

# Liquidator's Progress Report

Pursuant to Sections 92A, 104A and 192 of the  
Insolvency Act 1986

**S.192**

To the Registrar of Companies

Company Number

01586118

Name of Company

(a) Insert full  
name of company

(a) A B DUST CONTROL LIMITED

Limited

(b) Insert full  
name(s)  
and  
address(es)

I / We (b) P D Masters and A Poxon

of Leonard Curtis, Bamfords Trust House, 85-89 Colmore Row, Birmingham B3 2BB

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 11 January 2012 to 10 January 2013

Signed



Date 16 June 2014

Presenter's  
name, address  
and reference (if  
any)

Leonard Curtis,  
Bamfords Trust House,  
85-89 Colmore Row,  
Birmingham  
B3 2BB  
Ref B/24/JKS/SA534C/115

TUESDAY



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A08

17/06/2014

#318

COMPANIES HOUSE

Please ask for  
Our ref  
Your ref

Gareth Wilcox  
B/24/GW/SA534C/545

6 March 2013



**LEONARD CURTIS**  
BUSINESS RESCUE & RECOVERY

**TO ALL CREDITORS  
TO ALL MEMBERS  
TO ALL DIRECTORS**

Dear Sirs

**A.B. DUST CONTROL LIMITED (IN CREDITORS VOLUNTARY LIQUIDATION) ("the Company")**

I refer to the appointment of my colleague, A Poxon, and I as Joint Liquidators of the Company on 11 January 2012

The Joint Liquidators are required, under the provisions of Section 104A of the Insolvency Act 1986 and Rule 4.49C of the Insolvency Rules 1986 (as amended), to issue a progress report detailing the conduct of the liquidation for the period from 11 January 2012 to 10 January 2013

A copy of the Joint Liquidators' report is attached

Creditors requiring further information in accordance with paragraph 6.11 of the report, or otherwise, should contact my office, in writing. Electronic communications should include a full postal address

Yours faithfully  
for and on behalf of  
**A.B. DUST CONTROL LIMITED**

**P D MASTERS**  
Joint Liquidator

Licensed in the UK by the Institute of Chartered Accountants in England and Wales

Encs

85-89 Colmore Row,  
Birmingham B3 2BB

Leonard Curtis Recovery Limited  
Company Number 4200476 (England) Reg Office: Hollins Mount, Hollins Lane, Bury, Lancs, BL9 8DG

**Tel 0121 200 2111**  
**Fax 0121 200 2122**

[www.leonardcurtis.co.uk](http://www.leonardcurtis.co.uk)



**LEONARD CURTIS**  
BUSINESS RESCUE & RECOVERY

**A.B. DUST CONTROL LIMITED**  
**(In Creditors' Voluntary Liquidation)**

Registered Number: 01586118

**Joint Liquidators' annual progress report**  
**prepared in accordance with s104A of the Insolvency Act 1986**  
**and Rule 4.49C of the Insolvency Rules 1986 (as amended)**

**6 March 2013**

Leonard Curtis  
Bamfords Trust House, 85-89 Colmore Row,  
Birmingham B3 2BB  
Tel 0121 200 2111 Fax 0121 200 2122  
recovery@leonardcurtis.co.uk  
Ref B/24/GW/SA534C/1010

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TO: ALL MEMBERS  
ALL CREDITORS  
ALL DIRECTORS  
THE REGISTRAR OF COMPANIES

## 1 INTRODUCTION

1.1 My colleague, A Poxon, and I were appointed as Joint Liquidators of A B Dust Control Limited ("the Company") at meetings of members and creditors held on 11 January 2012. Both A Poxon and I are licensed in the UK by the Institute of Chartered Accountants in England and Wales. I can confirm that there has been no change in office-holder since the date of liquidation.

1.2 This report has been prepared in accordance with the requirements of Section 104A of the Insolvency Act 1986 and Rule 4.49C of the Insolvency Rules 1986 (as amended) to provide members and creditors with a report on the progress of the liquidation.

1.3 The period covered by this report is the period of 12 months from appointment.

## 2 CONDUCT OF THE LIQUIDATION

2.1 The Company's registered office was changed from Unit 6, Morston Court, Kingswood Lakeside, Cannock, Staffordshire WS11 8JB to Bamfords Trust House, 85-89 Colmore Row, Birmingham B3 2BB on 23 December 2011. The Company's registered number is 01586118.

### Book Debts

2.2 The directors' statement of affairs as at 11 January 2012 showed that the Company's book debts were its principal asset, with an estimated realisable value of £226,342.

2.3 Following their appointment, the Joint Liquidators instructed debt recovery solicitors from Lanyon Bowdler LLP ("LBL") to assist with the collection of the debts owed to the Company, and commence any legal action that may be appropriate.

2.4 Unfortunately, initial attempts at collection were disappointing, with a number of debts proving to be old and irrecoverable. Additionally, a large number of debtors submitted significant counterclaims as a result of the Company ceasing to trade and it emerged that others had paid prior to the appointment of the Joint Liquidators.

2.5 The Joint Liquidators initially sought the assistance of the directors collecting the ledger and, subsequently, a meeting was held with LBL and the directors of the Company, on order to assess the validity of counterclaims and in order for further information to be provided in support of the debt.

2.6 Since a number of the Company's debtors were overseas, following their appointment, the Joint Liquidators additionally obtained an order pursuant to Council Regulation 1346/2000/EC, in order for their appointment to be recognised in other European Union member states.

2.7 Despite these actions and significant time being spent by the Joint Liquidators and LBL in this matter, debtor realisations have continued to fall short of the initial estimated value and, to date, only £40,436 has been realised.

- 2 8 Significant write-offs have also been made to the debtor ledger and, at the date of this report, only one recoverable debt remains outstanding. This relates to payments due from a French company under the terms of a Company Voluntary Arrangement ("CVA")
- 2 9 During the period of this report, one payment of €15,360 has been received from the Supervisor of the CVA and, according to the CVA's terms, a further similar payment will fall due in July 2013
- 2 10 Two further annual payments should be made under the terms of the CVA in 2014 and 2015. Apart from this, however, no other significant debtor recoveries are anticipated

**Amounts due from HM Revenue and Customs ("HMRC")**

- 2 11 The Directors' statement of affairs also showed that a VAT reclaim of approximately £20,000 was due to the Company as at the date of the Joint Liquidators' appointment
- 2 12 Shortly after the Joint Liquidators' appointment, accountants from Baldwins Stourbridge Limited ("Baldwins") were instructed to review the Company's tax records and submit the necessary documentation to HMRC in order to claim any amounts due to the Company
- 2 13 Baldwins identified that the correct figure due to the Company in respect of VAT was £25,171 and, additionally, that a refund of £6,225 was available by way of a claim for Terminal Loss Relief pertaining to Corporation Tax paid by the Company
- 2 14 The amounts due from HMRC were, however, subject to crown set-off in respect of certain amounts due in respect of PAYE and National Insurance
- 2 15 A payment of £20,136 has been received from HMRC in relation to the VAT owed to the Company, along with £4,398 pertaining to the Terminal Loss Relief claim
- 2 16 HMRC has confirmed that no further monies are owed to the Company and it is not anticipated that any unsecured claim will be made by HMRC in the matter

**Action against the directors**

- 2 17 During the period of this report, the Joint Liquidators have undertaken their statutory investigations into the conduct of the directors of the Company, and these investigations concluded that an action to recover monies for benefit of creditors may be appropriate
- 2 18 The Joint Liquidators have been in regular contact with some members of the Liquidation Committee in this regard, and a detailed letter has been sent by LBL to the directors detailing the proposed actions
- 2 19 The directors have instructed legal advisors in this matter, who have responded to LBL's letter. This response is currently being considered by LBL and the Joint Liquidators
- 2 20 Unfortunately, due to the uncertain nature of litigation, I am unable to accurately predict a likely outcome or timeframe for the resolution of this matter

**Monies Received in Error**

- 2 21 In addition to the above, a payment of £30,737 has been received, in error, from National Westminster Bank Plc ("NatWest")

2 22 A cheque was raised in this regard and sent to NatWest, however, this was returned since the Company's indebtedness had already been repaid by Mr and Mrs Bennett, under the terms of their personal guarantee

2 23 In the circumstances, and having consulted LBL in the matter, the Joint Liquidators were obliged to return the monies to Mr and Mrs Bennett and this has now been paid to them

#### **Sale of Company Assets**

2 24 On the date of the Joint Liquidators, the Company held certain sundry office furniture and equipment, along with some working files. No value was attributed to this asset in the statement of affairs, since it was considered that the removal costs would have outweighed the proceeds of sale

2 25 Notwithstanding the above, David Bennett, a director of the Company, submitted an offer of £250 + VAT for these assets, which was accepted and an invoice prepared. The Joint Liquidators were independently advised by their agents, MGR Appraisals Limited, as to the acceptability of this offer

2 26 Despite a number of requests, no payment has yet been received, and the Joint Liquidators continue to hold these assets

2 27 In light of the action outlined above, it is now considered unlikely that payment will be received in relation to this sale

#### **Sundry Receipt**

2 28 In addition to the above, a receipt of £29.58 has been received from BT Group Plc, in respect of a credit on the Company's account with it

### **3 RECEIPTS AND PAYMENTS ACCOUNT**

3 1 Attached at Appendix A is a summary of the Liquidators' receipts and payments for the period from 11 January 2012 to 10 January 2013, being twelve months from the date of appointment

### **4 OUTCOME FOR CREDITORS**

#### **Secured Creditors**

4 1 NatWest holds fixed and floating charges over the Company's assets and the directors' statement of affairs showed that, on the date of the Joint Liquidators appointment, £65,168 was owed to NatWest

4 2 The Company's indebtedness to NatWest was supported by way of a personal guarantee from Allen and Gillian Bennett

4 3 The Joint Liquidators have received confirmation from NatWest that the Company's indebtedness to them has been paid, in full, by Mr and Mrs Bennett. NatWest has also advised the Joint Liquidators that it has conferred its right as a floating chargeholder, to Mr and Mrs Bennett

4 4 Having consulted LBL in the matter, it has been confirmed that, in the event that Mr and Mrs Bennett makes a claim in the Liquidation for the monies paid in this regard, they would be entitled to NatWest's rights as a secured creditor, by way of subrogation

#### **Preferential Creditors**

- 4 5 The only claims which hold preferential status are the claims of employees pertaining to holiday and capped wages
- 4 6 The Redundancy Payments Office has made certain payments to former employees in this regard and submitted a preferential claim for £2,879 90
- 4 7 The likelihood of any dividend being available for any preferential creditors will depend on the outcome of the recovery action outlined above

#### **Prescribed Part**

- 4 8 The charges in favour of NatWest outlined above were created on 9 August 1988, prior to the implementation of the Enterprise Act 2002. Consequently, the prescribed part rules of s 176A of the Insolvency Act 1986 do not apply to this security

#### **Unsecured Creditors**

- 4 9 The Joint Liquidators are not currently holding sufficient funds to allow for a dividend to be paid to unsecured creditors after the costs of the liquidation have been provided for
- 4 10 The final outcome for unsecured creditors is not yet clear and is dependant on the outcome of the recovery action outlined above

### **5 INVESTIGATIONS**

- 5 1 Following their appointment, the Joint Liquidators considered the information acquired in the course of appraising and realising the business and assets of the Company, together with information provided by the Company's directors, its creditors and the Liquidation Committee, to identify any further possible realisations for the estate and what further investigations, if any, might be appropriate
- 5 2 Those investigations have indicated that a recovery action may be appropriate, as outlined above, which is ongoing
- 5 3 In addition to the above, the Joint Liquidators have complied with their statutory obligations under the Company Directors Disqualification Act 1986 and the appropriate report has been submitted to the relevant authority

### **6 JOINT LIQUIDATORS' REMUNERATION AND DISBURSEMENTS AND CREDITORS' RIGHTS**

#### **Remuneration**

- 6 1 At a meeting of the Liquidation Committee held on 11 January 2012 it was resolved that the Joint Liquidators' remuneration be payable by reference to time properly given by the Joint Liquidators and their staff in attending to matters arising in the liquidation
- 6 2 The time charged by the Joint Liquidators and their staff for the period from 11 January 2012 to 10 January 2013 amounts to £74,353. This represents 270.4 hours at an average rate of £274.97 per hour. Attached at Appendix B is a time analysis which provides details of the activity costs incurred by staff grade during this period, along with a brief narrative of the time incurred by category



- 6.3 Joint Liquidators' remuneration of £8,500 has been drawn, to date
- 6.4 In addition to the above, the Liquidation Committee resolved that a fee of £3,500 plus VAT and disbursements be paid to Leonard Curtis in respect of their costs in assisting the director in preparing the statement of affairs and report for that meeting
- 6.5 This fee was drawn, in full, on 10 October 2012

**Disbursements**

- 6.6 The Liquidation Committee also approved the basis for recharging disbursements that include an element of allocated cost or payments to outside parties in which the Joint Liquidators or Leonard Curtis have an interest. These are known as Category 2 disbursements. In this case the following costs falling into the above categories have been incurred

Nature of expense	By whom provided	Amount incurred this period £	Amount written-off £	Amount outstanding £
Mileage	Leonard Curtis Employees	85.81	45.21	40.60
Total		85.81	45.21	40.60

- 6.7 The Joint Liquidators do not consider it appropriate to draw mileage costs in this matter and, accordingly, the amount shown as outstanding will also be written-off
- 6.8 The Category 1 disbursements which have been incurred by the Joint Liquidators, and do not include an element of allocated cost, are outlined in the below table, which also shows whether the funds have yet been drawn from the case account

Nature of expense	By whom provided	Amount incurred £	Amount reimbursed £	Amount outstanding £
Bordereau fee	AUA Insolvency Risk Services	260.00	260.00	Nil
Client ID checks	Business Tax Centre Limited	25.00	25.00	Nil
Mail redirection	Royal Mail Group Limited	27.20	27.20	Nil
Travel expenses	Various	38.00	25.10	12.90
Statutory advertising	Courts Advertising Limited	229.50	229.50	Nil
Companies searches	Registrar of Companies	16.00	16.00	Nil
Document collection/storage	Auctus Limited	137.74	28.26	109.48
Total		733.44	611.06	122.38

### Other expenses

- 6 9 The Joint Liquidators have also incurred other expenses since the date of their appointment. These expenses are detailed in the table below, which also indicates whether they have yet been paid from case funds.

Nature of expense	By whom provided	Amount Incurred £	Amount paid £	Amount outstanding £
Legal advice	LBL	4,203 90	4,203 90	Nil
Debt recovery assistance	LBL	2,522 38	2,522 38	Nil
Accountants fees	Baldwins	6,000 00	6,000 00	Nil
Online document hosting	Creditor Gateway Limited	5 00	5 00	Nil
Software licence fee	Pelstar Computing Limited	75 00	75 00	Nil
Agents' fees and expenses	MGR Appraisals Limited	500 00	500 00	Nil
Liquidation Committee travel	Committee members	162 00	162 00	Nil
Total		13,468 28	13,468 28	Nil

- 6 10 Attached at Appendix C is additional information in relation to Leonard Curtis' policy on staffing, the use of subcontractors, disbursements and details of our current charge-out rates by staff grade. During the liquidation the following professional advisors have been used:

Name of Professional Advisor	Service Provided	Basis of Fees
Lanyon Bowdler LLP	Legal advice	Time costs
Lanyon Bowdler LLP	Debt collection	10% of recoveries
Baldwins Stourbridge Limited	Specialist accountancy advice	Capped time costs
MGR Appraisals Limited	Asset valuation and sale advice	Capped time costs

### Creditors' Rights

- 6 11 Any secured creditor, unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) or any unsecured creditor with the permission of the Court, may within 21 days of the receipt of this report make a request in writing to the Joint Liquidators for further information about the remuneration or expenses incurred since the date of appointment.
- 6 12 In addition to the above, any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) or any unsecured creditor with the permission of the Court, may within 8 weeks of receipt of this report make an application to Court on the grounds that the basis fixed for the Joint Liquidators' remuneration is inappropriate, or the remuneration charged or the expenses incurred by the Joint Liquidators since the date of appointment are excessive.

**7 NEXT REPORT**

- 7.1 The Joint Liquidators are required to provide a progress report within two months of the end of the next anniversary of the liquidation or earlier if the liquidation has been finalised

If you require further information in the meantime please contact my office **in writing**. Electronic communications should include a full postal address

Yours faithfully  
for and on behalf of  
**A.B. DUST CONTROL LIMITED**



**P D MASTERS**  
Joint Liquidator

Licensed in the UK by the Institute of Chartered Accountants in England and Wales

## APPENDIX A

ACCOUNT OF JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS FOR THE PERIOD FROM  
11 JANUARY 2012 TO 10 JANUARY 2013

	Estimated to realise	11/01/12- 10/01/13	Total
	£	£	£
<b>RECEIPTS</b>			
Debtors	226,342 00	40,436 00	40,436 00
Monies received in error	-	30,737 82	30,737 82
Pre-appointment VAT refund	20,082 00	20,136 37	20,136 37
Terminal loss relief	-	4,398 38	4,398 38
Sundry BT refund	-	29 58	29 58
	<u>246,424 00</u>	<u>95,738 15</u>	<u>95,738 15</u>
<b>PAYMENTS</b>			
Agents' fees and expenses		(500 00)	(500 00)
Liquidation Committee expenses		(162 00)	(162 00)
Software licence fee		(75 00)	(75 00)
Costs of creditors' meeting		(3,500 00)	(3,500 00)
Joint Liquidators' remuneration		(8,500 00)	(8,500 00)
Legal fees		(4,203 90)	(4,203 90)
Accountants' fees		(6,000 00)	(6,000 00)
Debt collection expenses		(2,522 38)	(2,522 38)
Refund of monies received in error		(30,737 82)	(30,737 82)
Document hosting fee		(5 00)	(5 00)
Joint Liquidators' disbursements		(611 06)	(611 06)
		<u>(56,817 16)</u>	<u>(56,817 16)</u>
Net in/(out) flow		<u>38,920 99</u>	<u>38,920 99</u>
Balance brought forward		-	-
Balance carried forward		<u>38,920 99</u>	<u>38,920 99</u>

The above payments are shown net of VAT The funds in hand are currently held in a non interest-bearing account

## APPENDIX B

SUMMARY OF LIQUIDATORS' TIME COSTS FOR THE PERIOD  
FROM 11 JANUARY 2012 TO 10 JANUARY 2013

	Director		Senior Manager		Manager 2		Administrator 1		Administrator 2		Administrator 3		Administrator 4		Total		Average Hourly Rate £
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	
Statutory & Review	31	1,317.50	6	231.00	2	57.00	67	1,541.00	2	42.00	18	342.00	25	337.50	151	3,868.00	256.16
Receipts & Payments	-	-	13	500.50	-	-	63	1,449.00	1	21.00	26	494.00	53	715.50	155	3,180.00	203.85
Insurance	-	-	9	346.50	-	-	4	92.00	-	-	6	114.00	-	-	19	552.50	290.79
Assets	86	3,612.50	306	11,781.00	-	-	218	5,014.00	37	777.00	167	3,173.00	2	27.00	815	24,384.50	299.20
Liabilities	12	510.00	76	2,928.00	-	-	57	1,311.00	9	189.00	177	3,363.00	17	229.50	348	8,528.50	245.07
Landlords	-	-	7	269.50	-	-	-	-	-	-	11	209.00	-	-	18	478.50	255.83
Debtors Holder	-	-	-	-	-	-	22	506.00	-	-	4	76.00	-	-	26	582.00	223.85
General Administration	25	1,062.50	25	962.50	-	-	15	345.00	-	-	61	1,159.00	2	27.00	128	3,556.00	277.81
Appointment	-	-	46	1,771.00	-	-	-	-	-	-	37	703.00	-	-	83	2,474.00	298.07
Planning & Strategy	-	-	25	962.50	-	-	2	46.00	11	231.00	4	76.00	-	-	42	1,315.50	313.21
Post Appointment Creds Mings	18	765.00	-	-	-	-	-	-	-	-	44	836.00	-	-	62	1,601.00	258.23
Creds Committee Meetings	52	2,210.00	175	6,737.50	-	-	88	2,024.00	28	588.00	219	4,161.00	-	-	562	15,720.50	279.72
Investigations	-	-	108	4,158.00	-	-	102	2,346.00	6	126.00	78	1,482.00	-	-	294	8,112.00	275.92

Total	223	9,477.50	796	30,646.00	2	57.00	638	14,674.00	94	1,974.00	852	16,188.00	99	1,336.50	2,704	74,363.00
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Average Hourly Rate (£)

425.00	385.00	285.00	230.00	210.00	190.00	135.00	274.97
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All Units are 6 minutes

## NARRATIVE OF TIME COSTS INCURRED TO DATE

- Statutory and Review

These costs relate to the maintenance of the Joint Liquidators' files and reviewing them to ensure compliance with all relevant legislation and best practice as well as preparing the Joint Liquidators' report to the Department of Business, Innovation and Skills

- Receipts and Payments

Time charged in this regard relates to time spent maintain the Joint Liquidators' bank account, making payments and receiving funds, dealing with taxation matters and ensuring the all amounts are coded correctly

- Insurance

Time charged in this regard relates to reviewing the appropriateness of insurance in place over the Company's assets, as well as arranging and cancelling policies, and liaising with the Company's previous insurers. Time spent dealing with the Company's pension scheme is also charged under this heading, along with time spent reviewing the level of the Joint Liquidators' security bond

- Assets

Time charged in this regard relates to time spent getting in the Company's assets, including its debtors. The Joint Liquidators have also held meetings with LBL and with the Company's former accountants, Baldwins, in order to appropriately assess the information available in order to support the recovery actions outlined in the main body of the report. All time spent dealing with the potential recovery action is charged to this code

- Liabilities

This includes general correspondence with creditors. A number of the Company's creditors are overseas and significant time was spent ensuring that all notifications in this regard were completed correctly. This time also includes the lodging and acknowledgement of creditors' claims and answering creditors' queries, along with the queries of former employees and subcontractors

- Landlords

Time incurred in this regard relates to dealing with the Company's landlord and ensuring that the Company's leasehold property was disclaimed correctly

- Debenture Holder

Time charged under this heading relates to correspondence with the Company's secured creditor, NatWest, and with Allen Bennett, in relation to his subrogated secured claim

- General Administration

Time charged in this regard relates to dealing with the Company's books and records, and correspondence with the Company's directors, which is not in connection with a secured claim. General correspondence which does not fit under any other heading may also be charged to this code

- Appointment

Time charged under this heading relates to dealing with the formalities of the Joint Liquidators' appointment, along with ensuring that the necessary parties are notified and dealing with the necessary statutory advertising

- Planning & Strategy

Time spent in this regard relates to both the Joint Liquidators' discussions regarding the strategy of the liquidation and liaising with their professional advisors in order to ensure that the liquidation is being progressed efficiently

- Post appointment Creditors' Meetings

Time spent in this regard relates to the drafting and sending the necessary statutory reports to creditors, as well as time spent attending the initial meeting of creditors

- Creds Committee Meetings

Time charged in this regard relates to the drafting and preparation of reports to the Liquidation Committee, correspondence with committee members and the attendance of meetings of the committee

- Investigations

The time charged in this regard relates to time spent reviewing the Company's books and records and investigating the circumstances leading up to the Company's insolvency. Time in this regard also relates to time spent assessing the appropriateness of the recovery action the quantum which should be sought in this regard

APPENDIX C

**LEONARD CURTIS CHARGE OUT RATES AND POLICY REGARDING STAFF ALLOCATION, SUPPORT STAFF, THE USE OF SUBCONTRACTORS AND THE RECHARGE OF DISBURSEMENTS**

The following information relating to the policy of Leonard Curtis is considered to be relevant to creditors

**Staff Allocation and Support Staff**

We take an objective and practical approach to each assignment which includes active director involvement from the outset. Other members of staff will be assigned on the basis of experience and specific skills to match the needs of the case. Time spent by secretarial and other support staff on specific case related matters, e.g. report despatching, is not charged.

Where it has been agreed by resolution of the secured creditors, a creditors' committee or creditors generally, that the office holders' remuneration will be calculated by reference to the time properly given by the office holders and their staff in attending to matters arising in the appointment, then such remuneration will be calculated in units of 6 minutes at the standard hourly rates given below. In cases of exceptional complexity or risk, the insolvency practitioner reserves the right to obtain authority from the appropriate body of creditors that their remuneration on such time shall be charged at the higher complex rate given below.

With effect from 1 January 2012 the following hourly charge out rates apply to all assignments undertaken by Leonard Curtis

	Standard £	Complex £
Director	425	531
Senior Manager	385	481
Manager 1	330	412
Manager 2	285	356
Administrator 1	230	287
Administrator 2	210	262
Administrator 3	190	237
Administrator 4	135	168
Support	0	0

**Subcontractors**

Details and the cost of any work which has been or is intended to be sub-contracted out that could otherwise be carried out by the office holders or their staff will be provided in any report which incorporates a request for approval of the basis upon which remuneration may be charged.

**Professional Advisors**

Details of any professional advisor(s) used will be given in reports to creditors. Unless otherwise indicated the fee arrangement for each is based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery of relevant disbursements. The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

**Disbursements**

- a) Category 1 disbursements. These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include, for example, advertising, room hire, storage, postage, telephone charges, travel expenses, and equivalent costs reimbursed to the office holder or his or her staff. Category 1 disbursements may be drawn without prior approval.
- b) Category 2 disbursements. These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage. In the event of charging for category 2 disbursements the following items of expenditure are recharged on this basis and are believed to be in line with the cost of external provision:

Internal photocopying	10p per copy
General stationery, postage, telephone etc	£100 per 100 creditors/ members or part thereof
Storage of office files (6 years)	£66.09 per box
Business mileage	45p per mile

Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration.



## PROOF OF DEBT – GENERAL FORM

A.B. DUST CONTROL LIMITED	
Date of Winding-Up Order/Resolution for voluntary winding-up 11 January 2012	
1	Name of Creditor (if a company please also give company registration number )
2	Address of creditor for correspondence (Please include email address)
3	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into liquidation £
4	Details of any documents by reference to which the debt can be substantiated (Note There is no need to attach them now but the liquidator may call for any document or evidence to substantiate the claim at his discretion as may the chairman or convenor of any meeting )
5	If amount in 3 above includes outstanding uncapitalised interest please state amount £
6	Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form )
7	Particulars of any security held, the value of the security, and the date it was given
8	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates
9	Signature of creditor or person authorised to act on his behalf
	Name in BLOCK LETTERS
	Position with or relation to creditor
	Address of person signing (if different from 2 above)
Admitted to vote for	
Admitted for dividend for	
£	£
Date	Date
Liquidator	Liquidator