

**Liquidator's Progress  
Report****S.192****Pursuant to Sections 92A and 104A and 192  
of the Insolvency Act 1986**

To the Registrar of Companies

Company Number

01571787

Name of Company

International Travel Catering Association Limited

I / We

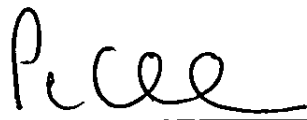
Paul Ellison, Dukesbridge House, 23 Dukes Street, Reading, Berkshire, RG1 4SA

Bijal Shah, 27 Church Street, Rickmansworth, Hertfordshire, WD3 1DE

the liquidator(s) of the company attach a copy of my/our Progress Report  
under section 192 of the Insolvency Act 1986

The Progress Report covers the period from 07/05/2014 to 06/05/2015

Signed



Date

10/6/15

KRE Corporate Recovery LLP  
Dukesbridge House  
23 Dukes Street  
Reading  
Berkshire  
RG1 4SA

Ref INTER/PWE/CE/SM

THURSDAY



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COMPANIES HOUSE

**International Travel Catering Association Limited  
(In Liquidation)  
Joint Liquidators' Abstract of Receipts & Payments**

Statement of Affairs		From 07/05/2014 To 06/05/2015
	<b>ASSET REALISATIONS</b>	
9,100 00	Cash in clients' account	8,763 74
	Cash at Bank	19,328 09
	Sale of Mercury Awards	4,893 74
	Bank Interest Gross	4 72
	Bank Interest Net of Tax	7 17
		<u>32,997 46</u>
	<b>COST OF REALISATIONS</b>	
	Specific Bond	56 00
	Preparation of S of A	7,000 00
	Office Holders Fees	6,000 00
	Legal Fees (1)	800 00
	Website Fees	7 00
	Statutory Advertising	253 80
		<u>(14,116 80)</u>
	<b>UNSECURED CREDITORS</b>	
(258,187 00)	Trade & Expense Creditors	<u>NIL</u>
		<u>NIL</u>
<u>(249,087.00)</u>		<u><u>18,880 66</u></u>
	<b>REPRESENTED BY</b>	
	Vat Receivable	2,812 16
	Bank 1 Current	16,068 50
		<u><u>18,880.66</u></u>



Paul Ellison  
Joint Liquidator

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**International Travel Catering Association Limited ('the Company')**

**Joint Liquidators' Progress Report to Creditors  
For the 12 months ending 6 May 2015**

**Issued on: 9 June 2015**

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This is my report on the progress of the Liquidation of the company for the period from 7 May 2014 to 6 May 2015. Statutory information relating to the Company is attached at Appendix I.

## **JOINT LIQUIDATOR'S ACTIONS SINCE APPOINTMENT**

Immediately following my appointment notification of the Liquidation was filed at the Registrar of Companies, advertised in the London Gazette and issued to all the members and creditors, along with my Liquidation report.

I wrote to the Company's bankers requesting the funds being held in the Company's bank account and also transferred the balance being held in my client account into the Liquidation.

An online search was undertaken to determine if the Company operated a pension scheme and the rights owned by the Company to hold the Mercury Awards were sold, further details of which can be found later in this report.

An investigation into the affairs of the Company and its directors was undertaken by my Joint Liquidator Bijal Shah ('BS') of RE10 (South East) Limited, who has submitted his statutory report on his findings to the Insolvency Service.

## **RECEIPTS AND PAYMENTS ACCOUNT**

My Receipts & Payments Account for the period from 7 May 2014 to 6 May 2015 is attached at Appendix II. All transactions are shown net of VAT.

## **ASSETS**

### **Cash in Client Account**

The balance of £8,763 being held in the KRE Corporate Recovery LLP client account has been transferred to the Liquidation. The balance represents an element of the Company's cash at bank.

### **Cash at Bank**

Following my appointment, it was discovered that there were funds belonging to the Company totaling £19,328 being held in a bank account with National Westminster Bank plc.

These funds have now been recovered for the benefit of the Company's creditors.

### **Sale of the Mercury Awards**

In June 2014 I was approached by Sial Middle East FZ LLC ('Sial'), who operate the Middle Eastern Food Exhibition and had worked closely with the Company for a number of years and was asked if they could purchase the rights to 'the Mercury Awards' a set of awards started by the Company that ran alongside the Middle Eastern Food Exhibition.

After some negotiations, a sale price of £5,000 was agreed and the sale was completed to Sial on 22 January 2015, with the funds being received in full, minus some bank charges, on completion.

## **Other Assets**

A small amount has been received in respect of bank interest on those funds held within the Liquidation bank account

## **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**

There are no preferential creditors in the proceedings

### **Crown Creditors**

The statement of affairs stated that no funds were owed to HMRC. HMRC's provisional claim of £7,323 has been received

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

The statement of affairs included 4 unsecured creditors with an estimated total liability of £258,187. I have received claims from 4 creditors at a total of £1,558,386

## **DIVIDEND PROSPECTS**

### **Ordinary Unsecured Creditors**

Funds are not presently available in order to pay a distribution to the unsecured creditors, however if and when funds become available, a notice of intended dividend will be issued to those creditors who have yet to submit their claims

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

An initial investigation into the Company's affairs has been undertaken by my Joint Liquidator BS to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved

The areas of investigation are primarily in respect of the sale of the assets and the use of the sale proceeds in settlement of specific creditors. In summary, the sale consideration was some £650,000. The majority of the funds were used to pay the Company's directors / possible shadow directors and or their connected companies as follows: Perdina Limited some £470,000, Mr T Coyle £60,000 and Mr S White £60,000.

BS has been seeking information and explanations from a number of sources including the directors and shareholders of the Company, the Company's solicitors and accountants and the purchaser. BS has received and reviewed the directors completed questionnaires and the Company's records delivered up by the Directors.

BS enquiries remain ongoing as further information is being sought from the purchaser and their solicitor. BS has obtained and reviewed the files of the Company's solicitors, who acted in the sale, and further files have been forthcoming recently and these are being reviewed.

Within six months of my appointment as Joint Liquidator, I am required to submit a confidential report to the Secretary of State to include any matters which have come to my attention during the course of my work which may indicate that the conduct of any past or present director would make him unfit to be concerned with the management of the Company. I would confirm that my report has been submitted.

## **PRE-APPOINTMENT REMUNERATION**

The creditors previously authorised the payment of a fee of £7,000 plus VAT for my assistance with preparing the statement of affairs and convening and holding the meeting of creditors at a meeting held on 7 May 2015.

The fee for preparing the statement of affairs and convening and holding the meeting of creditors was paid from first realisations on appointment and is shown in the enclosed receipts and payments account.

## **JOINT LIQUIDATOR'S REMUNERATION**

The remuneration of myself and my staff and that of my Joint Liquidator BS and his staff was previously authorised by creditors at a meeting held on 7 May 2014 to be drawn on a time cost basis. My total time costs to 6 May 2015 amount to £6,807.50, representing 21.10 of hours work at an average charge out rate of £322.63 per hour. The total time costs of RE10 (South East) Limited to 6 May 2015 total £13,940.00, representing 43.00 of hours worked at an average charge out rate of £324.19 per hour.

I have drawn £6,000 to date, RE10 (South East) Limited have not drawn any fees to date.

A schedule of our time costs incurred to date is attached as Appendix III.

A description of the routine work undertaken in the liquidation to date is as follows:

### **1 Administration and Planning**

- Preparing the documentation and dealing with the formalities of appointment
- Statutory notifications and advertising
- Preparing documentation required
- Dealing with all routine correspondence
- Maintaining physical case files and electronic case details on IPS
- Review and storage
- Case bordereau

- Case planning and administration
- Preparing reports to members and creditors
- Convening and holding meetings of members and creditors

## 2 Cashiering

- Maintaining and managing the Joint Liquidators' cashbook and bank account
- Ensuring statutory lodgements and tax lodgement obligations are met

## 3 Creditors

- Dealing with creditor correspondence and telephone conversations
- Preparing reports to creditors
- Maintaining creditor information on IPS
- Reviewing and adjudicating on proofs of debt received from creditors

## 4 Investigations

- Review and storage of books and records
- Prepare a return pursuant to the Company Directors Disqualification Act
- Conduct investigations into suspicious transactions
- Review books and records to identify any transactions or actions a Joint Liquidator may take against a third party in order to recover funds for the benefit of creditors

## 5 Realisation of Assets

- Corresponding with debtors and attempting to collect outstanding book debts
- Liaising with the company's bank regarding the closure of the account
- Sale of the Mercury Awards

A copy of 'A Creditors Guide to Liquidators' Fees' published by the Association of Business Recovery Professionals, together with an explanatory note which shows KRE Corporate Recovery' LLP's fee policy are available at the link <http://kreco.co.uk/creditors/> A hard copy of both documents can be obtained on request from the address below  
RE10 (South East) Limited's fee and disbursement policy is attached to this report

## **JOINT LIQUIDATORS' EXPENSES**

My expenses to 6 May 2015 amount to £316 80 I have drawn £316 80 to date

RE10 (South East) Limited's expenses to 6 May 2015 amount to £146 These expenses have yet to be drawn to date

The following expenses have been incurred but have not yet been paid

Type of expense	Amount of expense incurred/accrued to date	Amount still to be paid
Specific Bond	£36 00	£36 00
IT Software	£110 00	£110 00

The following agents or professional advisors have been utilised in this matter

Professional Advisor	Nature of Work	Fee Arrangement
Clifton Ingram LLP	Solicitors	Time costs

The choice of professionals was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them. The fees charged have been reviewed and I am satisfied that they are reasonable in the circumstances of this case.

#### **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 receipt of this report. Any secured creditor may request the same details in the same time limit.

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

#### **SUMMARY**

The Liquidation will remain open until creditor claims have been agreed and a first and final dividend has been paid to the unsecured creditors of the Company. I estimate that this will take approximately 6 months and once resolved the Liquidation will be finalised and our files will be closed.

Should you have any queries regarding this report, or the Liquidation in general, please contact Chris Errington on 01189 479090.

At KRE Corporate Recovery LLP we always strive to provide a professional and efficient service, however we recognise that it is in the nature of insolvency proceedings for disputes to arise from time to time. If you should have cause to complain about the way that we are acting, you should, in the first instance, put details of your complaint in writing to our complaints officer Rob Keyes, KRE Corporate Recovery LLP, Dukesbridge House, 23 Duke Street, Reading, RG1 4SA. This will formally invoke our complaints procedure and we will endeavour to deal with your complaint under the supervision of a senior partner unconnected with the appointment.

Most disputes can be resolved amicably either through the provision of further information or following negotiations. However, in the event that you have exhausted our complaints procedure and you are not satisfied that your complaint has been resolved or dealt with appropriately, you may complain to the regulatory body that licences the insolvency practitioner concerned. Any such complaints should be addressed to The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds, LS11 9DA, and you can make a submission using an on-line form available at [www.gov.uk/complain-about-insolvency-practitioner](http://www.gov.uk/complain-about-insolvency-practitioner), or you can email [ip.complaints@insolvency.gsi.gov.uk](mailto:ip.complaints@insolvency.gsi.gov.uk), or you may phone 0845 602 9848 - calls are charged at between 1p and 10.5p per minute from a land line, or for mobiles, between 12p and 41p per minute if you're calling from the UK.



**Paul W Ellison**  
Joint Liquidator



## **APPENDIX I**

### **Statutory Information**

**Company name:** International Travel Catering Association Limited

**Registered office:** c/o KRE Corporate Recovery LLP, Dukesbridge House, 23 Duke Street, Reading, RG1 4SA

**Former registered office:** Wey Court West, Union Road, Farnham, Surrey, GU9 7PT

**Registered number:** 01571787

**Liquidators' names:** Paul Ellison and Bijal Shah

**Liquidators' addresses:** KRE Corporate Recovery LLP, Dukesbridge House, 23 Duke Street, Reading, RG1 4SA and RE10 (South East) Ltd, 27 Church Street, Rickmansworth, Hertfordshire, WD3 1DE respectively

**Liquidators' date of appointment:** 7 May 2015

**Name, address and appointment details of the former Liquidator:** On 7 May 2015 Gareth Roberts of KRE Corporate Recovery LLP was appointed Joint Liquidator of the Company by the members at the extraordinary general meeting. At the subsequent meeting of creditors held that day, he was replaced by the creditors by Bijal Shah of RE10 (South East) Limited

We use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform. This is combined with the amount of time that they work on each case, recorded in 6 minute units with supporting narrative to explain the work undertaken.

#### Chargeout Rates

Grade of staff	Current charge-out rate per hour, effective from 1 April 2015 £	Current charge-out rate per hour, effective from 1 January 2014 £
Partner – appointment taker	380	365
Senior Manager	320	-
Manager	280	260
Assistant Manager	260	-
Case Administrator	240	210
Support Staff	80	65

These charge-out rates charged are reviewed on 1 January each year and are adjusted to take account of inflation and the firm's overheads.

#### Disbursements

In accordance with Statement of Insolvency Practice 9 (SIP9) the basis of disbursement allocation in respect of disbursements incurred by the Office Holder in connection with the administration of the estate must be fully disclosed to creditors. Disbursements are categorised as either Category 1 or Category 2.

Category 1 expenses are directly referable to an invoice from a third party, which is either in the name of the estate or KRE Corporate Recovery LLP. In the case of the latter, the invoice makes reference to, and therefore can be directly attributed to, the estate. These disbursements are recoverable in full from the estate without the prior approval of creditors either by a direct payment from the estate or, where the firm has made payment on behalf of the estate, by a recharge of the amount invoiced by the third party. Examples of category 1 disbursements are statutory advertising, external meeting room hire, external storage, specific bond insurance and company search fees.

Category 2 expenses are incurred by the firm and recharged to the estate; they are not attributed to the estate by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full from the estate, subject to the basis of the disbursement charge being approved by creditors in advance. Examples of category 2 disbursements are photocopying, internal room hire, internal storage and mileage.

It is proposed that the following Category 2 disbursements are recovered:

Mileage	45p per mile
Storage	£50 per box for the life of the case
Photocopying	5p per sheet
Postage	50p per small envelope
Postage	70p per large envelope

## **RE10 (SOUTH EAST) 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 on the basis of the time properly spent in dealing with the case. 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 a time cost 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/she will delegate tasks to members of staff. Such delegation assists the office holder as it allows him/her 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.

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.

### **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

### **RE10 (SOUTH EAST) LTD CHARGE-OUT RATES**

Grade of Staff	Hourly Charge –out rate
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)

## Disbursements

Disbursements incurred during the period of this report and those reimbursed in the period are detailed below

Disbursements	From Appointment to Date	
	Incurred £	Paid £
<i>Category 1</i>		
Specific Bond	92 00	56 00
Website Fees	7 00	7 00
Statutory Advertising	253 80	253 80
IT Software	110 00	-
<b>Total</b>	<b>462.80</b>	<b>316.80</b>

The above costs exclude VAT

## Professional advisors and expenses

The Joint Liquidators have incurred Liquidation expenses in connection with the instruction of the following parties,

Name & Activity	From Appointment to Date	
	Incurred £	Paid £
Clifton Ingram LLP – Sale Agreement re Sale of Mercury Awards	800	800
<b>Total</b>	<b>800</b>	<b>800</b>

The above costs exclude VAT

# Time Entry - SIP9 Time & Cost Summary

INTER - International Travel Catering Association Limited  
Project Code POST  
From 07/05/2014 To 06/05/2015

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	8.60	0.00	2.00	0.00	10.60	3,559.00	335.75
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	5.00	0.00	0.00	0.00	5.00	1,881.00	372.20
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non Chargeable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	1.50	0.00	4.00	0.00	5.50	1,387.50	252.27
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Hours</b>	<b>15.10</b>	<b>0.00</b>	<b>6.00</b>	<b>0.00</b>	<b>21.10</b>	<b>6,807.50</b>	<b>322.63</b>
<b>Total Fees Claimed</b>						<b>6,000.00</b>	
<b>Total Disbursements Claimed</b>						<b>0.00</b>	

**Liquidator's Remuneration Schedule**  
**International Travel Catering Association Limited**  
**Between 07 May 2014 and 06 May 2015**

<b>Classification of work function</b>	<b>Partner/ Director</b>	<b>Manager</b>	<b>Other Senior Professionals</b>	<b>Assistants &amp; Support Staff</b>	<b>Total Hours</b>	<b>Time Cost</b>	<b>Average Hourly Rate</b>
Administration & Planning	2 30	5 60	0 00	0 00	7 90	2,395 00	303 29
Investigations	29 40	0 00	0 00	0 00	29 40	10,584 00	360 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	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Case Specific Matters	0 00	0 00	0 00	3 20	3 20	260 00	81 25
Statutory and compliance	0 00	2 50	0 00	0 00	2 50	700 00	280 00
<b>Total hours</b>	<b>31 70</b>	<b>8 10</b>	<b>0 00</b>	<b>3 20</b>	<b>43 00</b>		
<b>Time costs</b>	<b>11,412 00</b>	<b>2,268 00</b>	<b>0 00</b>	<b>260 00</b>	<b>13,940 00</b>		
<b>Average hourly rate</b>	<b>360 00</b>	<b>280 00</b>	<b>0 00</b>	<b>81 25</b>	<b>324 19</b>		