

LIQ03

Notice of progress report in voluntary winding up



Companies House

MONDAY



A20 *A87AUF1L* 10/06/2019 #94
COMPANIES HOUSE

1 Company details

Company number 0 1 3 9 6 2 4 6
Company name in full Edward Page Fittings Limited

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

2 Liquidator's name

Full forename(s) Catherine
Surname Lee-Baggaley

3 Liquidator's address

Building name/number 1st Floor
Street Consort House
Post town Waterdale
County/Region Doncaster
Postcode D N 1 3 H R
Country

4 Liquidator's name ①

Full forename(s) Ian Michael
Surname Rose

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

5 Liquidator's address ②

Building name/number 1st Floor
Street Consort House
Post town Waterdale
County/Region Doncaster
Postcode D N 1 3 H R
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 0 8 m 0 5 y 2 0 1 8

To date

d 0 7 m 0 5 y 2 0 1 9

7

Progress report

☒ The progress report is attached

8

Sign and date

Liquidator's signature

Signature

X

Alan Pappalardo

X

Signature date

d 0 7 m 0 5 y 2 0 1 9

Edward Page Fittings Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 08/05/2018 To 07/05/2019 £	From 08/05/2015 To 07/05/2019 £
	ASSET REALISATIONS		
Uncertain	Book Debts	NIL	2,663.00
150.00	Fixtures & Fittings	NIL	NIL
1,000.00	Goodwill	NIL	1,000.00
Uncertain	Improvements to Property	NIL	NIL
3,000.00	Motor Vehicle	NIL	4,500.00
2,500.00	Plant & Machinery	1,041.67	12,800.00
Uncertain	Short Leasehold	NIL	NIL
2,000.00	Stock	NIL	5,000.00
		1,041.67	25,963.00
	OTHER REALISATIONS		
	Bank interest, gross	0.64	7.32
		0.64	7.32
	COST OF REALISATIONS		
	Agents'/Valuers' fees	NIL	437.50
	Company Search	NIL	1.00
	Legal fees	NIL	1,162.00
	Liquidator's fees	830.00	16,145.00
	Mileage	NIL	67.32
	Petition Fees	NIL	920.00
	Preparation of Statement of affairs	NIL	5,000.00
	Re-direction of mail	NIL	160.00
	Room Hire	NIL	137.50
	Software Charges	NIL	56.25
	Specific bond	NIL	296.00
	Stationery & postage	NIL	53.78
	Statutory advertising	NIL	201.00
	Storage costs	NIL	46.50
	Telephone/Telex/Fax	NIL	34.95
		(830.00)	(24,718.80)
	FLOATING CHARGE CREDITORS		
(24,985.91)	Lloyds Bank plc	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(10,000.00)	Director's Loan Account (C. Clews)	NIL	NIL
(83,719.56)	HM Revenue & Customs	NIL	NIL
(22,265.23)	Trade & Expense	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
15,100.00	Ordinary shareholders	NIL	NIL
		NIL	NIL
(117,220.70)		212.31	1,251.52
	REPRESENTED BY		
	Estate Account		258.38
	VAT payable		(3,560.00)
	VAT receivable		4,553.14
			1,251.52

Edward Page Fittings Limited
(In Liquidation)
Supplementary Information

Registered Office / Home Address

The Offices of Silke & Co Ltd 1st Floor
Consort House
Waterdale
Doncaster
DN1 3HR

Registered Number

01396246

Appointment Details

First Partner - Catherine Lee-Baggaley
1st Floor, Consort House, Waterdale, Doncaster, DN1 3HR
Appointment Date - 08/05/2015

Second Partner - Ian Michael Rose
1st Floor, Consort House, Waterdale, Doncaster, DN1 3HR
Appointment Date - 08/05/2015

Changes to Office Holders

None

Additional Information

Dividends / Distributions / Consigned Funds : E = Equalising

Dividend Type	Date	Admitted	Number	Paid	p in £
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No Dividends Paid

Unrealisable Assets

Short leasehold and improvements to property

Details of Basis of Remuneration

Time Costs

Statement of Remuneration / Expenses
For period 08/05/2018 to 07/05/2019

Account	Incurred In Period	Accrued In Period For Last Period	Accrued In Period	Total In Period
Liquidator's fees	830.00	0.00	0.00	830.00
	830.00	0.00	0.00	830.00

Statement on Fee / Expenses Estimates

Our Ref: EJ3RC/CLB/IMR/CH
Date: 7 June 2019

1st Floor
Consort House
Waterdale

Doncaster DN1 3HR

TEL: 01302 342875

FAX: 01302 342986

EMAIL: office@wilkinchapman.co.uk

www.wilkinchapman.co.uk/business-solutions

Please Contact: Chantelle Hinton

Email: chantelle.hinton@wilkinchapman.co.uk

TO ALL CREDITORS AND MEMBERS

Dear Sir/Madam

EDWARD PAGE FITTINGS LIMITED – IN LIQUIDATION

Please note that Wilkin Chapman Business Solutions Limited was formerly known as Wilkin Chapman Silke Limited and traded as Silke & Co. The appointments of the Insolvency Practitioner and Office Holder are not affected by this and remain the same.

This is the Joint Liquidators fourth annual report upon this matter. This report should be read in conjunction with the report of the initial meeting of creditors, and subsequent annual reports.

1. RECEIPTS AND PAYMENTS ACCOUNT

We attach an account of receipts and payments for the current period 8 May 2018 to 7 May 2019, and cumulatively from the commencement of the winding up to the end of the anniversary.

2. REALISATIONS

Assets

As per the last annual report, the short leasehold and the improvements to property have been written off as they hold no realisable value for the benefit of the creditors.

The assets of the Company, being plant and machinery, fixtures and fittings, stock and motor vehicle were sold to EP Laboratory Fittings Limited, an associated company, by way of common directorship for the sum of £24,800.00 plus VAT, which was accepted on the recommendation of the agent. The sum of £22,300.00 plus VAT has been received to date. Payments are being made by way of monthly instalments of £250.00 per month. This matter is currently ongoing, and creditors will be notified further in due course.

The goodwill was also sold to EP Laboratory Fittings Limited for the sum of £1,000.00. Payment has been received in full in respect of the goodwill and no further realisations will be made.

Book debts

As detailed previously, the full amount of £2,663.00 has been realised in respect of the book debts. No further realisations are to be made in respect of this matter.

Other Assets

As previously reported, the investigations department reconciled the overdrawn Directors Loan Account ("DLA"), and determined that the sum of £37,641.59 was owed to the Company. This matter is detailed further in section 5.

3. JOINT LIQUIDATORS' REMUNERATION

A Statement of Affairs fee of £5,000.00 was approved at the initial meeting of creditors held on 8 May 2015 which has been drawn by us, as Joint Liquidators.

This is a fixed fee and was considered to be fair, reasonable and proportionate with the work carried out as detailed in the fee estimate and agreed by creditors.

In the pre appointment period, category 2 disbursements of £85.22 were incurred and allocated to the case, which have been drawn during the post appointment period. The disbursements that have been incurred are detailed in Appendix II.

The Joint Liquidators' remuneration stated in the Receipts and Payments account is based on hourly costs at scale rates calculated on the time properly spent in the course of the liquidation and was approved at the initial meeting of creditors held on 8 May 2015.

In the current period the Joint Liquidators' have incurred time costs of £4,352.50 representing 22.20 hours at an average hourly charge-out rate of £196.06. Total time spent to date on this assignment amounts to 151.94 hours at an average composite rate of £182.62 per hour resulting in total time costs to date of £27,747.75. Joint Liquidators' fees of £16,145.00 plus VAT have been drawn to date leaving outstanding time costs of £11,602.75.

Please refer to Appendix I for a detailed breakdown of the work undertaken.

Administration & Planning – Administration and Planning relates to the cashiering functions required throughout the duration of the liquidation, which included the bank account reconciliations, the submission of annual Corporation Tax returns, and the maintaining of the estate account. It also included the time allowed for case reviews to be undertaken, the filing and maintaining of internal documents relating to the case, dealing with any pension schemes and archiving the Company records. The time incurred amounts to 31.59 hours at a total cost of £5,193.50. These costs will increase during the course of the liquidation.

Creditors & Distribution – Time spent on Creditors & Distribution amounts to 13.00 hours, totalling £2,162.50. This relates to communication with creditors regarding the liquidation and logging claims received.

Investigations – The time spent on Investigations amounts to 47.95 hours, totalling £8,851.75. The time incurred relates to the level of investigations undertaken by the Joint Liquidators, as detailed in section five of this report. The Joint Liquidators investigations have now concluded, therefore the time costs should not increase unless further issues arise.

Floating Charge Assets – The time spent amounts to 38.20 hours at a total cost of £7,107.50. This category of time includes liaising with valuers in relation to the sale of the assets and liaising with the director in respect of the funds due into the liquidation, as detailed in section two of this report. As there are still payments to be received, the time costs will increase in this matter.

Employees – The time spent amounts to 0.70 hours at a total cost of £130.00. The time incurred relates to communication with employees regarding the liquidation and discussing if there are any monies owed to them and if so, how to submit a claim. The time is not likely to increase.

Statutory & Compliance – Statutory & Compliance involves the preparation and circulation of the Joint Liquidators report to creditors upon appointment, preparing annual reports to creditors, filing the relevant documents to Companies House, including annual receipts and payments accounts, advertising throughout the liquidation in accordance with statutory requirements and bonding the case for the value of the assets. The time spent amounts to 20.50 hours at a total cost of £4,302.50. These costs will increase during the course of the liquidation.

Post Appointment category 2 disbursements of £278.62 have been allocated to the case from the commencement of the liquidation up to the anniversary of which £173.58 has been drawn leaving unbilled disbursements of £105.04. The disbursements that have been incurred are detailed in Appendix II.

Wilkin Chapman Business Solutions Limited chargeout rates and disbursements policy is attached at Appendix III.

All payments have been made in accordance with the rules and regulations generally as to the payment of costs and expenses in the liquidation, details of which can be found below:

Other Costs

The sum of £296.00 has been incurred and drawn in respect of an insurance bond on the case, which is a statutory requirement under the guidelines produced by the Joint Liquidators regulatory body.

The amount of £920.00 was paid to HM Revenue & Customs in respect of the costs of the winding up petition presented against the Company, in order for the petition to be dismissed.

An amount of £437.50 was paid to Lahar Consultants Limited, professional valuers. This amount was paid for their professional opinion regarding the estimated to realise values of the Company assets as detailed above.

Legal fees of £1,162.00 have been incurred, an amount of £380.00 in respect of the dismissal of the winding up petition, and £782.00 was paid to Foreman & Co Solicitors in respect of the recovery of the book debts due to the Company, as previously reported.

In addition, the sum of £201.00 has been incurred and drawn, which relates to statutory advertising which was required on the case both pre and post appointment.

Also, the sum of £137.50 has been incurred and drawn in respect of room hire. It was necessary to hold members and creditors meetings in order to place the Company into liquidation, and in order to make the meeting accessible to all creditors.

The sum of £1.00 has been incurred and drawn, which relates to Company searches undertaken prior to the Liquidation in order to adhere to Anti Money Laundering Regulations.

Mail Redirection in the sum of £160.00 has been incurred and drawn, in order to have the Company mail redirected to the Joint Liquidators after liquidation.

A Creditors' Guide to Liquidators' Fees can be found on the portal or on our website, which includes creditors' rights to further information and to challenge.

4. CREDITORS' CLAIMS AND DIVIDEND PROSPECTS

Secured Creditors

In accordance with the Statement of Affairs, Lloyds Bank Plc ("the Bank") was believed to hold a fixed and floating charge over the assets of the Company. The bank are owed £24,985.91 by the Company under the charge held. Unless further assets are discovered, there will be insufficient realisations in the liquidation to pay any funds to the secured creditor.

Preferential Creditors

There were no preferential creditors in the liquidation.

Unsecured Creditors

Ordinary unsecured claims have been received amounting to £126,533.36, the director's Statement of Affairs estimated unsecured claims of £115,984.79. Please be advised that claims may still be received and therefore the total value of unsecured claims is not known as present.

At this stage although creditors' claims have been lodged we have not taken steps to formally agree the claims of unsecured creditors as a dividend is dependent upon the overdrawn Director's Loan Account.

In readiness of a potential dividend, should your claim not been submitted please complete the proof of debt form which can be found on the portal and provide documentary evidence, such as an invoice or contract, to this office as soon as possible, to enable your claim to be lodged.

5. OTHER RELEVANT INFORMATION

Investigation

The Joint Liquidators assessment revealed matters that the Joint Liquidators considered merited further investigation, with the Company bank account statements highlighting transactions which required further clarification. The Joint Liquidators wrote to the director in respect of their queries, and requested the director's comments and documentation to support same. However, despite the Joint Liquidators requests no information was forthcoming. The Joint Liquidators reviewed the options available to them, and it was deemed uneconomical to pursue this matter further as it was highly unlikely that there would be any additional recoveries for the benefit of creditors.

As detailed in section two of this report, the Joint Liquidators identified an overdrawn DLA being owed to the Company, in the sum of £37,641.59. The Joint Liquidators wrote to the director in respect of their findings and requested payment. The director responded to the Joint Liquidators to advise that he needed to review the

reconciliation in detail as he did not initially agree with the reconciled figure. To date the director has not responded to the Joint Liquidators therefore the full balance will be pursued. Creditors will be notified further in due course.

As no further matters for investigations have arisen, the Joint Liquidators have concluded their investigations.

6. EC REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)

The Company's centre of main interest was in the United Kingdom and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

7. CREDITORS' RIGHTS

Any unsecured creditors 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 Liquidator's remuneration and expenses, within 21 days of 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 creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Joint Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

If there are any matters which you consider we should be aware of regarding the way in which the Company's business has been conducted, and on any potential recoveries for the estate, we shall be pleased to hear from you. This request for information is standard practice and does not imply any criticism or cause of action against any person concerned in the management of the Company's affairs.

Further information on the insolvency process may be found on our website or on the portal.


Please be advised that we are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

8. CONCLUSION

As detailed above, there are outstanding payments in respect of the purchase of the assets, as well of the matter of the outstanding DLA, therefore it is not possible to confirm the timescale for conclusion of the liquidation as present.

We will report again following the fifth anniversary of the liquidation or at the conclusion of the winding up, whichever is the sooner.

Yours faithfully



Catherine Lee-Baggaley
Joint Liquidator

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Edward Page Fittings Limited
(In Liquidation)
JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 08/05/2018 To 07/05/2019 £	From 08/05/2015 To 07/05/2019 £
RECEIPTS			
Short Leasehold	Uncertain	0.00	0.00
Improvements to Property	Uncertain	0.00	0.00
Plant & Machinery	2,500.00	1,041.67	12,800.00
Fixtures & Fittings	150.00	0.00	0.00
Motor Vehicle	3,000.00	0.00	4,500.00
Stock	2,000.00	0.00	5,000.00
Book Debts	Uncertain	0.00	2,663.00
Goodwill	1,000.00	0.00	1,000.00
Bank interest, gross		0.64	7.32
Ordinary shareholders	15,100.00	0.00	0.00
		1,042.31	25,970.32
PAYMENTS			
Petition Fees		0.00	920.00
Specific bond		0.00	296.00
Company Search		0.00	1.00
Preparation of Statement of affairs		0.00	5,000.00
Mileage		0.00	67.32
Liquidator's fees		830.00	16,145.00
Agents'/Valuers' fees		0.00	437.50
Room Hire		0.00	137.50
Legal fees		0.00	1,162.00
Telephone/Printing/Fax		0.00	34.95
Stationery & Postage		0.00	53.78
Storage costs		0.00	46.50
Re-direction of mail		0.00	160.00
Statutory advertising		0.00	201.00
Software Charges		0.00	56.25
Lloyds Bank plc	(24,985.91)	0.00	0.00
Trade & Expense	(22,265.23)	0.00	0.00
Director's Loan Account (C. Clews)	(10,000.00)	0.00	0.00
HM Revenue & Customs	(83,719.56)	0.00	0.00
		830.00	24,718.80
Net Receipts/(Payments)		212.31	1,251.52
MADE UP AS FOLLOWS			
Estate Account		254.64	258.38
VAT Receivable / (Payable)		(42.33)	993.14
		212.31	1,251.52

Time Entry - Detailed SIP9 Time & Cost Summary

EJ3RC - Edward Page Fittings Limited
From: 08/05/2018 To: 07/05/2019
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP-ADMIN : Administration & Planning	0.20	0.00	0.50	1.80	2.50	427.50	171.00
RA-FLTG : Floating Charge Assets/Contributions	0.00	0.50	9.30	1.00	10.80	2,147.50	198.84
S3-STAT : Statutory & Compliance	0.40	1.50	7.00	0.00	8.90	1,777.50	199.72
Productive Time	0.60	2.00	16.80	2.80	22.20	4,352.50	196.06
Total Hours	0.60	2.00	16.80	2.80	22.20	4,352.50	196.06
Total Fees Claimed						0.00	

Time Entry - Detailed SIP9 Time & Cost Summary

EJ3RC - Edward Page Fittings Limited
 To: 07/05/2019
 Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP-ADMIN : Administration & Planning	0.75	0.00	17.50	13.34	31.59	5,193.50	164.40
CR-CRED : Creditors & Distributions	0.00	0.00	11.50	1.50	13.00	2,162.50	166.35
IN-INV : Investigations	0.65	7.50	39.00	0.80	47.95	8,851.75	184.60
RA-FLTG : Floating Charge Assets/Contributions	0.00	0.50	35.50	2.20	38.20	7,107.50	186.06
S1-EMP : Employees	0.00	0.00	0.70	0.00	0.70	130.00	185.71
S3-STAT : Statutory & Compliance	1.40	6.00	13.10	0.00	20.50	4,302.50	209.88
Productive Time	2.80	14.00	117.30	17.84	151.94	27,747.75	182.62
Total Hours	2.80	14.00	117.30	17.84	151.94	27,747.75	182.62
Total Fees Claimed						0.00	

Appendix I

Detailed list of work undertaken for Edward Page Fittings Limited in Creditors' Voluntary Liquidation for the review period 8 May 2018 to 7 May 2019.

Below is detailed information about the tasks undertaken by the Joint Liquidators.

General Description	Includes
Administration & Planning	
General Administration / Cashiering	Deregistration of VAT Quarterly VAT Returns Submission of final VAT Annual corporation tax returns 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 General Communication
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 <i>Periodic file reviews documenting strategy</i>
Document maintenance/file review/checklist	Filing of documents 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
Books and records / storage	Dealing with records in storage Sending job files to storage
Pension scheme	Identifying whether there is a pension scheme Submitting the relevant notices if a pension scheme is identified Communication with regard to pension scheme
Creditors and Distributions	
Creditor Communication	Receive and follow up creditor enquiries Review and prepare correspondence to creditors and their representatives
Dealing with proofs of debt ("POD")	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	<i>Preparation of correspondence to potential creditors inviting submission of POD</i> Receipt of POD Adjudicating POD
Investigations	
SIP 2 Review	Taking control of and making an inventory of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties 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
Floating Charge Assets / Contributions	
EG: Plant & Machinery / Office Equipment ETC	Liaising with director, valuers, auctioneers and interested parties Reviewing asset listings Liaising with secured creditors and landlords Liaising with agents to agree disposal strategy

General Description	Includes
	Dealing with potential purchasers Negotiating sales Collecting sales consideration
Debtors	Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Receiving updates from factoring companies and liaising reassignment of ledger Liaising with director, 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
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
Leasehold Property	Liaising with valuers and agents on marketing strategy and offers received Dealing with tenant issues (if any) Liaising with landlords Agreeing assignment, surrender or disclaiming property
Statutory & Compliance	
Reports	<i>Circulating initial report to creditors upon appointment</i> Preparing annual progress report to creditors
Statutory/Advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Advertising in accordance with statutory requirements Bonding the case for the value of the assets
Creditors' decisions Advertising Filing statutory documents, bonding.	Preparation of decision procedure notices, proxies/voting forms and advertisements Notice of decision procedure to all known creditors Collate and examine proofs and proxies/votes to conclude decisions For virtual or physical meetings: 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 decisions
Closure	Review case to ensure all matters have been finalised Obtain clearance to close case from HMRC together with submitting final tax return Obtain final accounts from agents solicitors and others instructed Issue final account to creditors File documents with Registrar of Companies

Appendix II

Expenses summary for period, cumulative & comparison with estimate for Edward Page Fitting Limited in Creditors' Voluntary Liquidation

Below are details of the Joint Liquidator's expenses for the period under review and the total to date.

Expenses	Actual expenses incurred in the Review Period £		Actual expenses incurred to date £	
	Pre	Post	Pre	Post
Category 1 Expenses				
Bonding	0.00	0.00	0.00	296.00
Agents' / Valuers' Fees	0.00	0.00	0.00	437.50
Petition Fees	0.00	0.00	0.00	920.00
Advertising	0.00	0.00	67.00	134.00
Room Hire	0.00	0.00	137.50	0.00
AML Searches	0.00	0.00	1.00	0.00
Mail Redirection	0.00	0.00	0.00	160.00
Total Category 1 Expenses	0.00	0.00	205.50	1,947.50
Category 2 Expenses	Pre	Post	Pre	Post
Travel / Mileage	0.00	0.00	67.32	0.00
Telephone / Printing / Fax	0.00	0.00	6.90	28.05
Stationary & Postage	0.00	1.39	11.00	56.32
Storage Charges	0.00	18.00	0.00	100.50
Software Charges	0.00	0.00	0.00	93.75
Total Category 2 Expenses	0.00	19.39	85.22	278.62

**WILKIN CHAPMAN BUSINESS SOLUTIONS LIMITED
(FORMERLY WILKIN CHAPMAN SILKE LIMITED T/A SILKE & CO)
DISBURSEMENT AND CHARGEOUT RATES
EFFECTIVE FROM 1 OCTOBER 2018**

Disbursements

Definitions

Category 1 - approval not required - specific expenditure that is directly related to a particular insolvency case, where the cost of the expense incurred is referable against an independent external supplier's invoice or published tariff of charges.

Category 2 - approval required - all other items of expenditure. Which cannot, or cannot easily, be directly related to a particular insolvency case because there is an element of shared or allocated cost, and/or where the cost of the expense incurred is an estimated, *utilised cost with the estimate based on external costs or opportunity costs.*

Charging Policy of Wilkin Chapman Business Solutions Limited

Category 1 expenses are recharged to the particular insolvency case at the rate incurred by Wilkin Chapman Business Solutions Limited and as they are incurred.

Category 2 expenses, the following items are recharged at the following rates:

- Where meeting rooms of Wilkin Chapman Business Solutions Limited are used for the purpose of statutory meetings of creditors the room hire is recharged to the individual insolvency case at £150 per meeting.
- Car mileage is recharged to the individual insolvency case at the rate of 45p per mile.
- The storage of books and records (when not charged as a Category 1 expense) is recharged at the rate of £1.50 per box per month.
- Printing and photocopying is charged at 15p per sheet.
- Faxes are charged at 50p per sheet.
- Postage is charged at the relevant prevailing rate.
- IPS computer charge £6.25 per month, up to a maximum of £200 per case. (Not applicable from 1 October 2018).
- Stationery charged at £5.00 per file.

Chargeout Rates

The hourly rates for the different levels of staff are shown below:

Insolvency Practitioner	£350
Manager	£275
Assistant Manager	£225
Senior Administrator	£200
Administrator	£175
Cashier	£150
Assistants and Support Staff	£100

Time is charged to the individual insolvency case in 6 minute units.

Please note that the above disbursements and chargeout rates are the same as they were for Silke & Co Limited and have not changed since 1 October 2013.

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	Chantelle Hinton
Company name	Wilkin Chapman Silke Limited T/A Silke & Co
Address	1st Floor Consort House
Post town	Waterdale
County/Region	Doncaster
Postcode	D N 1 3 H R
Country	
DX	admin@silkeandco.co.uk
Telephone	01302 342875

**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