

LIQ03

Notice of progress report in voluntary winding up



Companies House

WEDNESDAY



A92IROZ4

A12

08/04/2020

#7

COMPANIES HOUSE

1 Company details

Company number 01992531
Company name in full Intime Fire & Security Limited

→ Filling in this form
Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Lisa Jane
Surname Hogg

3 Liquidator's address

Building name/number The Manor House
Street 260 Ecclesall Road South
Post town Sheffield
County/Region
Postcode S11 9PS
Country

4 Liquidator's name

Full forename(s) Robert Neil
Surname Dymond

① Other liquidator
Use this section to tell us about
another liquidator.

5 Liquidator's address

Building name/number The Manor House
Street 260 Ecclesall Road South
Post town Sheffield
County/Region
Postcode S11 9PS
Country

② Other liquidator
Use this section to tell us about
another liquidator.



LIQ03

Notice of progress report in voluntary winding up

6 Period of progress report

From date	^d 1	^d 1	^m 0	^m 2	^y 2	^y 0	^y 1	^y 9
To date	^d 1	^d 0	^m 0	^m 2	^y 2	^y 0	^y 2	^y 0

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d 0	^d 6	^m 0	^m 4	^y 2	^y 0	^y 2	^y 0
-------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------

LIQ03

Notice of progress report in voluntary winding up

**Presenter information**

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **Blair Lomax**

Company name **Wilson Field Limited**

Address **The Manor House**

260 Ecclesall Road South

Post town **Sheffield**

County/Region

Postcode **S 1 1 9 P S**

Country

DX

Telephone **01142356780**

**Checklist**

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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

**Important information**

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

**Where to send**

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

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

**Further information**

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse



**Intime Fire & Security Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £	From 11/02/2019 To 10/02/2020 £	From 11/02/2016 To 10/02/2020 £
ASSET REALISATIONS		
Bank interest gross	0.34	0.47
Bank Interest Net of Tax	NIL	0.02
Funds from Administration Estate	NIL	49.86
Refund of management fees	NIL	109.56
VAT from ADM to be reclaimed in CVL	NIL	110.00
	0.34	269.91
COST OF REALISATIONS		
Accountancy Fees	NIL	NIL
Land Registry Fees	18.00	40.00
Legal Fees	NIL	20.83
Specific Bond	NIL	10.00
Statutory Advertising	NIL	83.53
VC Document Management	NIL	22.51
	(18.00)	(176.87)
	(17.66)	93.04
REPRESENTED BY		
Bank 1 Current		84.36
Vat Control Account		6.99
Vat Receivable		1.69
		93.04



Lisa Jane Hogg
Joint Liquidator

Joint Liquidators' annual progress report to members and creditors

**Intime Fire & Security Limited (“the Company”) – in
Liquidation**

6 April 2020



CONTENTS

- 1** Introduction and statutory information
- 2** Receipts & payments
- 3** Progress of the Liquidation
- 4** Creditors
- 5** Joint Liquidators' remuneration
- 6** Creditors' rights
- 7** Next report

APPENDICES

- A** Receipts and payments account ("R&P") for the period covering 11 February 2019 to 10 February 2020 ("the Period"), including a cumulative R&P for the period from the date of the Joint Liquidators' appointment to the end of the Period, being 11 February 2016 to 10 February 2020
- B** Time analysis for the Period
- C** Cumulative time analysis for the period from the date of the Joint Liquidators' appointment to the end of the Period, being 11 February 2016 to 10 February 2020
- D** Additional information in relation to the Joint Liquidators' fees, expenses & disbursements

1 Introduction and statutory information

- 1.1 Creditors may recall that the Company was previously in Administration and exited via Creditors' Voluntary Liquidation ("CVL").
- 1.2 Lisa Jane Hogg of Wilson Field Limited ("Wilson Field") and Joanne Wright, formally of Wilson Field, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS were appointed as Joint Liquidators of the Company on 11 February 2016.
- 1.3 By Order of the High court dated 2 March 2017, Joanne Wright, by consent, was removed as Joint Liquidator and Robert Neil Dymond was appointed as Joint Liquidator of the Company with effect from the same date.
- 1.4 The principal trading address of the Company was Nimax House, 20 Ullswater Crescent, Coulsdon, CR5 2HR ("Nimax House"). In the preceding Administration, upon the Joint Administrators' appointment, the registered office of the Company was changed from Nimax House to c/o Wilson Field, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS. Its registered number is 01992531.
- 1.5 This progress report covers the Period and should be read in conjunction with any previous progress reports which have been issued.
- 1.6 Information about the way that Wilson Field will use and store personal data on insolvency appointments can be found at <https://www.wilsonfield.co.uk/not-so-small-print>. If you are unable to download this, please contact my office and a hard copy will be provided to you.

2 Receipts and payments

- 2.1 At Appendix A is a R&P covering the Period, which also includes a cumulative R&P for the period following the Joint Liquidators' appointment to the end of the Period, being 11 February 2016 to 10 February 2020.
- 2.2 In Section 3 below, you will find an update on the progress made during the Period in realising the Company's assets and dealing with its affairs. However, the Joint Liquidators would advise that during the Period, the only realisations achieved relates to bank interest of 34p.

3 Progress of the Liquidation

- 3.1 This section of the report provides creditors with an update on the progress made in the Liquidation during the Period and an explanation of the work done by the Joint Liquidators and their staff.
- 3.2 A detailed narrative of the work carried out during the Period is provided below.
- 3.3 Attached at Appendix B is a time analysis outlining the time spent by the Joint Liquidators and their staff during the Period, together with a cumulative time analysis for the period covering their appointment to the end of the Period, being 11 February 2016 to 10 February 2020, at Appendix C.

Administration (including statutory compliance & reporting)

- 3.4 An office holder must comply with certain statutory obligations under the Insolvency Act 1986 ("the Act") and other related legislation. Details about the work the Joint Liquidators anticipated would need to be done in this area was outlined to creditors in their initial fee estimate/information.



- 3.5 Where the costs of statutory compliance work or reporting to creditors exceeds the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Liquidators.
- 3.6 As noted in the Joint Liquidators initial fee estimate/information, this work will not necessarily bring any financial benefit to creditors, but is required on every case by statute.

Realisation of assets

- 3.7 As noted earlier, during the Period, bank interest of 34p has accrued on funds held.
- 3.8 No other realisations have been achieved during the Period.
- 3.9 The work undertaken by the Joint Liquidators and their staff to date in realising the Company's assets has been necessary in order to maximise the likelihood of a return to creditors being made. Where assets remain to be realised, these will be dealt with as the Liquidation progresses and further updates will be provided to creditors in the Joint Liquidators' progress reports.

Creditors (including claims and distributions)

- 3.10 Further information on the anticipated outcome for creditors in this case can be found at section 4 of this report. The Joint Liquidators are not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.
- 3.11 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service ("RPS") following dismissal.
- 3.12 The above work will not necessarily bring any financial benefit to creditors generally, however the Joint Liquidators are required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Liquidators in dealing with those claims.

Investigations

- 3.13 You may recall from the Joint Liquidators' first progress report to creditors that some of the work they are required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 ("CDDA 1986") and Statement of Insolvency Practice 2 – investigations by Office Holders in Administration and insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Joint Liquidators can pursue for the benefit of creditors.
- 3.14 The Joint Liquidators' report on the conduct of the directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986 was submitted during the first year of the Liquidation and is confidential.
- 3.15 As creditors may recall, numerous issues were identified which required further investigation – including potential misappropriation of Company monies. The Joint Liquidators would confirm that during the Period, they have reviewed the matters identified, in addition to the books and records held in this particular matter, in order to assist them, and have undertaken work in order

to establish the various aspects of their claim against each director for the directors' respective periods in office. The Joint Liquidators have raised queries with the beneficiaries of numerous payments and are currently discussing matters with their instructed solicitor. Furthermore, upon reviewing the directors' financial circumstances, the Joint Liquidators undertook extensive investigations into the directors' current whereabouts as the residential details held on file were out of date – the Joint Liquidators and the solicitors instructed a tracing agent to assist in this process.

- 3.16 Creditors may be interested to know that the transactions being queried are in excess of £1m.
- 3.17 Creditors shall be updated as to the Joint Liquidators' progress with regards to the investigatory matters in due course.

Matters still to be dealt with

- 3.18 As noted above, the Joint Liquidators' investigations remain ongoing. Such matters need to be concluded before the Liquidation can be brought to a close.

4 Creditors

Secured creditors

- 4.1 As creditors may recall, historically, the Company operated a factoring facility with Bibby Financial Services Limited ("Bibby"). In order to secure Bibby's lending, the Company granted a floating charge to Bibby on 30 November 2011. However, as detailed in prior correspondence, Bibby were repaid in full (under the fixed element of their charge) in the preceding Administration. The charge was subsequently listed as satisfied at Companies House on 30 May 2015.
- 4.2 There are no other secured creditors in this matter.

Preferential creditors

- 4.3 A summary of preferential claims is detailed below.

Employee claims (Total number of claims = 8)	2,234.53	Uncertain	No dividend paid to date
RPS	10,426.22	Uncertain	No dividend paid to date

Unsecured creditors

- 4.4 The Joint Liquidators have received claims totalling £446,631 from 30 creditors, meaning they are yet to receive claims from 42 creditors whose debts total £187,178 as per the Company's statement of affairs.
- 4.5 As noted above, the Company's sole secured creditor, Bibby, were repaid in the proceeding Administration of the Company under the fixed charge element of their security. As such, there are no creditors holding outstanding floating charges. There is therefore no requirement to create a fund out of the Company's floating charge property for unsecured creditors (known as the Prescribed Part) as all asset realisations will be for the benefit of unsecured creditors, subject to the expenses of the Liquidation.

- 4.6 There are currently insufficient funds realisations to pay a dividend to unsecured creditors. However, it should be noted that this position may alter depending on the outcome of the Joint Liquidators' investigations and any successful recoveries as a result of the same.

5 Joint Liquidators' remuneration

- 5.1 The Company's creditors approved that the basis of the Joint Liquidators' remuneration be fixed by reference to the time properly spent by them and their staff in managing the Liquidation. The Joint Liquidators' fee estimate/information was originally provided to creditors when the basis of their remuneration was approved and was based on information available to them at that time.

- 5.2 A copy of the Joint Liquidators' approved fees estimate is reproduced below:

Administration (inc statutory compliance & reporting)	59.67	328.97	19,629.52
Case specific matters (where applicable)	0.27	300.00	81.00
Creditors (claims & distributions)	28.32	340.92	9,654.86
Investigations	69.28	371.74	25,754.45
Realisation of assets	26.10	359.72	9,388.67
Trading (where applicable)	0.00	0.00	0.00

- 5.3 The Joint Liquidators' time costs for the Period total £12,980 which represents 41 hours at an average rate of £314 per hour. Attached as Appendix B is a time analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by the Joint Liquidators and their staff in managing the Liquidation.
- 5.4 Also attached as Appendix C is a cumulative time analysis for the period from 11 February 2016 to the end of the Period which provides details of the Joint Liquidators' time costs during the same. The cumulative time costs incurred total £40,413 which represents 133 hours at an average rate of £303 per hour. To date, disbursements of £177 been drawn on account.
- 5.5 At the date of this report, the Joint Liquidators would confirm that their estimate for the Liquidation remains unchanged. This is because the Joint Liquidators consider their estimate to be sufficient.
- 5.6 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from <https://www.icaew.com/en/technical/insolvency/understanding-business-restructuring-and-insolvency/creditors-guides>
- 5.7 Attached as Appendix D is additional information in relation to the Joint Liquidators' fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.

6 Creditors' rights

- 6.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that

the Joint Liquidators provide further information about their remuneration or expenses which have been itemised in this progress report.

- 6.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Joint Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Joint Liquidators, as set out in this progress report, are excessive.

7 Next report

- 7.1 The Joint Liquidators are required to provide a further report on the progress of the Liquidation within two months of the next anniversary of the Liquidation, unless they have concluded matters prior to this, in which case they shall deliver to all members and creditors a copy of their final account.
- 7.2 If you have any queries in relation to the contents of this report, Blair Lomax can be contacted by telephone on 0114 235 6780 or by email at b.lomax@wilsonfield.co.uk.

Yours faithfully



L J Hogg
Joint Liquidator



Appendix A

R&P for the Period, including a cumulative R&P for the period from the date of the Joint Liquidators' appointment to the end of the Period, being 11 February 2016 to 10 February 2020

**Intime Fire & Security Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £	From 11/02/2019 To 10/02/2020 £	From 11/02/2016 To 10/02/2020 £
ASSET REALISATIONS		
Bank interest gross	0.34	0.47
Bank Interest Net of Tax	NIL	0.02
Funds from Administration Estate	NIL	49.86
Refund of management fees	NIL	109.56
VAT from ADM to be reclaimed in CVL	NIL	110.00
	0.34	269.91
COST OF REALISATIONS		
Accountancy Fees	NIL	NIL
Land Registry Fees	18.00	40.00
Legal Fees	NIL	20.83
Specific Bond	NIL	10.00
Statutory Advertising	NIL	83.53
VC Document Management	NIL	22.51
	(18.00)	(176.87)
	(17.66)	93.04
REPRESENTED BY		
Bank 1 Current		84.36
Vat Control Account		6.99
Vat Receivable		1.69
		93.04



Lisa Jane Hogg
Joint Liquidator



Time Entry - Detailed SIP9 Time & Cost Summary

INTI02C - Intime Fire & Security Limited
From: 11/02/2019 To: 10/02/2020
Project Code: POST

Classification of Work Function	Directors & IP's	Managers	Administrators	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADCA : Cashiering	0.00	1.30	0.40	0.00	1.70	678.00	398.82
ADCR : Case Reviews	0.60	0.00	0.70	0.00	1.30	514.00	395.38
ADGA : File Maintenance	0.50	0.00	0.20	0.10	0.80	342.00	427.50
ADSC : Statutory and Compliance	1.20	0.00	5.80	0.80	7.80	2,306.50	296.58
Admin and Planning	2.30	1.30	7.10	0.90	11.60	3,839.50	330.99
CRCL : Creditors Claims	0.00	0.00	0.00	0.20	0.20	26.00	130.00
CRCD : Communications with Creditors	0.00	0.00	0.00	0.50	0.50	65.00	130.00
CRTV : Tax and VAT	0.20	0.00	0.00	0.00	0.20	100.00	500.00
Creditors	0.20	0.00	0.00	0.70	0.90	191.00	212.22
INAT : Antecedent Transactions	1.80	0.00	8.30	0.00	10.10	3,228.50	319.65
INRE : Investigation and Review	0.90	0.00	17.90	0.00	18.80	5,720.50	304.28
Investigations	2.70	0.00	26.20	0.00	28.90	8,949.00	308.65
Total Hours	5.20	1.30	33.30	1.60	41.40	12,979.50	313.61



Appendix C

Cumulative time analysis for the period from the date of the Joint Liquidators' appointment to the end of the Period, being 11 February 2016 to 10 February 2020

Time Entry - Detailed SIP9 Time & Cost Summary

INT102C - Intime Fire & Security Limited
From: 11/02/2016 To: 10/02/2020
Project Code: POST

Classification of Work Function	Directors & IP's	Managers	Administrators	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
ADCA : Cashiering	0.90	3.30	0.70	5.70	10.60	2,970.50	280.24
ADCR : Case Reviews	3.40	0.80	9.50	0.00	13.70	4,608.00	336.35
ADDI : Directors/Client	0.00	0.00	0.20	0.00	0.20	48.00	240.00
ADGA : File Maintenance	5.30	0.20	1.30	4.30	11.10	3,680.00	331.53
ADSC : Statutory and Compliance	6.40	0.40	17.20	1.80	25.80	8,026.00	311.09
ADSO : Strategic Overview	0.00	0.50	0.00	0.30	0.80	236.50	295.63
Admin and Planning	16.00	5.20	28.90	12.10	62.20	19,569.00	314.61
CRCL Creditors Claims	0.00	0.00	0.60	0.30	0.90	183.00	203.33
CRCO : Communications with Creditors	0.50	0.00	2.00	2.50	5.00	1,055.00	211.00
CREM : Employees	0.30	0.00	0.00	0.00	0.30	150.00	500.00
CRTV : Tax and VAT	2.00	0.00	1.10	5.10	8.20	2,474.50	301.77
Creditors	2.80	0.00	3.70	7.90	14.40	3,882.50	268.23
INAT Antecedent Transactions	1.80	0.30	9.30	0.00	11.40	3,602.50	316.01
INDR : CDDA Report	0.20	0.00	0.00	0.00	0.20	100.00	500.00
INRE : Investigation and Review	5.40	0.00	29.80	5.40	40.60	11,721.50	288.71
Investigations	7.40	0.30	38.10	5.40	52.20	15,424.00	295.48
REDC : Debt Collection	0.20	0.00	0.00	0.00	0.20	100.00	500.00
REIS : Identifying Securing and Insuring	0.90	0.00	0.80	1.30	3.00	971.50	323.83
REPS : Property, Business and Asset Sales	0.70	0.00	0.50	0.00	1.20	485.50	404.58
Realisation of Assets	1.80	0.00	1.30	1.30	4.40	1,557.00	353.86
Total Hours	28.00	5.50	73.00	26.70	133.20	40,412.50	303.40



Appendix D

Additional information in relation to the Joint Liquidators' fees, expenses & disbursements

1 Staff allocation and the use of sub-contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of an IP/Director, Assistant Manager, Senior Administrator and/or Administrator and Secretarial and/or Support staff. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and additional staff may be allocated to meet the demands of the case.
- 1.3 We are not proposing to utilise the services of any sub-contractors in this case.

2 Professional advisors

- 2.1 On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

MD Law (legal advice)	Hourly rate and disbursements

- 2.2 Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

3 Joint Liquidators' expenses & disbursements

- 3.1 The estimate of expenses (including disbursements) which were anticipated at the outset of the Liquidation was provided to creditors when the basis of my fees were approved, is included in the table below, together with an analysis of the expenses paid prior to the end of the Period, and those incurred but not yet paid is provided below. Any material differences from the original estimate are commented on overleaf.

Bond ¹	N/A	10.00	0.00	0.00	10.00
Post-appointment advertisements	144.50	83.53	0.00	0.00	83.53
Postage, stationery, photocopying etc	1,440.00	0.00	0.00	0.00	0.00
Legal Fees	10,000.00	20.83	0.00	7,828.00	7,848.83
Land Registry Fees	40.00	22.00	18.00	0.00	40.00
VC document management fee ²	N/A	22.51	0.00	0.00	22.51
Joint Administrators' outstanding remuneration	50,103.00	0.00	0.00	50,103.45	50,103.45
Insolvency software fee	150.00	0.00	0.00	0.00	0.00
Document upload charge	150.00	0.00	0.00	0.00	0.00
Mileage ³	N/A	0.00	0.00	1.80	1.80

- 1) The Joint Liquidators failed to account for their specific penalty bond in their initial expenses estimate, hence this sum being greater than anticipated.
- 2) In August 2016, a number of months after their appointment as Joint Liquidators, Wilson Field implemented a 'Virtual Cabinet' system – said system was not in place upon the Joint Liquidators' preparing their initial fee estimate, hence this particular disbursement not being anticipated.
- 3) The Joint Liquidators failed to account for any case related mileage in their initial expenses estimate, hence this sum being greater than anticipated.

3.2 Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. These disbursements are included in the tables of expenses above.

3.3 Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Details of Category 2 disbursements charged by this firm (where appropriate) were provided at the time the Liquidators' fees were approved by creditors. Any Category 2 disbursements incurred are specifically highlighted in the tables of expenses above.

3.4 Wilson Field have reviewed their disbursement policy as a firm and from 1 September 2017 will no longer charge postage, stationery and photocopying, an insolvency software fee, a document management fee, and search fees as a Category 2 disbursement and will only seek to recover the actual cost incurred.

4 Charge-out rates

WILSON FIELD LIMITED CHARGE OUT RATES AND DISBURSEMENT POLICY

In accordance with Statement of Insolvency Practice 9 ("SIP 9") covering fees and disbursements, we are required to disclose to you our policy for recovering non-specific disbursements, and the charge out rates for the various grades of staff who may be involved in this case.

Remuneration

The office holder(s) will seek approval from creditors to draw remuneration on a time cost basis, in accordance with the rates detailed below.

Grade	Hourly charge out rate (£)		
	01/11/2017 ~ 30/06/2018	01/07/2018 – 05/03/2020	06/03/2020 onwards
Director/Insolvency Practitioner	500	500	500
Manager	400	400	395
Assistant Manager	395	N/a	N/a
Team Leader	390	390	N/a
Senior Administrator	330	395	300
Administrator (1-5 years' experience)	230-300	230 - 300	240-270
Trainee Administrator	180	180	180
Assistant & Support staff	130	130	130 - 235

All time is recorded in 6 minute units.

Category 1 Disbursements

In accordance with SIP 9, these do not require the approval of creditors and 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 advertising, insurance, travel expenses etc.

Category 2 Disbursements

In accordance with SIP 9, these require the prior approval of creditors.

Category 2 disbursements are charged in accordance with the liquidator's prevailing recovery policy at the time the disbursement is incurred. The rates applicable from 1 July 2018 are detailed below:

Disbursement	Charge	Period charged
Document Upload Centre charge	£150 for life of case	On appointment
Room Hire where held at a Wilson Field office	£100 per meeting	On appointment
Mileage	45p per mile	On appointment (where appropriate)
Storage of books and records	£80 per box per year	Once records are logged and then annually

In common with all professional firms, our charge out and disbursements rates increase from time to time. We reserve the right to change the rates without prior notice to you. Any change will be reported in the next statutory report to creditors.

