

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

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

### 1 Company details

Company number 0 1 1 4 3 1 6 1

Company name in full Dorwin Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) John Anthony

Surname Dickinson

### 3 Liquidator's address

Building name/number 66 Prescott Street

Street

Post town London

County/Region

Postcode E 1 8 N N

Country

### 4 Liquidator's name ①

Full forename(s) Joseph Walter

Surname Colley

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number 66 Prescott Street

Street

Post town London

County/Region

Postcode E 1 8 N N

Country

#### ② Other liquidator

Use this section to tell us about  
another liquidator.

# LIQ03

## Notice of progress report in voluntary winding up

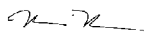
### 6 Period of progress report

From date	<sup>d</sup> 2	<sup>d</sup> 1	<sup>m</sup> 0	<sup>m</sup> 8	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9	
To date	<sup>d</sup> 2	<sup>d</sup> 0	<sup>m</sup> 0	<sup>m</sup> 8	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0	

### 7 Progress report

<input checked="" type="checkbox"/> The progress report is attached	
---	--

### 8 Sign and date

Liquidator's signature	Signature <b>X</b> 	<b>X</b>							
Signature date	<sup>d</sup> 0	<sup>d</sup> 2	<sup>m</sup> 1	<sup>m</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0	

# 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 **Toby Cooper**

Company name **Carter Backer Winter LLP**

Address **66 Prescott Street**

**London**

Post town **E1 8NN**

County/Region

Postcode

Country

DX

Telephone **020 7309 3800**



### Checklist

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.



### Important information

**All information on this form will appear on the public record.**



### Where to send

**You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:**

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.



### Further information

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**

**Dorwin Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 21/08/2019 To 20/08/2020 £	From 21/08/2015 To 20/08/2020 £
	<b>SECURED ASSETS</b>		
46,250.00	Plant & Machinery	NIL	41,900.00
		NIL	41,900.00
	<b>SECURED CREDITORS</b>		
(24,095.44)	National Westminster Bank plc	NIL	NIL
		NIL	NIL
	<b>ASSET REALISATIONS</b>		
NIL	Associated Company Debts	NIL	NIL
	Bank Interest Gross	18.49	212.09
202,881.00	Book Debts	30,000.00	321,471.64
14,947.00	Cash at Bank	NIL	14,947.41
	Chargeback refund	NIL	7,404.45
	Misc Refund	NIL	589.69
15,125.00	Motor Vehicles	NIL	7,250.00
3,250.00	Office Furniture and Equipment	NIL	400.00
Uncertain	Prepayments	NIL	1,580.40
39,250.00	Stock	NIL	6,000.00
NIL	Work in Progress	NIL	NIL
		30,018.49	359,855.68
	<b>COST OF REALISATIONS</b>		
	Agents Fees - ERA Solutions	NIL	1,810.00
	Agents/Valuers Fees (Acasta)	NIL	66,498.38
	Agents/Valuers Fees (Gordon Brother	NIL	29,968.18
	Consultancy & Management Fees	NIL	1,589.75
	Insurance of Assets	NIL	3,392.88
	Joint Liquidators' Expenses	514.56	1,607.47
	Joint Liquidators' Fees	14,808.04	148,865.23
	Legal Expenses	2,393.25	2,393.25
	Legal Fees	16,900.35	56,900.35
	Pre-appointment Disbursements	NIL	250.00
	Re-Direction of Mail	NIL	160.00
	Rents Payable & Bills	NIL	14,569.06
	Specific Bond	NIL	320.00
	Statutory Advertising	NIL	148.50
	Storage Costs	2,617.56	18,533.44
		(37,233.76)	(347,006.49)
	<b>UNSECURED CREDITORS</b>		
(20,000.00)	Associated Creditors	NIL	NIL
Uncertain	Contractor Contingent Liabilities	NIL	NIL
(274,046.94)	Director Loans	NIL	NIL
(461,879.03)	Employees	NIL	NIL
(815,778.02)	HM Revenue & Customs	NIL	NIL
(1,365,770.13)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	<b>DISTRIBUTIONS</b>		
(95,500.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>(2,735,366.56)</b>		<b>(7,215.27)</b>	<b>54,749.19</b>
	<b>REPRESENTED BY</b>		
	Bank 1 - Current		55,603.35

**Dorwin Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £	From 21/08/2019 To 20/08/2020 £	From 21/08/2015 To 20/08/2020 £
REPRESENTED BY CONTINUED		
VAT Control account		(27,973.67)
VAT Payable		(1,134.36)
VAT Receivable		28,253.87
		<b>54,749.19</b>



**JOINT LIQUIDATORS' ANNUAL PROGRESS REPORT**

**For the year ending 20 August 2020**

**DORWIN LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**

**2 October 2020**

Carter Backer Winter LLP  
66 Prescott Street  
London  
E1 8NN

# **DORWIN LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**

## **Joint Liquidators' Annual Progress Report**

**2 October 2020**

### **CONTENTS**

#### *Abbreviation Summary*

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3. Joint Liquidators' actions since their Last Annual Progress Report
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7. Investigation into the affairs of the Company
8. Pre-Appointment Costs
9. Joint Liquidators' Remuneration
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11. Further Information
12. Other Matters

### **APPENDICES**

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2. Receipts and Payments Account
3. Details of the work undertaken during the Reporting Period
4. Details of Time Incurred in accordance with SIP 9, CBW's Rates Policy and policy on the reimbursement of Category 1 and Category 2 disbursements

# DORWIN LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

## Joint Liquidators' Annual Progress Report

2 October 2020

### ABBREVIATIONS

The following abbreviations are used throughout this Report and are summarised below:

<b>Breyer</b>	Breyer Group plc of Faringdon Avenue, Harold Hill, Romford, Essex, RM3 8ST
<b>C&amp;C</b>	Clyde & Co LLP of Beaufort House, 15 St Botolph Street, London, EC3A 7NJ
<b>CBW</b>	Carter Backer Winter LLP of 66 Prescott Street, London, E1 8NN
<b>CBW Rates Policy</b>	Summary of CBW's current charge out rates and time units used for this type of work
<b>Company</b>	Dorwin Limited, the registration number 01143161
<b>CVA</b>	Company Voluntary Arrangement
<b>Directors</b>	Kevin Fenlon and Darren William Harrison
<b>ERAS</b>	ERA Solutions Limited of Unit 2 The Old Dairy, Pessall Farm, Pessall Lane, Edingale, Tamworth, Staffordshire, B79 9JL
<b>HMRC</b>	HM Revenue and Customs
<b>Joint Liquidators</b>	Joseph Walter Colley and John Anthony Dickinson
<b>Liquidation Period</b>	21 August 2015 to 20 August 2020
<b>Natwest</b>	National Westminster Bank Plc of 135 Bishopsgate, London, EC2M 3UR
<b>PPS</b>	Postage, Printing and Stationery
<b>Reporting Period</b>	21 August 2019 to 20 August 2020
<b>RPS</b>	Redundancy Payments Service of PO Box 16685, Birmingham, B2 2LX
<b>SIP 9</b>	Statement of Insolvency Practice 9
<b>SOA</b>	Statement of Affairs
<b>TDM</b>	Total Data Management Limited of 4 Woodbrook Crescent, Billericay, Essex, CM12 0EQ



# **DORWIN LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**

## **Joint Liquidators' Annual Progress Report**

**2 October 2020**

### **1. EXECUTIVE SUMMARY**

- 1.1. Statutory information in relation to the Company is attached at **Appendix 1**.
- 1.2. Following the failure of the Company's CVA, the Company was placed into Liquidation on 21 August 2015 and the Joint Liquidators were appointed on the same day.
- 1.3. Following an application to the Court, made on 13 March 2020, a Block Transfer Order was granted removing James Snowdon as Joint Liquidator and replacing him with Joseph Colley on 29 March 2020.
- 1.4. The Company's creditors have, to date, decided against forming a Liquidation Committee.
- 1.5. Within two months of each anniversary of the Joint Liquidators' appointment, a progress report must be prepared and delivered to creditors and filed with the Registrar of Companies. This report covers the fifth year of the Liquidation and should be read in conjunction with the Joint Liquidators' previous Annual Progress Reports dated 16 October 2019, 15 October 2018, 11 October 2017 and 20 October 2016. This report is deemed to have been delivered on 2 October 2020.
- 1.6. The Directors' SOA included assets of £297,608, which consisted of Plant and Machinery; Office Furniture and Equipment; Motor Vehicles; Stock; Book Debts; Prepayments and Cash at Bank. Total asset realisations achieved during the Liquidation is £401,756, of which £30,018 was realised during the Reporting Period. Further details are provided in **Section 4** within this report.
- 1.7. No dividends have yet been paid to any class of creditor, however, information currently available indicates that a dividend may be payable to creditors. Further details are provided in **Section 6** of this report.

### **2. RECEIPTS AND PAYMENTS ACCOUNT**

- 2.1. My Receipts and Payments Account for the Liquidation Period, which incorporates the Reporting Period is attached at **Appendix 2**.
- 2.2. The balance of funds is held in an interest-bearing estate bank account.

### **3. JOINT LIQUIDATORS' ACTIONS SINCE THEIR LAST ANNUAL PROGRESS REPORT**

- 3.1. During the Reporting Period, the Joint Liquidators continued negotiating with the major debtor, Breyer, in relation to funds due to the Company and a settlement was reached on 3 June 2020. The settlement funds have since been received.
- 3.2. There is certain work that I am required to undertake by the insolvency legislation, in connection with the Liquidation, that provides no financial benefit for the creditors. A description of the routine work undertaken since my last Progress Report is contained in **Appendix 3**.

### **4. ASSETS**

- 4.1. For details of assets realised prior to the Reporting Period, please refer to my previous Annual Progress Reports.

#### **Assets Realised during the Reporting Period**

##### ***Breyer's Debt***

- 4.2. As previously reported, Breyer proposed a settlement of £25,000, as a full and final settlement of all claims against Breyer by the Company. However, the level of the proposed settlement was considered unacceptable by the Joint Liquidators, therefore mediation was concluded unsuccessfully.

# **DORWIN LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**

## **Joint Liquidators' Annual Progress Report**

**2 October 2020**

- 4.3. However, during the Reporting Period, an acceptable settlement was reached with Breyer, at £30,000. This has been recovered in full.

### ***Bank Interest***

- 4.4. Gross bank interest in the sum of £212 was received during the Liquidation Period, of which £18 was received during the Reporting Period.

## **5. LIABILITIES**

- 5.1. Full details of the Company's liabilities are provided in the Directors' SOA.

### ***Secured Creditors***

- 5.2. An initial examination of the Company's mortgage register held by the Registrar of Companies showed that the Company held a charge in favour of NatWest, which was satisfied after the Liquidation date, on 14 March 2016. However, NatWest have submitted a claim in the sum of £24,020 against the Company.
- 5.3. This claim will be reviewed and adjudicated, in due course.

### ***Preferential Creditors***

- 5.4. The Directors' SOA did not anticipate any preferential creditors and, to date, no preferential claims have been received. Nevertheless, in the interest of prudence, the Joint Liquidators intend to contact RPS, to confirm the preferential claims' position.

### ***Crown Creditors***

- 5.5. The SOA included £815,678 owed to HMRC. HMRC's final claim of £1,256,409 has been received and relates to debts arising from unpaid VAT of £883,644 and PAYE/NIC/CIS of £372,765. HMRC's claim has not yet been adjudicated for dividend purposes.

### ***Non-Preferential Unsecured Creditors***

- 5.6. The SOA included 408 non-preferential unsecured creditors, including HMRC, with an estimated total liability of £2,937,474. I have received claims from 130 creditors totalling £3,020,548, which includes HMRC's final claim. The quantum of creditors' claims received is higher than anticipated due to HMRC's final claim, as outlined above, which is significantly higher than the original liability anticipated in the Directors' SOA. I have not received claims from creditors with original estimated claims in the SOA of £323,320. The claims have not yet been adjudicated for dividend purposes.

## **6. DIVIDEND PROSPECTS**

- 6.1. To date, no dividends have been distributed to any class of creditor. Current information indicates that a dividend may be payable to creditors within the next 6 months.

## **7. INVESTIGATION INTO THE AFFAIRS OF THE COMPANY**

- 7.1. The Joint Liquidators' investigations into the affairs of the Company have been concluded.

## **8. PRE-APPOINTMENT COSTS**

- 8.1. The Board previously authorised the payment of a fee of £7,500, plus VAT and disbursements, for my assistance with preparing the SOA and convening and holding the meetings of members and creditors, at a meeting held on 21 August 2015.

# DORWIN LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

## Joint Liquidators' Annual Progress Report

2 October 2020

- 8.2. The fee was paid by the Company, from funds held in CBW's Client Account.

### 9. JOINT LIQUIDATORS' REMUNERATION

- 9.1. My remuneration was approved on a time cost basis on 21 August 2015. My total time costs for the Liquidation Period amount to £164,662, representing 620 hours work at a blended charge out rate of £266 per hour (of which, £11,314, representing 51 hours work, was charged in the Reporting Period, at a blended charge out rate of £222 per hour).
- 9.2. I have drawn £148,865 during the Liquidation Period (of which, £14,808 was drawn in the Reporting Period).
- 9.3. A schedule of my time costs incurred during the Liquidation Period, which incorporates the Reporting Period, is attached as **Appendix 2**.
- 9.4. 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/>.
- 9.5. A copy of 'A Creditors Guide to Liquidators' Fees' also published by R3, together with an explanatory note which shows CBW's fee policy, are available at the link <http://www.cbw.co.uk/creditor-guides/>. Please note that there are different versions of the Guidance Notes and, in this case, you should refer to the post April 2010 version.

### 10. JOINT LIQUIDATORS' EXPENSES

- 10.1. I have incurred expenses during the Liquidation Period of £1,407, of which £515 was incurred in the Reporting Period. A schedule of my expenses incurred is attached at **Appendix 4**.
- 10.2. I have drawn £1,607 during the Liquidation Period, of which £515 was drawn in the Reporting Period. The sum of £1,607 includes £200 that was drawn in relation to ERAS costs incurred in the pre-Liquidation period.
- 10.3. I have used the following agents or professional advisors in the Reporting Period:

Professional Advisor	Nature of Work	Basis of Fees
C&C	Solicitors	Time Costs
TDM	Storage Agents	Fixed Fee
Acasta	Valuer/Auctioneer	Percentage of Realisations

- 10.4. During the Reporting Period, C&C continued to liaise and negotiate with Breyer and provide legal advice to the Joint Liquidators. During the Liquidation Period, C&C has been paid £56,900, plus VAT (of which, £16,900 was paid during the Reporting Period). No further work will be completed by C&C.
- 10.5. TDM continued to store the Company's books and records during the Reporting Period, consisting of 661 boxes of records. During the Liquidation Period, TDM was paid £18,533, plus VAT (of which, £2,618, plus VAT, was paid during the Reporting Period).
- 10.6. The choice of professionals 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 considered that the basis on which they charge their fees represented value for money. I have reviewed the charges they have made and am satisfied that they are reasonable in the circumstances of this case.

# DORWIN LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

## Joint Liquidators' Annual Progress Report

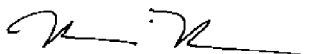
2 October 2020

### 11. FURTHER INFORMATION

- 11.1. 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.
- 11.2. 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.
- 11.3. To comply with the *Provision of Services Regulations 2009*, some general information about CBW, including about our complaints policy and Professional Indemnity Insurance and the Insolvency Code of Ethics, can be found at <https://www.cbw.co.uk/wp-content/uploads/2019/04/Provisions-of-Services-Regulations-2009.pdf>.
- 11.4. CBW's privacy policy notice and any periodic updates in relation to the General Data Protection Regulations can be found at [www.cbw.co.uk/cbws-general-privacy-policy/](http://www.cbw.co.uk/cbws-general-privacy-policy/), and provides an overview of how personal data is handled, the purposes of processing the data and additional information including your rights under the legislation.

### 12. SUMMARY

- 12.1. The Liquidation will remain open until creditor claims have been adjudicated.
- 12.2. 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, please do not hesitate to contact Toby Cooper of this office on 020 7309 3902 or by email at [Toby.Cooper@cbw.co.uk](mailto:Toby.Cooper@cbw.co.uk).



**John Dickinson**  
**Joint Liquidator**

# **DORWIN LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**

## **Joint Liquidators' Annual Progress Report**

**2 October 2020**

### **APPENDIX 1**

#### **Statutory Information**

# **DORWIN LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**

## **Joint Liquidators' Annual Progress Report**

**2 October 2020**

### **STATUTORY INFORMATION**

Company name:	Dorwin Limited
Registered number:	01143161
Registered office:	66 Prescott Street London E1 8NN
Former registered office:	Unit 1 Forge Works Mill Lane Alton Hants GU34 2QG
Former trading address:	Units 1,2,3,5 and 6 Forge Works Mill Lane Alton Hants GU34 2QG
Principal trading activity:	Manufacture and installation of PVCu windows
Date of approved CVA:	2 July 2015
Former Joint Supervisors' names:	John Anthony Dickinson James Alexander Snowdon
Date of CVL:	21 August 2015
Joint Liquidators' names:	Joseph Walter Colley John Anthony Dickinson
Joint Liquidators' address:	66 Prescott Street London E1 8NN
Joint Liquidators' date of appointment:	21 August 2015
Actions of Joint Liquidators:	Any act required or authorised under any enactment to be done by a Liquidator may be done by either or both of the Joint Liquidators acting jointly or separately.

# **DORWIN LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**

## **Joint Liquidators' Annual Progress Report**

**2 October 2020**

### **APPENDIX 2**

#### **Receipts and Payments Account**

Dorwin Limited  
(In Liquidation)  
JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 21/08/2019 To 20/08/2020 £	From 21/08/2015 To 20/08/2020 £
<b>RECEIPTS</b>			
Plant & Machinery	46,250.00	0.00	41,900.00
Office Furniture and Equipment	3,250.00	0.00	400.00
Motor Vehicles	15,125.00	0.00	7,250.00
Stock	39,250.00	0.00	6,000.00
Work in Progress	NIL	0.00	0.00
Book Debts	202,881.00	30,000.00	321,471.64
Associated Company Debts	NIL	0.00	0.00
Prepayments	Uncertain	0.00	1,580.40
Cash at Bank	14,947.00	0.00	14,947.41
Misc Refund		0.00	589.69
Bank Interest Gross		18.49	212.09
Chargeback refund		0.00	7,404.45
Contractor Contingent Liabilities	Uncertain	0.00	0.00
		<u>30,018.49</u>	<u>401,755.68</u>
<b>PAYMENTS</b>			
National Westminster Bank plc	(24,095.44)	0.00	0.00
Specific Bond		0.00	320.00
Joint Liquidators' Fees		14,808.04	148,865.23
Joint Liquidators' Expenses		514.56	1,607.47
Consultancy & Management Fees		0.00	1,589.75
Pre-appointment Disbursements		0.00	250.00
Agents/Valuers Fees (Gordon Brothers)		0.00	29,968.18
Agents/Valuers Fees (Acasta)		0.00	66,498.38
Legal Fees		16,900.35	56,900.35
Legal Expenses		2,393.25	2,393.25
Agents Fees - ERA Solutions		0.00	1,810.00
Storage Costs		2,617.56	18,533.44
Re-Direction of Mail		0.00	160.00
Statutory Advertising		0.00	148.50
Rents Payable & Bills		0.00	14,569.06
Insurance of Assets		0.00	3,392.88
Trade & Expense Creditors	(1,365,770.13)	0.00	0.00
Employees	(461,879.03)	0.00	0.00
HM Revenue & Customs	(815,778.02)	0.00	0.00
Director Loans	(274,046.94)	0.00	0.00
Associated Creditors	(20,000.00)	0.00	0.00
Ordinary Shareholders	(95,500.00)	0.00	0.00
		<u>37,233.76</u>	<u>347,006.49</u>
Net Receipts/(Payments)		<u>(7,215.27)</u>	<u>54,749.19</u>

MADE UP AS FOLLOWS



Dorwin Limited  
(In Liquidation)  
JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 21/08/2019 To 20/08/2020 £	From 21/08/2015 To 20/08/2020 £
Bank 1 - Current		(7,131.73)	55,603.35
VAT Receivable / (Payable)		(83.54)	(854.16)
		<u>(7,215.27)</u>	<u>54,749.19</u>

# **DORWIN LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**

## **Joint Liquidators' Annual Progress Report**

**2 October 2020**

### **APPENDIX 3**

#### **Details of the work undertaken during the Reporting Period**

# **DORWIN LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**

## **Joint Liquidators' Annual Progress Report**

**2 October 2020**

**A description of the routine work undertaken in the Reporting Period is as follows:**

**1. Administration and Planning**

- Ongoing case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.
- Dealing with all routine correspondence and emails relating to the case.
- Reviewing the adequacy of the specific penalty bond on a quarterly basis.
- 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.
- Preparing and filing returns at Companies House.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.

**2. Cashiering**

- Maintaining and managing the Joint Liquidators' estate bank account.
- Maintaining and managing the Joint Liquidators' cashbook.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Ensuring statutory lodgements and tax lodgement obligations are met.

**3. Creditors**

- Dealing with creditor correspondence, emails and telephone conversations regarding their claims.
- Maintaining up to date creditor information on the case management system.
- Reviewing and lodging proofs of debt received from creditors on the case management system.
- Corresponding with employees.

**4. Realisation of Assets**

- Liaising with C&C with regards to the settlement offer from Breyer.

# **DORWIN LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**

## **Joint Liquidators' Annual Progress Report**

**2 October 2020**

### **APPENDIX 4**

#### **Details of Time Incurred in accordance with SIP 9**

#### **CBW's Rates Policy and policy on the reimbursement of Category 1 and Category 2 disbursements**

**Dorwin Limited - in Compulsory Liquidation**

**Time and Charge Out Summary for the period from 21 August 2015 to 20 August 2020**

**Hours**

	Partner / Director	Manager	Assistant Manager	Administrator	Assistant & Support	Total Hours	Total Costs	Average Hourly Rate
<b>Administration and Planning</b>								
Case Administration and Planning	31.60	17.40	107.30	26.93	56.72	239.95	£57,414.80	£239.28
Compliance	0.00	0.00	0.20	1.00	0.00	1.20	£205.00	£170.83
Meetings (Non-statutory)	0.00	0.00	1.50	0.00	0.00	1.50	£480.00	£320.00
Report Preparation & Review	0.00	1.20	23.90	15.20	0.00	40.30	£11,850.50	£294.06
Review	0.20	0.50	13.70	7.05	0.00	21.45	£6,417.25	£299.17
Taxation	0.00	0.30	2.80	1.80	0.40	5.30	£1,427.00	£269.25
<b>Creditors</b>								
Creditors' Claims	0.00	2.00	55.30	8.62	1.30	67.22	£19,384.58	£288.39
Creditors' Correspondence	0.00	0.00	3.00	1.20	0.00	4.20	£1,350.00	£321.43
CIT Creditors	0.00	0.00	11.50	0.00	0.00	11.50	£2,875.00	£250.00
<b>Employees</b>								
Employees' Claims	0.00	1.20	6.60	0.30	1.70	9.80	£3,307.50	£337.50
<b>Investigations</b>								
Investigations (CDDA)	0.00	0.10	4.20	0.00	0.00	4.30	£1,480.00	£344.19
Investigations (non-CDDA)	0.00	0.00	9.00	0.30	0.00	9.30	£3,450.00	£370.97
Legal	3.50	0.00	7.90	0.00	0.00	11.40	£4,869.00	£427.11
<b>Realisation of Assets</b>								
General Realisation of Assets	43.00	0.90	76.80	1.20	0.00	121.90	£48,564.50	£398.40
Debtor Realisations	1.50	0.80	1.30	0.00	0.00	3.60	£1,587.00	£440.83
	<b>79.80</b>	<b>24.40</b>	<b>325.00</b>	<b>63.60</b>	<b>127.40</b>	<b>620.20</b>	<b>£164,662.13</b>	<b>£265.50</b>
<b>Cost Per Employee Category</b>	<b>£39,034.50</b>	<b>£9,962.00</b>	<b>£107,852.00</b>	<b>£6,540.30</b>	<b>£1,273.33</b>		<b>£164,662.13</b>	

Disbursements for the Period	£
Printing, postage and stationery	1,407.47
<b>Total</b>	<b>1,407.47</b>

**Dorwin Limited - in Compulsory Liquidation**

**Time and Charge Out Summary for the period from 21 August 2019 to 20 August 2020**

**Hours**

	Partner / Director	Manager	Assistant Manager	Administrator	Assistant & Support	Total Hours	Total Costs	Average Hourly Rate
<b>Administration and Planning</b>								
Case Administration and Planning	3.10	0.40	4.70	2.80	7.73	18.73	£3,925.00	£209.52
Cashiering	0.00	0.00	0.00	0.00	7.80	7.80	£0.00	£0.00
Compliance	0.00	0.00	0.20	0.00	0.00	0.20	£80.00	£400.00
Report Preparation & Review	0.00	0.00	3.20	3.10	0.00	6.30	£1,667.50	£264.68
Review	0.20	0.20	3.60	2.80	0.00	6.80	£1,976.00	£290.59
Taxation	0.00	0.20	0.40	1.80	0.00	2.40	£473.00	£197.08
<b>Creditors</b>								
Creditors' Correspondence	0.00	0.00	2.30	1.00	0.00	3.30	£1,045.00	£316.67
<b>Realisation of Assets</b>								
General Realisation of Assets	0.00	0.00	2.90	0.00	0.00	2.90	£1,160.00	£400.00
Debtor Realisations	1.50	0.30	0.30	0.00	0.00	2.10	£987.00	£470.00
	<b>4.80</b>	<b>1.10</b>	<b>17.60</b>	<b>11.50</b>	<b>15.53</b>	<b>50.53</b>	<b>£11,313.50</b>	<b>£223.88</b>
<b>Cost Per Employee Category</b>	<b>£2,352.00</b>	<b>£484.00</b>	<b>£7,040.00</b>	<b>£1,437.50</b>	<b>£0.00</b>		<b>£11,313.50</b>	

<b>Disbursements for the Period</b>	<b>£</b>
Printing, postage and stationery	514.56
<b>Total</b>	<b>514.56</b>

## **CARTER BACKER WINTER LLP ("CBW")**

### **CORPORATE RECOVERY AND INSOLVENCY DEPARTMENT**

#### **INSOLVENCY APPOINTMENTS**

##### **TIME COST CHARGE-OUT RATES**

	<b>From 1 January 2013 to 31 March 2016</b>	<b>From 1 April 2016 to 31 December 2016</b>	<b>From 1 January 2017 to 30 June 2020</b>	<b>From 1 July 2020</b>
	<b>Per Hour £</b>	<b>Per Hour £</b>	<b>Per Hour £</b>	<b>Per Hour £</b>
Partners	475	490	490	550
Directors	475	490	490	550
Managers	430	440	440	440
Assistant Managers	400	400	400	400
Senior Administrators	380	390	390	390
Administrators	250	260	260	260
Junior Administrators	100	150	125-150	130-250
Cashier	0	0	0	0
Support Staff	0	0-185	0-185	0-190

**Note:**

Work undertaken on cases is recorded in 6 minute units utilising time-recording software.

Time properly incurred on insolvency cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. CBW's charge-out rates change from time to time.

#### **DISBURSEMENT RECOVERY**

Disbursements are categorised as either Category 1 or Category 2.

Category 1 disbursements generally comprise external supplies of incidental services specifically identifiable to the case. Where expenses are incurred and then recharged to the case, approval from creditors is not required. Examples of Category 1 disbursements include statutory advertising, specific bond insurance, document storage, postage, company search fees, and properly reimbursed expenses incurred by personnel in connection with the case. Also included will be services specific to the case where these cannot be practically provided internally, such as printing and room hire.

Category 2 disbursements include elements of shared or allocated costs where supplied internally. Category 2 disbursements are recoverable in full, subject to the basis of the disbursement charge being approved by creditors in advance. CBW does not charge Category 2 disbursements.