

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	2	5	6	1	2	4	1
Company name in full	Trinity Data Centres Limited							

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s)	Guy Robert Thomas
Surname	Hollander

3 Liquidator's address

Building name/number	30 Old Bailey
Street	
Post town	London
County/Region	
Postcode	E C 4 M 7 A U
Country	

4 Liquidator's name ①

Full forename(s)	Adam
Surname	Harris

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

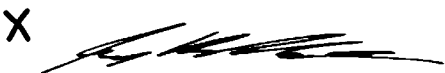
Building name/number	30 Old Bailey
Street	
Post town	London
County/Region	
Postcode	E C 4 M 7 A U
Country	

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	0	^d	1	^m	0	^m	6	^y	2	^y	0	^y	2	^y	1
To date	^d	3	^d	1	^m	0	^m	5	^y	2	^y	0	^y	2	^y	2
7	Progress report															
	<input checked="" type="checkbox"/> The progress report is attached															
8	Sign and date															
Liquidator's signature	<div>Signature</div> <div>  </div>															
Signature date	^d	2	^d	7	^m	0	^m	7	^y	2	^y	0	^y	2	^y	2

**Presenter information**

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **Hannah Milton**

Company name **Mazars LLP**

Address **30 Old Bailey**

Post town **London**

County/Region

Postcode **E C 4 M 7 A U**

Country

DX

Telephone **+44 (0)207 063 4000**

**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

Trinity Data Centres Limited - In Liquidation

Liquidators' progress report covering the period from 1 June 2021 to 31 May 2022

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Trinity Data Centres Limited - In Liquidation ("the Company")

Progress Report to Creditors & Members

1. Introduction

- 1.1. This report is prepared pursuant to Rules 18.3 and 18.7 of the Insolvency (England and Wales) Rules 2016, the purpose of which is to provide creditors with details of the progress of the Liquidation during the 12 months to 31 May 2022.
- 1.2. I was appointed as Joint Liquidator of the Company, together with Mr A Harris, at a meeting of creditors held on 1 June 2021. We are both authorised to act as Insolvency Practitioners in the UK by the Institute of Chartered Accountants in England and Wales.
- 1.3. Identification details relating to the Company and the Liquidators are attached at Appendix A.

2. Liquidators' Receipts and Payments

- 2.1. A summary of receipts and payments covering the period from 1 June 2021 to 31 May 2022 is attached at Appendix B. A comparison of the figures provided in the directors' Statement of Affairs to actual realisations made is included to assist creditors in assessing progress to date.
- 2.2. The receipt and payment account confirms that there is currently a balance in hand of £43,622.86, with VAT recoverable of £674.07.
- 2.3. An explanation of the assets realised, and the expenses paid is provided below.

3. Asset Realisations and Details of Progress

3.1. Connected Party Transactions:

In accordance with Statement of Insolvency Practice 13, I would advise you that the following assets were sold to a connected party following my appointment. Further details are provided below:

3.2. Furniture and equipment

- 3.2.1. As stated in the Director's Statement of Affairs the estimated to realise value for the furniture and equipment held by the Company was £4,500 – to £6,000.00 based on valuations by Wyles Hardy & Co. undertaken on 11 May 2021.
- 3.2.2. The sale of these assets was made to SG Trinity Hayes Limited, connected by way of same directors and shareholders, on 10 June 2021 for £6,000, plus VAT. The funds were received on 19 July 2021 and are held in the liquidation bank account.
- 3.2.3. No further realisations are expected.

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3.3. **Unconnected Party Transactions:**

Asset realisations made during the period covered by this report are detailed below.

3.4. **Cash at bank**

3.4.1. As stated in the Director's Statement of Affairs there was a total of £11,000 to recover from the Company's bank account upon appointment.

3.4.2. The sum of £42,763 was recovered on 12 August 2021 and is held in the liquidation bank account.

3.4.3. Further investigations show that some of the Statement of Affairs book debts had already been paid into the bank account, giving a higher balance than expected.

3.5. **Book debts**

3.5.1. The Company's outstanding debtor's ledger was estimated to have a book value of £48,000. After considering the records available to substantiate these debts, the Director's estimate of the realisable value of the ledger was approximately £30,000.

3.5.2. We have taken steps to obtain records and write to any debtors which were perceived to be recoverable. After our initial assessment and taking into accounts amounts already received as per section 3.5.1. above, estimated recoveries were expected to total £8,213. This amount reflecting the debtor receipts just prior to Liquidation as referred to above.

3.5.3. Collections to date total £5,479, and one debt in the sum of £2,734 is yet to be collected.

3.5.4. Farleys Solicitors were instructed during the period to chase the outstanding debt; however, all attempts have been unsuccessful, and the Liquidators have made the decision that it is no longer economical to pursue the amount and it will be written off.

3.5.5. Total costs for Farley's services are £300 and further details are provided in the Expense Statement at Appendix D.

3.6. There are no remaining assets to be realised.

4. **Estimated Outcome Statement**

4.1. An estimate of the outcome of the Liquidation is attached at Appendix C.

4.2. Based on expected realisations and payments, and claims received to date, it is anticipated that there will be sufficient funds to enable a return to unsecured creditors of 11p in the £.

4.3. Further details are provided below.

5. **Liabilities**

5.1. **Preferential Creditors**

5.1.1. The Company employed 6 employees who were made redundant on 1 June 2021. All arrears of pay and holiday pay had been settled up to the date of Liquidation.

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5.1.2. There was an outstanding claim in respect of pension deductions not paid over and the amount of £575.57 represents a preferential claim. This has been settled.

5.1.3. The employees were entitled to claim redundancy pay and notice pay through the Redundancy Payments Service ("RPS") who now have a subrogated, unsecured claim in the liquidation. This totalled £32,623.35.

5.2. **Secondary Preferential Creditor – HM Revenue & Customs ("HMRC")**

5.2.1. From 1 December 2020, certain debts owing to HMRC at the date of insolvency rank as a secondary preferential creditor. These debts include those listed below and are to be paid in priority to any prescribed part, any floating charge creditors and unsecured creditors.

5.2.2. As indicated in the Estimated Outcome Statement included at Appendix C, HMRC's secondary preferential claim of £24,046.86 will be paid in full.

5.3. **Unsecured Creditors**

5.3.1. According to the Directors' statement of affairs, the Company had 2 unsecured creditors with debts totalling £111,429. Claims received to date total £135,060 from 3 creditors, including the RPS claim mentioned in 5.1.2 above, a connected creditor claim of £100,000 and HMRC unsecured claim of £2,436.75. Claims are yet to be formally agreed.

5.3.2. Creditors will note from the Estimated Outcome Statement included at Appendix C, assuming that realisations and expenses are as anticipated and that there are no further unsecured creditors claims, there will be sufficient funds to enable a return to creditors of 11 pence in the £.

6. **Prescribed Part**

6.1. In accordance with Section 176A of the Insolvency Act 1986, a proportion of the Company's net assets are to be set aside for the benefit of the Company's unsecured creditors where the Company has granted a floating charge after 15 September 2003. This is calculated as being 50% of the first £10,000 of net property and 20% of net property thereafter, subject to a maximum fund of £600,000. Net property is defined as being the realisations from assets subject to the floating charge after costs and after settlement of the preferential creditors' claims.

6.2. As there is no floating charge, the Prescribed Part does not apply in this instance.

7. **Investigations**

7.1. In accordance with the Company Directors Disqualification Act 1986, the Joint Liquidators are required to investigate the affairs of the Company and the conduct of the directors during the three years prior to the Liquidation. The Joint Liquidators can confirm that this obligation has been complied with and a confidential report was submitted to the Insolvency Service on 30 August 2021.

7.2. An initial investigation into the Company's affairs has also been undertaken by the Liquidators in accordance with Statement of Insolvency Practice 2. The purpose of these investigations

is to establish whether there are any potential asset recoveries or conduct which requires further investigation.

- 7.3. Following this initial review, no further assets or actions were identified which would lead to a recovery for creditors. Therefore, no additional time in respect of investigations has been incurred in this period.
- 7.4. Should creditors have any information which they consider may assist the Liquidators in carrying out their investigations or be aware of any matters which they believe should be brought to the attention of the Liquidators, please provide details in writing to this office. This request for information forms part of our usual investigation procedures and does not imply that there may be any cause of action lying against any person concerned in the Company's affairs.

8. Liquidators' Remuneration

- 8.1. A resolution was passed by the creditors at a meeting held on 1 June 2021, enabling the Liquidators to draw remuneration based on a fixed fee in the sum of £9,000, plus VAT. It should also be noted that my firm's pre-Liquidation costs in assisting the Directors in placing the Company into Liquidation totalled £6,000, plus VAT, and were settled prior to the Company entering into Liquidation.
- 8.2. During the period to 31 May 2022 the Liquidators have drawn remuneration totalling £9,000 against the agreed fixed fee.
- 8.3. Time costs incurred in the liquidation to 21 July 2022 total £21,902 and have therefore exceeded the fixed amount. In addition, I anticipate further costs of £10,000 to complete the Liquidation. The main factors resulting in additional time being spent in excess of our initial estimate are as follows:
- Employee related matters:
 - i. Lengthy correspondence with employee following submission of claim
 - ii. Dealing with insurer and loss adjuster on claim from same employee.
 - Tax matters:
 - i. review of previously unknown PAYE liability and how it affected preferential and unsecured claims
 - ii. completion of pre-appointment VAT returns
 - Ongoing delays awaiting proof of debt from HMRC (now received).
- 8.4. **I am therefore seeking approval from creditors that the Joint Liquidators be permitted to draw a further fixed fee in the sum of £4,500 plus VAT, to be drawn as and when funds permit, bringing the total remuneration to £13,500 plus VAT. The balance of our time costs will be written off.**
- 8.1. When requesting fees on this basis I am required to provide creditors with a detailed description of the work to be undertaken, and the work already underway, and this information is set out at Appendix E to assist creditors in making this decision.

- 8.2. Based on the time costs incurred to date and work left to be undertaken, the proposed fixed fee is an appropriate and reasonable reflection of the work to be undertaken in view of it being lower than if acting on a time costs basis.
- 8.3. The further fixed fee assumes the following:
- That there are no further assets identified to realise;
 - That no further claims are received as a result of advertising that substantially affect the payment of dividends; and
 - That the Liquidation will close before the second anniversary.
- 8.4. At the same time as seeking a decision from the creditors on my remuneration, I am also required to invite the creditors to form a liquidation committee. The function of a committee is to assist the Joint Liquidators in discharging their duties and to receive information from time to time on the conduct of the administration of this matter. In the event that creditors do not wish to establish a liquidation committee, it will fall on the general body of creditors to approve the basis of the remuneration and category 2 disbursements.
- 8.5. In accordance with Statement of Insolvency Practice 9 a guide entitled “A creditors’ guide to Liquidators’ fees” providing information on creditors’ rights is available to download from the website: <https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/more/29114/page/1/guide-to-liquidators-fees/> or alternatively will be provided free of charge upon written request to this office.

9. Liquidators' Expenses

- 9.1. Expenses are any payments from the estate which are neither an office holder’s remuneration nor a distribution to a creditor or a member. Expenses also include disbursements. Disbursements are payments which are first met by the office holder, and then reimbursed to the office holder from the estate.
- 9.2. Expenses are divided into those that do not need approval before they are charged to the estate (category 1) and those that do (category 2).
- **Category 1 expenses:** These are payments to persons providing the service to which the expense relates who are not an associate of the office holder. Category 1 expenses can be paid without prior approval.
 - **Category 2 expenses:** These are payments to associates or which have an element of shared costs. Before being paid, category 2 expenses require approval in the same manner as an office holder’s remuneration. Category 2 expenses require approval whether paid directly from the estate or as a disbursement.
- 9.3. Details of all expenses incurred during the period of the report and likely future expenses are provided in the Expenses Statement attached at Appendix D, together with an explanation as to why the expenses have been or will be incurred.
- 9.4. Further details of expenses paid during the period of the report are shown in the receipts and payments account at Appendix B.
- 9.5. I have reviewed the expenses incurred to date and I am satisfied that they are fair and reasonable and proportionate in the circumstances of the case.

9.6. Category 2 Expenses

9.6.1. As noted above, Category 2 Expenses require approval in the same manner as an office holder's remuneration before being paid.

9.6.2. There have been no Category 2 expenses incurred or paid during the current reporting period.

10. Matters outstanding

10.1. We have recently received confirmation from HMRC as to the total level of their claim and steps will now be taken to pay their preferential claim and commence the process to declare a dividend to the unsecured creditors.

11. Creditors' Rights

11.1. Further information

11.1.1. I would advise you that, pursuant to Rule 18.9 of the Insolvency (England and Wales) Rules 2016, a secured creditor or an unsecured creditor with concurrence of at least 5% in value of the unsecured creditors or an unsecured creditor with permission of the Court, may, within 21 days of receipt of this progress report, ask the Liquidators for further information about the remuneration and expenses set out in this progress report.

11.2. Apply to Court

11.2.1. Additionally, pursuant to Rule 18.34 of the Insolvency (England and Wales) Rules 2016, a secured creditor or an unsecured creditor with concurrence of at least 10% in value of the unsecured creditors or an unsecured creditor with the permission of the Court may, within 8 weeks of the receipt of this progress report, apply to the Court on one or more of the following grounds:

- That the remuneration charged by the Liquidators, or
 - That the basis fixed for the Liquidators' remuneration, or
 - That the expenses incurred by the Liquidators,
- is, in all of the circumstances, excessive or inappropriate.

11.3. Further guidance

11.3.1. In accordance with Statement of Insolvency Practice 9, creditors can find additional information on their rights relating to Liquidators' fees in a copy of the publication "A creditors guide to Liquidators' fees" which is available to download from the website: <https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/more/29114/page/1/guide-to-liquidators-fees/> or, alternatively, will be provided free of charge upon written request to this office.

11.3.2. For further general information regarding a creditor's role throughout an insolvency process, creditors are reminded that they can also visit <http://www.creditorinsolvencyguide.co.uk>.

mazars



G R T Hollander
Joint Liquidator

Dated 27 July 2022

Authorised to act as an insolvency practitioner in the UK by the Institute of Chartered Accountants in England and Wales and bound by the Insolvency Code of Ethics. Where personal data is required to be processed, this will be dealt with in accordance with the Mazars LLP Insolvency Services Privacy Statement which can be accessed at: www.mazars.co.uk/Legal-and-privacy.

TRINITY DATA CENTRES LIMITED (IN LIQUIDATION)

APPENDICES INDEX

Appendix

A	Identification Details
B	Receipts and Payments Account
C	Estimated Outcome Statement
D	Expenses Statement
E	Narrative Summary of work undertaken for the current period
F	Rates and expenses policy

Trinity Data Centres Limited - In Liquidation

Identification Details

Details relating to the Company

Company name	Trinity Data Centres Limited
Previous names	None
Trading name	Trinity Data Centres Limited
Company number	12561241
Registered office	30 Old Bailey, London, EC4M 7AU
Trading address	Tudor Works, Beaconsfield Road, Hayes, UB4 0SL

Details relating to the Liquidators

Date of appointment	1 June 2021
Liquidators	G R T Hollander and A Harris of Mazars LLP
	IP No(s) 009233 and 015454
Liquidators' address	30 Old Bailey, London, EC4M 7AU
Liquidators' contact telephone number	+44 (0)207 063 4000

TRINITY DATA CENTRES LIMITED (IN LIQUIDATION)

JOINT LIQUIDATORS RECEIPTS AND PAYMENTS ACCOUNT TO 31 MAY 2022

Statement of Affairs £		From 01/06/2021 To 31/05/2022 £
	ASSET REALISATIONS	
30,000	Book Debts	5,479.42
11,000	Cash at Bank	42,763.43
6,000	Furniture & Equipment	6,000.00
		54,242.85
	COST OF REALISATIONS	
-	Liquidator's Disbursements	72.00
9,000	Liquidator's Fees	9,000.00
-	Statutory Advertising	298.35
575	Pension schemes	575.57
		9,945.92
	Net receipts/ (payments)	44,296.93
	MADE UP AS FOLLOWS	
	<i>Floating current account</i>	43,622.86
	<i>VAT receivable</i>	674.07
		44,296.93

TRINITY DATA CENTRES LIMITED (IN LIQUIDATION)

ESTIMATED OUTCOME STATEMENT

RECEIPTS	Statement of Affairs (£)	R&P to 31/05/22 (£)	Estimated Future R&P (£)	Estimated Total R&P (£)
Furniture & Equipment	6,000.00	6,000.00	-	6,000.00
Book Debts	30,000.00	5,479.42	-	5,479.42
Cash at Bank	11,000.00	42,763.43	-	42,763.43
		54,242.85	0.00	54,242.85
PAYMENTS				
Liquidator's Fees		(9,000.00)	(4,500.00)	(13,500.00)
Liquidators' Disbursements		(72.00)	-	(72.00)
Legal fees		-	(300.00)	(300.00)
Statutory Advertising		(298.35)	(103.50)	(401.85)
		(9,370.35)	(4,903.50)	(14,273.85)
Preferential creditors - Pension Scheme	-	(575.57)	-	(575.57)
Secondary Preferential creditors - HMRC	(11,429.62)			(24,046.86)
Balance		44,872.50		15,346.57
Available to unsecured creditors	(146,976.67)			(135,060.10)
Estimated dividend				11.36 p in the £

TRINITY DATA CENTRES LIMITED (IN LIQUIDATION)

EXPENSE ESTIMATE

Type of Expenditure	Requirement for Expenditure	Initial Expense Estimate £	Incurred in current period £	Future expense estimate £	Total expense estimate £
Category 1 Expenses					
Professional Advisors' Costs:					
Legal fees and disbursements	Farleys were instructed to provide debtor recovery support as set out in the report. Their fees have been agreed on a time costs basis.	-		300.00	300.00
Other Expenses:					-
Statutory advertising	These are costs paid for statutory advertising as required under the insolvency legislation.	298.35	298.35	103.50	401.85
Office holders' disbursements:	Disbursements are expenses paid by this firm in the first instance and subsequently re-charged to the estate when there are sufficient funds.				-
	- Specific bond This amount has been billed in full.	72.00	72.00	-	72.00
Total Category 1 Expenses		370.35	370.35	403.50	773.85
Mazars LLP Remuneration					
Office holders' post-appointment costs	To project manage the orderly winding up of the Company's affairs, and to perform those tasks required as dictated by statute, best practice and ethical requirements. See Report for further disclosure.	9,000.00	9,000.00	4,500.00	13,500.00
Total		9,370.35	9,370.35	4,903.50	14,273.85

TRINITY DATA CENTRES LIMITED (IN LIQUIDATION)

NARRATIVE SUMMARY OF WORK UNDERTAKEN

Introduction

The summary provides a proportionate overview of the work carried out in light of the specific circumstances of the case and includes details of the work that has been done during the period, why it was done and whether the work provides a financial benefit to creditors.

Not all of this work derives a financial benefit for creditors. However, appropriate case administration and planning ensures that the case is managed coherently and efficiently, with minimisation of costs and avoidance of duplication of work. A clear case strategy and strong internal processes aid to add value through the efficient management of the case. This work is also required in order to appropriately document and record how the case has been administered in accordance with regulatory requirements.

Work carried out in the current period**Administration and planning**

The following work has been undertaken and is ongoing:

- Case acceptance and ethical reviews.
- Completing case strategy notes
- Holding strategy meetings.
- Managing and maintaining the case on the Firm's client systems and our specialist insolvency software system.

Taxation

The following activities were undertaken and are still to be done in order to ensure the Company is compliant with tax requirements:

- Initial post appointment correspondence with HM Revenue & Customs (HMRC)
- Internal review of pre and post appointment tax positions
- Preparing Corporation Tax and VAT returns to submit to HMRC
- Instructing HMRC to deregister the Company for VAT purposes
- Requesting clearance to finalise the liquidation

Investigations

Further details of the investigation required to be carried out is provided within Section 8 of the report.

A summary of the work undertaken to date is as follows:

- Investigating the Company's affairs to include a review of the Company's books and records and in particular, the bank statements to identify any potential transactions that were outside the ordinary course of business.
- Correspondence with directors regarding the reasons for the Company's failure.
- Review of creditor questionnaires and investigation into any matters notified.
- Reporting to the Insolvency Service on the directors' conduct.

Realisation of Assets

The work undertaken in respect of the realisation of the Company's assets is detailed in Section 3 of the report.

The main assets comprise cash at bank and debtors and in addition to the information provided in Section 3.

- Dealing with agents regarding sale of fixtures and fittings
- Writing to the bank upon appointment to take control of company funds.
- Writing to all debtors upon appointment.
- Setting up a bank account to hold company funds.
- Instructing solicitors to deal with unrecovered debts.

Employees

The Company employed 6 employees. Further information regarding employees' claims is included within Section 6 of the report.

Work undertaken in order to ensure that employee claims have been dealt with appropriately includes:

- Informing all employees of their redundancy.
- Advising all employees how to make a claim for monies owed through the Redundancy Payments Service (RPS).
- Submitting relevant information to the RPS for them to adjudicate on employee claims.

TRINITY DATA CENTRES LIMITED (IN LIQUIDATION)

NARRATIVE SUMMARY OF WORK UNDERTAKEN

- Requesting and chasing claim confirmation from HMRC

Creditors

There are 3 known unsecured creditor claims. In order to ensure that creditors are dealt with appropriately, the following work has been undertaken:

- Writing to all known creditors upon appointment
- Filing creditor claims
- Requesting and chasing claim confirmation from HMRC

Distributions

A distribution is expected to be paid to the unsecured creditors (11 pence in the £).

Work to be undertaken in respect of distributions include:

- Adjudication of claims
- Preparing dividend summaries
- Payment of preferential dividend
- Payment of unsecured dividend

Reporting

Reporting requirements during the period as prescribed by statute have included the following:

- Annual progress reports
- Remuneration reporting
- Reporting on the outcome of any decisions
- Closure reporting

Cashiering

Cashiering work undertaken and still to be done includes:

- Establishing set up of case details on our insolvency software system.
- Setting up bank accounts, including deposit accounts as necessary.
- Bank account maintenance, including periodic reconciliations.
- Issuing payments and banking receipts, and preparing the appropriate paperwork for such transactions.
- Preparation and payment of dividends

Statutory and Compliance

The work undertaken as required by statute and our internal procedures involves:

- Preparation and lodgement of statutory appointment documents.
- Initial notices and advertisements following appointment.
- Case monitoring and statutory compliance, including internal case reviews.
- Case bordereau..

TRINITY DATA CENTRES LIMITED (IN LIQUIDATION)

RATES AND EXPENSES POLICY

Charge-out rates

Details of the current charge-out rates of the personnel working on this case are set out below:

	Partner	Director	Associate Director / Manager	Senior Executive / Executive	Cashier	Support staff
Current charge out rate per hour effective from 1 September 2020 - Range (£)	480 - 640	420 - 520	300 - 460	120 - 260	110 - 260	100 - 140

Charge-out rates are reviewed annually on 1 September and in common with other professional firms, may increase.

Specialist departments within our Firm, (Tax and VAT) may charge a number of hours if and when their expert advice is required. The rate ranges above incorporate these different rates.

Expenses

Expenses are any payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also include disbursements.

Disbursements are payments which are first met by the office holder, and then reimbursed to the office holder from the estate.

Expenses are divided into those that do not need approval before they are charged to the estate (category 1) and those that do (category 2).

- **Category 1 expenses:** These are payments to persons providing the service to which the expense relates who are not an associate of the office holder. Category 1 expenses can be paid without prior approval.
- **Category 2 expenses:** These are payments to associates or which have an element of shared costs. Before being paid, category 2 expenses require approval in the same manner persons as an office holder's remuneration. Category 2 expenses require approval whether paid directly from the estate or as a disbursement.

It is proposed that the following Category 2 expenses incurred in administering the case be charged:

- Mileage will be charged at relevant HM Revenue & Customs prevailing rates, currently 45p per mile.

The Joint Liquidators reserve the right to increase the charges applicable to mileage in accordance with any increases in the prevailing rate set by HM Revenue & Customs. Any material amendments will be advised to creditors in the next statutory report.