

LIQ14

Notice of final account prior to dissolution in CVL



Companies House

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

1 Company details

Company number	0	8	9	1	7	7	0	2
Company name in full	CLEAN AIR FILTRATION LIMITED							

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

2 Liquidator's name

Full forename(s)	JOHN WILLIAM
Surname	BUTLER

3 Liquidator's address

Building name/number	THE CHAPEL
Street	BRIDGE STREET
Post town	DRIFFIELD
County/Region	
Postcode	Y O 2 5 6 D A
Country	

4 Liquidator's name ①

Full forename(s)	ANDREW JAMES
Surname	NICHOLS

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

5 Liquidator's address ②

Building name/number	THE CHAPEL
Street	BRIDGE STREET
Post town	DRIFFIELD
County/Region	
Postcode	Y O 2 5 6 D A
Country	

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

LIQ14

Notice of final account prior to dissolution in CVL

6 Liquidator's release

☐ Tick if one or more creditors objected to liquidator's release.

:

7 Final account

☒ I attach a copy of the final account.

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d1

^d5

^m0

^m2

^y2

^y0

^y2

^y1

**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

Address

Post town

County/Region

Postcode

Country

DX

Telephone

**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

NOTICE THAT THE COMPANY'S AFFAIRS ARE FULLY WOUND UP

Company Name: CLEAN AIR FILTRATION LIMITED (In Liquidation) ("the Company")
Company Number: 08917702

This Notice is given under Rule 6.28 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the joint liquidators of the Company, J W Butler and A J Nichols, of Redman Nichols Butler, The Chapel, Bridge Street, Driffield, East Yorkshire, YO25 6DA (T: 01377 257788) who were appointed by the members and creditors.

The joint liquidators give notice that the Company's affairs are fully wound up.

Creditors have the right:

- (i) to request information from the joint liquidators under Rule 18.9 of the Rules;
- (ii) to challenge the joint liquidators' remuneration and expenses under Rule 18.34 of the Rules; and
- (iii) to object to the release of the joint liquidators by giving notice in writing below before the end of the prescribed period to: Redman Nichols Butler c/o The Chapel, Bridge Street, Driffield, East Yorkshire, YO25 6DA.

The prescribed period ends at the later of: (i) eight weeks after delivery of this notice, or (ii) if any request for information under Rule 18.9 of the Rules or any application to court under that Rule or Rule 18.34 of the Rules is made, when that request or application is finally determined.

The joint liquidators will vacate office under Section 171 of the Insolvency Act 1986 ("the Act") on delivering to the Registrar of Companies the final account and notice saying whether any creditor has objected to release.

The joint liquidators will be released under Section 173 of the Act at the same time as vacating office unless any of the Company's creditors objected to release.

Relevant extracts of the Rules referred to above are provided overleaf.

Signed: 
JOHN BUTLER
JOINT LIQUIDATOR

Dated: **27 November 20**

**RELEVANT EXTRACTS OF RULES 18.9 AND 18.34 OF
THE INSOLVENCY (ENGLAND & WALES) RULES 2016**

Rule 18.9

- (1) The following may make a written request to the office-holder for further information about remuneration or expenses set out in a final report under rule 18.14:
- a secured creditor;
 - an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question); or
 - any unsecured creditor with the permission of the court.
- (2) A request or an application to the court for permission by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one creditor.

Rule 18.34

- (1) This rule applies to an application in a winding-up made by a person mentioned in paragraph (2) on the grounds that:
- the remuneration charged by the office-holder is in all the circumstances excessive;
 - the basis fixed for the office-holder's remuneration under rules 18.16, 18.18, 18.19, 18.20 and 18.21 (as applicable) is inappropriate; or
 - the expenses incurred by the office-holder are in all the circumstances excessive.
- (2) The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable:
- a secured creditor; or
 - an unsecured creditor with either
 - (i) the concurrence of at least 10% in value of the unsecured creditors (including that creditor), or
 - (ii) the permission of the court.
- (3) The application by a creditor must be made no later than eight weeks after receipt by the applicant of the final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question.

**CLEAN AIR FILTRATION LIMITED
– IN LIQUIDATION**

Final Account

Clean Air Filtration Limited
– in liquidation (“the Company”)
Joint Liquidators’ final account

Statutory information

Company number: 08917702
Name of company: Clean Air Filtration Limited
Previous name(s) of company (if any): n/a
Trading name / style under which: Clean Air Filtration Limited

- Company carried on business and
- Any debt owed to a creditor was incurred

Type of Liquidation: Creditors Voluntary Liquidation
Address of Registered office: The Chapel Bridge Street, Drifffield, East Yorkshire, YO25 6DA
Principal trading address: Sherwood, Scarborough Road, Drifffield, YO25 5EH
Unit 99, Kelleythorpe Industrial Estate, Drifffield, YO25 9DJ
Liquidator(s) name(s), address(es) and contact number: J W Butler and A J Nichols of Redman Nichols Butler,
The Chapel, Bridge Street, Drifffield, East Yorkshire, YO25 6DA
T: 01377 257788
Office holder number(s): 9591 & 8367
Date of appointment: 4 August 2017
Is there a liquidation committee? No

Administration (including statutory reporting)

The work undertaken which is classified as Administration for the period of this report is summarised below (;

Case Management

- case set-up, record-keeping, completion of checklists, periodic case reviews

Statutory and Compliance

- case bonding; Companies House filings and returns; advertising of notices
- preparation and delivery of periodic reports to creditors and other stakeholders
- completion and submission of post appointment HMRC tax returns
- corresponding with HMRC in relation to cessation of PAYE and VAT schemes
- reporting to creditors including preparation of the final account.

Cashiering

- arrange banking facilities; monthly account reconciliations; general cashiering preparation and maintenance of cashbook and receipts and payments account

This work does not produce any direct financial benefit for creditors but is required by statute and best practice guidelines.

Asset realisations

The work undertaken which is classified as Asset realisations is summarized below;

Asset	Estimated to realise per statement of affairs (£)	Actual realisations to date (£)	Comments
Book Debts	10,404	1,179	Creditors may recall that the debts were factored to Bibby Factors. Bibby Factors have now realised the outstanding debts and, after deducting their fees, there was a surplus, which has been paid into the estate account.
Plant and machinery	0	0	The company owned a computer which had a realise value of nil.
Director's current account	Uncertain	19,778	Creditors may recall that there is a director's current account due in the sum of £19,778 and that the director was making monthly payments of £500. This has now been paid in full.
Cash at bank	-	633	This was not on the statement of affairs but relates to monies in the company's bank account when the account was closed.
Bank interest	-	60	Bank interest of £59.54 has been received on funds held.

This work has not produced a financial benefit for creditors and is required by statute and best practice guidelines.

Statement of Insolvency Practice 13 – Transactions with connected parties

Statement of Insolvency Practice 13 provides that I am required to disclose to creditors and members at the first available opportunity after my appointment any transactions with connected parties.

I am not aware of any such transactions in this case.

Investigations

Statement of Insolvency Practice 2 – Investigations by office holders

I have carried out the liquidator's duty to investigate the affairs of the company to that extent necessary to comply with best practice as provided by the provisions of Statement of Insolvency Practice 2 entitled "Investigations by office-holders in administrations and insolvent liquidations".

Pursuant to that duty, no new matters have come to my attention, which warrant further investigation or action being taken.

Company Directors Disqualification Act 1986

I have complied with my duties under the provisions of the Company Directors Disqualification Act 1986. However, I am not able to disclose to creditors the content of my report.

Work completed within this category also includes;

- obtaining and reviewing of the books and records
- invite and review concerns / matters raised by the creditors regarding the director(s) conduct.

This work does not produce any direct financial benefit for creditors but is required by statute and best practice guidelines.

Creditors (claims and distributions)

The work undertaken which is classified as Creditors for the period of this report is summarised below;

- general communication with creditors
- dealing with creditor claims

This work does not produce financial benefit for creditors but is required by statute and best practice guidelines.

Costs and expenses of the liquidation

Remuneration of office holders

A creditors' guide to an Insolvency Practitioner's fees is available at www.creditorinsolvencyguide.co.uk or www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees. A copy of the creditors' guide to Redman Nichols Butler fees and expenses is attached to this report which details my firm's current charge out rates.

Basis of amount of remuneration, who agreed that basis and when

The creditors have resolved that the liquidators' fees be based on the amount of time spent by them and their staff in dealing with all aspects and matters of the case, including those undertaken at the request of the creditors and that they be at liberty to draw fees in accordance with that resolution without further reference to creditors.

This resolution was passed by a vote by correspondence on 12 November 2018.

My firm's time costs in administering this case

My firm's time costs to date in dealing with the proper administration of this liquidation total £27,847.77 and for the period since the last report total £4,033.92. An estimated analysis by reference to the types of work carried out on this liquidation is attached to this report.

The narrative above provides a brief description of the type of work involved in each category.

Fee estimate

When seeking approval for my firm's remuneration, I provided creditors with details of the estimated costs of the liquidation. The fee estimate previously provided to creditors is attached to this report. The fee estimate also included a narrative of work which was anticipated to be undertaken.

The office holders' remuneration cannot exceed the totally amount set out in the fee estimate without further approval from creditors. In this case the fee estimate for dealing with the post appointment matters on this case was £17,506.84.

Funds drawn to date on account of remuneration

I advise that, to date, I have drawn £15,000.00 plus VAT in respect of my firm's remuneration. I intend to draw a further £2,271.16 plus VAT in respect of my firm's remuneration. The total office holder remuneration which will be drawn in respect of this case is £17,271.16 plus VAT.

There is an outstanding VAT refund of £2,200.45 which means I am unable to pay the outstanding invoice for my firm's remuneration in full now. Once this VAT refund is received it will be used to pay my firm's outstanding invoice.

H M Revenue & Customs are currently experiencing significant delays processing VAT refunds. In order to expedite the case closure, I have assigned the VAT refund to Redman Nichols Butler to pay this outstanding invoice. The VAT refund will be paid directly to Redman Nichols Butler and will be used to pay the balance of my firm's outstanding invoice.

The receipts and payments account attached to this report has been prepared on the assumption the VAT refund has been received and has been utilised towards the office holder remuneration.

Ordinarily I would await receipt of the VAT refund into the insolvent estate bank account before issuing the final account. However, given the significant delays with HMRC processing VAT refunds, I do not propose that HMRC's delays should adversely impact on the closure of the case.

If any creditor has any objection to this proposed course of action, they should notify me in writing within the next 21 days.

Variances from fee estimate

My firm's remuneration has exceeded the original fee estimate due to the review of the ongoing monthly payments from the director in respect of his loan account and the occasional chasing letter / email to him when payments were slightly late and having to draft a further annual progress report to creditors.

Although my firm's remuneration has exceeded the original fee estimate, it is not my intention to ask creditor for an increase.

Convening costs

My firm's time costs in attending to those instructions and how these costs were incurred are shown as follows;

Grade of staff	Hours / Minutes	Rate (£)	Value (£)
Partner	4/45	305	1,448.75
Manager	19/00	254	4,826.00
Administrator	0/10	166	27.67
Support staff	0/50	97	80.83
Total/Average	24/45	261.07	6,383.25

The costs for dealing with the pre-appointment work on this case are £6,383.25.

It has been highlighted that, although creditors have previously been advised of my firm's fees for the work carried out pre-liquidation, they had not been asked to approve these fees. I do not propose to seek approval for these fees.

The costs of Ulliyott Limited for assisting with the statement of affairs are £1,083.33 plus VAT.

Redman Nichols Butler expenses

The fee estimate previously sent to creditors provided details of the estimated costs of the liquidation.

Attached to this report is a breakdown of the expenses incurred on behalf of the liquidation estate. I have recovered £252.52 plus VAT in respect of these disbursements.

Professionals engaged to assist the liquidator to carry out his duties

The following professionals have been engaged to assist me in carrying out my duties in this case: -

Firm	Estimated costs (£)	Costs incurred to date (£)	Costs paid to date (£)	Basis of those fees	Brief description of work carried out & reasons for costs exceeding estimate	Basis of review of reasonableness of fees
LCF Law – solicitors	2,000	1,658	1,658	Time costs	To advise the liquidators regarding the outstanding director's current account and the director's proposals for repaying the same.	Reasonable

Creditors' request for further information

Within 21 days of receipt of this report: -

- i) a secured creditor; or
- ii) a unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question); or

with the permission of the court upon an application made within the 21 days any unsecured creditor may make a request in writing to the liquidator for further information about remuneration or expenses set out in the draft report.

The liquidator must, within 14 days of receipt of the request, respond accordingly.

Right of challenge

If a creditor believes that the office holders' remuneration is, in all the circumstances excessive, the basis inappropriate, or the expenses incurred by the office holder are, in all the circumstances, excessive he may, provided certain conditions are met, apply to the court.

The application to court may be made by:

- Any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the creditors (including that creditor) or the permission of the court

The application must, subject to any order of the court, be made no later than 8 weeks (or, in a case where a creditors' meeting to is convened to receive a liquidator's resignation, 4 weeks) after receipt by the applicant of the report which first reports the charging of the remuneration or the incurring of the expenses in question.

Outcome for creditors

The prescribed part

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 case, the secured creditor's claim has been discharged in full from the book debt recoveries and consequently there will be no prescribed part in this Liquidation.

Secured creditor

The secured creditor has been discharged in full from the book debt recoveries.

Preferential creditors

There are no preferential unsecured creditors in this case.

Dividend prospects for non-preferential unsecured creditors

There is no prospect of a dividend to the unsecured creditors and consequently the joint liquidators have not taken steps to agree the claims of the non-preferential unsecured creditors.

This is Notice under Rule 14.36 of the Insolvency Rules (England & Wales) 2016 that no dividend will be declared in the liquidation as the funds realized have been used to pay the expenses of the liquidation.

Conclusion

There are no outstanding matters and the affairs of the company have been fully wound up.
Should any creditor require any further information please contact me.

A handwritten signature in black ink, appearing to be 'J W Butler', written in a cursive style.

J W Butler
Joint Liquidator
26 November 2020

Clean Air Filtration Limited - in liquidation

Receipts and payments account for the period 4 August 2017 to 26 November 2020

	4 August 2017 to 3 August 2018 £	4 August 2018 to 3 August 2019 £	4 August 2019 to 3 August 2020	4 August 2020 to 26 November 2020	Total £
INCOME					
Book debt surplus	1,178.53	-	-	-	1,178.53
Cash at bank	633.19	-	-	-	633.19
Director's current account	5,850.00	6,650.00	7,278.00	-	19,778.00
Bank interest	5.03	15.48	37.24	1.79	59.54
TOTAL INCOME	7,666.75	6,665.48	7,315.24	1.79	21,649.26
EXPENSES					
Convening costs	-	5,000.00	-	5,000.00	-
Convening expenses	-	86.10	-	86.10	-
Corporation Tax	-	-	2.94	7.08	10.02
Legal fees	1,658.00	-	-	-	1,658.00
Office holders' expenses	-	247.52	5.00	-	252.52
Office holders' remuneration	-	-	7,000.00	10,271.16	17,271.16
Petitioning costs	-	920.00	-	-	920.00
Statement of affairs fee	-	-	-	1,083.33	1,083.33
Irrecoverable VAT	-	-	-	454.23	454.23
TOTAL EXPENSES	1,658.00	6,253.62	1,921.84	11,815.80	21,649.26
Balance	6,008.75	6,420.61	11,814.01	-	-

From 4 Aug 2020 to 25 Nov 2020

HOURS

Classification Of work Function	Partner	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	0.42	11.15	0.17	3.75	15.48	4,033.92	260.53
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Fees Claimed £	142.93	3,255.84	41.84	593.31		4,033.92	
Total Hours	0.42	11.15	0.17	3.75	15.48		
Average Rate	343.00	292.00	250.99	158.21			

HOURS

Classification Of work Function	Partner	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	7.10	67.15	1.08	26.30	101.63	23,833.25	234.50
Investigations	0.00	3.00	0.00	0.00	3.00	762.00	254.00
Realisation of Assets	0.00	11.83	0.00	0.00	11.83	3,107.02	262.56
Creditors	0.00	0.00	0.00	1.50	1.50	145.50	97.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Fees Claimed £	2,181.34	21,348.86	249.02	4,068.55		27,847.77	
Total Hours	7.10	81.98	1.08	27.80	117.97		
Average Rate	307.23	260.40	229.83	146.34			

CATEGORY 1 + 2 DISBURSEMENTS

Type & Purpose			Amount £
23/08/2017	Category 1 - Advertising	Appointment of Liquidator	68.50
14/09/2017	Category 1 - Bordereau	Bordereau	64.80
08/08/2017	Category 2 - Printing & Photocopying	Notice of appointment	18.40
08/08/2017	Category 2 - Postage	Notice of appointment	12.32
11/08/2017	Category 2 - Archive Boxes	Archive boxes	15.00
11/10/2017	Category 1 - Advertising	Meeting of Creditors	68.50
05/02/2019	Category 2 - Archive Boxes	1 archive box	5.00
			252.52

CASE NAME: **Clean Air Filtration Limited**

Introduction

When an office holder (liquidator / administrator / trustee) seeks fee approval, it is a requirement for the office holder to also provide the following information to creditors;

- the work the office holder anticipates will be done,
- why the work is necessary and
- the anticipated cost of that work, including any expenses expected to be incurred in connection with it.

Anticipated work in connection with this case

The type of work which will be undertaken on this case can be broken down into the work which will be undertaken pre-appointment and the work which will be undertaken following the appointment.

Pre-appointment fee

Detailed below is the work which was undertaken prior to the appointment:-

- Meeting and liaising with directors to obtain the relevant information
- Processing of creditor information to be able to send notices
- Processing of company and shareholder information
- Liaising with directors on convening the decision process
- Sending notices to creditors together with all supporting documentation required
- Liaising with directors to assess the assets of the company
- Instructing agents where appropriate to provide current valuation of assets
- Reviewing filed and management accounts
- Reviewing the liabilities of the company
- Finalising the statement of affairs with the directors
- Preparation of the documents for the decision process

Set out below is the costs of which were undertaken prior to the appointment.

Classification of work function	Total hours	Time cost (£)	Average hourly rate (£)
Administration	24.45	6,383.25	261.07
Total	24.45	6,383.25	261.07

In this case, we propose to limit our time costs at £5,000 plus VAT.

Why is this work necessary and is this work likely to produce financial benefit to creditors?

This work is required by statute and by the best practice guidelines given to office holders and it is unlikely that it will produce any financial benefit to creditors.

Details of the disbursements and expenses which are likely to be incurred on this case prior to the appointment

The guide to the fees and disbursements charged by Redman Nichols Butler sets out the definition of Category 1 & 2 disbursements. The rates at which the Category 2 disbursements are charged are also disclosed within this guide.

In this case the disbursements which were incurred prior to the appointment are;

Type & Purpose	Estimated cost (£)
Travel	0
Printing and photocopying	57.50
Postage	28.60
Advertising	68.50
Room hire	0

Office holders' fees / expenses following appointment

A description of the type of work undertaken once following the appointment of an office holder can be broken down into the following categories;

Administration (including statutory reporting)

Case Management

- case set-up, record-keeping, completion of checklists, periodic case reviews
- devising an appropriate strategy for dealing with the case and giving instructions to staff to undertake the work on the case
- dealing with all routine correspondence and emails relating to the case
- undertaking periodic reviews of the progression of the case

Statutory and Compliance

- case bonding and periodical review of case bonding
- Companies House filings and returns
- advertising of notices
- preparation and delivery of periodic reports to creditors and other stakeholders
- convening and holding General Meetings of creditor and members (as applicable)
- completion and submission of post appointment corporation tax returns
- completion and submission of post appointment VAT returns
- Seeking clearance from HMRC and other relevant parties
- corresponding with HMRC in relation to cessation of PAYE and VAT schemes
- initial and final reporting to creditors

Cashiering

- arrange banking facilities
- monthly account reconciliations
- general cashiering
- preparation and maintenance of cashbook and receipts and payments account

Realisation of Assets

- liaising with the company's bank regarding the closure of the account
- liaising with the director regarding the repayment of his current account
- monitoring the monthly payments of £500 / month from the director and chasing, when necessary, for the arrears

Investigations

- obtaining and reviewing of the books and records
- invite and review concerns / matters raised by the creditors regarding the director(s) conduct.
- Reviewing the books and records to identify any transactions or actions the office holder may take against a third party in order to recover funds for the benefit of creditors
- the general investigation required towards the submission of returns pursuant to the Company Directors Disqualification Act 1986
- submission of returns pursuant to the Company Directors Disqualification Act 1986
- carrying out initial investigations with a view to identifying any potential asset recoveries by seeking and obtaining such information from the company's accountants, solicitors, bank or other third party

Creditors (claims and distributions)

- dealing with correspondence / emails / telephone calls with creditors relating to their claims
- maintaining up to date creditor information
- reviewing claims received from creditors
- dealing with any ROT claims

Trading (where applicable)

- n/a

Case Specific Matters (where applicable)

- n/a

Why is this work necessary and is this work likely to produce financial benefit to creditors?

Category	Is this work likely to produce financial benefit to creditors? (Yes / No)	Why is this work necessary?
Administration (including statutory reporting)	No	This work is required by statute and by the best practice guidelines given to office holders.
Realisation of Assets	No	As above
Investigations	No	As above
Creditors (claims and distributions)	No	As above
Trading (where applicable)	N/A	N/A
Case Specific Matters (where applicable)	N/A	N/A

What are the anticipated costs associated with this work?

Fee estimate

Set out below is the anticipated costs of the office holders' fees in connection with this case. This estimate has been determined by analysing the costs of similar cases dealt with by Redman Nichols Butler and also applying the facts specific to this case.

Classification of work function	Total hours	Time cost (£)	Average hourly rate (£)
Administration	61.67	13,008.58	210.95
Realisation of Assets	7.42	1,778.67	239.82
Investigations	4.50	1,069.43	237.65
Creditors	7.83	1,650.17	210.66
Trading	-	-	0
Case specific matters	-	-	0
Total	81.42	17,506.84	215.03

The estimated time costs for dealing with this case are £17,506.84.

Details of the disbursements and expenses which are likely to be incurred on this case

The insolvent estate will incur disbursements and expenses.

In this case the disbursements which are likely to be incurred are;

Type & Purpose	Estimated cost (£)
Travel	0
Printing and photocopying	18.43
Postage	12.35
Archive boxes	15.00
Advertising	137.00
Bordereau	64.80
Room hire	0

In this case the expenses which are likely to be incurred are;

Type & Purpose	Estimated Costs (£)	Anticipated basis of instruction	Brief description of work to be carried out
HMRC	uncertain	-	<i>Corporation Tax</i>
Solicitors	2,000	Time cost	<i>To advise the liquidators on the director's current account and on the director's proposals for the repayment of the same</i>

Creditors' request for further information

A creditor's guide to the fees and disbursements charged by Redman Nichols Butler is attached or is available at www.redmannicholsbutler.co.uk

Further information on the insolvency process may be found on the R3 Creditors website www.creditorinsolvencyguide.co.uk or www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees.

Right of challenge

If a creditor believes that the office holders' remuneration is, in all the circumstances excessive, the basis inappropriate, or the expenses incurred by the office holder are, in all the circumstances, excessive he may, provided certain conditions are met, apply to the court.

The websites above provide further information on how to challenge together with the timescales to make a challenge.

The application must, subject to any order of the court, be made no later than 8 weeks (or, where a creditors' meeting is convened to receive a liquidator's resignation, 4 weeks) after receipt by the applicant of the report which first reports the charging of the remuneration or the incurring of the expenses in question.

A creditor's guide to the fees and disbursements charged by Redman Nichols Butler

Insolvency Practitioner's Fees

Where it has been agreed by a resolution of creditors or the creditors' committee that the office holders' remuneration will be calculated by reference to the time properly given by the office holder and his staff in attending to matters arising in the administration of the insolvency estate, at the following hourly charge out rates:-

Grade	Rate (£) to 5 July 20	Rate (£) from 6 July 20
Partner	305	343
Senior Manager	278	307
Manager	254	292
Assistant Manager	226	251
Administrator	166	171
Support staff	97	107

These rates are our current hourly charge out rates and are exclusive of value added tax. Our charge-out rates are reviewed periodically and creditors will be advised of any alteration thereto. Time is recorded in one minute units.

Disbursements of Redman Nichols Butler

From time to time, we will incur disbursements on behalf of insolvent estates. The reimbursement of these disbursements will be a charge against the insolvent estate to which they relate. These disbursements can be split into two categories, Category 1 and Category 2.

Category 1 disbursements are disbursements which are directly referable to the insolvent estate and relate to a payment to an independent third party. We seek to recover these types of disbursement. Approval is not required to recover these disbursements and these include insolvency bonds, advertising, company searches and post redirection orders.

Category 2 disbursements are directly referable to the insolvent estate in question but the payment is not to an independent third party. They may include shared or allocated costs that can be allocated to the insolvent estate on a proper and reasonable basis, for example, business mileage. These disbursements are recoverable in full from the estate, subject to the basis of the disbursement charge being approved by creditors in advance.

Category 2 disbursements are recharged at the following rates:

Mileage	45 pence per mile
Printing & Photocopying	10 pence per sheet
Postage	Prevailing rates
Archive boxes	£5 per box
Box storage	£6 per box
Box destruction	£5 per box

The charges above are subject to annual increments and creditors will be advised of these in future circulars.

From time to time we instruct a firm of agents, Ulllyotts, to act for the insolvent estate. Ulllyotts are an associated business. Where Ulllyotts are instructed, their fees will either be charged by reference to time costs properly incurred, calculated in one minute units at an hourly rate of between £150 – £275, plus their disbursements, or on a percentage basis. These costs are typical of agents in this geographical area.

A guidance note and further information in relation to office holders' fees is available at www.R3.org.uk or <https://insolvency-practitioners.org.uk/regulation-and-guidance/creditors-guides-to-fees/>. Further information about creditors' rights can be obtained at: at <http://www.creditorinsolvencyguide.co.uk/>.