

# LIQ14

## Notice of final account prior to dissolution in CVL



Companies House

MONDAY



\*A98PU4PT\*

A08

06/07/2020

#77

COMPANIES HOUSE

### 1 Company details

Company number 1 1 4 1 0 8 3 8

Company name in full AMELIA'S CHOCOLATE LIMITED

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

### 2 Liquidator's name

Full forename(s) JOHN WILLIAM

Surname BUTLER

### 3 Liquidator's address

Building name/number THE CHAPEL

Street BRIDGE STREET

Post town DRIFFIELD

County/Region EAST YORKSHIRE

Postcode Y O 2 5 6 D A

Country

### 4 Liquidator's name ①

Full forename(s) ANDREW JAMES

Surname NICHOLS

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

### 5 Liquidator's address ②

Building name/number THE CHAPEL

Street BRIDGE STREET

Post town DRIFFIELD

County/Region EAST YORKSHIRE

Postcode Y O 2 5 6 D A

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

*[Handwritten Signature]*

X

Signature date

d

0

d

3

m

0

m

7

y

2

y

0

y

2

y

0

# LIQ14

## Notice of final account prior to dissolution in CVL



### 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

Company name

Address

Post town

County/Region

Postcode

Country

DX

Telephone

01377 257788



### Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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



### Important information

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



### Where to send

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

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



### Further information

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

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

**Rule 18.9**

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

**Rule 18.34**

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

Redman | Nichols | Butler

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**AMELIA'S CHOCOLATE LIMITED  
– IN LIQUIDATION**

**Final Account**

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**Amelia's Chocolate Limited**  
**– in liquidation ("the Company")**

**Joint Liquidators' final account**

**Statutory information**

Company number: 11410838  
Name of company: Amelia's Chocolate Limited  
Previous name(s) of company (if any): n/a  
Trading name / style under which: Amelia's Chocolate Limited

- Company carried on business and
- Any debt owed to a creditor was incurred

Type of Liquidation: Creditors Voluntary Liquidation  
Address of Registered office: The Chapel, Bridge Street, Drifffield, East Yorkshire, YO25 6DA  
Principal trading address: 9 Aberdeen Walk Scarborough YO11 1BA  
Liquidator(s) name(s), address(es) and contact number: J W Butler and A J Nichols of Redman Nichols Butler, The Chapel, Bridge Street, Drifffield, East Yorkshire, YO25 6DA T: 01377 257788  
Office holder number(s): 9591 & 8367  
Date of appointment: 28 August 2019  
Is there a liquidation committee? No

**Administration (including statutory reporting)**

The work undertaken which is classified as Administration for the period of this report is summarised below;

**Case Management**

- case set-up, record-keeping, completion of checklists, periodic case reviews

**Statutory and Compliance**

- case bonding; Companies House filings and returns; advertising of notices
- preparation and delivery of periodic reports to creditors and other stakeholders
- completion and submission of post appointment HMRC tax returns
- corresponding with HMRC in relation to cessation of PAYE and VAT schemes
- reporting to creditors including preparation of the final account.

**Cashiering**

- arrange banking facilities; monthly account reconciliations; general cashiering preparation and maintenance of cashbook and receipts and payments account

This work does not produce any direct financial benefit for creditors but is required by statute and best practice guidelines.

## Asset realisations

The work undertaken which is classified as Asset realisations is summarized below;

Asset	Estimated to realise per statement of affairs (£)	Actual realisations to date (£)	Comments
Cash in hands of agents	6,045	5,445	The company's assets were sold via public auction on 18 July 2019 for £7,900 including VAT. The balance less auctioneers costs have been received in full.
Cash in hands of accountants	272	272	This refers to monies held in the Redman Nichols Butler client account in respect of all monies held o site.

This work has not produced any financial benefit for creditors and is required by statute and best practice guidelines.

## Statement of Insolvency Practice 13 – Transactions with connected parties

Statement of Insolvency Practice 13 provides that I am required to disclose to creditors and members at the first available opportunity after my appointment any transactions with connected parties.

There have been no such transactions in this case.

## Investigations

### Statement of Insolvency Practice 2 – Investigations by office holders

I have carried out the liquidator's duty to investigate the affairs of the company to that extent necessary to comply with best practice as provided by the provisions of Statement of Insolvency Practice 2 entitled "Investigations by office-holders in administrations and insolvent liquidations".

Pursuant to that duty, no new matters have come to my attention, which warrant further investigation or action being taken.

### Company Directors Disqualification Act 1986

I have complied with my duties under the provisions of the Company Directors Disqualification Act 1986. However, I am not able to disclose to creditors the content of my report.

Work completed within this category also includes;

- obtaining and reviewing of the books and records – archive boxes
- invite and review concerns / matters raised by the creditors regarding the director(s) conduct.

This work does not produce any direct financial benefit for creditors but is required by statute and best practice guidelines.

## Creditors (claims and distributions)

The work undertaken which is classified as Creditors for the period of this report is summarised below;

- processing 10 employee claims / liaising with the employees
- reviewing company records to submit RP14 and RP14a forms to the Redundancy Payments Office
- Liaising with the Redundancy Payments Office about the employee claims.
- general communication with creditors
- dealing with creditor claims

This work does not produce financial benefit for creditors but is required by statute and best practice guidelines.

## **Costs and expenses of the liquidation**

### **Remuneration of office holders**

A creditors' guide to an Insolvency Practitioner's fees is available at [www.creditorinsolvencyguide.co.uk](http://www.creditorinsolvencyguide.co.uk) or [www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees](http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees). A copy of the creditors' guide to Redman Nichols Butler fees and expenses is attached to this report which details my firm's current charge out rates.

### **Basis of amount of remuneration, who agreed that basis and when**

At the meeting of creditors held on 28 August 2019, the creditors resolved that the liquidators' fees be based on the time spent by them and their staff in dealing with all aspects and matters of the case, including those undertaken at the request of the creditors and that they be at liberty to draw fees in accordance with that resolution without further reference to creditors.

### **My firm's time costs in administering this case**

My firm's time costs to date in dealing with the proper administration of this liquidation total £5,275.03. An estimated analysis by reference to the types of work carried out on this liquidation is attached to this report.

The narrative above provides a brief description of the type of work involved in each category.

### **Fee estimate**

When seeking approval for my firm's remuneration, I provided creditors with details of the estimated costs of the liquidation. The fee estimate previously provided to creditors is attached to this report at Appendix 1. The fee estimate also includes a narrative of work which was anticipated to be undertaken.

The office holders' remuneration cannot exceed the total amount set out in the fee estimate without further approval from creditors. In this case the fee estimate for dealing with the post appointment matters on this case was £7,588.90.

Attached to this report is an analysis comparing the fee estimate with the actual time costs incurred on the liquidation to date.

### **Funds drawn on account of remuneration**

I advise that, I have drawn £2,203.66 plus VAT in respect of my firm's remuneration.

### **Variances from fee estimate**

My firm's remuneration has not exceeded the original fee estimate.

### **Convening costs**

At the first meeting of creditors held on 28 August 2019, the creditors resolved that the fees of my firm and Winn & Co for assistance in convening the meeting of creditors and preparing the directors' statement of affairs were to be based on time costs at our respective firms' current charge out rates plus expenses plus VAT properly incurred.

My firm's time costs in attending to those instructions and how these costs were incurred are shown as follows;

Grade of staff	Hours / Minutes	Rate (£)	Value (£)
Partner	7/30	385	2,287.50
Assistant Manager	1/30	226	339.00
Administrator	9/20	166	1,549.34
Support staff	1/45	97	169.75



The fee estimate previously provided to creditors showed that my firm's convening costs would be £4,119.27.

In accordance with that resolution, my firm has received £2,285.67 plus VAT, to date. Winn & Co has received £500.00 plus VAT for their assistance in this matter.

The convening costs of my firm have not exceeded the original fee estimate.

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#### ***Redman Nichols Butler expenses***

The fee estimate at Appendix 1 provides creditors with details of the estimated costs of the liquidation.

Attached to this report is a breakdown of the expenses incurred on behalf of the liquidation estate. To date, I have recovered £263.24 plus VAT in respect of these disbursements.

I have not exceeded the original estimate.

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#### ***Professionals engaged to assist the liquidator to carry out his duties***

No professionals have been engaged to assist me in carrying out my duties in this case: -

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#### ***Creditors' request for further information***

Within 21 days of receipt of this report: -

- i) a secured creditor; or
- ii) a unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question); or

with the permission of the court upon an application made within the 21 days any unsecured creditor may make a request in writing to the liquidator for further information about remuneration or expenses set out in the draft report.

The liquidator must, within 14 days of receipt of the request, respond accordingly.

#### ***Right of challenge***

If a creditor believes that the office holders' remuneration is, in all the circumstances excessive, the basis inappropriate, or the expenses incurred by the office holder are, in all the circumstances, excessive he may, provided certain conditions are met, apply to the court.

The application to court may be made by:

- Any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the creditors (including that creditor) or the permission of the court

The application must, subject to any order of the court, be made no later than 8 weeks (or, in a case where a creditors' meeting to is convened to receive a liquidator's resignation, 4 weeks) after receipt by the applicant of the report which first reports the charging of the remuneration or the incurring of the expenses in question.

#### ***Outcome for creditors***

##### ***The prescribed part***

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

The Company's net property is less than the prescribed minimum (currently £10,000) and therefore there will be no prescribed part in this liquidation.

##### ***Secured creditor***

There will not be a return to the secured creditor.

***Preferential creditors***

There was no prospect of a dividend to the preferential unsecured creditors in this case.

***Dividend prospects for non-preferential unsecured creditors***

There is no prospect of a dividend to the unsecured creditors and consequently the joint liquidators have not taken steps to agree the claims of the non-preferential unsecured creditors.

This is Notice under Rule 14.36 of the Insolvency Rules (England & Wales) 2016 that no dividend will be declared in the liquidation as the funds realized have been used to pay the expenses of the liquidation.

**Conclusion**

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

Should any creditor require any further information please contact me.

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J W Butler  
Joint Liquidator  
01 May 2020

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**Amelia's Chocolate Limited - in liquidation****Receipts and payments account for the period 28 August 2019 to 1 May 2020**

	<b>28 August 2019 to 1 May 2020</b>	<b>Total</b>
	<b>£</b>	<b>£</b>
<b>INCOME</b>		
Cash in hand of agents	5,444.90	5,444.90
Cash in hand of accountants	271.88	271.88
Bank Interest	0.95	0.95
<b>TOTAL INCOME</b>	<b>5,717.73</b>	<b>5,717.73</b>
<b>EXPENSES</b>		
Convening Costs	2,285.67	2,285.67
Convening expenses	306.20	306.20
Office holders' remuneration	2,203.66	2,203.66
Office holders' expenses	263.24	263.24
Statements of affairs fee	500.00	500.00
Irrecoverable VAT	158.96	158.96
<b>TOTAL EXPENSES</b>	<b>5,717.73</b>	<b>5,717.73</b>
<b>Balance</b>		

# Redman Nichols Butler

## TIME & CHARGEOUT SUMMARIES

Amelias Chocolate Ltd

HOURS							
Classification Of work Function	Partner	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	0.00	0.00	1.33	19.87	21.20	3,465.78	163.48
Investigations	0.00	0.00	0.00	7.50	7.50	1,245.00	166.00
Creditors	0.00	0.00	2.08	0.67	2.75	564.25	205.18
Realisation of Assets	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
<b>Total Fees Claimed £</b>	0.00	0.00	772.15	4,502.88		5,275.03	
<b>Total Hours</b>	0.00	0.00	3.42	28.03	31.45		
<b>Average Rate</b>	0.00	0.00	226.01	160.63			

## CATEGORY 1 + 2 DISBURSEMENTS

Type & Purpose			Amount £
06/09/2019	Category 1 - Advertising	Appointment of liquidator & resolutions	142.00
30/08/2019	Category 2 - Printing & Photocopying	Notice of appointment	38.40
30/08/2019	Category 2 - Postage	Notice of appointment	27.84
30/08/2019	Category 2 - Archive Boxes	2 archive boxes	10.00
12/09/2019	Category 1 - Bordereau	Bordereau	45.00
			<b>263.24</b>

Redman Nichols Butler

Time & Chargeout Summaries

From 1 May 2020 to 1 May 2020

Amelias Chocolate Ltd

Classification of work function	ESTIMATED			ACTUAL		
	Total Hours	Time Cost	Average Hourly Rate	Total Hours	Time Cost	Average Hourly Rate
		£	£		£	£
Administration and planning	19.67	4,148.69	210.95	21.20	3,465.78	163.48
Investigations	4.72	1,120.92	237.65	7.50	1,245.00	166.00
Realisation of assets	1.03	247.81	239.82	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	9.83	2,071.48	210.66	2.75	564.25	205.18
Total	35.25	7,588.90		31.45	5,275.03	

Category 1 & 2 Disbursements

Type & Purpose	ESTIMATED	ACTUAL
Category 1 - Advertising	142.00	142.00
Category 2 - Archive Boxes	20.00	10.00
Category 1 - Bordereau	45.00	45.00
Category 2 - Postage	28.98	27.84
Category 2 - Printing & Photocopying	32.20	38.40
Total	268.18	263.24

## APPENDIX 1

**CASE NAME: Amelia's Chocolate Limited**

### Introduction

When an office holder (liquidator / administrator / trustee) seeks fee approval, it is a requirement for the office holder to also provide the following information to creditors;

- the work the office holder anticipates will be done,
- why the work is necessary and
- the anticipated cost of that work, including any expenses expected to be incurred in connection with it.

### Anticipated work in connection with this case

The type of work which will be undertaken on this case can be broken down into the work which will be undertaken pre-appointment and the work which will be undertaken following the appointment.

#### Pre-appointment fee

Detailed below is the work which will be undertaken prior to the appointment: -

- Meeting and liaising with directors to obtain the relevant information
- Processing of creditor information to be able to send notices
- Processing of company and shareholder information
- Liaising with directors on convening the decision process
- Sending notices to creditors together with all supporting documentation required
- Liaising with directors to assess the assets of the company
- Instructing agents where appropriate to provide current valuation of assets
- Reviewing filed and management accounts
- Reviewing the liabilities of the company
- Finalising the statement of affairs with the directors
- Preparation of the documents for the decision process

Set out below is the anticipated costs of the which will be undertaken prior to the appointment. This estimate has been determined by analysing the costs of similar cases dealt with by Redman Nichols Butler and also applying the facts specific to this case.

Classification of work function	Total hours	Time cost (£)	Average hourly rate (£)
Administration	17:33	4,119.27	237.65
<b>Total</b>	<b>17:33</b>	<b>4,119.27</b>	<b>237.65</b>

The estimated time costs for dealing with the pre-appointment work on this case are £4,119.27.

#### **Why is this work necessary and is this work likely to produce financial benefit to creditors?**

This work is required by statute and by the best practice guidelines given to office holders and it is unlikely that it will produce any financial benefit to creditors.

**Details of the disbursements and expenses which are likely to be incurred on this case prior to the appointment**

The guide to the fees and disbursements charged by Redman Nichols Butler sets out the definition of Category 1 & 2 disbursements. The rates at which the Category 2 disbursements are charged are also disclosed within this guide.

In this case the disbursements which are likely to be incurred prior to the appointment are;

Type & Purpose	Estimated cost (£)
Travel	0.00
Printing and photocopying	64.40
Postage	57.96
Advertising	71.00
Room hire	0.00

In this case the expenses which are likely to be incurred are;

Type & Purpose	Estimated Costs (£)	Anticipated basis of instruction	Brief description of work to be carried out
Accountants	600	Time cost	<i>Preparation of statement of affairs</i>

**Office holders' fees / expenses following appointment**

A description of the type of work undertaken once following the appointment of an office holder can be broken down into the following categories;

***Administration (including statutory reporting)***

**Case Management**

- case set-up, record-keeping, completion of checklists, periodic case reviews
- devising an appropriate strategy for dealing with the case and giving instructions to staff to undertake the work on the case
- dealing with all routine correspondence and emails relating to the case
- undertaking periodic reviews of the progression of the case

**Statutory and Compliance**

- case bonding and periodical review of case bonding
- Companies House filings and returns
- advertising of notices
- preparation and delivery of periodic reports to creditors and other stakeholders
- convening and holding General Meetings of creditor and members (as applicable)
- completion and submission of post appointment corporation tax returns
- completion and submission of post appointment VAT returns
- corresponding with HMRC in relation to cessation of PAYE and VAT schemes

- initial and final reporting to creditors

#### **Cashiering**

- arrange banking facilities
- monthly account reconciliations
- general cashiering
- preparation and maintenance of cashbook and receipts and payments account

#### ***Realisation of Assets***

- liaising with the company's bank regarding the closure of the account

#### ***Investigations***

- obtaining and reviewing of the books and records
- invite and review concerns / matters raised by the creditors regarding the director(s) conduct.
- Reviewing the books and records to identify any transactions or actions the office holder may take against a third party in order to recover funds for the benefit of creditors
- the general investigation required towards the submission of returns pursuant to the Company Directors Disqualification Act 1986
- submission of returns pursuant to the Company Directors Disqualification Act 1986
- carrying out initial investigations with a view to identifying any potential asset recoveries by seeking and obtaining such information from the company's accountants, solicitors, bank or other third party

#### ***Creditors (claims and distributions)***

- dealing with correspondence / emails / telephone calls with creditors relating to their claims
- maintaining up to date creditor information
- dealing with any ROT claims

#### ***Trading (where applicable)***

- n/a

#### ***Case Specific Matters (where applicable)***

- n/a

**Why is this work necessary and is this work likely to produce financial benefit to creditors?**

Category	Is this work likely to produce financial benefit to creditors? (Yes / No)	Why is this work necessary?
Administration (including statutory reporting)	No	This work is required by statute and by the best practice guidelines given to office holders.
Realisation of Assets	No	As above
Investigations	No	As above
Creditors (claims and distributions)	No	As above
Trading (where applicable)	N/A	N/A



Case Specific Matters (where applicable)	N/A	N/A
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#### What are the anticipated costs associated with this work?

##### **Fee estimate**

Set out below is the anticipated costs of the office holders' fees in connection with this case. This estimate has been determined by analysing the costs of similar cases dealt with by Redman Nichols Butler and also applying the facts specific to this case.

Classification of work function	Total hours	Time cost (£)	Average hourly rate (£)
Administration	19:67	4,148.00	210.95
Realisation of Assets	1:03	247.81	239.82
Investigations	4:72	1,120.92	237.65
Creditors	9:83	2,071.49	210.66
Trading	0:00	0.00	0
Case specific matters	0:00	0.00	0
<b>Total</b>	<b>35:25</b>	<b>7,588.90</b>	<b>219</b>

The estimated time costs for dealing with this case are £7,588.90.

##### **Details of the disbursements and expenses which are likely to be incurred on this case**

The insolvent estate will incur disbursements and expenses.

In this case the disbursements which are likely to be incurred are;

Type & Purpose	Estimated cost (£)
Travel	0.00
Printing and photocopying	32.20
Postage	28.98
Archive boxes	20.00
Advertising	142.00
Bordereau	45.00
Room hire	0.00

##### **Creditors' request for further information**

A creditor's guide to the fees and disbursements charged by Redman Nichols Butler is attached or is available at [www.redmannicholsbutler.co.uk](http://www.redmannicholsbutler.co.uk)

Further information on the insolvency process may be found on the R3 Creditors website [www.creditorinsolvencyguide.co.uk](http://www.creditorinsolvencyguide.co.uk) or [www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees](http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees).

### ***Right of challenge***

If a creditor believes that the office holders' remuneration is, in all the circumstances excessive, the basis inappropriate, or the expenses incurred by the office holder are, in all the circumstances, excessive he may, provided certain conditions are met, apply to the court.

The websites above provide further information on how to challenge together with the timescales to make a challenge.

The application must, subject to any order of the court, be made no later than 8 weeks (or, where a creditors' meeting is convened to receive a liquidator's resignation, 4 weeks) after receipt by the applicant of the report which first reports the charging of the remuneration or the incurring of the expenses in question.

## A creditor's guide to the fees and disbursements charged by Redman Nichols Butler

### Insolvency Practitioner's Fees

Where it has been agreed by a resolution of creditors or the creditors' committee that the office holders' remuneration will be calculated by reference to the time properly given by the office holder and his staff in attending to matters arising in the administration of the insolvency estate, at the following hourly charge out rates:-

Grade	Rate (£) to 30 April 2014	Rate (£) from 1 May 2014
Partner	280	305
Senior Manager	250	278
Manager	230	254
Assistant Manager	205	226
Administrator	155	166
Support staff	90	97

These rates are our current hourly charge out rates and are exclusive of value added tax. Our charge-out rates are reviewed periodically and creditors will be advised of any alteration thereto. Time is recorded in one minute units.

### Disbursements of Redman Nichols Butler

From time to time, we will incur disbursements on behalf of insolvent estates. The reimbursement of these disbursements will be a charge against the insolvent estate to which they relate. These disbursements can be split into two categories, Category 1 and Category 2.

Category 1 disbursements are disbursements which are directly referable to the insolvent estate and relate to a payment to an independent third party. We seek to recover these types of disbursement. Approval is not required to recover these disbursements and these include insolvency bonds, advertising, company searches and post redirection orders.

Category 2 disbursements are directly referable to the insolvent estate in question but the payment is not to an independent third party. They may include shared or allocated costs that can be allocated to the insolvent estate on a proper and reasonable basis, for example, business mileage. These disbursements are recoverable in full from the estate, subject to the basis of the disbursement charge being approved by creditors in advance.

Category 2 disbursements are recharged at the following rates:

Mileage	45 pence per mile
Printing & Photocopying	10 pence per sheet
Postage	Prevailing rates
Archive boxes	£5 per box

The charges above are subject to annual increments and creditors will be advised of these in future circulars.

From time to time we instruct a firm of agents, Ulllyotts, to act for the insolvent estate. Ulllyotts are an associated business. Where Ulllyotts are instructed, their fees will either be charged by reference to time costs properly incurred, calculated in one minute units at an hourly rate of between £150—£225, plus their disbursements, or on a percentage basis. These costs are typical of agents in this geographical area.

A guidance note and further information in relation to office holders' fees is available at [www.R3.org.uk](http://www.R3.org.uk) or [www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees](http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees).