

LIQ03

Notice of progress report in voluntary winding up



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 07378253

Company name in full
Agora Europe Limited

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

2 Liquidator's name

Full forename(s)
Anthony

Surname
Murphy

3 Liquidator's address

Building name/number
Harrisons Business Recovery & Insolvency (London) Limited

Street
20 Midtown

20 Procter Street

Post town
London

County/Region

Postcode
WC1V 6NX

Country

4 Liquidator's name ①

Full forename(s)
Stephen

Surname
Katz

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

5 Liquidator's address ②

Building name/number
David Rubin & Partners

Street
26 - 28 Bedford Row

Post town
London

County/Region

Postcode
WC1V 6NX

Country

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

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6 Period of progress report

From date	^d 2	^d 0	^m 1	^m 0	^y 2	^y 0	^y 1	^y 9	
To date	^d 1	^d 9	^m 1	^m 0	^y 2	^y 0	^y 2	^y 0	

7 Progress report

<input checked="" type="checkbox"/> The progress report is attached	
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8 Sign and date

Liquidator's signature	Signature  X	X							
Signature date	^d 2	^d 4	^m 1	^m 1	^y 2	^y 0	^y 2	^y 0	

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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	Evgeny Khoruzhiy
Company name	Harrisons Business Recovery & Insolvency (London) Limited
Address	20 Midtown 20 Procter Street London
Post town	
County/Region	
Postcode	W C 1 V 6 N X
Country	
DX	
Telephone	07596 238 903



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

Liquidators' Annual Progress Report to Creditors & Members

**Agora Europe Limited (in Liquidation)
- "the Company / Agora"**

24 November 2020

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1 Introduction and Statutory Information

- 1.1 I, Anthony Murphy of Harrisons Business Recovery & Insolvency (London) Limited ("Harrisons"), 20 Midtown, 20 Procter Street, London, WC1V 6NX, together with Stephen Katz of David Rubin & Partners ("DRP"), 26-28 Bedford Row, London, WC1R 4HE, were appointed as Joint Liquidators of Agora on 20 October 2016. This progress report covers the period from 20 October 2019 to 20 October 2020 ("the Period") and *should be read in conjunction with any previous progress reports which have been issued.*
- 1.2 Information about the way that we will use, and store personal data on insolvency appointments can be found at <http://harrisons.uk.com/privacy-policy/>. If you are unable to download this, please contact us and a hard copy will be provided to you.
- 1.3 The principal trading address of the Company was 1 St Catherine's Mews, Milner Street, London, SW3 2PX.
- 1.4 The registered office of the Company has been changed to c/o Harrisons Business Recovery & Insolvency (London) Limited, 20 Midtown, 20 Procter Street, London, WC1V 6NX and its registered number is 07378253.

2 Progress of the Liquidation

- 2.1 This section of the report provides creditors with an update on the progress made in the liquidation during the Period and an explanation of the work done by the Liquidator and his staff.
- 2.2 At Appendix A is my Receipts and Payments Account for the Period together with a cumulative Receipts and Payments Account for the period from the date of my appointment as Joint Liquidator to the end of the Period.

Administration (including statutory compliance & reporting)

- 2.3 An office holder must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work the Joint Liquidators anticipated would need to be done in this area was outlined to creditors in my initial fees estimate/information.
- 2.4 Where the costs of statutory compliance work or reporting to creditors exceeds the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Liquidator.
- 2.5 As noted in my initial fees estimate/information, this work will not necessarily bring any financial benefit to creditors but is required on every case by statute.

Realisation of Assets

Debtors - BioElectronics Corporations ("Bio")

- 2.6 Despite requests for payment, no funds were received during the Period. A sum of £5,984 has been received to date.
- 2.7 The Joint Liquidators will continue to pursue the debtor, but the given the time expired the prospects for recovery are uncertain.

Debtors -The Perfect Cosmetics Company Limited ("TPCC")

- 2.8 The Joint Liquidators have received a further sum of £2,000 in respect of the subsequent sale of the claim to Manolete Partners plc ("Manolete"). Manolete has paid £8,000 to date. No further recoveries in respect of the debt due from TPCC are anticipated beyond recovery of a VAT Bad debt reclaim.
- 2.9 It is considered that the work the Joint Liquidators and their staff have undertaken to date might bring financial benefit to creditors, which may result in a distribution to the unsecured creditors of the Company.

Other recoveries:

- 2.10 We have received some £16 of interest in the Period.

HM Revenue & Customs ("HMRC") - VAT Bad Debt Relief Claim

- 2.11 The Joint Liquidators have lodged a bad debt relief claim with HMRC for a sum of £27,591. The timescale for receipt of this claim is uncertain.
- 2.12 In addition, there is another VAT reclaim submitted to HMRC for £2,347.

Creditors (claims and distributions)

- 2.13 Further information on the anticipated outcome for creditors in this case can be found at section 3 of this report.
- 2.14 The above work will not necessarily bring any financial benefit to creditors generally, however a Liquidator is required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Liquidator in dealing with those claims.

Investigations

- 2.15 Some of the work the Liquidator is required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 (**CDDA 1986**) and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidator can pursue for the benefit of creditors.
- 2.16 I can confirm that I have submitted a report on the conduct of the Directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986. As this is a confidential report, I am unable to disclose the contents.

Matters still to be dealt with

- 2.17 The Joint Liquidators will continue to pursue Agora's book debts and collect in the recoverable VAT.
- 2.18 The final costs in the liquidation are to be agreed and paid after which the liquidation can be closed.

3 Creditors

Secured Creditors

3.1 There are no secured creditors in this case.

Preferential Creditors

3.2 The Company does not have any preferential creditors.

Unsecured Creditors

3.3 There are approximately 13 unsecured creditors in this case with a value per the Director's Statement of Affairs of £488,908.

3.4 We have received claims totalling £313,624 from six creditors. We have yet to receive claims from five creditors whose debts total £175,284 as per the Statement of Affairs.

3.5 Given the costs in the case, it is apparent that there will be insufficient funds to pay a dividend to unsecured creditors.

4 Liquidators' Remuneration

4.1 The creditors approved that the basis of the Joint Liquidators' remuneration be fixed by reference to the time properly spent by the Joint Liquidators and their staff in managing the liquidation. The Joint Liquidators' fees estimates / information were originally provided to creditors when the basis of their remuneration was approved and was based on information available to the Joint Liquidators at that time.

4.2 Copies of the Joint Liquidators' fees estimates are reproduced below:

Harrisons

Category of work	Estimated Number of Hours	Average blended charge out rate £	Estimated cost £
Administration (including statutory compliance & reporting)	50	200	10,000
Realisation of assets	38	250	9,500
Creditors (claims & distributions)	0.5	200	100
Investigations	1.5	300	450
Total estimated fees			20,050

Harrisons' time costs for the Period are £2,336. This represents 10.90 hours at an average rate of £214.36 per hour. Attached at Appendix B is a Time Analysis, which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by the Joint Liquidator in managing the liquidation.

4.3 Also attached at Appendix C is a Cumulative Time Analysis for the period from 20 October 2016 to 19 October 2020 which provides details of Harrisons' time costs since the commencement of the liquidation. These time costs total £42,996, which represents 179.80 hours at an average rate of £239.14 per hour. To date, £7,750 of fees have each been drawn by Harrisons. No disbursements were paid in the Period.

DRP

DAVID RUBIN & PARTNERS' ESTIMATE OF TIME COSTS							
Classification of work function	Hours					Total Cost £	Average hourly rate £
	Partners	Manager / Senior Manager	Admin / Senior Admin	Cashiers	Total hours		
Statutory compliance, admin and planning							
IPS set up & maintenance	00:00	00:30	02:30	00:30	03:30	675.00	192.86
Statutory filings, circulars, notices, etc.	00:30	01:00	03:30	00:00	05:00	1,137.50	227.50
Case planning, strategy & control	01:00	01:00	02:00	00:00	04:00	1,065.00	266.25
Case reviews & Diary maintenance	01:00	01:00	02:30	00:00	04:30	1,115.00	247.78
Statutory reporting and compliance	01:00	01:00	03:00	00:00	05:00	1,225.00	245.00
Investigations							
CDDA preparation & reporting	01:00	02:00	06:30	00:00	09:30	2,165.00	227.89
SIP2 assessment and financial review	01:00	02:00	07:00	00:00	10:00	2,275.00	227.50
Antecedent transactions & wrongful trading	02:00	02:00	03:30	00:00	07:30	2,000.00	0.00
Proceedings & recoveries	02:00	02:00	03:00	00:00	07:00	1,910.00	0.00
Creditors & distributions							
Unsec'd Creditors: correspondence & claims	01:00	01:00	03:30	00:00	05:30	1,335.00	242.73
Creditors' Committee	00:00	00:00	00:00	00:00	00:00	0.00	0.00
Total hours and costs	10:30	14:30	37:00	00:30	61:30	14,902.50	242.32

- 4.4 DRP's time costs for the Period are £3,157. This represents 12.30 hours at an average rate of £252.60 per hour. Attached at Appendix B is a Time Analysis, which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by the Joint Liquidator in managing the liquidation.
- 4.5 Also attached at Appendix C is a Cumulative Time Analysis for the period from 20 October 2016 to 19 October 2020 which provides details of DRP's time costs since the commencement of the liquidation. These time costs total £37,811 which represents 167 hours at an average rate of £226.41 per hour. To date, £7,750 of fees have been drawn on account and £15 of disbursements(legal costs) have been drawn by DRP.

- 4.6 The Joint Liquidators consider that the fee estimates previously provided for the liquidation are insufficient to complete their duties as a result of:
- The Company's affairs requiring more extensive investigation than previously anticipated - as set out in this and previous reports.
 - Agora's book debt realisations have proved more protracted than was initially anticipated - as set out in this and previous reports.
- 4.7 Please note that the Joint Liquidators are not currently seeking approval of revised fees estimates because it is uncertain whether asset realisations will be sufficient to enable Liquidators' fees to be paid over and above the original fees estimates. If revised fees estimates are required, the Joint Liquidators will advise creditors of this at a later date.
- 4.8 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from <http://harrisons.uk.com/creditors-guide-to-fees/>.
- 4.9 Attached as Appendix D is additional information in relation to the Liquidators' fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.

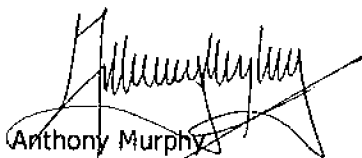
5 Creditors' Rights

- 5.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Liquidator provide further information about his remuneration or expenses which have been itemised in this progress report.
- 5.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidator's remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidator, as set out in this progress report, are excessive.

6 Next Report

- 6.1 I am required to provide a further report on the progress of the liquidation within two months of the next anniversary of the liquidation, unless I have concluded matters prior to this, in which case I will write to all creditors with my final account.
- 6.2 If you have any queries in relation to the contents of this report, I can be contacted by telephone on 0207 317 9160 or by email at london@harrisons.uk.com.

Yours faithfully



Anthony Murphy
Joint Liquidator

Appendix A – Receipts and Payments Account for the Period from 20 October 2019 to 19 October 2020 together with a Cumulative Receipts and Payments Account for the Period since the Liquidator's Appointment

Statement of Affairs		From 20/10/2019 To 19/10/2020	From 20/10/2016 To 19/10/2020
£		£	£
	ASSET REALISATIONS		
	Bank Interest Gross	16.56	30.55
228,000.00	Book Debts	2,000.00	23,984.00
1,040.00	Tangible assets	NIL	NIL
	Stock	NIL	811.71
	VAT Refund	1,547.40	1,547.40
		<u>3,563.96</u>	<u>26,373.66</u>
	COST OF REALISATIONS		
	Advertising	NIL	237.00
	Cat 1 Bordereau Bonding	NIL	190.00
	Legal Disbursements	NIL	15.00
	Legal Fees	NIL	963.00
	Liquidators Remuneration	8,000.00	15,500.00
	Statement of Affairs Fee	<u>NIL</u>	<u>6,500.00</u>
		<u>(8,000.00)</u>	<u>(23,405.00)</u>
		<u>(4,436.04)</u>	<u>2,968.66</u>
	REPRESENTED BY		
	Bank 2 Current (IB)		621.26
	Vat Receivable		2,347.40
			<u>2,968.66</u>

Appendix B – Harrisons Business Recovery & Insolvency (London) Limited's Time Analysis for the Period from 20 October 2019 to 19 October 2020 together with David Rubin & Partners' Time Analysis for the Period from 20 October 2019 to 19 October 2020

Time Entry - Detailed SIP9 Time & Cost Summary

AGORA001 - Agora Europe Limited
From: 20/10/2019 To: 19/10/2020
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
101 : Case planning	0.00	0.00	0.40	0.00	0.40	90.00	225.00
104 : Maintenance of records	0.00	0.00	0.00	0.10	0.10	14.00	140.00
112 : Dealing with Existing Advisors	0.00	0.00	0.20	0.00	0.20	45.00	225.00
122 : Ptnr Review and Signing	0.30	0.00	0.00	0.00	0.30	0.00	0.00
151 : Admin - Annual Progress Report - Liquidation	2.40	0.00	1.10	0.00	3.50	648.00	185.14
159 : Admin - Appointment Holder VAT100/426/427/833	0.00	0.00	0.20	0.00	0.20	45.00	225.00
184 : Cashier - Client Account Reconciliations	0.00	0.00	0.70	2.00	2.70	437.50	162.04
186 : Cashier - Receipts	0.00	0.00	0.30	0.40	0.70	108.50	155.00
187 : Cashier - Payments	0.00	0.00	0.60	0.30	0.90	157.00	174.44
Administration & Planning	2.70	0.00	3.50	2.80	9.00	1,545.00	171.67
300 : Realisation of assets	0.00	0.00	0.20	0.00	0.20	35.00	175.00
303 : Debt collection	1.70	0.00	0.00	0.00	1.70	756.50	445.00
Realisations of Assets	1.70	0.00	0.20	0.00	1.90	791.50	416.58
Total Hours	4.40	0.00	3.70	2.80	10.90	2,336.50	214.36

Appendix C – Harrisons Business Recovery & Insolvency (London) Limited's Cumulative Time Analysis for the Period from 20 October 2016 to 19 October 2020 together with David Rubin & Partners' Cumulative Time Analysis for the Period from 20 October 2016 to 19 October 2020

Time Entry - Detailed SIP9 Time & Cost Summary

AGORA001 - Agora Europe Limited
From: 20/10/2016 To: 19/10/2020
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
101 : Case planning	0.00	0.00	0.70	0.00	0.70	136.50	195.00
102 : Administrative set-up	0.10	0.00	0.00	3.40	3.50	520.50	148.71
103 : Appointment notification	0.00	0.10	10.00	0.00	10.10	1,559.50	154.41
104 : Maintenance of records	0.00	0.90	2.00	4.70	7.60	1,274.50	167.70
112 : Dealing with Existing Advisors	0.00	0.00	0.40	0.00	0.40	76.00	190.00
113 : Dealing with Directors	0.60	0.10	0.90	0.00	1.60	439.00	274.37
120 : General Correspondence	0.00	0.00	5.30	0.00	5.30	889.50	167.83
122 : Ptnr Review and Signing	0.30	0.00	0.00	0.00	0.30	0.00	0.00
130 : Pre - s98 Report	0.00	0.00	0.20	0.00	0.20	31.00	155.00
135 : Admin - IPS Diary Maintenance	0.00	0.00	0.20	0.00	0.20	35.00	175.00
137 : Admin - Month 3 Review	0.00	0.00	0.30	0.00	0.30	52.00	175.00
141 : Admin - Case Specific Review	1.00	0.20	0.00	0.00	1.20	508.00	423.33
151 : Admin - Annual Progress Report - Liquidation	4.30	0.50	23.90	0.00	28.70	5,096.00	177.56
155 : Admin - Annual Progress Report - BKY	0.00	0.00	0.60	0.00	0.60	105.00	175.00
159 : Admin - Appointment Holder VAT100/426/427/833	0.00	0.40	1.60	0.00	2.00	424.00	212.00
160 : Admin - Appointment Holder CT600	0.00	0.00	0.30	0.00	0.30	52.50	175.00
163 : Meetings - s98 Meeting & Shareholders Meeting	0.00	1.50	0.00	0.00	1.50	457.50	305.00
176 : Closing - WUP Petition Matters	0.30	0.00	0.00	0.00	0.30	133.50	445.00
180 : Bonding - Initial Bond Calculation	0.00	0.10	0.40	0.00	0.50	92.50	185.00
181 : Bonding - Bond Review	0.00	0.00	0.50	0.00	0.50	87.50	175.00
184 : Cashier - Client Account Reconciliations	0.00	0.00	0.70	13.60	14.30	2,061.50	144.16
186 : Cashier - Receipts	0.00	0.00	1.60	6.60	8.20	1,209.00	147.44
187 : Cashier - Payments	0.00	0.00	2.90	1.90	4.80	718.50	149.69
188 : Cashier - VAT 426/427/833	0.00	0.00	0.00	1.00	1.00	140.00	140.00
189 : Cashier - CT600	0.00	0.00	0.00	0.50	0.50	70.00	140.00
192 : Pensions - Pension Searches	0.00	0.00	0.20	0.00	0.20	31.00	155.00
198 : Preparation of Fee Forecast	0.00	0.00	0.20	0.00	0.20	35.00	175.00
Administration & Planning	6.60	3.80	52.90	31.70	95.00	16,235.50	170.90
500 : Creditors	0.00	0.00	0.20	0.00	0.20	31.00	155.00
501 : Communication with creditors	0.20	0.20	0.30	0.00	0.70	196.50	280.71
Creditors	0.20	0.20	0.50	0.00	0.90	227.50	252.78
205 : General Investigations	0.00	0.00	0.10	0.00	0.10	17.50	175.00
207 : CDDA Report	0.00	0.00	0.10	0.00	0.10	17.50	175.00
Investigations	0.00	0.00	0.20	0.00	0.20	35.00	175.00
300 : Realisation of assets	0.00	0.10	6.80	0.00	6.90	1,207.50	175.00
301 : Ident. securing and insuring assets	0.00	0.00	0.70	0.00	0.70	108.50	155.00
303 : Debt collection	47.30	0.00	20.10	8.00	75.40	24,962.00	331.06
307 : Other Assets	0.00	0.20	0.00	0.00	0.20	63.00	315.00
314 : Legal - Debt Collection	0.00	0.50	0.00	0.00	0.50	157.50	315.00
Realisations of Assets	47.30	0.80	27.60	8.00	83.70	26,498.50	316.59
Total Hours	54.10	4.80	81.20	39.70	179.80	42,996.50	239.14

Appendix D

Additional Information in Relation to the Liquidators' Fees, Expenses & Disbursements

1 Staff Allocation and the Use of Sub-Contractors

- 1.1 The general approach to resourcing assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of a Director / Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.
- 1.3 The Joint Liquidators are not proposing to utilise the services of any sub-contractors in this case.

2 Professional Advisors

- 2.1 On this assignment, the Joint Liquidators have used the professional advisors listed below. Indicated alongside is the basis of the Joint Liquidators' fee arrangement with them, which is subject to review on a regular basis.

Name of Professional Advisor	Basis of Fee Arrangement
Edwin Coe LLP (legal advice)	Hourly rate and disbursements
Irwin Mitchell Solicitors (legal advice)	Hourly rate and disbursements

- 2.2 The Joint Liquidators' choice was based on the perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of the fee arrangement with them.

3 Liquidators' Expenses & Disbursements

- 3.1 The estimate of expenses (including disbursements), which were anticipated at the outset of the liquidation, was provided to creditors when the basis of the Joint Liquidators' fees was approved, a copy of which is set out below:

Expense	Estimated cost £
Accountancy costs	2,000
Solicitors' costs	Uncertain
Statutory advertising	395
Specific penalty bond	760
External storage of Agora's books and records	Uncertain
Re-direction of the Company's mail	90

Current position of Liquidators' expenses

- 3.2 An analysis of the expenses paid to the date of this report, together with those incurred but not paid at the date of this report, is provided below:

	Paid in prior period £	Paid in the period covered by this report £	Incurred but not paid to date £	Total anticipated cost £
Accountancy costs	Nil	Nil	Nil	Nil
Solicitors' costs	978	Nil	Nil	978
Statutory advertising	237	Nil	Nil	237
Specific penalty bond	190	Nil	Nil	190
External storage of books & records	Nil	Nil	Uncertain	Uncertain
Carriage and Archiving costs	Nil	Nil	200	200
Re-direction of the Company's mail	Nil	Nil	Nil	Nil
Statutory costs – Land Registry	Nil	Nil	9	9

- 3.3 Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursements to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. These disbursements are included in the tables of expenses above.
- 3.4 Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, such as internal room hire, document storage or business mileage. Details of Category 2 disbursements charged by Harrison's and DRP (where appropriate) were provided at the time the Joint Liquidators' fees were approved by creditors. No Category 2 disbursements have been incurred or paid to date.

4 Charge-Out Rates

- 4.1 The following information relating to the policy of Harrison's Business Recovery & Insolvency (London) Limited ("Harrison's") is considered to be relevant:

Charge out rates

- 4.2 The following hourly charge out rates apply to all assignments undertaken by Harrison's. Please note that the charge-out rates are effective from 1 July in each period.

Charge-out rates effective from 1 July 2018 to 31 March 2019:

	2017/2018	2018/2019
	£	£
Directors	305 – 550	305 – 550
Managers	250 – 350	250 – 350
Senior Case Supervisors	175 – 250	175 – 250
Case Supervisors	125 – 205	125 – 205
Assistants/Trainee Case Supervisors	100 – 150	100 – 150

Revised charge-out rates effective from 1 April 2019 to 30 June 2019 and from 1 July 2019 onwards:

	2018/2019 [Revised]	2019/2020
	£	£
Directors/Appointment Takers	425 – 750	425 – 750
Managers/Associate Directors	250 – 425	250 – 425
Senior Case Supervisors/Assistant Managers	175 – 250	175 – 250
Case Supervisors	125 – 175	125 – 175
Assistants / Administration	100 – 125	100 – 125

- Please note that Harrisons records its time in minimum units of 6 minutes.

DRP

4.3 DRP's charge-out rates, which are charged in units of 6 minutes, are shown below:

	£
Senior / Managing Partners	450
Partners / Office holders	300 - 395
Managers / Senior Managers	250 - 295
Senior Administrators	180 - 220
Administrators	130 - 160
Cashiers and Assistants	120 - 160
Supports	110 - 120

DRP's charge out rates have changed with effect from 1 November 2018 – please see below for details of the revised rates:

	£
Senior / Managing Partners	550
Partners/Office holders	495
Managers / Senior Managers	350 - 395
Senior Administrators	220 - 295
Administrators	160 - 200
Cashiers and Assistants	150 - 295
Supports	120 - 150