

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 0 0 4 7 6 3 3 9

Company name in full E. Greenham Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Andreas

Surname Arakapiotis

3 Liquidator's address

Building name/number Mountview Court

Street 1148 High Road

Post town Whetstone

County/Region London

Postcode N 2 0 0 R A

Country

4 Liquidator's name ①

Full forename(s)

Surname

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode


Country

② Other liquidator

Use this section to tell us about
another liquidator.

LIQ03

Notice of progress report in voluntary winding up

6	Period of progress report											
From date	^d 1	^d 5	^m 0	^m 8	^y 2	^y 0	^y 2	^y 1				
To date	^d 1	^d 4	^m 0	^m 8	^y 2	^y 0	^y 2	^y 2				
7	Progress report											
	<input checked="" type="checkbox"/> The progress report is attached											
8	Sign and date											
Liquidator's signature	<div>Signature</div> <div>  </div>											
Signature date	^d 1	^d 3	^m 1	^m 0	^y 2	^y 0	^y 2	^y 2				

**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 Yusuf Bham

Company name Kallis & Company

Address Mountview Court

1148 High Road

Post town Whetstone

County/Region London

Postcode N 2 0 0 R A

Country

DX

Telephone 020 8446 6699

**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

Private and Confidential

To All Known Members and Creditors

Our ref EGR3245/AA/OA/YB/GM

Date 12 October 2022

Dear Sirs

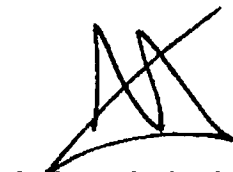
E. Greenham Limited ("the Company") – In Creditors' Voluntary Liquidation

This is my report to members and creditors following the fourth anniversary of my appointment as Liquidator. This report should be read in conjunction with my previous progress reports.

Kallis & Company uses personal information in order to fulfil the legal obligations of our Insolvency Practitioners under the Insolvency Act and other relevant legislation, and also to fulfil the legitimate interests of keeping creditors and others informed about the insolvency proceedings. You can find more information on how Kallis & Company uses your personal information on our website at www.kallis.co.uk/legal.

If you have any queries regarding the conduct of the liquidation, or if you want hard copies of any of the documents made available on-line, you should contact Yusuf Bham by email at Yusuf@kallis.co.uk, or by phone on 020 8446 6699.

Yours faithfully

**Andreas Arakapiotis**
Liquidator

**LIQUIDATOR'S PROGRESS REPORT TO CREDITORS AND MEMBERS FOR THE YEAR ENDING 14
AUGUST 2022**

E. Greenham Limited ("the Company") – In Creditors' Voluntary Liquidation

STATUTORY INFORMATION

Company name:	E. Greenham Limited
Registration number:	00476339
Registered Office:	Mountview Court 1148 High Road Whetstone London N20 0RA
Former Registered Office:	Ground Floor Unit 3 Saxeway Business Centre Chartridge Lane Chesham Buckinghamshire HP5 2SH
Principal trading activity:	Property Development
Liquidator's names:	Andreas Arakapiotis
Liquidator's address:	Mountview Court 1148 High Road Whetstone London N20 0RA
Liquidator's contact details:	Yusuf@kallis.co.uk and 020 8446 6699.
Date of appointment:	15 August 2018

LIQUIDATOR'S ACTIONS SINCE THE LAST PROGRESS REPORT

Since my last report, I have dealt with the settlement offer put forward by with Airdale Security Limited ("ASL") to pay off their outstanding book debt with the Company which was mentioned in my previous report as likely to be not be realisable. The amount of £100,000 has been realised in this regard but was received after the reporting period, therefore more details will be included in my next progress report.

In addition to this I have arranged to negotiate a settlement in respect of some historic charges in the Company's name.

There is certain work that I am required by the insolvency legislation to undertake in connection with the liquidation that provides no financial benefit for the creditors. A description of the routine work undertaken since the last progress report is contained in Appendix 2.

RECEIPTS AND PAYMENTS

My Receipts & Payments Account for the period from 15 August 2021 to 14 August 2022 and for the period from 15 August 2018 to 14 August 2022 is attached at Appendix 1. All amounts are shown net of VAT. I have reconciled the account against the financial records that I am required to maintain.

The balance of funds are held in an interest bearing estate bank account.

ASSETS REALISED IN THE REPORTING PERIOD

All asset realisations achieved in the previous periods are detailed in my earlier reports. The following have been achieved in this reporting period.

Cash at Bank

The Company's bank account had a credit balance of £2,260 at the date of liquidation. The bank account was closed shortly after my appointment and the credit proceeds remitted into the liquidation estate. An additional £29.23 was realised during the reporting period making £2,289.99 the total amount realised since the appointment of Liquidator.

Bank Interest

I would advise that all asset realisations within the liquidation are held within an interest bearing account. I can confirm that interest totalling £8.52 accrued on the account during this reporting period, and a total amount of £63.06 has been accrued since the appointment of Liquidator.

Book Debts

As detailed in my previous report, the book debts was uncertain at the time of preparing the Statement of Affairs. Following a review of the debtor ledger and Company's records, book debts totalling £1,094,316.54 were identified. To date £162,055.09 has been received, of which £15,360 was received in the reporting period, and £100,000 was received on 15 September 2022, outside this reporting period and therefore it is not reflected on the attached receipts and payments.

A total of £15,360 was received in respect of the book debt owed by Mr Anthony Resinato, who the Company had lent £27,120.00, and in respect of this debt the Company took security in the form of a registered charge over four flats at Farrer Mews. Each charge secured the sum of £6,780 owed to the Company. The flats were re-possessed by the first raking chargeholder, and two of these have now been sold and £15,360 has been realised in respect of the debt secured on each flat plus legal fees.

ASSETS YET TO BE REALISED

Book Debts

Anthony Resinato – the remaining two flat that are due to be sold are expected to bring in realisations of a further £15,360 in respect of this debt.

Airedale Securities Limited (“ASL”) – ASL are a BVI company. According to the Statement of Affairs ASL was indebted to the Company for £57,065.76. Following my appointment, a review of the Company financial records showed that the balance of the ASL debt as per the account for year ending 30 November 2015 was £439,065.76. Evidence was requested to explain how the debt decreased from £439,065.76 to £57,065.76. Whilst some information was provided, no evidence was received to reconcile the full amount. However, the full debt was then disputed by ASL on the basis that they has taken assignment of a loan for the Company.

The dispute over the debt due by ASL has been ongoing for some time, and my solicitors advised that this may be difficult to pursue considering that ASL are a BVI company. However, I am pleased to report that a settlement has been reached with ASL of £100,000 in respect of any claim that I any have against ASL.

Once these funds have been received, there will be no further realisations from book debts.

PRE-APPOINTMENT FEES

The Liquidation Committee previously authorised the payment of a fee of £5,000 plus VAT for my assistance with preparing the statement of affairs and arranging the decision procedure for creditors to appoint a liquidator

The fee for preparing the statement of affairs and arranging the decision procedure for creditors to appoint a liquidator was paid by the director.

LIQUIDATOR'S REMUNERATION

My remuneration was approved on a time cost basis based on a fees estimate of £118,403.50. However, I was only authorised to draw fees up to a cap of £70,344.80. I can confirm that I obtained another decision from the Committee to authorise me to draw fees up to my original fee estimate, which was approved. I cannot draw remuneration in excess of that cap without first seeking approval from the Liquidation Committee. My total time costs to 14 August 2022 amount to £130,657.50, representing 633.30 hours of work at a blended charge out rate of £206.31 per hour, of which £3,849.50, representing 24.30 of hours work, was charged in the period since 14 August 2021, at a blended charge out rate of £158.42 per hour.

I have drawn £118,403.50 to 14 August 2021, none of which was drawn in the period since 15 August 2020.

A detailed schedule of my time costs incurred to date compared with my original fees budget is attached at Appendix 4.

I am seeking an increase in the amount of remuneration that I can draw in this case. This is as a result of both having to undertake additional work on the case and the work that I have undertaken taking longer than anticipated. The reasons my time costs have exceeded the fees estimate are because the amount of time spent investigating matters raised by the liquidation committee and also dealing with additional administrative matters as a result of the liquidation still continuing. In addition to the work already undertaken, I anticipate spending time in dealing with the realisations of the outstanding book debts, and making a dividend payment to creditors, which will include me reviewing and adjudicating all the creditor claims in the liquidation.

My total time costs to date amount to £131,995 against a fees estimate of £118,403.50. As you can see, I have already incurred time costs in excess of my fees estimate previously approved by the Committee. I am seeking approval for undertaking an additional 77.60 hours work at a cost of £16,601.00 at a “blended” rate of £213.93 per hour. This will increase my fees estimate to £148,596 in respect of 715.90 hours at a cost at a “blended” rate of £207.56 per hour. This increased fees estimate is in respect of the work my staff and I are undertaking in respect of the following categories of work, namely: Administration; Financials; Realisation of Assets; and Creditors. I enclose a fees estimate for my future fees at Appendix 3.

This increased fees estimate will act as a cap on my time costs so that I cannot draw fees of more than the total estimated time costs without obtaining further approval. If my time costs incurred on the case exceed

the estimate, or are likely to exceed the estimate, I will provide an explanation as to why that is the case in the next progress report I send to creditors. I only anticipate needing to seek approval to draw fees in excess of this increased estimate if my additional work leads to further areas of investigation, potential further asset recoveries and any associated recovery actions; or if the realisation of assets gives rise to the need to participate in arbitration or legal proceedings.

Based on the value of the known assets of the Company I anticipate being able to draw my increased fees estimate in full.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at. Details about how an office holder's fees may be approved for each case type are available in a series of Guidance Notes issued with Statement of Insolvency Practice 9, and they can be accessed at www.kallis.co.uk/downloads. There are different versions of these Guidance Notes, and in this case please refer to the most recent version. Please note that we have also provided further information about an office holder's remuneration and expenses in our practice fee recovery sheet, which is enclosed at Appendix 5.

LIQUIDATOR'S EXPENSES

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

- category 1 expenses, which are payments to persons providing the service to which the expense relates who are not an associate of the office holder; and
- category 2 expenses, which 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 1 expenses

I have incurred the following category 1 expenses since the last progress report:

Nature of category 1 expense	Amount incurred/ accrued in reporting period	Amount incurred/ accrued in total	Amount unpaid
Legal Fees	£8,828.33	£47,045.83	-

I have paid category 1 expenses of £88,678.93 to date, of which £8,828.33 was paid in the reporting period, as indicated in the attached receipts and payments account.

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

Professional Advisor	Nature of Work	Basis of Fees
Stephenson Harwood LLP ("SHL")	Solicitors	Time Costs

My choice of professional advisors was based on my perception of their experience and ability to perform this type of work and the complexity and nature of the assignment. I also confirmed that they hold appropriate regulatory authorisations. I have reviewed the fees they have charged and am satisfied that they are reasonable in the circumstances of this case and represents value for money.

Category 2 expenses

I am required to seek approval before I can pay any expenses to associates, or pay expenses where there is an element of shared costs, which are known as category 2 expenses. I have obtained approval to pay the following category 2 expenses. I have incurred the following category 2 expenses since the last progress report:

Nature of category 2 expense	Amount incurred/ accrued in reporting period	Amount incurred/ accrued in total	Amount unpaid
Storage	15.00	£60.00	£60.00
Total	15.00	£60.00	£60.00

I have not paid any category 2 expenses to date.

LIABILITIES

Secured Creditors

An examination of the Company's mortgage register held by the Registrar of Companies, showed that the Company has granted the following charges:

1.1.1 Lancashire Mortgage Corporation Limited ("LMC") t/a Together

Created 1 November 2016 Delivered 4 November 2016

Brief Description

By way of legal mortgage, the freehold property known as Furzehill View, Farmington, Cheltenham, GL54 3NF and registered at the land registry under title number GR160107. Refer to instrument for more details. Contains fixed charge & floating charge. Floating charge covers all the property or undertaking of the company.

Note: £2,850,000 was paid to LMC from the sale of the property and there is no surplus payable to the liquidation.

5.1.2 Loxwood Holdings Limited

Created 20 July 2017 Delivered 29 July 2017

Brief Description

Fixed Charge in respect of Furzehill View, Farmington, Cheltenham, GL54 3NF

5.1.3 Barclays Bank Plc

Created 17 April 2013 Delivered 27 April 2013

Brief Description

Fixed Charge in respect of property known as 60 Broad Street, Chesham, Bucks. This property has been sold and the indebtedness to the charge holder has been paid in full and the surplus was received by the Company in 2017. A memorandum of satisfaction will be filed at Companies House shortly.

5.1.4 Investec Bank (UK) Limited

Created 13 January 2006 Delivered 25 January 2006

Brief Description

Legal Charge in respect of freehold property known as Birchett House, Birchett Road, Aldershot, Hampshire. This property has been sold and the indebtedness to the charge holder has been paid in full. A memorandum of satisfaction will be filed at Companies House shortly.

Preferential Creditors

The statement of affairs did not include any claims in respect of the preferential creditors of employees.

Non-preferential unsecured Creditors

The statement of affairs included 30 non-preferential unsecured creditors with an estimated total liability of £8,122,828.82 of which £23,169.35 is in respect of HMRC's claim. I have received claims from 19 creditors at a total of £7,053,266.33 of which £56,648.08 is in respect of HMRC's final claim. I have not received claims from 10 creditors with original estimated claims in the statement of affairs of £1,069,562.49.

DIVIDEND PROSPECTS

On the basis of current information, it is likely that a dividend will be paid to creditors shortly.

FURTHER INFORMATION

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

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

To comply with the Provision of Services Regulations, some general information about Kallis & Company can be found at www.kallis.co.uk/legal.

SUMMARY

The Liquidation will remain open until the issues in regards to the Company's charges have been fully resolved. I estimate that this will take approximately 1 year and once resolved the Liquidation will be finalised and our files will be closed.

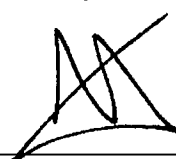
If creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Yusuf Bham on 020 8446 6699, or by email at Yusuf@kallis.co.uk.



Andreas Arakapiotis
LIQUIDATOR

E. Greenham Limited
(In Liquidation)
LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs	From 15/08/2021 To 14/08/2022 £	From 15/08/2018 To 14/08/2022 £
RECEIPTS	£		
Freehold Land & Property (Stocks)	3,500,000.00	0.00	0.00
Investment Property	45,000.00	7,680.00	223,781.20
Freehold Land & Property (Stocks)	Uncertain	0.00	0.00
Furniture & Equipment	Uncertain	0.00	17,937.50
Book Debts	Uncertain	0.00	46,695.09
Cash at Bank	500.00	29.23	2,289.99
Bank Interest Gross		8.52	63.06
Third Party Funds		0.00	37,250.00
Construction Work Compensation		0.00	41.54
Insurance		0.00	222.07
		<u>7,717.75</u>	<u>328,280.45</u>
PAYMENTS			
Investment Property		0.00	406.85
Third Party Funds		0.00	31,250.00
Specific Bond		0.00	276.00
Preparation of Statement of Affairs Office		0.00	5,000.00
Holders Fees		0.00	118,403.50
Statutory Advertising		0.00	186.45
Insurance		0.00	1,582.48
Agents/Valuers Fees		0.00	4,875.00
Legal Fees		2,428.33	40,645.83
Corporation Tax		0.00	7.57
Drainage Rates		0.00	8.29
Other Property Expenses		0.00	499.20
Auctioneers Fees		0.00	13,060.00
Solicitors Fees		0.00	5,498.67
Petitioning Creditor		0.00	10,639.44
Net Receipts/(Payments)		<u>2,428.33</u>	<u>232,339.28</u>
		<u>5,289.42</u>	<u>95,941.17</u>
MADE UP AS FOLLOWS			
Bank 1 Current Interest Bearing		10,281.65	95,455.50
VAT Receivable / (Payable)		(4,992.23)	485.67
		<u>5,289.42</u>	<u>95,941.17</u>



Andreas Arakapiotis
Liquidator

Appendix 2 Details of Work undertaken to date

Administration

This represents the work involved in the routine administrative functions of the case by the office holder and their staff, together with the control and supervision of the work done on the case by the office holder and their managers. It does not give direct financial benefit to the creditors, but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that an office holder must follow.

Supervising the work of advisors instructed on the case to assist in dealing with pension schemes; obtaining reports and updates from them on the work done; and checking the adequacy of the work done.

Dealing with all routine correspondence and emails relating to the case.

Undertaking periodic reviews of the progress of the case.

Overseeing and controlling the work done on the case by case administrators.

Preparing, reviewing and issuing annual progress reports to creditors and members.

Filing returns at Companies House.

Financials:

Opening, maintaining and managing the estate bank account.

Creating, maintaining and managing a cashbook.

Undertaking regular bank reconciliations of the estate bank account.

Preparing and filing VAT returns.

Preparing and filing Corporation Tax returns.

Realisation of assets:

This represents the work involved in the protection and realisation of assets, which is undertaken directly for the benefit of creditors.

Arranging suitable insurance over assets.

Regularly monitoring the suitability and appropriateness of the insurance cover in place.

Corresponding with debtors and attempting to collect outstanding book debts.

Supervising the work of advisors instructed on the case to assist in dealing with the collection of book debts; obtaining reports and updates from them on the work done; and checking the adequacy of the work done.

Liaising with the bank regarding the closure of the account.

Instructing agents to value assets.

Liaising with agents to realise assets.

Instructing solicitors to assist in the realisation of assets.

Creditors

Claims of creditors - the office holder needs to maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the creditors. The office holder also needs to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holder is required to undertake this work as part of their statutory functions

Dealing with creditor correspondence, emails and telephone conversations regarding their claims.

Maintaining up to date creditor information on the case management system.

Analysis of Office Holder's time costs for the period 15/08/2021 To 14/08/2022



Classification of Work Content	Partner Hours	Senior Manager Hours	Manager Hours	Senior Hours	Support Hours	Total Hours	Total Cost (GBP)	Average Hourly Rate (GBP)
Administration & Planning	0.00	4.70	0.00	10.30	0.00	15.00	2,315.00	154.33
AD1.1 - Case planning and review	0.00	0.00	0.00	10.00	0.00	10.00	1,100.00	110.00
AD1.2 - Ongoing administration matters	0.00	0.10	0.00	0.00	0.00	0.10	24.00	240.00
AD1.3 - Statutory notices & reporting	0.00	4.60	0.00	0.30	0.00	4.90	1,191.00	243.06
Financials	0.00	0.00	0.00	0.50	3.40	3.90	429.00	110.00
AD2.1 - Completion and agreement of tax returns	0.00	0.00	0.00	0.00	0.50	0.50	55.00	110.00
AD2.2 - Banking and reconciliations	0.00	0.00	0.00	0.50	2.90	3.40	374.00	110.00
Realisation of Assets	1.50	0.50	0.00	1.00	0.00	3.00	800.00	266.67
AD3.4 - Identifying assets and recovery	1.00	0.50	0.00	0.50	0.00	2.00	575.00	287.50
AD3.5 - Dealing with fixed charge assets	0.50	0.00	0.00	0.50	0.00	1.00	225.00	225.00
Creditors	0.00	0.30	0.00	2.10	0.00	2.40	305.50	127.29
AD5.1 - Communication with creditors	0.00	0.30	0.00	0.10	0.00	0.40	85.50	213.75
AD5.2 - Creditors' claims (including Employees' and other preferential creditors')	0.00	0.00	0.00	2.00	0.00	2.00	220.00	110.00
Total Hours	1.50	5.50	0.00	13.90	3.40	24.30		158.42
Total Fees (GBP)	570.00	1,368.00	0.00	1,537.50	374.00		3,849.50	

Analysis of Office Holder's time costs for the period 15/08/2018 To 14/10/2022



Classification of Work Content

	Partner Hours	Senior Manager Hours	Manager Hours	Senior Hours	Support Hours	Total Hours	Total Cost (GBP)	Average Hourly Rate (GBP)
Administration & Planning	20.10	26.40	9.90	28.00	81.70	166.10	27,703.50	166.79
AD1.1 - Case planning and review	8.40	13.90	2.60	11.40	10.00	46.30	9,396.50	202.95
AD1.2 - Ongoing administration matters	0.50	6.30	5.00	2.20	38.90	52.90	7,253.50	137.12
AD1.3 - Statutory notices & reporting	11.20	6.20	2.30	14.40	32.80	66.90	11,053.50	165.22
Financials	0.60	0.60	1.00	1.60	39.70	43.50	5,026.00	115.54
AD2.1 - Completion and agreement of tax returns	0.00	0.00	0.00	0.00	5.60	5.60	612.00	109.29
AD2.2 - Banking and reconciliations	0.10	0.40	1.00	1.00	23.80	26.30	3,060.00	116.35
AD2.3 - Expense reviews and payments	0.50	0.20	0.00	0.60	10.30	11.60	1,354.00	116.72
Realisation of Assets	105.50	13.10	2.90	4.90	36.20	162.60	41,475.50	255.08
AD3.1 - Dealing with agents, asset and business sales	20.10	0.00	0.00	2.10	20.00	42.20	8,368.00	198.29
AD3.3 - Book debt collection	2.40	4.40	0.60	0.00	2.80	10.20	2,397.00	235.00
AD3.4 - Identifying assets and recovery	30.40	8.70	2.30	2.30	13.10	56.80	14,292.50	251.63
AD3.5 - Dealing with fixed charge assets	7.50	0.00	0.00	0.50	0.00	8.00	2,290.00	286.25
AD3.6 - Dealing with leasehold and freehold property	45.10	0.00	0.00	0.00	0.30	45.40	14,128.00	311.19
Investigations	5.70	121.80	0.00	5.00	37.30	169.80	40,959.50	241.22
AD4.1 - SIP 2 review & CDDA reports	0.00	0.00	0.00	0.00	4.40	4.40	440.00	100.00
AD4.2 - Inventory and record review	0.00	0.00	0.00	0.00	5.70	5.70	574.00	100.70
AD4.3 - Investigations - antecedent transactions/misconduct	5.70	121.80	0.00	5.00	27.20	159.70	39,945.50	250.13
Creditors	25.10	6.80	1.20	6.80	56.40	96.30	16,830.50	174.77
AD5.1 - Communication with creditors	25.10	2.80	1.20	3.70	46.10	78.90	14,301.50	181.26
AD5.2 - Creditors' claims (including Employees' and other preferential creditors')	0.00	4.00	0.00	3.10	10.30	17.40	2,529.00	145.34
Total Hours	157.00	168.70	15.00	46.30	251.30	638.30		206.79
Total Fees (GBP)	49,085.00	47,545.50	3,427.50	5,457.00	26,480.00		131,995.00	

Analysis of Office Holder's time costs for the period 15/08/2018 To 14/08/2022

KALLIS & COMPANY
INSOLVENCY PRACTITIONERS

Classification of Work Content

	Partner Hours	Senior Manager Hours	Manager Hours	Senior Hours	Support Hours	Total Hours	Total Cost (GBP)	Average Hourly Rate (GBP)
Administration & Planning	20.10	26.40	9.90	27.90	81.10	165.40	27,624.00	167.01
AD1.1 - Case planning and review	8.40	13.90	2.60	11.40	10.00	46.30	9,396.50	202.95
AD1.2 - Ongoing administration matters	0.50	6.30	5.00	2.10	38.30	52.20	7,174.00	137.43
AD1.3 - Statutory notices & reporting	11.20	6.20	2.30	14.40	32.80	66.90	11,053.50	165.22
Financials	0.60	0.40	1.00	1.60	38.50	42.10	4,820.00	114.49
AD2.1 - Completion and agreement of tax returns	0.00	0.00	0.00	0.00	5.60	5.60	612.00	109.29
AD2.2 - Banking and reconciliations	0.10	0.40	1.00	1.00	22.60	25.10	2,910.00	115.94
AD2.3 - Expense reviews and payments	0.50	0.00	0.00	0.60	10.30	11.40	1,298.00	113.86
Realisation of Assets	103.50	12.20	2.90	4.90	36.20	159.70	40,423.50	253.12
AD3.1 - Dealing with agents, asset and business sales	20.10	0.00	0.00	2.10	20.00	42.20	8,368.00	198.29
AD3.3 - Book debt collection	2.40	3.80	0.60	0.00	2.80	9.60	2,229.00	232.19
AD3.4 - Identifying assets and recovery	28.40	8.40	2.30	2.30	13.10	54.50	13,408.50	246.03
AD3.5 - Dealing with fixed charge assets	7.50	0.00	0.00	0.50	0.00	8.00	2,290.00	286.25
AD3.6 - Dealing with leasehold and freehold property	45.10	0.00	0.00	0.00	0.30	45.40	14,128.00	311.19
Investigations	5.70	121.80	0.00	5.00	37.30	169.80	40,959.50	241.22
AD4.1 - SIP 2 review & CDDA reports	0.00	0.00	0.00	0.00	4.40	4.40	440.00	100.00
AD4.2 - Inventory and record review	0.00	0.00	0.00	0.00	5.70	5.70	574.00	100.70
AD4.3 - Investigations - antecedent transactions/misconduct	5.70	121.80	0.00	5.00	27.20	159.70	39,945.50	250.13
Creditors	25.10	6.80	1.20	6.80	56.40	96.30	16,830.50	174.77
AD5.1 - Communication with creditors	25.10	2.80	1.20	3.70	46.10	78.90	14,301.50	181.26
AD5.2 - Creditors' claims (including Employees' and other preferential creditors')	0.00	4.00	0.00	3.10	10.30	17.40	2,529.00	145.34
Total Hours	155.00	167.60	15.00	46.20	249.50	633.30		206.31
Total Fees (GBP)	48,285.00	47,237.50	3,427.50	5,443.50	26,264.00		130,657.50	

FEES ESTIMATE SUMMARY

Case name: E. Greenham Limited

The office holder is seeking to be remunerated on a time cost basis. We use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform, recording time spent in 6 minute units. Narrative is recorded to explain the work undertaken and the time spent is analysed into different categories of work. This document provides an estimate as to how much time the office holder and his staff will spend undertaking specific tasks within broad categories of work, and the time costs of undertaking such work, which will depend upon the grade, or grades, of staff undertaking the work and the number of hours spent undertaking the work by each grade of staff. The estimated time that will be spent undertaking the work in each category of work has been multiplied by the applicable charge out rate for each member of staff that it is anticipated will undertake work in that category to arrive at the estimated total time costs attributable to that category of work on the case. We have then divided that estimated total by the estimated number of hours to arrive at what is known as a blended hourly charge out rate for that category of work. The sum of all the estimates for the different categories of work is the total estimated time costs to undertake all the necessary work on the case. Again, we have then divided that estimated total by the estimated number of hours to arrive at a blended hourly charge out rate for the case as a whole.

The hourly charge out rates that will be used on this case are:

£

Senior Partner / Appointment Taker

480

Partner / Appointment Taker

380-400

Senior Manager

280-350

Manager

240

Senior/Case Administrator

135-180

Cashier

125

Support staff

110-125

ADMINISTRATION

Description of the tasks to be undertaken in this category of work	Estimated time to be taken to undertake the work	Estimated value of the time costs to undertake the work £	Blended charge out rate to undertake the work £
Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.	3.10	920.00	
Dealing with all routine correspondence and emails relating to the case.	1.30	364.00	
Reviewing the adequacy of the specific penalty bond on a quarterly basis.	0.50	140.00	
Undertaking periodic reviews of the progress of the case.	5.50	1,470.00	
Overseeing and controlling the work done on the case by case administrators.	2.00	560.00	
Preparing, reviewing and issuing annual progress reports to creditors and members (as applicable).	7.00	1,715.00	
Filing returns at Companies House and/or Court (as applicable).	0.30	37.50	
Seeking closure clearance from HMRC and other relevant parties.	0.60	121.50	
Preparing, reviewing and issuing final accounts to creditors and members (as applicable).	3.00	800.00	
Filing final returns at Companies House and/or Court (as applicable).	0.50	62.50	
Convening a decision procedure to seek a decision from creditors to approve the officeholders' remuneration	3.70	1,047.50	
Total:	27.50	£7,238.00	£263.20

FINANCIALS

Description of the tasks to be undertaken in this category of work	Estimated time to be taken to undertake the work	Estimated value of the time costs to undertake the work £	Blended charge out rate to undertake the work £
Maintaining and managing the office holder's estate bank account (delete if not applicable).	1.20	150.00	
Maintaining and managing the office holder's cashbook.	1.20	150.00	
Undertaking regular bank reconciliations of the bank account containing estate funds.	10.00	875.00	
Preparing and filing VAT returns (delete if not applicable).	2.30	299.50	
Preparing and filing Corporation Tax returns (delete if not applicable).	1.30	174.50	
Total:	16.00	£1,649.00	£103.06
Realisation of Assets			
Description of the tasks to be undertaken in this category of work	Estimated time to be taken to undertake the work	Estimated value of the time costs to undertake the work £	Blended charge out rate to undertake the work £
Corresponding with debtors and attempting to collect outstanding book debts.	3.00	1,080.00	
Total:	3.00	£1,080.00	£360.00
CREDITORS			
Description of the tasks to be undertaken in this category of work	Estimated time to be taken to undertake the work	Estimated value of the time costs to undertake the work £	Blended charge out rate to undertake the work £
Dealing with creditor correspondence, emails and telephone conversations regarding their claims.	6.50	1,800.00	
Maintaining up to date creditor information on the case management system.	2.10	469.00	
If able to pay a dividend, Issue a notice of intended dividend and placing an appropriate gazette notice.	1.40	280.00	
Supervising the work of third party instructed on the case to assist in dealing with review of proofs of debt received from creditors, adjudicating on them and formally admitting them for the payment of a dividend.	11.80	2,470.00	
Requesting additional information from creditors in support of their proofs of debt in order to adjudicate on their claims.	4.50	655.00	
Calculating and paying a dividend to creditors, and issuing the notice of declaration of dividend.	4.80	960.00	
Total:	31.10	£6,634.00	£213.31
GRAND TOTAL FOR ALL CATEGORIES OF WORK	77.60	£16,601.00	£213.93

Appendix 5

PRACTICE FEE RECOVERY POLICY FOR KALLIS INSOLVENCY PRACTITIONERS

Introduction

This sheet explains the alternative fee bases allowed by the insolvency legislation when acting as office holder in insolvency appointments. The legislation allows different fee bases to be used for different tasks within the same appointment. The fee basis, or combination of bases, set for a particular appointment is/are subject to approval, generally by a committee if one is appointed by the creditors, failing which the creditors in general meeting, or the Court. The report accompanying the request to fix the basis of remuneration will indicate the basis, or bases, being requested in that particular case and will make it clear what work is to be undertaken in respect of each basis.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. Details about how an office holder's fees may be approved for each case type are available in a series of guides issued with Statement of Insolvency Practice 9 (SIP 9) "Payments to Insolvency Office Holders and their Associates from an Estate" and can be accessed at <https://www.kallis.co.uk/downloads/>. Alternatively, a hard copy may be requested from Kallis Insolvency Practitioners, Mountview Court, 1148 High Road, London N20 0RA. Please note that we have provided further details in this policy document.

SIP 9 also contains various requirements that the office holder has to comply with in connection with their remuneration, both when seeking approval and when reporting to creditors and other interested parties after approval. One of the matters that an office holder has to comply with is that they must also seek approval for any payments that could reasonably be perceived as representing a threat to the office holder's objectivity or independence by virtue of a professional or personal relationship, including to an associate. Where it is anticipated that such payments will be made in a case they will be separately identified when seeking approval for the basis of the office holder's remuneration.

Other than in respect of Voluntary Arrangements an office holder is required to record the time spent on casework in all cases, even if they are being remunerated for that work on a basis other than time costs. Time is recorded directly to the relevant case and the nature of the work undertaken is recorded at that time. The work is generally recorded under the following categories:

- Case Administration (including statutory reporting).
- Financials
- Realisation of Assets.
- Investigations.
- Creditors (claims and distributions).
- Trading
- Case specific matters.

Time cost basis

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

Charge out Rates

Grade of staff	Current charge-out rate per hour, effective from 15/08/2022	Previous charge-out rate per hour, effective from 01/10/2019	Previous charge-out rate per hour, effective from 01/10/2017	Previous charge-out rate per hour, effective from 01/10/2015	Previous charge-out rate per hour, effective from 01/10/2012 £	Previous charge-out rate per hour, effective from 01/10/2010 £
Senior Partner / appointment taker	£480	£420				
Partner / appointment taker	£380 - 400	£320-340	£295-375	£340-375	£275-£335	£275-£320
Senior Manager	£280 - 350	£295	£285	£285	£275	£275
Assistant Manager/Manager	£200 - 250	£240	£225	£225	£170-£275	£170-£275
Senior/Case Administrator	£150-180	£110-150	£125-175	£150-175	£90-£175	£90-£175
Support Staff	£110-125	£100-110	£85-100	£85-100	£60-£85	£60-£85

In cases where these staff undertake work, specific approval will be sought for the payment of the fees incurred.

These charge-out rates charged are reviewed regularly and are adjusted to take account of inflation and the firm's overheads.

When we seek time costs approval, we have to set out a fees estimate. That estimate acts as a cap on our time costs so that we cannot draw fees of more than the estimated time costs without further approval from those who approved our

fees. When seeking approval for our fees, we will disclose the work that we intend to undertake, the hourly rates we intend to charge for each part of the work, and the time that we think each part of the work will take. We will summarise that information in an average or "blended" rate for all of the work being carried out within the estimate, and by reference to each separate category of work. The blended rate is calculated as the prospective average cost per hour, based upon the estimated time to be expended by each grade of staff at their specific charge out rate. We will also say whether we anticipate needing to seek approval to exceed the estimate and, if so, the reasons that we think that may be necessary.

A report accompanying the request to fix the basis of remuneration will include the fees estimate, as well as details of the expenses that will be, or are likely to be, incurred. Further information about expenses is given in a separate section below.

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

If we subsequently need to seek authority to draw fees in excess of the estimate, we will say why we have exceeded, or are likely to exceed the estimate; any additional work undertaken, or proposed to be undertaken; the hourly rates proposed for each part of the work; and the time that the additional work is expected to take. As with the original estimate, we will summarise that information in an average or "blended" rate for all of the work being carried out within the estimate, and by reference to each separate category of work, and will also say whether we anticipate needing further approval and, if so, why we think it may be necessary to seek further approval.

Percentage basis

The legislation allows fees to be charged on a percentage of the value of the property with which the office holder has to deal (realisations and/or distributions). Different percentages can be used for different assets or types of assets. A report accompanying the request to fix the basis of remuneration will set out the potential assets in the case, the remuneration percentage proposed in respect of any realisations and the work covered by that remuneration, which may solely relate to work undertaken in connection with the realisation of the assets, but might also include other categories of work as listed above. The report will also include details of the expenses that will be, or are likely to be, incurred. Further information about expenses is given in a separate section below.

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

A percentage of distributions made to unsecured creditors may also be requested, in order to cover the work associated with the agreement of claims and making the distribution.

The disclosure that we make will include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal. In order to meet the requirements of SIP 9 it will also explain why the basis requested is expected to produce a fair and reasonable reflection of the work that we anticipate will be undertaken on the case.

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

Fixed fee

The legislation allows fees to be charged at a set amount. Different set amounts can be used for different tasks. A report accompanying the request to fix the basis of remuneration will set out the set fee that we proposed to charge and the work covered by that remuneration, as well as details of the expenses that will be, or are likely to be, incurred. Further information about expenses is given in a separate section below.

The disclosure that we make will include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal. In order to meet the requirements of SIP 9 we will also explain why the basis requested is expected to produce a fair and reasonable reflection of the work that we anticipate will be undertaken on the case.

If the basis of remuneration has been approved on a fixed fee basis then an increase in the amount of the fixed fee can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing

the original level of the fixed fee. If there has not been a material and substantial change in the circumstances, then an increase can only be approved by the Court.

Direct Costs

Where we seek approval on a percentage and/or fixed fee basis, in order to meet the requirements of SIP 9 we also have to disclose the direct costs that are included within the remuneration that will be charged on those bases in respect of the work undertaken. The following are direct costs that will be included in respect of work undertaken in respect of each of the standard categories of work where the office holder is to be remunerated for such work on either a percentage or fixed fee basis:

- Case Administration (including statutory reporting) – staff costs, costs of case management system.
- Realisation of Assets - staff costs, costs of case management system.
- Investigations - staff costs, costs of case management system.
- Creditors (claims and distributions) - staff costs, costs of case management system.
- Trading - staff costs, costs of case management system, costs of accounting software.

Mixed basis

If remuneration is to be sought on a mixed basis, we will make it clear in the report accompanying the request to fix the basis of remuneration which basis will be charged for each category of work that is to be undertaken on the case.

Members' voluntary liquidations and Voluntary Arrangements

The legislation is different for members' voluntary liquidations (MVL), Company Voluntary Arrangements (CVA) and Individual Voluntary Arrangements (IVA). In MVLs, the company's members set the fee basis, often as a fixed fee, and SIP 9 does not apply unless the members specifically request it. In CVAs and IVAs, the fee basis is set out in the proposals and creditors approve the fee basis when they approve the arrangement.

All fee bases

With the exception of IVAs and CVAs, which are usually VAT exempt, the office holder's remuneration invoiced to the insolvent estate will be subject to VAT at the prevailing rate.

Expenses

As already indicated, a report will accompany the request to fix the basis of remuneration and that will include details of expenses to be incurred, or likely to be incurred. When reporting to the committee and creditors during the course of the insolvency appointment the actual expenses incurred will be compared with the original estimate provided.

Expenses are any payments from the insolvent estate that are neither an office holder's remuneration nor a distribution to a creditor, or a member. Expenses also include disbursements. Disbursements are payments that are first paid by the office holder and then reimbursed from the insolvent estate. Expenses are divided into those that do not need approval before they are charged to the estate (Category 1) and those that do (Category 2).

Category 1 expenses are payments to persons providing the service to which the expense relates who are not an associate of the office holder. They can be paid by the office holder without obtaining prior approval. . Examples of costs that may amount to Category 1 expenses are professional advisors (who are not associates), statutory advertising, external meeting room hire (where the room is only hired for that meeting), external storage, specific penalty bond insurance, insolvency case management software fees charged on a per case basis, and Company search fees.

Category 2 expenses are either payments to associates, or payments in respect of expenses that have an element of shared costs, such as photocopying and mileage. Category 2 expenses require approval in the same manner as an office holder's remuneration before they can be paid.'

The practice intends to seek approval to recover the following Category 2 expenses that include an element of shared costs:

Room Hire	£50 per hour
Mileage	www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances
Storage	£15 per box per annum
Destruction	Costs £5.50 per box

Professional advisors may be instructed to assist the office holder on the case where they consider that such assistance is necessary to enable them to appropriately administer the case. The fees charged by any professional advisors used will be recharged at cost to the case. Where the professional advisor is not an associate of the office holder it will be for the office holder to agree the basis of their fees. Where the professional advisor is an associate of the office holder it will be for those responsible for fixing the basis of the office holder's remuneration to approve payments to them. The fees of any professional advisors are subject to the rights of creditors to seek further information about them or challenge them as summarised below. Professional advisors that may be instructed on a case include:

- Solicitors/Legal Advisors;
- Auctioneers/Valuers;
- Accountants;

- Book Debt Collectors;
- Quantity Surveyors;
- Estate Agents;
- Pension specialists;
- Employment Claims specialists; and
- GDPR/Cyber Security specialists.

Reporting and rights to challenge

Once the basis of the office holder's remuneration has been approved, a periodic report will be provided to any committee and also to each creditor. The report will provide a breakdown of the remuneration charged by the office holder in the period covered by the report, i.e., the amount that the office holder is entitled to draw, together with the amount of remuneration actually drawn. If approval has been obtained for remuneration on a time costs basis, the time costs incurred will also be disclosed, whether drawn or not, together with the "blended" rates of such costs. The report will also compare the actual time costs incurred with those included in the fees estimate prepared when fixing the basis of the remuneration, and indicate whether the fees estimate is likely to be exceeded. If the fees estimate has been exceeded, or is likely to be exceeded, the report will explain why that is the case.

The report will also provide information about expenses incurred in the period covered by the report, together with those actually paid, together with a comparison with the estimated expenses. If the expenses incurred, or anticipated to be incurred, have exceeded the estimate provided the report will explain why that is the case.

Under the insolvency legislation the report must also include a statement of the legislative rights of creditors to request further information about the remuneration charged and expenses incurred in the period covered by the report, or to challenge them on the grounds that they are excessive. Extracts of the relevant insolvency rules dealing with these rights are set out below. Once the time period to seek further information about the office holder's remuneration and/or expenses for the period covered by the report has elapsed, then a Court Order is required to compel the office holder to provide further information about the remuneration and expenses. A Court order is required to challenge the office holder's remuneration and/or expenses for the period covered by the report. Once that period has elapsed, then a separate Court Order is required to allow an application out of time.

Under rule 18.9 of the Insolvency (England and Wales) Rules 2006, an unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the office holder's remuneration and expenses, within 21 days of receipt of any report for the period. Any secured creditor may request the same details in the same time limit.

Under rule 18.34, an unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the unsecured creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the office holder's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of any report for the period. Any secured creditor may make a similar application to court within the same time limit.

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

Appendix 6

Rule 14.4 The Insolvency (England and Wales) Rules 2016

Proof of Debt – General Form

Name of Company in Liquidation:

E. Greenham Limited

Company Registration Number:

00476339

Date of Liquidation:

15 August, 2018

1 Name of creditor

(If a company, please also provide the company registration number).

2 Correspondence address of creditor (including any email address)

3 Total amount of claim (£)
(include any Value Added Tax)

4 If amount in 3 above includes (£)
outstanding uncapitalised interest, state amount.

5 Details of how and when the debt was incurred.
(If you need more space, attach a continuation sheet to this form)

6 Details of any security held, the value of the security and the date it was given.

7 Details of any reservation of title claimed in respect of goods supplied to which the debt relates.

8 Details of any document by reference to which the debt can be substantiated

9 Signature of creditor
(or person authorised to act on the creditor's
behalf)

10 Address of person signing if different from 2 above

11 Name in BLOCK LETTERS:

12 Position with, or relation to, creditor

13 Date of signature

Admitted to vote for

Admitted for dividend for

Amount (£)

Amount (£)

Date

Date

Andreas Arakapiotis
LIQUIDATOR

Andreas Arakapiotis
LIQUIDATOR

Notes:

1. There is no need to attach them now but the office holder may ask you to produce any document or other evidence which is considered necessary to substantiate the whole or any part of the claim, as may the chairman or convener of any qualifying decision procedure.

2. This form can be authenticated for submission by email by entering your name in block capitals and sending the form as an attachment from an email address which clearly identifies you or has been previously notified to the office holder. If completing on behalf of a company, please state your relationship to the company.

3. If you wish any dividend to be paid by way of bank transfer rather than by cheque, please provide the following information:

Bank Name:

Account Name;

Sort Code: