

Liquidator's Progress Report

S.192

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

To the Registrar of Companies

Company Number

02402477

Name of Company

ACW Technology Limited

~~I~~ We

James Richard Tickell, Eagle Point, Little Park Farm Road, Segensworth, Fareham, Hampshire, PO15 5TD

Carl Derek Faulds, Eagle Point, Little Park Farm Road, Segensworth, Fareham, Hampshire, PO15 5TD

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

The Progress Report covers the period from 29/11/2014 to 28/11/2015

Signed

Date

20 JAN 2016

Portland Business & Financial Solutions
Eagle Point
Little Park Farm Road
Segensworth
Fareham
Hampshire
PO15 5TD
Ref A7931/JT/CF/NL/CSR/BS/AJ

FRIDAY



A15 22/01/2016 #127
COMPANIES HOUSE

ACW Technology Limited
(In Liquidation)
Joint Liquidators' Trading Account

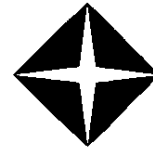
Statement of Affairs	From 29/11/2014 To 28/11/2015	From 29/11/2013 To 28/11/2015
TRADING EXPENDITURE		
Rates	NIL	9,936 16
Internet	NIL	252 00
Telephone	NIL	(2,293 46)
	NIL	(7,894 70)
 TRADING SURPLUS/(DEFICIT)	 NIL	 (7,894.70)

ACW Technology Limited
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments

Statement of Affairs	From 29/11/2014 To 28/11/2015	From 29/11/2013 To 28/11/2015
SECURED ASSETS		
Factory - Tonypandy, Wales	925,000 00	925,000 00
	<u>925,000 00</u>	<u>925,000 00</u>
COSTS OF REALISATION		
Agents/valuers fees	750 00	1,700 00
	<u>(750 00)</u>	<u>(1,700 00)</u>
HIRE PURCHASE		
Factory - Tonypandy, Wales	NIL	NIL
GE Capital interest repayment	NIL	14,522 75
	<u>NIL</u>	<u>14,522 75</u>
ASSET REALISATIONS		
NIL Motor vehicles (included in sale)	NIL	NIL
NIL Goodwill (included in sale)	NIL	NIL
		1,876 90
NIL Tangible assets (excluded from sale)	NIL	NIL
NIL Debts due from ACW International Ltd	NIL	NIL
NIL Debts due from ACW Technology (Zuh	NIL	NIL
NIL Debts due from ACW Global Sourcing	NIL	44,886 13
NIL Debts due from ACW Technology Inc (NIL	NIL
Trade debts	NIL	672 00
Refund of bank charges	NIL	13 96
Tonypandy insurance	1,851 70	16,231 88
Cash at bank	NIL	7 80
Rent (Tonypandy)	126,250 00	251,250 00
Loan to company to fund admin trading	NIL	(250,000 00)
Bank interest gross	732 83	992 00
Ericsson stock	NIL	55,000 00
Cash held with solicitors	NIL	2,042 29
Trading Surplus/(Deficit)	NIL	(7,894 70)
Transfer from administration	NIL	62,732 21
Telephone account refund	NIL	87 38
	<u>128,834 53</u>	<u>177,897 85</u>
COST OF REALISATIONS		
Pre administration fee	31,940 50	61,940 50
Corporate finance advisory fee	NIL	30,791 00
Office holders fees	287,423 00	287,423 00
Office holders expenses	548 20	1,450 17
Loan to ACW International Ltd	NIL	(21,940 72)
Land Registry fees	3 00	3 00
Legal fees	24,235 00	24,235 00
Corporation tax	51 23	128 23
Accountants fees	7,175 00	12,300 00
VAT irrecoverable	2,897 50	2,897 50
Travel expenses	9 43	109 53
Storage costs	56 40	93 90
Agent fees	2,500 00	2,500 00
Statutory advertising	70 00	140 00
Insurance of assets	6,324 81	15,983 87
Bank charges	20 00	20 00
Property agents fees	5,312 50	5,312 50

ACW Technology Limited
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments

Statement of Affairs	From 29/11/2014 To 28/11/2015	From 29/11/2013 To 28/11/2015
	(368,566 57)	(423,387 48)
	684,517.96	692,333.12
REPRESENTED BY		
VAT receivable		7,735 00
Current account - RBS		9,598 12
Fixed term deposit - Lloyds		675,000 00
		692,333.12



Eagle Point
Little Park Farm Road
Segensworth
Fareham
Hampshire
PO15 5TD

Telephone 01489 550 440
Fax 01489 550 499
Email post@portbfs.co.uk
Web www.portbfs.co.uk

TO THE MEMBERS AND CREDITORS

NL/CSR/A7931

21st January 2016

Annual progress report to members and creditors

ACW Technology Limited in liquidation

We have recently passed the anniversary of our appointment as joint liquidators on 29th November 2013 following the administration of the company which commenced on 12th December 2012. We are therefore providing you with a report on the progress of the winding up.

We enclose a schedule giving statutory details of our appointment.

Progress to date in realising assets

We enclose a summary of our receipts and payments during the year and for the case in total.

We previously reported that TT Electronics Integrated Manufacturing Systems Limited (TT) acquired the business and principal assets of ACW Technology Limited (ACW) from us as administrators. It subsequently made an offer of £55,000 to purchase the remaining stock that was excluded from the sale of business. This was in line with the estimated value of the stock and the offer was accepted on 12th February 2014. These funds have been received.

There are significant debts owed to ACW from its parent company, ACW International Limited, (AIL) and AIL's overseas subsidiaries. These overseas businesses have been wound down in their respective countries and their assets realised and distributed. We have reviewed the activities to ensure that funds are correctly passed to ACW. We have received £44,886 in relation to the debt due from ACW Global Sourcing Limited in Hong Kong and £21,941 has been received from AIL. There remains significant sums due from AIL and its subsidiaries but these companies do not have further assets. AIL was placed into liquidation on 13th March 2014 and this liquidation was closed in October 2014.



Portland Business & Financial Solutions Ltd Registered No 3830668
Directors: Carl D Faulds, Mike Fortune, James Tickell, Steve Godwin
All our Licensed Insolvency Practitioners are authorised by the Insolvency Practitioners Association



South West Office
The Outlook, Ling Road, Poole,
Dorset BH12 4PY
Tel 01202 712 810
Fax 01202 712 818

London Office
14 Basil Street, London SW3 1AJ
Tel 020 7925 2651
Fax 020 7925 2652

As part of the sale of the business, TT entered into a five year lease in December 2012 in respect of the freehold property owned by ACW. The rent was £125,000 per annum payable quarterly in advance, TT was also responsible for the insurance costs of the premises. TT ceased operations at the site last year and as a result vacated the premises. As a result of the vacation we were required to ensure that the premises was properly cleared and that all insurance requirements were met to ensure that the property was properly insured. This included significant correspondence with TT and with insurers, as well as a site visit with the insurers to ensure all matters were properly dealt with. There was a significant cost in managing the property and providing security whilst looking for a buyer when it was empty, which TT paid.

TT instructed agents to market the remainder of the lease in order to find an alternative tenant to the premises but if unsuccessful, they had advised us that TT would look to enact the break clause in the lease after three years, which would bring the lease to an end in December 2015. We agreed with TT and its agents that the agents would notify interested parties to the lease that the freehold was available by separate negotiation.

We instructed independent property consultants to advise us of the market value of the property.

Three parties expressed an interest in buying the freehold. Two of the offers received were well below that considered acceptable by the agents and so were rejected. The third interested party was CMW Taff Local Health Board, a Government department. With the assistance of our agent, we were able to negotiate the price offered up to £925,000. TT offered a further £95,000 to extinguish any liability it may have under the lease and to bring the lease to an end on the same date as the sale of the property.

We considered the offer and received advice that the offer should be accepted as it represented a fair value and would prevent the ongoing professional costs associated with continuing to maintain an empty premises. We discussed this offer with the major creditor and it was accepted. The sale completed in March 2015 and the lease surrendered on the same day.

We instructed KPMG, the company's former accountants to complete the tax computations to establish if any Capital Gains Tax had arisen as a result of the sale. They concluded that there was no gain, but that there was tax due in respect of the rental payments received. The calculations have been submitted to HMRC and the payment will be made shortly.

We have secured a repayment of charges from GE Capital of £14,523 in respect of a historical overcharge of interest and £2,042 from funds held with solicitors formerly acting with regard to the company.

Funding facilities

We previously reported that Portland provided a £600k facility to the administration which was secured on the Tonypanydy freehold property. This money was applied along with funds from the TT sale to enable the administration to complete its transitional obligations to TT under the sale agreement, which provided a significant uplift to all creditors compared to closure. The facility agreement, as subsequently approved by creditors, allows for Portland to charge the same rate of interest that RBS would have charged if its facility remained in place.

Portland has been repaid its loan in full. No interest has yet been paid and the cost accrued to the repayment of the loan is about £30k.

Investigation

In our first report, we invited creditors to bring to our attention any matters that they believe require further investigation. We have also conducted an investigation into the affairs of the company in order to identify matters that would lead to a cost-effective recovery for creditors. We have concluded that there are no matters of concern that merit pursuing.

In addition, a report has been submitted to the Insolvency Service as required under the provisions of the Company Directors Disqualification Act 1986.

Creditors' claims and dividends

A summary of the position regarding creditors' claims is set out below -

	Creditor totals			Dividend totals	
	Statement of affairs £000	Claims received £000	Claims agreed £000	Paid to date £000	%
Secured claims	Settled in administration				
Preferential claims	--	--	--	n/a	n/a
Unsecured creditors	1,904	3,816	See note	--	--

We comment further as follows -

- GE Capital and the Royal Bank of Scotland Plc held valid security over the company's assets. These were settled on appointment in the administration from part of the sale proceeds.
- All of the company's employees, bar five, were transferred over to TT as part of the sale agreement. The remaining five employees were transferred to AIL to facilitate the transitional services agreement with TT. As a result, there will be no employee claims against the company.

- TT required, as part of the UK business acquisition, that it assumed the obligation to settle all the trade supply obligations direct and immediately, in order to protect the supply chain and avoid customer disruption. This involved settling some £4.7m of claims from unsecured creditors in full without their having to wait for the liquidation process. We projected that overall the TT arrangement still provided a better outcome for those creditors not taken on by TT, over half of which in value was represented by a shareholder loan, compared to the likely outcome if the TT transaction had not happened.
- We received a claim from Geodis Wilson UK Limited, a creditor we were unaware of at the date of administration. It appeared at first that this creditor should be paid by TT. We requested further documentation which showed that the debt was in fact a claim in the liquidation. We liaised with the creditor and TT and agreed the claim at £38,648.
- The company held leasehold premises in Hedge End, Southampton. We established that there was no realisable premium which could be achieved from an assignment of the lease. The lease came to an end during the administration and so the property has been vacated. A dilapidations claim of £223,564 in relation to the property was received.
- We instructed agents to assist with the analysis and agreement of the dilapidations claim. We met with agents acting for Ericsson who were the head tenant in order to agree the claim at a more reasonable level, as we believed it to be excessive. As a result of these discussions the claim was agreed at £60,000.
- HMRC provisionally claimed £398k for VAT and PAYE. We instructed the company's accountants to submit a corporation tax terminal loss relief claim, which was agreed at £262k and offset from the provisional claim. A further claim has since been received in respect of a contingent liability relating to a 2004 tax assessment which is dependent on appeals to be heard in the court on other cases.
- We have carried out further work to establish what should happen with regard to this action. Although HMRC have submitted a claim for £1.89m, they hold c£1m on account which has not yet been offset. The amount represents a payment made on account by the company prior to administration, which would be held pending the outcome of the tax avoidance appeals. If HMRC were to be successful in appealing the tax planning scheme the company entered into, this would be offset against the debt outstanding. If HMRC were to ultimately lose the appeals the amount would be refunded. As such, there could be a significant refund due to the company if HMRC were to lose the appeal.
- We have met solicitors with regard to the claim and the funds being held to establish whether the claim could be assigned to a third party for a fee, in order that the case be closed, and to understand what action should be taken at this time. We have also discussed the matter with KPMG, who introduced the scheme, to fully understand the scheme in place and where it is in the process.

- We are continuing to liaise with solicitors to agree the next steps and will update creditors accordingly. This process though is unlikely to be settled in short order, as the tax avoidance appeals process is likely to take several years
- We will independently verify the claim by the director of £1.1m to ensure that it is valid and accurately stated

Our projection of the next dividend and likely timescale is as follows -

	Next dividend		Projected total dividend %
	Amount %	Projected date	
Secured claims	-	Full dividend already paid	100
Preferential claims	n/a	No claims	n/a
Unsecured claims	Uncertain	Uncertain	

Due to the ongoing tax queries we cannot estimate the timing or quantum of a dividend with any certainty at this stage

Liquidators' fees, disbursements and expenses

At the first meeting of creditors held in the administration it was resolved that our remuneration should be based on our time costs for both the administration and liquidation. We are required to provide creditors with details relating to those time costs and the disbursements that we have incurred since our last report to creditors and to date in the liquidation. This is analysed on the attached schedule, along with a schedule of our current charge-out rates and disbursements policy, and the totals are summarised below

	Since last report (£)	Liquidation total (£)
Time costs	36,156	95,468
Average hourly rate	237	203
Fees drawn	94,000	94,000

In the attached analysis, we have recorded time in the following categories of work that we have handled -

- **Banking and statutory filing** – maintaining the estate accounts and ensuring compliance and statutory filing requirements
- **Case management and reviews** – internal management of the case to ensure it is completed in an efficient manner and in accordance with good practice. Regular reviews including bonding reviews. Dealing with the administrative aspects of the case
- **Closure of subsidiaries** – see details in asset realisations above

- **Creditor claims agreement** – agreeing claims where it is possible to do so, including a detailed review of the director claim to ensure that the quantum was valid
- **Creditor correspondence** – general correspondence with creditors, including e-mails, letters and telephone calls Providing updates to creditors where requested to do so Forwarding creditor claims to TT where received in error and ensuring the claims have subsequently been paid
- **Ericsson/landlord claim** – see details in creditor claims above
- **Exit of Hedge End premises** – dealing with cancellation of utilities, transfer of accounts were required to do so, and insurance requirements upon the exit of the premises in Hedge End
- **GE Capital refund** – chasing the refund due from GE Capital as set out in asset realisations above
- **Geodis claim** – see details above in creditor claims
- **HMRC returns** – completion of necessary VAT and corporation tax returns to HMRC, including following the sale of the property
- **Liquidation investigation** - carrying out a review of the events leading up to failure and completing the CDDA reports, which is explained in more detail under the heading of 'Investigation' above
- **Loan repayment** – see details in asset realisations above
- **Pension schemes** – dealing with pension schemes in the name of the company and arranging for these to be transferred where applicable Providing necessary documentation to the pension regulator
- **Property issues and rental** – managing the premises and ensuring rent received and property fully insured as detailed in asset realisations above
- **Property sale** – see asset realisations above
- **Reporting to creditors** – communicating with creditors about initial appointment, and preparing and distributing reports
- **Stock sale** – see asset realisations above
- **Tax planning issues** – see creditor claims above

We have also instructed agents to handle certain aspects of the liquidation on our behalf where it was either more cost-effective for them to do so or where they have a particular expertise that was required A summary of the name of agents, the work handled, the basis of the fees paid and the amounts paid and accrued is given below

Name and profession	Nature of work handled	Basis of fees paid	Paid and accrued to date (+) £
James Cowper Chartered accountants	Securing purchaser for business during administration	Fixed fee	30,791
KPMG Chartered accountants	Terminal tax relief claim and completion of tax calculations following sale of the property	Time costs	12,300
Trafalgar Property Consultancy Property agents	Valuation and negotiation of the Tonypandy property	Fixed fee	1,700
Jones Lang LaSalle Ltd Property agents	Marketing and sale of property	Fixed fee	5,313
CBRE Ltd Property agent	Assess Landlord's dilapidation claim	Fixed fee	2,500
Coffin Mew LLP Lawyers	Legal paperwork for the sale of the property and surrender of the lease	Time cost	9,235
Blake Morgan	Final fee in relation to the sale of assets during administration	Fixed fee	15,000

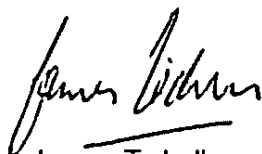
+ the amounts paid to date are shown in the attached receipts and payments account and the balance to arrive at the amounts shown above have been incurred but not paid

We have drawn a total fee of £61,940 50 for our services prior to the administration that preceded the liquidation and £193,423 in respect of the administrators remuneration Full details of the administrators costs have previously been provided to creditors

Anticipated timescale for completion of the winding up

It is not yet possible to comment on when the liquidation will be closed This will be dependent upon the ongoing dispute being settled with HMRC

We hope that the contents of this report have provided you with a clear and detailed explanation of the conduct of the winding up If you should have any queries or require further explanation please do not hesitate to contact us



James Tickell
Joint Liquidator

Within twenty-one days of receipt of this progress report, a creditor may make a written request for further information in relation to the report, including information about the liquidators' remuneration or expenses. If a creditor believes that this remuneration is excessive, the basis is inappropriate, or the expenses incurred by the liquidators are excessive, the creditor may, provided certain conditions are met, apply to court within eight weeks of receiving the progress report to challenge these.

Further information regarding liquidators' fees can be found by visiting the following website link:

<http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees>

Attachments

- Statutory information
- Summary of receipts and payments
- SIP9 time analysis time
- SIP 9 time analysis disbursements
- Schedule of charge out rates

ACW Technology Limited in liquidation

Statutory details relating to the liquidation

This section provides background information about the company and the liquidation appointment

Details of the company

Full registered name	ACW Technology Limited	Registered office	Eagle Point Little Park Farm Road Segensworth, Fareham Hampshire PO15 5TD
Registered number	02402477	Former trading address	Strategic Park Comines Way Hedge End Southampton Hampshire SO30 4XX
Other trading names	None		

Details about the liquidation appointment

Name of liquidators and their licensing bodies	James Richard Tickell	Insolvency Practitioners Association	
	Carl Derek Faulds	Insolvency Practitioners Association	
Liquidators' address	Eagle Point, Little Park Farm Road, Segensworth, Fareham, Hampshire, PO15 5TD		
Date of appointment	29th November 2013	Appointed by	Schedule B1 para 83 of Insolvency Act 1986
Type of appointment	Creditors' voluntary liquidation		

ACW Technology Limited in liquidation

JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT

	From 29/11/2014 To 28/11/2015 £	From 29/11/2013 To 28/11/2015 £
RECEIPTS		
Factory - Tonypandy, Wales	925,000 00	925,000 00
Transfer from administration	-	62,732 21
Stock	-	55,000 00
Debts due from subsidiary companies	-	66,826 85
GE Capital interest repayment	-	14,522 75
Sale of chattel assets	-	1,876 90
Trade debts	-	672 00
Rent (Tonypandy)	126,250 00	251,250 00
Insurance reimbursement (Tonypandy premises)	1,851 70	16,231 88
Cash held with solicitors	-	2,042 29
Sundry refunds	-	2,402 60
Bank interest gross	732 83	992 00
	<u>1,053,834 53</u>	<u>1,399,549 48</u>
PAYMENTS		
Repayment of loan from Portland	-	250,000 00
Rates	-	9,936 16
Internet	-	252 00
Corporate finance advisory fee	-	30,791 00
Corporation tax	51 23	128 23
Accountant's fees	7,175 00	12,300 00
Travel expenses	9 43	109 53
Storage costs	56 40	93 90
Statutory advertising	70 00	140 00
Land Registry fees	3 00	3 00
Insurance of assets	6,324 81	15,983 87
Pre administration fee	31,940 50	61,940 50
Pre administration expenses	-	901 97
Administrators' fees	193,423 00	193,423 00
Liquidator's fees	94,000 00	94,000 00
Liquidators' expenses	548 20	548 20
Legal fees	24,235 00	24,235 00
Agent fees - dilapidations claim	2,500 00	2,500 00
Agents fees - sale of property	750 00	1,700 00
Property agent's fees - sale of property	5,312 50	5,312 50
Bank charges	20 00	20 00
VAT irrecoverable	2,897 50	2,897 50
	<u>369,316 57</u>	<u>707,216 36</u>
Balance on 28th November 2015	<u>684,517 96</u>	<u>692,333 12</u>
MADE UP AS FOLLOWS		
Current account - RBS	7,511 13	9,598 12
Fixed term deposit	675,000 00	675,000 00
VAT receivable	2,006 83	7,735 00
	<u>684,517 96</u>	<u>692,333 12</u>

ACW Limited in Liquidation

SIP9 Time summary

From 29th November 2013 To 28th November 2015

	Partner Hours	Cost £	Manager Hours	Cost £	Other Senior Hours	Cost £	Assistants & Support Hours	Cost £	Total Hours	Total Cost £
Banking and statutory filing			0 60	156 00	1 10	192 50	26 60	2,753 00	28 30	3,101 50
Case management and reviews			13 60	3,446 50	5 70	997 50	29 10	2,936 50	48 40	7,380 50
Closure of subsidiaries	8 80	2,728 00	6 40	1,600 00			2 30	230 00	17 50	4,558 00
Creditor claims agreement	1 30	407 50	6 70	1,709 50	2 90	507 50	2 20	220 00	13 10	2,844 50
Creditor correspondence			5 10	1,297 50	5 70	997 50	15 80	1,544 50	26 60	3,839 50
Ericsson/landlord claim	2 00	627 50	16 70	4,281 50	0 40	70 00			19 10	4,979 00
Exit of Hedge End premises	1 20	372 00	5 10	1,275 00			20 10	2,010 00	26 40	3,657 00
GE Capital refund	0 50	155 00	3 30	825 00			6 30	630 00	10 10	1,610 00
Geodis claim	0 70	217 00	4 40	1,100 00			7 60	760 00	12 70	2,077 00
HMRC returns	2 00	650 00	9 20	2,351 00	5 40	945 00	6 40	640 00	23 00	4,586 00
Liquidation investigation	1 00	325 00	0 80	200 00			1 70	149 50	3 50	674 50
Loan repayment	2 00	620 00	5 10	1,297 50			2 10	210 00	9 20	2,127 50
Pension schemes	0 50	162 50	0 10	26 50	8 10	1,417 50			8 70	1,606 50
Property issues and rental	12 10	3,751 00	34 70	8,762 00	7 90	1,382 50	16 10	1,606 00	70 80	15,501 50
Property sale	27 20	8,712 50	24 40	6,343 00	4 40	770 00	4 80	484 00	60 80	16,309 50
Reporting to creditors	14 50	4,592 50	4 40	1,139 00	6 90	1,207 50	5 60	566 00	31 40	7,505 00
Stock sale	0 70	217 00	3 80	950 00	0 20	35 00	10 20	1,015 00	14 90	2,217 00
Tax planning issues	8 60	2,720 00	26 00	6,816 50	3 20	560 00	7 80	777 50	45 60	10,874 00
Grand Total	83 10	26,257 50	170 40	43,576.50	51 90	9,082 50	164 70	16,532 00	470 10	95,448 50

From 29th November 2014 To 28th November 2015

	Partner Hours	Cost £	Manager Hours	Cost £	Other Senior Hours	Cost £	Assistants & Support Hours	Cost £	Total Hours	Total Cost £
Banking and statutory filing			0 40	106 00	1 10	192 50	9 20	1,012 00	10 70	1,310 50
Case management and reviews			2 40	636 00	5 50	962 50	3 40	374 00	11 30	1,972 50
Creditor claims agreement	0 30	97 50	2 30	609 50	2 90	507 50			5 50	1,214 50
Creditor correspondence			1 50	397 50	4 90	857 50	0 40	37 00	6 80	1,292 00
Ericsson/landlord claim	0 50	162 50	7 10	1,881 50	0 40	70 00			8 00	2,114 00
HMRC returns	2 00	650 00	3 20	848 00	5 10	892 50	0 20	22 00	10 30	2,390 50
Liquidation investigation	1 00	325 00							1 20	347 00
Loan repayment			1 50	397 50					1 50	397 50
Pension schemes	0 50	162 50	0 10	26 50	7 70	1,347 50			8 30	1,536 50
Property issues and rental			2 30	609 50	3 30	577 50	0 10	11 00	5 70	1,198 00
Property sale	18 50	6,012 50	16 20	4,293 00	4 00	700 00	0 40	44 00	39 10	11,049 50
Reporting to creditors	6 50	2,112 50	2 60	689 00	6 90	1,207 50	0 60	66 00	16 60	4,075 00
Stock sale					0 20	35 00			0 20	35 00
Tax planning issues	3 60	1,170 00	21 10	5,591 50	2 60	455 00	0 10	7 50	27 40	7,224 00
Grand Total	32 90	10,692 50	60 70	16,085 50	44 60	7,805 00	14 40	1,573 50	152 60	36,156 50

ACW Limited in liquidation

SIP9 cost summary

From 29th November 2014 To 28th November 2015

Category 2 Disbursements

	Accrued in period £	Paid in period £	Total accrued £	Total paid £
Postage and stationery 3 times postage	133 65	207 75	229 83	207 75
Photocopying and print 10p per copy	38 80	120 00	135 10	120 00
Mileage HM Revenue & Customs agreed rate	5 40	198 45	198 45	198 45
Room hire £120 per meeting	-	-	-	-
Storage (Portland arch) £50 per box per year	-	-	-	-
Facsimile £1 per page	3 00	11 00	14 00	11 00
Company searches 2 times cost	9 00	11 00	11 00	11 00
Debt collection fees X% of realisations	-	-	-	-
	189.85	548.20	588.38	548.20

From 29th November 2013 To 28th November 2015

Category 2 Disbursements

	Accrued in period £	Paid in period £	Total accrued £	Total paid £
Postage and stationery 3 times postage	229 83	207 75	229 83	207 75
Photocopying and printing 10p per copy	135 10	120 00	135 10	120 00
Mileage HM Revenue & Customs agreed rate	198 45	198 45	198 45	198 45
Room hire £120 per meeting	-	-	-	-
Storage (Portland archive) £50 per box per year	-	-	-	-
Facsimile £1 per page	14 00	11 00	14 00	11 00
Company searches 2 times cost	11 00	11 00	11 00	11 00
Debt collection fees X% of realisations	-	-	-	-
	588.38	548.20	588.38	548.20

Portland Business & Financial Solutions

Fees and disbursements policies

Fee policy

In line with most practices, we normally calculate our fees on the basis of the time spent by each member of staff. We are prepared to calculate fees as a percentage of realisations or as a fixed fee by special arrangement only where the circumstances warrant it. Where the assignment relates to an insolvency appointment, we are normally required to obtain a resolution from creditors approving the basis of calculation.

Staff of the appropriate grades, are allocated to each task on each assignment, according to the size and complexity of the matter, and they record their time in six minute units. Where the fee is to be calculated on the basis of time spent, cost rates for each grade are then used to evaluate the fee. The effectively hourly rates in recent periods are as follows -

	Cost per hour	
	Current rate from 1 Oct 2014	1 Dec 2011 to 30 Sept 2014
	£	£
Director	325	310
London Principal	325	310
Associate	325	310
Client director / Senior manager	265	250
Case manager	210	210
Case administrator	175	175
Administrator	110	100
Cashiers	110	100
Support staff	75	75

The current rates apply with effect from 1st October 2014. They are reviewed periodically, typically every 1-2 years, and could therefore increase during any particular assignment.

Disbursement policy

Category 1 – no approval required

Where expenses are incurred through third parties specifically in respect of the assignment, they are recharged to the case as incurred, for example statutory advertising, external room hire, fidelity bond, rail travel and external storage. These are defined as category 1 disbursements in SIP9 and approval is not required.

Category 2 – approval required

Other expenses can be recharged to the assignment based on a share or allocation of a cost that Portland incurs centrally. These are defined as category 2 disbursements in SIP 9 and approval is required. Typically such expenses and the method of allocation are as follows -

Postage and stationery	-	Three times postage cost
Photocopying and printing	-	10p per copy
Facsimile	-	£1 per page
Mileage	-	HM Revenue and Customs agreed rate
Room hire	-	£120 per meeting
Storage (Portland archive)	-	£50 per box per year
Company searches	-	Two times cost
Debt collection fees*	-	Details below

* Portland Legal Debt Collection Limited, trading as Debtcol, is an associated company of Portland Business & Financial Solutions. Where it is deemed appropriate, having considered the cost effectiveness and expertise required, this firm may be instructed to pursue outstanding debts. Commercial fees will be agreed on a percentage of realisation basis, taking into account the complexity and age of the debt. Rates will be agreed on a commercial basis and will range between 5-25%. Specific recharges for necessary disbursements are recharged at cost.