

WU07

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



Companies House

THURSDAY



A6KAJJU0

A26

30/11/2017

#78

COMPANIES HOUSE

1 Company details

Company number 0 5 7 0 8 8 2 9

Company name in full Deanfield Solutions Limited

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

2 Liquidator's name

Full forename(s) Andrew Anderson

Surname Kelsall

3 Liquidator's address

Building name/number King Street House

Street 15 Upper King Street

Post town Norwich

County/Region

Postcode N R 3 1 R B

Country

4 Liquidator's name ①

Full forename(s) David Nigel

Surname Whitehead

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

5 Liquidator's address ②

Building name/number King Street House

Street 15 Upper King Street

Post town Norwich

County/Region

Postcode N R 3 1 R B

Country

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

WU07

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

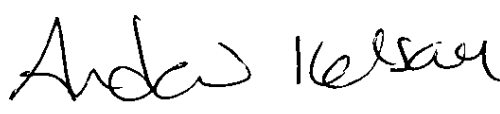
6 Period of progress report

From date	^d 1	^d 5	^m 1	^m 0	^y 2	^y 0	^y 1	^y 6
To date	^d 1	^d 4	^m 1	^m 0	^y 2	^y 0	^y 1	^y 7

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature	Signature X  X							
Signature date	^d 2	^d 8	^m 1	^m 1	^y 2	^y 0	^y 1	^y 7

WU07

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



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 Rachael Davison

Company name Larking Gowen

Address King Street House
15 Upper King Street

Post town Norwich

County/Region

Postcode N R 3 1 R B

Country

DX

Telephone 01603 624181



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.



Important information

All information on this form will appear on the public record.



Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.



Further information

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

Deanfield Solutions Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £	From 15/10/2016 To 14/10/2017 £	From 15/10/2013 To 14/10/2017 £
ASSET REALISATIONS		
Claim against the Director	NIL	16,500.00
Cash at Bank	NIL	10,678.24
Directors Loan Account	NIL	NIL
Bank Interest Gross	1.97	1.97
Bank Interest Net of Tax	NIL	17.87
	<u>1.97</u>	<u>27,198.08</u>
COST OF REALISATIONS		
DTI Cheque Fees	0.15	2.50
Sec of State Fees	0.29	5,794.28
Petitioners Costs	NIL	1,995.00
Office Holders Fees	NIL	10,644.18
Office Holders Expenses	NIL	1,501.12
DTI Quarterly Charges	88.00	352.00
Vehicle recovery costs	NIL	1,250.00
Legal Fees	NIL	4,378.00
Legal Disbursements	NIL	4.00
Corporation Tax	0.06	0.06
	<u>(88.50)</u>	<u>(25,921.14)</u>
UNSECURED CREDITORS		
Trade & Expense Creditors	NIL	NIL
	<u>NIL</u>	<u>NIL</u>
	<u>(86.53)</u>	<u>1,276.94</u>
REPRESENTED BY ISA		1,276.94
		<u>1,276.94</u>


Andrew Anderson Kelsall
Joint Liquidator

**Deanfield Solutions Limited – In Creditors’ Voluntary Liquidation
Joint Liquidators’ Progress Report to Creditors and Members
For the year ending 14 October 2017**

STATUTORY INFORMATION

Company name:	Deanfield Solutions Limited
Company number:	05708829
Trading address:	Berkeley Square House, Berkeley Square, London, W1J 6BD
Registered office:	King Street House, 15 Upper King Street, Norwich, NR3 1RB
Former registered office:	Berkeley Square House, Berkeley Square, London, W1J 6BD
Principal trading activity:	Financial Advisors
Joint Liquidators’ names:	Andrew Anderson Kelsall and David Nigel Whitehead
Joint Liquidators’ address:	King Street House, 15 Upper King Street, Norwich, NR3 1RB
Date of appointment:	15 October 2013
Court name and reference:	Norwich County Court No 357 of 2013
Actions of Joint Liquidators’:	Any act required or authorised under any enactment to be done by a Liquidator may be done by either or both of the Liquidators acting jointly or alone.

EXECUTIVE SUMMARY

As you are already aware a winding up order was made against the Company on 19 August 2013 in the Norwich County Court on a petition presented by HM Revenue and Customs on 1 July 2013. David Whitehead and I were subsequently appointed as Joint Liquidators on 15 October 2013 by the Secretary of State.

The Company traded from Berkeley Square in London as financial advisors and at the date of liquidation the Statement of Affairs detailed assets including a motor vehicle and an overdrawn director’s loan account (“DLA”).

Contact was made with the Director with regard to the repayment of his DLA and after considerable protracted negotiations a settlement deed was drawn up and agreed in the sum of £87,000. This was in full and final settlement of the claim against him in relation to his DLA and was to be paid by February 2016. Failure to meet this repayment deadline would result in interest being applied to the debt until such time as full repayment was received.

This agreement was to include the sale of the motor vehicle with the balance to be provided from the Directors future earnings and borrowings. As at the date of my last report the only monies received in relation to this agreement have been with regard to the sale of the motor vehicle which amounted to £15,250, and the matter remains ongoing.

JOINT LIQUIDATORS' ACTIONS SINCE LAST REPORT

Efforts continued to be made to ensure payment of the balance due from the Director with regard to the agreed settlement deed, and despite numerous promises of settlement no further monies have been received. Therefore following the failure of the Director to settle the balance of monies due by the required deadline we have been left with no alternative but to instruct solicitors once more with regard to the recovery of the total monies due and further details with regard to this can be found under the asset section further in this report.

There is certain work that we are required by the insolvency legislation to undertake work in connection with the liquidation that provides no financial benefit for the creditors. A description of the routine work undertaken since my last progress report is contained in Appendix A.

RECEIPTS AND PAYMENTS

Our Receipts & Payments Account for the period from 15 October 2016 to 14 October 2017 is attached at Appendix A.

The balance of funds are held in an Insolvency Services Account operated by The Insolvency Service.

ASSETS

Claim Against Director

As previously reported, at the date of Liquidation it was confirmed that the Director had an overdrawn DLA of £299,957 and had also paid himself dividends whilst there were insufficient reserves, amounting to £336,000. This resulted in a total sum noted as due of £635,957 and although the Director understood that he was liable to repay the outstanding DLA he does contest the illegal dividend position.

Efforts to recovery the monies from the Director, who now resides in Italy proved difficult resulting in, as previously mentioned, solicitors being instructed. And after further negotiations a settlement deed was drawn up and agreed with the Director. Under the terms of the deed the Director agreed to the payment of £87,000 in full and final settlement of all monies due to the Liquidator, to be paid by 28 February 2016. However, within the agreement there was the requirement to pay further interest on the outstanding monies should the payment deadline be breached. Furthermore there was also a clause added that allowed for further funds to be requested from the Director should asset searches undertaken uncover any further assets or income available.

The settlement deed was signed in November 2015 and as previously mentioned, since that time the only monies received have been from the sale of the motor vehicle which was, following further investigation found to be owned by the Director personally rather than being a Company asset. This left a balance outstanding under the agreement of £71,750 with interest continuing to accrue on the debt.

Despite efforts to obtain settlement of the remaining monies due under the agreement no further monies have been forthcoming and therefore we have been left with no alternative but to instruct solicitors further with regard to the recovery now of the full amount due following the Director's breach under the terms of the settlement deed.

We have therefore instructed Nick Gordon of Tangent Law in this matter who has, following a review of the position confirmed that the Director being in breach of the settlement deed is now liable for the full sum due of £635,957 as detailed above. He has therefore recently written to the Director seeking repayment of these monies and a response to this letter is currently still awaited.

Misfeasance Claim

During our investigations into the affairs of the Company and its Director payments were highlighted from the Company's bank account to the Director's wife totalling €865,000. Therefore in addition to the above matter we asked Tangent Law to review a potential misfeasance claim against the Director in relation to these payments, together with the Director's wife who is jointly and severally liable with regard to this matter.

A request for repayment of these monies was therefore included in the letter sent to Director as mentioned above, and at the present time no response has been received.

With the lack of response received in relation to both matters above, we are now in further decisions with our solicitors as to the best course of action bearing in mind that the Director now resides in Italy, and hope to be in a position to update creditors in more detail in due course.

Bank Interest

The sum of £1.97 has been received regarding gross bank interest applied to our client account.

LIABILITIES

Secured Creditors

An examination of the Company's mortgage register held by the Registrar of Companies, showed that the Company has no current charges over its assets.

Preferential Creditors

There are no preferential creditors.

Non-preferential unsecured Creditors

The Official Receiver's report scheduled one potential unsecured creditor, being HM Revenue & Customs ('HMRC') with an estimated liability of £619,013. We have received a claim from HMRC in the sum of £1,516,402, however the claim has not yet been agreed.

It was noted in our previous report that we are aware that HMRC may re-submit their claim due to an error in a previous set of accounts and tax return submitted. The corrected accounts and tax return have been re-submitted, but will be still awaiting confirmation as to whether HMRC's claim position has been effected by this.

DIVIDEND PROSPECTS

The likelihood of a dividend to creditors is dependent on the outcome of actions being taken against the Director, as detailed earlier in this report. We are therefore unable to comment of the dividend prospects at this time.

INVESTIGATION INTO THE AFFAIRS OF THE COMPANY

We undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved.

There were no matters that justified further investigation in the circumstances of this appointment other than those already investigated and detailed previously in this and previous reports.

JOINT LIQUIDATORS' REMUNERATION

Our remuneration was approved by creditors at a meeting held on 22 November 2013 to be drawn on a time cost basis. Our total time costs to date amount to £37,227, representing 217 of hours work at a blended charge out rate of £170 per hour, of which £7,049, representing 37 of hours work, was charged in the period since my last report, at a blended charge out rate of £188 per hour.

We have drawn fees of £10,644 to date, none of which was drawn in the period since my last report.

A schedule of our time costs incurred for both the period since our appointment, along with the annual reporting period 15 October 2016 to 14 October 2017, is attached at Appendix B.

A description of the routine work undertaken during the reporting period is attached at Appendix C.

JOINT LIQUIDATORS' EXPENSES

We have incurred expenses to 14 October 2017 of £2,757 of which £6 was incurred in the period since 15 October 2016 made up as follows:-

<u>Type of expense</u> <u>Category 1</u>	<u>Amount incurred/ accrued</u> <u>in the reporting period</u>
---	---

Postage	£3.96
---------	-------

<u>Type of Category 2</u> <u>disbursement</u>	<u>Amount incurred/ accrued</u> <u>in the reporting period</u>
--	---

Photocopying	£2.16
--------------	-------

We have drawn expenses of £2,751 to date, none of which was drawn in the period since 15 October 2016.

I have used the following agents or professional advisors in the reporting period:

<u>Professional Advisor</u>	<u>Nature of Work</u>	<u>Basis of Fees</u>
Tangent Law Solicitors	Legal advice regarding the Claim against the Director & potential misfeasance claim	Base costs + 1% Success Fee

The basis of Tangent Law's fees have been agreed under a Conditional Fee Agreement and an estimate of £3,000 has been provided regarding his base costs.

The choice of professionals was based on our perception of their experience and ability to perform this type of work and the complexity and nature of the assignment. We also considered that the basis on which they will charge their fees represented value for money. We have reviewed the charges they have made and am satisfied that they are reasonable in the circumstances of this case.

FURTHER INFORMATION

An unsecured creditor may, with the permission of the Court, or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question), request further details of the Liquidators' remuneration and expenses within 21 days of their receipt of this report. Any secured creditor may request the same details in the same time limit.

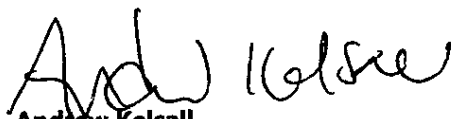
An unsecured creditor may, with the permission of the Court, or with the concurrence of 10% in value of the unsecured creditors (including the creditor in question), apply to Court to challenge the amount of remuneration charged by the Liquidators as being excessive, and/or the basis of the Liquidators' remuneration, and/or the amount of the expenses incurred as being excessive, within 8 weeks of their receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

To comply with the Provision of Services Regulations, some general information about Larking Gowen can be found in the attached Index summary sheet.

SUMMARY

The Liquidation will remain open whilst we continue to pursue the claim against the Director and the misfeasance claim, as detailed earlier in this report. At the present time we are unable to estimate the length of time this matter will take to resolve as this is dependent on the response from the Director.

If creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Simone Daly by email at Simone.Daly@larking-gowen.co.uk, or by phone on 01473 833411.


Andrew Kelsall
Joint Liquidator

Deanfield Solutions Limited
(In Liquidation)

Joint Liquidators' Summary of Receipts and Payments

RECEIPTS	Statement of Affairs (£)	From 15/10/2013 To 14/10/2016 (£)	From 15/10/2016 To 14/10/2017 (£)	Total (£)
Claim against the Director		16,500.00	0.00	16,500.00
Cash at Bank		10,678.24	0.00	10,678.24
Petitioners Deposit		1,165.00	0.00	1,165.00
Bank Interest Gross		0.00	1.97	1.97
Bank Interest Net of Tax		21.93	0.00	21.93
Sec of State Fees		63.00	0.00	63.00
Office Holders Fees		350.00	0.00	350.00
		28,778.17	1.97	28,780.14
PAYMENTS				
Bank Interest Net of Tax		4.06	0.00	4.06
O.R. Remuneration		2,235.00	0.00	2,235.00
DTI Cheque Fees		2.35	0.15	2.50
Sec of State Fees		5,856.99	0.29	5,857.28
Petitioners Costs		1,995.00	0.00	1,995.00
Office Holders Fees		10,994.18	0.00	10,994.18
Office Holders Expenses		1,501.12	0.00	1,501.12
DTI Quarterly Charges		264.00	88.00	352.00
Vehicle recovery costs		1,250.00	0.00	1,250.00
Legal Fees		4,378.00	0.00	4,378.00
Legal Disbursements		4.00	0.00	4.00
Corporation Tax		0.00	0.06	0.06
		28,484.70	88.50	28,573.20
Net Receipts/(Payments)		293.47	(86.53)	206.94
MADE UP AS FOLLOWS				
ISA		2,362.08	(2,155.14)	206.94
Larking Gowen Creditor		(2,068.61)	2,068.61	0.00
		293.47	(86.53)	206.94

Deanfield Solutions Limited
PERIOD FROM: 15/10/2013 TO: 14/10/2017

SIP9 - ANALYSIS OF TIME COSTS INCURRED

Classification of Work Function	Partner	Director	Senior Manager	Manager	Assistant Manager	Senior	Administrator	Assistant	Total Hours	Cost £	Average Rate £
Administration & Planning	10.85	5.10	0.10	2.40	2.70	9.10	14.25	9.55	54.05	8,592.71	158.98
Cashiering	0.70	0.30	0.10	1.60	0.00	2.60	1.90	2.45	9.65	1,274.25	132.05
Creditors	1.20	0.00	0.00	1.20	0.85	0.60	11.25	1.00	16.10	2,105.50	130.78
Investigations	10.75	5.75	0.00	0.80	0.30	0.30	3.25	0.50	21.65	5,183.50	239.42
Realisation of Assets	21.45	0.50	0.00	26.65	0.70	12.10	26.35	0.00	87.75	16,502.30	188.06
Reporting	1.25	0.00	0.00	1.50	1.90	1.80	8.80	3.50	18.35	2,269.50	123.68
Shareholders / Directors / Debtor	0.00	0.00	0.00	1.60	0.00	0.00	1.30	0.60	3.50	525.00	150.00
Office Holders Taxation	0.10	0.00	0.00	0.70	0.10	1.50	3.40	1.00	6.80	775.10	113.99
Total Hours:	46.30	11.65	0.20	36.45	6.15	28.00	70.50	18.60	217.85		
Total Costs / Average Rate:										37,227.86	170.89

ANALYSIS OF DISBURSEMENTS

Type and Purpose	Total £	Unbilled £	Billed £
Category 1			
Bonding	930.00	0.00	930.00
Statutory Advertising	75.00	0.00	75.00
Investigations	495.60	0.00	495.60
Vehicle Collection Fee	1,250.00	0.00	1,250.00
Postage	4.46	3.96	0.52
Category 2			
Photocopying	2.70	2.70	0.00
Total	2,753.76	6.66	2,751.12

Deanfield Solutions Limited
PERIOD FROM: 15/10/2016 TO: 14/10/2017

SIP9 - ANALYSIS OF TIME COSTS INCURRED

Classification of Work Function								Cost £	Average Rate £
	Partner	Director	Manager	Senior	Administrator	Assistant	Total Hours		
Administration & Planning	6.45	0.10	1.10	7.55	2.10	0.00	17.30	3,390.00	195.95
Cartiering	0.00	0.80	0.00	1.10	0.00	0.70	2.10	256.60	122.19
Creditors	0.00	0.00	0.00	0.60	0.10	0.00	0.70	90.50	129.29
Investigations	1.35	0.00	0.00	0.20	0.00	0.00	1.55	466.75	301.13
Realisation of Assets	1.25	0.00	6.30	2.20	0.00	0.00	9.75	2,097.55	215.13
Reporting	0.00	0.00	0.70	1.80	1.05	0.80	4.35	506.75	116.49
Shareholders / Directors / Debtor	0.00	0.00	0.20	0.00	0.00	0.00	0.20	45.00	225.00
Office Holders Taxation	0.10	0.00	0.00	1.10	0.20	0.00	1.40	196.00	140.00
Total Hours:	9.15	0.40	8.30	14.55	3.45	1.50	37.35		
Total Costs / Average Rate:								7,049.15	188.73

ANALYSIS OF DISBURSEMENTS

Type and Purpose	Total £	Unbilled £	Billed £
Category 1			
Postage	3.96	3.96	0.00
Category 2			
Photocopying	2.16	2.16	0.00
Total	6.12	6.12	0.00

General insolvency information referred to in the accompanying report and links to websites referred to in the report

Information about creditors' rights

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk>.

Information about how an Office Holder's fees may be approved

Details about how an office holder's fees may be approved for each case type are available in a series of guides issued with Statement of Insolvency Practice 9 (SIP 9) and can be accessed at <https://www.larking-gowen.co.uk/what-we-offer/by-service/specialist-services/insolvency-recovery>. Please note you must click on 'Free information' in order to access the documents.

Further details are also provided in the Larking Gowen practice fee recovery sheet at <https://www.larking-gowen.co.uk/what-we-offer/by-service/specialist-services/insolvency-recovery>. Please note you must click on 'Free information' in order to access the document.

If you would like a paper copy of the relevant guide then please write to Insolvency & Recovery, Larking Gowen, King Street House, 15 Upper King Street, Norwich, NR3 1RB at the above address, email insolvency@larking-gowen.co.uk or phone 0330 024 0888 and ask for the Insolvency & Recovery department.

Information about creditors' Committees

Further information about the role of the creditors' Committee and what might be expected from its members is available at the link <https://www.larking-gowen.co.uk/what-we-offer/by-service/specialist-services/insolvency-recovery>.

The Insolvency Code of Ethics

Insolvency Practitioners, when carrying out all professional work relating to an insolvency appointment, are bound by The Insolvency Code of Ethics which can be found at <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>

The Institute of Chartered Accountants Code of Ethics (ICAEW)

Andrew Kelsall, Lee Green & David Nigel Whitehead and all bound by the regulations of their professional body, The ICAEW, which can be found at <http://www.icaew.com/en/technical/ethics/icaew-code-of-ethics>

Professional rules that apply to the Office Holders

Statements of Insolvency Practice (SIPs) are a series of guidance notes issued to licensed insolvency practitioners with a view to maintaining standards by setting out required practice. Details of the SIPs can be found at <http://www.icaew.com/en/technical/insolvency-recovery-regulations-and-guidance/standards/statements-of-insolvency-practice-sips-england>. Further details of the regulations set by The ICAEW are at <http://www.icaew.com/en/technical/insolvency/sips-regulations-and-guidance>.

Complaints Procedure

Appendix C

Administration

- Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.
- Dealing with all routine correspondence and emails relating to the case.
- Reviewing the adequacy of the specific penalty bond on a quarterly basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.

Cashiering

- Maintaining and managing the office holder's estate bank account.
- Maintaining and managing the office holder's cashbook.
- Undertaking regular bank reconciliations of the bank account containing estate funds.

Creditors

- Dealing with creditor correspondence, emails and telephone conversations regarding their claims.
- Maintaining up to date creditor information on the case management system.
- Requesting additional information from creditors in support of their proofs of debt in order to adjudicate on their claims.

Investigations

- Investigations into the Director

Realisation of Assets

- Liaising with the Director to recover funds
- Liaising with solicitors with regarding the instruction to pursue the Director

Reporting

- Preparing, reviewing and issuing annual progress reports to creditors and members.
- Filing returns at Companies House.

Shareholders/Director

- Correspondence with the Director

Taxation

- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.

PRACTICE FEE RECOVERY POLICY FOR LARKING GOWEN

INTRODUCTION

The insolvency legislation was changed in October 2015, with one or two exceptions, for insolvency appointments made from that time. This sheet explains how we intend to apply the alternative fee bases allowed by the legislation when acting as office holder in insolvency appointments. The legislation allows different fee bases to be used for different tasks within the same appointment. The fee basis, or combination of bases, set for a particular appointment is/are subject to approval, generally by a committee if one is appointed by the creditors, failing which the creditors in general meeting, or the Court.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. Details about how an office holder's fees may be approved for each case type are available in a series of guides issued with Statement of Insolvency Practice 9 (SIP 9) and can be accessed under the free information section of our website. Alternatively a hard copy may be requested from Larking Gowen, King Street House, 15 Upper King Street, Norwich, NR3 1RB. Please note that we have provided further details in this policy document.

Once the basis of the office holder's remuneration has been approved, a periodic report will be provided to any committee and also to each creditor. The report will provide a breakdown of the remuneration drawn. If approval has been obtained for remuneration on a time costs basis, i.e. by reference to time properly spent by members of staff of the practice at our standard charge out rates, the time incurred will also be disclosed, whether drawn or not, together with the average, or "blended" rates of such costs. Under the legislation, any such report must disclose how creditors can seek further information and challenge the basis on which the fees are calculated and the level of fees drawn in the period of the report. Once the time to challenge the office holder's remuneration for the period reported on has elapsed, then that remuneration cannot subsequently be challenged.

Under some old legislation, which still applies for insolvency appointments commenced before 6 April 2010, there is no equivalent mechanism for fees to be challenged.

TIME COST BASIS

When charging fees on a time costs basis we use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform. This is combined with the amount of time that they work on each case, recorded in 6 minute units with supporting narrative to explain the work undertaken.

CHARGEOUT RATES

Grade of staff	Current charge-out rate per hour, effective from 1 April 2017 £	Current charge-out rate per hour, effective from 1 April 2015 £	Previous charge-out rate per hour, effective from 1 April 2014 £
Partner – appointment taker	325	290	280
Director – appointment taker	275	n/a	n/a
Senior Manager	250	240	n/a
Manager	225	210	200
Assistant Manager	185	165	160
Senior	145	140	n/a
Senior Administrator	120	115	115
Administrator	70	65	90-110
Assistant	45	45	40

Where necessary and appropriate, members of staff from other departments of the practice will undertake work on a case. They will be charged at their normal charge out rate for undertaking such work.)

These charge-out rates charged are reviewed on 1 April 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. The work is generally recorded under the following categories:

- Administration and Planning
- Investigations
- Realisation of Assets
- Creditors
- Trading
- Case specific matters

In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and on new appointments we are likely to seek time costs for the following categories:

- Investigations (where our initial investigations have identified a possible asset recovery)
- Trading

When we seek time costs approval we have to set out a fees estimate. That estimate acts as a cap on our time costs so that we cannot draw fees of more than the estimated time costs without further approval from those who approved our fees. When seeking approval for our fees, we will disclose the work that we intend to undertake, the hourly rates we intend to charge for each part of the work, and the time that we think each part of the work will take. We will summarise that information in an average or "blended" rate for all of the work being carried out within the estimate. We will also say whether we anticipate needing to seek approval to exceed the estimate and, if so, the reasons that we think that may be necessary.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If we subsequently need to seek authority to draw fees in excess of the estimate, we will say why we have exceeded, or are likely to exceed the estimate; any additional work undertaken, or proposed to be undertaken; the hourly rates proposed for each part of the work; and the time that the additional work is expected to take. As with the original estimate, we will say whether we anticipate needing further approval and, if so, why we think it may be necessary to seek further approval.

PERCENTAGE BASIS

The legislation allows fees to be charged on a percentage of the value of the property with which the office holder has to deal (realisations and/or distributions). Different percentages can be used for different assets or types of assets. In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and we now seek remuneration on a percentage basis more often. A report accompanying any fee request will set

out the potential assets in the case, the remuneration percentage proposed for any realisations and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval, but must be disclosed to help put the remuneration request into context.

The percentage approved in respect of realisations will be charged against the assets realised, and where approval is obtained on a mixture of bases, any fixed fee and time costs will then be charged against the funds remaining in the liquidation after the realisation percentage has been deducted.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If the basis of remuneration has been approved on a percentage basis then an increase in the amount of the percentage applied can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the percentage applied. If there has not been a material and substantial change in the circumstances then an increase can only be approved by the Court.

FIXED FEE

The legislation allows fees to be charged at a set amount. Different set amounts can be used for different tasks. In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and we now seek remuneration on a fixed fee basis more often. A report accompanying any fee request will set out the set fee that we proposed to charge and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval, but must be disclosed to help put the remuneration request into context.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If the basis of remuneration has been approved on a fixed fee basis then an increase in the amount of the fixed fee can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the fixed fee. If there has not been a material and substantial change in the circumstances then an increase can only be approved by the Court.

MEMBER'S VOLUNTARY LIQUIDATIONS AND VOLUNTARY ARRANGEMENTS

The legislation changes that took effect from 1 October 2015 did not apply to Members' Voluntary Liquidations (MVL), Company Voluntary Arrangements (CVA) or Individual Voluntary Arrangements (IVA). In MVLs, the company's members set the fee basis, often as a fixed fee. In CVAs and IVAs, the fee basis is set out in the proposals and creditors approve the fee basis when they approve the arrangement.

ALL BASES

With the exception of Individual Voluntary Arrangements and Company Voluntary Arrangements which are VAT exempt, the officeholder's remuneration invoiced to the insolvent estate will be subject to VAT at the prevailing rate.

AGENT'S COSTS

Charged at cost based upon the charge made by the Agent instructed, the term Agent includes:

- Solicitors/Legal Advisors
- Auctioneers/Valuers
- Accountants
- Quantity Surveyors
- Estate Agents
- Other Specialist Advisors

In new appointments made after 1 October 2015, the office holder will provide details of expenses to be incurred, or likely to be incurred, when seeking fee approval. When reporting to the committee and creditors during the course of the insolvency appointment the actual expenses incurred will be compared with the original estimate provided.

DISBURSEMENTS

In accordance with SIP 9 the basis of disbursement allocation in respect of disbursements incurred by the Office Holder in connection with the administration of the estate must be fully disclosed to creditors. Disbursements are categorised as either Category 1 or Category 2.

Category 1 expenses are directly referable to an invoice from a third party, which is either in the name of the estate or Larking Gowen in the case of the latter, the invoice makes reference to, and therefore can be directly attributed to, the estate. These disbursements are recoverable in full from the estate without the prior approval of creditors either by a direct payment from the estate or, where the firm has made payment on behalf of the estate, by a recharge of the amount invoiced by the third party. Examples of category 1 disbursements are statutory advertising, external meeting room hire, external storage, specific bond insurance and Company search fees.

Category 2 expenses are incurred by the firm and recharged to the estate; they are not attributed to the estate by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full from the estate, subject to the basis of the disbursement charge being approved by creditors in advance. Examples of category 2 disbursements are photocopying, internal room hire, internal storage and mileage.

It is proposed that the following Category 2 disbursements are recovered:

Room Hire	£65.00 per meeting of creditors
Mileage	£0.45 p per mile
Photocopying	£0.06 per A4 sheet
Faxes	£0.50 per sheet