Section 106

Return of Final Meeting in a Creditors' Voluntary Winding Up

Pursuant to Section 106 of the Insolvency Act 1986

To the Registrar of Companies

S.106

Com	pany	Num	ber

01847152

Name of Company

Aspace Manufacturing Limited

I / We

Simon Edward Jex Girling, Bridgewater House, Finzels Reach, Counterslip, Bristol, BS1 6BX

Danny Dartnaill, Kings Wharf, 20-30 Kings Road, Reading, Berkshire, RG1 3EX

Note: The copy account must be authenticated by the written signature(s) of the Liquidator(s)

- 1. give notice that a general meeting of the company was duly held on/summoned for 22 March 2017 pursuant to section 106 of the Insolvency Act 1986, for the purpose of having an account (of which a copy is attached) laid before it showing how the winding up of the company has been conducted, and the property of the company has been disposed of, and that the same was done accordingly / no quorum was present at the meeting;
- 2. give notice that a meeting of the creditors of the company was duly held on/summoned for 22 March 2017 pursuant to Section 106 of the Insolvency Act 1986, for the purpose of having the said account laid before it showing how the winding up the company has been conducted and the property of the company has been disposed of and that the same was done accordingly/no quorum was present at the meeting.

The meeting was held at Bridgewater House, Counterslip, Bristol, BS1 6BX

The winding up covers the period from 22 January 2016 (opening of winding up) to the final meeting (close of winding up).

The outcome of any meeting (including any resolutions passed) was as follows:

Simon Edward Jex Girling

Date 12 April 2017

BDO LLP Bridgewater House Finzels Reach Counterslip Bristol BS1 6BX

Ref: 00258331/SEJG/DAD/LJG/LA/RH/KB



Aspace Manufacturing Limited (In Liquidation)

Joint Liquidators' Abstract of Receipts & Payments From 22 January 2016 To 22 March 2017

£	£		S of A £
		ASSET REALISATIONS	
	22,000.00	Plant & Machinery	40,000.00
	1.53	Cash at Bank	410.53
	11.51	Bank Interest Gross	
22,013.04			
•			
		COSTS OF REALISATIONS	
	5,500.00	Preparation of S.of A.	
	9,154.92	Liquidators' Fees	
	1,670.52	Liquidators' Disbursements	
	4,738.97	Chattel Agents' Fees	
	261.03	Chattel Agents' Disbursements	
	350.00	Legal Fees	
	2.40	Corporation Tax	
	335.20	Insurance	
(22,013.04)			
		UNSECURED CREDITORS	
	NIL	Trade & Expense Creditors	(13,496.59)
	NIL	Connected Companies	(1,085,500.00)
	NIL	Unsecured V.A.T.	(229,326.00)
NIL		Onsecured V.A.T.	(229,320.00)
(0.00			(1,287,912.06)
	•	REPRESENTED BY	
NIL			
INIL			

Simon Edward Jex Girling Joint Liquidator



Tel: +44 (0)117 930 1500 Fax: +44 (0)117 930 1506 www.bdo,co,uk Bridgewater House Counterslip Bristol BS1 6BX

Private and Confidential

«NAME»

«A1»

«A2»

«A3»

«A4»

«A5»

13 April 2017

Please ask for Lois Glynn 0117 9301537

TO ALL CREDITORS AND CONTRIBUTORIES

Dear Sirs

Aspace Manufacturing Limited - In Creditors' Voluntary Liquidation ("the Company")

Registered Address: c/o Bridgewater House, Counterslip, Bristol, BS1 6BX

Registered number: 01847152

Joint Liquidators: Simon Girling and Danny Dartnaill

Joint Liquidators' Address: Bridgewater House, Counterslip, Bristol, BS1 6BX

Date of Appointment: 22 January 2016

I am now in a position to conclude this liquidation and advise you that final general meetings of the Company and its creditors have been convened pursuant to Section 106 of the Insolvency Act, 1986.

This is final report, which was issued in draft to the creditors on 18 January 2017. This report covers the period from appointment on 22 January 2016 to 21 January 2017 ("the Period") and is issued in accordance with Rule 4.49D of the Insolvency Rules 1986. In addition, this report covers the period from 22 January 2017 to 22 March 2017 ("Final Period"), the period following the anniversary, but prior to the closure meetings being held, during which time no activity occurred.

I can confirm that no substantive issues were raised by creditors further to issuing the draft report, and as such no further report will be issued and this report was presented at the final meetings. We confirm that notice of no further dividend final dividend has been given in accordance with Rule 4.186 of the insolvency Rules 1986.

I enclose a copy of the final receipts and payments account for the Period. Some of the balances shown are self-explanatory, however I would report specifically on the following:

Receipts

Plant & Machinery

An amount of £22,000 was received in respect of the Company's plant and machinery, comprising two CNC machining centres along with various items of conventional woodworking machinery. Creditors may note it was originally reported that approximately £40,000 might be achieved for these items at auction. However, on further investigation it has transpired that significant removal costs associated with decommissioning individual items for auction would have materially reduce the net realisations from such an auction. As a result, it was our agents'



recommendation that we accept the best single offer for the assets as a whole in the amount of £22,000.

Payments

Preparation of Statement of Affairs

A fee of £5,500 was paid to BDO LLP for services rendered to the directors in relation to preparation of the Statement of Affairs and associated documentation, and for convening meetings of the Company's members and creditors on 22 January 2016. Approval of such payment was granted by resolution on that date.

Chattel Agents' Fees

An amount of £4,738.97 was paid to independent agents, Gordon Brothers Europe, for services provided in valuing the plant and machinery prior to appointment and its subsequent sale.

A further amount of £261.03 was paid to Gordon Brothers Europe to cover disbursements, comprising predominantly travel costs.

Legal Fees

An amount of £350 was paid to DAC Beachcroft LLP ("Beachcroft") for legal advice provided in relation to the Company's chattel assets, following a dispute over ownership with the landlord. In addition, a further £858 was paid to Beachcroft directly by BDO LLP in this regard, and settled as a Liquidators' disbursement as detailed further below, bringing total legal fees to £1,208.

<u>Insurance</u>

A payment of £335.20 was paid to AUA Insolvency Risk Services Ltd for insurance cover over the Company's chattel assets prior to disposal.

Progress of the Liquidation

During the course of the Liquidation my staff have worked to undertake all statutory and regulatory requirements, including: statutory reporting and filing on appointment; engaging with agents regarding disposal of the chattel assets; liaising with solicitors regarding a legal dispute on ownership of the assets.

Further tasks have included general administrative matters, dealing with creditor queries, reporting on VAT and corporation tax. The Joint Liquidators have a duty to investigate the affairs of the Company and also the conduct of the directors and in this latter respect to submit a confidential statutory report to the Secretary of State. I confirm that a report has been submitted.

All matters, other than final closure tasks, have now been concluded and as such I am in a position to close the Liquidation.

Prescribed Part

Under the provisions of Section 176A of the Insolvency Act 1986 the liquidators must report on the amount of funds distributed to unsecured creditors in respect of the Prescribed Part. This



provision only applies where a company has granted a floating charge to a creditor after 15 September 2003. In this particular case the Company has not granted a floating charge to a creditor after 15 September 2003 and therefore in this instance the Prescribed Part does not apply.

Joint Liquidators' Remuneration & Disbursements

Liquidators' remuneration was approved on a time cost basis by resolution at the meetings of members and creditors on 22 January 2016. I attach a schedule summarising the time that has been spent in administering this liquidation up to the date of this report, showing total time costs of £16,977.35, being broadly in line with my original fee estimate. Creditors will note that, whilst an amount of £14,701.70 was originally estimated and approved, fees of only £9,154.92 have been drawn from funds in hand, due to insufficient asset realisations being available to fully cover costs. The balance of £7,822.43, along with my time costs to close the Liquidation, will ultimately be written off by this firm.

Category 1 disbursements are recovered in respect of precise sums expended to third parties, and there is no necessity for these costs to be authorised. The following Category 1 disbursements have been drawn by the Liquidators during the Period:

	£
Statutory advertising	572.58
Bonding	200.00
Travel	39.94
Legal fees	858.00
	1,670.52

Category 2 disbursements are recovered in respect of overhead charges - for example mileage, postage, stationery, photocopying charges, telephone and fax costs - which cannot economically be recorded in respect of a specific case. These require the approval of the creditors before they can be drawn, and in this case approval was granted at the meeting on 22 January 2016 at a rate of £5 per creditor in each year of the Liquidation. However since insufficient funds are available this category of disbursement will not be billed and paid in this instance.

All remuneration is subject to VAT at the prevailing rate.

Creditor Enquiries

Creditors with the concurrence of at least 5% in value of the unsecured creditors may within 7 business days request in writing further information regarding the remuneration and expenses set out in this report. In accordance with Rule 4.49E(3) of the Insolvency Rules 1986, within 14 days of a request we will provide further information or explain why further information is not being provided.

A creditor (who need not be the creditor who asked for the information) may, with the concurrence of at least 5% or more in value of the creditors (including the creditor in question), apply to the court within 21 days of our response or the expiry for the period of my response and the court may make such order as it thinks fit (Rule 4.49E(4) of the Insolvency Rules 1986). Creditors with the concurrence of at least 10% of the creditors may apply to the court if they consider that the remuneration of the Liquidators, or the basis fixed for the remuneration of the



Liquidator or expenses charged by the Liquidator are excessive (Rule 4.131 of the Insolvency Rules 1986). Such an application must be made within 8 weeks of receiving this draft report.

The Insolvency Service has established a central gateway for considering complaints in respect of Insolvency practitioners. In the event that you make a complaint to me but are not satisfied with the response from me then you should visit https://www.gov.uk/complain-about-insolvency-practitioner where you will find further information on how you may pursue the complaint.

For creditors information, the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to this Liquidation. A copy of the code is at:

http://www.icaew.com/en/members/regulations-standards-and-guidance/ethics/code-of-ethics-d

Notice of Final Meetings

NOTICE IS HEREBY GIVEN pursuant to Section 106 of the Insolvency Act, 1986, that meetings of the contributories and creditors of Aspace Manufacturing Limited will be held at the offices of BDO LLP, Bridgewater House, Counterslip, Bristol, BS1 6BX on 22 March 2017 at 10:30am and 11:00am respectively for the purpose of having an account laid before the meetings and showing the manner in which the winding-up of the Company has been conducted and the property of the Company disposed of and hearing any explanation that may be given by us.

A proxy form is enclosed which must be lodged at the offices of BDO LLP, Bridgewater House, Counterslip, Bristol, BS1 6BX, no later than 12 noon on 21 March 2017 to entitle you to vote by proxy at the meeting, if you are unable to attend. This meeting is purely formal and this report will be presented.

Please contact my office if you propose to attend.

Yours faithfully
For and on behalf of
Aspace Manufacturing Limited

Simon Girling Joint Liquidator

Authorised by the Insolvency Practitioners Association in the UK



Statement from the Insolvency Rules 1986 (as amended) regarding the rights of creditors in respect of the Joint Liquidators' fees and expenses:

Rule 4.49E Creditors' and members' request for further information

- (1) If-
- (a) within the period mentioned in paragraph (2)-
 - (i) a secured creditor, or
 - (ii) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question), or
 - (iii) members of the company in a members' voluntary winding up with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the company, or
- (b) with the permission of the court upon an application made within the period mentioned in paragraph (2)-
 - (i) any unsecured creditor, or
 - (ii) any member of the company in a members' voluntary winding up,

makes a request in writing to the liquidator for further information about remuneration or expenses set out in a progress report in accordance with Rule 4.49B(1)(e) or (f) (including by virtue of Rule 4.49C(5)) or in a draft report under Rule 4.49D, the liquidator must, within 14 days of receipt of the request, comply with paragraph (3) except to the extent that the request is in respect of matter[s] in a draft report under Rule 4.49D or a progress report required by Rule 4.108 which (in either case) was previously included in a progress report not required by Rule 4.108.

- (2) The period referred to in paragraph (1)(a) and (b) is-
 - (a) 7 business days of receipt (by the last of them in the case of an application by more than one member) of the progress report where it is required by Rule 4.108, and
 - (b) 21 days of receipt (by the last of them in the case of an application by more than one member) of the report or draft report in any other case.
- (3) The liquidator complies with this paragraph by either-
 - (a) providing all of the information asked for, or
 - (b) so far as the liquidator considers that-
 - (i) the time or cost of preparation of the information would be excessive, or
 - (ii) disclosure of the information would be prejudicial to the conduct of the liquidation or might reasonably be expected to lead to violence against any person, or
 - (iii) the tiquidator is subject to an obligation of confidentiality in respect of the information, giving reasons for not providing all of the information.

Rule 4.131 Creditors' claim that remuneration is or other expenses are excessive

- (1) 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, may apply to the court for one or more of the orders in paragraph (4).
- (1A) Application may be made on the grounds that-
 - (a) the remuneration charged by the liquidator,



- (b) the basis fixed for the liquidator's remuneration under Rule 4.127, or
- (c) expenses incurred by the liquidator,

is or are, in all the circumstances, excessive or, in the case of an application under sub-paragraph (b), inappropriate.

- (1B) The application must, subject to any order of the court under Rule 4.49E(5), be made no later than 8 weeks (or, in a case falling within Rule 4.108, 4 weeks) after receipt by the applicant of the progress report, or the draft report under Rule 4.49D, which first reports the charging of the remuneration or the incurring of the expenses in question ("the relevant report").
- (2) The court may, if it thinks that no sufficient cause is shown for a reduction, dismiss the application; but it shall not do so unless the applicant has had an opportunity to attend the court for a hearing, of which he has been given at least 5 business days' notice but which is without notice to any other party.

If the application is not dismissed under this paragraph, the court shall fix a venue for it to be heard, and give notice to the applicant accordingly.

- (3) The applicant shall, at least 14 days before the hearing, send to the liquidator a notice stating the venue and accompanied by a copy of the application, and of any evidence which the applicant intends to adduce in support of it.
- (4) If the court considers the application to be well-founded, it must make one or more of the following orders-
 - (a) an order reducing the amount of remuneration which the liquidator was entitled to charge;
 - (b) an order fixing the basis of remuneration at a reduced rate or amount;
 - (c) an order changing the basis of remuneration;
 - an order that some or all of the remuneration or expenses in question be treated as not being expenses of the liquidation;
 - (e) an order that the liquidator or the liquidator's personal representative pay to the company the amount of the excess of remuneration or expenses or such part of the excess as the court may specify;

and may make any other order that it thinks just; but an order under sub-paragraph (b) or (c) may be made only in respect of periods after the period covered by the relevant report.

(5) Unless the court orders otherwise, the costs of the application shall be paid by the applicant, and are not payable as an expense of the liquidation.

Aspace Manufacturing Limited (In Liquidation) Joint Liquidators' Abstract of Receipts & Payments

From 22/01/2016	From 22/01/2016		Statement
To 21/01/2017	To 21/01/2017		of Affairs
		ASSET REALISATIONS	
22,000.00	22,000.00	Plant & Machinery	40,000.00
1.53	1.53	Cash at Bank	410.53
11.51	11.51	Bank Interest Gross	
22,013.04	22,013.04		
		COSTS OF REALISATIONS	
5,500.00	5,500.00	Preparation of S.of A.	
9,154.92	9,154.92	Liquidators' Fees	
1,670.52	1,670.52	Liquidators' Disbursements	
4,738.97	4,738.97	Chattel Agents' Fees	
261.03	261.03	Chattel Agents' Disbursements	
350.00	350.00	Legal Fees	
2.40	2.40	Corporation Tax	
335.20	335.20	Insurance	
(22,013.04)	(22,013.04)		
		UNSECURED CREDITORS	
NIL	NIL	Trade & Expense Creditors	(13, 49 6.59)
NIL	NIL	Connected Companies	(1,085,500.00)
NIL	NIL	Unsecured V.A.T.	(229,326.00)
NIL	NIL		
(0.00)	(0.00)		(1,287,912.06)
			(1,267,912.00)
		REPRESENTED BY	
NIL			

Simon Edward Jex Girling
Joint Liquidator

Aspace Manufacturing Limited (In Liquidation) Joint Liquidators' Abstract of Receipts & Payments

Statement of Affairs		From 22/01/2017 To 22/03/2017	From 22/01/2016 To 22/03/2017
	ASSET REALISATIONS		
40,000.00	Plant & Machinery	NIL	22,000.00
410.53	Cash at Bank	NIL	1.53
	Bank Interest Gross	NIL	11.51
		NIL	22,013.04
	COSTS OF REALISATIONS		
	Preparation of S.of A.	NIL	5,500.00
	Liquidators' Fees	NIL	9,154.92
	Liquidators' Disbursements	NIL	1,670.52
	Chattel Agents' Fees	NIL	4,738.97
	Chattel Agents' Disbursements	NIL	261.03
	Legal Fees	NIL	350.00
	Corporation Tax	NIL	2.40
	Insurance	NIL	335.20
		NIL	(22,013.04)
	UNSECURED CREDITORS		
(13,496.59)	Trade & Expense Creditors	NIL	NIL
(1,085,500.00)	Connected Companies	NIL	NIL
(229, 326.00)	Unsecured V.A.T.	NIL	NIL
		NIL	NIL
/4 207 042 06)			(0.00)
(1,287,912.06)		NIL	(0.00)
	REPRESENTED BY		
			NIL

Simon Edward Jex Girling Joint Liquidator

Name of Assignment: Aspace Manufacturing Limited

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Summary of Time Charged and Rates Applicable for the Period From 22 January 2016 to 18 January 2017

	PARTNER	NER	HANAGER	SER	SENIOR ADMINISTRATOR	NISTRATOR	SINIMOY	ADMINISTRATOR	GRAND TOTAL	roTAL	AV RT
	Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total	
		u		u		ų		u		u	ધા
B. Steps on Appointment											
02. Statutory Documentation							9.75	1,764.75	9.73	1,764.75	
99. Other Matters			0.50	106.50			_		0.50	106.50	
SUB TOTAL: Steps on Appointment	0.00 0.00	0.00	0.50	106.50	0.00	0.00	9.75	1,764.75	10.25	1,871.25	182.56
C. Planning and Strategy						. <u>-</u>			<u>-</u>		
07. Strategy Planning	2.75	1,337.25							2.75	1,337.25	
SUB TOTAL: Planning and Strategy	2.75	1,337.25	0.00	0.00	0.00	0.00	0.00	0.00	2.75	1,337.25	486.27
D. General Administration											
01, Insurance Matters			1.10	274.30					1,10	234,30	
02. VAT							05'0	95,50	0.50	95,50	
03. Taxatton			2.25	497.95			2.60	696.85	4.85	1,194,80	
04. Instruct/Liaise Solicitors			0.60	130.00					0.60	130.00	
05. Investigations			4.85	1,033.05					4.85	1,033.05	
Dé. Conduct Reports			4.05	\$62.65					4.05	862.65	
07. Receipts/Payments Accounts			0.80	177.00	0.90	181.80	5.40	259,90	7.10	918.70	
08. Remuneration issues			2.20	473.55					2.20	473.55	
14. General Discussions			0.35	74.55					0.35	74.55	

Name of Assignment: Aspace Manufacturing Limited

Summary of Time Charged and Rates Applicable for the Period From 22 January 2016 to 18 January 2017

	PARTNER	ű,	MANAGER	SES.	SENIOR ADMINISTRATOR	NISTRATOR	ADMINISTRATOR	RATOR	GRAND TOTAL	TOTAL	AV RT
	Hours	Total	Hours	Total	Hours	Total	· Hours	Total	Hours	Total	
		e)		w		ų		u		£	u
15. General Admin/Correspondence			0.80	177.00					0.80	177.00	
16. Maintain Internal Piles			4.40	937.20			0.85	155,85	5.25	1,093.05	
SUB TOTAL: General Admin	00.0	0.0	21.40	4,597.25	06.0	181.80	9.35	1,508.10	31.65	6,287.15	198.65
E. Assets Realisation/Dealing											
O4. Agent Instruction/Linising			4.95	1,057.65					4.95	1,057.65	
06. Property Related Matters			0.25	53.25	0.20	38.20			0.45	91.45	
08. Dealing with Chattel Assets			5.95	1,272.85					5,95	1,272.85	
09. Dealing with Other Assets			0.40	85.20					0.40	85.20	
99. Other Matters			9:9	1,405.80					6.60	1,405.80	
SUB TOTAL: Asset Realisation/Dealing	0.00	0.00	18.15	3,874.75	0.20	38,20	0.0	0.00	18.35	3,912.95	213.24
G. Employee Hatters					_						
99. Other Matters			1.75	389.70					1.75	389.70	
SUB TOTAL: Employee Matters	0.00	0.00	1.75	389.70	0.0	0.00	0.00	0.00	1.75	389.70	8.8
H. Creditor Claims											
04. Non-Preferential Creditors			99''	343,55			1,85	317.15	3.45	660.70	
SUB TOTAL: Creditor Claims	0.00	0,00	1.60	343.55	0.0	0.00	1.83	317.15	3.45	660.70	191.51

Name of Assignment: Aspace Manufacturing Limited

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Summary of Time Charged and Rates Applicable for the Period From 22 January 2016 to 18 January 2017

	PARI	PAKTNER	HANAGER	GER	SENIOR ADMINISTRATOR	INISTRATOR	ADMINIS	ADMINISTRATOR	GRAND TOTAL	TOTAL	AV RT
	Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total	
J. Distribution and Closure		u		ш		u I		r.i		,	u
01. Gosure Planning			. 4.20	939.15					4.20	939,15	
64. Closure Documentation			5.25	1,176.00				_	5.25	1,176,00	
99. Other Matter's			1.80	403.20					1.80	403.20	
SUB TOTAL: Distribution and Closure	0.00	0.00	11.25	2,518,35	0.00	0.00	0.00	0.00	11,25	2,518.35	223.85
	2.75	1,337.25	54.65	11,830.10	1.10	220.00	20,95	3,590.00			
							Net Total		79.45	16,977.35	
							Other Disbursements	ements		1,670.52	
										(10,825.44)	
							Grand Total			7,822.43	



Aspace Manufacturing Limited - In Liquidation

In accordance with best practice I provide below details of policies of BDO LLP in respect of fees and expenses for work in relation to the above insolvency.

The current charge out rates per hour of staff within my firm who may be involved in working on the insolvency, follows:

GRADE	£
Partner	508
Manager	224-393
Assistant Manager	202
Senior Administrator	190-202
Administrator	70-171
Other staff	69

This in no way implies that staff at all such grades will work on the case. The rates charged by BDO LLP, Bridgewater House, Counterslip, Bristol, BS1 6BX are reviewed in December and July each year and are adjusted to take account of inflation and the firm's overheads.

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time. Units of time can be as small as 3 minutes. BDO LLP records work in respect of insolvency work under the following categories:-

Pre Appointment
Steps upon Appointment
Planning and Strategy
General Administration
Asset Realisation/Management
Trading Related Matters
Employee Matters
Creditor Claims
Reporting
Distribution and Closure
Other Issues.

Under each of the above categories the work is recorded in greater detail in sub categories. Please note that the 11 categories provide greater detail than the six categories recommended by the Recognised Professional Bodies who are responsible for licensing and monitoring insolvency practitioners.

Where an officeholder's remuneration is approved on a time cost basis the time invoiced to the case will be subject to VAT at the prevailing rate.

Where remuneration has been approved on a time costs basis a periodic report will be provided to any committee appointed by the creditors or in the absence of a committee to the creditors. The report will provide a breakdown of the remuneration drawn and will enable the recipients to see the average rates of such costs.

1) Other Costs

Where expenses are incurred in respect of the insolvent estate they will be recharged. Such expenses can be divided into two categories.



2) Category 1

This heading covers expenses where BDO LLP has met a specific cost in respect of the insolvent estate where payment has been made to a third party. Such expenses may include items such as advertising, couriers, travel (by public transport), land registry searches, fees in respect of swearing legal documents etc. In each case the recharge will be reimbursement of a specific expense incurred.

3) Category 2

Insolvency practice additionally provides for the recharge of expenses such as postage, stationery, photocopying charges, telephone, fax and other electronic communications, which cannot be economically recorded in respect of each specific case. Such expenses, which are apportioned to cases, must be approved by the creditors in accordance with the Insolvency Rules 1986, before they can be drawn, and these are known as category 2 disbursements. The current policy BDO LLP is to recharge this expense on the basis of a figure based upon the number of creditors with whom we have to communicate and report during the insolvency. This is the method of calculation that was historically provided under statutory orders for the Official Receiver.

In respect of the Liquidation of Aspace Manufacturing Limited we propose to charge £5.00 (plus VAT) per year per creditor. This will cover the disbursement costs of for postage and stationery for all reports and letters, together with all copying charges and telephone and email costs. Creditors will be invited to approve a resolution to this effect.

A further disbursement under this heading is the cost of travel where staff use either their own vehicles or company cars in travelling connected with the insolvency. In these cases a charge of 45p per mile is raised which is in line with the Inland Revenue Approved Mileage Rates (median less than 10,000 miles per annum) which is the amount the firm pays to staff. Where costs are incurred in respect of mileage, approval will be sought in accordance with the Insolvency Rules 1986 to recover this disbursement.

Where applicable, all disbursements will be subject to VAT at the prevailing rate.

BDO LLP 18 January 2017

Rule 8.1 Insolvency Act 1986

Proxy (Members' or Creditors' Voluntary Liquidation)

*Insert the name of the company

IN THE MATTER OF * Aspace Manufacturing Limited and

Notes to help completion of the form	IN THE MATTER OF THE INSOLVENCY ACT 1986
Please give full name and address for communication	Name of creditor / member
	Address
Please insert name of person (who must be 18 or over) or the "Chairman of	Name of proxy-holder
the Meeting" (see note below). If you wish to provide alternative proxy- holders in the circumstances that your	
first choice is unable to attend please state the name(s) of the alternatives as well	
as well	

Please delete words in brackets if the proxyholder is only to vote as directed fe he has no discretion

I appoint the above person to be my / the creditor's proxy-holder at the meeting of creditors / members to be held on 22 March 2017 or at any adjournment of that meeting. The proxy-holder is to propose or vote as instructed below (and in respect of any resolution for which no specific instruction is given, may vote or abstain at his / her discretion).

Please complete paragraph f if you wish to nominate or vote for a specific person as Liquidator

Voting instructions for resolutions

or vote for a specific person as Liquidator	1 for the appointment of
	ofas Liquidator of the company
Please delete words in brackets if the proxy- holder is only to vote as directed ie he has no discretion	(In the event of a person named in paragraph 1 withdrawing or being eliminated from any vote for the appointment of a Liquidator the proxy-holder may vote or abstain in any further ballot at his / her discretion.)
Any other resolutions which the proxy-holder is to propose or vote in	
favour of or against should be set out in numbered paragraphs in the space provided below paragraph 1. If more room is required please use the other side of this form	Resolution 1. That Simon Girling and Danny Dartnaill be released as Joint Liquidators of the above company. *Approved/Rejected
	Resolution 2. That the Liquidators' final report and receipts and payments account be approved. *Approved/Rejected
	Resolution 3. That the books and records of the company be destroyed 15 months after the final meeting. *Approved/Rejected*
	* Please indicate how you wish to vote.
This form must be signed	Signature Date
	Name in CAPITAL LETTERS
Only to be completed if the creditor /member has not signed in person	Position with creditor / member or relationship to creditor or other authority for signature
	Please note that if you nominate the chairman of the meeting to be

Please note that if you nominate the chairman of the meeting to be your proxy-holder he will either be a director of the company or the current Liquidator.

Remember: there may be resolutions on the other side of this form