

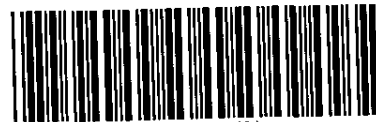
# WU07

## Notice of progress report in a winding-up by the court



Companies House

FRIDAY



A08 \*A6YF63Y9\* #185  
26/01/2018  
COMPANIES HOUSE

### 1 Company details

Company number 0 4 6 1 9 4 3 8

Company name in full Sheffield Recycling Services Limited

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

### 2 Liquidator's name

Full forename(s) Tracy Mary

Surname Clowry

### 3 Liquidator's address

Building name/number Astute House

Street Wilmslow Road

Post town Handforth

County/Region Cheshire

Postcode S K 9 3 H P

Country

### 4 Liquidator's name ①

Full forename(s) Mark

Surname Beesley

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

### 5 Liquidator's address ②

Building name/number Astute House

Street Wilmslow Road

Post town Handforth

County/Region Cheshire

Postcode S K 9 3 H P

Country

② Other liquidator  
Use this section to tell us about  
another liquidator.

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**6** Period of progress report

From date	<sup>d</sup> 2	<sup>d</sup> 5	<sup>m</sup> 1	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 6
To date	<sup>d</sup> 2	<sup>d</sup> 4	<sup>m</sup> 1	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 7

**7** Progress report☒ The progress report is attached**8** Sign and date

Liquidator's signature

Signature

X

TVCleary

X

Signature date

<sup>d</sup> 2	<sup>d</sup> 2	<sup>m</sup> 0	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8
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WU07

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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	Gareth Hunt
Company name	Beesley Corporate Solutions
Address	Astute House
	Wilmslow Road
Post town	Handforth
County/Region	Cheshire
Postcode	S K 9 3 H P
Country	
DX	
Telephone	01625544777



### 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)

**TO ALL KNOWN CREDITORS**

Our Ref: BEE5056

Date: 22 January 2018

Dear Sirs

**SHEFFIELD RECYCLING SERVICES LIMITED – IN COMPULSORY LIQUIDATION**  
**IN THE HIGH COURT OF JUSTICE CHANCERY DIVISION**  
**MANCHESTER DISTRICT REGISTRY NO: 2205 OF 2016**

**Company Registration No: 04619438**

**Registered Office changed to the Joint Liquidators' office at Beesley Corporate Solutions: Astute House, Wilmslow Road, Handforth, Cheshire SK9 3HP**

**Former Registered Addresses: Manor Works, Cricket Inn Road, Sheffield, South Yorkshire, S2 5AX**

**Former Trading Addresses: Manor Works, Cricket Inn Road, Sheffield, South Yorkshire, S2 5AX  
Daneshill Landfill, Daneshill Road, Retford, DN22 8RB**

**Date of Administration Order: 4 March 2016**

**Date of Winding Up Order: 25 November 2016**

**Date of Appointment of Joint Liquidators: 25 November 2016**

Following my appointment as Joint Liquidator, together with Mark Beesley, on 25 November 2016, upon an application made pursuant to Para 79 (2) (a) of Schedule B1 of The Insolvency Act 1986 (as amended) ("The Act"), I am now in a position to submit the first progress report pursuant to Rules 18.2, 18.3 and 18.8 of The Insolvency (England & Wales) Rules 2016.

As Joint Liquidators we act as required or authorised under any enactment and such acts may be done by any one of us i.e.: we act joint and severally in this matter.

**1 RECEIPTS AND PAYMENTS**

Attached at Appendix 1 is the receipts and payments account for the period 25 November 2016 to 24 November 2017, which has been reconciled with the Insolvency Services Account.

**Pre-Winding up History**

On 25 November 2015, a winding up petition was presented to the Manchester County Court by Haydock Finance Limited, under reference 3237 of 2015. The petition was heard on 25 January 2016 and adjourned to 22 February 2016, to enable the Company to make an application for Administration.

On 17 December 2015, the Company entered into a licence pursuant to which the operation of the skip hire element of the business was to be undertaken by an associated Company, SRS Recycling Limited, ("SRS"), (Company Number 09716800). SRS had its own carrier's certificate with The Environment Agency. SRS was an associated company by virtue of the Director's step son being the sole director and shareholder thereof.

On 19 February 2016, the Director sought to put the company into Administration, and accordingly, an application for Administration Order was made to the Manchester County Court, and listed to be heard on Friday, 4 March 2016.

As a result, the hearing of the winding-up petition was further adjourned to 7 March 2016.

At the hearing on 4 March 2016 the Administration Order was duly granted and Mark Beesley and I were appointed Joint Administrators. The Appointment was by way of a Court appointment pursuant to paragraph 12 of Schedule B1 of The Act.

On 7 March 2016 the winding-up order was dismissed, and the costs of the petition were ordered to be an expense of the Administration.

## **FAILURE OF THE ADMINISTRATION**

On 1 November 2016, Pursuant to Rule 2.114 (3) (a) of The Insolvency Rules 1986 (as amended), as Joint Administrators, we issued notice to all creditors and the appointee, that it had transpired that the purpose of the Administration could not be achieved, and it was therefore our intention to make an application to the Court under Paragraph 79 (2) (a) of The Act, for our appointment as Administrators to cease to have effect as the purpose of the administration could not be achieved.

No comments or objections to this proposed course of action were received to the same.

We also advised in the aforesaid notice of 1 November 2016, that it was our intention to seek an order to wind up the Company under Section 124 of The Act, and that we be appointed as Joint Liquidators. Again, we advised that, no comments or objections were received.

We can confirm that, at a hearing held at 10.30 am on Friday, 25 November 2016, in the High Court of Justice, Manchester District Registry, Chancery Division, an order was made ending the Administration and granting our release as Joint Administrators pursuant to Para 79 (2) (a) of Schedule B1 of The Act on the basis that the purpose of the Administration could not be achieved.

The Court further granted an order to wind up the Company, and we were appointed as Joint Liquidators under the terms of the same order. Notice in Form 4.31 of our appointment as Joint Liquidators was provided to The Registrar of Companies on 25 November 2016. Our appointment was also advertised in the London Gazette on 29 November 2016.

Creditors are advised that this progress report only covers the progress of the administration of the Liquidation, and the assets realised during our tenure of office as Liquidators. All assets realised and any actions undertaken during the course of the Administration, (3 March 2016 to 25 November 2016), are detailed within our Proposal and the two Administration progress reports. Creditors may find it of assistance to cross reference to these documents, further copies of which will be provided, free of charge, upon request.

## **2 REALISATION OF ASSETS**

### **GENERAL NOTE RE CHARGES**

The Company had granted the following charges.

The Company had granted a Debenture to Excel-A-Rate Business Services Ltd on 30 October 2003. This incorporated a floating charge over the assets of the Company. Excel-A-Rate consented to the Administration and advised they had no outstanding balance due to them. They also thereafter registered notice of the satisfaction of their charge, in full, at Companies House on 1 March 2016.

The Company had also granted a Debenture, incorporating fixed and floating charges over the assets of the Company to Lloyds Bank Plc on 26 July 2005.

The Company granted two Mortgage Debentures to Lloyds Bank Plc on 9 November 2005 and 30 March 2006, which were respectively registered at Companies House on 23 November 2005 and 5 April 2006

and incorporated fixed and floating charges of the Company's assets and legal charges over the Company's trading premises. Lloyds also registered the legal charges against the trading premises at the Land Registry.

On 9 June 2016, Lloyds advised that they were discharging the security they held over the two sites. The charges were thereafter removed from the title registers at HM Land Registry.

Lloyds however retains its fixed and floating charge over the assets of the Company which is registered at Companies House.

## **2.1 Trading Premises**

The Company owned the two sites located on opposite sides of the road at Manor Works, Cricket Inn Road, Sheffield, S Yorkshire, S2 5AX from which it traded. Whilst the Company had held two licences granted by The Environment Agency which authorised it to transport, process and store waste, as at the date of Administration, it was in breach of the terms of the same and was required to reduce the quantity of waste held at the sites.

In the course of the Administration, we had made strenuous efforts to clear the sites or reduce waste levels to the authorised levels and/or to sell the sites. Despite these efforts it proved cost prohibitive to achieve the objectives. As a consequence of outcome of the attempts we made in this regard, as detailed in the General Note Re Charges at 2 above, Lloyds discharged the security they held over the same.

The sites were considered to be onerous to the estate and had proved extremely costly to manage. As a consequence, following our appointment as Liquidators, on 25 November 2016, we issued issue disclaimers pursuant to section 178 of The Act in respect of the (1) freehold land described as being land lying to the north east of Cricket Inn Lane, Sheffield, S2 5AX registered at Land Registry under title number SYK293687, (2) the freehold land described as being land lying to the north east of Cricket Inn Lane, Sheffield, S2 5AX registered at Land Registry under title number SYK297989 and (3) land and buildings on the south side of Cricket Inn Road, Sheffield, S2 5AX registered at Land Registry under title number SYK237311. The disclaimers were registered at Companies House on 6 December 2016.

No realisations will therefore be made in these regards.

## **2.2 Environment Agency Permits**

As detailed in note 2.1 above, the Company held two licences granted by The Environment Agency which authorised it to transport, process and store waste, however the Company was in breach of the terms of the same and it had proven impossible to regularise the position. The permits were therefore considered to be onerous in nature.

Accordingly, and at the request of The Environment Agency, on 20 June 2017, we issued issue disclaimers pursuant to section 178 of The Act in respect (1) the Environment Agency permit number BP3292ZP/TOO2: being a permit held for the land/premises at, Cricket Inn Road, Manor Lane, Sheffield, South Yorkshire, S2 5AX for Class A11, Household, Commercial & Industrial Waste transfer station. Site grid reference: SK3750087610. Site name: Cricket Inn Road and (2) the Environment Agency permit number CP3398EA/V002: being a permit held for Manor Works, Unit 2, Cricket Inn Road, Sheffield, South Yorkshire, S2 5AX for Class A14, a Transfer station taking non-biodegradable wastes. Site grid reference: SK3750287559. Site name: Manor Works. These disclaimers were registered at Companies House on 29 June 2017.

No realisations will therefore be made in these regards.

## **2.3 Petition Deposit**

This represents the deposit for petition paid by the Office Holders prior to the winding up petition.

## **2.4 Funds Advanced by The Joint Liquidators**

This represents funds advanced by the Joint Liquidators to cover certain costs of the administration of the Liquidation. (Please see section 4 below in this regard). To date, no recoveries of these advances have been made, and any future repayment will be dependent upon the outcome of our ongoing enquiries.

## **2.5 VAT Refund**

A VAT return for expenses incurred during the Administration, submitted during the period covered by this report, resulted in a refund of £1,290.60 being received. Same has been allocated to partially discharge the expenses incurred during the Administration, (Please see Section 4 in this regard).

## **2.6 Banking Arrangements**

All funds received into the liquidation estate must be deposited into the Insolvency Services Account. Whilst interest accrues on credit balances, insufficient funds have been received to enable interest to be paid.

Any funds deposited in the Insolvency Services Account are subject to a Secretary of State Administration Fee. Additionally, there is a charge for each cheque drawn or electronic transfer made from the estate. Quarterly bank charges are also applied to the account.

As at the anniversary, no cheques had been drawn or electronic transfers made; quarterly bank charges of £88.00 during the period covered by this report.

## **2.7 Unrealised Assets and Ongoing Enquiries**

As detailed in our Administration progress reports, investigations and enquiries into a number of matters were continuing and consideration was being given to commencing recovery actions against the relevant parties, however, it was not possible to quantify the level of any potential recoveries. Nor, for commercial reasons, was it appropriate for us to disclose further details of the matters under review.

During the course of the Liquidation, these investigations and enquiries have continued. At present so as not to compromise any actions, we are still of the view that it would not be appropriate to disclose further details of the matters under review. An update as to the outcome of the ongoing investigations will be provided in due course, once these matters have been concluded.

# **3 LIABILITIES**

## **3.1 Preferential Creditors**

No preferential claims were anticipated to be received as all of the employees were transferred to SRS Recycling Limited ('SRS'), who had been assigned the skip hire element of the Company on 17 December 2015.

The position remains unchanged however should any claims of this nature be submitted in the liquidation, these will be subject to approval by the Redundancy Payments Service. It is not however envisaged there will be any such claims.

### **3.2 Non-Preferential Creditors**

As at the date of Administration, unsecured non-preferential creditors were estimated to have claims of £790,523.86.

The Joint Liquidators have, to date, received claims totalling £1,186,284.68 from unsecured creditors. Included in this is the shortfall incurred by Lloyds Bank plc of £645,902.67 following the disclaiming of the trading premises. Twelve creditors with estimated claims of £31,004.92 have yet to submit formal claims in this matter. A proof of debt form is enclosed at Appendix 5 to enable those creditors with outstanding claims to submit a formal claim in the liquidation should they wish.

### **3.3 Prescribed Part**

The prescribed part is not applicable in this case as the net property of the Company is estimated to be below the prescribed minimum (£10,000).

### **3.4 Dividend Prospects**

Based upon the current realisations and likely future recoveries it does not appear that there will be sufficient funds from which a dividend could be declared, should this position change a further update will be provided in due course.

## **4 JOINT LIQUIDATORS' FEES**

Creditors were advised in our Administration progress reports that, a decision as to the basis of the Administrators' remuneration was deferred until such point as the likelihood of any asset realisations could be clarified. It was the Administrators' intention to issue a revised proposal in order that the requisite fee approval could be obtained, however, as previously advised, it was not felt necessary to revise the proposal given that it had become clear the purpose of the Administration could not be achieved.

Creditors are further advised that on 25 November 2016 the Court ordered that "In the event that sufficient funds are recovered during the liquidation, that the Administrators be able to draw such funds as required to pay the fees, costs and expenses incurred during the administration and be remunerated on a time cost basis".

We further advise that, as of 1 December 2016, (the date of our second and final progress report), the time costs incurred by the Joint Administrators and their staff were £107,304.50 plus VAT representing 355.20 hours. This equated to an average hourly rate of £302.10.

The pre-appointment Administration time costs incurred to 4 March 2016 were £17,790.00 which represented a total of 39.50 hours at an average hourly rate of £449.24. These too remained outstanding upon the conclusion of the Administration.

Additionally, the costs and expenses incurred during the administration were, as at 25 November 2016, £27,629.80, with the exception of £4,055.20, these have been met by advances of funds from the former Joint Administrators. Therefore, the balance of £23,574.60 remains outstanding.



Given the lack of realisations to date, and the outstanding time costs and expenses incurred during the Administration, a decision was made to defer a resolution confirming the basis on which the Joint Liquidators were to be remunerated. In the event that, sufficient funds become available approval will be sought from creditors as to the basis of our remuneration as Joint Liquidators. A further update as to progress in this matter will also be provided with any request.

**4.1 As at the date of appointment the charge-out rates were as follows:**

Director/IP	£375-500 per hour
Senior Manager	£300-325 per hour
Manager	£250 per hour
Senior Administrator	£180-225 per hour
Administrator	£125-£165 per hour

**4.2 As at the anniversary the time costs incurred in administering the Company's affairs were £10,975.00. This represents a total of 26.70 hours and an average hourly rate of £411.05. A Schedule of the Joint Liquidators' Total Costs to the Anniversary is attached at Appendix 2.**

**4.3 As can be seen from this schedule, the majority of the time incurred relates to the investigations and work undertaken with a view to realising potential assets, as referred to in note 2.7 above; including, a further review of Company records and statements and meetings with solicitors. In addition, time has been spent dealing with statutory requirements under the Insolvency Act 1986 (as amended) and the general day to day administration of the liquidation, including issuing the disclaimers referred to in notes 2.1 And 2.2 above.**

**Administration and Planning (Including Statutory Reporting)**

As Joint Liquidators, we are required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the liquidation, which ensures that we and our staff carry out our work to high professional standards.

**Disbursements and other expenses**

Costs met by and reimbursed to the Joint Liquidators fall into two categories:

- Category 1 disbursements: These are costs where there is specific expenditure directly referable both to the liquidation and a payment to an independent third party. These may include, for example, advertising, room hire, storage, postage, telephone charges, travel expenses and equivalent costs reimbursed to the Joint Liquidators or their staff.
- Category 2 disbursements: These are costs that are directly referable to the administration but are not a payment to an independent third party. These may include shared or allocated costs that can be allocated to the administration on a proper and reasonable basis, for example, business mileage.

Category 1 disbursements can be drawn without prior approval. Category 2 disbursements may be drawn if they have been approved in the same manner as the Joint Liquidators' remuneration. Approval for category 2 disbursements has not yet been sought or obtained in the liquidation.

**4.4 Expenses have been incurred and discharged largely by means of an advance of funds by the Joint Liquidators as disclosed on the attached receipts and payments account and below. No recoveries against such advances have been made to date:**

<b>Name of Payee</b>	<b>Service Provided</b>	<b>Cost (£)</b>
The Legal & Public Notices Advertising Agency	Statutory Advertising	82.80

In addition to the above costs, the Insolvency Service have incurred costs of £54.20 for courier services. Same is disclosed on the attached R&P.

All expenses are category 1. No Category 2 expenses have been incurred.

On this assignment we have used the service of the following professional advisors.

<b>Name of Advisor</b>	<b>Service Provided</b>	<b>Cost (£)</b>
SAS Daniels Solicitors LLP	Legal Advice & Legal Disbursements	408.00

- SAS Daniels Solicitors LLP have agreed to act on a contingency basis. No payment has been made to them with regard to the time costs they have incurred, which as at the date of the anniversary stood at £3,852.50 plus VAT.
- This represents a payment made to SAS Daniels LLP in respect of disbursements incurred.

Unless otherwise stated, all agents instructed are independent and have no connection to the insolvent party/(ies), the office holder(s) or Beesley Corporate Solutions.

- 4.5 Additional information in relation to the policy of Beesley Corporate Solutions regarding fees and disbursements in attached at Appendix 3.
- 4.6 Creditors' Guide to Liquidators' Fees" can be found at [www.beeslev.co.uk/guides](http://www.beeslev.co.uk/guides) further information and guidance can be found at [www.creditorinsolvencyguide.co.uk](http://www.creditorinsolvencyguide.co.uk).
- 4.7 Creditors' attention is drawn to Rules 18.9 and 18.34 of The Insolvency (England & Wales) Rules 2016, which respectively detail creditors' rights to request further information and to challenge our remuneration and expenses. For your reference, these Rules are set out in Appendix 4.
- 4.8 As Insolvency Practitioners, we are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

## 5 INVESTIGATION

In a Compulsory Liquidation, it is the duty of the Official Receiver pursuant to Section 132 of The Act to investigate the conduct of the Directors and the affairs of the Company and to make such report (if any) to the Court as he thinks fit.

The emphasis in these investigations is to ascertain full information on the whereabouts of the assets whether disclosed or not and to consider the conduct of the Directors.

As former Administrators, we complied with our requirements to file a report/return under the Company Directors Disqualification Act 1986 with the Insolvency Service. The content of all such reports/returns submitted by Insolvency Practitioners is however confidential.

As indicted at note 2.4 above our enquiries remain ongoing.

We shall be pleased to receive from any creditor, any useful information concerning the Company, its dealings, assets or conduct, of its Directors, which may assist us in our investigations into the Company's affairs.

## **6 ATTACHMENTS**

Attached to this report are the following appendices:

Appendix 1: Receipts and Payments Account to 24 November 2017

Appendix 2: Schedule of Joint Liquidators' Total Time Costs to 24 November 2017

Appendix 3: Additional Information in Relation to the Policy of Beesley Corporate  
Solutions Regarding Fees and Disbursements

Appendix 4: Rules 18.9 & 18.34

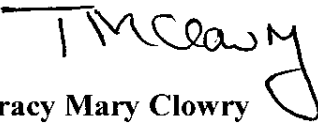
Appendix 5: Proof of Debt Form

## **7 CONCLUSION**

As noted above, our investigations are continuing with a view to achieving recoveries for the benefit of creditors. An update on the progression of these investigations will be provided in due course.

That concludes the first progress report.

Yours faithfully

  
**Tracy Mary Clowry**  
**Joint Liquidator**

Enc

## SHEFFIELD RECYCLING SERVICES LIMITED

**Joint Liquidators' Receipts & Payments Account for the period  
25 November 2016 To 24 November 2017**

	<b>Total to 24 November 2017 £</b>
<b>Receipts</b>	
Deposit on Creditors Petition	1,350.00
Funds Advanced By Joint Liquidators	490.80
	<hr/> 1,840.80
<b>Payments</b>	
Official Receiver General Fee	6,000.00
Company Liquidation Admin Fee	5,000.00
Couriers Costs	54.20
ISA Bank Charges	88.00
Solicitors Fees & Disbursements	408.00
Statutory Advertising	82.80
	<hr/> 11,633.00
<b>Balance at ISA</b>	<hr/> <b>-9,792.20</b> <hr/>

**Notes:**

1. All figures stated above are gross of VAT. The Company was VAT registered and VAT is recoverable
2. The Director failed to prepare a Statement of Affairs for the Administration.
3. No assets were realised during the course of the Administration
4. During the period of the liquidation, the Joint Liquidators have paid costs which were incurred during the Administration. These costs have been paid from office and are therefore not shown on the above account.
5. The above account has been reconciled with the Insolvency Services Account.

# Time Entry - Detailed SIP9 Time & Cost Summary

BEE5056 - Sheffield Recycling Services Limited  
From: 25/1/2016 To: 24/1/2017  
All Post Appointment Project Codes

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
204 : Case Planning	1.20	1.20	0.00	0.00	2.40	1,050.00	437.50
205 : Administrative Set-Up	0.00	1.00	0.00	0.00	1.00	375.00	375.00
206 : Appointment Notification	0.40	0.00	0.00	0.00	0.40	200.00	500.00
207 : Maintenance of Records	0.40	0.00	0.00	0.00	0.40	200.00	500.00
208 : Statutory Reporting	0.90	1.30	0.00	0.00	2.20	937.50	426.14
<b>Admin &amp; Planning</b>	<b>2.90</b>	<b>3.50</b>	<b>0.00</b>	<b>0.00</b>	<b>6.40</b>	<b>2,762.50</b>	<b>431.64</b>
219 : Communication with Creditors	1.00	0.20	0.00	0.00	1.20	575.00	479.17
<b>Creditors</b>	<b>1.00</b>	<b>0.20</b>	<b>0.00</b>	<b>0.00</b>	<b>1.20</b>	<b>575.00</b>	<b>479.17</b>
210 : CDDA Reports	1.00	2.20	0.00	0.00	3.20	1,325.00	414.06
211 : Investigating Antecedent Transactions	2.30	7.50	0.00	0.00	9.80	3,962.50	404.34
<b>Investigations</b>	<b>3.30</b>	<b>9.70</b>	<b>0.00</b>	<b>0.00</b>	<b>13.00</b>	<b>5,287.50</b>	<b>406.73</b>
212 : Ident / Securing & Insuring	0.30	0.10	0.00	0.00	0.40	187.50	468.75
215 : Property, business and asset sales	0.20	5.50	0.00	0.00	5.70	2,162.50	379.39
<b>Realisation of Assets</b>	<b>0.50</b>	<b>5.60</b>	<b>0.00</b>	<b>0.00</b>	<b>6.10</b>	<b>2,350.00</b>	<b>385.25</b>
<b>Total Hours</b>	<b>7.70</b>	<b>19.00</b>	<b>0.00</b>	<b>0.00</b>	<b>26.70</b>	<b>10,975.00</b>	<b>411.05</b>
<b>Total Fees Claimed</b>						<b>0.00</b>	

Appendix 2

## **ADDITIONAL INFORMATION IN RELATION TO THE POLICY OF BEESLEY CORPORATE SOLUTIONS REGARDING FEES AND DISBURSEMENTS**

The table below sets out the basis on which this office charges internal disbursements.

Internal disbursements are charged, where appropriate by Beesley Corporate Solutions as follows:-

Postage	Charged at actual cost (first class)
Photocopying and Fax	Recharged at 10p per sheet in the limited circumstances when deemed appropriate
Microfiche and Files	Recharged at actual cost
Storage	£60 per box for 6 years
Room hire	No charge for a meeting held at this office. Any other venue at cost.
Archiving Files on closure	Recharged at staff time costs
Travel	Motor vehicles at 45p per mile
Distribution costs	Cheque fee 65p and postage 41p

The table detailed below sets out the charge-out rates currently utilised by Beesley Corporate Solutions for charging staff time. (Such rates were effective from 7 July 2016). All rates are charges per hour. Time is charged in units of 6 minutes.

<b>Job Title</b>	<b>Cost per hour</b>
Director/IP	£375 - 500
Senior Manager	£300 - £325
Manager	£250
Senior Administrator	£180 - £225
Administrator	£125 - £165

It should be noted that the above rates increase from time to time over the period of the Administration of each insolvency case.

### **Professional Advisors**

Details of any professional advisor(s) used will be given in the regular reports prepared in each type of insolvency appointment. Unless otherwise indicated the fee arrangement for each is based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery or relevant disbursements.

The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

Unless otherwise stated, all agents instructed are independent and have no connection to the insolvent party/(ies), the office holder(s) or Beesley Corporate Solutions.

**'Creditor' and member' requests for further information in administration, winding up and bankruptcy**

**18.9.** – (1) 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 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.

(2) A request, or an applicant to the court for permission, by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one member or creditor.

(3) 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.

(4) 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.

(5) 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.

(6) 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.

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

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

**18.34.** – (1) 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.

(2) The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable –

(a) 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.

(3) 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 remuneration or the incurring of expenses in question ("the relevant report")



## Proof of Debt – General Form

Sheffield Recycling Services Limited  
In the Manchester District Registry - No 2205 of 2016

Date of Winding Up Order – 25 November 2016

1	Name of creditor (If a company please also give company registration number).	
2	Address of creditor for correspondence.	
3	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into liquidation.	
4	Details of any documents by reference to which the debt can be substantiated. (Note: There is no need to attach them now but the liquidator may call for any document or evidence to substantiate the claim at his discretion as may the chairman or convenor of any meeting).	
5	If amount in 3 above includes outstanding uncapitalised interest please state amount.	£
6	Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form).	
7	Particulars of any security held, the value of the security, and the date it was given.	
8	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates.	
9	Signature of creditor or person authorised to act on his behalf  _____	
	Name in BLOCK LETTERS  _____	
	Position with or in relation to creditor  _____	
	Address of person signing (if different from 2 above)  _____	
Admitted to vote for		Admitted for dividend for
£		£
Date		Date
Liquidator		Liquidator