event)
The Joint Liquidators	Steven John Parker and Trevor John Binyon of Opus Restructuring LLP
The Company	Pimmax Ltd (in Liquidation)
The Court	High Court of Justice
SIP	Statement of Insolvency Practice
Review Period	Period covered by the report from 20 July 2022 to 6 January 2023

PIMMAX LTD
(IN LIQUIDATION)

THE JOINT LIQUIDATORS' FINAL RECEIPTS AND PAYMENTS ACCOUNT

S of A £		As Previously Reported	20/07/22 to 06/01/23	Total £
RECEIPTS				
NIL	Deposit for Costs	1,600.00	NIL	1,600.00
NIL		1,600.00	NIL	1,600.00
PAYMENTS				
NIL	BIS Bank Charges	(88.00)	(44.00)	(132.00)
NIL	Agents/Valuers Fees (1)	(562.92)	NIL	(562.92)
NIL	OR General Fee	(6,000.00)	NIL	(6,000.00)
NIL	OR Administration Fee	(5,000.00)	NIL	(5,000.00)
0		(11,650.92)	(44.00)	(11,694.92)
0	CASH IN HAND	(10,050.92)	(44.00)	(10,094.92)

**PIMMAX LTD
(IN LIQUIDATION)**

THE JOINT LIQUIDATORS' TIME COSTS

Between 20 July 2022 and 6 January 2023

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	0.00	5.00	10.80	0.40	16.20	3,842.50	237.19
Investigations	7.30	0.20	1.00	15.70	24.20	5,000.00	206.61
Creditors	0.00	0.00	0.20	0.00	0.20	45.00	225.00
Total hours	7.30	5.20	12.00	16.10	40.60		
Time costs	2,372.50	1,427.50	2,692.50	2,395.00		8,887.50	
Average hourly rate	325.00	274.52	224.38	148.76			218.90

Description	Total Incurred £	Total Recovered £
CAT 1 Postage	28.20	0.00
Totals	28.20	0.00

APPENDIX III

Between 20 July 2021 and 6 January 2023

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning							
Internal Documentation and IT	0.00	0.00	6.00	2.00	8.00	1,550.00	193.75
Case Planning	2.00	4.50	5.70	0.00	12.20	3,367.50	276.02
Case Reviews including MR1s/MR2s	0.00	2.00	2.40	0.00	4.40	1,090.00	247.73
Administrative Set Up	0.00	0.00	0.40	0.40	0.80	130.00	162.50
Appointment Notification	0.00	2.20	0.30	0.00	2.50	672.50	269.00
Statutory Reporting and Compliance	0.00	3.10	7.10	0.00	10.20	2,450.00	240.20
Firms Administration - Feeing etc	0.00	0.10	0.70	0.00	0.80	185.00	231.25
Cashiering	0.00	0.00	0.30	1.00	1.30	182.50	140.38
Statutory forms	0.00	0.10	0.30	0.00	0.40	95.00	237.50
Post appointment Corporation tax	0.00	0.00	0.10	0.00	0.10	22.50	225.00
Post appointment VAT	0.00	0.00	0.40	0.00	0.40	90.00	225.00
Statutory Meetings	0.00	0.00	0.40	0.00	0.40	90.00	225.00
File Review	0.00	0.00	0.20	0.00	0.20	45.00	225.00
	2.00	12.00	24.30	3.40	41.70	9,970.00	239.09
Investigations							
Other Investigations	0.00	0.90	4.80	0.00	5.70	1,327.50	232.89
Internal Documentation	0.00	0.00	3.90	0.00	3.90	877.50	225.00
Analysis of financial records	0.00	0.00	0.00	6.70	6.70	670.00	100.00
Legal Correspondence	0.00	0.20	0.00	0.00	0.20	55.00	275.00
Correspondence with director	0.00	0.00	1.00	0.00	1.00	225.00	225.00
ICI Team	11.80	0.00	0.30	36.50	48.60	9,370.00	192.80
	11.80	1.10	10.00	43.20	66.10	12,525.00	189.49
Realisation of Assets							
Debt Collection	0.00	2.10	3.60	0.00	5.70	1,387.50	243.42
Insurance	0.00	0.00	1.30	0.00	1.30	292.50	225.00
Correspondence with Agent	0.00	0.50	0.00	0.00	0.50	137.50	275.00
Other assets	0.00	0.00	1.00	0.00	1.00	225.00	225.00
Cash at Bank	0.00	0.00	0.50	0.00	0.50	112.50	225.00
	0.00	2.60	6.40	0.00	9.00	2,155.00	239.44

APPENDIX III

Creditors							
Internal Documentation	0.00	0.00	0.90	0.00	0.90	202.50	225.00
Correspondence and telephone calls	0.00	0.00	1.50	0.00	1.50	337.50	225.00
Communication with creditors	0.00	0.30	0.50	0.00	0.80	177.50	221.88
	0.00	0.30	2.90	0.00	3.20	717.50	224.22

Case Specific Matters							
Pension Scheme	0.00	0.20	2.20	0.00	2.40	550.00	229.17
	0.00	0.20	2.20	0.00	2.40	550.00	229.17

Total hours	13.80	16.20	45.80	46.60	122.40		
Time costs	4,685.00	4,445.00	10,287.50	6,500.00	25,917.50		
Average hourly rate	339.49	274.38	224.62	139.48	211.74		

Summary of Fees		
Time spent in administering the Assignment	Hours	122.40
Total value of time spent to 6 January 2023	£	25,917.50
Total Joint Liquidators' fees charged to 6 January 2023	£	0.00

Disbursements		
Description	Total Incurred £	Total Recovered £
CAT 1 Document Storage	24.00	0.00
CAT 1 Bonding	20.00	0.00
CAT1 Land Registry	39.00	0.00
CAT 1 Postage	75.62	0.00
CAT 1 Other fees and Expenses	150.00	0.00
Totals	308.62	0.00

**PIMMAX LTD
(IN LIQUIDATION)**

CHARGE-OUT RATES AND BASES OF CATEGORY 2 EXPENSES

Information relating to Opus Restructuring LLP's Fees and Expenses

Explanation of Opus Restructuring LLP's charging and expense recovery policies

Time recording

Work undertaken on cases is recorded in 6-minute units in an electronic time recording system. Time properly incurred on cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. The current hourly charge-out rates are:

	Rates from 04.05.2020 £'s
Partner	250 – 425
Senior Manager / Director	275 – 350
Assistant Manager / Manager	250 – 275
Junior Administrator / Administrator / Senior Administrator	100 – 225
Cashier	150
Support Staff	100

Expense recovery

In line with the revised Statement of Insolvency Practice 9 effective from 1 April 2021, creditors will note that in our previous circulars, expenses were known as disbursements. Should any creditor require any clarification on this point or the impact it will have on their claim, please contact us for further information.

Expenses are categorised as either Category 1 or Category 2.

Category 1 expenses will generally comprise of external parties which will include the supplies of incidental services specifically identifiable to the case. Where these have initially been paid by Opus Restructuring LLP and then recharged to the case, approval from creditors is required and are identified as Category 2 expenses. The amount recharged is the exact amount incurred.

Examples of Category 1 expenses include but are not limited to case advertising, invoiced travel, agents' costs and expenses, solicitors' fees and expenses, external room hire, bank charges, Insolv case management charge and properly reimbursed expenses incurred by personnel in connection with the case (including business mileage up to the HMRC approved rate for cases commenced before 1 November 2011). Also included will be services specific to the case where these cannot practically be provided internally such as printing, room hire and document storage.

Category 2 expenses include elements of shared or allocated costs incurred by Opus and are recharged to the estate; they are not attributed to the estate by a third party invoice and they do not include a profit element. These disbursements are recoverable in full, subject to the basis of the disbursement charge being approved by creditors in advance. Examples of Category 2 expenses are photocopying, all business mileage (for cases commencing on or after 1 November 2011. Payment of Category 2 expenses require the approval of creditors.

Included in Category 2 expenses are costs incurred with associated parties.

Examples of the current levels of Category 2 expenses recovered by Opus Restructuring LLP are as follows:

Business mileage per mile	£0.45
Physical file set-up cost (per file) this is the actual cost of the stationery used for the setting up of the file*	£6.00
Bank Charges	£2 per month

*The costs recharged are based upon the actual cost of the materials used or the costs which would have been incurred if that service had been sourced externally.

**PIMMAX LTD
(IN LIQUIDATION)**

DETAILS OF WORK UNDERTAKEN BY THE JOINT LIQUIDATORS

General Description	Includes
Statutory and General Administration	
Statutory/advertising	Advertising in accordance with statutory requirements Bonding the case for the value of the assets
Document maintenance/file review/checklist	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	Bank account reconciliations Maintenance of the estate cash book
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
Investigations	
SIP 2 Review	Reviewing the Directors' Questionnaires received by the Official Receiver upon handover of the case 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 Reconstruction of financial affairs of the Company Review of specific transactions and liaising with directors regarding certain transactions
Rights of Action	Investigations being carried out. It is not possible to comment on the matter at this stage for fear of prejudicing any rights of action.
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
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD

Current Charge-out Rates for the firm

Time charging policy

Support staff do charge their time to each case.

Support staff include cashier, secretarial and administration support.

The minimum unit of time recorded is 6 minutes.

Staff	Charge out rates £
Insolvency Practitioner/Partners	350-425
Directors/ Senior Manager	275-350
Manager/ Assistant Manager	250-275
Senior Administrator/Administrator/Junior Administrator	100-225
Secretarial/Administration support staff	100-150