

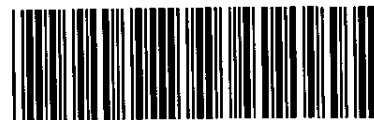
# LIQ03

## Notice of progress report in voluntary winding up



Companies House

WEDNESDAY



A17 \*A6XCMNSH\* 10/01/2018 #231  
COMPANIES HOUSE

### 1 Company details

Company number 0 1 5 3 6 3 6 7

Company name in full Medicentres (UK) Limited

→ Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Situl Devji

Surname Raithatha

### 3 Liquidator's address

Building name/number 38 De Montfort Street

Street Leicester

Post town

County/Region

Postcode L E 1 7 G S

Country

### 4 Liquidator's name

Full forename(s) Robert

Surname Cundy

① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address

Building name/number Hayes House

Street 6 Hayes Road

Post town Bromley

County/Region Kent

Postcode B R 2 9 A A

Country

② Other liquidator

Use this section to tell us about  
another liquidator.

LIQ03

Notice of progress report in voluntary winding up

**6** Period of progress report

From date	<sup>d</sup> 1	<sup>d</sup> 1	<sup>m</sup> 1	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 6
To date	<sup>d</sup> 1	<sup>d</sup> 0	<sup>m</sup> 1	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 7

**7** Progress report

☒ The progress report is attached

**8** Sign and date

Liquidator's signature

Signature

X



X

Signature date

<sup>d</sup> 0	<sup>d</sup> 9	<sup>m</sup> 0	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8
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# 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 Donna Brown

Company name Springfields Advisory LLP

Address 38 De Montfort Street

Leicester

Post town

County/Region

Postcode L E 1 7 G S

Country

DX

Telephone 0116 299 4745



### Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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



### Important information

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



### Where to send

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

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



### Further information

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

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

## **Medicentres (UK) Limited – In Creditors' Voluntary Liquidation**

### **LIQUIDATORS' PROGRESS REPORT TO CREDITORS AND MEMBERS**

**For the reporting period 11 November 2016 to 10 November 2017 ("the Period")**

#### **EXECUTIVE SUMMARY**

Since last reporting, two of the three unsettled creditor claims have now been agreed and an equalising dividend paid. The ongoing legal action has now ceased and there remains one further unsettled creditor claim which is currently under review.

#### **STATUTORY INFORMATION**

Company name: Medicentres (UK) Limited

Registered office: 38 De Montfort Street  
Leicester  
LE1 7GS

Former registered office: 150 Fenchurch Street  
London  
EC2M 7LA

Registered number: 01536367

Joint Liquidators' names: Situl Devji Raithatha  
Springfields Advisory LLP  
38 De Montfort Street  
Leicester  
LE1 7GS

Robert Cundy  
Edge Recovery Limited  
6 Hayes Road  
Bromley  
Kent  
BR2 9AA

Joint Liquidators' date of 11 November 2011  
appointment:

Actions of Joint Liquidators' Any act required or authorised under any enactment to be done by a Liquidator may be done by either or both of the Liquidators acting jointly or alone.

#### **LIQUIDATORS' ACTIONS SINCE LAST REPORT**

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

## **RECEIPTS AND PAYMENTS**

My Receipts & Payments Account for the period from 11 November 2016 to 10 November 2017("the Period") is attached at Appendix 1.

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

## **ASSETS**

### **Book debt**

Nominal dividend payments have been received in respect of the Company's claim against a debtor in liquidation for the sum of £57.58.

### **Refund of storage costs**

A sum of £271.68 was received from a third party to reimburse for the costs associated with obtaining some of the Company records from storage for their perusal.

## **LIABILITIES**

### **Secured Creditors**

An examination of the Company's mortgage register held by the Registrar of Companies, showed that the Company has no current charges over its assets.

The legislation requires that if the Company has created a floating charge after 15 September 2003, a prescribed part of the Company's net property (i.e. the money that would otherwise be available to the charge holder) should be ring-fenced for distribution to unsecured creditors. In this case there were no creditors secured by a floating charge such that the prescribed part provisions do not apply.

### **Preferential Creditors**

The preferential claims are limited to employees' claims for unpaid wages and salaries (subject to statutory limits) and accrued holiday pay, which may be subrogated to the Secretary of State following payment by the Redundancy Payments Office.

All the employees of the Company at the date of Administration transferred to the purchaser under the Transfer of Undertakings (Protection of Employment) Regulations on 25 July 2011. Accordingly it is not anticipated that there will be any preferential claims and, to date, no claims have been received.

### **Crown Creditors**

H M Revenue & Customs ("HMRC") were previously listed in the Company's CVA as a creditor for the sum of £1,242,429.11. They have submitted a final claim in the liquidation for the amount of £1,107,552.

### **Non-preferential unsecured Creditors**

Based on the financial information provided by the Company's management, the total non-preferential unsecured creditor claims amounted to £1,961,647. We have received claims from 45 creditors totalling £2,617,981.78 to date. We have not received claims from 47 creditors with estimated claims totalling £255,053.64.

A First Dividend at a rate of 11p in the £ was declared and paid to this class of creditor on 4 April 2014. Claims totalling £2,285,092.57 have been admitted for dividend to date and claims in the sum of £78,368.45 rejected. There remains one unsettled claim of £254,520.76 which is currently with Solicitors for their assistance with the adjudication process.

Two unsettled claims have now been agreed and equalising dividends of £7,904.05 were paid in the Period to creditors whose claims had not been admitted when the dividend was initially declared.

## DIVIDEND PROSPECTS

It is expected that I shall be in a position shortly to deal with the final unsettled claim. Once this has been dealt with a second and final dividend shall be issued to the unsecured, non preferential creditors.

## INVESTIGATION INTO THE AFFAIRS OF THE COMPANY

As previously advised, investigations were under taken with regards to the conduct of the directors and solicitors were retained. The potential claim has now been discontinued on the basis of advice received from Counsel as regards to the potential award that would be obtained against the costs that would be incurred.

Following recent case law, the level of the claim was reassessed, taking into consideration the amounts that had already been received in prior settlements and the outcome of the work done by the administrators and liquidators of the company. It was Counsel's opinion that the amounts that had already been obtained and the level of claims that had been submitted by creditors meant that any shortfall as regards the period of the wrongful trading claim was reduced. Accordingly, although it was believed that there would be a successful outcome to the claim, the potential award that could be made meant that the claim might no longer be commercially viable. As a consequence, the fee arrangements with solicitors and Counsel had to be considered and it was decided to discontinue the claim

## LIQUIDATORS' REMUNERATION

By way of a postal resolution dated 22 March 2012, our remuneration was agreed on a time costs basis. We enclose breakdowns summarising our time costs, subject to the posting of timesheets, for the Period. This also includes cumulative figures for the period from 11 November 2011 to 10 November 2017. Details of the amounts drawn on account of these costs are shown on the enclosed R&P. We also enclose schedules of our firms' current charge out rates for your information.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. Details about how an office holder's fees may be approved for each case type are available in a series of guides issued with Statement of Insolvency Practice 9 (SIP 9) and can be accessed at <http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees>. Alternatively a hard copy can be provided on request.

## LIQUIDATORS' EXPENSES

I attach a schedule detailing the expenses incurred and paid in the Period.

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

Professional Advisor	Nature of Work	Basis of Fees
Moon Beever LLP	Solicitor	Time costs
Irwin Mitchell LLP	Solicitors	Conditional Fee Arrangement

The choice of professionals was based on my perception of their experience and ability to perform this type of work and the complexity and nature of the assignment. I also considered that the basis on which they will charge their fees represented value for money. I have reviewed the charges they have made and am satisfied that they are reasonable in the circumstances of this case.

As the potential claim against the directors has been discontinued, Irwin Mitchell LLP will be remitting a balance of funds held on account of costs estimated to be in the region of £3,600. This will be received outside of the Period.

## **FURTHER INFORMATION**

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

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

To comply with the Provision of Services Regulations, some general information about Springfields Advisory LLP and Edge Recovery Limited can be found at the offices of our respective firms:

- Springfields Advisory LLP at 38 De Montfort Street, Leicester, LE1 7GS
- Edge Recovery Limited at 6 Hayes Road, Bromley, Kent, BR2 9AA

## **SUMMARY**

The Liquidation will remain open until the remaining unsettled claim has been dealt with and a final distribution is made. I estimate that this will take approximately 6 months and once resolved the Liquidation will be finalised and our files will be closed.

If creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Donna Brown on 0116 299 4745, or by email at [donna.b@springfields-uk.com](mailto:donna.b@springfields-uk.com).

Dated: 9 January 2018



**Situl Devji Raithatha**  
**JOINT LIQUIDATOR**



**Robert Cundy**  
**JOINT LIQUIDATOR**

**Robert Cundy is licensed to act as an insolvency practitioner in the UK by the Association of Chartered Certified Accountants.**

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

Statement of Affairs £	From 11/11/2016 To 10/11/2017 £	From 11/11/2011 To 10/11/2017 £
<b>ASSET REALISATIONS</b>		
Transfer from Administration	NIL	504,890.96
Administration VAT Refund	NIL	44,497.37
Wrongful Trading Settlement	NIL	134,500.00
Claims against Directors	NIL	NIL
Book Debts	0.81	0.81
Funds from Client Account	NIL	4,390.67
Rent	NIL	84,096.42
Rent Deposit	NIL	26,450.53
Deposit held by Solicitor	NIL	1,527.00
Bank Interest Gross	138.17	4,246.75
Rates Refund	NIL	21,683.88
Refund of storage costs	271.68	271.68
Bank of Scotland funds	NIL	12,528.72
Third Party Funds	NIL	79,705.55
Transfer from CVA	NIL	334.23
Unclaimed Dividends	NIL	764.04
	<u>410.66</u>	<u>919,888.61</u>
<b>COST OF REALISATIONS</b>		
Specific Penalty Bond	NIL	1,844.00
Liquidators' Remuneration	NIL	159,630.00
Rent & Property Expenses Payable	NIL	8,024.57
Accountancy Costs	NIL	3,875.00
Courier Costs	NIL	124.80
Legal Fees and disbursements	NIL	46,477.49
Administration Legal Fees	NIL	10,946.49
Corporation Tax	169.40	869.11
Software Costs	NIL	110.00
Meeting Room Hire	NIL	77.70
Postage & Report Website Fees	182.78	1,286.54
Travel Costs	NIL	1,319.83
Storage Costs	1,292.75	8,432.58
Agent Costs	NIL	6,485.64
Statutory Advertising	NIL	151.62
Bank Charges	NIL	30.00
Third Party Funds	NIL	150,015.73
	<u>(1,644.93)</u>	<u>(399,701.10)</u>
<b>UNSECURED CREDITORS</b>		
Distribution (see note)	<u>7,904.05</u>	<u>251,360.34</u>
	<u>(7,904.05)</u>	<u>(251,360.34)</u>
	<b><u>(9,138.32)</u></b>	<b><u>268,827.17</u></b>
<b>REPRESENTED BY</b>		
Vat Receivable		93.11
Current A/c - Bank 1		268,734.06
		<b><u>268,827.17</u></b>



Note:

Distribution of 11p in the £ was declared on 4 April 2014 to the unsecured, non-preferential creditors. Equalising dividends have subsequently been paid.

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Situl Devji Raithatha  
Joint Liquidator

## **Appendix 2**

### **1. Administration**

- Dealing with all routine correspondence and emails relating to the case.
- Maintaining and managing the office holder's estate bank account.
- Maintaining and managing the office holder's cashbook.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a regular basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Preparing, reviewing and issuing annual progress reports to creditors and members.
- Filing returns at Companies House.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.

### **2 Creditors**

- Requesting additional information from creditors in support of their proofs of debt in order to adjudicate on their claims.
- Agreeing unsettled creditor claims
- Issuing equalising dividend payments

### **3 Investigations**

- Liaising with solicitors with regards to possible claims against directors and determining whether to continue action

# Time Entry - Cumulative Detailed SIP9 Time & Cost Summary

ME1435 - Medicentres (UK) Limited  
From: 11/11/2016 To: 10/11/2017  
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Avg Hourly Rate (£)	Hours Cum (POST Only)	Time Costs Cum (POST Only)
** 100 : Administration & Planning	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.70	2,116.00
101 : Case Planning	0.00	0.10	0.50	0.00	0.60	123.50	205.83	15.30	3,324.00
** 102 : Administrative set-up	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.10	219.00
** 103 : Appointment Notification	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.50	230.00
104 : Maintenance of Records	0.00	0.10	0.00	0.00	0.10	25.00	250.00	33.40	7,188.50
105 : Statutory Reporting	0.10	2.50	0.00	0.00	2.60	667.50	256.73	36.10	7,766.50
106 : VAT & Tax Returns	0.00	0.00	0.50	0.00	0.50	82.50	165.00	27.40	5,783.00
107 : Case Monitoring	2.40	0.30	11.30	0.00	14.00	3,256.50	232.61	90.00	21,531.00
<b>Administration &amp; Planning</b>	<b>2.50</b>	<b>3.00</b>	<b>12.30</b>	<b>0.00</b>	<b>17.80</b>	<b>4,155.00</b>	<b>233.43</b>	<b>217.50</b>	<b>48,156.00</b>
602 : Case Specific 2	0.00	0.00	0.50	0.00	0.50	107.50	215.00	2.10	347.50
<b>Case specific matters</b>	<b>0.00</b>	<b>0.00</b>	<b>0.50</b>	<b>0.00</b>	<b>0.50</b>	<b>107.50</b>	<b>215.00</b>	<b>2.10</b>	<b>347.50</b>
** 500 : Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.60	2,834.50
501 : Communication	0.00	0.20	0.60	0.00	0.80	172.00	215.00	41.30	8,519.50
502 : Claims inc emp. prels	2.30	5.80	10.60	0.00	18.70	4,662.00	249.30	84.90	22,824.00
503 : Report/secured creditor	0.00	0.00	0.80	0.00	0.80	116.00	145.00	0.80	116.00
<b>Creditors</b>	<b>2.30</b>	<b>6.00</b>	<b>12.00</b>	<b>0.00</b>	<b>20.30</b>	<b>4,950.00</b>	<b>243.84</b>	<b>138.60</b>	<b>34,294.00</b>
** 200 : Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.40	136.00
** 201 : SIP 2 review	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.40	164.00
** 202 : CDDA reports	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.20	244.00
** 203 : Antecedent transactions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19.80	7,223.50
<b>Investigations</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21.80</b>	<b>7,767.50</b>
** 301 : Ident. Sec. Insuring	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.30	4,614.50
** 303 : Debt collection	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.30	2,326.50
** 304 : Sale of prop.bus.assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29.90	5,967.00
305 : Legal matters	2.60	0.00	0.00	0.00	2.60	1,111.00	427.31	37.70	9,035.50
<b>Realisation of Assets</b>	<b>2.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.60</b>	<b>1,111.00</b>	<b>427.31</b>	<b>101.20</b>	<b>21,943.50</b>
<b>Total Hours</b>	<b>7.40</b>	<b>9.00</b>	<b>24.80</b>	<b>0.00</b>	<b>41.20</b>	<b>10,323.50</b>	<b>250.57</b>	<b>481.20</b>	<b>112,510.50</b>
<b>Total Fees Claimed</b>						<b>99,630.00</b>			

\*\* - Denotes codes included in cumulative data that are not present in the period.

**Medicentres (UK) Limited - In Creditors' Voluntary Liquidation**

**Details of expenses incurred and paid from 11 November 2016 to 10 November 2017  
(all expenses shown exclusive of VAT)**

**Expenses**

Type	Notes	Outstanding b/f (£)	Incurred in Period (£)	Paid in Period (£)	Outstanding c/f (£)
Legal Fees & Disbursements	1	1,580.00	18,734.83	5,358.58	14,956.25
Postage Costs		-	182.78	182.78	-
Storage Costs	2	-	1,292.75	1,292.75	-
Corporation Tax		-	169.40	169.40	-
<b>TOTAL</b>		<b>1,580.00</b>	<b>20,379.76</b>	<b>7,003.51</b>	<b>14,956.25</b>

**Notes**

- 1) Please note that the legal costs of Irwin Mitchell Solicitors were detailed on the last annual report with carried forward costs of approximately £38,000. As the solicitors fees were subject to a Conditional Fee Arrangement they are no longer payable, only the disbursements. A sum of £9,000 was paid to Irwin Mitchell Solicitors in the previous Period and a sum of £3,600 will be remitted back to the liquidation estate. The balance has been used to discharge disbursements in the Period.
- 2) These costs to continue to accrue and are billed periodically.

## **Springfields Advisory LLP**

### **Charge out rates and disbursements policy for Insolvency Department**

**With effect from 1<sup>st</sup> August 2017 (subject to periodic review)**

#### **Hourly Rate effective 1 August**

<b>Grade</b>	<b>2017</b>	<b>2016</b>
	<b>(£)</b>	<b>(comparative) (£)</b>
Partner	440	425
Manager	260 – 330	250 – 320
Administrator	150 – 220	145 – 215

Time is recorded in units of 6 minutes (prior to 08/01/2007 this was 15 minutes).

In some instances where there is undue risk to the firm in recovering its standard hourly rates in full, typically as a consequence of the pursuit of causes of action where the outcomes are far from certain, or where there are considered to be undue risks associated with the conduct of an assignment, then approval for a percentage uplift on standard hourly rates may be sought. The percentage uplift sought will vary depending upon the circumstances of each case.

#### **Disbursements policy**

Disbursements incurred in the course of an appointment are recharged to the case in accordance with SIP 9 on all insolvency appointments. These fall into two categories:

Category 1 disbursements are costs which comprise external supplies and are paid to an independent third party. These generally include, for instance, advertising, bond, travel expenses (excluding mileage) and external storage of records.

Category 2 disbursements are costs which are directly referable to the appointment but not a payment to an independent third party. These may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, e.g. business mileage. Category 2 disbursements require approval by creditors before they can be drawn.

#### **Category 2 disbursements**

Photocopying / printing:	10p per sheet
Internal storage of books and records:	Initial charge for intake: £6.10 per box Storage: £0.40 per month per box in storage at month end
Internal storage of PC/IT equipment:	Storage: £3.60 per month per item in storage at month end
Internal room hire:	£100 per statutory meeting
Mileage (own car usage):	45p per mile

#### **Creditors' Guide to Fees**

**(Produced by the Association of Business Recovery Professionals)**

Creditors should note that a copy of the appropriate Creditors' Guide to Fees is available on request from this office or a copy can be accessed on the Insolvency Practitioners Association website [www.insolvency-practitioners.org.uk](http://www.insolvency-practitioners.org.uk) under the heading 'Regulation and Guidance' and then by following the link to 'Creditors' Guides'.

All amounts detailed above are shown exclusive of VAT, which will be charged at the prevailing rate.

## **EDGE RECOVERY LIMITED CHARGING POLICY**

### **Introduction**

This note 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 either as a combination of, or on one of the following basis of the time properly spent in dealing with the case, on a fixed fee basis, or as a percentage of realisations. It also applies where further information is to be provided to creditors regarding the office holder's fees following the passing of a resolution for the office holder to be remunerated on the above basis. Best practice guidance requires that such information should be disclosed to those who are responsible for approving remuneration.

### **Office Holder's fees in respect of the administration of insolvent estates**

The office holder has overall responsibility for the administration of the estate. He will delegate tasks to members of staff. Such delegation assists the office holder as it allows him to deal with the more complex aspects of the case and ensures that work is being carried out at the appropriate level. There are various levels of staff that are employed by the office holder and these appear below.

If remuneration is to be charged on the basis of time properly spent in dealing with the case, the firm operates a time recording system which allows staff working on the case along with the office holder to allocate their time to the case. This time is recorded at the individual's hourly rate in force at that time which is detailed below.

Should remuneration be charged on a fixed fee basis, this fee is fixed having taken into account the complexity of the case and those tasks that would be necessary to conclude the case.

Should remuneration be charged as a percentage of realisations, this is based on an estimate of the percentage that the office holder believes reflects the risk that he is taking of not achieving any realisations, the nature of the assets involved, the complexity of the case and the anticipated benefit for the creditors.

### **Expenses incurred by Office Holders in respect of the administration of Insolvent estates**

Best practice guidance classifies expenses into two broad categories:

- Category 1 expenses (approval not required) – specific expenditure that is directly related to the case usually 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 incidental expenditure directly incurred on the case which include an element of shared or allocated cost and which are based on a reasonable method of calculation.

(A) The following items of expenditure are charged to the case (subject to approval):

- Internal meeting room usage for the purpose of creditors is charged at the rate of £100
- Car Mileage is charged at the rate of 40 pence per mile
- Storage of books & records (when not chargeable as a Category 1 expense) is charged on the basis that the number of standard archive boxes for all such cases in respect of the period for which the storage charge relates.

(B) 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 & Facsimile, Printing & Photocopying, Stationery.

### **Charge-out rates**

<b>Grade of Staff</b>	<b>Hourly Charge –out rate</b>
Partner	£390
Manager	£300
Senior Administrator	£240
Administrator	£180
Assistant	£90

Time is recorded in units of 0.10 of an hour (i.e. 6 minute units) and is subject to VAT.

**Remuneration Schedule**  
**Medicentres (UK) Ltd**  
**Between 11 November 2011 and 10 November 2017**

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	19.90	3.40	4.80	4.50	32.60	8,411.00	258.01
Enquiries & Investigations	225.50	11.00	18.30	6.60	261.40	72,058.00	275.66
Realisation of Assets	2.00	2.00	0.50	0.00	4.50	1,042.50	231.67
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors (inc Employee Matters)	7.70	0.00	0.00	0.10	7.80	2,566.00	328.97
Case Specific Matters	0.20	0.00	2.30	3.40	5.90	544.50	92.29
Statutory and compliance Reporting	0.70	0.00	0.00	0.00	0.70	175.00	250.00
	1.60	0.00	0.00	0.00	1.60	624.00	390.00
<b>Total hours</b>	<b>257.60</b>	<b>16.40</b>	<b>25.90</b>	<b>14.60</b>	<b>314.50</b>		
<b>Time costs</b>	<b>75,527.00</b>	<b>4,130.00</b>	<b>4,657.00</b>	<b>1,107.00</b>		<b>85,421.00</b>	
<b>Average hourly rate</b>	<b>293.19</b>	<b>251.83</b>	<b>179.81</b>	<b>75.82</b>			<b>271.61</b>

Description	Total Incurred £	Total Recovered £
Statutory Advertising	76.50	76.50
Bordereaux	924.00	924.00
Meeting Room Hire	77.70	77.70
Insolv System Set Up	110.00	110.00
Travel costs	17.20	17.20
Miscellaneous	55.04	0.00
Postage costs	99.89	0.00
<b>Totals</b>	<b>1,360.33</b>	<b>1,205.40</b>

**Summary of Fees**

Time spent in administering the Assignment	Hours	314.50
Total value of time spent to 10 November 2017	£	85,421.00
Total fees charged to 10 November 2017	£	60,000.00

**Remuneration Schedule**  
**Medicentres (UK) Ltd**  
**Between 11 November 2016 and 10 November 2017**

Classification of work function	Partner/Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	1.70	0.00	0.30	0.70	2.70	798.00	295.56
Enquiries & Investigations	11.50	0.00	0.00	0.00	11.50	4,485.00	390.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors (inc Employee Matters)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Statutory and compliance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reporting	1.60	0.00	0.00	0.00	1.60	624.00	390.00
<b>Total hours</b>	<b>14.80</b>	<b>0.00</b>	<b>0.30</b>	<b>0.70</b>	<b>15.80</b>		
<b>Time costs</b>	<b>5,772.00</b>	<b>0.00</b>	<b>72.00</b>	<b>63.00</b>		<b>5,907.00</b>	
<b>Average hourly rate</b>	<b>390.00</b>	<b>0.00</b>	<b>240.00</b>	<b>90.00</b>			<b>373.86</b>

Description	Total Incurred £	Total Recovered £
Miscellaneous	55.04	0.00
<b>Totals</b>	<b>55.04</b>	<b>0.00</b>

**Summary of Fees**

Time spent in administering the Assignment	Hours	15.80
Total value of time spent to 10 November 2017	£	5,907.00
Total fees charged to 10 November 2017	£	0.00