

LIQ03

Notice of progress report in voluntary winding up



Companies House

WEDNESDAY



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A22

24/01/2018

#329

COMPANIES HOUSE

1 Company details

Company number 0 1 9 9 2 5 4 6

Company name in full Autoclave & Industrial Controls Limited

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

2 Liquidator's name

Full forename(s) David Patrick

Surname Meany

3 Liquidator's address

Building name/number The Old Town Hall

Street 71 Christchurch Road

Post town Ringwood

County/Region

Postcode B H 2 4 1 D H

Country

4 Liquidator's name ①

Full forename(s)

Surname

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

5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode

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 2	^d 3	^m 1	^m 1	^y 2	^y 0	^y 1	^y 6
To date	^d 2	^d 2	^m 1	^m 1	^y 2	^y 0	^y 1	^y 7

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X  X

Signature date	^d 2	^d 2	^m 0	^m 1	^y 2	^y 0	^y 1	^y 8
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LIQ03

Notice of progress report in voluntary winding up

**Presenter information**

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

Contact name	David Patrick Meany
Company name	Ashtons Business Recovery Ltd
Address	The Old Town Hall 71 Christchurch Road
Post town	Ringwood
County/Region	
Postcode	B H 2 4 1 D H
Country	
DX	
Telephone	01202 970430

**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

Autoclave & Industrial Controls Limited
(In Liquidation)
's Trading Account

Statement of Affairs £	From 23/11/2016 To 22/11/2017 £	From 23/11/2016 To 22/11/2017 £
TRADING EXPENDITURE		
TRADING COSTS	6,928.08	6,928.08
	(6,928.08)	(6,928.08)
TRADING SURPLUS/(DEFICIT)	(6,928.08)	(6,928.08)

Autoclave & Industrial Controls Limited
(In Liquidation)
's Summary of Receipts & Payments

Statement of Affairs £		From 23/11/2016 To 22/11/2017 £	From 23/11/2016 To 22/11/2017 £
	GENERAL FIXED CHARGE		
50,000.00	Goodwill & IPR (Control Division)	50,000.00	50,000.00
1.00	Goodwill (Custom Coatings)	1.00	1.00
	Agent's Fees - Fixed Charge	(2,500.00)	(2,500.00)
	Liquidator's Fees - Fixed Charge	(2,500.05)	(2,500.05)
	Legal Fees - Fixed Charge	(5,530.85)	(5,530.85)
(220,643.00)	National Westminster Bank PLC	(39,470.10)	(39,470.10)
		NIL	NIL
	ASSET REALISATION		
	Stock	28,695.76	28,695.76
	Office Furniture & Equipment	5,024.05	5,024.05
50,000.00	VFE Assets	50,000.00	50,000.00
4,999.00	RE Assets	14,321.00	14,321.00
11,907.00	RE b/ds	NIL	NIL
Uncertain	Book Debts (Receipts from Natwest)	NIL	NIL
129,040.00	Book Debts	118,830.76	118,830.76
7,000.00	Motor Vehicles	12,587.04	12,587.04
6,500.00	Cash in hand	NIL	NIL
	Rates Refund	5,672.50	5,672.50
	Rates Refund	943.53	943.53
	Cash at Bank	6,500.00	6,500.00
54,604.00	Director/Shareholders' Loan - AI & JA	NIL	NIL
	Sundry Refunds	37.50	37.50
	Bank Interest Gross	14.95	14.95
	Trading Surplus/(Deficit)	(6,928.08)	(6,928.08)
	Contributions to trading costs	7,567.13	7,567.13
		243,266.14	243,266.14
	COST OF REALISATIONS		
	Petitioner's Costs	920.00	920.00
	Specific Bond	237.00	237.00
	Estate Accounting Fee	50.00	50.00
	Preparation of S. of A.	3,750.00	3,750.00
	Liquidator's Fees	12,000.00	12,000.00
	Accountancy Fees	280.00	280.00
	Agent's/Valuer's Fees (1)	6,817.60	6,817.60
	Pension advisers fees	2,100.00	2,100.00
	Legal Fees (1)	5,530.85	5,530.85
	Legal fees (2)	250.00	250.00
	Photocopies	360.75	360.75
	Postage	650.02	650.02
	Meeting Room Hire	46.00	46.00
	Statutory Advertising	561.76	561.76
	Insurance of Assets	727.68	727.68
	Bank Charges	124.55	124.55
	Travelling/Subsistence	30.60	30.60
		(34,436.81)	(34,436.81)
	PREFERENTIAL CREDITORS		
(50,109.00)	Employees' Est. Wage Arrears & Holid	NIL	NIL
		NIL	NIL

Private & Confidential

**AUTOCLAVE & INDUSTRIAL CONTROLS LIMITED
ANNUAL PROGRESS REPORT
TO MEMBERS & CREDITORS
22 JANUARY 2018**

Company	AUTOCLAVE & INDUSTRIAL CONTROLS LIMITED	
Registered Number	01992546	
Trading Address	2 Allens Lane Hamworthy Poole BH16 5DA	
Registered Office	The Old Town Hall 71 Christchurch Road Ringwood BH24 1DH	
Type of Insolvency	Creditors' Voluntary Liquidation	
Date of Appointment	23 November 2016	
Liquidator	David Patrick Meany	
Liquidators Address	Ashtons Business Recovery Ltd The Old Town Hall 71 Christchurch Road Ringwood BH24 1DH	
Dividend Prospects		Current Estimate p in the £
	Preferential	100p
	Unsecured	1.8p
<i>Please note that the guidance on dividend prospects is indicative only. It should not be used as the sole or principle basis of any bad debt provision decision.</i>		

"Turning challenges into opportunities"

Ashtons and Ashtons Recovery are trading styles of Ashtons Business Recovery Ltd, Registered in England & Wales No: 06132474.

A list of those Directors who are regulated and authorised by the Institute of Chartered Accountants in England & Wales is available at the Registered Office at: Towngate House, 2-8 Parkstone Road, Poole, Dorset BH15 2PW.

The Old Town Hall
71 Christchurch Road
Ringwood BH24 1DH
Tel: 01202 974093
Fax: 01202 974093

www.ashtonsrecovery.co.uk

AUTOCLAVE & INDUSTRIAL CONTROLS LIMITED IN LIQUIDATION

Period covered in this report: 23 November 2016 to 22 November 2017

1.0 INTRODUCTION

- 1.1 I write further to my appointment as Liquidator of the above named company on 23 November 2016 and am pleased to present my first annual progress report to creditors. This should be read in conjunction with my previous reports. Appended below is a summary of the realisations and expenses during the liquidation period.

Assets

Asset	Estimated realise Statement Affairs £	to per of Realisations to date £	Anticipated future realisations £	Total anticipated realisations £
Goodwill	50,001	50,001	Nil	50,001
Sale of business – (Control)	50,000	50,000	Nil	50,000
Sale of business – (Coating)	16,906	14,321	Nil	14,321
Stock	Uncertain	28,695	10,998	39,693
Book Debts	129,040	118,830	Nil	118,830
Motor Vehicles	7,000	12,587	Nil	12,587
Cash at Bank	6,500	6,500	Nil	6,500
Director/Shareholders' Loan Account	54,604	Nil	54,604	54,604
Office furniture & Equipment	Nil	5,024	Nil	5,024
Refunds	Nil	6,653	Nil	6,653

Expenses

Expense	Amount per fees and expenses estimates £	Expense incurred date £	Anticipated further expense closure £	Total anticipated expense £
Liquidator's Fees - Fixed	12,000	12,222	Nil	12,000
Liquidator's Fee - Realisations	uncertain	2,500	12,988	15,488
Liquidator's Fee – Prescribed Part	10,000	Nil	10,000	10,000
Agents' fees	6,195	9,317	1,100	10,417
Legal Fees	9,500	11,311	Nil	11,311
Petitioners costs	-	920	Nil	920
Pension adviser Fees	-	2,100	Nil	2,100
Licence Property costs	-	653	Nil	653
Insurance of assets	Nil	727	Nil	727
All other expenses	1,737	1,936	1,000	2,936
Accountancy Fee	-	280	Nil	280
Statement of Affairs (Pre)	3,750	3,750	Nil	3,750
Bank Charges	-	124	200	324

2.0 ADMINISTRATION & STATUTORY

- 2.1 The Liquidator is 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.

2.2 The Liquidator has met his 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:

- First report to creditors
- Proposals to creditors in respect of Liquidator's remuneration and expenses
- Letter to Creditors providing details of business sales

2.3 Other statutory and administration tasks

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

- Case reviews on a regular basis
- Submission of Statutory documents
- Completing initial assessment of potential investigation matters
- Completion and submission of directors' conduct report

3.0 ASSETS

3.1 The Statement of Affairs included estimated realisations from the sale of both the Control division and the Custom Coating division of the business. The sale of the Control division was completed on 30 November 2016, resulting in a payment of £50,000 for Goodwill and Intellectual Property Rights and £50,000 for the plant, machinery, equipment and other chattel assets.

3.2 The sale of the Custom Coating division completed on 2 December 2016, resulting in realisations of £1 for Goodwill, £9,322 for book debts and £4,999 for plant, machinery, equipment and other chattel assets. The consideration was paid by way of an initial payment on completion of the sale and the balance being paid by way of instalments. The final payment was received in September 2017.

3.3 Full details of these sales was provided in my circular to creditors dated 16 December 2016.

3.4 There was a quantity of residual stock left after the businesses had been sold, which had an uncertain realisable value in the Statement of Affairs. A considerable amount of the stock comprised parts that had been acquired for on-going contracts, some of which had been shipped abroad. In view of this, the stock was only of real value to the purchaser of the Control division. It was therefore agreed, that whilst the liquidation was on-going, the purchaser could acquire the stock in tranches on a draw down basis. To date, £39,693 has been invoiced in this regard, of which £28,695 has been received into the liquidation. The balance of £10,998 was paid to the agents in December 2017, which is outside the period covered by this report so does not appear in the receipts and payments account..

3.5 The Statement of Affairs estimated realisations from book debts to be £129,040, which took account of known disputes and a general provision. To date, £118,830 has been received in this regard.

3.6 Three of the largest debts were due from customers whose contracts were now being dealt with by the purchaser of the Control business. Whilst the directors of the Company were aware of issues raised by the customers concerned, given that there was ongoing support for the existing installations, it was hoped that it may be possible to recover some of the monies due.

3.7 Following extensive correspondence and discussions with one of the customers, it became evident that there may be considerable counter claims made against the Company. It was therefore agreed, in conjunction with the directors affected by personal guarantees given to the Bank, that no further action would be taken in relation to those debts. No further recoveries are expected in this regard.

- 3.8 The Motor Vehicles were estimated to realise £7,000. The agents who assisted with the sale of the businesses, Proudley Associates, were instructed to deal with the vehicles and realised £12,587 net of finance.
- 3.9 The Statement of Affairs included cash in hand of £6,500 in respect of funds paid to Ashtons prior to liquidation.
- 3.10 According to the Company's records there was a Director/Shareholders' loan account ("DLA") in the sum of £54,604 due from Mr and Mrs Toll, which the Directors anticipated would be paid in full. Mr and Mrs Toll have settled the outstanding liability to the Bank under the terms of their personal guarantees so now have a subrogated claim in the liquidation, which is secured by the floating charge. Consequently, any monies realised in the liquidation which would have been paid to the Bank under its floating charge will now be payable to Mr and Mrs Toll. It is their intention therefore, to repay the DLA in full from the monies available to them under the floating charge. Of this amount, £10,921 will be ring fenced for the unsecured creditors under the prescribed part.
- 3.11 In addition to the above realisations, Proudley Associates were able to sell some residual office furniture for £5,024 and two refunds totalling £6,653 were received in the liquidation, together with bank interest of £14.95.

INVESTIGATIONS

- 4.1 During the Review Period, I 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.
- 4.2 The Directors have provided the books and records of the Company and cooperated with my enquiries.
- 4.3 The information gleaned from this process enabled me to meet the statutory duty to submit a confidential report on the conduct of the directors (past and present) to the Insolvency Service.
- 4.4 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.

5.0 FIXED & FLOATING CHARGE CREDITORS

- 5.1 The National Westminster Bank Plc held a debenture dated 23 January 2009 giving a fixed and floating charge over the Company's assets. The amount due to the Bank at the date of liquidation was £220,643. This liability was also supported by personal guarantees provided by Mr and Mrs Toll.
- 5.2 Following receipt of legal advice confirming validity of the Bank's security, the Bank received £89,470.10 from the liquidation, being a payment under the fixed charge of £39,470.10 and two payments on account under the floating charge totalling £50,000.
- 5.3 Mr and Mrs Toll subsequently paid the remaining outstanding liability to the Bank under the terms of their guarantee. Accordingly, under the rights of subrogation, Mr and Mrs Toll have a claim in the liquidation of £137,169 which is secured by the floating charge.

6.0 PRESCRIBED PART

- 6.1 Under the provisions of Section 176A of the Insolvency Act 1986, a liquidator has to set aside certain funds for the benefit of unsecured creditors, known as the prescribed part. This provision only applies where the Company has granted a floating charge to a creditor after 15 September 2003.

- 6.2 As the Bank was granted a floating charge over the Company's assets on 23 January 2009, the prescribed part applies to this case. Based on current estimates for asset realisation, preferential creditors and the costs of liquidation, the prescribed part is estimated to be £42,346.

7.0 PREFERENTIAL CREDITORS

- 7.1 The Director's Statement of Affairs estimated preferential creditors to be £50,109. In November 2017 the Redundancy Payments Office submitted a preferential claim for £31,098.56 in respect of wages, holiday pay and pension contributions. In addition to this, the employees have additional claims for wages and holiday pay totalling £20,351.16, bringing the total preferential claims to £51,449.72.
- 7.2 Steps are now being taken to pay the preferential creditors in full.

8.0 UNSECURED CREDITORS

- 8.1 The Director's Statement of Affairs estimated that the unsecured claims totalled £1,683,617, being £502,631 due to HMR&C, £253,042 due to employees, £3,700 due to one of the directors and the balance of £924,324 due to trade and expense creditors. To date, I have received 84 claims totalling £1,441,372, with a number of creditors yet to make a claim.
- 8.2 It is anticipated that a first and final distribution of the prescribed part will be paid within the next reporting period. The prescribed part is currently estimated to be £42,346 which, after taking into account the costs of dealing with creditor claims and based on existing creditor claim information, would result in a small dividend to unsecured creditors in the region of 1.8p in the £.

9.0 LIQUIDATOR'S REMUNERATION

- 9.1 A meeting of Creditors was held on 21 December 2016, to agree the Liquidators remuneration and expenses and the following resolutions were passed.

Resolution 1

A fixed fee of £12,000 plus VAT for the general administration of the Liquidation, together with a percentage of realisations in relation to the following class of assets:

- a. 5% on fixed charge realisations*
- b. 5% on floating charge realisations (excluding realisations in relation to dealing with the Director/Shareholders' loan account but inclusive of assets marked "uncertain" in the Directors' Statement of Affairs), and*

a fixed fee of £10,000 plus VAT for work undertaken to deal with and distribute the prescribed part to unsecured creditors.

These fees to be paid as and when funds become available.

Resolution 2

That in addition, the Liquidator be authorised to draw Category 2 disbursements plus VAT, which will include such expenses that are of an incidental nature and are directly incurred in attending to matters arising in the winding up, together with cost allocations on services supplied by the Liquidator or his firm in accordance with his normal published terms and conditions.

- 9.2 It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. To date I have drawn the sum of £14,500.05 plus VAT, in accordance with the resolutions passed at the meeting on 21 December 2016, being the fixed fee of £12,000 and £2,500.05 in respect of fixed charge realisations of £50,001.

9.3 At the initial meeting of creditors held on 23 November 2016, the meeting resolved that the sum of £3,750 plus disbursements and VAT be paid to Ashtons Business Recovery Ltd for fees in assisting with the convening of the meeting of creditors pursuant to Section 98 of the Insolvency Act 1986 and in preparation of the Statement of Affairs. This amount has now been paid in full.

9.4 I consider that the basis of the fees remains fair and reasonable given the circumstances of the case and a Creditors Guide to Liquidators Fees, explaining how they are agreed and calculated, can be downloaded on line at the following web address
http://www.icaew.com/~media/corporate/files/technical/insolvency/creditors%20guides/2015/guide_to_liquidators_fees_oct_2015.ashx

9.5 Further information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A hard copy of the Creditors' Guide may be obtained on request.

10.0 LIQUIDATOR'S EXPENSES

10.1 Creditors also resolved that the Liquidator be authorised to draw disbursements including apportionment on costs as outlined in my firm's expenses policy, a copy of which is attached to this report. Details of the expenses incurred and paid in this period are highlighted in the appended receipts and payments account.

10.2 In addition to this, the following expenses have been incurred during the period covered by the report, but remain unpaid – postage £1.30, mileage £15.30 and Anti Money Laundering search fee of £16.00.

11.0 PROFESSIONAL ADVISERS

11.1 In accordance with my professional guidelines, I can advise you that the following agents or professional advisors have been utilised in this matter:

Name	Nature of Work	Fee basis and amount paid to 22.11.17
Proudley Associates Ltd MNAVA	Assisting in the scheduling and valuation of assets, the sale of the two businesses and the sale of the remaining assets.	Sale of business – 5% of realisations £5,716.10 Sale of other assets - 10% of realisations £1,525.63
Coffin Mew LLP Solicitor	Advice and assistance on legal matters, including sale of the two businesses, reviewing validity of Bank's security and post sale completion matters	Time cost basis - £11,311.70
20-20 Trustees Ltd Pension Advisers	Assisting with Company pension, preparing Pension report, completing and submitting ERA claim re outstanding contributions	Fixed Fee - £2,100.00
PKF Francis Clark Limited Chartered Accountants	Preparation of Company P11D's	Tine cost basis - £280.00

11.2 The above agents have been instructed due to their experience and ability to deal with this case. As part of my annual case review, I have considered these fees and I am satisfied they are reasonable and appropriate for this case.

12.0 EC REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)

12.1 The Company's centre of main interest was at the former trading address 2 Allens Lane, Hamworthy, Poole BH16 5DA. The registered office is The Old Town Hall, 71 Christchurch Road, Ringwood, BH24 1DH. Therefore, it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

13.0 ADDITIONAL INFORMATION

13.1 Under Rule 18.9 of the Insolvency (England and Wales) Rules 2016, a secured creditor or an unsecured creditor with concurrence of at least 5% in value of the unsecured creditors (including the creditor in question), or any unsecured creditor with the permission of the Court, may within 21 days of receipt of this progress report request, in writing, further information about the Liquidator's remuneration or expenses.

13.2 In addition, if any secured or unsecured creditor considers that these are excessive or inappropriate, they may with the concurrence of either at least 10% in value of the unsecured creditors (including that creditor) or the permission of the Court, apply to Court to challenge the Liquidator's remuneration and expenses under Rule 18.34. Under Rule 18.34(3) such an application must be made no later than 8 weeks after receipt by the creditor of the progress report.

13.3 I would like to inform creditors that as an Insolvency Practitioner I am bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. A note setting out the fundamental principles of the Insolvency Code of Ethics is also enclosed with this report.

14.0 CONCLUSION

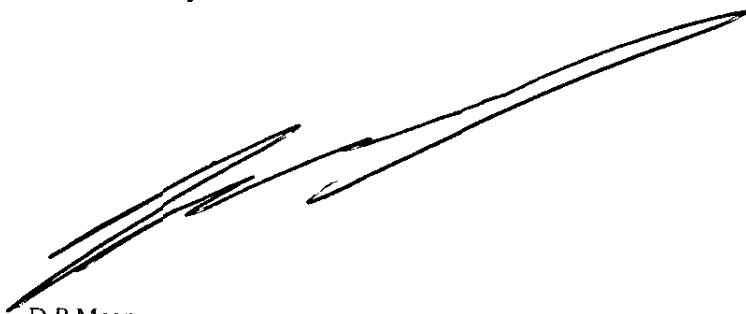
14.1 The administration of the case will be continuing to finalise the following outstanding matters that are preventing this case from being closed:

- Agree the preferential claims and pay in full
- Repayment of the DLA
- Agreement of unsecured creditors' claims
- Distribution of the prescribed part to unsecured creditors
- Distribution of funds under the Floating charge

14.2 Based on the current information, it is anticipated that the liquidation will be concluded within the next 12 months.

If you require any further information, please do not hesitate to contact this office.

Yours faithfully



D P Meany
Liquidator

AUTOCLAVE & INDUSTRIAL CONTROLS LIMITED
CREDITORS VOLUNTARY LIQUIDATION
LIQUIDATORS RECEIPTS & PAYMENTS ACCOUNT

	Statement of Affairs	Fixed charge 23/11/16 to 22/11/17	Floating charge 23/11/16 to 22/11/17	Total
	(£)	(£)	(£)	(£)
RECEIPTS				
Goodwill & IPR	50,001.00	50,001.00		50,001.00
Assets VFE	50,000.00		50,000.00	50,000.00
Assets RE	16,906.00		14,321.00	14,321.00
Book debts	129,040.00		118,830.76	118,830.76
Stock			28,695.76	28,695.76
Director's Loan Account	54,604.00			
Motor vehicles - net of finance	7,000.00		12,587.04	12,587.04
Office furniture & equipment			5,024.05	5,024.05
Cash at Bank	6,500.00		6,500.00	6,500.00
Rates Refunds			6,616.03	6,616.03
Sundry refunds			37.50	37.50
Bank Interest - Gross			14.95	14.95
Contribution to Licence property costs			7,567.13	7,567.13
VAT payable			7,832.75	7,832.75
	<u>314,051.00</u>	<u>50,001.00</u>	<u>258,026.97</u>	<u>308,027.97</u>
PAYMENTS				
Petitioners costs			920.00	920.00
Specific Bond			237.00	237.00
Insurance of assets			727.68	727.68
Preparation of Statement of Affairs			3,750.00	3,750.00
Liquidators Fees		2,500.05	12,000.00	14,500.05
Liquidator's disbursements				-
Legal Fees		5,530.85	5,780.85	11,311.70
Pension adviser fees			2,100.00	2,100.00
Agents Fees		2,500.00	6,817.60	9,317.60
Accountancy Fees			280.00	280.00
Licence property costs			6,928.08	6,928.08
Statutory Advertising			561.76	561.76
Estate accounting fee			50.00	50.00
Photocopies			360.75	360.75
Postage			650.02	650.02
Meeting Room Hire			46.00	46.00
Travel & subsistence			30.60	30.60
Bank Charges			124.55	124.55
VAT recoverable			2,125.37	2,125.37
Distribution to Charge holder		39,470.10	50,000.00	89,470.10
		<u>50,001.00</u>	<u>93,490.26</u>	<u>143,491.26</u>
Net receipts			<u>164,536.71</u>	<u>164,536.71</u>

Ashtons Business Recovery Ltd (“Ashtons”)

Published Expenses Policy effective from 1 July 2017

There are two types of expenses: Category 1 - expenditure is directly attributable to the case and payment is to an independent third party, and Category 2 - expenditure is directly attributable to the case but payment is not to an independent third party – these include allocated and apportioned costs where there may be a profit element.

Category 1 expenses can be drawn without prior approval from the relevant Client, Shareholders and Creditors as appropriate, but Category 2 expenses have to be approved in the same manner as an office holder’s remuneration. Our policy is to seek approval from the relevant Client, Shareholders and Creditors as appropriate before Category 2 expenses are drawn.

Expenses incurred in connection with the administration of all cases are charged at the following rates:

Expense	Charge policy	Category
Postage – Franked and Stamped.	At the prevailing Post Office normal stamped rate	1 and 2
Photocopies / Printing (Where undertaken by a third party).	At cost	1
Secure, removal, storage and destruction of files and documentation on completed assignments/cases.	Fixed at £1 for each month (or part completed month) per filled/part filled storage box. Average total cost for 6 years - £72	2
Secure removal, storage and destruction of third party client files and documentation.	At cost	1
Travel & Accommodation costs as required (hotels, air travel, rail, taxis, public transport, parking, etc.).	At cost	1
Other third party expenses incurred directly in connection with the case (including the services of any accountants, agents, solicitors, ERA consultants, insurers, loss adjusters, pension advisers etc.).	At cost	1
Room hire where required for statutory meetings of shareholders and creditors (whether meetings are attended or not), which are held externally.	At cost	1
Room hire where required for statutory physical and virtual meetings of shareholders and creditors (whether meetings are attended or not), which are held internally. *	Fixed fee of £50 for each separate physical or virtual shareholders and creditors meeting (No charge is made for any non- statutory in-house meetings with clients, directors, shareholders, creditors or other interested parties)	2
Land Registry Searches.	At cost	1
UK Company and Individual searches. *	Fixed fee of £20 per case/client	2
AML Searches & Monitoring	At cost - currently £4 (£2 for each search and £2 for ongoing monitoring) per Director, Shareholder, Individual, Partner, Business/Corporate entity.	1
Overseas Company and Individual Searches.	At cost	1
Business mileage.	HMRC Non-Profit rate (Presently 45p per mile)	2
Recharge of third party Estate Accounting software license fee. *	Fixed annual fee of £50 per case/client	2

Ashtons Business Recovery Ltd is registered in the UK for VAT purposes – Registration No: 167445093 and VAT is charged on our invoices at the appropriate rate for the service(s) provided and/or expense(s) incurred.

The above charges and policies are subject to review and change.

Notes * The charges are calculated by reference to the comparable cost charged by external providers.

Ashtons Business Recovery Ltd

Insolvency Code of Ethics

The fundamental principles are:

- **Integrity**

An insolvency practitioner should be straightforward and honest in all professional and business relationships.

- **Objectivity**

An insolvency practitioner should not allow bias, conflict of interest or undue influence of others to override professional or business judgements.

- **Professional competence and due care**

An insolvency practitioner has a continuing duty to maintain professional knowledge and skill at the level required to ensure that a client or employer receives competent professional service based on current developments in practice, legislation and techniques. An insolvency practitioner should act diligently and in accordance with applicable technical and professional standards when providing professional services.

- **Confidentiality**

An insolvency practitioner should respect the confidentiality of information acquired as a result of professional and business relationships and should not disclose any such information to third parties without proper and specific authority unless there is a legal or professional right or duty to disclose. Confidential information acquired as a result of professional and business relationships should not be used for the personal advantage of the insolvency practitioner or third parties.

- **Professional behaviour**

An insolvency practitioner should comply with relevant laws and regulations and should avoid any action that discredits the profession. Insolvency practitioners should conduct themselves with courtesy and consideration towards all with whom they come into contact when performing their work.