

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

THURSDAY



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01/03/2018

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COMPANIES HOUSE

### 1 Company details

Company number 06360101  
Company name in full A A Mirsons Solicitors Limited

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

### 2 Liquidator's name

Full forename(s) Engin  
Surname Faik

### 3 Liquidator's address

Building name/number 136 Hertford Road  
Street  
Post town Enfield  
County/Region Middlesex  
Postcode EN3 5AX  
Country

### 4 Liquidator's name ●

Full forename(s)  
Surname

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

### 5 Liquidator's address ●

Building name/number  
Street  
Post town  
County/Region  
Postcode  
Country

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

### Notice of progress report in voluntary winding up

04/17 Version 1.0

LIQ03

Notice of progress report in voluntary winding up



**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	Engin Faik
Company name	Cornerstone Business Turnaround and Recovery Limited
Address	136 Hertford Road
Post town	Enfield
County/Region	Middlesex
Postcode	E N 3 5 A X
Country	
DX	
Telephone	020 3793 3338



**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)

**A A Mirsons Solicitors Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

Statement of Affairs £	From 18/12/2016 To 17/12/2017 £	From 18/12/2015 To 17/12/2017 £
	<b>SECURED CREDITORS</b>	
(166,000.00)	National Westminster Bank Plc	NIL
		NIL
	<b>ASSET REALISATIONS</b>	
800.00	Furniture & Equipment	NIL
Uncertain	Rent Deposit	NIL
Uncertain	LAA Vendor's Hold	41,091.04
100,000.00	WIP	13,239.18
	Book Debts	2,805.01
	LAA Vendor's Hold	NIL
4,500.00	PII Insurance Refund	4,163.84
1,050.00	Cash at Bank	NIL
	Bank Interest Gross	25.93
	Bank Interest Net of Tax	1.09
		61,326.09
	<b>COST OF REALISATIONS</b>	
	Preparation of S. of A.	7,500.00
	Office Holders Fees	28,240.00
	Office Holders Expenses	1,470.37
	Accountants Fees	2,000.00
	Professional fees	580.00
		(39,790.37)
	<b>PREFERENTIAL CREDITORS</b>	
(800.00)	Employee Arrears/Hol Pay	7,008.57
		(7,008.57)
	<b>UNSECURED CREDITORS</b>	
(195,314.15)	Trade & Expense Creditors	NIL
(314,143.60)	Finance Companies	NIL
(300,000.00)	Director's loan Account	NIL
(61,940.31)	HM Revenue & Customs (PAYE/NIC)	NIL
(103,789.98)	HM Revenue & Customs (VAT)	NIL
(75,131.88)	Barristers Chambers	NIL
		NIL
	<b>DISTRIBUTIONS</b>	
(100.00)	Ordinary Shareholders	NIL
		NIL
<b>(1,110,869.92)</b>	<b>(20,214.07)</b>	<b>14,527.15</b>
	<b>REPRESENTED BY</b>	
	Vat Receivable	4,400.00
	Bank 1 Current	10,363.15
	Vat Payable	(236.00)
		<b>14,527.15</b>



## **ANNUAL PROGRESS REPORT**

**A A Mirsons Solicitors Limited - In Creditors' Voluntary Liquidation**

# Annual Progress Report of A A Mirsons Solicitors Limited - In Creditors' Voluntary Liquidation

## Content

- Executive Summary
- Administration and Planning
- Enquires and Investigations
- Realisation of Assets
- Creditors
- Fees and Expenses
- Creditors' Rights
- EC Regulations
- Conclusion

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- Appendix II – Receipts and Payments account for the period 18 December 2016 to 17 December 2017.
- Appendix III – Cornerstone Business Recovery Chargeout Rates and Disbursement Recovery Policy
- Appendix IV - Detailed list of work undertaken in the period
- Appendix V - Time costs summary for period, cumulative & estimate provided to creditors
- Appendix VI - Expenses summary for period and cumulative provided to creditors.

Annual Progress Report of A A Mirsons Solicitors Limited - In Creditors' Voluntary Liquidation

## EXECUTIVE SUMMARY

A summary of key information in this report is detailed below.

### Assets

Asset	Estimated to realise per Statement of Affairs	Realisations to date	Anticipated future realisations	Total anticipated realisations
Furniture & Equipment	£800.00	Nil	Nil	Nil
Rent Deposit	Uncertain	Nil	Nil	Nil
LAA Vendor's Hold	Uncertain	£41,091.04	Nil	£41,091.04
WIP	£100,000.00	£13,239.18	Uncertain	Uncertain
PII Insurance Refund	£4,500.00	£4,163.84	Nil	£4,163.84
Cash at bank	£1,050.00	Nil	Nil	Nil
Book Debts	Nil	£2,805.01	Uncertain	Uncertain
Banking Interest	Nil	£27.02	Uncertain	£27.02

### Expenses

Expense	Amount per fees and expenses estimates	Expense incurred to date	Anticipated further expense to closure	Total anticipated expense
Liquidator's fees	£28,230.00	£77,835.00	£10,000.00	£87,835.00
Professional fees	£2,500.00	£580.00	Nil	£580.00
Solicitors fees	Nil	Nil	Uncertain	Uncertain
Accountant's fees	£2,500.00	£2,000.00	Nil	£2,000.00
Disbursements	1,580.00	£1,470.37	£100.00	£1,570.37

### Dividend prospects

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Secured creditor	Nil	Nil
Preferential creditors	100p in the £ to RPO	100p in the £ to Employees
Unsecured creditors	Nil	Nil

### Summary of key issues outstanding

- Recovery of outstanding consideration due from sale of Work in Progress
- Recovery of outstanding debtors
- Distribution to employees on the preferential element of their claims for wages and holiday pay only.

### Closure

Due to the issues outstanding as listed above, it is difficult to estimate the timing of the closure of the liquidation.

## **ADMINISTRATION AND PLANNING**

### **Statutory information**

Statutory information may be found at Appendix I.

The Liquidator is 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 administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found in Appendix IV.

The Liquidator has met his statutory and regulatory duties to report to creditors, as listed below. In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors have provided useful details of the strategies pursued and the outcomes anticipated.

During the Review Period, the following key documents have been issued:

- This progress report;
- Submission of the liquidators receipts and payments account to the Registrar of Companies

### **Other administration tasks**

During the Review Period, the following material tasks in this category were carried out:

- Quarterly VAT returns
- Corporation Tax returns
- Case reviews.
- Strategy reviews

## **REALISATION OF ASSETS**

Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken may be found at Appendix IV. The Liquidator formulated and worked through a realisation strategy that sought to maximise realisations net of costs. The financial benefit of those efforts is described further below.

### **Furniture & Equipment**

As advised in my previous progress report, furniture and equipment proved irrecoverable and thus there have been no recoveries in this reporting period.

### **Rent Deposit**

As advised in my previous progress report, rent deposit proved irrecoverable and thus there have been no recoveries in this reporting period.

### **LAA Vendors Hold**

As expected, there have been no further recoveries made in this regard in the current reporting period and no further recoveries are anticipated for the remaining term of the liquidation.



## Annual Progress Report of A A Mirsons Solicitors Limited - In Creditors' Voluntary Liquidation

### Work in Progress

Since my last progress report, I have been unable to recover any further funds in respect of the work in progress. Further to my last report, IG Legal Services were unable to progress this matter further. In the reporting period, I instructed Smithfield Partners to continue my pursuit of recovering the outstanding Work in Progress due to the business. I am uncertain how much further can be recovered from the beneficiary of WIP as disputes have been raised together with counterclaims which are currently being reviewed.

### Book Debts

I have been unable to recover any further funds in respect of the book debts. In the reporting period, it was discovered that the Company had entered into an agreement to split fee income on a 50:50 basis on some Crown Court cases the practice had previously been acting for. This matter is still being pursued and I am hopeful a recovery can be made.

### PII Insurance Refund

As expected, there have been no further recoveries made in this regard during the current reporting period and no further recoveries are anticipated for the remaining term of the liquidation.

### Cash at Bank

As advised in my previous progress report, cash at bank proved irrecoverable and thus there have been no recoveries during this period.

### Bank Interest

I have recovered £27 bank interest during the reporting period.

## CREDITORS

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Liquidator has had to carry out key tasks which are detailed in the list at Appendix IV. The following sections explain the anticipated outcomes to creditors and any distributions paid.

### Secured creditors

The Company had granted the following security: -

Type of charge	Date created	Beneficiary
Debenture incorporating Fixed and Floating charges	9 January 2012	National Westminster Bank plc

The debt due to the secured creditor at the date of appointment was made up of various loans and overdrafts, the total quantum of which was approximately £166,000 excluding charges and accruing interest according to the directors statement of affairs. It is anticipated that asset realisations will not be sufficient to repay the Bank in full.

The Bank has submitted a claim of £168,250 which was expected for which it has not received a distribution from the liquidation and remains outstanding.

I do not envisage making a distribution to the bank under its security.

## Annual Progress Report of A A Mirsons Solicitors Limited - In Creditors' Voluntary Liquidation

### **Preferential creditors/Employee claims**

Six employees were made redundant as a result of the insolvency. The relevant information for employees to submit claims has been made to the Redundancy Payments Office and information and help has been given to employees to enable them to submit their claims online.

Employees were shown to be owed £800.00. Claims of £6,018 have been received of which £2,026 is claimed preferentially. The Redundancy Payments Office have submitted a claim totalling £17,323.86 of which £7,008 is claimed preferentially.

As previously disclosed, a distribution of 100p in the £ was paid to preferential creditors (Redundancy Payments Office) totalling £7,008.57 on 14 November 2016. No further distributions were made in the current reporting period, although a further distribution to employees under the preferential element of their claims will be paid in the forthcoming period.

### **Unsecured creditors**

HMRC was shown to be owed £165,730.29 in the Director's Statement of Affairs. A claim of £383,056.18 has been received from HM Revenue & Customs since the company entered into Liquidation. The increase in this claim relates to underpayments for PAYE/NIC and VAT during the last two years of trading.

The remaining unsecured creditors as per the statement of affairs totalled £884,589. To date, claims totalling £877,640 have been received, with a further £206,897 of anticipated creditors having not yet claimed.

Please be aware that I have not formally adjudicated upon those claims received at present.

As referred to earlier in this report, I have received numerous claims from unsecured creditors that were not expected at the outset and the increase in claims relates to the amounts claimed by these unexpected creditors.

### **Dividend prospects**

No dividend will be paid to National Westminster Bank plc under the fixed charge element of their security.

Preferential Creditors (Redundancy Payments Office) were paid in full in the previous reporting period. A further distribution of 100p in the £ will be paid to the employees on the preferential elements of their claims shortly.

Unfortunately, I do not envisage making a distribution to floating charge (National Westminster Bank plc) or unsecured creditors.

Creditors should note that where a floating charge is created after 15 September 2003 a prescribed part of the company's net property shall be made available to unsecured creditors.

In this instance, the Company granted a fixed and floating charge to National Westminster Bank plc on 9 January 2012 and based on present information it is estimated that, there will

## Annual Progress Report of A A Mirsons Solicitors Limited - In Creditors' Voluntary Liquidation

be insufficient realisations to discharge in full all costs of the liquidation. Therefore, there will be no net property from which to deduct a prescribed part.

### FEES AND EXPENSES

#### **Fixed fee agreed with the Directors and ratified by creditors.**

The creditors authorised the fee of £7,500 for assisting the directors with placing the Company in Liquidation and with preparing the Statement of Affairs on 18 December 2015.

The fee was paid from first realisations on appointment and is shown in the enclosed receipts and payments account.

#### **The Liquidator's fees**

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day to day administration on cases and a manager and director then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a manager or director.

The basis of the Liquidator's fees was approved by creditors on 18 December 2015 in accordance with the following decision:

"That the Liquidator's remuneration be set on a time cost basis at the rates chargeable by Cornerstone Business Recovery from time to time and that the Liquidator be authorised to draw the same, subject to the limit in Appendix B £28,240, at his discretion when funds permit."

The time costs for the period 18 December 2016 to 17 December 2017 total £12,033, representing 45.34 hours at an average hourly rate of £265.39. The sum of £20,000 has been drawn on account of all time costs incurred. The time costs for the period are detailed at Appendix V.

The total time costs during the period of appointment amount to £77,835 representing 289.94 hours at an average hourly rate of £268.45. The original estimate and time costs to date is given at Appendix V.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Liquidator considers that:

- the original fees estimate has been exceeded; and
- the original expenses estimate is likely to be exceeded.

The main reasons why the fees estimate has been exceeded is because of the

1. Increased level of creditors' claims than expected. An additional 65 creditors were discovered following the appointment.
2. Additional work in respect of realising the Work in Progress and having to instruct legal assistance which was not budgeted for.
3. Additional work in respect of outstanding debtors which were not aware of at appointment.

Liquidation

4. Additional planning work with regards to the increase size of liquidation due to creditors claims and issues arising from attempting to realise assets.

The Liquidator intends to seek creditors' approval to fees in addition to that previously estimated and the relevant creditors will be invited to consider the Liquidator's proposal in this regard under separate cover within the next few weeks.

**Disbursements**

The disbursements that have been incurred and not yet paid during the period are detailed on Appendix VI. Also included in Appendix VI are reasons where any expenses are likely to exceed the original estimate which is outlined within the fees estimate provided at the outset (Appendix V).

The category 1 disbursements paid for in the period 18 December 2016 to 17 December 2017 total £2,000 are detailed at Appendix II and represent the simple reimbursement of actual out of pocket payments made in relation to the assignment.

No category 2 disbursements were paid for in the period 18 December 2016 to 17 December 2017. The basis of calculation of this category of disbursement was disclosed to creditors prior to their approval, which was given on 18 December 2015, and are also detailed at Appendix III.

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' together with the firm's charge-out rate and disbursement policy may be found at [www.cornerstonerecovery.co.uk](http://www.cornerstonerecovery.co.uk). A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.

**Other professional costs**

**Solicitors and Professional Fees**

IG Legal Services were instructed to assist in reconciling the company's various claims from the Legal Services Commissioner and others. For this, a fixed fee of £580 was agreed and paid. They were also instructed to assist with the collection of the outstanding Work in Progress but unfortunately were unable to assist in this matter further and thus have incurred no fees in this regard.

In the reporting period, Smithfield Partners were instructed on a Conditional Fee Agreement to pursue the outstanding balance from the sale of the Work in Progress. They are currently reviewing the position further and the Framework Agreement relating to the sale of the business. As no recoveries were made in the period, no fees have been incurred or paid to them.

**Agents and valuers**

ITC Valuers were instructed as agents and valuers in relation to obtaining the rent deposit and realising the furniture & equipment. Their costs were agreed on the basis of their standard sales commission rate, plus disbursements and VAT. As they were unable to realise those assets, no fees have been incurred by them.

**Accountants**

Arkin Butler Limited were instructed to carry out an independent examination of the firms client account and prepare the accountants report which was required by the Solicitors

Annual Progress Report of A A Mirsons Solicitors Limited - In Creditors' Voluntary Liquidation

Regulation Authority "SRA" for the period 1 April 2015 to 15 December 2015. For this they were paid a fixed fee of £2,000 plus VAT.

**CREDITORS' RIGHTS**

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 liquidator's remuneration and expenses, within 21 days of 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 creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

**EC REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)**

The Company's centre of main interest was in the United Kingdom and therefore it is considered that the EC Regulations apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

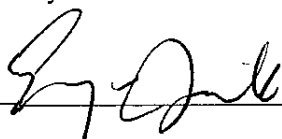
**CONCLUSION**

The administration of the case will be continuing to finalise the following outstanding matters that are preventing this case from being closed:

- Further realisations in respect of Work in Progress.
- Further realisations in respect of Book Debts.
- Distribution to Employees under preferential element of their claims.

If you require any further information, please contact this office.

Signed \_\_\_\_\_



Engin Faik LLB FABRP  
**Liquidator**

16 February 2018

## **Appendix I**

### **Statutory Information**

<b>Company Name</b>	A A Mirsons Solicitors Limited
<b>Former Trading Name</b>	n/a
<b>Company Number</b>	06360101
<b>Trading Address</b>	Ground Floor, Temple Chambers, Temple Avenue, London, EC4Y 0HP
<b>Registered Office</b>	136 Hertford Road, Enfield, Middlesex, EN3 5AX
<b>Former Registered Office</b>	Ground Floor, Temple Chambers, Temple Avenue, London, EC4Y 0HP
<b>Office holders</b>	Engin Faik
<b>Office holders' address</b>	Cornerstone Business Turnaround and Recovery Limit, 136 Hertford Road, Enfield, Middlesex, EN3 5AX
<b>Date of appointment</b>	18 December 2015
<b>Change in office holder</b>	n/a

Annual Progress Report of A A Mirsons Solicitors Limited - In Creditors' Voluntary  
Liquidation

## **Appendix II**

**Receipts and Payments account for the period 18 December 2016 to 17 December 2017**

**A A Mirsons Solicitors Limited**  
**(In Liquidation)**  
**Liquidator's Summary of Receipts & Payments**

Statement of Affairs £		From 18/12/2016 To 17/12/2017 £	From 18/12/2015 To 17/12/2017 £
	<b>SECURED CREDITORS</b>		
(166,000.00)	National Westminster Bank Plc	NIL NIL	NIL NIL
	<b>ASSET REALISATIONS</b>		
800.00	Furniture & Equipment	NIL	NIL
Uncertain	Rent Deposit	NIL	NIL
Uncertain	LAA Vendor's Hold	NIL	41,091.04
100,000.00	WIP	NIL	13,239.18
	Book Debts	NIL	2,805.01
	LAA Vendor's Hold	NIL	NIL
4,500.00	PII Insurance Refund	NIL	4,163.84
1,050.00	Cash at Bank	NIL	NIL
	Bank Interest Gross	25.93	25.93
	Bank Interest Net of Tax	NIL	1.09
		25.93	61,326.09
	<b>COST OF REALISATIONS</b>		
	Preparation of S. of A.	NIL	7,500.00
	Office Holders Fees	18,240.00	28,240.00
	Office Holders Expenses	NIL	1,470.37
	Accountants Fees	2,000.00	2,000.00
	Professional fees	NIL	580.00
		(20,240.00)	(39,790.37)
	<b>PREFERENTIAL CREDITORS</b>		
(800.00)	Employee Arrears/Hol Pay	NIL NIL	7,008.57 (7,008.57)
	<b>UNSECURED CREDITORS</b>		
(195,314.15)	Trade & Expense Creditors	NIL	NIL
(314,143.60)	Finance Companies	NIL	NIL
(300,000.00)	Director's loan Account	NIL	NIL
(61,940.31)	HM Revenue & Customs (PAYE/NIC)	NIL	NIL
(103,789.98)	HM Revenue & Customs (VAT)	NIL	NIL
(75,131.88)	Barristers Chambers	NIL NIL	NIL NIL
	<b>DISTRIBUTIONS</b>		
(100.00)	Ordinary Shareholders	NIL NIL	NIL NIL
<b>(1,110,869.92)</b>		<b>(20,214.07)</b>	<b>14,527.15</b>
	<b>REPRESENTED BY</b>		
	Vat Receivable		4,400.00
	Bank 1 Current		10,363.15
	Vat Payable		(236.00)
			<b>14,527.15</b>



**Appendix III**

**Cornerstone Business Recovery Chargeout Rates and Disbursement Recovery Policy**

## **CHARGEOUT RATES AND DISBURSEMENT RECOVERY POLICY**

### **Chargeout Rates**

In accordance with the provisions of Statement of Insolvency Practice 9 ("SIP 9"), Cornerstone Business Recovery's ("CBR") chargeout rates applicable to this appointment, exclusive of VAT, are as follows:

	<b>From 1 November 2013</b>
	<b>£ per hour</b>
Directors / Office Holders	300 - 350
Senior Manager	300 - 315
Managers	280 - 295
Senior Executive	220 - 250
Executive	125 - 175
Secretaries and office admin support	80 - 110

Chargeout rates are normally reviewed annually on 1 July when rates are adjusted to reflect such matters as inflation; increases in direct wage costs; and changes to indirect costs such as Professional Indemnity Insurance. It is CBR's policy for the cashier's time spent on an assignment to be charged to the case. However, secretarial and office admin support time is charged only in respect of identifiable blocks of time devoted to the case where we consider it to be viable to do so. All time is recorded in 6 minute units.

### **Direct expenses ("Category 1 Disbursements")**

Category 1 disbursements as defined by SIP 9, which can be specifically identified as relating to the administration of the case will be charged to the estate at cost, with no uplift. These include but are not limited to such items as case advertising, storage, online reporting facilities, bonding and other insurance premiums and properly reimbursed expenses incurred by personnel in connection with the case.

### **Indirect expenses ("Category 2 Disbursements")**

It is our normal practice to also charge the following indirect disbursements ("Category 2 Disbursements as defined by SIP 9) to the case, where appropriate:

#### **Circulars to creditors**

Plain/headed paper including photocopying	12p per side
Envelopes	12p each
Postage	Actual cost

#### **Room Hire**

For the convenience of creditors and to save the cost of booking an outside hotel room, meetings of creditors are occasionally held internally at our offices. Where meetings of creditors are held in one of our internal meeting rooms, a charge of £100 plus VAT is levied to cover the cost of booking the room.

#### **Travel**

Mileage incurred as a result of any necessary travelling is charged to the estate at the H M Revenue & Customs approved rate, currently 45p per mile.

All of the above costs are subject to amendment by the firm at any time and if amended will be notified to creditors with the next circular sent to all creditors.

### **Company Searches & Electronic Verification of Identity**

Included in expense and/or disbursements, Company Searches and electronic Verification of Identity include an element of shared costs. Such expenses are of an incidental nature but are generally incurred on each case. In line with the cost of the external provision of such services, a charge of £15 plus VAT is levied to cover the cost of these searches.

### **Cornerstone Business Recovery**

**Effective From 1 November 2013**

# Annual Progress Report of A A Mirsons Solicitors Limited - In Creditors' Voluntary Liquidation

## Appendix IV

### Detailed list of work undertaken for A A Mirsons Solicitors Limited in Creditors' Voluntary Liquidation for the review period 18 December 2016 to 17 December 2017

Below is detailed information about the tasks undertaken by the Liquidator in the review period.

General Description	Includes
<b>Statutory and General Administration</b>	
Statutory/advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Annual corporation tax returns Quarterly VAT returns
Document maintenance/file review/checklist	Filing of documents Periodic file reviews documenting strategy Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Books and records / storage	Dealing with records in storage Sending job files to storage
Reports	Preparing annual progress report, investigation and general reports to creditors
<b>Realisation of Assets</b>	
Debtors	Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Liaising with solicitors Dealing with disputes, including communicating with directors/former staff
Work in Progress "WIP"	Liaising with solicitors Liaising with purchasers Analysing the value in WIP
<b>Creditors and Distributions</b>	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO
Dealing with proofs of debt ("POD")	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD Request further information from claimants regarding POD Seeking solicitors' advice on the validity of secured creditors' claims and other complex claims
Dividend procedures	Agreeing allocation of realisations and costs between fixed and floating charges

Annual Progress Report of A A Mirsons Solicitors Limited - In Creditors' Voluntary Liquidation

## **Appendix V**

**Time costs summary for period, cumulative & estimate provided to creditors for A A Mirsons Solicitors Limited In Creditors Voluntary Liquidation**

# Time Entry - Detailed SIP9 Time & Cost Summary

A003 - A A Mirsons Solicitors Limited  
From: 18/12/2016 To: 17/12/2017  
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
204 : Cashiering: Non-trading	3.64	0.00	0.00	3.20	6.84	1,890.00	276.32
700 : Formalities	0.00	0.00	0.00	0.60	0.60	138.00	230.00
702 : General Case Administration	4.20	0.60	0.00	8.50	13.30	3,599.00	270.60
<b>Admin &amp; Planning</b>	<b>7.84</b>	<b>0.60</b>	<b>0.00</b>	<b>12.30</b>	<b>20.74</b>	<b>5,627.00</b>	<b>271.31</b>
600 : Case Specific	0.00	0.20	0.00	0.40	0.60	118.00	196.67
<b>Case Specific Matters</b>	<b>0.00</b>	<b>0.20</b>	<b>0.00</b>	<b>0.40</b>	<b>0.60</b>	<b>118.00</b>	<b>196.67</b>
501 : Unsecured Creditors	0.20	0.00	0.00	9.60	9.80	2,222.00	226.73
504 : Statutory Reporting to Creditors	5.20	0.00	0.00	6.60	11.80	3,322.00	281.53
506 : Secured Creditor - Correspondence/Communication	0.00	0.00	0.00	0.40	0.40	92.00	230.00
<b>Creditors</b>	<b>5.40</b>	<b>0.00</b>	<b>0.00</b>	<b>16.60</b>	<b>22.00</b>	<b>5,636.00</b>	<b>256.18</b>
303 : Book Debts	0.30	0.00	0.00	0.30	0.60	174.00	290.00
306 : Other Assets	0.00	0.00	0.00	0.10	0.10	23.00	230.00
202 : Pursuing Antecedent Transactions	1.30	0.00	0.00	0.00	1.30	455.00	350.00
<b>Realisation of Assets</b>	<b>1.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.40</b>	<b>2.00</b>	<b>652.00</b>	<b>326.00</b>
<b>Total Hours</b>	<b>14.84</b>	<b>0.80</b>	<b>0.00</b>	<b>29.70</b>	<b>45.34</b>	<b>12,033.00</b>	<b>265.39</b>
<b>Total Fees Claimed</b>						<b>0.00</b>	

# Time Entry - Detailed SIP9 Time & Cost Summary

A003 - A A Mirsons Solicitors Limited

From: 18/12/2015 To: 17/12/2017

Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
204 : Cashiering: Non-trading	5.14	0.00	0.00	5.50	10.64	2,848.00	267.66
700 : Formalities	0.00	0.00	0.00	6.10	6.10	1,203.00	197.21
701 : Strategy (incl Sales)	0.00	0.00	0.00	0.50	0.50	115.00	230.00
702 : General Case Administration	25.10	4.80	0.00	37.30	67.20	18,572.00	276.37
703 : General Case Administration (Admin and planning)	0.60	1.70	0.00	0.50	2.80	818.00	292.14
<b>Admin &amp; Planning</b>	<b>30.84</b>	<b>6.50</b>	<b>0.00</b>	<b>49.90</b>	<b>87.24</b>	<b>23,556.00</b>	<b>270.01</b>
600 : Case Specific	0.80	0.20	0.00	1.00	2.00	488.00	244.00
<b>Case Specific Matters</b>	<b>0.80</b>	<b>0.20</b>	<b>0.00</b>	<b>1.00</b>	<b>2.00</b>	<b>488.00</b>	<b>244.00</b>
500 : Preferential Creditors	0.70	0.00	0.00	2.10	2.80	728.00	260.00
501 : Unsecured Creditors	9.10	0.00	0.00	49.90	59.00	13,486.00	228.58
502 : Employee Matters	7.70	0.90	0.00	9.90	18.50	5,233.00	282.86
504 : Statutory Reporting to Creditors	8.20	0.00	0.00	16.70	24.90	5,975.00	239.96
<b>506 : Secured Creditor - Correspondence/Communicator</b>	<b>0.30</b>	<b>0.00</b>	<b>0.00</b>	<b>0.70</b>	<b>1.00</b>	<b>266.00</b>	<b>266.00</b>
<b>Creditors</b>	<b>26.00</b>	<b>0.90</b>	<b>0.00</b>	<b>79.30</b>	<b>106.20</b>	<b>25,688.00</b>	<b>241.88</b>
203 : SIP 2 Investigation	3.10	0.00	0.00	16.80	19.90	4,765.00	239.45
201 : CDDA Reports	1.60	0.00	0.00	3.30	4.90	1,319.00	269.18
<b>Investigations</b>	<b>4.70</b>	<b>0.00</b>	<b>0.00</b>	<b>20.10</b>	<b>24.80</b>	<b>6,084.00</b>	<b>245.32</b>
202 : Pursuing Antecedent Transactions	1.30	0.00	0.00	0.00	1.30	455.00	350.00
302 : Property	5.50	3.50	0.00	0.00	9.00	2,940.00	326.67
303 : Book Debts	20.50	0.00	0.00	9.20	29.70	9,291.00	312.83
306 : Other Assets	18.90	5.10	0.00	4.30	28.30	9,003.00	318.13
<b>Realisation of Assets</b>	<b>46.20</b>	<b>8.60</b>	<b>0.00</b>	<b>13.50</b>	<b>68.30</b>	<b>21,689.00</b>	<b>317.55</b>
<b>Total Hours</b>	<b>108.54</b>	<b>16.20</b>	<b>0.00</b>	<b>163.80</b>	<b>288.54</b>	<b>77,505.00</b>	<b>268.61</b>
<b>Total Fees Claimed</b>						<b>0.00</b>	

## AA MIRSONS SOLICITORS LIMITED - PROPOSED CREDITORS' VOLUNTARY LIQUIDATION

## LIQUIDATOR'S ESTIMATE OF FEES AND EXPENSES

	Hourly Rate (£)	Time Estimated to be Spent (Hours: Minutes)	Total Cost of Estimated Time to be Spent (£)	TASK SUMMARY
CATEGORY: ADMIN & PLANNING				
Insolvency Practitioner	350	7	2,450	Case Planning & Strategy: Case set up on various databases/office systems, including the Insolvency Practitioner System, time recording system, etc; Draft, review and despatch Statutory Notices on appointment and advertisement of the same; calculating and undertaking periodic reviews of the insolvency bond; management of bank accounts, cash book, receipts and payments accounts, bank reconciliations; Routine correspondence, postal redirection; general meetings on members, creditors and committees (where applicable); Supervision and control of case progress and key issues; Case progress reviews; completing and reviewing case checklists; annual progress reports, filing at Companies House or at Court or other public bodies, Quangos, etc; correspondence and completion/submission of returns to HMRC (for VAT, Corporation Tax, PAYE/NIC, CIE, as appropriate); Case closing procedures including: collating and drafting final report to members and creditors, seeking case closure clearance from HMRC, final advertisements, convening and holding final meetings of members and creditors, final submissions to Companies House, etc
Senior Executive	295	20	5,900	
Executive	175	15	2,625	
Cashier and Support Staff	90	3	270	
Totals		45	11,245	
CATEGORY: ASSET REALISATION				
Insolvency Practitioner	350	7	2,450	Arranging suitable insurance over assets; Regularly monitoring the suitability and appropriateness of the insurance cover in place; Corresponding with debtors and attempting to collect outstanding book debts; Liaising with the bank regarding the closure of the account; Instructing agents to value known assets; Liaising with agents to realise known assets; Instructing and liaising with solicitors to assist in the realisation of assets (inc. antecedent transactions); Registering a caution in respect of freehold property owned by the debtor/company (where applicable); Obtaining details from mortgagees about debts secured over the debtor's/company's freehold/leasehold property (where applicable); Determining the joint owner's/spouse's interest in the freehold/leasehold matrimonial home (delete if not applicable); Instructing solicitors to assist in the realisation of the freehold/leasehold property (where applicable); Liaising with the secured creditors over the realisation of the assets subject to a mortgagee or other charge.
Senior Executive	295	6	1,770	
Executive	175	3	525	
Cashier and Support Staff	90	1	90	
Totals		17	4,835	
CATEGORY: INVESTIGATIONS				
Insolvency Practitioner	350	3	1,050	Recovering books, papers and records pertaining to the Company's affairs; thereafter cataloguing the same and sending for storage; Carrying out an investigation in order to discharge duty under the Company Directors Disqualification Act 1986 and associated SIP4, thereafter preparing a report or return on the conduct of the directors as required by the Act; Conducting an initial investigation pursuant to SIP2 in order to identify potential misfeasance actions, antecedent transactions and other potential asset recoveries; seeking information/documentation from relevant third parties, such as the banks, accountants, solicitors and other professional advisers; Reviewing books and records to identify any transactions or causes of action the office holder may take against a third parties (non-officers); Preparation, conduct and negotiation of dispute resolution process, including ADR (e.g.mediation), litigation, settlements, etc; Seeking sanction of or reporting to creditors, members, court, Sec of State, as applicable. Enforcement of any such settlement, judgment, etc
Senior Executive	295	7	2,065	
Executive	175	7	1,225	
Cashier and Support Staff	90	-	-	
Totals		17	4,340	
CATEGORY: CREDITORS & MEMBERS				
Insolvency Practitioner	350	5	1,750.00	Obtaining information from Company records about employees' and officers' claims; Completing documentation for submission to the Redundancy Payments Office and any subsequent queries or correspondence from employees or RPO, as case may be; Addressing creditor correspondence, emails and telephone conversations regarding their claims; Maintaining up to date creditor information on IPS and in case papers; Issuing a notice of intended dividend and placing an appropriate gazette notice; Reviewing proofs of debt received from creditors, adjudicating claims and formally admitting to rank for dividend purposes; Requesting additional information from creditors in support of their claims, where applicable; Calculating and distributing dividends to creditors and issuing the notice of declaration of dividend; Paying tax deducted from the dividends paid to employees; Calculating and paying distributions to members.
Senior Executive	295	10	2,950.00	
Executive	175	10	1,750.00	
Cashier and Support Staff	90	1.5	135.00	
Totals		26.50	6,585.00	
CATEGORY: CASE SPECIFIC MATTERS				
Insolvency Practitioner	350	1	175	Any other matters not falling with any of the other specific categories. Although infrequently applicable, creditors will be provided with full particulars of the work falling within this category in the appropriate case.
Senior Executive	295	3	885	
Junior Executive	175	1	175	
Cashier and Support Staff	90	-	-	
Totals		5	1,235	
Summary		Time	Cost	
Admin and Planning		45	11,245	
Asset Realisation		17	4,835	
Investigations		17	4,340	
Creditors		27	6,585	
Case Specific		4	1,235	
Overall Total		110	28,240	
Disbursements		Cost		
Category 1				NB: ALL FIGURES ARE EXCLUSIVE OF VAT (AS APPLICABLE)
Statutory Advertising	£400			This relates to the advertisement of various notices which are mandatory under the Insolvency Act 1986. This relates to a specific insolvency bond applicable in all cases. The cost is determined by the estimate value of assets. Not applicable in this case Legal Fees are estimated at £2,500. It is anticipated that Agents fees of £2,500 will be incurred in the disposal of the Company's tangible assets. It is estimated that the storage and retention of the Company's books and records will cost approximately £600.
Insolvency Bond	£30			
Room Hire	£0			
Legal Fees	£2,500			
Agent's Fees	£2,500			
Records Storage	£600			
Total	£6,030			
Category 2				
Postage	£300			Cornerstone Business Recovery ("CBR") charges this expense at cost CBR charges this expense at 12 pence per page for printing and photocopying and 12 pence per envelope.
Stationery	£250			
Total	£550			

Annual Progress Report of A A Mirsons Solicitors Limited - In Creditors' Voluntary  
Liquidation

**Appendix VI**

**Expenses summary for period and cumulative for A A Mirsons Solicitors Limited Limited  
in Creditors' Voluntary Liquidation**

Below are details of the Liquidator's expenses for the period under review and the total to date.

Expenses	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Actual expenses paid in the Review Period £	Actual expenses paid to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Category 1 Expenses					
Accounting fees	£2,000.00	£2,000.00	£2,000.00	£2,000.00	No increase expected
Professional fees	NIL	£580.00	NIL	£580.00	No increase expected
Legal Fees	NIL	NIL	NIL	NIL	Costs now likely to be incurred in relation to realising the remaining WIP and debtors
Room Hire	NIL	£80.00	NIL	£80.00	No increase expected
Advertising	NIL	£279.00	NIL	£155.00	No increase expected
Bonding	NIL	£316.00	NIL	£316.00	Exceeded due to the additional value of assets available for realisation.
Postage	£139.70	£439.27	NIL	£299.57	Exceeded due to additional creditors claims received.
Category 2 Expenses					
Stationery/Photocopying	£518.16	£1,137.96	NIL	£619.80	Exceeded due to additional creditors claims received.
<b>TOTAL</b>	<b>£2,657.96</b>	<b>£4,832.23</b>	<b>£2,000.00</b>	<b>£4,050.37</b>	