

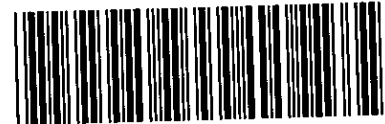
LIQ03

Notice of progress report in voluntary winding up



Companies House

THURSDAY



A13

A83M8JUP

18/04/2019

#209

COMPANIES HOUSE

1 Company details

Company number 0 0 8 8 1 8 1 5

Company name in full Conbea Engineering Co. Limited

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

2 Liquidator's name

Full forename(s) Sajid

Surname Sattar

3 Liquidator's address

Building name/number Trinity House

Street 28-30 Blucher Street

Post town Birmingham

County/Region

Postcode B 1 1 Q H

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	2	d	4	m	0	m	2	y	2	y	0	y	1	y	8	
To date	d	2	d	3	m	0	m	2	y	2	y	0	y	1	y	9	
7	Progress report																
<input type="checkbox"/> The progress report is attached																	
8	Sign and date																
Liquidator's signature	Signature X <i>[Signature]</i> X																
Signature date	d	1	d	6	m	0	m	4	y	2	y	0	y	1	y	9	

Conbea Engineering Co. Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 24/02/2018 To 23/02/2019 £	From 24/02/2016 To 23/02/2019 £
	ASSET REALISATIONS		
6,600.00	Funds held on trust	NIL	6,600.00
3,600.00	Book debt re sale of assets	NIL	3,600.00
Uncertain	Directors Loan Account	NIL	4,335.71
7,902.30	Book debts	NIL	13,096.20
	Bank Interest Gross	0.04	1.37
		0.04	27,633.28
	COST OF REALISATIONS		
	Specific Bond	NIL	100.00
	Preparation of S. of A.	NIL	10,000.00
	Office Holders Fees	NIL	16,418.33
	Meeting room	NIL	11.03
	Agents/Valuers Fees (1)	NIL	500.00
	Pension Check	NIL	250.00
	Statutory Advertising	NIL	338.40
		NIL	(27,617.76)
	UNSECURED CREDITORS		
(19,039.41)	Trade & Expense Creditors	NIL	NIL
(10,726.09)	Employees	NIL	NIL
(12,500.00)	Associated creditors	NIL	NIL
(9,390.75)	HSBC Bank Plc	NIL	NIL
(64,064.02)	HM Revenue & Customs	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(3,000.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(100,617.97)		0.04	15.52
	REPRESENTED BY		
	Bank 1 Current		15.52
			15.52



Sajid Sattar
Liquidator



**Conbea Engineering Co. Limited
(In Liquidation)**

Registered Number: 00881815

**Registered Office: c/o Greenfield Recovery Limited
Trinity House, 28-30 Blucher Street, Birmingham, B1 1QH**

**Liquidator's annual progress report
prepared in accordance with s104A of the Insolvency Act 1986
and Rule 18 of the Insolvency Rules 2016**

16 April 2019

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- 1 Introduction
- 2 Receipts and Payments Account
- 3 Outcome for Creditors
- 4 Investigations
- 5 Liquidator's Remuneration and Disbursements and Creditors' Rights
- 6 Outstanding Matters and End of Liquidation

APPENDICES

- A Account of Liquidator's Receipts and Payments for the period from 24 February 2018 to 23 February 2019 and for the cumulative period of the liquidation.
- B Summary of Liquidator's Time Costs for the period from 24 February 2018 to 23 February 2019 and for the cumulative period of the liquidation.
- C Original Fees and Disbursements Estimates

1 INTRODUCTION

Rachel Ballinger was appointed as Liquidator of the Company at meetings of members and creditors held on 24 February 2016. Rachel Ballinger was licensed to act as an Insolvency Practitioner in the UK by the Insolvency Practitioners Association and is bound by the Insolvency Code of Ethics.

Rachel Ballinger left the firm and on 24 October 2017 a court order was granted pursuant to which I replaced Ms Ballinger as Liquidator. I am authorised to act as an Insolvency Practitioner in the UK by the Institute of Chartered Accountants in England and Wales and am bound by the Insolvency Code of Ethics. A copy of the court order appointing me as the Liquidator was provided with my previous progress report.

This is the third annual progress report as required by Section 104A of the Insolvency Act 1986 and Rule 18 of the Insolvency Rules 2016. It shows how the liquidation has been conducted and the Company's property disposed of, the outcome for creditors and other information that the Liquidator is required to disclose.

This report covers the 12 month period since the date of my last report and should be read in conjunction with previous reports issued in this matter.

2 RECEIPTS AND PAYMENTS ACCOUNT

Receipts and Payments Account

Attached at Appendix A is a summary of the Liquidator's receipts and payments for the period of 24 February 2018 to 23 February 2019 and for the cumulative period of the liquidation.

Asset realisations

Bank interest gross

All realisations have been banked in an interest bearing account. The sum of four pence has been received in this period.

There have been no further realisations during the period of this report.

Unrealised Assets

I am not aware of any unrealised assets of the Company.

Payments

The payments reflected on the receipts and payments account at Appendix A show the payments made during made in the period covered by this report and the cumulative period of the liquidation.

No payments have been made during the period.

I have not incurred any expenses which have not yet been drawn.

3 OUTCOME FOR CREDITORS

Secured Creditors

There are no secured creditors in this matter.

Preferential Creditors

There are no preferential creditors in this matter.

Prescribed Part

Where there is a floating charge created after 15 September 2003, a percentage of the assets realised subject to the charge is ring fenced for unsecured creditors. This is called the prescribed part of the company's net property available for the satisfaction of unsecured debts.

As there are no unsatisfied post-Enterprise Act charges, there will be no requirement to set aside a prescribed part in this matter.

Unsecured Creditors

In accordance with the Statement of Affairs, unsecured creditors totalled £115,720.27. Claims totalling £162,289.75 have been received from the unsecured creditors.

The funds realised in the Liquidation to date have been utilised for defraying the expenses of the Liquidation and as a result there will be no distribution to unsecured creditors, nor will any monies be paid to unsecured creditors by virtue of the application of Section 176(A) of the Insolvency Act 1986 (prescribed part).

4 INVESTIGATIONS

As set out in my previous report, investigations were ongoing into a potential claim against the Company's director relating to an overdrawn director's loan account. During the period of this report, my solicitors have been in correspondence with the directors in relation to the potential claim. This is ongoing.

I confirm that we have complied with our statutory duties, including investigating and reporting to the Department of Business Innovation & Skills in respect of the conduct of the Company's director. The report and disclosures are confidential and are not available to creditors.

5 LIQUIDATOR'S REMUNERATION AND DISBURSEMENTS AND CREDITORS' RIGHTS

Statement of Affairs fee

A resolution was passed at the Meeting of Creditors, in relation to my pre-appointment costs, as follows:-

"That Greenfield Recovery Limited's fees in connection with preparing the Statement of Affairs and convening the meetings of members and creditors be approved in the sum of £10,000 plus VAT and disbursements and may be paid as an expense of the liquidation."

This fee has been recovered in full as outlined on the attached schedule.

It is considered that this fee is fair and reasonable as, in my experience, the average time costs spent carrying out the work required prior to the liquidation of the Company totals £10,000.

Remuneration

The statutory provisions relating to remuneration are contained in Rules 18.16 and 18.20 of The Insolvency Rules 2016. A Creditors' Guide to Liquidator's fees is available at <https://www.greenfieldrecovery.co.uk/media/591328/liquidations-creditor-fee-guide-april-2017.pdf> on the 'Costs and Fees' page or upon request to our office. Should a hardcopy of any document be required, this will be provided free of charge.

The Liquidator's remuneration was approved by creditors on 17 June 2016, on a time cost basis based on a fees estimate of £37,650. The fees estimate acts as a cap and I cannot draw remuneration in excess of the estimate without first seeking approval from creditors.

I have incurred time charges for the period from 24 February 2018 to 23 February 2019 of £3,473.50 representing a total of 11.4 hours having been spent on the administration of this case. Therefore, the average hourly rate equates to £304.69. No Liquidator's fees have been drawn during the period of this report.

For the entire period of the liquidation, time costs of £44,464.75 have been incurred representing a total of 125.95 hours having been spent on the administration of this case. Therefore the average hourly rate equates to £353.05 as compared with the estimated average charge out rate from the original fees estimate of £340.72. Liquidator's fees of £16,418.33 have been drawn since the commencement of the liquidation.

The work has been categorised into the following task headings and sub-categories.

Administration and Planning

This category of work includes case planning and set-up, appointment notification, statutory reporting, compliance, cashiering, accounting and administrative functions.

The work undertaken in this category is required as part of my statutory and regulatory requirements and is unlikely to directly produce a financial benefit to creditors.

Investigations

The work recorded in this category will relate to my initial assessment of the Company's affairs as required by Statement of Insolvency Practice 2. This includes an analysis of the Company's bank statement, consideration of the Company's financial statements and a review of the Company's books and records, where available. In addition, the work undertaken includes reporting on the Director's conduct as required by the Company Directors Disqualification Act 1986 (as amended).

The investigation work undertaken is required as part of my statutory duties outlined above. Further investigations may be undertaken with a view to increasing funds available to creditors. As such, investigative work may have a financial benefit to creditors.

Realisation of Assets

This category of work includes any action undertaken in order to protect or realise any assets of the Company. Work may be undertaken in order to put insurance in place or assess whether there are assets which may result in a realisation and time costs may be incurred in this category even if there have been no asset realisations.

In this case, the Statement of Affairs indicated that the assets of the Company were book debts and a director's loan account.

Creditors

This category includes entering of creditors information on IPS, communications with creditors, preparing reports to creditors, creditors' meetings, processing proofs of debt and progressing employee related claims.

The work required in this category is required as part of my statutory and regulatory duties and is necessary but it is unlikely to provide any direct financial benefit to creditors.

In order that creditors may properly review the time spent on the administration of this case, I enclose herewith a detailed schedule at Appendix B and for the purposes of comparison a copy of the original fees estimate at Appendix C. The table below also provides a comparison between the initial fees estimate and the time spent on the case to date.

Category of Work	Estimated No. of Hours	Actual Hours Spent	Estimated Hourly Rate	Actual Hourly Rate	Estimated Total Time	Actual Total Time Costs
Admin and Planning	21.00	47.35	348.81	331.60	7,325.00	15,699.75
Investigations	22.00	33.20	336.36	390.36	7,400.00	12,960.00
Realisation of Assets	23.00	24.60	341.30	350.81	7,850.00	8,630.00
Creditors	44.50	19.70	338.76	347.46	15,075.00	6,845.00
Case Specific	-	1.10	-	300.00	-	330.00
Total	110.50	125.95	340.72	353.05	37,650.00	44,464.75

The overall time incurred to date is within the initial estimate issued to creditors.

Liquidator's fees of £16,418.33 have been drawn since my appointment in this matter.

In common with other professional firms, our firm's charge-out rates increase from time to time over the period of the administration of a case. Specific details of the current charge-out rates applicable to those staff who worked on this case are also available at www.greenfieldrecovery.co.uk on the 'Costs and Fees' page or upon request to our office.

Category 2 disbursements

These are costs that are directly referable to the appointment, but not a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage.

Payment of these disbursements was approved by creditors on 17 June 2016, with an estimated total of £317.24. A copy of the original estimate is included at Appendix C.

No category 2 disbursements have been recharged in relation to this matter during the period of this report, however, photocopying costs of £8.40 and postage costs of £16.80 have been incurred and will be recharged to the liquidation estate in due course.

Expenses Incurred

As referred to above Clarke Willmott solicitors of Birmingham have been instructed to assist in relation to a potential claim against the Company's director relating to an overdrawn director's loan account.

Creditors' Rights

Any secured creditor, unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) or any unsecured creditor with the permission of the Court, may within 21 days of the receipt of this report make a request in writing to the Liquidator for further information about the remuneration or expenses incurred in the period since my appointment.

In addition to the above, any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) or any unsecured creditor with the permission of the Court, may within 8 weeks of receipt of this report make an application to Court on the grounds that the basis fixed for the Liquidator's remuneration is inappropriate, or the remuneration charged or the expenses incurred by the Liquidator since the date of my appointment are excessive.

6 OUTSTANDING MATTERS AND END OF LIQUIDATION

As set out above in more detail above, I am not yet in a position to conclude the liquidation as my solicitors are continuing to consider a potential claim against the Company's director as referred to above.

Once all matters have been finalised I will take steps to complete the liquidation.

If you wish to discuss the issues raised in this report or require any additional information, please contact Alex Dunton of this office.

Yours faithfully
for and on behalf of
Conbea Engineering Co. Limited



Sajid Sattar
Liquidator

Sajid Sattar is authorised to act as an insolvency practitioner in the UK by the Institute of Chartered Accountants in England and Wales and is bound by the Insolvency Code of Ethics. When acting as Administrator(s), the affairs, business and property of the Company are being managed by the Administrator(s) who act as agents of the Company and contract without personal liability.

APPENDIX A

**ACCOUNT OF LIQUIDATOR'S RECEIPTS AND PAYMENTS FOR THE PERIOD
FROM 24 FEBRUARY 2018 TO 23 FEBRUARY 2019
AND FOR THE CUMULATIVE PERIOD OF THE LIQUIDATION**

See Attached

Conbea Engineering Co. Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 24/02/2018 To 23/02/2019 £	From 24/02/2016 To 23/02/2019 £
	ASSET REALISATIONS		
6,600.00	Funds held on trust	NIL	6,600.00
3,600.00	Book debt re sale of assets	NIL	3,600.00
Uncertain	Directors Loan Account	NIL	4,335.71
7,902.30	Book debts	NIL	13,096.20
	Bank Interest Gross	0.04	1.37
		<u>0.04</u>	<u>27,633.28</u>
	COST OF REALISATIONS		
	Specific Bond	NIL	100.00
	Preparation of S. of A.	NIL	10,000.00
	Office Holders Fees	NIL	16,418.33
	Meeting room	NIL	11.03
	Agents/Valuers Fees (1)	NIL	500.00
	Pension Check	NIL	250.00
	Statutory Advertising	NIL	338.40
		<u>NIL</u>	<u>(27,617.76)</u>
	UNSECURED CREDITORS		
(19,039.41)	Trade & Expense Creditors	NIL	NIL
(10,726.09)	Employees	NIL	NIL
(12,500.00)	Associated creditors	NIL	NIL
(9,390.75)	HSBC Bank Plc	NIL	NIL
(64,064.02)	HM Revenue & Customs	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS		
(3,000.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<u>(100,617.97)</u>		<u>0.04</u>	<u>15.52</u>
	REPRESENTED BY		
	Bank 1 Current		15.52
			<u>15.52</u>



Sajid Sattar
Liquidator

APPENDIX B

**SUMMARY OF LIQUIDATOR'S TIME COSTS FOR THE PERIOD
FROM 24 FEBRUARY 2018 TO 23 FEBRUARY 2019
AND FOR THE CUMULATIVE PERIOD OF THE LIQUIDATION**

See attached

Time Entry - SIP9 Time & Cost Summary

CON003 - Conbea Engineering Co. Limited
All Post Appointment Project Codes
From: 24/02/2018 To: 23/02/2019

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	0.80	0.00	1.00	1.60	3.40	938.50	276.03
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	1.10	0.00	3.40	0.80	5.30	1,635.00	308.49
Investigations	0.60	0.00	1.20	0.00	1.80	600.00	333.33
Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non Chargeable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.20	0.00	0.70	0.00	0.90	300.00	333.33
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	2.70	0.00	6.30	2.40	11.40	3,473.50	304.69
Total Fees Claimed						16,418.33	
Total Disbursements Claimed						111.03	

Time Entry - SIP9 Time & Cost Summary

Category 2 Disbursements

CON003 - Conbea Engineering Co. Limited
From: 24/02/2018 To: 23/02/2019

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Amount
18/04/2018	Photocopying	8.40
18/04/2018	Postage Costs	16.80
Total		25.20

Time Entry - SIP9 Time & Cost Summary

CON003 - Conbea Engineering Co. Limited
All Post Appointment Project Codes
From: 24/02/2016 To: 23/02/2019

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	10.55	8.50	24.10	4.20	47.35	15,699.75	331.60
Case Specific Matters	0.00	0.00	1.10	0.00	1.10	330.00	300.00
Creditors	8.20	0.00	10.70	0.80	19.70	6,845.00	347.46
Investigations	27.20	0.00	6.00	0.00	33.20	12,960.00	390.36
Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non Chargeable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	10.00	0.20	14.40	0.00	24.60	8,630.00	350.81
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	56.95	8.70	56.30	5.00	125.95	44,464.75	353.05
Total Fees Claimed						16,418.33	
Total Disbursements Claimed						111.03	

Time Entry - SIP9 Time & Cost Summary

Category 2 Disbursements

CON003 - Conbea Engineering Co. Limited
From: 24/02/2016 To: 23/02/2019

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Amount
19/04/2017	Photocopying	2.48
18/04/2018	Photocopying letter re progress report	8.40
18/04/2018	Photocopying	16.80
	Postage Costs	
	Postage	
	Total	27.68

APPENDIX C

ORIGINAL FEES AND DISBURSEMENTS ESTIMATES

See attached

Appendix I

Fees Estimate for Conbea Engineering Co. Limited in Creditors' Voluntary Liquidation as at 24/02/2016

Below is the fee estimate in respect of the above case for the purpose of obtaining a time-costs resolution. The total amount being sought is £37,650 for 110.50 hours at an average hourly rate of £340.72.

Details of Greenfield Recovery Limited's charge-out rates are detailed below.

Approval for the future remuneration sought is based on an estimate of the work necessary to the completion of the administration of the case. I do not anticipate that it will be necessary to seek approval for fees in excess of this estimate. However, should additional work be necessary beyond what is contemplated, further approval may be sought from creditors.

General Description	Includes	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of total
Administration and Planning		21	£348.81	£7,325
Statutory/advertising	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements			
Document maintenance/file review/checklist	Filing of documents Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists			
Bank account administration / cashiering	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments VAT Returns			
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case			
Books and records / storage	Dealing with records in storage Sending job files to storage			
Investigations		22	£336.36	£7,400
SIP 2 Review	Collection, and making an inventory, of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Correspondence and communications with the company's bank Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions Liaising with the committee/creditors or major creditors about further action to be taken			
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations			
Examinations	Preparing brief to solicitor Liaising with solicitor(s) regarding examinations Attendance at examination Reviewing examination transcripts Liaising with solicitor(s) regarding outcome of examinations and further actions available			

General Description	Includes	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of total
Realisation of Assets		23	£341.30	£7,850
Pursuing Antecedent Transactions	Negotiating to attempt settlement with relevant parties Strategy meeting regarding litigation Seeking funding from creditors Reviewing terms of solicitors' conditional fee agreements Preparing brief to solicitors/Counsel Liaising with solicitors regarding recovery actions Dealing with ATE insurers Attending to negotiations Attending to settlement matters			
Sale of Business as a Going Concern	Instructing and liaising with agents Preparing an information memorandum Liaising with potential purchasers Agreeing licences to trade/occupy Assessment and review of offers received Negotiating with intended purchaser Liaising with secured creditors and seeking releases Exchanges with solicitors to agree sale and purchase agreement Surrender of lease (where appropriate) Pursuing deferred sale consideration			
Plant and Equipment	Liaising with valuers, auctioneers and interested parties Reviewing asset listings Liaising with secured creditors and landlords			
Freehold/Leasehold Property	Liaising with valuers and agents on marketing strategy and offers received Dealing with tenant issues (if any) Liaising with secured creditors and landlords Agreeing assignment, surrender or disclaiming property			
Debtors	Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Receiving updates from factoring companies and liaising reassignment of ledger Liaising with debt collectors and solicitors Agreeing debt collection agency agreements Dealing with disputes, including communicating with directors/former staff Pursuing credit insurance claims Submitting VAT bad debt relief claims			
Leasing	Reviewing leasing documents Liaising with owners/lessors Tasks associated with disclaiming leases if appropriate			
Stock	Conducting stock takes Reviewing stock values Liaising with agents and potential purchasers Analysing the value in WIP Contracting with service-providers/suppliers to complete WIP			
Retention of Title Claims	Receive initial notification of creditor's intention to claim Provision of retention of title claim form to creditor Meeting claimant on site to identify goods Adjudicate retention of title claim Forward correspondence to claimant notifying outcome of adjudication Preparation of payment vouchers and correspondence to claimant to accompany payment of claim (if valid) Exchanges with solicitors in deciding claims and dealing with disputes			
Other assets: motor vehicles, intangibles, intellectual property, VAT/corporation tax refunds, insurance claims	Liaising with agents to agree disposal strategy Dealing with potential purchasers, Negotiating sales Liaising with solicitors to agree sales Collecting sales consideration Liaising with insurance companies and directors to pursue claims Examining company records to support tax refunds Exchanges with government departments			

General Description	Includes	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of total
Insurance	Identification of potential issues requiring attention of insurance specialists Correspondence with insurer regarding initial and ongoing insurance requirements Reviewing insurance policies Correspondence with previous brokers			
Trading		N/A	N/A	£0.00
Creditors		44.50	£338.76	£15,075
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator			
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend			
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication Seeking solicitors' advice on the validity of secured creditors' claims and other complex claims			
Dividend procedures	Agreeing allocation of realisations and costs between fixed and floating charges Paying distribution to secured creditors and seeking confirmation of discharged claims Preparation of correspondence to creditors advising of intention to declare distribution Advertisement of notice of proposed distribution Preparation of distribution calculation Preparation of correspondence to creditors announcing declaration of distribution Preparation of cheques/BACS to pay distribution Preparation of correspondence to creditors enclosing payment of distribution Seeking unique tax reference from HMRC, submitting information on PAYE/Ni deductions from employee distributions and paying over to HMRC Dealing with unclaimed dividends			
Creditor reports	Preparing annual progress report, investigation, meeting and general reports to creditors Disclosure of sales to connected parties			
Meeting of Creditors	Preparation of meeting notices, proxies/voting forms and advertisements notice of meeting to all known creditors Collate and examine proofs and proxies/votes to decide on resolutions Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting. Responding to queries and questions following meeting Issuing notice of result of meeting.			
Creditors Committee	Holding an initial meeting of the Committee Reporting to committee members Seeking the committees approval on case strategy Calling and holding meetings of the committee as required and the circumstances of the case dictate			
Total		110.50	£340.72	£37,650

Current Charge-out Rates for the firm

Time charging policy

Support staff do charge their time to each case.

Support staff include cashier, secretarial and administration support.

The minimum unit of time recorded is 6 minutes.

Staff	Charge out rates £
Insolvency Practitioner/ Directors	400-500
Manager	300-400
Other Senior Professionals/ Senior Administrator	200-300
Secretarial/Administration support staff	90-200

Appendix II

Expenses Estimate for Conbea Engineering Co. Limited in Creditors' Voluntary Liquidation as at 24/02/16

Below are the expenses estimates in respect of category 1 direct expenses and category 2 expenses which will have an element of shared or allocated costs.

My estimate for my category 1 expenses for the period of the case is **£364.83 plus VAT**

My estimate for my category 2 expenses for the period of the case is **£317.24 plus VAT** and I am seeking a resolution for approval of these expenses.

Expenses Category 1	Basis	Estimate of Costs £
Legal costs	N/A	
Agents and Valuers	N/A	
Debt Collection Agency	N/A	
ERA Specialists	N/A	
Accounting fees	N/A	
Advertising	Direct Cost as Invoiced to Case	253.80
Anti Money Laundering Check	Direct Cost as Invoiced to Case	
Bank charges	Direct Cost as Invoiced to Case	
Bonding	Direct Cost as Invoiced to Case	100.00
Document Storage	Direct Cost as Invoiced to Case	
HM Land Registry	Direct Cost as Invoiced to Case	
Insurance	Direct Cost as Invoiced to Case	
Meeting Room	Direct Cost as Invoiced to Case	11.03
Total		364.83

Expenses Category 2	Basis	Estimate of Costs £
Stationery	Initial File Set Up based on the average costs involved in the purchase of files and associated stationery	20.00
Stationery – Annual Maintenance Charge	Annual fee charged after the first year and based on the average costs involved in the purchase of files and associated stationery	10.00
Photocopying	£0.08 per copy irrespective of size	104.00
Postage	£0.52 per letter, £0.85 per large letter	58.24
IPS – Case Management Software	Based on the average cost per appointment	125.00
Total		317.24

LIQ03

Notice of progress report in voluntary winding up

**Presenter information**

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name	Sajid Sattar				
Company name	Greenfield Recovery Limited				
Address	Trinity House				
	28-30 Blucher Street				
Post town	Birmingham				
County/Region					
Postcode	B	1		1	Q H
Country					
DX					
Telephone	0121 201 1720				

**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