

LIQ03

Notice of progress report in voluntary winding up



Companies House

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

1 Company details

Company number 0 1 4 5 5 9 3 7

Company name in full Cara London Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Louise Donna

Surname Baxter

3 Liquidator's address

Building name/number The Old Exchange

Street 234 Southchurch Road

Post town Southend on Sea

County/Region Essex

Postcode S S 1 2 E G

Country

4 Liquidator's name ①

Full forename(s) Lloyd

Surname Biscoe

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number The Old Exchange

Street 234 Southchurch Road

Post town Southend on Sea

County/Region Essex

Postcode S S 1 2 E G


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

**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	Dominik Thiel Czerwinke									
Company name	Begbies Traynor (Central) LLP									
Address	The Old Exchange									
	234 Southchurch Road									
Post town	Southend on Sea									
County/Region										
Postcode	S	S	1		2	E	G			
Country										
DX										
Telephone	01702 467255									

**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

Cara London Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 09/11/2020 To 08/11/2021 £	From 09/11/2017 To 08/11/2021 £
	SECURED ASSETS		
NIL	Leasehold Properties	NIL	NIL
NIL	Leasehold Improvements	NIL	NIL
Uncertain	Goodwill	NIL	NIL
		NIL	NIL
	SECURED CREDITORS		
(285,329.06)	HSBC Bank Plc	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
	Bank Interest Gross	NIL	1.17
	Cash at Bank and in hand	NIL	164.25
	Cash in hand	NIL	390.06
500.00	Fixtures & Fittings	NIL	600.00
160.00	Furniture & Equipment	NIL	120.00
1,200.00	Motor Vehicles	NIL	1,440.00
10,940.00	Stock	NIL	10,090.00
	Sundry Refund	NIL	938.17
	Utility Refund	NIL	233.33
		NIL	13,976.98
	COST OF REALISATIONS		
	Agents/Valuers Fees (1)	NIL	5,729.00
	Irrecoverable VAT	62.05	62.05
	Legal Fees (1)	NIL	1,200.00
	Liquidators' Expenses	NIL	605.60
	Specific Bond	NIL	18.00
	Statement of Affairs Fee	NIL	5,567.73
	Stationery & Postage	NIL	185.59
	Statutory Advertising	NIL	246.00
	Storage Costs	354.21	354.21
		(416.26)	(13,968.18)
	PREFERENTIAL CREDITORS		
(2,909.21)	RPO	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(517,634.24)	Cara Wholesale Limited	NIL	NIL
(164,718.00)	Directors	NIL	NIL
(32,050.61)	HMRC (non VAT)	NIL	NIL
(157,993.59)	HMRC (VAT)	NIL	NIL
(29,266.83)	RPO	NIL	NIL
(157,046.19)	Trade Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(206,049.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(1,540,196.73)		(416.26)	8.80
	REPRESENTED BY		
	Vat Receivable		8.80
			8.80

pp

Cara London Limited **(In Creditors'** Voluntary Liquidation)

Progress report

Period: 9 November 2020 to 8 November 2021

Important Notice

This progress report has been produced solely to comply with our statutory duty to report to creditors and members of the Company on the progress of the liquidation. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors and members for any purpose other than this report to them, or by any other person for any purpose whatsoever.

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1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	Cara London Limited (In Creditors' Voluntary Liquidation)
"the liquidation"	The appointment of liquidators on 9 November 2017.
"the liquidators", "we", "our" and "us"	Louise Donna Baxter and Lloyd Biscoe of Begbies Traynor (Central) LLP, The Old Exchange, 234 Southchurch Road, Southend on Sea, SS1 2EG
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England and Wales) Rules 2016
"secured creditor" and "unsecured creditor"	Secured creditor, in relation to a company, means a creditor of the company who holds in respect of his debt a security over property of the company, and "unsecured creditor" is to be read accordingly (Section 248(1)(a) of the Act)
"security"	(i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act); and (ii) In relation to Scotland, any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off) (Section 248(1)(b)(ii) of the Act)
"preferential creditor"	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Act

2. COMPANY INFORMATION

Trading name(s):	-
Company registered number:	01455937
Company registered office:	The Old Exchange, 234 Southchurch Road, Southend on Sea, SS1 2EG
Former trading address:	Unit 4, Thames Court, Goring, Reading, RG8 9AQ

3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	9 November 2017
Date of liquidators' appointment:	9 November 2017
Changes in liquidator (if any):	None

4. PROGRESS DURING THE PERIOD

Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 9 November 2020 to 8 November 2021.

Cost of Realisations

We have written off the sum of £62.05 in VAT recoverable.

We have paid the sum of £354.21 in respect of storage costs.

What work has been done in the period of this report, why was that work necessary and what has been the financial benefit (if any) to creditors?

Details of the types of work that generally fall into the headings mentioned below are available on our firm's website - <http://www.begbies-traynorgroup.com/work-details>. Under the following headings we have explained the specific work that has been undertaken on this case. Not every piece of work has been described, but we have sought to give a proportionate overview which provides sufficient detail to allow creditors to understand what has been done, why it was necessary and what financial benefit (if any) the work has provided to creditors.

The costs incurred in relation to each heading are set out in the Time Costs Analysis which is attached.

General case administration and planning

- Dealing with correspondence (physical and electronic) that is considered routine in the context of the engagement and otherwise does not directly fall into other categories;
- General case updates to include internal meetings on case strategy and effecting instruction;
- Ongoing maintenance of up to date information on the electronic case information;
- Periodic reviews of the case generally;
- Overseeing and controlling the work undertaken on this engagement by junior staff;
- Completion of six monthly compliance and progression checklists; and
- Ensure time recording data is compliant with Statement of Insolvency Practice 9.

On this engagement, the work identified above does not hold a direct commercial benefit to creditors. Creditors benefit from this work as it ensures this particular engagement is dealt with to the standards expected and also in a timely fashion. Elements of this work are required to comply with best practice and statute.

Compliance with the Insolvency Act, Rules and best practice

- Reviewing the adequacy of the specific penalty bond periodically;
- Ongoing consideration to ethical practice;
- Ongoing consideration to money laundering regulations;
- Updating case checklists and statutory diaries where necessary;
- Submission of forms to Companies House;

Banking

- Maintaining and managing the insolvent estate bank account;
- Maintaining and managing the officer holders' cash book on this assignment;
- Undertaking regular bank reconciliations of the liquidation bank account;
- Complying with risk management procedures;
- Accounting for accruing interest on the cash book;
- Preparing and processing cheque requisition forms for the payment of post-appointment invoices;
- Preparing and processing remittance advises for incoming funds; and
- Processing of BACS/electronic payments where applicable.

On this engagement, the work identified above does not hold a direct commercial benefit to creditors. It is the duty of the appointed office holder to comply with the Insolvency Act and Rules and creditors benefit from this being done to a standard expected of this firm.

Other matters which includes meetings, tax, litigation, pensions and travel

Tax / VAT

- Post appointment tax compliance – submission of corporation tax return(s).

On this assignment, the reconciliation of input and output VAT and the subsequent submission of VAT returns has enabled further realisation of assets for the estate but of insufficient value from which creditors may directly benefit. It is a requirement of the office holders to complete and file VAT returns until conclusion of the matter.

5. ESTIMATED OUTCOME FOR CREDITORS

Details of the sums owed to each class of the Company's creditors were provided in our progress report for the period 9 November 2017 to 8 November 2018.

On the basis of realisations to date we estimate an outcome for each class of the Company's creditors as follows:

Secured creditor

It was estimated that HSBC were owed £285,329.06 secured by way of a fixed and floating charge. The liability was also personally guaranteed by the director. A claim was received from HSBC in the sum of £287,492.08.

Following a sale of the Company's goodwill to Cara (Direct) Limited payment has been made direct to HSBC on agreed terms over five years pursuant to their fixed and floating charge. The amount outstanding to HSBC as at the last update on 28 September 2020 placed the liability at £244,715.54 outstanding. If the monies continue to be forthcoming under the sale agreement then we anticipate HSBC will be displayed.

Preferential creditors

Preferential claims of employees for arrears of wages, salary, and holiday pay were estimated at £2,909.21.

Based upon realisation to date and estimate future realisations, it is anticipated that there will be insufficient funds available to enable a dividend to be paid to the preferential creditors.

Prescribed Part for unsecured creditors pursuant to Section 176A of the Act

Details of how the prescribed part for unsecured creditors is calculated were provided in our progress report for the period 9 November 2018 to 8 November 2019.

There will be no distribution of the prescribed part as our estimate of the Company's net property is less than the minimum prescribed by the Insolvency Act 1986 (Prescribed Part) Order 2003 and we think, in accordance with Section 176A(3)(b) of the Act, that the costs of making a distribution of the prescribed part to unsecured creditors would be disproportionate to the benefits.

Unsecured creditors

Unsecured creditor claims were estimated at £1,058,709 of which £682,352 were to associated parties. Claims received to date total £981,460.

Based upon realisations to date and estimated future realisations it is anticipated there will be insufficient funds available to enable a dividend to be paid to the unsecured creditors.

6. REMUNERATION & EXPENSES

Remuneration

No approval for out post appointment fees as liquidators has been sought as there are insufficient asset realisations available to discharge these costs.

Our time costs for the period from 9 November 2020 to 8 November 2021 amount to £5,718.50 which represents 17.0 hours at an average rate of £336.38 per hour.

The following further information in relation to our time costs and expenses is set out at Appendix 2:

- ❑ Time Costs Analysis for the period 9 November 2020 to 8 November 2021:
- ❑ Cumulative Time Costs Analysis for the period 9 November 2017 to 8 November 2021; and
- ❑ Begbies Traynor (Central) LLP's charging policy.

To 8 November 2021, we have drawn no funds on account of our remuneration.

Time Costs Analysis

The Time Costs Analysis for the period of this report attached at Appendix 2 shows the time spent by each grade of staff on the different types of work involved in the case, and gives the total costs and average hourly rate charged for each work type. An additional analysis is also attached which details the time costs for the entire period for which we have administered the liquidation.

Please note that each analysis provides details of the work undertaken by us and our staff following our appointment only.

Expenses

To 8 November 2021, we have also drawn expenses in the sum of £314.85, none of which were during the period 9 November 2019 to 8 November 2021.

In previous reports we made reference to disbursements, please note that disbursements are a type of expense.

Why have subcontractors been used?

No subcontractors have been used.

Category 2 Expenses

In accordance with the resolution obtained in relation to expenses, the following Category 2 expenses have been charged to the case since our last report to creditors:

Other amounts paid or payable to the office holder's firm	
Type and purpose	Amount £
No expenses have been incurred.	

A copy of 'A Creditors' Guide to Liquidators Fees (E&W) 2021' which provides guidance on creditors' rights on how to approve and monitor a Liquidator's remuneration and on how the remuneration is set can be obtained online at www.begbies-traynor.com/creditorsguides. Alternatively, if you require a hard copy of the Guide, please contact our office and we will arrange to send you a copy.

7. LIQUIDATORS' EXPENSES

A statement of the expenses incurred during the period of this progress report is attached at Appendix 3. A cumulative statement showing the total expenses incurred since the date of our appointment also appears at Appendix 3.

8. ASSETS THAT REMAIN TO BE REALISED AND WORK THAT REMAINS TO BE DONE

As detailed in the director's statement of affairs, the assets of the Company consisted of:

- Fixtures and Fittings;
- Furniture & Equipment;
- Motor Vehicles;

- Stock;
- Leasehold Properties;
- Leasehold Improvements; and
- Goodwill.

At this stage in the liquidation, the only remaining asset is the continuing payments under the sale and which are charged to HSBC Bank and their fixed charge. Payment is being made by the purchaser direct to HSBC.

What work remains to be done, why is this necessary and what financial benefit (if any) will it provide to creditors?

General case administration and planning

- The preparation, drafting and issue of this report to creditors and members to include all necessary information;
- Obtaining up to date estimates from agents instructed in relation to their costs;
- Updating case strategy plan;
- Update of case compliance checklists;
- Dealing with correspondence (physical and electronic) that is considered routine in the context of the engagement and otherwise does not directly fall into other categories;
- General case updates to include internal meetings on case strategy and effecting instruction;
- Ongoing maintenance of up to date information on the electronic case information;
- Periodic reviews of the case generally;
- Overseeing and controlling the work undertaken on this engagement by junior staff;
- Completion of six monthly compliance and progression checklists; and
- Ensure time recording data is compliant with Statement of Insolvency Practice 9.

On this engagement, the work identified above does not hold a direct commercial benefit to creditors. Creditors benefit from this work as it ensures this particular engagement is dealt with to the standards expected and also in a timely fashion. Elements of this work are required to comply with best practice and statute.

Compliance with the Insolvency Act, Rules and best practice

- Reviewing the adequacy of the specific penalty bond periodically;
- Ongoing consideration to ethical practice;
- Ongoing consideration to money laundering regulations;
- Updating case checklists and statutory diaries where necessary;
- Submission of forms to Companies House;
- Maintain accurate account of receipts and payments; and
- Issuing annual progress reports for submission at Companies House and copies circulated to all known creditors.

Banking

- Maintaining and managing the insolvent estate bank account.
- Maintaining and managing the officer holders' cash book on this assignment.
- Undertaking regular bank reconciliations of the estate bank account.
- Complying with risk management procedures;
- Accounting for accruing interest on the cash book;
- Preparing and processing cheque requisition forms for the payment of post-appointment invoices;
- Preparing and processing remittance advises for incoming funds; and
- Processing of BACS/electronic payments where applicable.

Closure

- Preparing, reviewing and issuing final report to members and creditors;
- Filing of final return at Companies House; and
- Update physical and electronic case records following closure.

On this engagement, the work identified above does not hold a direct commercial benefit to creditors. It is the duty of the appointed office holder to comply with the Insolvency Act and Rules and creditors benefit from this being done to a standard expected of this firm.

Realisation of assets

- Continuing review of current and new information and formulating an asset realisation strategy; and
- Ongoing liaison with HSBC in relation to monies paid under the sale.

On this assignment, the ongoing work detailed above may not realise assets for the insolvent estate. The office holders are duty bound to realise and get in the Company's property and maximise asset realisations. In some cases this does not yield sufficient realisations to enable creditors to have a direct financial benefit.

Dealing with all creditors' claims (including employees), correspondence and distributions

Creditors

- The issue of this report and associated required documents;
- Updating schedules of preferential and unsecured creditor claims;
- Receipt of creditor claims and input on internal case management software;
- Review of creditor claim supporting information;
- Taking and dealing with phone calls from creditors;
- Acknowledgment of creditor claims correspondence and/or dealing with further queries on claims;
- Receipt of, consideration of and response to creditor correspondence;
- Where necessary:
 1. The consideration of issues to reject claims and issue of appropriate letter to creditor(s) affected in accordance with statutory requirements concerning rejection of all or part claims;
 2. The review of and adjudication on held and un-agreed claims preceding dividend;
 3. The calculation and subsequent payment of dividend to one or more classes of creditors.

On this engagement, the work detailed above may not have any direct financial benefit to creditors from the insolvent estate and has been undertaken to comply with the Insolvency Act and Rules together with best practice and enabling creditors to have evidence of their loss for tax and VAT purposes.

Other matters which includes meetings, tax, litigation, pensions and travel

- The completion of Corporation Tax returns and VAT forms as required;
- Applications for new PAYE and UTR references if a dividend becomes payable;
- Attending meetings that may arise along with travel to and from those meetings; and
- Seeking closure clearance from HMRC;

Some of the above have no direct financial benefit to creditors but have to be done in order to comply with the Insolvency Rules such as creditors and members meetings, as well as a legal requirement, such as completion of corporation tax returns. Others do have a direct financial benefit to creditors. These include the provision of VAT returns after the liquidation as the majority of VAT will be recoverable and therefore an asset of the insolvent estate.

How much will this further work cost?

The 'further work' detailed above has always been anticipated, but at this point in the proceedings, it has not yet been completed. As you know, this work is necessary in order that I may complete the liquidation as envisaged. The cost of completing this work will not exceed any amounts approved by creditors previously. We would estimate that the further work will cost in the region of £1000.

Expenses

Details of the expenses that we expect to incur in connection with the work that remains to be done referred to above are as follows:

- Postage	£3.15
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What is the anticipated payment for administering the case in full?

We have not previously sought to seek approval for our remuneration and therefore no estimate has been provided. We estimate that the total time costs incurred will be in the region of £38,000 all of which will be written off.

9. OTHER RELEVANT INFORMATION

Use of personal information

Please note that in the course of discharging our statutory duties as liquidators, we may need to access and use personal data, being information from which a living person can be identified. Where this is necessary, we are required to comply with data protection legislation. If you are an individual and you would like further information about your rights in relation to our use of your personal data, you can access the same at <https://www.begbies-traynorgroup.com/privacy-notice>. If you require a hard copy of the information, please do not hesitate to contact us.

10. CREDITORS' RIGHTS

Right to request further information

Pursuant to Rule 18.9 of the Rules, within 21 days of the receipt of this report a secured creditor, or an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors, including that creditor, (or an unsecured creditor with less than 5% in value of the unsecured creditors, but with the permission of the court) may request in writing that we provide further information about our remuneration or expenses which have been incurred during the period of this progress report.

Right to make an application to court

Pursuant to Rule 18.34 of the Rules, any secured creditor or any unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors including that creditor, (or any unsecured creditors with less than 10% in value of the unsecured creditors, but with the permission of the court) may, within 8 weeks of receipt of this progress report, make an application to court on the grounds that the remuneration charged or the expenses incurred during the period of this progress report are excessive or, the basis fixed for our remuneration is inappropriate.

11. CONCLUSION

We will report again in approximately twelve months time or at the conclusion of the liquidation, whichever is the sooner.



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Louise Baxter
Joint Liquidator

Dated: 9 November 2021

ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 9 November 2020 to 8 November 2021

Cara London Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 09/11/2020 To 08/11/2021 £	From 09/11/2017 To 08/11/2021 £
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NIL	Leasehold Improvements	NIL	NIL
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	Sundry Refund	NIL	938.17
	Utility Refund	NIL	233.33
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(164,718.00)	Directors	NIL	NIL
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(29,266.83)	RPO	NIL	NIL
(157,046.19)	Trade Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(206,049.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(1,540,196.73)		(416.26)	8.80
	REPRESENTED BY		
	Vat Receivable		8.80
			8.80

COSTS AND EXPENSES

- a. Begbies Traynor (Central) LLP's charging policy;
- b. Time Costs Analysis for the period from 9 November 2020 to 8 November 2021; and
- c. Cumulative Time Costs Analysis for the period from 9 November 2017 to 8 November 2021.

BEGBIES TRAYNOR CHARGING POLICY

INTRODUCTION

This policy applies where a licensed insolvency practitioner in the firm is acting as an office holder of an insolvent estate and seeks creditor approval to draw remuneration on either of the bases allowed under The Insolvency Act England & Wales Rules 2016. These are either:

- As a percentage of the value of the assets realised and/or distributed
- On a time costs basis or
- As a set amount.

In this case we are seeking to be remunerated on a set fee basis. Different rates can be used for individual assets or types of assets. Where we would like to realise assets on variable bases we will provide further information explaining why we think that this is appropriate and ask creditors to approve the variables.

Within our fee estimate creditors can see how we propose to be remunerated.

In addition, this policy applies where creditor approval is sought to make a separate charge by way of expenses to recover the cost of facilities provided by the firm. Best practice guidance* indicates that such charges should be disclosed to those who are responsible for approving the basis of the office holder's remuneration, together with an explanation of how those charges are calculated.

EXPENSES INCURRED BY OFFICE HOLDERS IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

Expenses are payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also include disbursements, which are expenses that are initially paid by the office holder's own firm, but which are subsequently reimbursed from the estate when funds are available.

Best practice guidance classifies expenses into two broad categories:

- ❑ Category 1 expenses (approval not required) - Specific expenditure that is directly related to the case and referable to an independent external supplier's invoice. All such items are charged to the case as they are incurred.
- ❑ Category 2 expenses (approval required) - Items of expenditure that are directly related to the case and either:
 - (i) include an element of shared or allocated cost and are based on a reasonable method of calculation, but which are not payable to an independent third party; or
 - (ii) are items of expenditure which are payable to an associate of the office holder and/or their firm.

Shared or allocated costs (pursuant to (i) above)

The following expenses include an element of shared or allocated cost and are charged to the case (subject to approval).

- ❑ Internal meeting room usage for the purpose of physical meetings of creditors is charged at the rate of £100 (London £150) per meeting;
- ❑ Car mileage which is charged at the rate of 45 pence per mile.

* Statement of Insolvency Practice 9, (SIP9) – Payments to Insolvency office holders and their associates from an estate

Payments anticipated to be made to associates (pursuant to (ii) above)

Services provided by other entities within the Begbies Traynor group

The expenses which relate to services provided by an entity within the Begbies Traynor group, of which the office holder's firm is a member, are also to be charged to the case (subject to approval). We will inform you when we need to use their service(s).

General Office Overheads.

The following items of expenditure will normally be treated as general office overheads and will not be charged to the case although a charge may be made where the precise cost to the case can be determined because the item satisfies the test of a Category 1 expense:

- ☐ Telephone and facsimile
- ☐ Printing and photocopying
- ☐ Stationery

SIP9 Cara London Limited - Creditors Voluntary Liquidation - 03CA598.CVL : Time Costs Analysis From 09/11/2020 To 08/11/2021

Staff Grade		Consultant/Partner	Director	Snr Mngr	Mngr	Asst Mngr	Snr Admin	Admin	Jnr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning		0.9		0.4						1.3	627.50	482.69
	Administration							0.9	3.9		4.8	822.00	171.25
	Total for General Case Administration and Planning:		0.9		0.4			0.9	3.9		6.1	1,449.50	237.62
Compliance with the Insolvency Act, Rules and best practice	Appointment												0.00
	Banking and Bonding	1.9						0.1	0.2	3.9	6.1	1,903.50	312.05
	Case Closure												0.00
	Statutory reporting and statement of affairs		2.5								2.5	1,287.50	515.00
	Total for Compliance with the Insolvency Act, Rules and best practice:	1.9	2.5					0.1	0.2	3.9	8.6	3,191.00	371.05
Investigations	CDDA and investigations												0.00
	Total for Investigations:												0.00
Realisation of assets	Debt collection												0.00
	Property, business and asset sales		1.4								1.4	721.00	515.00
	Retention of Title/Third party assets												0.00
	Total for Realisation of assets:		1.4								1.4	721.00	515.00
Trading	Trading												0.00
	Total for Trading:												0.00
Dealing with all creditors claims (including employees), correspondence and distributions	Secured		0.4								0.4	206.00	515.00
	Others												0.00
	Creditors committee												0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions:		0.4								0.4	206.00	515.00
	Seeking decisions of creditors												0.00
Other matters which includes meetings, tax, litigation, pensions and travel	Meetings												0.00
	Other												0.00
	Tax		0.2						0.3		0.5	151.00	302.00
	Litigation												0.00
	Total for Other matters:		0.2						0.3		0.5	151.00	302.00
	Total hours by staff grade:	1.9	5.4		0.4			1.0	4.4	3.9	17.0		
	Total time cost by staff grade £:	1,225.50	2,781.00		164.00			220.00	704.00	624.00		5,718.50	
	Average hourly rate £:	645.00	515.00	0.00	410.00	0.00	0.00	220.00	160.00	160.00			336.38
	Total fees drawn to date £:											0.00	

SIP9 Cara London Limited - Creditors Voluntary Liquidation - 03CA598.CVL : Time Costs Analysis From 09/11/2017 To 08/11/2021

Staff Grade		Consultant/Partner	Director	Snr Mngr	Mngr	Asst Mngr	Snr Admin	Admin	Jnr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning	0.9	5.2	2.0	0.4		2.9		3.1		14.5	4,920.50	332.45
	Administration	0.2	0.5	0.6			2.4	1.0	27.1		31.8	5,750.00	180.82
	Total for General Case Administration and Planning:	1.1	5.7	2.6	0.4		5.3	1.0	30.2		46.3	10,570.50	228.30
Compliance with the Insolvency Act, Rules and best practice	Appointment		2.1								2.1	829.50	395.00
	Banking and Bonding	5.3						0.6	2.3	18.8	27.0	6,475.50	239.83
	Case Closure												0.00
	Statutory reporting and statement of affairs	0.8	4.3	1.0			6.2		1.0		13.3	4,514.50	339.44
	Total for Compliance with the Insolvency Act, Rules and best practice:	6.1	6.4	1.0			6.2	0.6	3.3	18.8	42.4	11,819.50	278.76
Investigations	CDDA and investigations	1.2			0.5		3.5		1.0		6.2	1,614.00	260.32
	Total for Investigations:	1.2			0.5		3.5		1.0		6.2	1,614.00	260.32
Realisation of assets	Debt collection												0.00
	Property, business and asset sales		4.0	0.2	0.3		8.8				13.3	4,509.00	339.02
	Retention of Title/Third party assets								2.0		2.0	320.00	160.00
	Total for Realisation of assets:		4.0	0.2	0.3		8.8		2.0		15.3	4,829.00	315.62
Trading	Trading												0.00
	Total for Trading:												0.00
Dealing with all creditors claims (including employees), correspondence and distributions	Secured		0.4	0.8	0.6						1.8	747.00	415.00
	Others		0.2	0.3	1.4		7.6	0.8	12.2		22.5	4,566.50	202.96
	Creditors committee												0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions:		0.6	1.1	2.0		7.6	0.8	12.2		24.3	5,313.50	218.66
	Seeking decisions of creditors												0.00
Other matters which includes meetings, tax, litigation, pensions and travel	Meetings	1.0									1.0	450.00	450.00
	Other		0.4	0.3			0.8	0.1	3.6		5.2	1,098.00	211.15
	Tax		1.3				0.9		2.6		4.8	1,201.00	250.21
	Litigation												0.00
	Total for Other matters:	1.0	1.7	0.3			1.7	0.1	6.2		11.0	2,749.00	249.91
	Total hours by staff grade:	9.4	18.4	5.2	3.2		33.1	2.5	54.9	18.8	145.5		
	Total time cost by staff grade £:	4,759.50	8,504.00	2,078.00	1,046.00		8,218.50	497.50	6,784.00	3,008.00		36,895.50	
	Average hourly rate £:	506.33	462.17	399.62	326.88	0.00	248.29	199.00	160.00	160.00			253.58
	Total fees drawn to date £:											0.00	

STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
Expenses incurred with entities not within the Begbies Traynor Group				
Storage Costs	Archive Facilities (Southend) Limited	354.21	0.00	354.21
Expenses incurred with entities within the Begbies Traynor Group (for further details see Begbies Traynor Charging Policy)				
No expenses have been incurred in the period.				

CUMULATIVE STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £
Postage	Royal Mail	50.85
	Postworks	2.13
Advertising	The Stationery Office	246.00
Bonding	Insolvency Risk Services	18.00
Agents Fees	ITC Valuers	5,729.00
Legal Fees	BTMK	1,200.00
Photocopying	Begbies Traynor (Central) LLP	142.00
Storage Costs	Archive Facilities (Southend) Limited	354.21

ITC Auctioneers and Valuers

ITC were instructed to conduct a valuations and sale of the Company's chattel assets and were chosen due to their insolvency specialism, efficient and competitive market rates. Staff of ITC are MNAVA-RICS (Business Techniques) qualified. The valuation fee was agreed at a fixed sum plus VAT and disbursements. Their engagement to dispose of the Company's assets is based on a 12.5% commission on realisations up to £10,000 plus disbursements and 10% commission on realisations over £10,000. Where they are required to deal with matters associated to their instruction, their rates are charged at £80 per hour.

BTMK Solicitors Limited

Messrs. BTMK Solicitors Limited ("BTMK") have been instructed to assist the office holders in this matter and chosen due to their specialism in insolvency law and their known effectiveness on prior assignments. BTMK is a legal practice firm regulated by the Law Society and employs qualified solicitors. BTMK have been instructed on a time costs basis and their charge out rates and grades of the members of their firm that may assist in this matter are and are considered commercially average for the profession.

Cara London Limited **(In Creditors'** Voluntary Liquidation)

Progress report

Period: 9 November 2020 to 8 November 2021

Important Notice

This progress report has been produced solely to comply with our statutory duty to report to creditors and members of the Company on the progress of the liquidation. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors and members for any purpose other than this report to them, or by any other person for any purpose whatsoever.

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- ❑ Interpretation
- ❑ Company information
- ❑ Details of appointment of liquidators
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- ❑ Assets that remain to be realised and work that remains to be done
- ❑ Other relevant information
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- ❑ Conclusion
- ❑ Appendices
 - 1. Liquidators' account of receipts and payments
 - 2. Liquidators' time costs and expenses
 - 3. Statement of Liquidators' expenses

1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the Company"	Cara London Limited (In Creditors' Voluntary Liquidation)
"the liquidation"	The appointment of liquidators on 9 November 2017.
"the liquidators", "we", "our" and "us"	Louise Donna Baxter and Lloyd Biscoe of Begbies Traynor (Central) LLP, The Old Exchange, 234 Southchurch Road, Southend on Sea, SS1 2EG
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England and Wales) Rules 2016
"secured creditor" and "unsecured creditor"	Secured creditor, in relation to a company, means a creditor of the company who holds in respect of his debt a security over property of the company, and "unsecured creditor" is to be read accordingly (Section 248(1)(a) of the Act)
"security"	(i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act); and (ii) In relation to Scotland, any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off) (Section 248(1)(b)(ii) of the Act)
"preferential creditor"	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Act

2. COMPANY INFORMATION

Trading name(s):	-
Company registered number:	01455937
Company registered office:	The Old Exchange, 234 Southchurch Road, Southend on Sea, SS1 2EG
Former trading address:	Unit 4, Thames Court, Goring, Reading, RG8 9AQ

3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	9 November 2017
Date of liquidators' appointment:	9 November 2017
Changes in liquidator (if any):	None

4. PROGRESS DURING THE PERIOD

Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 9 November 2020 to 8 November 2021.

Cost of Realisations

We have written off the sum of £62.05 in VAT recoverable.

We have paid the sum of £354.21 in respect of storage costs.

What work has been done in the period of this report, why was that work necessary and what has been the financial benefit (if any) to creditors?

Details of the types of work that generally fall into the headings mentioned below are available on our firm's website - <http://www.begbies-traynorgroup.com/work-details>. Under the following headings we have explained the specific work that has been undertaken on this case. Not every piece of work has been described, but we have sought to give a proportionate overview which provides sufficient detail to allow creditors to understand what has been done, why it was necessary and what financial benefit (if any) the work has provided to creditors.

The costs incurred in relation to each heading are set out in the Time Costs Analysis which is attached.

General case administration and planning

- Dealing with correspondence (physical and electronic) that is considered routine in the context of the engagement and otherwise does not directly fall into other categories;
- General case updates to include internal meetings on case strategy and effecting instruction;
- Ongoing maintenance of up to date information on the electronic case information;
- Periodic reviews of the case generally;
- Overseeing and controlling the work undertaken on this engagement by junior staff;
- Completion of six monthly compliance and progression checklists; and
- Ensure time recording data is compliant with Statement of Insolvency Practice 9.

On this engagement, the work identified above does not hold a direct commercial benefit to creditors. Creditors benefit from this work as it ensures this particular engagement is dealt with to the standards expected and also in a timely fashion. Elements of this work are required to comply with best practice and statute.

Compliance with the Insolvency Act, Rules and best practice

- Reviewing the adequacy of the specific penalty bond periodically;
- Ongoing consideration to ethical practice;
- Ongoing consideration to money laundering regulations;
- Updating case checklists and statutory diaries where necessary;
- Submission of forms to Companies House;

Banking

- Maintaining and managing the insolvent estate bank account;
- Maintaining and managing the officer holders' cash book on this assignment;
- Undertaking regular bank reconciliations of the liquidation bank account;
- Complying with risk management procedures;
- Accounting for accruing interest on the cash book;
- Preparing and processing cheque requisition forms for the payment of post-appointment invoices;
- Preparing and processing remittance advises for incoming funds; and
- Processing of BACS/electronic payments where applicable.

On this engagement, the work identified above does not hold a direct commercial benefit to creditors. It is the duty of the appointed office holder to comply with the Insolvency Act and Rules and creditors benefit from this being done to a standard expected of this firm.

Other matters which includes meetings, tax, litigation, pensions and travel

Tax / VAT

- Post appointment tax compliance – submission of corporation tax return(s).

On this assignment, the reconciliation of input and output VAT and the subsequent submission of VAT returns has enabled further realisation of assets for the estate but of insufficient value from which creditors may directly benefit. It is a requirement of the office holders to complete and file VAT returns until conclusion of the matter.

5. ESTIMATED OUTCOME FOR CREDITORS

Details of the sums owed to each class of the Company's creditors were provided in our progress report for the period 9 November 2017 to 8 November 2018.

On the basis of realisations to date we estimate an outcome for each class of the Company's creditors as follows:

Secured creditor

It was estimated that HSBC were owed £285,329.06 secured by way of a fixed and floating charge. The liability was also personally guaranteed by the director. A claim was received from HSBC in the sum of £287,492.08.

Following a sale of the Company's goodwill to Cara (Direct) Limited payment has been made direct to HSBC on agreed terms over five years pursuant to their fixed and floating charge. The amount outstanding to HSBC as at the last update on 28 September 2020 placed the liability at £244,715.54 outstanding. If the monies continue to be forthcoming under the sale agreement then we anticipate HSBC will be displayed.

Preferential creditors

Preferential claims of employees for arrears of wages, salary, and holiday pay were estimated at £2,909.21.

Based upon realisation to date and estimate future realisations, it is anticipated that there will be insufficient funds available to enable a dividend to be paid to the preferential creditors.

Prescribed Part for unsecured creditors pursuant to Section 176A of the Act

Details of how the prescribed part for unsecured creditors is calculated were provided in our progress report for the period 9 November 2018 to 8 November 2019.

There will be no distribution of the prescribed part as our estimate of the Company's net property is less than the minimum prescribed by the Insolvency Act 1986 (Prescribed Part) Order 2003 and we think, in accordance with Section 176A(3)(b) of the Act, that the costs of making a distribution of the prescribed part to unsecured creditors would be disproportionate to the benefits.

Unsecured creditors

Unsecured creditor claims were estimated at £1,058,709 of which £682,352 were to associated parties. Claims received to date total £981,460.

Based upon realisations to date and estimated future realisations it is anticipated there will be insufficient funds available to enable a dividend to be paid to the unsecured creditors.

6. REMUNERATION & EXPENSES

Remuneration

No approval for out post appointment fees as liquidators has been sought as there are insufficient asset realisations available to discharge these costs.

Our time costs for the period from 9 November 2020 to 8 November 2021 amount to £5,718.50 which represents 17.0 hours at an average rate of £336.38 per hour.

The following further information in relation to our time costs and expenses is set out at Appendix 2:

- ❑ Time Costs Analysis for the period 9 November 2020 to 8 November 2021:
- ❑ Cumulative Time Costs Analysis for the period 9 November 2017 to 8 November 2021; and
- ❑ Begbies Traynor (Central) LLP's charging policy.

To 8 November 2021, we have drawn no funds on account of our remuneration.

Time Costs Analysis

The Time Costs Analysis for the period of this report attached at Appendix 2 shows the time spent by each grade of staff on the different types of work involved in the case, and gives the total costs and average hourly rate charged for each work type. An additional analysis is also attached which details the time costs for the entire period for which we have administered the liquidation.

Please note that each analysis provides details of the work undertaken by us and our staff following our appointment only.

Expenses

To 8 November 2021, we have also drawn expenses in the sum of £314.85, none of which were during the period 9 November 2019 to 8 November 2021.

In previous reports we made reference to disbursements, please note that disbursements are a type of expense.

Why have subcontractors been used?

No subcontractors have been used.

Category 2 Expenses

In accordance with the resolution obtained in relation to expenses, the following Category 2 expenses have been charged to the case since our last report to creditors:

Other amounts paid or payable to the office holder's firm	
Type and purpose	Amount £
No expenses have been incurred.	

A copy of 'A Creditors' Guide to Liquidators Fees (E&W) 2021' which provides guidance on creditors' rights on how to approve and monitor a Liquidator's remuneration and on how the remuneration is set can be obtained online at www.begbies-traynor.com/creditorsguides. Alternatively, if you require a hard copy of the Guide, please contact our office and we will arrange to send you a copy.

7. LIQUIDATORS' EXPENSES

A statement of the expenses incurred during the period of this progress report is attached at Appendix 3. A cumulative statement showing the total expenses incurred since the date of our appointment also appears at Appendix 3.

8. ASSETS THAT REMAIN TO BE REALISED AND WORK THAT REMAINS TO BE DONE

As detailed in the director's statement of affairs, the assets of the Company consisted of:

- Fixtures and Fittings;
- Furniture & Equipment;
- Motor Vehicles;

- Stock;
- Leasehold Properties;
- Leasehold Improvements; and
- Goodwill.

At this stage in the liquidation, the only remaining asset is the continuing payments under the sale and which are charged to HSBC Bank and their fixed charge. Payment is being made by the purchaser direct to HSBC.

What work remains to be done, why is this necessary and what financial benefit (if any) will it provide to creditors?

General case administration and planning

- The preparation, drafting and issue of this report to creditors and members to include all necessary information;
- Obtaining up to date estimates from agents instructed in relation to their costs;
- Updating case strategy plan;
- Update of case compliance checklists;
- Dealing with correspondence (physical and electronic) that is considered routine in the context of the engagement and otherwise does not directly fall into other categories;
- General case updates to include internal meetings on case strategy and effecting instruction;
- Ongoing maintenance of up to date information on the electronic case information;
- Periodic reviews of the case generally;
- Overseeing and controlling the work undertaken on this engagement by junior staff;
- Completion of six monthly compliance and progression checklists; and
- Ensure time recording data is compliant with Statement of Insolvency Practice 9.

On this engagement, the work identified above does not hold a direct commercial benefit to creditors. Creditors benefit from this work as it ensures this particular engagement is dealt with to the standards expected and also in a timely fashion. Elements of this work are required to comply with best practice and statute.

Compliance with the Insolvency Act, Rules and best practice

- Reviewing the adequacy of the specific penalty bond periodically;
- Ongoing consideration to ethical practice;
- Ongoing consideration to money laundering regulations;
- Updating case checklists and statutory diaries where necessary;
- Submission of forms to Companies House;
- Maintain accurate account of receipts and payments; and
- Issuing annual progress reports for submission at Companies House and copies circulated to all known creditors.

Banking

- Maintaining and managing the insolvent estate bank account.
- Maintaining and managing the officer holders' cash book on this assignment.
- Undertaking regular bank reconciliations of the estate bank account.
- Complying with risk management procedures;
- Accounting for accruing interest on the cash book;
- Preparing and processing cheque requisition forms for the payment of post-appointment invoices;
- Preparing and processing remittance advises for incoming funds; and
- Processing of BACS/electronic payments where applicable.

Closure

- Preparing, reviewing and issuing final report to members and creditors;
- Filing of final return at Companies House; and
- Update physical and electronic case records following closure.

On this engagement, the work identified above does not hold a direct commercial benefit to creditors. It is the duty of the appointed office holder to comply with the Insolvency Act and Rules and creditors benefit from this being done to a standard expected of this firm.

Realisation of assets

- Continuing review of current and new information and formulating an asset realisation strategy; and
- Ongoing liaison with HSBC in relation to monies paid under the sale.

On this assignment, the ongoing work detailed above may not realise assets for the insolvent estate. The office holders are duty bound to realise and get in the Company's property and maximise asset realisations. In some cases this does not yield sufficient realisations to enable creditors to have a direct financial benefit.

Dealing with all creditors' claims (including employees), correspondence and distributions

Creditors

- The issue of this report and associated required documents;
- Updating schedules of preferential and unsecured creditor claims;
- Receipt of creditor claims and input on internal case management software;
- Review of creditor claim supporting information;
- Taking and dealing with phone calls from creditors;
- Acknowledgment of creditor claims correspondence and/or dealing with further queries on claims;
- Receipt of, consideration of and response to creditor correspondence;
- Where necessary:
 1. The consideration of issues to reject claims and issue of appropriate letter to creditor(s) affected in accordance with statutory requirements concerning rejection of all or part claims;
 2. The review of and adjudication on held and un-agreed claims preceding dividend;
 3. The calculation and subsequent payment of dividend to one or more classes of creditors.

On this engagement, the work detailed above may not have any direct financial benefit to creditors from the insolvent estate and has been undertaken to comply with the Insolvency Act and Rules together with best practice and enabling creditors to have evidence of their loss for tax and VAT purposes.

Other matters which includes meetings, tax, litigation, pensions and travel

- The completion of Corporation Tax returns and VAT forms as required;
- Applications for new PAYE and UTR references if a dividend becomes payable;
- Attending meetings that may arise along with travel to and from those meetings; and
- Seeking closure clearance from HMRC;

Some of the above have no direct financial benefit to creditors but have to be done in order to comply with the Insolvency Rules such as creditors and members meetings, as well as a legal requirement, such as completion of corporation tax returns. Others do have a direct financial benefit to creditors. These include the provision of VAT returns after the liquidation as the majority of VAT will be recoverable and therefore an asset of the insolvent estate.

How much will this further work cost?

The 'further work' detailed above has always been anticipated, but at this point in the proceedings, it has not yet been completed. As you know, this work is necessary in order that I may complete the liquidation as envisaged. The cost of completing this work will not exceed any amounts approved by creditors previously. We would estimate that the further work will cost in the region of £1000.

Expenses

Details of the expenses that we expect to incur in connection with the work that remains to be done referred to above are as follows:

- Postage	£3.15
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What is the anticipated payment for administering the case in full?

We have not previously sought to seek approval for our remuneration and therefore no estimate has been provided. We estimate that the total time costs incurred will be in the region of £38,000 all of which will be written off.

9. OTHER RELEVANT INFORMATION

Use of personal information

Please note that in the course of discharging our statutory duties as liquidators, we may need to access and use personal data, being information from which a living person can be identified. Where this is necessary, we are required to comply with data protection legislation. If you are an individual and you would like further information about your rights in relation to our use of your personal data, you can access the same at <https://www.begbies-traynorgroup.com/privacy-notice>. If you require a hard copy of the information, please do not hesitate to contact us.

10. CREDITORS' RIGHTS

Right to request further information

Pursuant to Rule 18.9 of the Rules, within 21 days of the receipt of this report a secured creditor, or an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors, including that creditor, (or an unsecured creditor with less than 5% in value of the unsecured creditors, but with the permission of the court) may request in writing that we provide further information about our remuneration or expenses which have been incurred during the period of this progress report.

Right to make an application to court

Pursuant to Rule 18.34 of the Rules, any secured creditor or any unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors including that creditor, (or any unsecured creditors with less than 10% in value of the unsecured creditors, but with the permission of the court) may, within 8 weeks of receipt of this progress report, make an application to court on the grounds that the remuneration charged or the expenses incurred during the period of this progress report are excessive or, the basis fixed for our remuneration is inappropriate.

11. CONCLUSION

We will report again in approximately twelve months time or at the conclusion of the liquidation, whichever is the sooner.



pp

Louise Baxter
Joint Liquidator

Dated: 9 November 2021

ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 9 November 2020 to 8 November 2021

Cara London Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 09/11/2020 To 08/11/2021 £	From 09/11/2017 To 08/11/2021 £
	SECURED ASSETS		
NIL	Leasehold Properties	NIL	NIL
NIL	Leasehold Improvements	NIL	NIL
Uncertain	Goodwill	NIL	NIL
		NIL	NIL
	SECURED CREDITORS		
(285,329.06)	HSBC Bank Plc	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
	Bank Interest Gross	NIL	1.17
	Cash at Bank and in hand	NIL	164.25
	Cash in hand	NIL	390.06
500.00	Fixtures & Fittings	NIL	600.00
160.00	Furniture & Equipment	NIL	120.00
1,200.00	Motor Vehicles	NIL	1,440.00
10,940.00	Stock	NIL	10,090.00
	Sundry Refund	NIL	938.17
	Utility Refund	NIL	233.33
		NIL	13,976.98
	COST OF REALISATIONS		
	Agents/Valuers Fees (1)	NIL	5,729.00
	Irrecoverable VAT	62.05	62.05
	Legal Fees (1)	NIL	1,200.00
	Liquidators' Expenses	NIL	605.60
	Specific Bond	NIL	18.00
	Statement of Affairs Fee	NIL	5,567.73
	Stationery & Postage	NIL	185.59
	Statutory Advertising	NIL	246.00
	Storage Costs	354.21	354.21
		(416.26)	(13,968.18)
	PREFERENTIAL CREDITORS		
(2,909.21)	RPO	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(517,634.24)	Cara Wholesale Limited	NIL	NIL
(164,718.00)	Directors	NIL	NIL
(32,050.61)	HMRC (non VAT)	NIL	NIL
(157,993.59)	HMRC (VAT)	NIL	NIL
(29,266.83)	RPO	NIL	NIL
(157,046.19)	Trade Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(206,049.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(1,540,196.73)		(416.26)	8.80
	REPRESENTED BY		
	Vat Receivable		8.80
			8.80

COSTS AND EXPENSES

- a. Begbies Traynor (Central) LLP's charging policy;
- b. Time Costs Analysis for the period from 9 November 2020 to 8 November 2021; and
- c. Cumulative Time Costs Analysis for the period from 9 November 2017 to 8 November 2021.

BEGBIES TRAYNOR CHARGING POLICY

INTRODUCTION

This policy applies where a licensed insolvency practitioner in the firm is acting as an office holder of an insolvent estate and seeks creditor approval to draw remuneration on either of the bases allowed under The Insolvency Act England & Wales Rules 2016. These are either:

- As a percentage of the value of the assets realised and/or distributed
- On a time costs basis or
- As a set amount.

In this case we are seeking to be remunerated on a set fee basis. Different rates can be used for individual assets or types of assets. Where we would like to realise assets on variable bases we will provide further information explaining why we think that this is appropriate and ask creditors to approve the variables.

Within our fee estimate creditors can see how we propose to be remunerated.

In addition, this policy applies where creditor approval is sought to make a separate charge by way of expenses to recover the cost of facilities provided by the firm. Best practice guidance* indicates that such charges should be disclosed to those who are responsible for approving the basis of the office holder's remuneration, together with an explanation of how those charges are calculated.

EXPENSES INCURRED BY OFFICE HOLDERS IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

Expenses are payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also include disbursements, which are expenses that are initially paid by the office holder's own firm, but which are subsequently reimbursed from the estate when funds are available.

Best practice guidance classifies expenses into two broad categories:

- ❑ Category 1 expenses (approval not required) - Specific expenditure that is directly related to the case and referable to an independent external supplier's invoice. All such items are charged to the case as they are incurred.
- ❑ Category 2 expenses (approval required) - Items of expenditure that are directly related to the case and either:
 - (i) include an element of shared or allocated cost and are based on a reasonable method of calculation, but which are not payable to an independent third party; or
 - (ii) are items of expenditure which are payable to an associate of the office holder and/or their firm.

Shared or allocated costs (pursuant to (i) above)

The following expenses include an element of shared or allocated cost and are charged to the case (subject to approval).

- ❑ Internal meeting room usage for the purpose of physical meetings of creditors is charged at the rate of £100 (London £150) per meeting;
- ❑ Car mileage which is charged at the rate of 45 pence per mile.

* Statement of Insolvency Practice 9, (SIP9) – Payments to Insolvency office holders and their associates from an estate

Payments anticipated to be made to associates (pursuant to (ii) above)

Services provided by other entities within the Begbies Traynor group

The expenses which relate to services provided by an entity within the Begbies Traynor group, of which the office holder's firm is a member, are also to be charged to the case (subject to approval). We will inform you when we need to use their service(s).

General Office Overheads.

The following items of expenditure will normally be treated as general office overheads and will not be charged to the case although a charge may be made where the precise cost to the case can be determined because the item satisfies the test of a Category 1 expense:

- ☐ Telephone and facsimile
- ☐ Printing and photocopying
- ☐ Stationery

SIP9 Cara London Limited - Creditors Voluntary Liquidation - 03CA598.CVL : Time Costs Analysis From 09/11/2020 To 08/11/2021

Staff Grade		Consultant/Partner	Director	Snr Mngr	Mngr	Asst Mngr	Snr Admin	Admin	Jnr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning		0.9		0.4						1.3	627.50	482.69
	Administration							0.9	3.9		4.8	822.00	171.25
	Total for General Case Administration and Planning:		0.9		0.4			0.9	3.9		6.1	1,449.50	237.62
Compliance with the Insolvency Act, Rules and best practice	Appointment												0.00
	Banking and Bonding	1.9						0.1	0.2	3.9	6.1	1,903.50	312.05
	Case Closure												0.00
	Statutory reporting and statement of affairs		2.5								2.5	1,287.50	515.00
	Total for Compliance with the Insolvency Act, Rules and best practice:	1.9	2.5					0.1	0.2	3.9	8.6	3,191.00	371.05
Investigations	CDDA and investigations												0.00
	Total for Investigations:												0.00
Realisation of assets	Debt collection												0.00
	Property, business and asset sales		1.4								1.4	721.00	515.00
	Retention of Title/Third party assets												0.00
	Total for Realisation of assets:		1.4								1.4	721.00	515.00
Trading	Trading												0.00
	Total for Trading:												0.00
Dealing with all creditors claims (including employees), correspondence and distributions	Secured		0.4								0.4	206.00	515.00
	Others												0.00
	Creditors committee												0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions:		0.4								0.4	206.00	515.00
	Seeking decisions of creditors												0.00
Other matters which includes meetings, tax, litigation, pensions and travel	Meetings												0.00
	Other												0.00
	Tax		0.2						0.3		0.5	151.00	302.00
	Litigation												0.00
	Total for Other matters:		0.2						0.3		0.5	151.00	302.00
	Total hours by staff grade:	1.9	5.4		0.4			1.0	4.4	3.9	17.0		
	Total time cost by staff grade £:	1,225.50	2,781.00		164.00			220.00	704.00	624.00		5,718.50	
	Average hourly rate £:	645.00	515.00	0.00	410.00	0.00	0.00	220.00	160.00	160.00			336.38
	Total fees drawn to date £:											0.00	

SIP9 Cara London Limited - Creditors Voluntary Liquidation - 03CA598.CVL : Time Costs Analysis From 09/11/2017 To 08/11/2021

Staff Grade		Consultant/Partner	Director	Snr Mngr	Mngr	Asst Mngr	Snr Admin	Admin	Jnr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning	0.9	5.2	2.0	0.4		2.9		3.1		14.5	4,920.50	332.45
	Administration	0.2	0.5	0.6			2.4	1.0	27.1		31.8	5,750.00	180.82
	Total for General Case Administration and Planning:	1.1	5.7	2.6	0.4		5.3	1.0	30.2		46.3	10,570.50	228.30
Compliance with the Insolvency Act, Rules and best practice	Appointment		2.1								2.1	829.50	395.00
	Banking and Bonding	5.3						0.6	2.3	18.8	27.0	6,475.50	239.83
	Case Closure												0.00
	Statutory reporting and statement of affairs	0.8	4.3	1.0			6.2		1.0		13.3	4,514.50	339.44
	Total for Compliance with the Insolvency Act, Rules and best practice:	6.1	6.4	1.0			6.2	0.6	3.3	18.8	42.4	11,819.50	278.76
Investigations	CDDA and investigations	1.2			0.5		3.5		1.0		6.2	1,614.00	260.32
	Total for Investigations:	1.2			0.5		3.5		1.0		6.2	1,614.00	260.32
Realisation of assets	Debt collection												0.00
	Property, business and asset sales		4.0	0.2	0.3		8.8				13.3	4,509.00	339.02
	Retention of Title/Third party assets								2.0		2.0	320.00	160.00
	Total for Realisation of assets:		4.0	0.2	0.3		8.8		2.0		15.3	4,829.00	315.62
Trading	Trading												0.00
	Total for Trading:												0.00
Dealing with all creditors claims (including employees), correspondence and distributions	Secured		0.4	0.8	0.6						1.8	747.00	415.00
	Others		0.2	0.3	1.4		7.6	0.8	12.2		22.5	4,566.50	202.96
	Creditors committee												0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions:		0.6	1.1	2.0		7.6	0.8	12.2		24.3	5,313.50	218.66
	Seeking decisions of creditors												0.00
Other matters which includes meetings, tax, litigation, pensions and travel	Meetings	1.0									1.0	450.00	450.00
	Other		0.4	0.3			0.8	0.1	3.6		5.2	1,098.00	211.15
	Tax		1.3				0.9		2.6		4.8	1,201.00	250.21
	Litigation												0.00
	Total for Other matters:	1.0	1.7	0.3			1.7	0.1	6.2		11.0	2,749.00	249.91
	Total hours by staff grade:	9.4	18.4	5.2	3.2		33.1	2.5	54.9	18.8	145.5		
	Total time cost by staff grade £:	4,759.50	8,504.00	2,078.00	1,046.00		8,218.50	497.50	6,784.00	3,008.00		36,895.50	
	Average hourly rate £:	506.33	462.17	399.62	326.88	0.00	248.29	199.00	160.00	160.00			253.58
	Total fees drawn to date £:											0.00	

STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
Expenses incurred with entities not within the Begbies Traynor Group				
Storage Costs	Archive Facilities (Southend) Limited	354.21	0.00	354.21
Expenses incurred with entities within the Begbies Traynor Group (for further details see Begbies Traynor Charging Policy)				
No expenses have been incurred in the period.				

CUMULATIVE STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £
Postage	Royal Mail	50.85
	Postworks	2.13
Advertising	The Stationery Office	246.00
Bonding	Insolvency Risk Services	18.00
Agents Fees	ITC Valuers	5,729.00
Legal Fees	BTMK	1,200.00
Photocopying	Begbies Traynor (Central) LLP	142.00
Storage Costs	Archive Facilities (Southend) Limited	354.21

ITC Auctioneers and Valuers

ITC were instructed to conduct a valuations and sale of the Company's chattel assets and were chosen due to their insolvency specialism, efficient and competitive market rates. Staff of ITC are MNAVA-RICS (Business Techniques) qualified. The valuation fee was agreed at a fixed sum plus VAT and disbursements. Their engagement to dispose of the Company's assets is based on a 12.5% commission on realisations up to £10,000 plus disbursements and 10% commission on realisations over £10,000. Where they are required to deal with matters associated to their instruction, their rates are charged at £80 per hour.

BTMK Solicitors Limited

Messrs. BTMK Solicitors Limited ("BTMK") have been instructed to assist the office holders in this matter and chosen due to their specialism in insolvency law and their known effectiveness on prior assignments. BTMK is a legal practice firm regulated by the Law Society and employs qualified solicitors. BTMK have been instructed on a time costs basis and their charge out rates and grades of the members of their firm that may assist in this matter are and are considered commercially average for the profession.