

In accordance with  
Rule 6.28 of the  
Insolvency (England &  
Wales) Rules 2016 and  
Section 106(3) of the  
Insolvency Act 1986.

# LIQ14

Notice of final account prior to dissolution in  
CVL



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14/06/2019 #203  
COMPANIES HOUSE

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

<b>1</b>	<b>Company details</b>	
Company number	01891165	<b>→ Filling in this form</b> Please complete in typescript or in bold black capitals.
Company name in full	Orient Transport Services Limited	
<b>2</b>	<b>Liquidator's name</b>	
Full forename (s)	Joanne Kim	
Surname	Rolls	
<b>3</b>	<b>Liquidator's address</b>	
Building name/number	Opus Restructuring LLP	
Street	Evergreen House North	
Post town	Grafton Place	
County/Region	London	
Postcode	NW12DX	
Country		
<b>4</b>	<b>Liquidator's name ①</b>	
Full forename(s)	Trevor John	<b>① Other Liquidator</b> Use this section to tell us about another liquidator.
Surname	Binyon	
<b>5</b>	<b>Liquidator's address ②</b>	
Building name/number	Opus Restructuring LLP	<b>② Other Liquidator</b> Use this section to tell us about another liquidator.
Street	Evergreen House North	
Post town	Grafton Place	
County/Region	London	
Post code	NW12DX	
Country		

# LIQ14

## Notice of final account prior to dissolution in CVL

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### Liquidator's release

☐ Tick if one of more creditors objected to liquidator's release.

:

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### Final account

☒ I attach a copy of the final account

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### Sign and date

Liquidator's signature

Signature

×

*Handwritten signature*

×

Signature date

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# LIQ14

## Notice of final account prior to dissolution in CVL

Presenter Information										! Important 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.										All information on this form will appear on the public record.
Contact name Joanne Kim Rolls										
Company name Opus Restructuring LLP										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.
Address										
Evergreen House North										
Post Town Grafton Place										
County/Region London										
Post Code		N	W	1		2	D	X	i Further Information  For further information please see the guidance notes on the website at <a href="http://www.gov.uk/companieshouse">www.gov.uk/companieshouse</a> or email <a href="mailto:enquiries@companieshouse.gov.uk">enquiries@companieshouse.gov.uk</a>  This form is available in an alternative format. Please visit the forms page on the website at <a href="http://www.gov.uk/companieshouse">www.gov.uk/companieshouse</a>	
Country										
DX										
Telephone 020 7268 3333										
✓ Checklist We may return forms completed incorrectly or with information missing.  Please make sure you have remembered the following:  <input type="checkbox"/> The company name and number match the information held on the public Register <input type="checkbox"/> You have attached the required documents. <input type="checkbox"/> You have signed the form.										

**ORIENT TRANSPORT SERVICES LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION**  
**FINAL ACCOUNT**  
**18 APRIL 2017 TO 29 MARCH 2019**

Opus Restructuring LLP  
Evergreen House North  
Grafton Place  
Euston  
London  
NW1 2DX

This report has been prepared for the sole purpose of updating the creditors for information purposes. 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 for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

Joanne Kim Rolls and Trevor John Binyon were appointed Joint Liquidators of Orient Transport Services Limited ('the Company') on 18 April 2017.

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- General Data Protection Regulations
- Conclusion

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## EXECUTIVE SUMMARY

A summary of key information in this report is detailed below.

### Assets

<b>Asset</b>	<b>Estimated to realise per Statement of Affairs (£)</b>	<b>Realisations to date (£)</b>	<b>Anticipated future realisations (£)</b>	<b>Total anticipated realisations (£)</b>
Office Equipment	-	-	-	-
Plant and Machinery / Motor Vehicles	Uncertain	-	-	-
Debtors	-	-	-	-
Insurance Refund	-	135.00	-	135.00
Cash at Bank	227,066.00	226,259.79	-	226,259.79
VAT Refund	Uncertain	-	-	-
Bank Interest Gross	-	302.93	-	302.93
Directors Loans	-	640.00	-	640.00
<b>Total</b>	<b>227,066.00</b>	<b>227,337.72</b>	<b>-</b>	<b>227,337.72</b>

### Expenses

<b>Expense</b>	<b>Amount per fees and expenses estimates (£)</b>	<b>Expense paid to date (£)</b>	<b>Anticipated further expense to closure (£)</b>	<b>Total anticipated expense (£)</b>
Statement of Affairs fee	7,500.00	7,500.00	-	7,500.00
Joint Liquidators' post appointment fees	46,550.00	40,895.00	4,001.20	44,896.20
Office holders expenses	Unknown	493.90	-	493.90
Agents/Valuers fees	Unknown	300.00	-	300.00
Legal fees	Unknown	3,212.00	-	3,212.00
Corporation tax	Unknown	57.56	-	57.56
Storage costs	50.00	421.73	183.88	605.61
Statutory advertising	338.40	423.00	-	423.00
Accountancy fees	Unknown	6,100.00	-	6,100.00
Professional fees – Clumber Consultancy	Unknown	500.00	-	500.00
Photocopying costs	200.00	2.60	2.80	5.40
DocuSoft fee	45.00	45.00	-	45.00
Postage costs	150.00	3.78	9.00	12.78
Insolv fee	185.00	185.00	-	185.00
Bank charges	Unknown	-	1.27	1.27
<b>Total</b>	<b>55,018.40</b>	<b>60,139.57</b>	<b>4,198.15</b>	<b>64,337.72</b>

### Dividend prospects

<b>Creditor class</b>	<b>Distribution / dividend paid to date</b>
Secured creditor	N/a
Preferential creditors	N/a
Unsecured creditors	£163,000 / 37.75p in the £

## Closure

All matters within the liquidation are concluded.

## **ADMINISTRATION AND PLANNING**

### Statutory information

Statutory information may be found at Appendix I.

The Joint Liquidators are required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found in Appendix III.

The Joint Liquidators have met their statutory and regulatory duties to report to creditors, as listed below. In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors have provided useful details of the strategies pursued and the outcomes anticipated.

During the Review Period, the following key documents have been issued:

- The annual progress report for the year ended 17 April 2018; and
- This final account.

### **Other administration tasks**

During the Review Period, the following material tasks in this category were carried out:

- Maintaining case files, which must include records to show and explain the liquidation and any decisions made by the Joint Liquidators that materially affect the Liquidation;
- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure the liquidation is progressing efficiently, effectively and in line with statutory requirements; and
- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments.

## **ENQUIRIES AND INVESTIGATIONS**

The Joint Liquidators carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the directors by means of questionnaires; making enquiries of the Company's accountants; reviewing information received from creditors; and collecting and examining the Company's bank statements, accounts and other records.

The directors provided the books and records and a completed questionnaire as well as a Statement of Affairs.

The information gleaned from this process enabled the Joint Liquidators to meet their statutory duty to submit a confidential report on the conduct of the directors (past and present) to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company. This initial assessment revealed matters that the Joint Liquidators considered merited further investigation, namely the review of the tax affairs of the Company prior to liquidation.

In order to undertake this work, the Company's former accountants were instructed by the Joint Liquidators. Additionally, solicitors were instructed in order to consider the merits of claims made by HM Revenue & Customs in respect of the Company's tax affairs.

I have since been advised by HM Revenue & Customs that they intend to pursue the individuals in question personally. Accordingly, no further action will be taken by the Joint Liquidators in this regard.

This work was necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

In accordance with the guidance given in SIP13, details of the Company's transactions with connected parties was disclosed at the meeting of creditors on 18 April 2017.

## **REALISATION OF ASSETS**

Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken may be found at Appendix III. The Joint Liquidators formulated and worked through a realisation strategy that sought to maximise realisations net of costs. The financial benefit of those efforts is described further below.

Attached at Appendix II, is my receipts and payments account for the Review Period together with a cumulative account from 18 April 2017, being the commencement of the Liquidation. The receipts and payments account includes details of my estimated costs to close. No further realisations are anticipated in the Liquidation.

### **Assets**

#### Office Equipment

As previously advised, all physical assets, which consisted of old desks, chairs and computers were disposed of when the Company vacated their rented property. Accordingly, no realisations were made in this respect.

#### Plant and Machinery / Motor Vehicles

As you are aware, the Company's plant & machinery/motor vehicles were bought on finance. These were appraised by our valuers, Gavels Auctioneers, who in turn confirmed that upon taking into account collection, transportation, valeting, remarketing and sale, neither vehicle would offer any equity for the Company. However, it is understood that the directors entered into separate agreement with the finance company to acquire the vehicles personally. There will be no realisations from this source.

#### Debtors

As previously advised, the directors confirmed that the Company's book debts have either been collected or written off, following the cessation of trade in July 2016. Accordingly, no realisations were made in this respect.

#### Insurance Refund

The Company received a pro-rata refund of £135 on its premium in respect of the cancellation of a Fee Protection Policy with Haines Watts.

#### Cash at Bank

Funds of £226,259.79 were remitted to the Company's bank account from Santander Bank plc and the associated pre-appointment bank accounts were closed. There will be no realisations from this source.



#### VAT Refund

As previously advised, the Company's Statement of Affairs shows a pre-appointment VAT refund due of £3,988. The Company's accountants have advised that this was refunded prior to our appointment. There will be no realisations from this source.

#### Bank Interest Gross

Bank interest amounting to £133.57 has been earned on the credit balance of the Liquidation account during the Review Period.

#### Directors Loans

The Company's accounts for the year ended 31 March 2016 showed the amount of £640 being due from the Director, interest free and repayable on demand. The sum of £640 was realised in this respect.

#### **Payments**

The majority of payments made during the Review Period relate to the Joint Liquidators' fees and disbursements, where further details can be found below, including information regarding the professional fees.

#### **CREDITORS**

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Joint Liquidators have had to carry out key tasks which are detailed in the list at Appendix III. The following sections explain the anticipated outcomes to creditors and any distributions paid.

#### Secured creditors

The Company had granted the following securities: -

Type of charge	Date created	Beneficiary
Deed of charge over credit balances	08/07/2008	Barclays Bank PLC ("Barclays")
Fixed and floating charges over all assets	12/12/2008	National Westminster Bank PLC

It is understood that Barclays and NatWest's security has been discharged in full but that a declaration of satisfaction has not been filed at Companies House. No claims have been received from either Barclays or Natwest to date.

#### Preferential creditors

*There are no preferential creditors.*

#### Unsecured creditors

HMRC was shown to be owed £355,768 on the Statement of Affairs. A claim of £426,585 has been received.

The trade and expense creditors as per the Statement of Affairs totalled £5,204. To date, claims received total £5,224.

#### **Dividend prospects**

A distribution of 37.75p in the £ was paid to unsecured creditors on 2 January 2019, representing a first and final distribution.

Where a floating charge is created after 15 September 2003 a prescribed part of the company's net property shall be made available to unsecured creditors.

The Company has not granted a floating charge to any creditor after 15 September 2003 and consequently there will be no prescribed part in this Liquidation.

## **FEES AND EXPENSES**

### Pre-Appointment Costs

The creditors authorised the fee of £7,500 plus VAT for assisting the directors in calling the relevant meetings and with preparing the Statement of Affairs on 18 April 2017. From this sum, the amount of £1,500 plus VAT was paid to A W Associates for their assistance with preparing accounts in connection with the statement of affairs.

The fee for assisting with the Statement of Affairs and meetings was paid from first realisations on appointment and is shown in the enclosed receipts and payments account.

### The Joint Liquidators' fees

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day to day administration on cases and a manager and partner then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a senior manager or partner.

The basis of the Joint Liquidators' fees was initially approved on 18 April 2017 and was since revised on 6 September 2017 in accordance with the following resolution:

"That the basis of the Joint Liquidators' fees be fixed by reference to the time properly given by the Joint Liquidators and their staff in attending to matters as set out in the fees estimate totalling £46,550, such time to be charged at the prevailing standard hourly charge our rates used by Opus Restructuring LLP at the time when the work is performed. Such remuneration to be paid out of the assets of the Company and may be drawn on account as and when funds permit."

The time costs for the period 18 April 2018 to 29 March 2019 total £14,677.50, representing 76.40 hours at an average hourly rate of £192.11. The time costs for the period are detailed at Appendix V.

The total time costs during the period of appointment amount to £42,917.50 representing 219.80 hours at an average hourly rate of £195.26 and a comparison between the original estimate and time costs to date is given at Appendix V.

The sum of £40,895.50 has been drawn on account of time costs incurred to date. However, it is estimated that further costs of £4,001.20 plus VAT will be incurred. A final payment of £4,801.44 will be drawn following the receipt of a VAT refund due to the Company.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators consider that:

- the adjusted fees estimate is unlikely to be exceeded; and
- the original expenses estimate is unlikely to be exceeded

### Disbursements

The disbursements that have been incurred and not yet paid during the period are detailed on Appendix VII. Also included in Appendix VII is a comparison of the expenses likely to be incurred in the Liquidation as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

The category 1 disbursements paid for in the Review Period total £105.90 and are detailed at Appendix II and represent the simple reimbursement of actual out of pocket payments made in relation to the assignment. I anticipate incurring further costs of £9.00 plus VAT in respect of postage, £1.27 plus VAT in respect of bank charges and £183.88 plus VAT in respect of final storage costs.

The category 2 disbursements paid for in the Review Period total £10.20 and these may include an element of overhead charges in accordance with approval given by creditors on 6 September 2017. The basis of calculation of this category of disbursement was disclosed to creditors prior to the resolution being passed and is also detailed at Appendix VII. I anticipate incurring further costs of £2.80 plus VAT in respect of photocopying.

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' together with the firm's charge-out rate and disbursement policy may be found at [www.opusllp.com](http://www.opusllp.com). A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.

#### Other professional costs

##### Legal Fees

Radcliffes LeBrasseur were instructed as legal advisors in relation to reviewing correspondence with HM Revenue & Customs in respect of purported tax schemes used by the Company which may give rise to potential payments to the Company. Their costs have been agreed on the basis of their standard hourly charge out rates, plus disbursements and VAT. Legal fees of £3,212 plus VAT were paid during the Review Period. No further costs will be incurred.

##### Accountancy Fees

AW Associates were instructed to assist us with enquiries made by HM Revenue and Customs, preparing re-stated balance sheets and providing us with additional information including SAGE reports. The sum of £2,050 plus VAT was paid during the Review Period. No further costs will be incurred.

#### **CREDITORS' RIGHTS**

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.

#### **EC REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)**

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

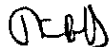
#### **GENERAL DATA PROTECTION REGULATION ("GDPR")**

GDPR requires that individuals whose data is being held be contacted and provided with information about their rights. A privacy notice is attached at Appendix VIII.

## **CONCLUSION**

The administration of the case has concluded.

If you require any further information, please contact Preena Depala at this office.



**Joanne Kim Rolls**  
**Joint Liquidator**

Joanne Kim Rolls is licensed to act as an Insolvency Practitioner in the UK by the Insolvency Practitioners Association and is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment

Trevor John Binyon is licensed to act as an Insolvency Practitioner in the UK by the Institute of Chartered Accountants in England & Wales and is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment

## **Appendix I**

### **Statutory Information**

Company Name	Orient Transport Services Limited
Former Trading Name	None
Company Number	01891165
Registered Office	Opus Restructuring LLP, Evergreen House North, Grafton Place, London NW1 2DX
Former Registered Office	Regus Building Wellington Way, Brooklands Business Park, Weybridge, Surrey, KT13 0TT
Officeholders	Joanne Kim Rolls and Trevor John Binyon
Officeholders address	Opus Restructuring LLP, Evergreen House North, Grafton Place, London, NW1 2DX
Date of appointment	18 April 2017
Changes to Officeholder	None

**ORIENT TRANSPORT SERVICES LIMITED (IN LIQUIDATION)**  
**JOINT LIQUIDATORS' ABSTRACT OF RECEIPTS & PAYMENTS**  
**FROM 18 APRIL 2018 TO 29 MARCH 2019**

Statement of Affairs (£)	As previously reported (£)	13/04/2018 to 29/03/2019 (£)	Estimated to closure (£)	Total (£)
<b>RECEIPTS</b>				
- Office Equipment	-	-	-	0.00
Uncertain Plant and Machinery / Motor Vehicles	-	-	-	0.00
- Debtors	-	-	-	0.00
- Insurance Refund	135.00	-	-	135.00
227,066.00 Cash at Bank	226,259.79	-	-	226,259.79
Uncertain VAT Refund	-	-	-	0.00
- Bank Interest Gross	169.36	133.57	-	302.93
- Directors Loans	-	640.00	-	640.00
	<u>226,564.15</u>	<u>773.57</u>	<u>-</u>	<u>227,337.72</u>
<b>PAYMENTS</b>				
Statement of Affairs Fee	(7,500.00)	-	-	(7,500.00)
Joint Liquidators' Post-Appointment Fees	(27,862.50)	(13,032.50)	(4,001.20)	(44,896.20)
Office Holders Expenses	(468.78)	(25.12)	-	(493.90)
Agents/Valuers Fees	(300.00)	-	-	(300.00)
Legal Fees	-	(3,212.00)	-	(3,212.00)
Corporation Tax	-	(57.56)	-	(57.56)
Storage Costs	(421.73)	-	(183.88)	(605.61)
Statutory Advertising	(338.40)	(84.60)	-	(423.00)
Accountancy Fees	(4,050.00)	(2,050.00)	-	(6,100.00)
Professional Fees - Clumber Consulting	(500.00)	-	-	(500.00)
Photocopying Costs	-	(2.60)	(2.80)	(5.40)
DocuSoft Fee	(45.00)	-	-	(45.00)
Postage Costs	-	(3.78)	(9.00)	(12.78)
Insolv Fee	(185.00)	-	-	(185.00)
Bank Charges	-	-	(1.27)	(1.27)
(360,972.00) Unsecured Creditors	-	(163,000.00)	-	(163,000.00)
	<u>(41,671.41)</u>	<u>(18,468.16)</u>	<u>(4,198.15)</u>	<u>(227,337.72)</u>
<b>Cash in hand</b>	<u>184,892.74</u>	<u>(17,694.59)</u>	<u>(4,198.15)</u>	<u>0.00</u>

### Appendix III

#### Detailed list of work undertaken for Orient Transport Services Limited - In Creditors' Voluntary Liquidation for the review period 18 April 2018 to 29 March 2019

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

General Description	includes
<b>Statutory and General Administration</b>	
<b>Statutory and General Administration</b>	Filing of documents to meet statutory requirements including annual receipts and payments accounts Annual corporation tax returns Quarterly VAT returns Bonding the case for the value of the assets
<b>Management and General Administration</b>	Filing of documents Periodic file reviews documenting strategy Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
<b>Bank Account Administration</b>	Preparing correspondence opening and closing accounts Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
<b>Debtors and Creditors</b>	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
<b>Records and Information</b>	Dealing with records in storage Sending job files to storage
<b>Reports</b>	Preparing annual progress report, investigation, meeting and general reports to creditors Circulating final report to creditors
<b>Finalisation</b>	Review case to ensure all matters have been finalised Draft final report Obtain clearance to close case from HMRC together with submitting final tax return Obtain final accounts from agents and others instructed Convene and hold final meetings File documents with Registrar of Companies
<b>Realisation of Assets</b>	
<b>Debtors</b>	Correspondence with Director regarding the overdrawn director's loan account
<b>Creditors and Distribution</b>	
<b>General Administration</b>	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
<b>The Administration of the POD</b>	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication
<b>The Distribution of the Assets</b>	Preparation of correspondence to creditors advising of intention to declare distribution Advertisement of notice of proposed distribution Preparation of distribution calculation Preparation of correspondence to creditors announcing declaration of distribution Preparation of cheques/BACS to pay distribution Preparation of correspondence to creditors enclosing payment of distribution

## Opus Restructuring LLP

### Information relating to Opus Restructuring LLP's Fees and Expenses

#### Explanation of Opus Restructuring LLP's charging and disbursement recovery policies

##### Time recording

Work undertaken on cases is recorded in 6 minute units in an electronic time recording system. Time properly incurred on cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. The current hourly charge-out rates are:

	Rate since 9.1.2013 £
Partner	325
Senior Manager / Director	275 - 300
Assistant Manager / Manager	200 - 250
Junior Administrator / Administrator / Senior Administrator	100 – 175
Cashier	125
Support Staff	75

##### Disbursement recovery

Disbursements are categorised as either Category 1 or 2 Category 2.

Category 1 disbursements will generally comprise of external supplies of incidental services specifically identifiable to the case. Where these have initially been paid by Opus Restructuring LLP and then recharged to the case, approval from creditors is not required. The amount recharged is the exact amount incurred.

Examples of Category 1 disbursements include postage, case advertising, specific bond insurance, company search fees, invoiced travel and properly reimbursed expenses incurred by personnel in connection with the case, (including business mileage up to the HMRC approved rate for cases commenced before 1 November 2011.) Also included will be services specific to the case where these cannot practically be provided internally such as printing, room hire and document storage.

Category 2 disbursements include elements of shared or allocated costs incurred by Opus Restructuring LLP and are 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, subject to the basis of the disbursement charge being approved by creditors in advance. Examples of Category 2 disbursements are photocopying, all business mileage (for cases commencing on or after 1 November 2011), internal room hire and internal storage.

The current levels of Category 2 disbursements recovered by Opus Restructuring LLP are as follows:

	£
Room Hire (for internal room hire outside of London and London)	100 / 150
Virtual Meetings	100
Photocopying/scanning/faxes (internal)	10p per side
Business mileage per mile	45p
Smartsearch per search – UK based	5
Smartsearch per search – rest of world	49.50 - 187
File set-up cost (per file)	6
Company Searches (downloading and printing documents)	10

The costs recharged are based upon the actual cost of the materials used or the costs which would have been incurred if that service had been sourced externally.



## Appendix V

### Joint Liquidators' Remuneration Schedule Orient Transport Services Limited Between 18 April 2018 and 29 March 2019

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	2.30	11.10	32.60	12.30	58.30	10,775.00	184.82
Investigations	0.50	2.40	0.00	0.00	2.90	822.50	283.62
Realisation of Assets	0.00	0.00	1.70	0.00	1.70	297.50	175.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	2.00	1.20	10.30	0.00	13.50	2,782.50	206.11
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Forensics	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total hours</b>	<b>4.80</b>	<b>14.70</b>	<b>44.60</b>	<b>12.30</b>	<b>76.40</b>		
<b>Time costs</b>	<b>1,560.00</b>	<b>4,042.50</b>	<b>7,802.50</b>	<b>1,272.50</b>		<b>14,677.50</b>	
<b>Average hourly rate</b>	<b>325.00</b>	<b>275.00</b>	<b>174.94</b>	<b>103.46</b>			<b>192.11</b>

Description	Total Incurred £	Total Recovered £
CAT 1 Document Storage	8.00	8.00
CAT 2 Photocopying	12.30	10.20
CAT 1 Postage	20.50	13.30
CAT 1 Bank charges	1.27	0.00
<b>Totals</b>	<b>42.07</b>	<b>31.50</b>

#### Summary of Fees

Time spent in administering the Assignment	Hours	76.40
Total value of time spent to 29 March 2019	£	14,677.50
Total Joint Liquidators' fees charged to 29 March 2019	£	40,895.00

## Appendix V

### Joint Liquidators' Remuneration Schedule Orient Transport Services Limited Between 18 April 2017 and 29 March 2019

Classification of work function	Partner/Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	5.50	17.00	63.30	29.10	114.90	20,412.50	177.65
Investigations	9.10	19.80	50.10	0.00	79.00	17,170.00	217.34
Realisation of Assets	0.50	0.00	8.10	0.00	8.60	1,580.00	183.72
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	3.70	1.90	11.70	0.00	17.30	3,755.00	217.05
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Forensics	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total hours</b>	<b>18.80</b>	<b>38.70</b>	<b>133.20</b>	<b>29.10</b>	<b>219.80</b>		
<b>Time costs</b>	<b>6,110.00</b>	<b>10,570.00</b>	<b>23,280.00</b>	<b>2,957.50</b>		<b>42,917.50</b>	
<b>Average hourly rate</b>	<b>325.00</b>	<b>273.13</b>	<b>174.77</b>	<b>101.63</b>			<b>195.26</b>

Description	Total Incurred £	Total Recovered £
CAT 1 Document Storage	8.00	8.00
CAT 1 Bonding	240.00	240.00
CAT 2 Photocopying	55.20	53.10
CAT 1 Postage	54.95	47.75
CAT 1 Bank charges	1.80	0.53
CAT 2 Meeting Room	150.00	150.00
<b>Totals</b>	<b>509.95</b>	<b>499.38</b>

#### Summary of Fees

Time spent in administering the Assignment	Hours	219.80
Total value of time spent to 29 March 2019	£	42,917.50
Total Joint Liquidators' fees charged to 29 March 2019	£	40,895.00

Appendix VI

Time costs summary for period, cumulative & comparison with estimate for Orient Transport Services Limited – In Creditors' Voluntary Liquidation

Work category	Original cost estimate			Actual time costs incurred during the Review Period			Total time costs incurred to date		
	Number of hours	Blended hourly rate £ per hour	Total fees £	Number of hours	Average hourly rate £ per hour	Total time costs £	Number of hours	Average hourly rate £ per hour	Total time costs £
Administration (including company secretary)	75.00	195.00	14,625.00	58.30	184.82	10,775	114.90	177.65	20,412.50
Realisation of assets	9.00	208.33	1,875.00	1.70	175	297.50	8.60	183.72	1,580
Provision of information	20.00	201.25	4,025.00	13.50	206.11	2,782.50	17.30	217.05	3,755
Investigations	124.50	209.04	26,025.00	2.90	283.62	822.50	79.00	217.34	17,170
<b>Total</b>	<b>228.50</b>	<b>203.72</b>	<b>46,550.00</b>	<b>76.40</b>	<b>192.11</b>	<b>14,677.50</b>	<b>219.80</b>	<b>195.26</b>	<b>42,917.50</b>

## Appendix VII

### Expenses summary for period, cumulative & comparison with estimate for Orient Transport Services Limited - in Creditors' Voluntary Liquidation

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

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Anticipated further expense to closure £	Actual expenses incurred to date £	Reason for any excess if the expenses are likely to, or have, exceeded the original estimate)
<b>Category: Expenses</b>					
Advisors	N/a	3,212.00	-	3,212.00	
Agents' remuneration	N/a	-	-	300.00	
Administrative	N/a	-	-	500.00	Unknown pensions
Advertising	Unknown	2,050.00	-	6,100.00	
Banking	338.40	84.60	-	423.00	
Business Rates	45.00	-	-	45.00	
Carriage	120.00	-	-	240.00	
Communications	12.00	-	-	-	
Computer Software	50.00	8.00	183.88	613.61	More than anticipated records & delivery
Conveyancing	150.00	-	-	150.00	
Costs of	150.00	13.30	9.00	22.30	
Debtors' claims	185.00	-	-	185.00	
Disbursements	-	-	1.27	1.27	
<b>Category: Securities</b>					
Financial fees	12.00	-	-	-	
Professional fees related to creditors	200.00	10.20	2.80	13.00	

## Privacy Notice

The following information is provided to comply with the requirements of the General Data Protection Regulation.

*This privacy statement describes why and how we collect and use personal data and provides information about individuals' rights. It applies to personal data provided to us, both by individuals themselves or by others. We may use personal data provided to us for any of the purposes described in this privacy statement or as otherwise stated at the point of collection.*

<b>Identity and contact details of the controller and where applicable, the controller's representative and the data protection officer</b>	<p>Where an insolvency practitioner of Opus Restructuring LLP is not appointed as office holder, the data controller is either the company/individual on whose instructions Opus Restructuring LLP is acting or it is Opus Restructuring LLP. The contact details of Opus Restructuring LLP are: Opus Restructuring LLP, Evergreen House North, Grafton Place, London, NW1 2DX, 020 7268 3333, info@opusllp.com.</p> <p>Where an insolvency practitioner of Opus Restructuring LLP is appointed as office holder and the data processing is carried out as part of their statutory duties, the office holder(s) is/are the data controllers. The Insolvency practitioner(s) can be contacted at: Opus Restructuring LLP, Evergreen House North, Grafton Place, London, NW1 2DX, 020 7268 3333, info@opusllp.com.</p>
<b>How we use your personal information</b>	<p>The purpose for which personal information is processed may include any or all of the following:</p> <ul style="list-style-type: none"> <li>• deliver services and meet legal responsibilities</li> <li>• verify identity where this is required</li> <li>• communication by post, email or telephone</li> <li>• understand needs and how they may be met</li> <li>• maintain records</li> <li>• process financial transactions</li> <li>• prevent and detect crime, fraud or corruption</li> <li>• may also need to use data to defend or take legal actions related to the above</li> </ul>
<b>Lawful basis for the processing</b>	<p>Most processing is carried out to comply with our legal obligations under statute and other regulatory obligations related to the insolvency process. We also believe our processing is for the legitimate interests of all stakeholders in the insolvency process, as they are entitled to be kept informed and may wish to engagement in the insolvency process. Where Opus Restructuring LLP has engaged with a client to perform a service, we will be required to process data to provide the service in accordance with the contractual terms.</p>
<b>What personal information we hold</b>	<p>The categories are: contact details, financial information and location. In rare cases, we may hold some special category data, e.g. trade union membership or information about individual's health, which will be necessary to administer the insolvency process in line with our legal obligations.</p>
<b>Who we share our data</b>	<p>Personal data held by us may be transferred to:</p>

with	<p><b>Other offices</b> Details of our member firm/other office locations are available here <a href="http://www.opusllp.com">www.opusllp.com</a>. We may share personal data with other member firms/other offices where necessary for administrative purposes and to provide professional services to our clients.</p> <p><b>Third party organisations that provide applications/functionality, data processing or IT services to us</b> We use third parties to support us in providing our services and to help provide, run and manage our internal IT systems. For example, providers of information technology, cloud based software as a service providers, identity management, website hosting and management, data analysis, data back-up, security and storage services. The servers powering and facilitating that cloud infrastructure are located in secure data centres around the world, and personal data may be stored in any one of them.</p> <p><b>Third party organisations that otherwise assist us in providing goods, services or information</b></p> <p><b>Auditors and other professional advisers</b></p> <p><b>Law enforcement or other government and regulatory agencies or to other third parties as required by, and in accordance with, applicable law or regulation</b> Occasionally, we may receive requests from third parties with authority to obtain disclosure of personal data, such as to check that we are complying with applicable law and regulation, to investigate an alleged crime, to establish, exercise or defend legal rights. We will only fulfil requests for personal data where we are permitted to do so in accordance with applicable law or regulation.</p>
<b>How long we retain your personal information</b>	<p>We retain personal data for as long as is necessary to achieve the purpose listed above and for any other permissible related purpose. For example, we retain most records until the time limit for claims arising from the activities has expired or otherwise to comply with statutory or regulatory requirements regarding the retention of such records.</p>
<b>Your rights</b>	<p>The GDPR provides the following rights for individuals:</p> <p><b>Right to inform</b> This privacy notice meets our requirement to inform you of our processing of your data.</p> <p><b>Access to personal data</b> You have a right of access to personal data held by us as a data controller. This right may be exercised by contacting us at: Opus Restructuring LLP, Evergreen House North, Grafton Place, London, NW1 2DX, 020 7268 3333, <a href="mailto:info@opusllp.com">info@opusllp.com</a>. We will aim to respond to any requests for information promptly, and in any event within one month.</p> <p><b>Amendment of personal data</b> To update personal data submitted to us, you may email us at <a href="mailto:info@opusllp.com">info@opusllp.com</a> or, where appropriate, contact us via the relevant</p>

	<p>website registration page or by amending the personal details held on relevant applications with which you registered.</p> <p>Rights that do not apply in these particular circumstances Not all of the rights under the GDPR are available as one of the reasons we are holding your data is on the basis of it being a legal obligation and therefore the right to erasure, data portability and to object do not apply.</p>
<b>Right to withdraw consent</b>	The data received was not based upon obtaining consent and therefore the right to withdraw consent does not apply.
<b>Changes to our privacy statement</b>	<p>We keep this privacy statement under regular review and will place any updates on our website. Paper copies of the privacy statement may also be obtained by writing to us at Opus Restructuring LLP, Opus Restructuring LLP, Evergreen House North, Grafton Place, London, NW1 2DX.</p> <p>This privacy statement was last updated on 1 May 2018.</p>
<b>Complaints</b>	<p>Should you want to complain about our use of personal data, please contact us at Opus Restructuring LLP, Opus Restructuring LLP, Evergreen House North, Grafton Place, London, NW1 2DX.</p> <p>You also have the right to lodge a complaint with the Information Commissioner's Office ("ICO") (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the <a href="#">ICO website</a>.</p>
<b>Who provided the personal data</b>	The personal data we have used to contact you was provided by the company/individual (or persons acting on their behalf) on whose instructions we are acting or in relation to which our insolvency practitioner has been appointed. We also access information from the Registrar of Companies and other similar public-access data providers.