

In accordance with  
Rule 5.10 of the  
Insolvency (England &  
Wales) Rules 2016 &  
Section 94(3) of the  
Insolvency Act 1986.

LIQ13

Notice of final account prior to dissolution  
in MVL



For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

1

Company details

Company number

03377489

Company name in full

Recaro Child Safety Ltd.

→ Filling in this form

Please complete in typescript or in  
bold black capitals.

2

Liquidator's name

Full forename(s)

Brett Lee

Surname

Barton

3

Liquidator's address

Building name/number

1110 Elliott Court, Coventry Business Park

Street

Herald Avenue

Post town

Coventry

County/Region

Postcode

CV56UB

Country

4

Liquidator's name ❶

Full forename(s)

Surname

❶ Other liquidator

Use this section to tell us about  
another liquidator.

5

Liquidator's address ❷

Building name/number

Street

Post town

County/Region

Postcode

Country

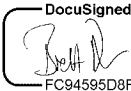
❷ Other liquidator

Use this section to tell us about  
another liquidator.



LIQ13

Notice of final account prior to dissolution in MVL

6	Final account	
	<input checked="" type="checkbox"/> I have delivered the final account of the winding up to the members in accordance with Section 94(2) and attach a copy.	
7	Sign and date	
Liquidator's signature	<div>Signature</div> <div>X</div> <div><div>DocuSigned by:</div><div></div><div>FC94595D8F8941B...</div></div> <div>X</div>	
Signature date	<div><div>d</div><div>0</div><div>d</div><div>4</div></div> <div><div>m</div><div>1</div><div>m</div><div>0</div></div> <div><div>y</div><div>2</div><div>y</div><div>0</div></div> <div><div>y</div><div>2</div><div>y</div><div>3</div></div>	



## LIQ13

## Notice of final account prior to dissolution in MVL

**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 **Adam Paxton**

Company name **BLB Advisory Limited**

Address **1110 Elliott Court, Coventry Business Park,  
Herald Avenue**

Post town **Coventry**

County/Region

Postcode **C V 5 6 U B**

Country

DX

Telephone **02475 097627**

**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)**





**RECARO CHILD SAFETY LTD.  
IN MEMBERS' VOLUNTARY LIQUIDATION**

**FINAL REPORT OF THE LIQUIDATOR FOR THE PERIOD  
27 SEPTEMBER 2021 TO 4 OCTOBER 2023**

**4 OCTOBER 2023**



## **Important Notice**

This report has been produced solely to comply with our statutory duty to report to members of the Company pursuant to Section 94 of the Insolvency Act 1986. This report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by members for any purpose other than this report to them, or by any other person for any purpose whatsoever.

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- 9 Conclusion

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- C. Extracts of Rules 18.9 and 18.34 of the Insolvency (England & Wales) Rules 2016 (as amended)
- D. Office Holder's Fees and Expenses



## 1 INTERPRETATION

<b><u>Expression</u></b>	<b><u>Meaning</u></b>
“the Company”	Recaro Child Safety Ltd. (In Members’ Voluntary Liquidation)
“the Liquidation”	The appointment of the Liquidator on 27 September 2021
“the Liquidator”, “I”, “me” and “my”	Brett Lee Barton (IP Number 9493) of BLB Advisory Limited, 1110 Elliott Court, Coventry Business Park, Herald Avenue, Coventry CV5 6UB
“the Period”	From 27 September 2022 to 4 October 2023
“the Cumulative Period”	From 27 September 2021 to 4 October 2023
“the Act”	The Insolvency Act 1986 (as amended)
“the Rules”	The Insolvency (England and Wales) Rules 2016 (as amended)
“secured creditor”	In relation to a company, means a creditor of the Company who holds in respect of his debt a form of security over property of the Company
“security”	Any mortgage, charge, lien or other security (Section 248(1) of the Act)
“preferential creditor”	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Act
“unsecured creditor”	Is to be read in accordance with Section 248(1)(a) of the Act (a creditor without security or preferential status)
“HMRC”	HM Revenue & Customs

## 2 COMPANY INFORMATION

Trading names:	Recaro Child Safety Ltd.
Company registered number:	03377489
Company registered office:	c/o BLB Advisory Limited, 1110 Elliott Court, Coventry Business Park, Herald Avenue, Coventry CV5 6UB
Former trading addresses:	23-25 Waterloo Place, Warwick Street, Leamington Spa CV32 5LA

## 3 DETAILS OF APPOINTMENT OF LIQUIDATOR

Date winding up commenced:	27 September 2021
Date of the Liquidator's appointment:	27 September 2021
Changes in liquidator (if any):	On 7 July 2022, Rachel Ballinger was removed as Joint Liquidator of the Company by way of Block Transfer Order.
Liquidator's Names / Details:	Brett Lee Barton (IP Number 9493) of BLB Advisory Limited, The Enterprise Hub, 5 Whitefriars Street, Coventry CV1 2DS
Contact Information:	Telephone: 02475 097627 Email: adam@blbadvisory.co.uk

As referred to above, on 7 July 2022, Rachel Ballinger was removed as Joint Liquidator of the Company by way of Block Transfer Order. I remain in office as the sole Liquidator of the Company.



## 4 PROGRESS DURING THE CUMULATIVE PERIOD

### Receipts and Payments

Attached at Appendix A is the receipts and payments account for the Period and Cumulative Period. In order to assist you in reviewing this document, I provide the following notes:

#### Receipts

##### Cash at Bank

Members will recall that following my appointment, the sum of £491,510.74 was received from HSBC Bank Plc in respect of the credit balance held in the Company's bank account. HSBC Bank Plc have since confirmed the account has been closed.

##### Bank Interest Gross

All realisations in the Liquidation have been banked into a separate interest-bearing client account held with Lloyds Bank Plc. During the Period, gross bank interest has been received in the sum of £553.18 with £684.95 being received in total.

Members will note that all available assets have been realised.

#### Payments

You will note from the enclosed receipts and payments account those payments shown are in the main self-explanatory and a brief explanation is provided below. All of the items included within the enclosed receipts and payments account are shown net of VAT. It should be noted that as the Company was registered for VAT purposes, any VAT on the costs relating to the Liquidation has been, or will be, recovered in full.

##### Specific Bond Premium

The sum of £281.24 has been paid to Aon UK Limited in respect of specific bond insurance. It is a statutory requirement to have this insurance cover in place in relation to a formal insolvency appointment.

##### Pre-Appointment Costs

The sum of £3,000.00 plus expenses plus VAT has been paid to BLB Advisory Limited for the work undertaken in advising the Company in the period leading up to the liquidation and convening the necessary meetings. These costs are drawn in accordance with the special resolution passed by the members.

##### Corporation Tax

As a result of the bank interest being received, as detailed above, the sum of £129.96 became payable in respect of Corporation Tax.

##### Accountancy Costs

In total, the sum of £11,000.00 plus VAT has been paid to the Company's accountants, Burgis & Bullock Limited, in relation to their assistance in finalising the Company's statutory audit, preparing the final taxation returns for the period leading to my appointment and for filing the Corporation Tax return in the post-appointment period.

##### Storage Costs

The sum of £181.87 plus VAT has been paid to Offsite Archived Storage & Integrated Services UK Ltd ("Oasis") in respect of storing the Company's books and records.

During the Cumulative Period, the sum of £611.58 plus VAT has been paid to HW Coates Limited in respect of storing the Company's books and records collected from Oasis and for storing my working papers as required by statute.

##### Statutory Advertising

During the Cumulative Period, the sum of £274.05 plus VAT has been paid to Courts Advertising Limited in respect of statutory advertising.

##### Bank Charges

The sum of £21 has been paid to Lloyds Bank Plc in respect of making the CHAPS payment to the member in respect of the distribution.



## 5 ESTIMATED OUTCOMES FOR CREDITORS

### Creditors

#### Secured Creditors

There are no charges or security registered at Companies House and therefore the provisions of Section 176A of the Act, relating to the prescribed part, do not apply in this particular instance.

#### Preferential Creditors

There are no known preferential claims. This is consistent with the information contained within the director's Declaration of Solvency that all known creditors had been paid in full prior to the Company entering into liquidation.

#### Secondary Preferential Creditors

There are no known secondary preferential claims. This is consistent with the information contained within the director's Declaration of Solvency that all HMRC liabilities had been paid in full prior to the Company entering into liquidation.

#### Unsecured Creditors

According to the director's Declaration of Solvency, there were three unsecured creditors totalling £19,692.60.

A Notice of Intended Dividend ("NID") was issued to HMRC and to the unsecured creditors, as well as being advertised in the London Gazette on 1 October 2021. The NID specified that all claims should be lodged by no later than 28 October 2021. Following the completion of the pre-appointment statutory returns, HMRC confirmed that they do not have a claim in the proceedings. In addition to this, I have not received a claim from any of the creditors detailed on the Declaration of Solvency.

### Dividend Prospects

Based on the information set out above confirming that no claims have been, or are expected to be, received within the Liquidation, no dividends will be declared.

## 6 DISTRIBUTIONS TO MEMBERS

Following a review of the financial records of the Company, I was able to determine that there was 100 ordinary £1 paid up share(s) and 450,000 preference £1 shares which both rank equally in terms of dividend and voting rights. However, given the holder of all the shares is the same entity, I have not reviewed this matter further. In any instance, during the Cumulative Period, I have declared two distributions to the member as follows;

Date	Rate	Total Paid (£)
15 May 2023	100 p in the £	450,100.00
25 September 2023	£218.46 per share	21,845.99
		<u>471,945.99</u>

I confirm that none of the assets of the Company were distributed in specie to the members. As can be evidenced from the enclosed receipts and payments account, all available funds have been distributed in full.

## 7 REMUNERATION AND EXPENSES

### Remuneration

At the meeting of members held on 27 September 2021, it was resolved "*the Joint Liquidators' remuneration be fixed in accordance with Rule 18.16(2)(b) of the Insolvency (England and Wales) Rules 2016 (as amended) by reference to the time properly given by the Joint Liquidators and their staff in attending to matters arising in the winding-up and that the Joint Liquidators be authorised to draw from time to time fees on account of their remuneration when they deem it appropriate. The Joint Liquidators also be authorised to draw category 1 or 2 expenses as they are incurred.*"



An informal cap of £6,000 plus expenses and VAT was agreed with the members, to be split between pre-appointment work of £3,000 plus expenses and VAT and Liquidator's fees of £3,000 plus expenses and VAT. On 22 March 2023, it was agreed that level of my Liquidator's fees could be increased by £1,750 to £4,750 plus expenses and VAT.

Attached at Appendix B is a detailed analysis of the time spent dealing with this matter and at Appendix D the charge out rates of the staff and BLB Advisory Limited's policy for the recovery of expenses incurred. The information relating to remuneration and expenses in this report is a summarised extract of the typical information that would be provided in other forms of insolvency. This is permitted by SIP9 and is intended to keep the costs incurred in dealing with a solvent liquidation to a minimum.

Please be advised that from 1 September 2023, BLB Advisory Limited has updated their charge out policy from what was issued to members at the outset. This can be seen below:

Grade	Charge Out Rate - £ per hour (from 1 September 2023)	Charge Out Rate - £ per hour (prior to 1 September 2023)
Office Holder	300 – 395	275 – 350
Director	275 – 325	250 – 275
Senior Manager	200 – 300	200 – 275
Manager	185 – 250	175 – 225
Senior Administrator	140 – 180	140 – 160
Administrator	100 – 140	100 – 130
Secretary	100	100

In any instance, a copy of the original charge out policy, together with the updated version is included at Appendix C for creditors reference. However, if a member would like a detailed analysis of the work undertaken and a detailed report in accordance with the provisions of SIP9, please email Adam Paxton at adam@blbadvisory.co.uk who will endeavour to provide the additional information to you within 14 days of the receipt of the request.

## 8 OTHER RELEVANT INFORMATION

Enclosed at Appendix C is the information that I am required to provide to the members setting out the process of how additional information can be requested in respect of the remuneration and expenses that have been incurred.

I do not believe that there are any other matters that should be brought to the attention of the members.


## 9 CONCLUSION

As mentioned above, the affairs of the Company are now fully wound up. Consequently, a copy of this final account will be sent to the Registrar of Companies within the next 14 days, the delivery of which shall trigger the Liquidator's vacation from office and release pursuant to Section 171 of the Act.

For the sake of completeness, when the Liquidator receives their release, he shall be discharged from all liability, both in respect of acts or omissions in the winding up and otherwise in relation to his conduct as Liquidator.

Should you require any further information please contact my colleague Lily Pinder in the first instance.

Dated: 4 October 2023

DocuSigned by:  
  
 FC94595D8F8941B...

Brett Barton  
 Liquidator

Insolvency Practitioner licensed in the United Kingdom by the Insolvency Practitioners Association



**APPENDIX A**

**RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD  
FROM 27 SEPTEMBER 2022 TO 4 OCTOBER 2023  
AND CUMULATIVE PERIOD**



**Recaro Child Safety Ltd.**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

<b>Declaration of Solvency £</b>		<b>From 27/09/2022 To 04/10/2023 £</b>	<b>From 27/09/2021 To 04/10/2023 £</b>
	<b>ASSET REALISATIONS</b>		
106.00	VAT Refund	NIL	NIL
491,541.00	Cash at Bank and in hand	NIL	491,510.74
	Bank Interest Gross	553.18	684.95
		553.18	492,195.69
	<b>COST OF REALISATIONS</b>		
	Specific Bond Premium	NIL	281.24
	Pre Appointment Fees	NIL	3,000.00
	Liquidator's Fees	1,750.00	4,750.00
	Corporation Tax	129.96	129.96
	Accountancy Costs	1,000.00	11,000.00
	Books & Records/Storage Costs	611.58	793.45
	Statutory Advertising	NIL	274.05
	Bank Charges	21.00	21.00
		(3,512.54)	(20,249.70)
	<b>UNSECURED CREDITORS</b>		
(19,692.00)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	<b>DISTRIBUTIONS</b>		
	Ordinary Shareholders - cash	471,945.99	471,945.99
		(471,945.99)	(471,945.99)
<b>471,955.00</b>		<b>(474,905.35)</b>	<b>NIL</b>



**APPENDIX B**

**SUMMARY OF THE LIQUIDATOR'S TIME COSTS FOR THE PERIOD  
FROM 27 SEPTEMBER 2022 TO 4 OCTOBER 2023  
AND THE CUMULATIVE PERIOD**



Time Entry - SIP9 Time & Cost Summary

REC001 - Recaro Child Safety Ltd.  
All Post Appointment Project Codes  
From: 27/09/2022 To: 04/10/2023

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	1.90	0.40	7.00	0.40	9.70	1,850.50	190.77
Creditors	4.20	0.00	8.80	0.00	13.00	2,778.00	213.69
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	0.10	0.00	0.10	16.00	160.00
Statutory Compliance	0.00	0.00	3.30	0.00	3.30	512.00	155.15
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	6.10	0.40	19.20	0.40	26.10	5,156.50	197.57
Total Fees Claimed						1,750.00	
Total Disbursements Claimed						0.00	



Time Entry - SIP9 Time & Cost Summary

REC001 - Recaro Child Safety Ltd.  
Project Code: POST  
From: 27/09/2021 To: 04/10/2023

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	2.80	1.70	11.25	2.30	18.05	3,341.00	185.10
Creditors	4.20	0.80	12.20	0.00	17.20	3,454.00	200.81
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.80	0.90	2.50	0.00	4.20	837.00	199.29
Statutory Compliance	1.20	1.00	6.75	0.00	8.95	1,632.50	182.40
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	9.00	4.40	32.70	2.30	48.40	9,264.50	191.42
Total Fees Claimed						4,750.00	
Total Disbursements Claimed						281.24	



**APPENDIX C**

**EXTRACTS OF RULES 18.9 AND 18.34 OF THE INSOLVENCY  
(ENGLAND AND WALES) RULES 2016 (AS AMENDED)**



## **Rule 18.9 - Creditors' and members' requests for further information in administration, winding up and bankruptcy**

**18.9 (1) [Who may make written request]** The following may make a written request to the office-holder for further information about remuneration or expenses (other than pre-administration costs in an administration) set out in a progress report under rule 18.4(1)(b), (c) or (d) or a final report or account under rule 18.14—

- (a) a secured creditor;
- (b) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question);
- (c) 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;
- (d) any unsecured creditor with the permission of the court; or
- (e) any member of the company in a members' voluntary winding up with the permission of the court.

**18.9 (2) [Request or application court for permission filed in court]** A request, or an application to the application by more than one member or creditor.

**18.9 (3) [Duty of office-holder to respond to request]** The office-holder must, within 14 days of receipt of such a request respond to the person or persons who requested the information by—

- (a) providing all of the information requested;
- (b) providing some of the information requested; or
- (c) declining to provide the information requested.

**18.9 (4) [Office-holder may provide partial information or decline request]** The office-holder may respond by providing only some of the information requested or decline to provide the information if—

- (a) the time or cost of preparation of the information would be excessive; or
- (b) disclosure of the information would be prejudicial to the conduct of the proceedings;
- (c) disclosure of the information might reasonably be expected to lead to violence against any person; or
- (d) the office-holder is subject to an obligation of confidentiality in relation to the information.

**18.9 (5) [Reasons in r.18.9(4)]** An office-holder who does not provide all the information or declines to provide the information must inform the person or persons who requested the information of the reasons for so doing.

**18.9 (6) [Application to court]** A creditor, and a member of the company in a members' voluntary winding up, who need not be the same as the creditor or members who requested the information, may apply to the court within 21 days of—

- (a) the office-holder giving reasons for not providing all of the information requested; or
- (b) the expiry of the 14 days within which an office-holder must respond to a request.

**18.9 (7) [Court order]** The court may make such order as it thinks just on an application under paragraph (6).



**Rule 18.34 - Remuneration and expenses: application to court by a creditor or member on grounds that remuneration or expenses are excessive.**

**18.34 (1) [Application of rule]** This rule applies to an application in an administration, a winding-up or a bankruptcy made by a person mentioned in paragraph (2) on the grounds that—

- (a) the remuneration charged by the office-holder is in all the circumstances excessive;
- (b) 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
- (c) the expenses incurred by the office-holder are in all the circumstances excessive.

**18.34 (2) [Who may make application]** 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) a secured creditor,
- (b) 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, or
- (c) in a members' voluntary winding up—
  - (i) members of the company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the company, or
  - (ii) a member of the company with the permission of the court.

**18.34 (3) [Time limit for application]** The application by a creditor or member must be made no later than eight weeks after receipt by the applicant of the progress report under rule 18.3, or final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question ("the relevant report").



**APPENDIX D**

**OFFICE HOLDER’S FEES AND EXPENSES**



**RECARO CHILD SAFETY LTD. – IN LIQUIDATION**  
**OFFICE HOLDER'S FEES AND EXPENSES**

## FEES

Pursuant to Statement of Insolvency Practice 9, shown below are details of the charge out rates of all grades of staff, including principals, which are likely to be involved with this case. The time spent by staff dealing with the case is recorded in units of six minutes.

Grade	Charge Out Rate - £ per hour (from 1 September 2023)
Office Holder	300 – 395
Director	275 – 325
Senior Manager	200 – 300
Manager	185 – 250
Senior Administrator	140 – 180
Administrator	100 – 140
Secretary	100

Information on fees charged in connection with an insolvency process, and the rights of members and creditors under insolvency legislation may be found at <https://www.r3.org.uk/what-we-do/publications/professional/fees>.

## EXPENSES

As set out in Statement of Insolvency Practice 9, expenses are defined as any payment(s) from the estate which are neither an office holder's remuneration nor a distribution to creditors or members. Furthermore, it is anticipated that expenses will include disbursements and for this purpose SIP9 defines disbursements as being payment(s) which are first met by the office holder, and then reimbursed to the office holder from the estate. Expenses are divided into two categories, those that do not need approval (category 1) and those that do need approval (category 2), being;

- 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.

It is the policy of BLB Advisory Limited to seek to recover costs, which whilst being in the nature of expenses or disbursements, may include elements of shared or allocated costs. Category 2 expenses comprise the following and are **recharged to the case at the actual cost incurred** by BLB Advisory Limited;

Type of Disbursement	Basis of Charge
Paper	White Paper - 0.5p per sheet Headed Paper - 13.5p per sheet
Postage	Recharged at the actual cost incurred.
Printing	Photocopying is charged at 0.6p per sheet of black and white A4 copy and 5.4p per sheet of A4 colour copy. Photocopying is occasionally completed by external companies and is recharged at the actual cost incurred.
Room Hire (external)	Charged at the actual cost incurred.
Room Hire (internal)	Internal BLB Advisory Limited meeting rooms used for meetings are charged based upon an equivalent external service. Meeting room - £75
Stationery	Envelopes (A5/A4) - 3p each / 6p each Working Files - £2.10 each Case A – Z Dividers (colour) - £2.19 per set A – Z Dividers (buff) - £1.11 per set 20 part dividers - 39p per set
Storage	Books and records and working papers are stored in an external facility. The various types of charges incurred are: Collection - £2.50 per box per journey Delivery - £2.50 per box per journey Storage - £3.96 per box per year Confidential destruction - £4.00 per box
Telephone Calls	Recharged at the actual cost incurred.
Travel	Motor vehicle at 45p per mile All other forms of travel are recharged at the actual cost incurred.

The charge out rates and expenses shown above are exclusive of value added tax.



**RECARO CHILD SAFETY LTD**  
**OFFICE HOLDER'S FEES AND EXPENSES**

**FEES**

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<b>Grade</b>	<b>Charge Out Rate - £ per hour (from 1 January 2020)</b>
Office Holder	275 - 350
Director	250 - 275
Senior Manager	200 - 275
Manager	175 - 225
Senior Administrator	140 – 160
Administrator	100 – 130
Secretary	100

Information on fees charged in connection with an insolvency process, and the rights of members and creditors under insolvency legislation may be found at <https://www.r3.org.uk/what-we-do/publications/professional/fees>.

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- 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.

It is the policy of BLB Advisory Limited to seek to recover costs, which whilst being in the nature of expenses or disbursements, may include elements of shared or allocated costs. Category 2 expenses comprise the following and are **recharged to the case at the actual cost incurred** by BLB Advisory Limited;

<b>Type of Disbursement</b>	<b>Basis of Charge</b>
Paper	White Paper - 0.5p per sheet Headed Paper - 13.5p per sheet
Postage	Recharged at the actual cost incurred.
Printing	Photocopying is charged at 0.6p per sheet of black and white A4 copy and 5.4p per sheet of A4 colour copy. Photocopying is occasionally completed by external companies and is recharged at the actual cost incurred.
Room Hire (external)	Charged at the actual cost incurred.
Room Hire (internal)	Internal BLB Advisory Limited meeting rooms used for meetings are charged based upon an equivalent external service. Meeting room - £75
Stationery	Envelopes (A5/A4) - 3p each / 6p each Working Files - £2.10 each Case A – Z Dividers (colour) - £2.19 per set A – Z Dividers (buff) - £1.11 per set 20 part dividers - 39p per set
Storage	Books and records and working papers are stored in an external facility. The various types of charges incurred are: Collection - £2.50 per box per journey Delivery - £2.50 per box per journey Storage - £3.96 per box per year Confidential destruction - £4.00 per box
Telephone Calls	Recharged at the actual cost incurred.
Travel	Motor vehicle at 45p per mile All other forms of travel are recharged at the actual cost incurred.

The charge out rates and expenses shown above are exclusive of value added tax.