

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

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

### 1 Company details

Company number	0	2	6	5	7	9	7	9
Company name in full	A+ Insurance Services Limited							

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

### 2 Liquidator's name

Full forename(s)	Mike
Surname	Wellard

### 3 Liquidator's address

Building name/number	Unit 4, Limes Court
Street	Conduit Lane
Post town	Hoddesdon
County/Region	
Postcode	E N 1 1 8 E P
Country	

### 4 Liquidator's name ①

Full forename(s)	
Surname	

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

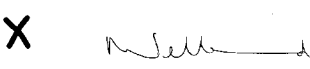
### 5 Liquidator's address ②

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

<b>6</b>	<b>Period of progress report</b>															
From date	<sup>d</sup>	1	<sup>d</sup>	8	<sup>m</sup>	1	<sup>m</sup>	0	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	0
To date	<sup>d</sup>	1	<sup>d</sup>	7	<sup>m</sup>	1	<sup>m</sup>	0	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	1
<b>7</b>	<b>Progress report</b>															
<input checked="" type="checkbox"/> The progress report is attached																
<b>8</b>	<b>Sign and date</b>															
Liquidator's signature	<div>Signature</div> <div>  </div>															
Signature date	<sup>d</sup>	0	<sup>d</sup>	8	<sup>m</sup>	1	<sup>m</sup>	2	<sup>y</sup>	2	<sup>y</sup>	0	<sup>y</sup>	2	<sup>y</sup>	1

# 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 Michael Wellard

Company name RBW Restructuring Limited

Address Unit 4, Limes Court

Conduit Lane

Post town Hoddesdon

County/Region Hertfordshire

Postcode E N 1 1 8 E P

Country

DX

Telephone 01992 392030



### 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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.gov.uk/companieshouse)

IN THE MATTER OF  
A+ INSURANCE SERVICES LIMITED - IN LIQUIDATION  
AND  
THE INSOLVENCY ACT 1986

THE LIQUIDATOR'S THIRD ANNUAL PROGRESS REPORT  
PURSUANT TO SECTION 104A OF THE INSOLVENCY ACT 1986  
FOR THE YEAR ENDED 17 OCTOBER 2021

Michael Wellard  
RBW Restructuring Limited  
(formerly MJW Restructuring Limited)  
Unit 4, Limes Court  
Conduit Lane  
Hoddesdon  
Hertfordshire  
EN11 8EP

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(a) Introduction

The Company was placed into Liquidation by a Special Resolution of the members followed by the Deemed Consent process convened under the Insolvency Act 1986 and Insolvency Rules 2016, on 18 October 2018. This report provides an update on the progress in the Liquidation for the year ended 17 October 2021 ("Review Period") and should be read in conjunction with previous reports.

Rule 18.3: Progress Report

(b) Statutory Information

Company name:	A+ Insurance Services Limited
Former trading name:	As above
Registered office:	Unit 4 Limes Court, Conduit Lane, Hoddesdon, Hertfordshire EN11 8EP
Former registered office:	Unit 16, Sovereign Park, Cleveland Way, Hemel Hempstead Industrial Estate, Hemel Hempstead, Hertfordshire HP2 7DA
Company number:	02657979
Trading address:	Same as former registered office

(c) **Liquidator's name and address**

Liquidator name:	Michael Wellard
Liquidator firm:	RBW Restructuring Limited (formerly MJW Restructuring Limited)
Liquidator address:	Unit 4, Limes Court, Conduit Lane, Hoddesdon, Hertfordshire EN11 8EP
Appointment date:	18 October 2018

Liquidator name:	Darren Edwards
Liquidator firm:	Aspect Plus Limited
Liquidator address:	40a Station Road, Upminster, Essex RM14 2TR
Appointment date:	18 October 2018
Resigned:	27 October 2020

On 27 October 2020, by agreement, Darren Edwards resigned as Joint Liquidator. I will continue to act as sole Liquidator going forward.

(d) **Basis of Liquidator's remuneration**

Pre-appointment costs

I can advise that a fixed fee of £5,000 plus VAT was approved by the creditors following our letter of 14 June 2019. This fee relates to the assistance given to the Director of the Company in the preparation of the statement of affairs and Directors' report to creditors and the Deemed Consent process convened under the Insolvency Act 1986 and Insolvency Rules 2016. This fee has been paid.

#### Basis of remuneration

Following my letter of 14 June 2019, the creditors approved that the basis of the remuneration of the Joint Liquidators be fixed by reference to the time properly spent by the Liquidators and their staff in attending to matters arising in the winding-up.

In accordance with the provisions of Statement of Insolvency Practice 9 ("SIP 9"), a schedule of this firm's charge-out rates was issued to creditors at the time the basis of the Joint Liquidator's remuneration was approved.

As previously advised, there has been an increase in the charge-out rates during this appointment and current and previous rates are detailed at Appendix 3

#### Staff allocation and the use of subcontractors

The general approach to this firm's resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case. The constitution of the case team will usually consist of a Partner, Manager, Senior Administrator and an Administrator. 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. We have not utilised the services of any subcontractors in this case.

#### (e) Liquidator's remuneration

This firm's time costs for the year under review are £1,837. This represents 8.7 hours at an average rate of £211.15 per hour.

Total time costs to 17 October 2021 are £48,986.00. This represents 223.0 hours at an average rate of £219.67 per hour. We attach at Appendix 2 a Time Analysis which provides details of the activity during the year and for the Liquidation from the start to 17 October 2021, analysed by staff grade.

Creditors approved the Joint Liquidators outstanding time costs for the period 18 October 2018 to 7 June 2019 of £36,019. They also approved the estimated time costs to closure of £10,825, assuming that the Joint Liquidators remain in office for 18 months since their appointment.

The Liquidator has drawn the sum of £6,844 on account in respect of these time costs in the year, taking the total fees drawn to £46,844.

Having regard for the costs to date and those that are likely to be incurred in bringing this Liquidation to a close, the original fee estimate has been exceeded.

The fee estimate has been exceeded as the Liquidator has had to remain in office longer than expected. This is due to delays in realising the remaining assets. However, given the limited realisations in this case to date, the Liquidator does not propose to draw fees in excess of the fees estimate at present. The Liquidator will review the position as regards fees when the prospects of realising the remaining assets become clearer.

We consider that the original expenses estimate is likely to be exceeded due to the cost of storing the Company records being greater than previously estimated.

To view an explanatory note concerning the Joint Liquidators' remuneration issued by the Joint Insolvency Committee, please contact this office to arrange for a hard copy to be sent to you. Alternatively, you may view the guide to Liquidators' guide to fees online by copying the link below to your web browser:

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

A copy of this firm's charge out rates and disbursement policy is attached at Appendix 3.

We can advise that R3, the Association of Business Recovery Professionals have a website for creditors which provides information to assist those creditors who are unfamiliar with the insolvency process. Please copy the following link in your web browser to access information: -

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

Included in the work undertaken by us and our staff in the year is the following:-

- Dealing with creditors' enquiries both by correspondence and by telephone and noting their claims.
- Corresponding with HM Revenue & Customs regarding post-appointment corporation tax.
- Correspondence with the Company's bankers, Lloyds Bank Plc ("the Bank"), to trace funds held in a US\$ account by the Company.
- Monitoring the position regarding monies owed by a connected company.

(f) **Liquidator's expenses**

Expenses incurred in the Liquidation are explained below and at (g).

No Category 2 disbursements will be charged. These will normally include costs which are directly referable to the Liquidation but are not paid to an independent third party and will include shared or allocated costs such as photocopying, internal room hire and business mileage.

Category 1 disbursements relate to specific expenditure directly referable to the Liquidation and paid to an independent third party, such as statutory advertising, storage costs and postage.

**Storage Costs**

This firm uses a commercial archiving company for storage facilities for the Company's records and papers. This is recharged at the rate of £5 per box per annum for storage and on a time costs basis at £37.50 per hour for contents listing together with a small charge to cover the administration costs of archiving and retrieval of documents. We are also required to keep my working papers for 6 years from the conclusion of the Liquidation.

The estimated storage costs for the year are £390. No payment has been made for this. The total future costs for storage and destruction of the records at the end of the required period is estimated at £1,209 plus VAT. This may change if the Liquidation takes longer than currently projected.

(g) **Other professional costs**

**Tax consultants**

Croucher Needham (Essex) LLP were instructed to assist with completion of the post-Liquidation tax return. They were instructed on a time cost basis and have been paid £500 plus VAT.



#### Employee Claim Specialists

During the period, it became apparent that there was an invoice outstanding for work completed by ERA Solutions Limited in dealing with staff claims. The outstanding invoice of £160 plus VAT was paid during the period.

#### (h) Details of progress for the period under review

##### Cash at Bank

As detailed in my previous report, the Company had US\$13,295 in a Lloyds Bank account. These funds were located by the bank, converted to sterling and paid to the Liquidator. The sterling equivalent was £10,481.99.

#### i) Receipts and Payments

Attached at Appendix 1 is the Liquidator's Receipts and Payments Account for the period from 18 October 2020 to 17 October 2021. It should be noted that all figures in the Receipts and Payments Account are shown net of VAT, although the VAT will not be recoverable as the Company was not VAT registered.

The significant transactions have been mentioned so far in this report.

#### (j) Details of any assets that remain to be realised and outstanding matters

The Company has a significant debt with an associated company, A+ Financial Services Limited. This company is also in Liquidation and I am the Liquidator of this company as well. Any recovery of this debt will be from a dividend paid to A+ Financial Services Limited's creditors. At this time it is uncertain if a dividend will be paid.

Our agents, Wyles Hardy, are holding computer equipment that belonged to the Company. These are being held due to an on-going Police investigation and cannot be disposed of until the Police provide us with approval. Given the age of the equipment, it is unlikely that it will have any significant value.

If applicable, the agreement of creditors' claims will be carried out in due course to enable the preparation of a distribution to creditors.

Subject to the above and prior to finalising the Liquidation, the final tax position is to be confirmed and statutory matters concluded.

#### (k) Investigations

In accordance with the Company Directors Disqualification Act 1986 a report/return on the conduct of the Directors of the Company has been submitted to the Department for Business Innovation & Skills. As this is a confidential report/return, the Liquidators are not able to disclose the contents.

Prior to our appointment, we were aware that Stephen Grail, a former Director and ultimate owner of the Company, was accused of and admitted to fraud. Our investigations into the Company are on-going to establish whether there could be any matters that might lead to recoveries for the estate and what further investigations and/or actions may be appropriate. We have also assisted the Police with their enquiries.

(l) **Creditors' rights** to request information and **their right to challenge the Liquidator's** remuneration and expenses

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 Liquidator provides further information about his remuneration or expenses which have been itemised in this progress report.

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 the basis fixed for the Liquidator's remuneration, the remuneration charged or the expenses incurred by the Liquidator as set out in this progress report are excessive.

(m) Outcome to Creditors

Secured creditors

On 1 March 2012, the Company granted a debenture to Lloyds TSB Bank Plc giving a fixed and floating charge over the assets of the Company. The amount outstanding at the date of appointment was £76,743. No payments have been made to the bank.

In addition, on 14 September 2018 the Company granted a debenture to Just Cash Flow Plc giving a fixed and floating charge. Whilst a debenture was granted, we understand the Company did not borrow any funds under the security.

Preferential creditors

The preferential creditors' claims were estimated at £11,878.00 and were in respect of 11 employees for wage arrears and/or holiday pay. There was also a claim for unpaid contributions to the Company's pension scheme. No claim has been received from the Redundancy Payments Service to date.

It is uncertain at present whether there will be sufficient funds to make a distribution to this class of creditors.

Prescribed Part

Section 176A of the Act requires the Liquidator to make a Prescribed Part of the Company's net property available for the satisfaction of unsecured debts. This is calculated from the balance remaining after discharging the preferential claims but before paying the floating charge-holder.

As floating charges have been granted, the Prescribed Part will be applicable in this case. However, it is unclear if there will be sufficient funds to discharge the preferential creditors in full. We do not therefore believe that there will be sufficient funds for a Prescribed Part.

Unsecured creditors

Unsecured creditors' claims in the sum of £183,165.86 have been received and noted. Based on current information, it is unlikely that there will be a dividend payable to the unsecured creditors, although this will ultimately depend on any realisations that flow from the inter-company debt.

(n) Whether Proceedings Are Main Proceedings Or Territorial

The Company's centre of main interest was Unit 16, Sovereign Park, Cleveland Way, Hemel Hempstead Industrial Estate, Hemel Hempstead, Hertfordshire HP2 7DA and therefore it is considered that these proceedings are main proceedings.

(o) Next report

The administration of the Liquidation will currently be continuing in order to finalise the following outstanding matters that are preventing this case from being closed, as detailed above.

I am required to provide a further report on the progress of the Liquidation within two months of the end of the next anniversary of the Liquidation, unless I have concluded matters prior to this date and issued my final account.

(p) Complaints

Every endeavour will be made to try to resolve any issues that may arise, however, if any matter is not dealt with to your satisfaction your complaint should be made to the Insolvency Service whose website address for complaints is <http://www.bis.gov.uk/insolvency/contact-us/IP-Complaints-Gateway>. Alternatively you may contact the Insolvency Service in writing, by email or by telephone as follows: -

By Email            [insolvency.enquiryline@insolvency.gov.uk](mailto:insolvency.enquiryline@insolvency.gov.uk)

By Post            The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds  
LS11 9DA;

By telephone      0300 678 0015 (calls are charged at up to 10p pre minute from a land line  
and 3p – 40p per minute from a mobile, in the UK)

I trust you will find this report adequate for your purposes but should you require any further information, please do not hesitate to contact me.



Michael James Wellard  
Liquidator

Date: 8 December 2021

Appendix 1

A+ INSURANCE SERVICES LIMITED - IN CREDITORS VOLUNTARY LIQUIDATION  
LIQUIDATOR'S ABSTRACT OF RECEIPTS & PAYMENTS

From 18 October 2020 to 17 October 2021

STATEMENT OF AFFAIRS £	RECEIPTS	AS PREVIOUSLY REPORTED £	18 OCT 20 TO 17 OCT 21 £	TOTAL £
14,386	Associated Company Debtors	NIL	NIL	NIL
	Insurance Refund	1,626.16	NIL	1,626.16
	Cash at Bank	8.30	10,481.99	10,490.29
	Bank Interest Gross	94.79	NIL	94.79
	Sale Commission	79,297.40	NIL	79,297.40
3,000	Furniture & Equipment	630.36	NIL	630.36
	Stripe Insurance Premiums	205.13	NIL	205.13
	Utilities Refund	349.93	NIL	349.93
	Vat Payable	126.00	NIL	126.00
		82,338.07	10,481.99	92,820.06
	PAYMENTS			
	Statements of Affairs Fee	5,000.00	NIL	5,000.00
	Joint/Liquidators Fees	40,000.00	6,844.00	46,844.00
	Agents/Valuers Fees (1)	3,233.72	NIL	3,233.72
	Legal Fees	3,500.00	NIL	3,500.00
	GDPR Costs	4,723.39	NIL	4,723.39
	Storage Costs	1,364.27	NIL	1,364.27
	Statutory Advertising	45.00	NIL	45.00
	Bank Charges	97.25	10.00	107.25
	Accountancy Fees	80.00	NIL	80.00
	Professional Fees	1,000.00	660.00	1,660.00
	Consultancy Fees	1,153.21	NIL	1,153.21
	Legal Expenses	25.00	NIL	25.00
	Specific Bond	184.00	NIL	184.00
	Irrecoverable VAT	10,844.60	1,500.80	12,345.40
		71,250.44	9,014.80	80,265.24
	BALANCES IN HAND	11,087.63	1,467.19	12,554.82

Note: Following a change in bank, the funds do not earn interest, however, no further bank charges are applied.

A+ INSURANCE SERVICES LIMITED - IN **CREDITORS' VOLUNTARY** LIQUIDATION  
Annual Progress Report pursuant to Section 104A of the Insolvency Act 1986  
8 December 2021

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A+ INSURANCE SERVICES LIMITED - IN CREDITORS VOLUNTARY LIQUIDATION  
INSURERS TRUST ACCOUNT

From 18 October 2020 to 17 October 2021

STATEMENT OF AFFAIRS £	RECEIPTS	AS PREVIOUSLY REPORTED £	18 OCT 20 TO 17 OCT 21 £	TOTAL £
	Bank Interest Gross	13.99	NIL	13.99
	Trust Account Monies	24,399.36	NIL	24,399.36
		24,413.35	NIL	24,413.35
	PAYMENTS			
	Trust Account Costs	4,451.00	NIL	4,451.00
	Liquidator's Trust Fees	3,500.00	NIL	3,500.00
	Payment to Insurers	14,820.98	NIL	14,820.98
	Bank Charges	83.60	2.57	86.17
	Irrecoverable VAT	1,555.20	NIL	1,555.20
		24,410.78	2.57	24,413.35
	BALANCES IN HAND	2.57	(2.57)	NIL

Note: This account is now closed.

A+ INSURANCE SERVICES LIMITED - IN **CREDITORS' VOLUNTARY LIQUIDATION**  
Annual Progress Report pursuant to Section 104A of the Insolvency Act 1986  
8 December 2021

Appendix 2

**Joint/Liquidators' Remuneration Schedule**

A+ Insurance Services Limited

Between 18 October 2020 and 17 October 2021

Classification of work function	Partner/Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	0.00	1.20	0.50	0.60	2.30	567.00	246.52
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	0.00	0.20	0.20	20.00	100.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	4.50	1.70	6.20	1,250.00	201.61
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total hours	0.00	1.20	5.00	2.50	8.70		
Time costs						1,837.00	
Average hourly rate							211.15

Between 18 October 2018 and 17 October 2021

Classification of work function	Partner/Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	0.70	20.60	17.90	33.70	72.90	14,648.00	200.93
Investigations	1.00	14.00	0.20	15.70	30.90	6,814.00	220.52
Realisation of Assets	11.30	32.00	0.20	2.80	46.30	12,493.00	269.83
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.20	23.30	8.70	40.70	72.90	15,031.00	206.19
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total hours	13.20	89.90	27.00	92.90	223.00		
Time costs						48,986.00	
Average hourly rate							219.67

Description	Total Incurred £	Total Recovered £
Case management fee	110.00	NIL
Statutory advertising	253.80	45.00
Specific bond	272.00	184.00
Totals	635.80	229.00

**Summary of Fees**

Time spent in administering the Assignment	Hours	223.00
Total value of time spent to 17 October 2021	£	48,986.00
Total Joint/Liquidators' fees charged to 17 October 2021	£	46,844.00

### RBW Restructuring Limited Disbursement Policy

#### Charge-out rates

Work undertaken by staff 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. Details of charge-out rates effective from 1 January 2019, together with those previously charged are as follows:

Charge Out Rates from 01/01/2019		Charge Out Rates Prior to 01/01/2019	
Partners	£400	Partners	£325
Managers	£300	Managers	£250
Senior Administrators	£240	Senior Administrators	£190
Administrators	£190	Administrators	£150
Junior Administrators	£100	Junior Administrators	£90

#### Expenses

Below is an outline of the expenses that may be incurred during the assignment.

Agents and Valuers	There will be a fixed fee for valuations estimated from £150 to £1,000 plus VAT. Marketing will be on a percentage basis from 2% to 20%. Costs incurred will depend on the size and complexity of the assets to be realised
Debt collection Agents	It is anticipated that the agent will be paid a percentage of debtor realisations. This percentage will vary from approximately 5% to 25% depending upon the age and complexity of the debt
Solicitors	If Solicitors are instructed then this will normally be on a time costs basis which will be monitored by the office holder and disclosed to creditors in future progress reports. Where possible, "no win, no fee" type arrangements will be sought to minimise risk to the assignment.
ERA specialists	Time cost basis which would be monitored by the office holder and disclosed to creditors in future progress reports
Tax consultants	We instructed Croucher Needham (Essex) LLP to assist with the post-Liquidation tax return. Their fees were £500 plus VAT.

#### Disbursements

Category 1 disbursements are payments to independent third parties where there is specific expenditure directly referable to the case. Specific approval from creditors to draw these expenses incurred is not required and the amount recharged to the case is the exact amount incurred.

Examples of Category 1 disbursements include postage, case advertising, specific bond insurance, company search fees, travel and properly reimbursed expenses incurred by personnel in connection with the case. Also included will be services specific to the case where these cannot practically be provided by RBW Restructuring Limited, such as printing and room hire.

Category 2 disbursements are expenses that are directly referable to an insolvency assignment but not paid to an independent third party and include elements of shared or allocated costs incurred by RBW Restructuring Limited and recharged to the estate. Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration. Examples of Category 2 disbursements are photocopying, all business mileage, internal room hire and internal storage.

#### Further information

To view an explanatory note concerning Office Holder's remuneration issued by the Joint Insolvency Committee, please contact this office to arrange for a hard copy to be sent to you. Alternatively, you may view a guide to fees online by copying the link below to your web browser:

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



Proof of Debt – General Form  
A+ INSURANCE SERVICES LIMITED  
Date of resolution for voluntary winding-up 18 October 2018

DETAILS OF CLAIM		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> <li>• For UK companies: its registered number</li> <li>• For other companies: the country or territory in which it is incorporated and the number if any under which it is registered</li> <li>• The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act</li> </ul>	
4.	Total amount of claim, including any Value Added Tax, as at the date of winding-up, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£ ) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [Note the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category  Amount(s) claimed as preferential £
AUTHENTICATION		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO

Detailed list of work undertaken for A+ Insurance Services **Limited in Creditors' Voluntary Liquidation** for the review period 18 October 2020 to 17 October 2021

Below is detailed information about the tasks undertaken by the Liquidator.

General Description	Includes
Statutory and General Administration	
Statutory/advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Annual corporation tax returns Reviewing bonding the case for the value of the assets
Tax	Reviewing Company tax position Instructing tax consultants to assist with post-Liquidation tax returns
Document maintenance/file review/checklist	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
Bank account administration	Bank account reconciliations Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Books and records / storage	Dealing with records in storage Sending job files to storage
Reports	Circulating annual report to creditors Preparing annual progress report, investigation, meeting and general reports to creditors
Realisation of Assets	
Cash at Bank	Corresponding with Bank to release funds in US\$ account
Creditors and Distributions	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD