

LIQ03

Notice of progress report in voluntary winding up



Companies House

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

1 Company details

Company number 1 1 5 1 7 3 0 0

Company name in full Snobb Events Ltd

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Elias

Surname Paourou

3 Liquidator's address

Building name/number 3rd Floor

Street 37 Frederick Place

Post town Brighton

County/Region Sussex

Postcode B N 1 4 E A

Country

4 Liquidator's name ①

Full forename(s) Maxine

Surname Reid-Roberts

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 3rd Floor

Street 37 Frederick Place

Post town Brighton

County/Region Sussex

Postcode B N 1 4 E A

Country

② Other liquidator

Use this section to tell us about
another liquidator.

LIQ03

Notice of progress report in voluntary winding up

6 Period of progress report

From date	^d 1	^d 1	^m 1	^m 1	^y 2	^y 0	^y 2	^y 1
To date	^d 1	^d 0	^m 1	^m 1	^y 2	^y 0	^y 2	^y 2

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X 

X

Signature date

^d 1	^d 1	^m 0	^m 1	^y 2	^y 0	^y 2	^y 3
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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 **Edward Allingham**

Company name **Quantuma Advisory Limited**

Address **3rd Floor**

37 Frederick Place

Post town **Brighton**

County/Region **Sussex**

Postcode **B N 1 4 E A**

Country

DX

Telephone **01273 322400**

**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

**Snobb Events Ltd Trading As: Script To Screen
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 11/11/2021 To 10/11/2022 £	From 11/11/2021 To 10/11/2022 £
	ASSET REALISATIONS		
	Bank Interest Gross	1.29	1.29
33,200.87	Cash at Bank	33,200.87	33,200.87
		33,202.16	33,202.16
	COST OF REALISATIONS		
	Office Holders Fees	11,250.00	11,250.00
	Other Property Expenses	6.00	6.00
	Postage	17.05	17.05
	Pre-appointment Expenses	128.52	128.52
	Preparation of S. of A.	6,000.00	6,000.00
	Specific Bond	135.00	135.00
	Statutory Advertising	176.00	176.00
		(17,712.57)	(17,712.57)
	PREFERENTIAL CREDITORS		
(3,463.17)	Employee Arrears/Hol Pay	NIL	NIL
		NIL	NIL
	SECONDARY PREFERENTIAL CREDITORS		
(5,000.00)	HMRC - VAT	NIL	NIL
		NIL	NIL
	FLOATING CHARGE CREDITORS		
(1.00)	Pegg & Wood Loan	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(9,461.00)	Banks/Institutions	NIL	NIL
(47,963.32)	Directors	NIL	NIL
(3,030.92)	Employees	NIL	NIL
(29,224.91)	Landlord	NIL	NIL
(10,046.77)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(2.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(74,992.22)		15,489.59	15,489.59
	REPRESENTED BY		
	Bank 1 Current		14,988.39
	Vat Receivable		501.20
			15,489.59



Elias Paourou
Joint Liquidator

Snobb Events Ltd Trading As: Script To Screen

(In Creditors' **Voluntary Liquidation**)

(**"the Company"**)

THE JOINT LIQUIDATORS' **PROGRESS REPORT**

10 January 2023

Elias Paourou and Maxine Reid-Roberts of Quantuma Advisory Limited, 3rd Floor, 37 Frederick Place, Brighton, Sussex, BN1 4EA, were appointed Joint Liquidators of Snobb Events Ltd Trading As: Script To Screen on 11 November 2021.

Elias Paourou and Maxine Reid-Roberts are licensed to act as Insolvency Practitioners by the Institute of Chartered Accountants in England and Wales.

This report has been prepared for circulation solely to comply with the Joint Liquidators' statutory duty to report to Creditors under the provisions of The Insolvency (England and Wales) Rules 2016 and for no other purpose. This report is intended for the statutory recipients. The report cannot be used or relied upon by any party other than for its intended statutory purpose.

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5	ETHICS
6	THE JOINT LIQUIDATORS' FEES AND EXPENSES

APPENDICES

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Appendix 4	Detailed narrative list of work undertaken by the Joint Liquidators during the Review Period

ABBREVIATIONS

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Liquidators"	Elias Paourou and Maxine Reid-Roberts of Quantuma Advisory Limited
"the Company"	Snobb Events Ltd Trading As: Script To Screen (in Liquidation)
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 11/11/2021 to 10/11/2022

1. INTRODUCTION

Introduction

This report has been prepared to provide Members and Creditors with an update on the progress of the Liquidation of the Company since the appointment as Joint Liquidators on 11 November 2021.

A schedule of statutory information in respect of the Company is attached at Appendix 1.

Details of the appointment of the Joint Liquidators

Elias Paourou and Maxine Reid-Roberts of Quantuma Advisory Limited were appointed Joint Liquidators of the Company on 11 November 2021.

The Joint Liquidators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

2. THE PROGRESS OF THE LIQUIDATION

The Joint Liquidators' Receipts and Payments Account

Attached at Appendix 2 is a Receipts and Payments account covering the Review Period. In accordance with the requirements of SIP 7, the Joint Liquidators confirm that the account has been reconciled with that held at the bank.

The rest of this report describes the key developments in the Liquidation over the Review Period.

A summary is provided of the main asset realisations during the Review Period and an estimation of those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

Administrative, Statutory & Regulatory Tasks

The Joint Liquidators have met 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 Creditors' Voluntary Liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards. Details of the tasks carried out during the Review Period are included in Appendix 4.

Realisation of assets

Cash at Bank

The Company's only asset was £33,200.87 held in the bank account. This sum was paid into Quantuma client bank account prior to our appointment and subsequently transferred into the Liquidation on the 29 November 2021.

Bank Interest Gross

Gross bank interest of £1.29 has been received during the Review Period.

3. CREDITORS: CLAIMS AND DISTRIBUTIONS

Preferential Creditors

Preferential claims relating to unpaid holiday pay and wage arrears were estimated at £3,463.17 in the Director's Estimated Statement of Affairs. To date, two claims have been received totalling £3,463.17.

Secondary Preferential Creditors

In any insolvency process started from 1 December 2020, HM Revenue and Customs ('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, if there are sufficient funds available, any of the above amounts owed by the Company will be paid after the Preferential Creditors have been paid in full.

HMRC's secondary preferential claims relating to VAT were estimated at £5,000 in the Director's Estimated Statement of Affairs. To date, HMRC have yet to submit a claim in respect of their secondary preferential claim.

It is uncertain whether there will be sufficient realisations to pay a dividend to HMRC in respect of their secondary preferential claim.

Unsecured Creditors

Unsecured claims were estimated at £99,726.92 in the Director's Estimated Statement of Affairs and, to date, seven claims have been received totalling £109,248.76.

It is not anticipated that a dividend will be paid to Unsecured Creditors.

4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

Investigations

During the Review Period, the Joint Liquidators 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(s) (and senior employees) by means of questionnaires (and interviews); making enquiries of the Company's accountants; reviewing information received from Creditors; and collecting and examining the Company's bank statements, accounts and other records.

The Directors provided the books and records and a completed questionnaire as well as a Statement of Affairs.

The information gleaned from this process enabled the Joint Liquidators to meet their statutory duty to submit a confidential report on the conduct of the Directors (past and present) to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of Creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This initial assessment has been completed and the Joint Liquidators did not identify any further assets or actions which might lead to a recovery for Creditors.

Further Information

To comply with the Provision of Services Regulations, some general information about Quantuma Advisory Limited, including the complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information>.

Information about this insolvency process may be found on the R3 website here <http://www.creditorinsolvencyguide.co.uk>.

General Data Protection Regulation

In compliance with the General Data Protection Regulation, Creditors, Employees, Shareholders, Directors and any other Stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link <http://www.quantuma.com/legal-notice>.

5. ETHICS

Please note that the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>. Additionally the Joint Liquidators are also bound by the regulations of their Licensing Bodies.

General Ethical Considerations

Prior to the Joint Liquidators' appointment, a review of ethical issues was undertaken and no ethical threats were identified.

A further review has been carried out and no threats have been identified in respect of the management of the insolvency appointment over the Review Period.

6. THE JOINT LIQUIDATORS' FEES AND EXPENSES

A copy of 'A Creditors Guide to Liquidators' Fees' effective from 1 April 2021 together with Quantuma Advisory Limited's current schedule of charge-out rates and chargeable expenses, which includes historical charging information, may be found at <https://www.quantuma.com/guide/creditors-guide-fees>.

A hard copy of both the Creditors' Guide and Quantuma Advisory Limited's current and/or historic charge-out rate and expenses policies may be obtained on request at no cost.

Pre-Appointment Costs

Quantuma Advisory Limited's fee for assisting the Directors in convening the procedure to seek a decision from Creditors on the nomination of a Liquidator and assisting with the preparation of the Statement of Affairs was £6,000 plus expenses and VAT.

The Creditors authorised this fee at a meeting of creditors on 11 November 2021.

The fee was paid from first realisations following the Joint Liquidators' appointment and is shown in the enclosed Receipts and Payments account at Appendix 2.

Joint Liquidators' Fees

The basis of the Joint Liquidators' fees was fixed at a meeting of creditors on 11 November 2021 as follows:

1. That the basis of the Joint Liquidators' fees be fixed by reference to the time properly given by the Joint Liquidators and their staff in attending to matters as set out in the fees estimate, such

time to be charged at the prevailing standard hourly charge out rates used by Quantuma Advisory Limited at the time when the work is performed (plus VAT):

During the Review Period, Joint Liquidator fees of £11,250 plus VAT has been drawn.

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 and the actual time costs incurred to the end of the Review Period. The fees estimate covered the life of the case.

For a detailed schedule of work undertaken by the Joint Liquidators during the Review Period, see Appendix 4.

Work category	Original fees estimate			Actual time costs incurred during the Review Period		
	No. of hours	Blended hourly rate £	Total fees £	No. of hours	Average hourly rate £	Total time costs £
Administration & Planning	16.00	217.19	3,475.00	32.90	185.20	6,093.00
Cashiering	10.00	169.00	1,690.00	3.60	162.64	585.50
Creditors	15.50	199.35	3,090.00	13.50	200.44	2,706.00
Investigations	12.00	205.00	2,460.00	17.60	188.10	3,310.50
Realisation of Assets	3.00	180.00	540.00	3.40	173.68	590.50
Closing Procedures	4.00	206.25	825.00	-	-	-
TOTAL	60.50	199.67	12,080.00	71.00	187.12	13,285.50

Joint Liquidators' Expenses

An amended Statement of Insolvency Practice 9 (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 expenses, which include disbursements that have been incurred and not yet paid during the Review Period and the Whole Period are detailed below. This includes a comparison of the expenses likely to be incurred in the Liquidation as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £
Category 1 expenses		
Statutory & other Advertising	264.00	176.00
Specific Bond	135.00	135.00
Printing & Postage costs of external provider	30.00	17.05
Storage Costs	100.00	-
Land Registry Fee	-	6.00
TOTAL	529.00	334.05

Details of the expenses paid in the Review Period are shown in the Receipts and Payments account at Appendix 2.

No Category 2 disbursements have been incurred during the Review Period.

Cost to Closure

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators consider that:

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

The main reasons why the original fees estimate has been exceeded is explained below:

Administration and Planning

Additional work has been carried out in relation to preferential claims submitted by the Directors. This has led to additional time being spent on corresponding with the Directors and reviewing information which has been provided., together with administrative tasks relating to case reviews and general statutory matters. While these tasks have no direct benefit to creditors, the liquidators are required by regulation to carry them out on a regular basis.

Investigations

The original fee estimate was based on the information known to the office holders at the time of preparation. As stated above, additional work has been carried out in relation to preferential claims submitted by the Directors and related queries.

Asset Realisations

The additional time spent in relation to the asset realisations is mainly due to time spent completing Land Registry searches, preparing and circulating a lease disclaimer and uploading the relevant documentation to Companies House.

However, given the limited realisations anticipated in this case, the Joint Liquidators do not propose to request authority to draw fees in excess of the original fees estimate.

Creditors' right to request information

Any Secured Creditor, or Unsecured Creditor with the support of at least 5% in value of the Unsecured Creditors or with permission of the Court, may request in writing the Joint Liquidators to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

Creditors' right to challenge remuneration and/or expenses

Any Secured Creditor, or Unsecured Creditor with the support of at least 10% in value of the Unsecured Creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of remuneration which the Joint Liquidators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of.

Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

Future of the Liquidation

The process of adjudicating the claims of the Preferential Creditors is currently in progress. Where necessary, request for further supporting documentation have been sent.

An update will be provided to creditors in the Joint Liquidators next report to Members and Creditors.

Should you have any queries in regard to any of the above please do not hesitate to contact Edward Allingham on 01273 322 415 or by e-mail at Edward.Allingham@quantuma.com.

A handwritten signature in black ink, appearing to read 'E. Paourou', with a stylized flourish at the end.

Elias Paourou
Joint Liquidator

SNOBB EVENTS LTD TRADING AS: SCRIPT TO SCREEN
(IN LIQUIDATION)

STATUTORY INFORMATION

Company Name	Snobb Events Ltd Trading As: Script To Screen
Trading Address	Colchester Industrial Estate, Colchester Avenue, Cardiff, CF23 9AP

Proceedings	In Liquidation
Date of Appointment	11 November 2021
Joint Liquidators	Elias Paourou Maxine Reid-Roberts Quantuma Advisory Limited 3rd Floor, 37 Frederick Place, Brighton, Sussex, BN1 4EA
Registered office Address	c/o Quantuma Advisory Limited 3rd Floor, 37 Frederick Place, Brighton, Sussex, BN1 4EA
Company Number	11517300
Incorporation Date	14 August 2018

SNOBB EVENTS LTD TRADING AS: SCRIPT TO SCREEN
(IN LIQUIDATION)

THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT AS AT 10 NOVEMBER 2022

VAT Basis

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately.

Snobb Events Ltd Trading As: Script To Screen
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments
To 10/11/2022

S of A £		£	£
	ASSET REALISATIONS		
33,200.87	Cash at Bank	33,200.87	
	Bank Interest Gross	1.29	
			33,202.16
	COST OF REALISATIONS		
	Specific Bond	135.00	
	Preparation of S. of A.	6,000.00	
	Pre-appointment Expenses	128.52	
	Office Holders Fees	11,250.00	
	Postage	17.05	
	Statutory Advertising	176.00	
	Other Property Expenses	6.00	
			(17,712.57)
	PREFERENTIAL CREDITORS		
(3,463.17)	Employee Arrears/Holiday Pay	NIL	
			NIL
	SECONDARY PREFERENTIAL CREDITORS		
(5,000.00)	HMRC - VAT	NIL	
			NIL
	FLOATING CHARGE CREDITORS		
(1.00)	Pegg & Wood Loan	NIL	
			NIL
	UNSECURED CREDITORS		
(10,046.77)	Trade & Expense Creditors	NIL	
(3,030.92)	Employees	NIL	
(47,963.32)	Directors	NIL	
(9,461.00)	Banks/Institutions	NIL	
(29,224.91)	Landlord	NIL	
			NIL
	DISTRIBUTIONS		
(2.00)	Ordinary Shareholders	NIL	
			NIL
(74,992.22)			15,489.59
	REPRESENTED BY		
	Vat Receivable		501.20
	Bank 1 Current		14,988.39
			15,489.59



Elias Paourou
Joint Liquidator

SNOBB EVENTS LTD TRADING AS: SCRIPT TO SCREEN
(IN LIQUIDATION)

SCHEDULE OF THE JOINT LIQUIDATORS' TIME COSTS DURING THE REVIEW PERIOD

Time Entry - Detailed SIP9 Time & Cost Summary

6009519 - Snobb Events Ltd
From: 11/11/2021 To: 10/11/2022
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 : Administration & Planning	1.20	0.00	0.20	0.00	1.40	634.00	452.86
100A : Initial Notification(s) & Filing	0.00	0.00	0.20	6.70	6.90	959.50	139.06
101A : Bonding	0.00	0.00	0.00	0.10	0.10	13.50	135.00
102A : Recover Schedules Books and Records	0.00	0.20	0.00	0.30	0.50	108.50	217.00
103 : IPS Case / File set up/ Filing	0.00	0.00	0.00	0.50	0.50	70.00	140.00
104 : General Administration	0.10	0.70	1.70	13.00	15.50	2,457.50	158.55
105 : Case strategy / Review	0.70	1.00	1.90	2.30	5.90	1,529.50	259.24
106 : VAT & CT matters and returns	0.00	0.10	0.10	1.90	2.10	320.50	152.62
Admin & Planning	2.00	2.00	4.10	24.80	32.90	6,093.00	185.20
600 : Cashiering	0.00	0.00	0.80	2.80	3.60	585.50	162.64
Cashiering	0.00	0.00	0.80	2.80	3.60	585.50	162.64
201 : Creditors	0.00	0.00	0.40	0.00	0.40	116.00	290.00
202 : ERA	0.00	0.50	0.00	0.00	0.50	171.00	342.00
202A : Employees	0.00	0.60	0.90	3.90	5.40	1,032.50	191.20
203 : Creditor correspondence / Call	0.00	0.90	0.00	2.60	3.50	657.00	187.71
204 : Unsecured Creditors claims	0.00	0.00	0.00	0.90	0.90	129.00	143.33
204A : Dealing with Pension Schemes	0.00	0.10	0.90	0.00	1.00	281.50	281.50
207C : Dealing with HMRC/RPO Claims	0.00	0.10	0.10	0.80	1.00	169.50	169.50
210 : Secured creditor reports / claims	0.00	0.10	0.00	0.00	0.10	34.50	345.00
212 : Initial Appointment Notifications to Creditors	0.00	0.10	0.00	0.60	0.70	115.00	164.29
Creditors	0.00	2.40	2.30	8.80	13.50	2,706.00	200.44
300 : Investigations	0.00	0.00	0.10	4.10	4.20	581.00	138.33
300A : SIP 2 Review	0.20	0.00	0.80	3.00	4.00	721.00	180.25
301 : CDDA Reports	0.80	1.10	1.70	5.80	9.40	2,008.50	213.67
Investigations	1.00	1.10	2.60	12.90	17.60	3,310.50	188.10
401 : Freehold / Leasehold Property	0.00	0.20	0.50	2.60	3.30	556.50	168.64
411 : Cash at Bank	0.00	0.10	0.00	0.00	0.10	34.00	340.00
Realisation of Assets	0.00	0.30	0.50	2.60	3.40	590.50	173.68
Total Hours	3.00	5.80	10.30	51.90	71.00	13,285.50	187.12
Total Fees Claimed						11,250.00	

SNobb EVENTS LTD TRADING AS: SCRIPT TO SCREEN
(IN LIQUIDATION)

DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT LIQUIDATORS DURING
THE REVIEW PERIOD

Description of work undertaken	Includes
<u>ADMINISTRATION & PLANNING</u>	
Initial Statutory and General Notifications & Filing e.g. Advertising the appointment, undertaking statutory notifications to Companies House, HMRC, the Pension Protection Fund, preparing the documentation and dealing with other notification of appointment	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Obtaining a specific penalty bond.	
Recovering & Scheduling the company's books and records.	Collection and making an inventory of company books and records
Setting up electronic case files and electronic case details on IPS.	
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews at 1 month, 2 months & 6 months.	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews 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
VAT & Corporation Tax matters and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
<u>CREDITORS</u>	
ERA - completing documentation for submission to the Redundancy Payments Office ("RPO") and liaising with the RPO regarding employee claims	
Employees - obtaining information from records about employee claims and dealing with employee correspondence/calls regarding their claims	Assisting employees to pursue claims via the RPO
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Dealing with Pension Schemes	Corresponding with the PPF and the Pensions Regulator
Dealing with HMRC/RPO claims	
Creditors' Meeting	Preparation of meeting notices, proxies/voting forms and advertisements Notice of meeting to all known creditors Collate and examine proofs and proxies/votes to decide on resolutions Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to

Description of work undertaken	Includes
	creditors, advertisement of meeting and draft minutes of meeting. Responding to queries and questions following meeting Issuing notice of result of meeting.
Annual/Progress Reports	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties
Initial Appointment Notification to Creditors - Preparing the documentation & sending out initial appointment notification to creditors	Preparing a fee estimate for inclusion with the report to creditors.
Interim Fee Report to Creditors	
<u>INVESTIGATIONS</u>	
SIP 2 Review - Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc.	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
CDDA Reports - Preparing a report or return on the conduct of the Directors as required by the Company Directors Disqualification Act.	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations
<u>REALISATION OF ASSETS</u>	
Cash at Bank	Contacting the bank to arrange closure of the account and payment of the funds to the estate
<u>CASHIERING</u>	
Opening, maintaining and managing the Office Holders' cashbook and bank account.	Preparing correspondence opening accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory Receipts and Payments accounts at Companies House

Current Charge-out Rates of the staff working on the case

Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken

Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes.

Rates are likely to be subject to periodic increase.

Staff	Charge out rates
	£
CEO/Managing Director	£495.00
Appointment Taking Director	£450.00
Director	£400.00
Senior Manager	£345.00
Manager	£325.00
Assistant Manager	£295.00
Senior Administrator	£250.00
Administrator	£200.00
Assistant Administrator	£160.00
Case Accountant	£110.00
Junior Administrator	£125.00
Support Staff/Executive Assistant	£110.00