

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

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

### 1 Company details

Company number 0 8 5 1 6 1 3 3

Company name in full ABH Installations Ltd

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Steven John

Surname Currie

### 3 Liquidator's address

Building name/number c/o Currie Young Ltd, Alexander House

Street Waters Edge Business Park

Post town Campbell Road

County/Region Stoke on Trent

Postcode S T 4 4 D B

Country

### 4 Liquidator's name ①

Full forename(s) Gerald

Surname Irwin

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number Station House

Street Midland Drive

Post town Sutton Coldfield

County/Region West Midlands

Postcode B 7 2 1 T U

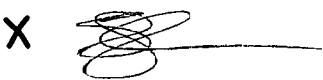
Country

#### ② Other liquidator

Use this section to tell us about  
another liquidator.

# LIQ03

## Notice of progress report in voluntary winding up

<b>6</b>	<b>Period of progress report</b>												
From date	<sup>d</sup>	2	<sup>d</sup>	8	<sup>m</sup>	0	<sup>m</sup>	7	<sup>y</sup>	2	<sup>y</sup>	0	
To date	<sup>d</sup>	2	<sup>d</sup>	7	<sup>m</sup>	0	<sup>m</sup>	7	<sup>y</sup>	2	<sup>y</sup>	0	
<b>7</b>	<b>Progress report</b>												
<input checked="" type="checkbox"/> The progress report is attached													
<b>8</b>	<b>Sign and date</b>												
Liquidator's signature	<div>Signature</div> <div>  </div>												
Signature date	<sup>d</sup>	2	<sup>d</sup>	3	<sup>m</sup>	0	<sup>m</sup>	9	<sup>y</sup>	2	<sup>y</sup>	0	

**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

Company name **Currie Young Limited**

Address

**Alexander House****Waters Edge Business Park**

Post town

**Campbell Road**

County/Region

**Stoke on Trent**

Postcode

S	T	4		4	D	B
---	---	---	--	---	---	---

Country

DX

Telephone

**01782 394500****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)**

**ABH Installations Ltd**  
**(In Liquidation)**  
**Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 28/07/2020 To 27/07/2021 £	From 28/07/2020 To 27/07/2021 £
	<b>ASSET REALISATIONS</b>		
Uncertain	Cash at Bank	NIL	NIL
4,000.00	Monies held in client account	4,000.00	4,000.00
1,000.00	Motor Vehicle - Mercedes Sprinter Van	1,000.00	1,000.00
		5,000.00	5,000.00
	<b>COST OF REALISATIONS</b>		
	Agents/Valuers Fees (1)	200.00	200.00
	Insurance of Assets	112.00	112.00
	Preparation of S. of A.	4,133.33	4,133.33
		(4,445.33)	(4,445.33)
	<b>PREFERENTIAL CREDITORS</b>		
(927.00)	Accrued Holiday Pay	NIL	NIL
(1,600.00)	Arrears of Pay	NIL	NIL
(915.00)	Pension Schemes	NIL	NIL
		NIL	NIL
	<b>UNSECURED CREDITORS</b>		
(5,646.00)	Arrears of Pay Claims	NIL	NIL
(54,312.00)	Business Loans	NIL	NIL
(22,816.00)	Directors Loan Account	NIL	NIL
(13,849.00)	HMRC	NIL	NIL
(7,410.00)	Lieu of Notice Pay	NIL	NIL
(6,747.00)	Redundancy Pay	NIL	NIL
(36,420.00)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	<b>DISTRIBUTIONS</b>		
(99.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(145,741.00)</b>		<b>554.67</b>	<b>554.67</b>
	<b>REPRESENTED BY</b>		
	Office		(112.00)
	Vat Payable		(200.00)
	Vat Receivable		866.67
			<b>554.67</b>

Steven John Currie  
Liquidator

# **Joint Liquidators' Annual Progress Report to Creditors & Members**

**ABH Installations Ltd - In Liquidation**

**Period of report: 28 July 2020 to 27 July 2021**

**Date of issue: 23 September 2021 (delivered 27 September 2021)**

# **ABH INSTALLATIONS LTD - IN LIQUIDATION**

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- B** Time Analysis for the Period from 28 July 2020 to 27 July 2021
- C** Additional information in relation to the Joint Liquidators' Fees, Expenses & the use of Subcontractors
- D** Privacy Notice

## ABH INSTALLATIONS LTD - IN LIQUIDATION

### 1 Introduction and Statutory Information

- 1.1 I, Steven John Currie, of Currie Young Limited, Alexander House, Waters Edge Business Park, Campbell Road, Stoke on Trent, ST4 4DB was appointed as Joint Liquidator of ABH Installations Ltd (the **Company**) on 28 July 2020, together with Gerald Irwin, of Irwin Insolvency (**Irwin's**), Station House, Midland Drive, Sutton Coldfield, West Midlands B72 1TU. I was appointed jointly at the request of creditors, whereas Mr Irwin was appointed by both members and creditors.
- 1.2 This progress report covers the period from 28 July 2020 to 27 July 2021 (**the Period**) and is the first report to creditors.
- 1.3 During the Period, it became apparent that it is no longer expedient for Joint Liquidators to act, and whilst Mr Irwin remains in office, he has agreed to step down from his duties as Liquidator and for myself to have control of matters moving forward.
- 1.4 As Insolvency Practitioners, we are bound by an Insolvency Code of Ethics (**the Code**) and we have a continual duty to consider the principles of the Code. During the Period I can confirm that no issues have arisen which might cause a threat to the fundamental principles contained within the Code and Irwin's have not disclosed any reportable issues to me.
- 1.5 Creditors are reminded that the principal trading address of the Company was Unit 15 Chatterley, Whitfield Enterprise Centre, Biddulph Road, Stoke-on-Trent, ST6 8UW.
- 1.6 The registered office of the Company has been changed during the Period, from Irwin's to c/o Currie Young Limited, Alexander House, Waters Edge Business Park, Campbell Road, Stoke on Trent, ST4 4DB and its registered number is 08516133.
- 1.7 Finally, information about the way that I will use, and store personal data on insolvency appointments can be found in the attached Privacy Notice at Appendix D. I believe that the policy of Irwin's is available to view and download at [www.irwin-insolvency.co.uk](http://www.irwin-insolvency.co.uk)

### 2 Receipts and Payments

- 2.1 At Appendix A is the Receipts and Payments Account (**R&P**) covering the Period of this report.
- 2.2 In section three below, you will find an update on the progress made during the Period in realising the Company's assets and dealing with its affairs, and it is in that section creditors will find comments on the specific entries on the R&P.
- 2.3 I can confirm that the R&P has been reconciled to the bank account at the end of the Period.

### 3 Progress of the Liquidation

- 3.1 This section of the report provides creditors with an update on the progress made in the liquidation during the Period, together with an explanation of the work done by the Liquidators and their staff.
- 3.2 The headings used are those from the R&P and those described as 'classification or work' headings in the time analysis provided at Appendix B. The classification of work headings represent the suggested categorisation of work, found in best practice document Statement of Insolvency Practice Number 9 (**SIP 9**), being entitled payments made to officeholders and their associates from an insolvent estate. There is then at section five of this report a link to a Creditors Guide to an Officeholders Fees, detailing how officeholders should explain the work carried out by them, and how they should detail the proposed costs for such work.

3.3 The basis of the officeholders remuneration for work carried out is yet to be agreed, but has been proposed in a separate document issued alongside this report, on a time costs basis. It is for this reason I refer to time costs throughout this report. It should be noted however that any reference to time costs is reference only to the time of Currie Young Limited; Irwin's are not proposing to be remunerated for any post-liquidation work.

3.4 I will now turn to each category of work.

***Administration and Planning (including statutory compliance & reporting)***

3.5 An officeholder must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. The work anticipated under this category has not yet been detailed to creditors, but set out below some of the work carried out. It is then similarly set out in the fees estimate issued simultaneously with this progress report.

3.6 It will be seen from the time analysis at Appendix B that during the Period 32.3 hours has been applied to the category by Currie Young at a cost of £8,446.50 (as stated above, Irwin's are not seeking to be remunerated for post-liquidation work done and so their time costs are not referred to).

3.7 The work carried out by the Joint Liquidators during the Period and split between the two firms will include but not be limited to the following tasks:

- Creation and update of case files on the firm's insolvency software - an IP is required to ensure that records of all cases are maintained in accordance with the IP Regulations 2015. This is a task which is ongoing with IP records being required to show case progression and evidence the reasoning behind all major decisions
- Opening, maintaining, and managing the insolvent estate cashbook and bank account(s) – this was a task assigned to Currie Young Limited under a division of duties, but Irwin's also opened a bank account and dealt with the sale of a motor vehicle detailed below. Their R&P has been reconciled with the R&P and bank account being maintained by Currie Young Limited.
- Complying with statutory duties in respect of the office holder's specific penalty bond - an Insolvency Practitioner will not be qualified to act in relation to a Company or Individual unless there is in force security to cover the proper performance of his/her functions. A bond is made up of two elements, an enabling bond which is paid for by the Insolvency Practitioner and then a specific bond which is charged to the insolvency assignment.

The specific bond covers the estimated value of the assets available in the insolvent estate and is an expense which is properly charged to the estate. Both I and Mr Irwin have taken out bonds in this matter and the level is generally reviewed each quarter.

- Securing the insolvent's assets and placing insurance where appropriate – the motor vehicle detailed below and listed on the Directors estimated Statement of Affairs (**SoA**) was placed on cover by my firm with AUA Insolvency Risk Services and the premium has been paid from my office account as detailed on the R&P.
- Notifying creditors of the officeholder's appointment and other associated formalities including statutory advertising and filing relevant statutory notices – these tasks were completed by Irwin's. Our appointment letter which was required to be issued within 28 days of appointment was issued to creditors on 30 July 2020, advertisements appeared in the London Gazette on 3 August 2020 and appointment documents are reflected at Companies House.
- Initial notifications to employees and the provision of support and assistance in lodging any claims they may be entitled to make for unpaid wages, holiday pay and other statutory entitlements from the National Insurance Fund and the insolvent entity. Liaising



## ABH INSTALLATIONS LTD - IN LIQUIDATION

with (or appointing) union representatives and payroll providers and reviewing employment contracts as necessary.

- Redirection / collection of mail directed to Company premises, where deemed to be appropriate.
- Pension regulatory reporting and auto-enrolment cancellation – this work has been completed by Irwin's with oversight from Currie Young Limited. A claim for a shortfall to the pension scheme has been submitted to the Redundancy Payments Service (RPS) and processed.
- Completion and filing of the notice of the insolvency with HMRC – notice was provided by Irwin's on 30 July 2020.
- Securing the insolvent's books and records – records were collected from the former trading premises and inventoried by Currie Young Limited following appointment. Records will be sent to a storage agent in due course.
- Preparing a case strategy note to record all known assets, risks, and investigatory matters as well as agreeing a split of duties between the Joint Liquidators.
- Periodic case progression reviews (typically at the end of Month 1 and every 6 months thereafter) to ensure case strategy is being followed / adapted as required and the assignment is compliant with legislation – both firms responsibility.
- Disclaiming onerous / potentially onerous assets / contracts – the licence to occupy the former trading premises together with any remaining furniture and equipment on site, was disclaimed on 12 August 2020 as per the notice of disclaimer filed at Companies House – this work was completed by Currie Young Limited.
- General correspondence between the Joint Liquidators to ensure that each is complying with their duties / statutory requirements, together with the approval for only one Liquidator to act going forward.

3.8 Reports like this, also fall under this category, but my time for drafting and issuing this report will be included in the next period.

3.9 As noted in the fees estimate issued simultaneously with this report, the majority of this work will derive no financial benefit for creditors. However, appropriate case administration and planning ensures that the case is managed coherently and efficiently, minimising costs, and avoiding duplication of work. A clear case strategy and strong internal processes add value through the efficient management of the case. This work is also required in order to appropriately document and record how the case has been administered in accordance with regulatory requirements.

### ***Realisation of Assets***

3.10 Whilst realisation of assets was assigned to Currie Young Limited, Irwin's dealt with the first two asset groups detailed below:

#### **Mercedes Sprinter Van**

3.11 The Directors SoA indicated that the book value of the vehicle was £5,863 whilst the estimated to realise value was £1,000, a forced sale valuation having been provided to Irwin's by Richard Mascall MRICS of Messer's MGR Appraisals, Agents & Valuers.

3.12 It will be seen from the R&P that the vehicle has been sold for £1,000 plus VAT, the sale being completed by Irwin's and the appointed agent, and the purchaser being the Director of

## ABH INSTALLATIONS LTD - IN LIQUIDATION

the Company. This was a connected party sale completed in accordance with Statement of Insolvency Practice 13.

- 3.13 Irwin's believed the sale to represent the best possible outcome for creditors, having regards to costs of uplift and sale.

### Monies held in client account

- 3.14 The note to the Directors SoA read as follows:

*"An amount of £4,000 has been received from the Company and is being held in the Irwin Insolvency Client Account, for the benefit of the estate generally"*

- 3.15 It will be seen that the amount is reflected on the R&P and I can advise that the cash was paid from the Company bank account to Irwin's client account in the lead up to the liquidation.

- 3.16 The SoA then indicated the following assets which do not show a realisation on the R&P:

### Cash at Bank

- 3.17 The SoA indicated a balance of £989 with the estimated to realise value being recorded as uncertain on the basis of there being outstanding loans with the bank, which were likely to be offset against any credit balances held.

- 3.18 Having received bank statements, the account had become overdrawn at the date of liquidation and therefore, there will be no realisation.

- 3.19 As regards to the time charged to realise assets, Irwin's (as already indicated) are not seeking to recover any post-liquidation costs. The time charged to this category during the Period by Currie Young Limited (my firm is seeking to agree remuneration with creditors) amounts to 5.10 hours at a cost of £2,074.50 and relates to the pursuit of antecedent transactions which were identified as part of the investigations detailed below. Freeths Solicitors LLP (**Freeths**) are currently acting, and an update will be provided in subsequent reports.

- 3.20 The assets realised to date and the work carried out to realise them will not provide a financial benefit to creditors. Whether or not the work being carried out to pursue what appear to be antecedent transactions will result in a financial benefit is yet to be seen, but the initial indication is that there will be no return to creditors owing to the, more than likely, protracted nature of any recovery / means to settle claims.

### ***Cost of Realisations***

- 3.21 The following costs have been discharged from the funds in hand during the Period as either a statutory expense, part of agreed costs, a Category 1 expense, or a Category 2 expense. Please see my revised charging policy as of 1 April 2021, at Appendix C for definitions of expenses:

### Preparation of SoA

- 3.22 Creditors agreed that the pre-liquidation fee of £7,500 plus VAT and disbursements (now termed expenses) be paid to Irwin's from assets of the Company. It will be seen that they have recovered £4,133.33 plus VAT during the Period leaving, a balance of £3,366.67 plus VAT and expenses outstanding. Details of any outstanding expenses can be found at Appendix C.

## ABH INSTALLATIONS LTD - IN LIQUIDATION

### Agents/Valuers Fees

- 3.23 As indicated earlier in the report, agents were instructed to provide a valuation of a vehicle and to complete a sale of the same. Their fees were agreed by Irwin's and paid in the sum of £200 plus VAT as a Category 1 expense.

### Insurance of Assets

- 3.24 As indicated under administration and planning, my firm arranged for the vehicle referred to above, to be insured. The premium cost £112 and the sum has been paid from my office account to AUA Insolvency Risk Services, as indicated on the R&P. This will be reimbursed as and when funds permit, as a Category 1 disbursement.
- 3.25 Further information regarding costs and expenses incurred / paid during the Period can be found at Appendix C.

### ***Creditors (claims and distributions)***

- 3.26 The Liquidators are not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.
- 3.27 Work undertaken by the Liquidators in dealing with a company's creditors may only therefore bring a financial benefit to certain classes of creditor such as a secured creditor or the preferential creditors, however the Liquidators are 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 Liquidators in dealing with those claims.
- 3.28 More information on the anticipated outcome for all classes of creditor in this case can be found in section four below.
- 3.29 At this stage, I consider the following matters worth bringing to the attention of creditors:
- The Directors estimated SoA set out two categories of creditor being preferential and unsecured creditors.
  - Preferential creditor claims (made up of four employee/director claims and a pension claim) were estimated to total £3,442 and unsecured creditor claims (made up of residual employee/director claims, and 14 unsecured claims to include a directors loan account) were estimated to total £147,200.
  - The list of unsecured creditors now sits at 18 creditors, four consumers coming forward to indicate disputed / incomplete work.
  - It is believed that the RPS have settled the preferential / unsecured elements of the employee/director claims for arrears of wages, accrued holiday pay, pay in lieu of notice and redundancy pay – I await their claim. It appears that we have then received/recorded claims from nine of the unsecured creditors in the sum of £86,468.
  - I believe total claims will be more than the Directors SoA indicated due to the claims of consumers not being included / indicated.
- 3.30 It will be seen from the time analysis at Appendix B that during the Period Currie Young Limited have attributed 2 hours to this category at a cost of £418, time dealing with creditors

## ABH INSTALLATIONS LTD - IN LIQUIDATION

predominantly being incurred by Irwin's in the lead up to their agreement to assign all matters to Currie Young Limited.

### *Investigations*

- 3.31 Some of the work Liquidators are 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 Liquidators can pursue for the benefit of creditors.
- 3.32 I can confirm that investigations were assigned to Currie Young Limited and 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.
- 3.33 I made an initial assessment of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate. This assessment considered any information provided by creditors.
- 3.34 My initial assessment revealed some transactions which required further enquiry as follows:
- A payment made to Halifax Bank to settle a personal credit card which the Director states was used for Company purchases – evidence has been requested and is awaited.
  - The disposal of two motor vehicles on the Company asset register, prior to liquidation and not disclosed in the paperwork provided to creditors, or to the Joint Liquidator in their preliminary work – believed to have been used to reduce the Directors Loan Account / to finance a new vehicle.
  - A payment of £6,000 made to a creditor with whom a new Company incorporated by the Director continues to trade.
  - A payment of circa £13,000 to a creditor the Director had personal guaranteed giving rise to a potential preference payment.
  - An overall reduction in the Company overdraft – this appears to have been enforced by Lloyds.
  - A rather large trading loss, from the last drafted financial figures to the date of liquidation.
  - Two transactions on the bank statements listed as dividends, made at a time that the Company appeared to have insufficient reserves to declare dividends.
- 3.35 During the Period, I have made various enquiries to enable me to disclose the statements above, and I have emailed the Director to set out claims of circa £50,000. There has been no response and so Freeths have been instructed to assist/pursue recovery.
- 3.36 It will be seen from my time analysis at Appendix B that 28.2 hours has been allocated to investigations by my firm, amounting to £7,171. This work has also crossed over with realisation of assets as time is also now recorded to pursuit of these claims.
- 3.37 Some of the work has been carried out to comply with statutory requirements and may not be of any direct benefit to creditors, but some work is being carried out in the hope of achieving further realisations which may or may not benefit creditors, depending on whether a recovery is achieved and the cost associated in achieving the same.

## ABH INSTALLATIONS LTD - IN LIQUIDATION

### *Matters still to be dealt with*

- 3.38 The investigations listed above are ongoing and aside from statutory and compliance work, required throughout the life of the case, I do not believe any other matters to be outstanding.

## **4 Creditors**

### *Secured Creditors*

- 4.1 There are no known secured creditors.

### *Preferential Creditors*

- 4.2 As mentioned above the SoA listed four employees whose preferential claims totalled £2,527 (to exclude any pension claim).
- 4.3 Employees, I believe, have been submitted claims to the RPS and to my knowledge have been paid in full. I await a Proof of Debt form from the RPS to confirm this.
- 4.4 A distribution to preferential creditors appears unlikely.

### *Unsecured Creditors*

- 4.5 As indicated above, the Directors SoA indicated there were 14 unsecured creditors with claims totalling £128,312 (to exclude the unsecured employee claims bringing the total to £147,200). I since have been made aware of four additional claims from consumers.
- 4.6 I am in receipt of claims totalling £86,468 from nine creditors.
- 4.7 The Company did not grant any floating charges to a secured creditor. Accordingly, there is no requirement to create a fund out of the Company's net floating charge property for unsecured creditors (known as the **Prescribed Part**), which only applies to charges created after 15 September 2003.
- 4.8 At this stage in the liquidation a distribution to the unsecured creditors appears unlikely.

## **5 Joint Liquidators' Remuneration**

- 5.1 Creditors approved that the unpaid pre-liquidation fees of Irwin's, totalling £7,500 plus VAT and expenses, be paid from the estate. During the Period, £4,133.33 plus VAT of the fees has been paid leaving a residual balance to be paid.
- 5.2 As regards to the post-liquidation fees, the basis of remuneration has not yet been agreed with the Creditors Committee (if formed) or creditors, but a fees estimate proposing that only Currie Young be remunerated for post-liquidation work, has been issued simultaneously with this report and that proposes that I be remunerated on a time costs basis.
- 5.3 My time costs for the Period are £18,110. This represents 67.6 hours at an average rate of £267.90 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 me in managing the liquidation.
- 5.4 Whilst Irwin's do not propose to seek approval for post-liquidation costs their time costs for the Period amount to £7,825. This represents 31.5 hours at an average rate of £248.41 per hour.
- 5.5 To date nothing has been drawn against the liquidators time costs as there are insufficient funds in hand / I do not yet have approval to recover the same.

## ABH INSTALLATIONS LTD - IN LIQUIDATION

- 5.6 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from:

<https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/more/29114/page/1/liquidation-a-guide-for-creditors-on-insolvency-practitioner-fees/>

- 5.7 Attached at Appendix C is additional information in relation to the Liquidators' fees and expenses including where relevant, information on the use of subcontractors and professional advisers.

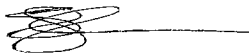
### 6 Creditors' Rights

- 6.1 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 Liquidators provide further information about their remuneration or expenses which have been itemised in this progress report.
- 6.2 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 Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidators, as set out in this progress report, are excessive.

### 7 Next Report

- 7.1 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.
- 7.2 If you have any queries in relation to the contents of this report, I can be contacted by telephone on 01782 394500 or by email at [sjc@currieyoung.com](mailto:sjc@currieyoung.com).

Yours faithfully



**Steven John Currie**  
Liquidator

# **ABH INSTALLATIONS LTD - IN LIQUIDATION**

## **Appendix A**

### **Receipts and Payments Account for the Period from 28 July 2020 to 27 July 2021**

ABH Installations Ltd  
(In Liquidation)  
Liquidators' Summary of Receipts & Payments  
To 27/07/2021

S of A £		£	£
	ASSET REALISATIONS		
1,000.00	Motor Vehicle - Mercedes Sprinter Van	1,000.00	
Uncertain	Cash at Bank	NIL	
4,000.00	Monies held in client account	4,000.00	
			5,000.00
	COST OF REALISATIONS		
	Preparation of SoA	4,133.33	
	Agents/Valuers Fees	200.00	
	Insurance of Assets	112.00	
			(4,445.33)
	PREFERENTIAL CREDITORS		
(1,600.00)	Arrears of Pay	NIL	
(927.00)	Accrued Holiday Pay	NIL	
(915.00)	Pension Schemes	NIL	
			NIL
	UNSECURED CREDITORS		
(36,420.00)	Trade & Expense Creditors	NIL	
(5,646.00)	Arrears of Pay Claims	NIL	
(7,410.00)	Lieu of Notice Pay	NIL	
(6,747.00)	Redundancy Pay	NIL	
(22,816.00)	Directors Loan Account	NIL	
(13,849.00)	HMRC	NIL	
(54,312.00)	Business Loans	NIL	
			NIL
	DISTRIBUTIONS		
(99.00)	Ordinary Shareholders	NIL	
			NIL
(145,741.00)			554.67
	REPRESENTED BY		
	Vat Receivable		866.67
	Office		(112.00)
	Vat Payable		(200.00)
			554.67



## **ABH INSTALLATIONS LTD - IN LIQUIDATION**

### **Appendix B**

**Time Analysis of Currie Young Limited for the Period from the 28 July 2020 to 27 July 2021**

# Time Entry - SIP9 Time & Cost Summary

ABH001CVL - ABH Installations Ltd  
All Post Appointment Project Codes  
From: 28/07/2020 To: 27/07/2021

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	6.00	12.60	0.00	13.70	32.30	8,446.50	261.50
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.10	0.50	0.00	1.40	2.00	418.00	209.00
Investigations	4.70	9.40	0.00	14.10	28.20	7,171.00	254.29
Realisation of Assets	4.20	0.90	0.00	0.00	5.10	2,074.50	406.76
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	15.00	23.40	0.00	29.20	67.60	18,110.00	267.90
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

Summary of chargeout rates for staff members involved with this case.

Grade Category	Minimum Rate	Maximum Rate
Partner	395	445
Other Senior Professional	195	245
Manager	295	345
Assistants & Support Staff	125	215

## ABH INSTALLATIONS LTD - IN LIQUIDATION

### Appendix C

#### Additional Information in Relation to the Joint Liquidators' Fees, Expenses & the use of Subcontractors

##### Staff Allocation and the use of Subcontractors

The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.

The constitution of the case team will usually consist of a 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.

We have not utilised the services of any subcontractors on this case.

##### Professional Advisors

On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

Name of Professional Advisor	Basis of Fee Arrangement
Freeths (legal advice)	Hourly rate and expenses on recovery only basis
AUA Insolvency Risk Services (insurance)	Fixed premium based on assets insured
MGR Appraisals (valuation and disposal advice)	Fixed fee

Our choice was based on their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

##### Joint Liquidators' Expenses

###### Category 1 expenses

These expenses do not require prior approval by creditors. The type of expenses that may be charged to a case as a Category 1 expense generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, external room hire and external storage costs. Also chargeable, will be any properly reimbursed expenses incurred by personnel in connection with the case. These expenses may include disbursements which are payments first met by an office holder and then reimbursed from the estate.

Expense	Paid in Prior Period £	Paid in the period covered by this report £	Incurred but not paid to date £
Agent's fees & expenses	-	200.00	-
Legal fees & expenses	-	-	505.54
Statutory advertising (payable to Irwin's)	-	-	254.00
Specific Penalty Bond			
- Irwin's	-	-	80.00
- Currie Young	-	-	48.00
Insurance (paid from CY office account)	-	112.00	-
Postage costs (Irwin's)	-	-	29.52
Land Registry (CY)	-	-	9.00

## **ABH INSTALLATIONS LTD - IN LIQUIDATION**

### ***Category 2 expenses***

These expenses 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 therefore include payments to associates of the office holder or shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis. Details of Category 2 expenses charged by this firm (where appropriate) are provided within the Liquidators' fees estimate issued to creditors alongside this report.

### **Charge-Out Rates**

Currie Young Limited's current charge-out rates effective from 1 April 2019 and which increased on 1 April 2021 are detailed in the attached charging policy. Please note this firm records its time in minimum units of 6 minutes.

The charge-out rates of Irwin's have not been provided as they do not propose to be remunerated for post-liquidation work / on a time cost basis.

**CURRIE YOUNG LIMITED'S CHARGING POLICY IN RESPECT OF INSOLVENT ESTATES,  
WHERE REMUNERATION IS BASED ON TIME COSTS**

**INTRODUCTION**

This note applies where a licensed Insolvency Practitioner (**IP**) within the firm is acting as an office holder of an insolvent estate and seeks creditor approval to draw his/her remuneration based on the time properly spent in dealing with the case.

It further applies where information is to be provided to creditors or other interested parties, regarding the office holder's fees following the passing of a resolution for the office holder to be remunerated on a time cost basis.

The note then also applies where creditor approval is required or sought, to make a separate charge by way of an expense or a disbursement described as a Category 2 expense (see definition below).

Best practice guidance<sup>1</sup> requires that this information be disclosed to those who are responsible for approving payments to be made to an office holder and to their associates from an insolvent estate.

**OFFICE HOLDER'S FEES IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES**

The office holder has overall responsibility for the administration of the estate but will delegate tasks to members of their staff. Such delegation assists the office holder as it allows them to deal with the more complex aspects of the case and ensures that work is being carried out at the appropriate level. There are various levels of staff that are employed by the office holder and these appear below.

The firm operates a time recording system which allows staff working on the case along with the office holder to allocate their time to the case. The time is recorded at the individual's hourly rate in force at that time, which is detailed below.

The rates charged currently by the various grades of staff are as follows:

<b>Grade of staff</b>	<b>Charge-out rate (£ per hour) 1 April 2021 – until further notice</b>
Director	445
Associate Director / Senior Manager	345
Manager	310
Assistant Manager	290
Senior Administrator	245
Administrator	215
Junior	175

The rates charged for the period 1 April 2019 to 31 March 2021 were:

<b>Grade of staff</b>	<b>Charge-out rate (£ per hour) 1 April 2019 – to 31 March 2021</b>
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<sup>1</sup> Statement of Insolvency Practice 9 (SIP 9) – Payments to Insolvency Office Holders and Their Associates From An Estate

Director	395
Associate Director / Senior Manager	295
Manager	260
Assistant Manager	240
Senior Administrator	195
Administrator	165
Junior	125

Time spent by support staff such as secretarial, administrative, and cashiering staff is charged directly to cases. It is not carried as an overhead. Time is recorded in 6-minute units.

#### **EXPENSES INCURRED BY OFFICE HOLDERS IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES**

Expenses are payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also include disbursements. Disbursements are payments which are first met by the office holder, and then reimbursed to the office holder from the estate.

##### **Types of expense**

Expenses are divided into two categories; those which do not require approval before being charged to an insolvent estate (Category 1) and those which do require approval before being charged to an insolvent estate (Category 2)

- ❑ *Category 1 expenses (approval not required)* – These are payments to persons providing the service to which the expense relates, who are not an associate of the office holder
- ❑ *Category 2 expenses (approval required)* – These are payments to associates or which have an element of shared costs. Before being paid, category 2 expenses require approval in the same manner as an office holder's remuneration. Category 2 expenses require approval whether paid directly from the estate or as a disbursement.

When seeking approval of category 2 expenses, an office holder should explain for each expense, the basis on which the expense is being charged to the estate.

##### **Definition of associate**

The term associate is defined in insolvency legislation. However, best practice guidelines expand the definition as follows.

The office holder is required to consider the substance of their relationships, and to consider the perception of any association between them, their firm or any individual within their firm, and the recipient of a payment. However, it is not only the office holder's perception of the relationship, but that of a reasonable and informed third party - might they consider there would be an association.

Where the conclusion is that a reasonable and informed third party might consider there to be an association, notwithstanding the fact that the nature of the association may not meet the legislative definition, payment should be treated as being made to an associate and approval as a Category 2 expense should be sought.

##### **Category 2 expenses charged by this firm – payments to associates**

This firm does not believe that relationships with third-party advisors (solicitors, agents, tax advisors, employment specialists, pension agents) fall within the legal definition of associate, or that a reasonable and fully informed third party might deem there to be an association.

Whilst this firm might engage the same advisor(s) to assist on more than one insolvent estate, those advisors are engaged based on their experience, their skill set and their performance. Such expenses are treated as a Category 1 expense by this firm and are charged to insolvent estates without prior approval.

One relationship which does fall under the definition of an associate, is the relationship between this firm and a debt collection agent, Debt Solutions Hub Limited (**DSH**), associated by way of common Director and Shareholder. This firm might on occasion make use of DSH to collect book debts due to an insolvent estate and the basis of their fees, if proposed, will be made clear to creditors and other interested parties of an insolvent estate, by reference to case specific voting forms.

**Category 2 expenses charged by this firm – element of shared cost / allocation of costs**

The information below provides an explanation of the Category 2 expenses which this firm seeks to charge on a shared or allocated costs basis, how the charge is calculated and why it is deemed to be a fair and reasonable charge to an insolvent estate.

<b>Expense type</b>	<b>How the expense is calculated</b>	<b>Fair and reasonable</b>
Postage of case related circulars	<p>This firm operates an online business account with The Royal Mail, the facility being invoiced to this firm monthly.</p> <p>Part of the invoice is allocated to insolvent estates, where the cost can be clearly identified, such as circulars.</p> <p>The calculation is:</p> <p>Rate set by Royal Mail at the date of posting x number of recipients</p>	<p>Postage costs in these circumstances are incurred as a direct result of the insolvent estate and the cost is therefore deemed to be directly attributable to the insolvent estate.</p> <p>The cost is recharged with no markup.</p>
Storage Boxes	<p>An office holder is required to retain books and records of a Company / of an individual for the 12 months following dissolution / release from office. In addition to this, working case files are required to be retained for six years following the office holder's release from office.</p> <p>This firm uses Restore plc to store records, for which Restore boxes are required.</p> <p>Boxes are invoiced in bulk and are allocated to the insolvent estates at cost.</p>	<p>The charge is directly attributable to an insolvent estate by reference to the number of boxes held by Restore per insolvent estate at any given time.</p>
Car Mileage	<p>Business mileage is charged at the rates provided for by HMRC.</p>	<p>Business mileage will only be recharged where travel is directly attributable to the insolvent estate.</p>

This document provides a generic overview of how this firm approaches time costs and expenses. Fees estimates and progress reports provided in each insolvent estate will provide case specific detail.

## **ABH INSTALLATIONS LTD - IN LIQUIDATION**

### **Appendix D**

Privacy Notice



## **Privacy Notice**

### **Use of personal information**

We process personal information to enable us to carry out our work as insolvency practitioners which includes processing data that was held by companies/individuals before our appointment together with data collected during an insolvency procedure or a fixed charge receivership. Our legal obligation to process personal data arises from work we are required to carry out under insolvency and other related legislation.

Insolvency practitioners are Data Controllers of personal data in so far as defined by data protection legislation. Currie Young Limited will act as Data Processor on their instructions about personal data in relation to an insolvency procedure or fixed charge receivership.

Personal data will be kept secure and processed only for matters relating to the insolvency procedure being dealt with.

### **The data we may process**

The personal data insolvency practitioners may process in most cases will be basic details that may identify an individual and will typically be sufficient to allow us to carry out our work as insolvency practitioners, for example, dealing with the claims of individuals who are owed monies by the companies/individuals over whom we have been appointed.

However, insolvency practitioners may be appointed over entities that process personal data that is considered more sensitive, for example health records and this sensitive data will usually have been created before our appointment. Although we will take appropriate steps to safeguard sensitive data (or to destroy it where it is appropriate to do so), subject to limited exceptions, for example, where we identify previous conduct and/or action that requires further investigation, we will not be processing sensitive data.

### **Sharing information**

We may share personal data with third parties where we are under a legal or regulatory duty to do so, or it is necessary for the purposes of undertaking our work as insolvency practitioners. We may also share personal data to lawfully assist the police or other law enforcement agencies with the prevention and detection of crime, where disclosure is necessary to protect the safety or security of any persons and/or otherwise as permitted by the law.

### **How long will we hold it?**

Personal data will be retained for as long as any legislative or regulatory requirement requires us to hold it. Typically, this may be up to six years after which it will be destroyed.

### **What are your rights?**

You have the right to receive the information contained in this document about how your personal data may be processed by us.

You also have the right to know that we may be processing your personal data and, in most circumstances, to have information about the personal data of yours that we hold, and you can ask for certain other details such as what purpose we may process your data for and how long we will hold it.

Individuals have the right to request that incorrect or incomplete data is corrected and in certain circumstances, you may request that we erase any personal data on you which may be held or processed as part of our work as insolvency practitioners. If you have any complaints about how we handle your personal data, please contact Lisa Jackson (Manager) of Currie Young Limited, Alexander House, Waters Edge Business Park, Campbell Road, Stoke on Trent, ST4 4DB or alternatively via email at [Lisa.Jackson@currieyoung.com](mailto:Lisa.Jackson@currieyoung.com) so we can resolve the issue, where possible. You also have the right to lodge a complaint about any use of your information with the Information Commissioners Office (ICO), the UK data protection regulator.